



**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](mailto:smalligk@gvsu.edu)**

**Date: March 14, 2017**

**Subject: Request For Proposal #217-44  
Housing Living Centers Lounge Furniture**

Grand Valley State University is accepting sealed bid proposals for lounge furniture in seven of its Living Center residence halls on the Allendale campus. If you desire to submit a proposal for **RFP #217-44, you must do so no later than 5:00 p.m., Tuesday March 28, 2017 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403.** Proposals may be received by either e-mail to [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu), mail, courier, or drop-off. Please indicate RFP 217-44 on your envelope or package. No telephone, fax or verbal quotations will be accepted. 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:

1. The unit and extended prices are provided.
2. All addenda received are acknowledged.
3. 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 #217-44 Introduction

Grand Valley State University is seeking proposals for the purchase of lounge furniture for seven of its residence hall Living Centers on the Allendale campus. Delivery and installation will be late July 2017; exact date to be determined.

## GVSU RFP #217-44 Instructions

1. RFP Schedule:

March 14, 2017:	RFP released
March 28, 2017 5:00 pm:	Proposal submission deadline
April 3-7	Product demonstrations (if requested by GVSU)
April 12, 2017:	Proposal awarded by
July 2017:	Delivery and installation late July 2017
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](http://www.gvsu.edu/purchasing) page of the GVSU Procurement Services website [www.gvsu.edu/purchasing](http://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. Please submit one electronic copy of your proposal via either e-mail, CD, or USB drive.
4. See attached GVSU's [General Conditions](#).
5. It is GVSU's intention to award this RFP to a single supplier unless there is a compelling reason to do otherwise. **Please price based on being awarded the entire RFP.** 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.
6. Proposals will be evaluated by members of the GVSU's Procurement Services, Office of Housing and Residential Life. Evaluation criteria are below:
  - Adherence to listed product specifications.
  - Durability/longevity of products and warranty (minimum 10 years on workmanship/materials)
  - Variety of finish options
  - Sustainability (including but not limited to regionally sourced/manufactured materials, documentation that wood materials come from sustainably managed forest, and sustainable practices used within overall manufacturing/office practices.
  - Customer Service (assistance with finish selection, custom pieces, and availability of interior design services; acknowledgement of contact within 48 hours; corrections/repairs made within two weeks; re-upholstery capability)

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- Supplier’s ability to provide installation and assembly for all products
  - Cost – best overall value to GVSU
  - Prior performance will be a consideration in evaluation.
7. Include **all** costs in proposal including freight, delivery, assembly, and installation. Provide an itemized cost list if optional or variable costs. All prices provided in your proposal are to be quoted F.O.B. destination GVSU Allendale campus, Allendale, Michigan.
8. **State of Michigan Prevailing Wage law is applicable for furniture installation labor.** Attached is an information sheet and the current Prevailing Wage rates for Ottawa County. Contact the State of Michigan if questions at 517-322-1825.
9. No furniture samples are necessary with proposal; GVSU will request furniture samples later if desired. Supplier must submit actual wood finish and color samples with bid proposal
10. Supplier must submit colored illustrations/photos of proposed furniture. Please provide any other supporting documentation that will assist in the decision making process.
11. GVSU may request some or all suppliers to do demonstration presentations of their furniture.
12. Delivery and Installation.
- Delivery and installation is to be coordinated with Housing Facility Manager, Adam Tate, 616/331-2586 [tateam@gvsu.edu](mailto:tateam@gvsu.edu) for a to be determined date in late July 2017.
  - Blanket wrapped delivery is preferred.
  - A map of the Allendale campus can be found at [www.gvsu.edu/homepage/files/pdf/maps/allendale.pdf](http://www.gvsu.edu/homepage/files/pdf/maps/allendale.pdf). Living Center building numbers on the map are Maple 27, Oak 28, and Pine 29. Kirkpatrick 50, Stafford 51, Swanson 45, and Seidman 46.
  - Access to Maple, Oak, and Pine Living Centers will be via Residence Drive. That is as far as a 53-foot trailer would be able to get due to turning radius. A smaller box truck may be able to get closer.

