



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: February 28, 2014

Subject: Request For Proposal #214-22
Housing Laker Village Lounge Chairs/Sofas, Dining Room Tables/Chairs

Grand Valley State University is accepting sealed bid proposals for residence hall lounge and dining room furniture in its Laker Village Apartments. If you desire to submit a proposal for **RFP #214-22, you must do so no later than 5:00 p.m., Tuesday March 18, 2014 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 201 Lake Michigan Hall, 1 Campus Dr., Allendale, MI 49401-9403.** Please indicate RFP 214-22 on your mailing envelope. 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 any other questions regarding this RFP to me at the above contact information.

GVSU RFP #214-22 Introduction

Grand Valley State University Housing & Residence Life department is seeking proposals for the one-time purchase of lounge chairs/sofas and dining room tables/chairs for its Laker Village Apartments.

GVSU RFP #214-22 Instructions

1. RFP Schedule:

February 24, 2014:	RFP Released
March 18, 2014:	Proposal Submission Deadline
April 15, 2014:	Proposal Awarded By
May 20 – Aug 1, 2014:	Delivery, Assembly, and Installation
2. Provide one copy of your proposal in electronic format on a compact disc or USB drive. No furniture samples are necessary with proposal; GVSU will request later if desired.
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](#) 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. GVSU may award this RFP to multiple suppliers. 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, 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. Delivery will be to approximately 208 units. All deliveries are to ground floor. See attached layout of Laker Village complex.
6. Proposals will be evaluated by members of the GVSU's Procurement Services, Office of Housing and Residential Life, and Facilities Planning. Evaluation criteria are below. We are not planning on having suppliers do presentations but reserve the right to do so.
 - Durability/longevity of products and warranty
 - Variety of finish/fabric 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 fabric selection, custom pieces, and availability of interior design services)
 - Supplier's ability to provide installation and assembly for all products
 - Prior performance will be a consideration in evaluation.

- Adherence to individual product specifications listed below
 - Cost – best overall value to GVSU.
 - Supplier's ability to provide disposal of existing furniture
7. Acceptance of proposal will be made by purchase order
 8. Grand Valley State University's Michigan sales tax exempt certificate is available online at www.gvsu.edu/purchasing (see Popular Pages section).
 9. Suppliers are responsible for all associated costs incurred in responding to this RFP.
 10. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu, with any questions regarding this RFP.

GVSU RFP #214-22 Specifications

1. Below are general specifications for the furniture. Please propose a product(s) that best meets the specifications.

Sofas - Approximately 196 each

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; provide pricing for base grade and 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.)

Strongly prefer that sofa can be reupholstered on site and that individual components can be reupholstered (i.e. ability to reupholster just arms, etc.)

Lounge Chairs – Approximately 196 each

Approximately 22" for seat; overall dimensions approximately 31"D x 33"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; provide pricing for base grade and 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.)

Strongly prefer that lounge chair can be reupholstered on site and that individual components can be reupholstered (i.e. ability to reupholster just arms, etc.)

Dining Tables – Approximately 208 each

Approximately 36"D x 36"W square and standard table height of 30"; should be four-posted or with wide base to not tip if weight applied to the edge; availability of ADA acceptable options; should have multiple finish options for top including laminate, solid wood, and wood veneer; various edge treatment options including aluminum and vinyl; legs/base should have various option for powder coat finishes; glides or similar mechanism should be included for ease of mobility; minimum warranty of 10 years on entire table (legs, table top, mechanisms, etc.)

Dining Chairs – Approximately 730 each

Standard seat height of 18"; seat should be minimum of 17" wide; wood back & seat; multiple options for wood finishes including but not limited to natural maple, medium maple, dark maple, and cherry maple; metal legs/frame preferred; legs/frame should have various options for powder coat finishes including black wrinkle, silver, and Inca; glides or similar mechanism should be included for ease of mobility; minimum warranty of 10 years on entire chair (legs, back, seat, mechanisms, etc.)

2. Warranties: All items are to be constructed for institutional use and have a **minimum** unconditional 10 year guarantee against defective material or workmanship (a longer warranty is preferred if available) on entire piece including frame, foam, fabric, and mechanism. Supplier will repair or replace without cost to GVSU, any defective product. Warranties shall start from the date of delivery. Include a copy of the product warranties.
3. Delivery, assembly, and installation can be as early as May 20, 2014 and as late as August 1, 2014. Please state if you can meet this schedule. Awarded supplier must call Nathan Veeneman at 616/331-0928 at least three weeks in advance (or earlier) to coordinate delivery and installation. Specific delivery date/time will be mutually worked out and agreed upon.

All furniture shall be delivered in a clean and undamaged condition. [Suppliers may use blankets to reduce packaging for transport. Supplier should remove packaging and take with them.](#)

Delivery will be to approximately 208 units. All delivery will be on first (ground) floor. See attached layout of Laker Village complex.

4. Acceptance of Furniture
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.

5. Repair Parts

- A. The supplier shall guarantee the availability of spare parts, repair service for a period of ten (10) years from the date of acceptance.
- B. State the response time that will be guaranteed once a call for on-site service is received.
- C. State the discount percent from the manufacturer's list price that would be applicable for all parts purchased.

6. Payment Terms

Payments of invoices will be made within thirty (30) days after receipt of invoice

7. References: If you have not previously done business with Grand Valley State University, please provide a list of three customer references (preferably higher education institutions) of buyers of your proposed furniture including contact name and phone number.

8. Disposal of Existing Furniture

GVSU will have the following furniture that needs disposal (photos will be posted to the web site early next week). It will be very helpful if supplier is able to provide disposal services of existing furniture. If able to provide disposal services please include pricing for disposal of the following items:

- 196 Sofas
- 196 Lounge Chairs
- 208 Dining Room Tables (mostly all wood)
- 730 Dining Room Chairs



PROPOSAL FORM

Housing & Residential Life Laker Village Apartments Lounge/Dining Room Furniture

RFP #214-22

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):

- | | | |
|--|--|---|
| <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 | | |

Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

I. BASE PROPOSAL _____ ATTACH YOUR PROPOSAL _____ dollars
(\$ _____)

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.

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