



To: Prospective Supplier

**From: Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services
Ph 616/331-3211, Fax 616/331-3287, E-mail smalligk@gvsu.edu**

Date: April 1, 2019

**Subject: Request For Proposal #219-25
Housing South Apartments E Replacement Lounge Furniture**

Grand Valley State University is accepting competitive proposals for lounge furniture (sofas and sofa chairs) for its South Apartments E. If you desire to submit a proposal for RFP #219-25, do so no later than 5:00 p.m., Wednesday April 10, 2019 by e-mail to smalligk@gvsu.edu. Please indicate RFP #219-25 in the subject line of your e-mail. No telephone, fax or verbal quotations will be accepted. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

Before sealing the envelope, check to be sure that:

The unit and extended prices are provided.

All addenda received are acknowledged.

The Proposal & Contract form is signed by an authorized individual

Direct any other questions regarding this RFP to Kip Smalligan at the above contact information.

GVSU RFP #219-25: Introduction

Grand Valley State University is accepting competitive proposals for lounge furniture (sofas and sofa chairs) for its Grand Valley Apartments. If you desire to submit a proposal for RFP #219-25, you must do so no later than 5:00 p.m., Wednesday April 10, 2019 by e-mail to smalligk@gvsu.edu. Please indicate RFP #219-25 in the subject line of your e-mail. No telephone, fax or verbal quotations will be accepted. Grand Valley State University is not responsible for late, lost, misdirected mail.

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GVSU RFP #219-25: Instructions

1. Schedule:

April 1, 2019:	RFP released
April 10, 2019 5:00 pm:	Proposal submission deadline
April 19, 2019:	Proposal awarded by
Mid to late July 2019:	Delivery

2. Should it become necessary to revise any part of the RFP, notice of the revision will be given in the form of an addendum to all prospective suppliers on record as having received the RFP. Any addendum notices will also be posted on the [Bid Opportunities page](#) of the GVSU Procurement Services website www.gvsu.edu/purchasing. Each supplier should acknowledge receipt of any addenda in their proposal on the Proposal form, but the failure of a supplier to receive or acknowledge receipt of any addendum, shall not relieve the supplier of the responsibility for complying with the terms thereof.
3. Click on this link to see GVSU's [General Conditions](#)
4. It is GVSU's preference to award this RFP to a single supplier. Please price based on being awarded the entire RFP. Grand Valley State University reserves the right to accept or reject any or all proposals or to negotiate with suppliers if it feels is in its best interest.
5. No furniture or wood or color samples are necessary with proposal; GVSU will request furniture samples later if desired. Supplier must submit colored illustrations/photos of proposed furniture. Please provide any other supporting documentation that will assist in the decision making process. GVSU may request some suppliers to do demonstration presentations of their furniture.
6. Delivery
- No installation is needed. Delivery is to be coordinated with Housing Facility Manager, Adam Tate, 616/331-2586 tateam@gvsu.edu

Delivery will be made to our warehouse at 5241 Edgeway Drive, Suite A, Allendale, MI 49401. Our first preference would be to have a GVSU crew hand unload the furniture.

If a truck dock is necessary, please state that in your proposal.

- Delivery is to be coordinated with Housing Facility Manager, Adam Tate, 616/331-2586 or tateam@gvsu.edu
 - Blanket wrapped delivery is preferred.
 - Supplier must clean and take away all waste and packaging; cannot use GVSU dumpsters.
7. Include all costs in your proposal including assembly, freight, and delivery. Installation is **not** needed. Provide an itemized cost list if optional or variable costs. All costs provided in your proposal are to be quoted F.O.B. destination Grand Valley Apartments, Allendale, Michigan.
8. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is attached.
9. Proposals will be evaluated by members of the GVSU's Procurement Services, Office of Housing and Residential Life. Evaluation criteria are below:
- Adherence to listed product specifications.
 - Durability/longevity of products and warranty (minimum 10 years on workmanship/materials)
 - Variety of finish options
 - Sustainability (including but not limited to regionally sourced/manufactured materials, documentation that wood materials come from sustainably managed forest, and sustainable practices used within overall manufacturing/office practices.
 - Customer Service (assistance with finish selection, custom pieces, and availability of interior design services; acknowledgement of contact within 48 hours; corrections/repairs made within two weeks; re-upholstery capability)
 - Supplier's ability to provide installation and assembly for all products
 - Cost – best overall value to GVSU
 - Prior performance will be a consideration in evaluation.
10. Acceptance of proposal will be made by purchase order
11. Starting with the turnover date, GVSU shall have fourteen (14) calendar days to conduct acceptance testing (during which time the furniture may, at the GVSU's option, be in use) to confirm the proper functioning and performance of the furniture including all characteristics stated in the supplier's published specifications, or in the supplier's proposal response plus any and all requirements of applicable federal, state, or local standards pertaining to the furniture and installation. If the furniture fails to pass this acceptance, the supplier shall have seven (7) calendar days to provide necessary replacements or repairs to bring the furniture into compliance. GVSU shall then have seven (7) calendar days to again conduct acceptance.
12. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions regarding this RFP.

GVSU RFP #219-25: Furniture Specifications and Quantities

1. Life expectancy on furniture: 15- 20 years. State if life expectancy is less.
2. Foam is required as the inner support material in all the back cushions
3. State the density and weight of all foam used.
4. State the warranty on foam
5. Minimum warranty of 10 years on the entire product. State the full warranty with details on each piece.
6. If we decide to order sofa chairs, they will be matching with the sofas.

Sofa Quantity: 30 – 40 each

Wood: Style similar to [Brill University Place](#) or [RT London Baxter](#) or [Transformations Kendrick](#)
Hardwood or upholstery grade plywood frame; steel springs; fully upholstered; straight back or similar, modern style; straight arms or similar, modern style; arms, seat, & back may be constructed from separate units; reversible, high-resiliency foam cushions; feet/legs should be part of frame/structure; **solid wood feet**

Fabric grade 2 or similar

Length 76" - 85"

Depth 34" - 37"

Height 32" - 36"

Sofa Chair Quantity: Zero to 10 each

Wood: Style similar to [Brill University Place](#) or [RT London Baxter](#) or [Transformations Kendrick](#)
Hardwood or upholstery grade plywood frame; steel springs; fully upholstered; straight back or similar, modern style; straight arms or similar, modern style; arms, seat, & back may be constructed from separate units; reversible, high-resiliency foam cushions; feet/legs should be part of frame/structure; **solid wood feet**

Fabric grade 2 or similar

Length 34" - 37"

Depth 34" - 37"

Height 32" - 36"



PROPOSAL FORM

Housing South Apartments E Lounge Furniture • RFP #219-25

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) _____

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.

Supplier 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) _____

(Optional) Supplier declares that company is at least 51% owned, controlled and actively managed by (check all that apply) - Optional

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

Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

BASE PROPOSAL _____ ATTACH YOUR PROPOSAL _____ dollars

(\$ _____)

The undersigned proposes to furnish all labor, materials, equipment, tools and services required to complete the work in accordance with the proposed Contract Documents listed herein, including all addenda issued pertaining to same, for the sum or sums as stated, and agrees that these Documents will constitute the Contract if accepted by Grand Valley State University.

Company Name

Address City/State/Zip Code

Office Phone No. Cellular Phone No. Fax No.

Authorized Agent Signature Name & Title

Witness Signature Name

Tax Identification No. Date

VIII. ACCEPTANCE: This proposal is accepted by Grand Valley State University

Authorized Agent Signature Name & Title

Witness Signature Name

Office Phone No. Cellular Phone No. E-mail

38 1684280
GVSU Tax Identification No. Date