

**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 October 8, 2021**

**RE Request for Proposal #222-18**

**Campus Recreation Rowing Club Pickup Truck Lease or Purchase**

Grand Valley State University is accepting proposals for the lease or purchase of a new crew cab pickup truck for its Recreation and Wellness Rowing Club Team. The truck is used to transport students and tow rowing shells across the country to competitions. 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 Friday October 22, 2021**. Your proposal must be received by the opening date and time stated.
No fax, telephone, or verbal quotations will be accepted. Please state RFP #222-18 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 in your bid

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

**GVSU RFP #222-18: Instructions**

1. Provide a proposal for both a **purchase price, a 36 month lease and a 48 month lease** of one new crew cab pickup truck (Class 2B) per the below vehicle specifications. Include any rebates and incentives, net gross capitalized cost, monthly cost, interest rate, and residual amount for option to purchase at lease end.
2. Submit your proposal to Kip Smalligan by e-mail to smalligk@gvsu.edu no later than **5:00 p.m. on Friday October 22, 2021**. State **RFP #222-18** in the subject line of your e-mail. Your proposal must be received by the submission date and time stated. No fax, telephone, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, incomplete, or illegible mail.
3. GVSU vehicle fleet numbers:

GM   000918139  (Govt)

Ford QI 363  (Govt)

1. Provide full information on the vehicle manufacturer's and major equipment warranties.

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.

1. 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.

1. State ALL upfront costs including any security deposit and first month’s payment.
2. Provide full information on the vehicle manufacturer's and major equipment warranties.
3. State if there is a disposition fee on the lease (fee if you turn the vehicle in without leasing another vehicle from you).
4. Grand Valley State University is Michigan sales tax exempt. Exemption certificate will be provided to the awarded supplier.
5. GVSU will provide its own municipal license plate. Dealer does not need to provide.
6. State the availability of your vehicle. GVSU must take possession of vehicle between October 3, 2022 – October 10, 2022. Time is of the essence. State if your proposed vehicle is from dealer inventory or factory order.
7. State the Wear and Tear and any other maintenance/repair requirements or criteria for returning the truck.
8. Is your proposed vehicle available for test drive?
9. GVSU reserves the right to inspect, test drive, and general approval of vehicle prior to acceptance.
10. Provide two West Michigan customer references including names and contact information for who have same or comparable vehicle to the one you are quoting

**Instructions (continued)**

1. Successful supplier will not be allowed to display dealer sticker on vehicle.

Vehicle must be free from all dealer advertising/promotional decals

1. Grand Valley State University reserves the right to accept or reject any or all proposals.
2. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions.

**GVSU RFP #222-18: Vehicle Specifications**

1. 3/4 Ton Pickup (Class 2B Towing Capacity 10,000 lbs)
2. Extended Crew Cab (for 6 persons)
3. Long Bed (8 ft)

1. Exterior Color: White
2. Diesel Engine
3. Four Wheel Drive (4x4) with Locking Differential
4. Automatic transmission
5. Longest possible wheelbase
6. Industrial Interior - Vinyl Seats, Dark Color, Rubber Floor Mats
\*\*\* Please state the difference in cost between cloth seats and vinyl seats.
7. Electric windows and doors would be preferred. Otherwise trim package can be minimal.
8. Soundproofing (if available)
9. Tow Package: Minimum of a Class 4 or Class 5 Hitch (preferably with a 2.5" receiver but 2 " would be acceptable). Gross trailer weight would be 8,000 lbs.
10. Trailer Brake Control System
11. Cruise Control

15. Radio-MP3-USB port stereo system

16. Camper Mirrors

1. Bed Liner – drop in
2. Spare Tire



**PROPOSAL FORM**

 **ROWING CLUB PICKUP TRUCK • RFP #222-18**

1. 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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.
2. 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. (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

1. Bidder acknowledges receipt of the following addenda:

 Addendum No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Addendum No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. BASE PROPOSAL SUM: \_\_\_Attach Proposal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dollars

 ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

1. 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.

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Company Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address City/State/Zip Code

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Office Phone No. Cellular Phone No. Fax No.

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 Authorized Agent Signature Name & Title

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 Witness Signature Name

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 Tax Identification No. Date

VIII. ACCEPTANCE: This proposal is accepted by Grand Valley State University

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 Authorized Agent Signature Name & Title

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 Witness Signature Name

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 Office Phone No. Cellular Phone No. Fax No.

 \_\_\_\_\_\_38 1684280\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 GVSU Tax Identification No. Date