



To: Prospective Supplier

**From: Kip Smalligan, Sr Strategic Sourcing Specialist
Grand Valley State University Procurement Services
Ph 616/331-3211 Fx 616/331-3287 smalligk@gvsu.edu**

Date: February 24, 2016

**Subject: Request for Proposal # 216-30
Residence Hall Mattresses**

GVSU is accepting proposals for mattresses for our residence hall housing for delivery in two separate shipments -- late May/early June 2016 (550 each) and July 29, 2016 (500 each). Please reference the attached specifications.

If you desire to supply the mattresses, submit your proposal no later than **5:00 p.m. on Wednesday March 9, 2015 to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Indicate the RFP number on your envelope.** Your proposal must be received by the above RFP opening date and time. No e-mail, fax, verbal, or telephone quotations will be accepted. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

Before sending, check to be sure that:

1. The proposal is signed
2. Any addenda received are acknowledged

Questions regarding proposal specifications should be directed to Kip Smalligan at the above contact information. Thank you.

Grand Valley State University Mattress RFP #216-30 Instructions

1. Send your proposal **no later than 5:00 p.m. Wednesday, March 9, 2016.** to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Put the above RFP number on the outside of your mailing envelope. Your proposal must be received by the above RFP opening date and time. No e-mail, fax, verbal, or telephone quotations will be accepted. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.
2. 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. Addendums 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.
3. GVSU reserves the right to reject any or all proposals. GVSU reserves the right to accept alternate specifications that meet and/or exceed attached specifications. Include with your quotation any supporting documentation (pictures and written specifications) that might help us in decision-making for all alternate items.
4. This proposal award is for delivery to Allendale, Michigan in late May/early June 2016 and July 29, 2016.
5. In order to comply with the State of Michigan higher education appropriation bill, GVSU supports the following State of Michigan procurement requirements.

"Funds appropriated from the State shall not be used for the purchase of foreign goods or services, if competitively priced and of comparable quality American goods and services are available. Preference should be given to goods and services manufactured or provided by Michigan businesses, if they are competitively priced and of comparable quality."

[If you are not a Michigan business, please state if GVSU's mattresses would be manufactured in Michigan and state the city.](#)
6. GVSU reserves right to see and test a mattress sample prior to finalization of contract.
7. Allendale Campus Map can be found at www.gvsu.edu/homepage/files/img/maps/allendale.jpg
8. Grand Valley State University is Michigan state sales tax exempt. Our exemption statement is available online at www.gvsu.edu/purchasing (look under the Popular Pages section).
9. Contact Kip Smalligan by phone 616/331-3211, fax 616/331-3287, or e-mail smalligk@gvsu.edu with any questions concerning this RFP.

Grand Valley State University RFP #216-30 Specifications

1. General:

All mattresses shall be manufactured in accordance with the best practices known to the manufacturing industry and shall be clean and free from defects in material and workmanship and shall meet the sanitary conditions as required by the State of Michigan. All materials used in manufacturing must be new. [Please propose the construction that you see as most appropriate in accommodating and balancing the below criteria with costs. Describe your mattress construction/springs/padding and its function/benefit. You may propose more than one mattress type.](#)

[Key Criteria Summary:](#)

[Dual firmness \(medium and firm\)](#)

[Foam and Wire/Coil Specs](#)

[Avoidance of exposure to toxic chemicals in materials](#)

[Inverted seams \(bed bugs\)](#)

[Life expectancy: 7 years](#)

[Year of manufacturing heat stamped on mattress in easy-to-read color \(white\). Heat stamping is preferred, but a non-removable tag would also be acceptable.](#)

2. Quantity and Delivery:

Mattress freight must be F.O.B. Grand Valley State University Allendale campus.

550 each: 36" x 80" mattresses delivered to [Allendale campus in late May 2016/early June 2016](#). Exact date to be worked out with awarded mattress supplier. For Niemeyer East & West Living Centers.

AND

500 each: 36" x 80" mattresses delivered to [Allendale campus on July 29, 2016](#). For Holton-Hooker Living Center

Awarded supplier must call Adam Tate at 616/331-2120 at least 48 hours prior to delivery to coordinate delivery.

[Please quote delivery with both of the below separate options:](#)

- 1) Without inside installation. GVSU will have the delivery truck meet one of GVSU's trucks in a parking lot with GVSU workers who off-load the mattresses. A delivery truck with a drop frame is very helpful.
- 2) With inside installation to:
 - Niemeyer East and West Living Centers - 450 mattresses
 - Holton-Hooker Living Center - 500 mattresses
 - GVSU delivery truck to meet truck at Neiemeyer and offload 100 mattresses just like described in option 1 above

3. Costs

The target range we are seeking for costs is \$95.00 – \$110.00 per mattress.

4. Mattress Size

The size of the innerspring unit shall be manufactured to properly fit a bed size of 36" x 80".
The finished size of this mattress is to be 36" x 80" with overall thickness 6" to 6.5".

5. Ticking:

The mattress cover shall be a fire retardant fabric. Use Ventex SOflux OX or equivalent. The nylon side of the ticking must face outwards. Do not use vinyl or cloth or PVC coating. State the ticking quoted in your proposal.

The top and bottom sections shall be made up of one full width fabric with no seams. The ticking used for the borders shall contain not more than two seams all around with all ends hemmed, spliced, and securely sewn together by machine in such a manner as to leave no break in the uniformity and finish.
[All exterior seams should be inverted seams.](#)

6. Spring Unit:

Indicate the type of coils used, number of coils, row configuration, and spring wire gauge.

7. Foam:

State the density and ILD firmness specifications of your foam.

8. Flammability:

The mattress shall meet 16 CFR Part 1633 flammability test. Documentation/written certification of conformance is required with proposal.

If your mattress also meets California Technical Bulletin #129, Boston Fire Department IX-11, or other tests, provide certification.

It is preferred that fire barriers containing chemical additives or flame retardant additives be avoided if alternate means and material are available.

9. Sample

[If your proposed mattress is different from a previously accepted mattress, a sample must be provided upon request.](#)

10. Packing:

Each mattress shall be packaged in a manner to assure that it is delivered in a clean and undamaged condition. [Is your packaging recyclable?](#)

11. Warranty:

[Provide full warranty information.](#)

12. Cost

[State how long your pricing is valid beyond May 2016.](#)

13. Disposal of Old Mattresses

Please quote separately the cost/credit to recycle 550 each of old 36 x 80 mattresses. Include information on the recycling process.



PROPOSAL: HOUSING & RESIDENCE LIFE MATTRESSES • RFP #216-30

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. 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) _____

IV. 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 | | |

V. Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

VI. BASE PROPOSAL SUM: _____dollars

(\$ _____) OR attach proposal.

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.

GVSU Tax Identification No.

Date

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