



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: October 22, 2015

**Subject: Request For Proposal #216-19
Housing 2016 Residence Hall Lounge Furniture**

Grand Valley State University is accepting sealed bid proposals for lounge furniture for its new Housing 2016 residence hall opening in August 2016 on the Allendale campus. If you desire to submit a proposal for **RFP #216-19, you must do so no later than 5:00 p.m., Wednesday November 11, 2015 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Supplier prequalification information is due October 29.** Please indicate RFP 216-19 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:

1. The unit and extended prices are provided.
2. All addenda received are acknowledged.
3. 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 #216-19 Introduction

Grand Valley State University's Housing & Residence Life Office is seeking proposals for the purchase of lounge furniture for its new Housing 2016 residence hall on the Allendale campus. Housing 2016 is a multi-use cluster style residence hall with three floors plus a lower level. In addition to 498 beds and study/lounge space, it includes administrative offices, classrooms and faculty offices, and Einstein's Bagel food service. See rendering of building at www.gvsu.edu/housing/students/new-housing-2016-168.htm. Furniture will be delivered to lower level and first and second floors. Delivery, assembly, and installation must be completed no later than August 5, 2016.

GVSU RFP #216-19 Instructions

1. RFP Schedule:

October 22, 2015:	RFP released
October 29, 2015:	Pre-Qualification info due
November 6, 2015:	Pre-Qualification notification
November 11, 2015 5:00 pm:	Proposal submission deadline
November 17-24, 2015	Product demonstrations from finalists (if requested by GVSU)
December 7, 2015:	Proposal awarded by
July & August 2016:	Delivery, assembly, and installation completed by August 5

2. **Pre-qualification of suppliers is required.**

Please provide via e-mail smalligk@gvsu.edu or fax 616/331-3287 your most recent financial statements.

If you have not provided lounge furniture to GVSU since January 2010, also provide a statement of your experience and capabilities to manufacture and manage the size and scope of the order that GVSU has specified. Include at least three customer references (preferably higher education institutions) of buyers of your proposed furniture including contact name and phone number..

Provide the above by Thursday October 29.

Notification of qualification will be communicated to suppliers by November 6.

3. 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](http://www.gvsu.edu/purchasing) page of the GVSU Procurement Services website 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.
4. Please submit one hard copy of your proposal and one electronic copy.
5. See attached GVSU's [General Conditions](#).

6. It is GVSU's intention to award this RFP to a single supplier unless there is a compelling reason to do otherwise. **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.
7. Proposals will be evaluated by members of the GVSU's Procurement Services, Office of Housing and Residential Life. Evaluation criteria are below:
 - Adherence to individual product specifications listed below
 - 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)
 - 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.
8. Include **all** costs in proposal including freight, delivery, assembly, and installation. 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, Grand Rapids, Michigan.
9. State of Michigan Prevailing Wage law is applicable for furniture installation labor. Attached is an information sheet and the current Prevailing Wage rates for Ottawa County. Contact the State of Michigan if questions at 517-322-1825.
10. No furniture samples are necessary with proposal; GVSU will request furniture samples later if desired. Supplier must submit actual wood finish and color samples with bid proposal (only one copy of samples needed; not multiple copies).
11. Supplier must submit colored illustrations/photos of proposed furniture. Please provide any other supporting documentation that will assist in the decision making process.
12. GVSU may request some or all suppliers to do demonstration presentations of their furniture.

13. Staging, Delivery, Assembly, Installation.

- Delivery, assembly, and installation must be completed no later than August 5.
- Blanket wrapped delivery is preferred
- A map of the Allendale campus can be found at www.gvsu.edu/homepage/files/pdf/maps/allendale.pdf. The Housing 2016 residence hall is building #79 on the map. Access to the building will be via Residence Drive. See [Road Access map](#).
- [See First Floor layout](#). The main entrance to the building is on the northwest side. All building entrances can be used; there are no entrances at the end of the other three wings. There are two elevators on the northwest side of the building (across from laundry room).
- Supplier must clean and take away all waste and packaging; cannot use GVSU dumpsters.

14. Acceptance of proposal will be made by purchase order

15. 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.

16. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is available at www.gvsu.edu/purchasing (see Popular Pages section).

17. Suppliers are responsible for all associated costs incurred in responding to this RFP.

18. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions regarding this RFP.

GVSU RFP #216-19 On Campus Policy Reminders

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 Nathan Veeneman or Kip Smalligan for visitor parking permit]. Supplier parking is not permitted on sidewalks, drives, 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.

RFP #216-19: Specifications: Lounge and Public Area Furniture

State foam type/grade used for each furniture item

A) Lounge Chair Style A

- Quantity: 28 (Basement – 8; First Floor – 7; Second Floor – 6; Third Floor – 7)
- Similar style to The Brill Company's University Place Chair and RT London's Baxter Lounge Chair

Minimum of 22" for seat; overall dimensions approximately 36"D x 35"W x 33"H; seat height approximately 17"; 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, tethered cushions; high-resiliency foam cushions; feet/legs should be part of frame/structure; solid wood feet; grade 2 fabric for upholstery with stain protection/moisture block; meets Cal Tech Bulletin 117 fire standards; minimum warranty of 10 years on entire lounge chair (fabric, frame, foam, mechanisms, etc.)

