



May 10th, 2021

To: **Prospective Bidder**

Subject: **Request for Proposal**

Grand Valley State University is accepting proposal(s) for **supplies for our Life and Health Sciences Department(s)**. Reference attached instructions and specifications.

If you wish to bid on these chemicals, equipment & supplies, please submit your proposals for bid #221-27 no later than 2:00 PM EST Friday, June 4, 2021. E-mail your proposal to: caccamo@gvsu.edu

Submit your proposal electronically to the above e-mail address by the bid opening date and time. Grand Valley State University is not responsible for e-mail bids affected by spam or not received by the bid opening date & time. **No fax, verbal, or telephone proposals will be accepted. Bids will be accepted on the enclosed Excel forms only.**

Before submitting proposal, check to be sure that:

1. The Proposal/Certification/Contract form is signed and witnessed.
2. All addenda received are acknowledged

Note: Electronic submission becomes your authorized signature

Thank you for your participation,

Aaron Caccamo, M.A., CPCP
Sr. Strategic Sourcing Specialist

*Procurement Services – 2015 Zumberge Hall - Allendale, MI 49401
Phone - 616/331-3436 - Fax 616/331-3287*



Grand Valley State University
Request for Proposal Instructions to Bidders

1. Grand Valley State University's sales tax exempt no. 381684280
 2. **Quote prices F.O.B. delivered to GVSU ... exact campus location will be given on purchase order submitted to supplier – F.O.B. delivered to GVSU = no shipping, freight, or handling charges added to any invoice pertaining to this bid.**
 3. **Grand Valley State University is not responsible for hazardous material charges unless indicated in your proposal**
 4. Reference attached Specifications
 5. The quantities listed in the specifications are estimates only. GVSU is not guaranteeing the purchase of the quantities listed in the specifications. The requirements listed are based on usage estimates and are not to be construed as a minimum or a maximum order.
 6. Grand Valley State University reserves the right to accept alternates that meet and or exceeds attached specifications. Include with your proposal any supporting documentation (pictures and written specifications) that might help us in our decision making process for all alternate items.
 7. Catalog numbers have been taken from Fisher Scientific unless other wise indicated. Use these numbers as a reference when preparing your proposal. **If an alternate items are quoted they must be marked ALTERNATE and include the following information:**
 - Vendor catalog number
 - Manufacturer
 - Document unit/packaging changes
 - Catalog page number
 - Document alternate item information on attached spreadsheet ... Make sure all alternate items are marked “**alternate**”
 8. **Record all pricing information on attached specification sheet(s)**
 9. Provide product availability
 10. Provide warranty information for each product where applicable
 11. Once an award has been made, no product substitutions will be accepted. **Delivery of any substitutes will be refused and/or returned at the supplier's expense.**
 12. **All prices are guaranteed and to remain firm for at least 60 days.**
 13. **Please include contact information for Grand Valley State University's sales representative on page four (4) of this document ... Contract and proposal page.**
 14. At Grand Valley State University, socially responsible procurement -- which is defined as supporting diversity, socially responsible procurement, and sustainability -- is highly valued. These ideals are fundamental to our academic, research, and athletic excellence. GVSU promotes supplier participation that is reflective of the diverse business community and of the University's desire to procure environmentally friendly products, while remaining focused on socially responsible procurement methodologies.
 15. Grand Valley State University endeavors to buy products made in the United States of America whenever an American-made* product is available that meets or exceeds the specifications requested and the price is equal to or lower than a foreign-made product. Vendors are requested to bid American-made products and or services whenever available. Vendors may bid foreign-made products or services when:
 - a. They are specified
 - b. They are identified as an alternate by the vendor as long as they are technically acceptable.
- *More than 50% of the manufactured or assembled in the United States.
16. Grand Valley State University reserves the right to accept any item or your entire proposal at the price(s) quoted unless otherwise indicated by you.
 17. GVSU reserves the right to accept or reject any or all Proposals not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. The University reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all bidders. The University reserves the right to negotiate with the bidder whose proposal is deemed most favorable.
 18. Grand Valley State University reserves the right to award bids / proposals in the manner that will best suit the University.
 19. Contact Aaron Caccamo via email with any questions concerning this request for proposal at caccamo@qvsu.edu. All questions must be submitted no later than Monday, May 24th, 2021 at 10am EST. All questions will be answered as an addendum and posted online along with the bid.



CERTIFICATION/PROPOSAL/CONTRACT

Science Division • RFP 221-27

- I. The undersigned certifies that to the best of his/her knowledge:
- There is no officer or employee of Grand Valley State University who has, or whose relative has a substantial interest in any contract award subsequent to this proposal.
- The names of any and all public officers or employees of Grand Valley State University who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal are identified by name as part of this submittal.

Name(s) _____

II. The undersigned further certifies that their company ___ IS or ___ IS NOT currently debarred, suspended or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

III. Bidder declares the following legal status in submitting this proposal:

- A partnership
- A corporation organized and existing under the laws of the State of _____
- An individual doing business as (DBA) _____

IV. Bidder declares that company is at least 51% owned, controlled and actively managed by (check all that apply):

- African-American
- Asian American
- Hispanic American
- Native American
- Multi-Racial
- Veteran
- Woman/Women
- ADA Disabled Person(s)

V. Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____
Addendum No. _____ Dated _____

VI. The undersigned proposes to furnish all items accordance with the bid document(s) listed herein, including all addenda issued pertaining to same, for the sum or sums as stated, and agrees that these document(s) will constitute the contract if accepted by Grand Valley State University via. submission of a purchase.

Company Name
Address City/State/Zip Code
Office Phone No. Cellular Phone No. Fax No. E-mail Address
Authorized Agent Signature Name & Title
Witness Signature Name
Tax Identification No. Date

VII. Please provide contact information for Grand Valley State University's sales representative:

