



TO **Prospective Suppliers**

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

DATE **November 26, 2013**

RE **Request for Proposal # 214-19**
Football Weight Room Flooring

Grand Valley State University is soliciting proposals for removal and installation of flooring in its football weight room.

If you wish to submit a proposal, it must be received via e-mail, mail, parcel delivery, or dropped off no later than **3:00 p.m. on Thursday December 5, 2013 to Attention: Kip Smalligan, Grand Valley State University, 201 Lake Michigan Hall, 1 Campus Dr., Allendale, MI 49401-9403**. No, telephone, fax, or verbal proposals will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Before sending, please verify that:

1. Any addenda received are acknowledged
2. The GVSU RFP number is written on the outside of your envelope

Please direct questions regarding the RFP process to Kip Smalligan at the above contact information.

GVSU RFP 214-19 Football Weight Room Flooring: Instructions

1. RFP & Installation Schedule:

Request for Proposal released: Tuesday November 26, 2013

Deadline for Proposals to be submitted: Thursday December 5, 2013, 3:00 pm

Installation completed in first two weeks of January 2014.

2. The weight room will be open for viewing on Tue November 26 and Wed November 27. Or for access the week of December 2, contact Brad Wallace, Director of Athletics & Recreation Facilities Management, 616331-8728 or wallaceb@gvsu.edu. (Building #47 on [campus map](#)). Park in Lot A – you will **not** need a visitor parking permit if you park there.
3. Should it become necessary to revise any part of the Request for Proposal, notice of the revision will be given in the form of an addendum to all prospective suppliers on record as having received the request for proposal. It will also be posted on the Bid Opportunities section of the GVSU Procurement Services website <http://gvsu.edu/purchasing/bid-opportunities--35.htm>. Each supplier should acknowledge receipt of addenda in the attached 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.
4. Please include one original of your proposal and three copies. Include literature on your equipment. You may reference online literature in your proposal in lieu of hard copies **if you specify exact links and/or page numbers to be viewed**; we do not want to be hunting all over websites trying to find the information.
5. Include all delivery, freight, and labor costs.
6. GVSU reserves the right to reject any or all proposals.
7. GVSU reserves the right to accept alternate specifications that meet and/or exceed the RFP specifications. Include with your quotation any supporting documentation (pictures and written specifications) that will help us in decision-making for alternate items. **Where PLAE product specifications or information is stated, GVSU is open to alternate products of equal quality.**
8. State of Michigan **Prevailing Wage law may be applicable for labor**. It is supplier's responsibility to determine if Prevailing Wage is applicable. Contact the State of Michigan if questions. Attached is an information sheet and the current wage rates for Ottawa County (Allendale).
9. Grand Valley State University is Michigan state sales tax exempt. Our exemption certificate is available online at www.gvsu.edu/purchasing (look under the Popular Pages heading).
10. Complete the proposal form on page 4 and 5 and include in your proposal.
11. Contact Kip Smalligan by phone 616/331-3211, fax 616/331-3287, or e-mail smalligk@gvsu.edu with any questions concerning this RFP.

GVSU RFP 214-19 Football Weight Room Flooring: Specifications

Part 1 – Summary of Work

1.1 The scope of the work consists of furnishing all materials, accessories, equipment, tools, transportation, and performing all services and labor required to execute all flooring work as specified herein, for the Football Weight Room Flooring project.

1.2 Removal of existing flooring and base and installation of new flooring and base. Refer to drawing on page 11 and 12 for room layout (Room number 106). Approximate dimensions are 37.67' x 81.08'.

1.3 Responsibility for determining necessary dimensions and quantities of rubber floor, reducers and vinyl base required is solely that of this contractor. Reference shall be made to drawings to determine areas where rubber floor is to be furnished. Adequate quantities of rubber floor must be provided to furnish an acceptable installation. All rolls of rubber must run in the same direction. It is the sole responsibility of this contractor to verify all dimensions by making field measurements of actual areas. All rubber flooring within a project area must be of the same dye lot.

Part 2 – Quality Assurance

2.1 The contractor shall furnish a written guarantee that all work shall be free from defects in materials and workmanship and subject to correction, provided that he is notified in writing by owner of any defect within two (2) years from date of final invoice approval of installation (date of approval of final invoice).

2.2 Contractor installing rubber floor must have a minimum of 3 years' experience.

Part 3 - Materials

3.1 Rubber Flooring, Vinyl Base, and Reducers:

Rubber Flooring- PLAE Achieve Rolls 18mm. Style: ACHR-420-18 Achieve
Color: Grey High Rise Recycled Rubber Roll

3.2. Vinyl Base- Johnsonite 4" Coiled Traditional Cove Base or approved equal 4" Vinyl Cove Base - Color: Black

3.3. Reducers - Color: Black

3.4. Custom 4' x 6' "GV Logo" at front door * picture of logo is attached.
(Please list as separate line item when pricing)

3.5. (12 total) Platforms- APLAT-810 1" Olympic Platform.

Size: 6' x 8' platform matt

- 4' x 6' custom logo on platform matt * Picture of logo is attached.

(Please list as separate line item when pricing)

(2) 2' x 6' 100% bumpers

Part 4 – Application/ Installation

4.1 All rubber flooring is to be glued directly to the sub-flooring. PLAE EcoFuse Adhesive must be used as the adhesive.

4.2 Remove existing floor tile or carpet and make any repairs to the sub-floor as required to install new rubber floor.

4.3 Platforms **MUST** be inlaid. Picture of existing room layout and potential rubber floor install pattern provided on page 9.

4.4 Location and direction of all seams shall be as approved by GVSU.

4.5 All base **MUST be scored** before removal to prevent tearing of wallpaper and/ or drywall. If this is not done and damage is caused it is the responsibility of the contractor to fix the damage at their cost.

4.6 Finish floor materials **MUST** be installed **UNDER** existing thresholds.

4.7 Exterior doors to buildings cannot be propped open at any time.

4.8 All rubber flooring install shall be done by competent mechanics. Contractors installing this PLAE product must meet all of the requirements provided in the “PLAE Achieve Roll Installation” instructions located on pages 7 and 8. **Install all materials in strict conformance with the written instructions from the manufacturer.**

4.9 All signage (if needed) is the responsibility of this contractor.

Part 5 – Cleaning

5.1 Sweep/mop/clean all rubber floors as required.

5.2 Remove all soiled spots and protect new floor coverings from damage and soiling until accepted by owner.

5.3 Leave no vinyl pieces, cutting knife blades, or any other debris behind.

5.4 No GVSU dumpsters on campus may be used for disposal. Can bring in own

5.5 Remove waste materials from Project site and legally dispose of them in a landfill or incinerator. Recycle waste to the greatest extent possible. Use of GVSU dumpsters and recycle facilities prohibited.

5.6 No vehicles shall drive on any GVSU landscaped areas. If a lift or any other machine is needed for this project, it is the responsibility of the contractor to protect the ground from any damage. If any damage is done to the ground or landscape, it is the responsibility of the contractor to repair it back to its original state.

Part 6– Schedule

6.1 Would like project to be completed in the first two weeks of January 2014. Specific dates to be coordinated with

6.2 Project must be scheduled with GVSU Facilities Planning and Athletics prior to starting.



ACHIEVE ROLL INSTALLATION

Upon Product Delivery

1. Verify packing slip matches with product and order and inspect delivered product thoroughly.
2. Do not stack more than 2 pallets.
3. Store product and adhesive in clean, dry environment with temperatures between 65° and 95° F.
4. Read product and subfloor preparation and instructions carefully and completely before beginning any installations.

Preparations

Product

Achieve rubber rolls should be protected from excessive moisture and other damage prior to applications, during application and while curing.

Subfloor Surface

The subfloor general conditions should be as follows:

- All play structures should be in place prior to Achieve roll installation.
- Structurally sound and fully cured for 28 days (concrete or asphalt)
- Have good drainage with a gradient (2% is suggested) that prevents pooling of water
- Be reasonably flat and free of holes and variances of more than 1/8" in 10 feet

Concrete and Asphalt

The concrete and asphalt subfloors conditions should follow the general conditions above, as well as:

- New concrete must be allowed to cure thoroughly prior to installation (28 days). If sealants are used, DO NOT use one with a petroleum base.
- Old concrete must be repaired and have joints sealants and fillers installed as necessary. All cracks and flaws should be filled in or repaired prior to covering with rubber products. Using patching materials as appropriate. Mechanical surface profiling is the preferred floor preparation method. It is the only acceptable preparation method where warranties are issues. Acid etching is not recommended. Mechanically profile the floor to medium-grit sandpaper texture. Remove curing and parting compounds and other surface hardeners and floor coatings in accordance with the manufacture's instructions.
- Surface must be thoroughly cleaned of dirt, dust, great or other foreign matters by shot blasting or other mechanical means with a commercial degreaser. Any bumps or debris will cause excess wear and/or cushion damage.
- Allow the surface to completely dry before beginning installation.
- Asphalt may require a surface coating for best results. Due to variations in asphalt substrates, it is the user's responsibility to check the adhesion of the cured adhesive on typical test areas at the project before application.



Installation Procedures

Important Notes

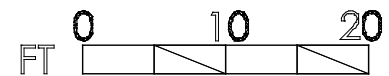
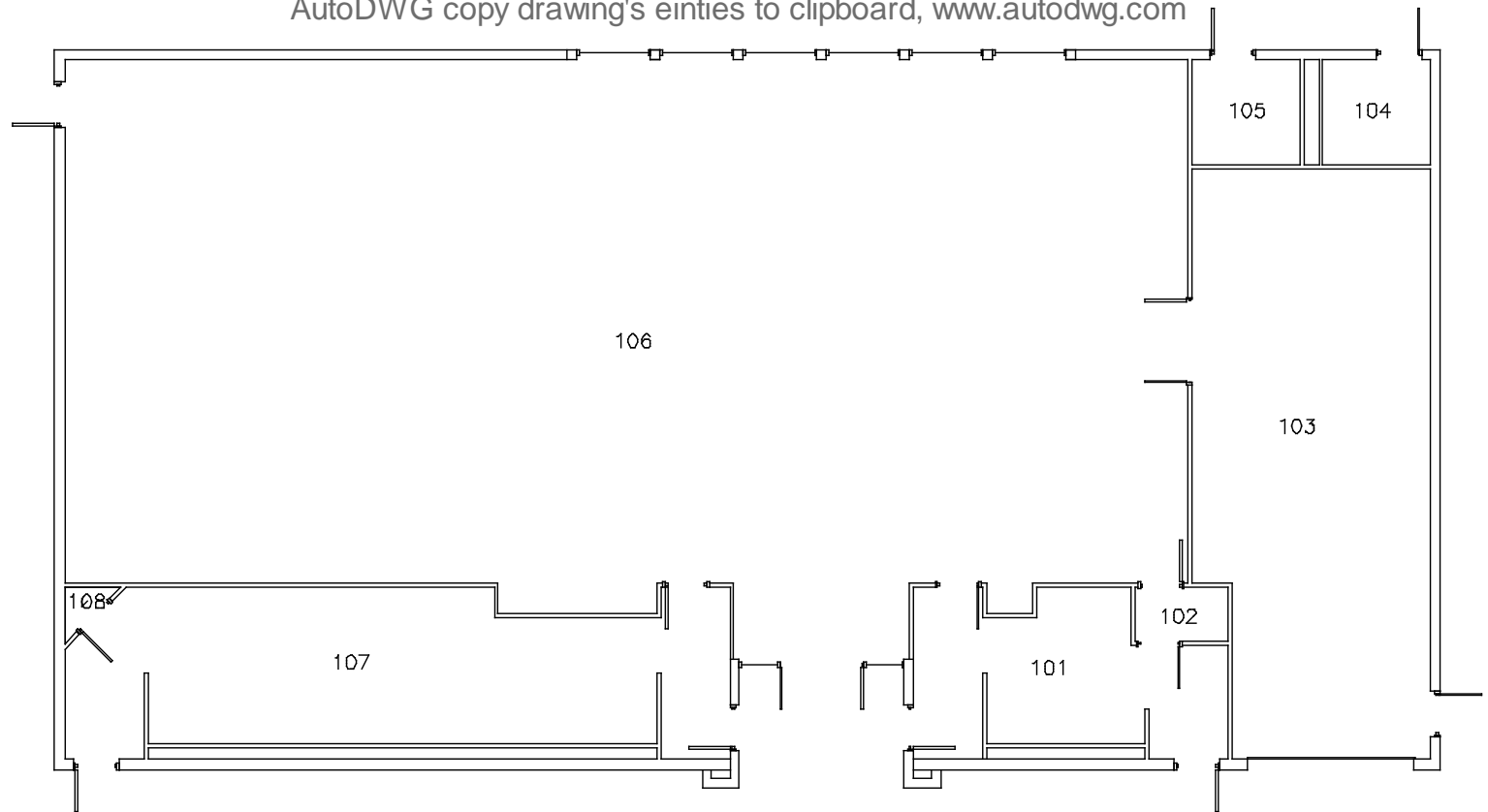
- Foot traffic and rolling forces should not be allowed onto Achieve until 24 hours and 48-72 hours, respectively, after completed installation

Instructions for Installing Rolls

1. Make sure that the room temperature does not go below 65°F.
2. Unroll rolls in the same direction, as this will eliminate color variation. When first unwrapped from the roll, it will “dome” approximately up to ½” from the bottom of the underlayment to the floor. Allow EarthFlex to relax overnight. Shaking the material can help it relax. This “domed” area affects approximately the first 6-inches of the roll. After approximately 15 minutes of dry-lay “relax” time, this gap should reduce to approximately 1/8” at its highest peak. With this extreme thickness, it’s possible this slight “lift” will remain as “memory” even after the entire relax time.
3. Use a chalk line to make a starting point for and edge of the floor to follow
4. Cut rolls efficiently and at the required length which includes excess to run up the wall
5. Lay rolls on the floor and allow to relax into position for a minimum of 2 hours, although 24 hours is preferred
6. Place edge of first roll along chalk line
7. If end seams are necessary, they should be staggered and overlapped 3-6”
8. Position the second roll with a maximum of 1/8” overlap over the first roll at the seam as this will leave tight seams and eliminate gaps
9. Lay all the rolls that will be installed during that day
10. Starting at the wall, roll back half the roll width
11. Apply adhesive to substrate, half of the roll width, with a 1/16” square-notched trowel
12. Lay flooring into wet adhesive
13. Immediately roll the floor with 75lb – 100lb roller to eliminate air traps (Overlap each pass of the roller by 50%)
14. Fold back the second half of the roll and repeat steps 12-14
15. Repeat steps 11-15 with all other rolls
16. When placing the product into our adhesive, one will need to place “something” heavy to hold the product flat until the adhesive green strength starts to set-up. The “lift/oming” does not appear to occur on the “end” of the roll, but for precautionary measures, it may be best if one weights both sides of the seam after placing the material into the adhesive.
17. If gaps between seams exist, hold them together with masking tape



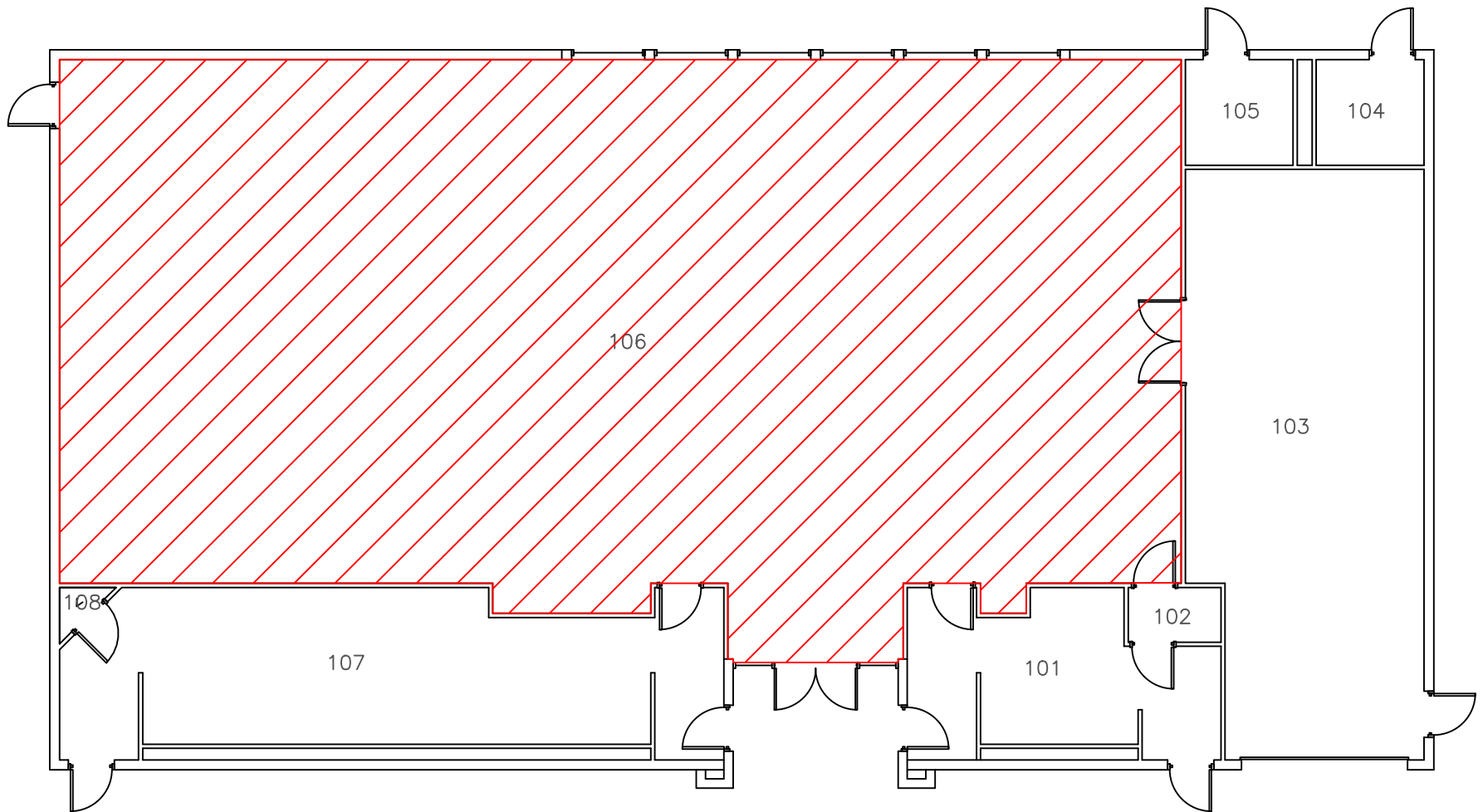
AutoDWG copy drawing's einties to clipboard, www.autodwg.com



MULTI-PURPOSE BUILDING – FIRST FLOOR



REV. DATE
8/18/10



ODIE WEIGHT ROOM— FIRST FLOOR





PROPOSAL FORM
FOOTBALL WEIGHT ROOM FLOORING • RFP #214-19

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