

**To: Prospective Suppliers**

**From: Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services**

 **Ph 616/331-3211, Fax 616/331-3287, smalligk@gvsu.edu**

**Date: May 18, 2023**

**Subject: Request For Proposal #223-39**

 **MTS Como Burgess Stacking Chairs**

Grand Valley State University is accepting competitive proposals for MTS Burgess Como stacking chairs for its Kirkhof Center. Proposals must be received no later than
5:00 p.m., Thursday May 25, 2023 by email to smalligk@gvsu.edu. State **RFP #223-39** in the subject line of your email. No telephone, fax or verbal quotations will be accepted. Grand Valley State University is not responsible for late, lost, misdirected, incomplete, or illegible mail.

Before submitting, check that:

Any addenda received are acknowledged.

The Proposal & Contract form is signed by an authorized individual

Direct all questions regarding this RFP to Kip Smalligan at the above contact information.

**Instructions:**

1. Grand Valley State University is accepting competitive proposals for MTS Burgess Como stacking chairs for its Kirkhof Center. Proposals must be received no later than 5:00 p.m., Thursday May 25, 2023 by email to smalligk@gvsu.edu. State **RFP #223-39** in the subject line of your email. No telephone, fax or verbal quotations will be accepted. Grand Valley State University is not responsible for late, lost, misdirected, incomplete, or illegible 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. 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 any addenda in their proposal on the 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.

Include all costs in your proposal including freight, delivery, and installation if available.
3. All costs provided in your proposal are to be quoted F.O.B. destination GVSU Kirkhof Center, Allendale, Michigan.
4. Delivery and installation is to be coordinated with Kellie Pnacek-Carter, 616/331-2350
pnacek-k@gvsu.edu
5. Grand Valley State University is Michigan sales tax exempt. Awarded supplier will be provided with a copy of our exemption certificate if applicable.
6. Grand Valley State University reserves the right to accept or reject any or all proposals
7. Complete the Proposal form on pages 3 and 4.

**Specifications:**

MTS Burgess Como Stacking Chairs, Model CF27/4

[www.mtsseating.com/catalog/banquet-meeting-room-seating-tables/como-stacking-chairs-from-mts-burgess/pc27-4/cf27-4/](http://www.mtsseating.com/catalog/banquet-meeting-room-seating-tables/como-stacking-chairs-from-mts-burgess/pc27-4/cf27-4/)

Quantity: 200 each

Frame Color: Silver Hammertone metal finish

Fabric: Cadence Grade 6 CDC608 Sapphire

Glides: Quote both options -- premium metal base glides and nylon

Delivery and installation by August 1, 2023. Please state chair and fabric availability**.**

**PROPOSAL FORM**

**MTS Como Burgess Stacking Chairs • RFP #223-39**

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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Optional) Supplier declares that company is at least 51% owned, controlled and actively managed by

(check all that apply) - Optional

 African-American Native American Woman/Women

 Asian American Multi-Racial ADA Disabled Person(s)

 Hispanic American

Supplier acknowledges receipt of the following addenda:

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

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

BASE PROPOSAL\_\_\_\_\_\_\_\_ATTACH\_YOUR PROPOSAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dollars

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

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

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 Address City/State/Zip Code

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

 Office Phone No. Cellular Phone No. Fax No.

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 Authorized Agent Signature Name & Title

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

 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. E-mail

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 GVSU Tax Identification No. Date