



**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 13, 2016**

**Subject: Request For Proposal #216-39  
Gas Kilns for Art & Design Department**

Grand Valley State University is accepting sealed bid proposals for two large gas kilns for its Calder Art Center on the Allendale, Michigan campus.

**If you desire to submit a proposal for RFP #216-39, you must do so no later than 5:00 p.m., Monday April 18, 2016 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403.**

**You may e-mail your proposal to [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu).** No telephone, fax or verbal quotations will be accepted. Please indicate RFP 216-39 in the subject line or on your envelope.

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:

All addenda received are acknowledged.

The Proposal & Contract form is signed by an authorized individual

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

## GVSU RFP #216-39: Instructions

1. RFP Schedule:

April 13, 2016:	RFP Released
April 18, 2016 at 5:00 pm:	Proposal submission deadline
August 15, 2016	Delivery no later than
  
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 addenda in their proposal, 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. In order to comply with the State of Michigan higher education appropriation bill, GVSU supports the following State of Michigan procurement requirements.

"Funds appropriated from the State shall not be used for the purchase of foreign goods or services, if competitively priced and of comparable quality American goods and services are available. Preference should be given to goods and services manufactured or provided by Michigan businesses, if they are competitively priced and of comparable quality."
  
4. 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. Include **all** costs in proposal including freight and delivery. Provide a cost schedule if optional or variable costs. All prices provided in your proposal are to be quoted F.O.B. destination Allendale campus.
  
6. Our window for delivery is August 1 through 15, but delivery must be coordinated closely with Sean Larson, 616/331-3334 [larsose1@gvsu.edu](mailto:larsose1@gvsu.edu). **Delivery must not be later than August 15.** Delivery will be to GVSU Calder Art Center, 1 Campus Drive, Allendale, MI 49401.

GVSU will have a separate contractor who will offload the kilns from the delivery truck and install.

Supplier must clean and take away all waste and packaging; cannot use GVSU dumpsters.

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).
  
7. Acceptance of proposal will be made by purchase order
  
8. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is available at [www.gvsu.edu/purchasing](http://www.gvsu.edu/purchasing) (see Popular Pages section).
  
9. Contact Kip Smalligan at 616/331-3211 or [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) with any questions regarding this RFP.

## **GVSU RFP #216-39: Specifications**

1. A) 1 gas kiln at or near 40 cubic feet  
B) 1 gas kiln at or near 28 cubic feet
2. Both kilns **MUST** have an uncrated height no more than 82.5''  
Both kilns **MUST** have an uncrated width OR depth no more than 67.5''
3. We want both kilns to be the same manufacturer/brand.
4. Include manufacturer spec sheet with dimensions verified.
5. If your company manufactures train kilns and standard front loaders please include bids for **BOTH** at both sizes.
6. Both kilns **MUST** come equipped with the following broken down into individual amounts for each item:
  - Gas pressure regulator
  - Electronic high limit safety system with digital pyrometer
  - Combustion hoods
  - Furniture kit
7. Include crating, and all shipping costs in this bid. Delivery will be to GVSU Calder Art Center, 1 Campus Drive, Allendale MI 49401.
8. State any of your warranties in detail and any manufacturer warranty in detail.



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**PROPOSAL: GAS KILNS • RFP #216-39**

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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. 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) \_\_\_\_\_

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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> African-American  | <input type="checkbox"/> Native American | <input type="checkbox"/> Woman/Women            |
| <input type="checkbox"/> Asian American    | <input type="checkbox"/> Multi-Racial    | <input type="checkbox"/> ADA Disabled Person(s) |
| <input type="checkbox"/> Hispanic American |  |   |

V. Supplier acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

VI. BASE PROPOSAL SUM: \_\_\_\_\_dollars

(\$ \_\_\_\_\_) OR attach proposal.

VII. 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.

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
38 1684280  
GVSU Tax Identification No.

\_\_\_\_\_  
Date