B) Sofa Style A (in same style as above lounge chair)

- Quantity: 7 (Basement – 2; First Floor – 2; Second Floor – 1; Third Floor – 2)
- Similar style to Brill's University Place Sofa and RT London's Baxter Sofa

Three-seat sofa; minimum of 22" per person for seat; overall dimensions approximately 35"D x 84"W x 33"H; seat height approximately 17"; 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, tethered cushions; high-resiliency foam cushions; solid wood feet; grade 2 fabric for upholstery with stain protection/moisture block; meets Cal Tech Bulletin 117 fire standards; minimum warranty of 10 years on entire sofa (fabric, frame, foam, mechanisms, etc.)

C) End Table

- Quantity: 35 (Basement – 4; First Floor – 13; Second Floor – 8; Third Floor – 10)
- Similar style to Brill's Hugo End Table and RT London's Lucy End Table

Approximately 22"W x 17"H x 18"D; solid wood or plywood with laminate surface construction acceptable; tables to be; choice of metal or wood feet; modern, straight-line design; wood finishes should come in a variety of options for maple; minimum warranty of 10 years on entire table (legs, table top, mechanisms, etc.)

D) Coffee Table

- Quantity: 9 (Basement – 3; First Floor – 2; Second Floor – 2, Third Floor – 2)
- Similar style to Brill's Hugo Coffee Table (same as the Hugo coffee table but longer) and RT London's Lucy Coffee Table

Approximately 42"W x 17"H x 24"D solid wood or plywood with laminate surface construction acceptable; choice of metal or wood feet; modern, straight-line design; wood finishes should come in a variety of options for maple; minimum warranty of 10 years on entire table (legs, table top, mechanisms, etc.)

E) Modular Chair

- Similar style to Brill's Ditto Armless Chair and RT London's Lucy Chair
- Quantity: 60 (Basement – 4; First Floor – 26; Second Floor – 10; Third Floor – 20)

Approximately 39”D x 30” W x between 30” – 40” H; seat height approximately 18”; hardwood or upholstery grade OSB frame; steel springs; fully upholstered; straight back or similar, modern style; sections should provide flexibility to accommodate either wood arms, no arms, or work surface; option of ganging hardware to attach sections; seat & back may be constructed from separate units; high-resiliency foam cushions; feet/legs should be part of frame/structure; choice of metal, wood, or caster legs; grade 2 fabric for upholstery with stain protection/moisture block; meets Cal Tech Bulletin 117 fire standards; minimum warranty of 10 years on entire chair (fabric, frame, foam, mechanisms, etc.)

F) 18” Ottoman

- Quantity: 8 (Basement – 1; First Floor – 3; Second Floor – 1; Third Floor – 3)
- Similar style to RT London's Lucy Lu

Overall dimensions approximately 18”D x 18”W x 17”H; can be round or rectangular in shape; modern, clean-line design; should be constructed in a manner that allows ottoman to be used for seating and work surface; choice of metal or wood legs; high-resiliency foam; grade 2 fabric for upholstery; minimum warranty of 10 years on entire ottoman (legs, frame, foam, fabric, etc.)

G) 44” Ottoman

- Quantity: 6 (Basement – 0; First Floor – 3; Second Floor – 1; Third Floor – 2)
- Similar style to RT London's Lucy Lu

Overall dimensions approximately 44”D x 44”W x 17”H; can be round or rectangular in shape; modern, clean-line design; should be constructed with a solid top (wood or other material) to act as a work surface; choice of metal or wood legs; high-resiliency foam; grade 2 fabric for upholstery; minimum warranty of 10 years on entire ottoman (legs, frame, foam, fabric, etc.)

H) Sofa Style B

- Quantity: 9 (Basement – 1; First Floor – 3; Second Floor – 2; Third Floor – 3)
- Similar style to Brill's Ditto Sofa and RT London's Hudson Sofa

Three-seat sofa; approximately 22” per person for seat; overall dimensions approximately 31”D x 76”W x 34”H; seat height approximately 18”; hardwood or upholstery grade OSB frame; steel springs; fully upholstered; straight back or similar style; straight arms or similar style; arms, seat, & back may be constructed from separate units; reversible, tethered cushions; high-resiliency foam cushions; feet/legs should be part of frame/structure; choice of metal or wood legs; grade 2 fabric for upholstery with stain protection/moisture block; meets Cal Tech Bulletin 117 fire standards; minimum warranty of 10 years on entire sofa (fabric, frame, foam, mechanisms, etc.).

PROPOSAL FORM

Housing 2016 Lounge Furniture • RFP #216-19

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):

- 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 _____

I. BASE PROPOSAL: Attach your proposal.

II. 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.

Mobile Phone No.

E-mail

Authorized Agent Signature

Name & Title

Witness Signature

Name

Tax Identification No.

Date

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

Authorized Agent Signature

Name & Title

Witness Signature

Name

Office Phone No.

Fax No.

38 1684280
GVSU Tax Identification No.

Date