



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: January 26, 2016

**Subject: Request For Proposal #216-28
Recreation Center Addition Equipment
(Free Weight, Cardio, Selectorize, Functional Training, Spinning)**

Grand Valley State University is accepting sealed bid proposals for various equipment for the expansion of its Recreation Center opening in fall 2016 on the Allendale campus. **There is a mandatory pre-bid meeting on Thursday February 4, 2016 at 3:00 pm at the GVSU Fieldhouse/Recreation Center, Room D113, 1 Campus Drive, Allendale, MI 49401.**

If you desire to submit a proposal for RFP #216-28, you must do so no later than 3:00 p.m., Wednesday February 10, 2016 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403.

No telephone, fax or verbal quotations will be accepted. Please indicate RFP 216-28 on your envelope or package. 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:

The unit and extended prices are provided.
All addenda received are acknowledged.
The Proposal & Contract form is signed by an authorized individual

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

GVSU RFP #216-28: Introduction

Grand Valley State University is seeking proposals for the purchase of equipment (free weight, cardio, selectorize, functional training, and spinning) for its Recreation Center expansion on the Allendale campus.

The expansion will double the size of the current Recreation Center. The weight room area will be tripled, and area added for cardio and spinning. It will also include additional basketball courts and office space.

Delivery and installation will be desired in June 2016 with a target start date of June 16, 2016; date is subject to change based on access to the building.

GVSU RFP #216-28: Instructions

RFP Schedule:

January 26, 2016:	RFP Released
February 4, 2016 at 3:00 pm:	Mandatory Pre-Bid Meeting
February 10, 2016 at 3:00 pm:	Proposal submission deadline
February 26, 2016:	Proposal awarded by
June 16, 2016:	Target date for start of delivery and installation

Grand Valley State University is accepting sealed bid proposals for various equipment for the expansion of its Recreation Center opening in fall 2016 on the Allendale campus. **There is a mandatory pre-bid meeting on Thursday February 4, 2016 at 3:00 pm at the GVSU Fieldhouse/Recreation Center, Room D113, 1 Campus Drive, Allendale, MI 49401.**

A campus map can be found at www.gvsu.edu/maps.htm. Contact Kip Smalligan for a visitor parking permit. Pedestrians have the right of way at most crosswalks on campus; please watch and stop for students.

If you desire to submit a proposal for RFP #216-28, you must do so no later than 3:00 p.m., Wednesday February 10, 2016 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Please indicate RFP 216-28 on your envelope or package. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

1. 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.

2. 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."

3. This RFP will be awarded 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.
4. See attached GVSU's [General Conditions](#).
See attached specifications equipment list.

5. [Please include one original of your proposal and two additional hard copies. Provide three hard copies of Summary Sheets and/or Product Data Sheet for each piece of equipment](#)

[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.

Alternates may be proposed if you do not provide the specified items. Alternates should meet or exceed the quality of the specified items. Full specification information must be provided for alternates.

6. [State any of your warranties in detail and any manufacturer warranty in detail. A minimum of three years on parts and labor is required. State who your maintenance service provider is.](#)
7. State three customer references (preferably higher education institutions) for your proposed equipment including contact name and phone number. Provide closest to GVSU; no more than two hours drive.
8. Awarded supplier must provide a drawing of its recommended safe space layout of the equipment using the attached room layout (two base CAD files attached). The CAD files are not available online; contact Kip Smalligan for copies to be e-mailed to you.
9. [Staging, Delivery, Assembly, Installation.](#)

Target start date for delivery and installation is June 16, 2016 but subject to change based on access to the building. Estimated 3 to 4 days will be needed for all equipment to be installed. GVSU does not have space to store any equipment.

[Include cost of moving existing equipment to the new space. See attached list of existing equipment.](#)

A map of the Allendale campus can be found at:
www.gvsu.edu/homepage/files/pdf/maps/allendale.pdf.

Access to the building will be via the ramp in Parking Lot E (see attached document Recreation Center Delivery Access Lot E)

Blanket wrapped delivery is preferred. Supplier must clean and take away all waste and packaging; cannot use GVSU dumpsters.

10. Acceptance of proposal will be made by purchase order

11. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is available at www.gvsu.edu/purchasing (see Popular Pages section).

Suppliers are responsible for all associated costs incurred in responding to this RFP.

Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions regarding this RFP.

GVSU RFP #216-28: Specifications

See attached new equipment specifications list in pdf and Excel format options.
Also see list of existing equipment that needs to be moved to the new addition.

Color: One of the supplier's standard colors for equipment usually is acceptable.

GVSU RFP #216-28: On Campus Policy Reminders

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 for a visitor parking permit]. Supplier parking is not permitted on sidewalks, drives, 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

Recreation Center Addition Equipment • RFP #216-28

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):

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 _____

I. BASE PROPOSAL: Attach your proposal.

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. Mobile Phone No. E-mail

Authorized Agent Signature Name & Title

Witness Signature Name

Tax Identification No. Date

