



TO: Prospective Suppliers

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

DATE: March 9, 2021

RE: Request for Proposal #221-24
Ford Transit Connect XLT Cargo Van

The Grand Valley State University Laker Store is accepting competitive proposals for the purchase of a new 2021 or 2020 Ford Transit Connect XLT Cargo Van.

To bid for the supply of the van, submit your proposal by e-mail to smalligk@gvsu.edu. Write **RFP #221-24** in the subject line of your e-mail. Your proposal must be received no later than **5:00 p.m. ET on Monday March 22, 2021**. No telephone, fax, drop-off, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, incomplete, or illegible proposals.

Direct all questions regarding this RFP to Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu.

Instructions:

1. RFP Schedule:

March 9, 2021	RFP released
March 22 at 5:00 pm ET	Proposal submission deadline
March 30, 2021	Proposal awarded
Mid to Late April, 2021	Desired Delivery
2. Should it become necessary to revise any part of the RFP or provide additional information, 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](http://www.gvsu.edu/purchasing) 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.
3. Grand Valley State University reserves the right to accept or reject any or all proposals
4. GVSU Fleet Numbers are:
Ford QI 363 (Govt)
Ford VK094 (Commercial)
5. Include any rebates and incentives.
6. **Include all costs in your proposal** including delivery to GVSU downtown Pew Campus at DeVos Center (401 Fulton St W., Grand Rapids). Quote F.O.B. delivered to Grand Valley State University DeVos Center.
7. Itemize all the standard and optional specifications/features that are included in your quote. Include vehicle window sticker information if vehicle is coming from inventory. Successful supplier will be responsible for order verification and specifications accuracy.
8. Provide full information on the vehicle manufacturer's and major equipment warranties.
9. GVSU will provide its own license plate. Dealer does not need to provide.
10. Grand Valley State University is Michigan sales and use tax exempt.
An exemption certificate will be provided to the awarded supplier.
11. Complete and return the proposal form on pages 5-6.
12. GVSU acceptance will be made via purchase order
13. Successful supplier will not be allowed to display dealer sticker on vehicle.
Vehicle must be free from all dealer advertising/promotional decals

Specifications: Transit Connect XLT Cargo Van

A new commercial 2021 model is preferred but a new 2020 model is acceptable.

The following are required features/options and must be included in your quote.

- Shorter Wheel Base
- Exterior Color: White
- Flex Fuel Capability (FFV) w/2.0L GDI I-4 Gas
- 2nd Row Fixed Glass on Both Sliding Doors
- Fixed Rear-Door Glass on both doors
- Cloth or Vinyl Seating
- Black or Gray Color Interior
- All-Weather Floor Mats (Front)
- Key Fobs (2 Additional)
- Rear-Window Defroster
- Rear Cargo Area Light – LED

Include in your cost, delivery to the GVSU Laker Store at DeVos Center (401 Fulton St W., Grand Rapids).

State the delivery availability for the vehicle(s) you are quoting.
GVSU's desired delivery date is mid to late April 2021.

On Campus Policies for Suppliers

Covid-19 Protocols

Face coverings that cover the mouth and nose are required indoors. Face coverings are required outdoors when not alone. Social distancing must be practiced indoors and outdoors.

Smoking Policy

Smoking is prohibited in all indoor spaces. Smoking is prohibited within 25 feet of any GVSU building or bus stop.

Firearm Policy

Possession or use of firearms or other lethal weapons are not permitted on GVSU property.

Parking Permits

All vehicles parking on campus are required to have a parking permit. Contact [Kip Smalligan](#) 616/331-3211 for a visitor parking permit. Supplier parking is not permitted in handicap spaces or at building entrance or egress locations.

Behavior

Any negative behaviors, including but not limited to larceny, assault and sexual harassment are not tolerated. Supplier interaction with faculty, staff and students should be avoided unless business-related.

Photographs

Any Consultant, Contractor, or Supplier shall not photograph GVSU projects without the expressed written permission of Grand Valley State University.

Traffic Control

GVSU approval of any traffic disruption is required two weeks prior to commencement of work. Traffic control personnel must be trained, properly attired, dedicated to the traffic control task, and keep traffic flowing. Provide barriers and safety signage.

Dumpsters:

Use of GVSU dumpsters or trash containers for disposal of waste is prohibited.



PROPOSAL FORM

GVSU Laker Store Ford Transit Connect XLT Cargo Van • RFP #221-24

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) - 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 _____ (\$ _____) OR attach your proposal

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

Phone No.

E-mail

38 1684280
GVSU Tax Identification No.

Date