



**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](mailto:smalligk@gvsu.edu)**

**Date: March 15, 2018**

**Subject: Request For Proposal #218-40  
Housing Grand Valley Apartments Replacement Lounge Furniture**

Grand Valley State University is accepting bid proposals for lounge furniture (sofas, chairs, and end tables) for its Grand Valley Apartments. If you desire to submit a proposal for RFP #218-40, you must do so no later than 5:00 p.m., Wednesday March 28, 2018 by e-mail to [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) or by US or parcel mail to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Please indicate RFP #218-40 in the subject line of your e-mail or on your envelope or package. 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 me at the above contact information.

## **GVSU RFP #218-40: Introduction**

Grand Valley State University is accepting bid proposals for lounge furniture (sofas, chairs, and end tables) for its Grand Valley Apartments. If you desire to submit a proposal for RFP #218-40, you must do so no later than 5:00 p.m., Wednesday March 28, 2018 by e-mail to [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) or by US or parcel mail to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Please indicate RFP #218-40 in the subject line of your e-mail or on your envelope or package. 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.

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## **GVSU RFP #218-40 Instructions**

1. RFP Schedule:

March 13, 2018:	RFP released
March 28, 2018 5:00 pm:	Proposal submission deadline
April 9-11, 2018	Product demonstrations (if requested by GVSU)
April 13, 2018:	Proposal awarded by
Late July or early Aug 2018:	Delivery and installation date.
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](http://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. [If you are submitting your proposal via mail or drop-off, include an electronic copy of your proposal via either CD, or USB drive.](#)
4. Click on this link to see GVSU's [General Conditions](#)
5. 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.
6. [State of Michigan Prevailing Wage law is applicable for furniture installation labor.](#) Attached are the current Prevailing Wage rates for Ottawa County. Contact the State of Michigan if questions at 517-322-1825.

7. 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 or all suppliers to do demonstration presentations of their furniture.
8. Delivery and Installation.
  - Delivery and installation is to be coordinated with Housing Facility Manager, Adam Tate, 616/331-2586 [tateam@gvsu.edu](mailto:tateam@gvsu.edu)
  - Blanket wrapped delivery is preferred.
  - A map of the Allendale campus can be found at [www.gvsu.edu/homepage/files/pdf/maps/allendale.pdf](http://www.gvsu.edu/homepage/files/pdf/maps/allendale.pdf)  
Grand Valley Apartments is building number 56 on the map.  
[Pedestrians have the right of way at most crosswalks on campus. Watch for students!](#)
  - There are six three-story buildings that make up Grand Valley Apartments. The buildings are named Mackinac, Wexford, Oakland, Tuscola, Benzie, and Keweenaw. Benzie and Keweenaw do not have a study lounge.
  - Access to Grand Valley Apartments will be via access drive off of 42<sup>nd</sup> Avenue.  
A 53-foot trailer should be able to get reasonably close.
  - See the stairs requirements for each furniture piece in the Specifications section below.  
All front entrances have 36” wide doorways. A sofa with GVSU’s specified dimensions does fit through the door but may be easier with the feet removed. As you enter each building front door, it is split level. There is no elevator.
  - Supplier must clean and take away all waste and packaging; cannot use GVSU dumpsters.
9. Include all costs in your proposal including freight, delivery, assembly, and installation.  
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.
10. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is attached.
11. 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.

(continued next page)

- 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.

12. Acceptance of proposal will be made by purchase order

13. 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.

14. Contact Kip Smalligan at 616/331-3211 or [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) with any questions regarding this RFP.

## **GVSU RFP #218-40: Product Specifications and Quantities**

Life expectancy on furniture: 15- 20 years. State if life expectancy is less.

Foam is required as the inner support material in all the back cushions

State the density and weight of all foam used.

State the warranty on foam

Minimum warranty of 10 years on the entire product. State the full warranty with details on each piece.

GVSU is interested to know if suppliers have any solutions for anchoring the furniture in the Corridors (24 sofas) as we would prefer the seating not be moved into an exit path to prevent fire code violation.

### **Sofa Chair - Quantity 78 each**

Wood: Style similar to [Brill University Place](#) or [RT London Baxter](#)

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 1 or 2

Length 34" - 37"

Depth 34" - 34"

Height 32" - 36"

### **INSTALLATION STAIR REQUIREMENTS**

#### **Rooms**

9 each go to a 1<sup>st</sup> Floor (half flight of stairs down)

19 each go to a 2<sup>nd</sup> Floor (half flight of stairs up)

17 each go to a 3<sup>rd</sup> Floor (1.5 flights up)

#### **Corridors**

12 each go to a 2<sup>nd</sup> Floor (half flight of stairs up)

12 each go to a 3<sup>rd</sup> Floor (1.5 flights up)

Study Lounge (between 2<sup>nd</sup> & 3<sup>rd</sup> floor)

4 each go to a Study Lounge (1 flight of stairs)

**Sofa - Quantity 50 each**

Wood: Style similar to [Brill University Place](#) or [RT London Baxter](#)

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 1 or 2

Length 78" - 84"

Depth 34" - 37"

Height 32" - 36"

**INSTALLATION STAIR REQUIREMENTS**

Rooms

9 each go to a 1<sup>st</sup> Floor (half flight of stairs down)

19 each go to a 2<sup>nd</sup> Floor (half flight of stairs up)

17 each go to a 3<sup>rd</sup> Floor (1.5 flights up)

5 each are spares; estimate installing 1 flight up

**End Table - Quantity 12 each**

Wood: Style similar to [Brill Hugo](#) but open to suggestions.

Solid wood or plywood with laminate surface construction acceptable; choice of metal or wood feet; modern, straight-line design.

Length 24"

Depth 24"

Height 22"

**INSTALLATION STAIR REQUIRMENTS**

Corridors

6 each go to a 2<sup>nd</sup> Floor (half flight of stairs up)

6 each go to a 3<sup>rd</sup> Floor (1.5 flights up)

## **GVSU RFP #218-40: On Campus Policies for Suppliers**

### Smoking Policy

Smoking is prohibited in all indoor spaces. Smoking is prohibited within 25 feet of any GVSU building or bus stop.

### Firearm Policy

Possession or use of firearms or other lethal weapons are not permitted on GVSU property.

### Parking Permits

All vehicles parking on campus are required to have a parking permit [Contact Adam Tate [tateam@gvsu.edu](mailto:tateam@gvsu.edu) or Kip Smalligan [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) for visitor parking permit]. Supplier parking is not permitted in handicap spaces or at building entrance or egress locations.

### Behavior

Any negative behaviors, including but not limited to larceny, assault and sexual harassment are not tolerated. Supplier interaction with faculty, staff and students should be avoided unless business-related.

### Photographs

Any Consultant, Contractor, or Supplier shall not photograph GVSU projects without the expressed written permission of Grand Valley State University.

### Traffic Control

GVSU approval of any traffic disruption is required two weeks prior to commencement of work. Traffic control personnel must be trained, properly attired, dedicated to the traffic control task, and keep traffic flowing. Provide barriers and safety signage.

### Dumpsters

Use of GVSU dumpsters or trash containers for disposal of waste is prohibited.



**PROPOSAL FORM**  
**Grand Valley Apartments Furniture • RFP #218-40**

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) \_\_\_\_\_

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

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

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