



TO Prospective Supplier

FROM Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services
Ph 616/331-3211 Fx 616/331-3287 E-mail smalligk@gvsu.edu

DATE May 7, 2019

RE Request for Proposal # 219-29
Campus Recreation Rowing Club Pickup Truck Lease or Purchase

Grand Valley State University is accepting proposals for the lease or purchase of a crew cab pickup truck for its Campus Recreation Rowing Club Team. If you desire to bid the lease or purchase of this vehicle, submit your proposal to Kip Smalligan by e-mail to smalligk@gvsu.edu no later than **5:00 p.m. on Tuesday May 14, 2019**. Your proposal must be received by the opening date and time stated. No fax, telephone, or verbal quotations will be accepted. Please state RFP #219-29 in the subject line of your e-mail. GVSU is not responsible for late, lost, misdirected, incomplete, or illegible mail.

Check that:

- 1 Any addenda received are acknowledged
2. Authorized signature is included on your bid

Please contact me if you have any questions at 616/331-3211 or e-mail smalligk@gvsu.edu.

GVSU RFP #219-29: Instructions

1. Provide a proposal for both a **purchase price** AND **36 month and 48 month lease** of one brand new crew cab pickup truck per below specifications. Include any rebates and incentives. On the lease quote, state net gross capitalized cost, rent, **interest rate**, and residual.
2. GVSU vehicle fleet numbers:
GM 000918139 (Govt)
Ford QI 363 (Govt)
Ford VK094 (Commercial)
3. **Quote F.O.B. delivered to Grand Valley State University, Allendale Campus**
4. **State all the standard and optional specifications/features that are included in your quote. Successful supplier will be responsible for order verification and specifications accuracy.**
5. **Provide full information on the vehicle manufacturer's and major equipment warranties.**
6. **State ALL upfront costs including any security deposit and first month's payment (but excluding taxes and registration fee)**
7. **State the residual value at lease end and lease end cost to purchase if GVSU wishes to.**
8. State if there is a disposition fee on the lease (fee if you turn the vehicle in without leasing another vehicle from you).
9. **State the availability of your vehicle. GVSU must take possession of vehicle no later than Monday, xxxxxx.** Time is of the essence. State if your proposed vehicle is from dealer inventory or factory order.
10. Is your proposed vehicle available for test drive?
11. GVSU reserves the right to inspect, test drive, and general approval of vehicle prior to acceptance.
12. **Please provide two West Michigan customer references including names and contact information for who have same or comparable vehicle to the one you are quoting**
13. Successful supplier will not be allowed to display dealer sticker on vehicle.
Vehicle must be free from all dealer advertising/promotional decals
14. Grand Valley State University is Michigan sales tax exempt. Exemption certificate will be provided to the awarded supplier.
15. GVSU will provide its own license plate. Dealer does not need to provide.
16. Grand Valley State University reserves the right to accept or reject any or all proposals.
17. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions.

GVSU RFP #219-29: Specifications

This truck is used to transport students and tow rowing shells and equipment long distances across the country.

3/4 Ton Pickup

Exterior Color: White

Long Bed (8 ft)

Diesel Engine

Four Wheel Drive (4x4) with Locking Differential

Automatic transmission

Longest possible wheelbase

Crew Cab Extended Bed (for 6 persons)

Industrial Interior - Vinyl Seats, Dark Color, Rubber Floor Mats

Electric windows and doors would be preferred. Otherwise trim package can be minimal.

Soundproofing (if available)

Tow Package: Minimum of a Class 4 or Class 5 Hitch (preferably with a 2" receiver but 2.5" would be acceptable). Gross trailer weight would be 8,000 lbs.

Trailer Brake Control System

Cruise Control

Radio-CD-MP3-UBS port stereo system

Camper Mirrors

Bed Liner – drop in

Spare Tire

Warranty

State the Wear and Tear and any other maintenance/repair requirements or criteria for returning the truck.

Lease Annual Mileage: Quote on 20,000 allowed and 25,000 allowed.

State the over mileage rate. Allowed mileage **must** be used before any extra mileage charges occur.

Up front Costs

Net Capitalized Cost

Lease end residual

Lease end cost for GVSU to optionally purchase the truck

Availability & Order Deadlines



GRAND VALLEY
STATE UNIVERSITY

PROPOSAL FORM

STUDENT LIFE CREW TEAM TRUCK • RFP #219-29

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

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

V. Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

VI. BASE PROPOSAL SUM: ____ Attach Proposal _____ dollars

(\$ _____)

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