



**To: Prospective Supplier**

**From: Kip Smalligan, GVSU Procurement Services**  
**Ph 616/331-3211, Fx 616/331-3287, smalligk@gvsu.edu**

**Date: November 18, 2013**

**Subject: Request for Proposal #214-18**  
**Conference & Event Planning Chairs**

GVSU is accepting proposals for the supply of conference room chairs. Please reference the attached specifications.

If you desire to bid, please submit your proposal via mail, parcel, or drop-off no later than **5:00 p.m. on Wednesday November 27, 2013 to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 201 Lake Michigan Hall, Allendale, MI 49401-9403 (please indicate RFP number on envelope)**. Your proposal must be received before the proposal opening date and time stated on the proposal form. No telephone, e-mail, fax, or verbal quotations will be accepted. GVSU 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 proposal form is signed by authorized signature
2. Any addenda received are acknowledged
3. Proposal number is on the envelope in which you mail your bid

Questions may be directed to Kip Smalligan at the above contact information.

## **RFP 214-18 Conference & Event Planning Chairs Instructions**

1. 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 and on the [Bid Opportunities page](#) of the GVSU Procurement Services website. Each bidder should acknowledge receipt of addenda on the proposal form (page 5 & 6), but the failure of a bidder to receive or acknowledge receipt of any addendum, shall not relieve the bidder of the responsibility for complying with the terms thereof.
2. Include all costs in proposal including freight, and delivery.
3. GVSU reserves the right to reject any or all proposals.
4. Please complete proposal form on page 4 and 5.
5. Delivery shall be FOB GVSU Eberhard Center, Grand Rapids, MI. The Eberhard Center has a truck dock.
4. Grand Valley State University is Michigan state sales tax exempt. Click here for our [sales tax exemption certificate](#).
6. Contact Kip Smalligan at above contact information if questions.

## **RFP 214-18 Conference & Event Planning Chairs Specifications**

1. Quantity: 550 each
2. Description:
  - a. High strength steel frame construction
  - b. Leg/seat reinforcement bar
  - c. Stackable at least 10 high
  - d. Satin nickel chrome finish
  - e. Silhouette style back with fasteners not exposed
  - f. Contour back with lower lumbar support
  - g. Hand hold
  - h. Premium metal base glides
  - i. Minimum 10 year warranty
  - j. Must be able to be connected in series or place stand-alone without seeing ganger
3. Fabric: Grade 20 HBF Textiles Stencil Seaglass #896-64
4. Quote a hand truck to move the stacked chairs.
5. Include a copy of any warranties.
6. Provide a sample or state a dealer or customer where a sample of this chair may be viewed.
7. Delivery of chairs needed by February 1, 2014. State your lead time If you cannot meet our delivery deadline, please do not submit a proposal.
8. Please provide a list of three customer references of previous buyers of your proposed chairs including contact name and phone number.



**PROPOSAL FORM**

**CONFERENCE & EVENT PLANNING CHAIRS • RFP #214-18**

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. Bidder 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. 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