See the attached installation breakdown spreadsheet.

There are 2 floors, one is a lower level, requiring stairs. No Elevator. The entrance door is a single door width.

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- Access to Kirkpatrick, Seidman, Stafford, and Swanson Living Centers [KSSS] for a 53 foot trailer would be limited to Parking Lots D1 or D4. A smaller box truck may be able to get closer.

See the attached installation breakdown spreadsheet.

Kirkpatrick/Stafford have delivery to 3 floors. No Elevator. Stairs only. The entrance door is double and the center bar can be removed.

Siedman/Swanson have delivery to only the first floor. The entrance door is double and the center divider bar can be removed.

- Supplier must clean and take away all waste and packaging; cannot use GVSU dumpsters.

13. Acceptance of proposal will be made by purchase order

14. Starting with the turnover date, GVSU shall have fourteen (14) calendar days to conduct acceptance testing (during which time the furniture may, at the GVSU's option, be in use) to confirm the proper functioning and performance of the furniture including all characteristics stated in the supplier's published specifications, or in the supplier's proposal response plus any and all requirements of applicable federal, state, or local standards pertaining to the furniture and installation. If the furniture fails to pass this acceptance, the supplier shall have seven (7) calendar days to provide necessary replacements or repairs to bring the furniture into compliance. GVSU shall then have seven (7) calendar days to again conduct acceptance.

15. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is available at this link [www.gvsu.edu/cms4/asset/EE24AE20-9C2A-818B-AADA1C899F328A1B/mi\\_sales\\_tax\\_exempt\\_certificate\\_-\\_current.pdf](http://www.gvsu.edu/cms4/asset/EE24AE20-9C2A-818B-AADA1C899F328A1B/mi_sales_tax_exempt_certificate_-_current.pdf)

16. Contact Kip Smalligan at 616/331-3211 or [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) with any questions regarding this RFP.

## **GVSU RFP #217-44 On Campus Policies for Suppliers**

### 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 Adam Tate [tateam@gvsu.edu](mailto:tateam@gvsu.edu) or Kip Smalligan [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) for visitor parking permit]. Supplier parking is not permitted on 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.

## **RFP #217-44: Specifications**

### **State foam type/grade used for each furniture item**

**Reference stated styles at [www.brillcompany.com](http://www.brillcompany.com) and [www.rtlondon.com](http://www.rtlondon.com).**

#### **A) Lounge Chair Style A**

- Quantity: 18 each
- Similar style to The Brill Company's Applause Chair and RT London's Hudson Lounge Chair

Need a chair a little more compact for the space; overall dimensions approximately 30-34"D x 30-34"W x 30-36"H; hardwood or upholstery grade plywood frame; steel springs; fully upholstered; straight back or similar, modern style; straight arms or similar, modern style; arms, seat, & back may be constructed from separate units; reversible, high-resiliency foam cushions; feet/legs should be part of frame/structure; solid wood feet; grade 2 fabric for upholstery with stain protection/moisture block; meets Cal Tech Bulletin 117 fire standards; minimum warranty of 10 years on entire lounge chair (fabric, frame, foam, mechanisms, etc.)

#### **B) Lounge Chair Style B**

- Quantity: 30 each
- Similar style to Brill's University Place Chair and RT London's Baxter Chair

Overall dimensions approximately 34-37"D x 34-37"W x 32-36"H; hardwood or upholstery grade plywood frame; steel springs; fully upholstered; straight back or similar, modern style; straight arms or similar, modern style; arms, seat, & back may be constructed from separate units; reversible, high-resiliency foam cushions; feet/legs should be part of frame/structure; solid wood feet; grade 2 fabric for upholstery with stain protection/moisture block; meets Cal Tech Bulletin 117 fire standards; minimum warranty of 10 years on entire lounge chair (fabric, frame, foam, mechanisms, etc.)

#### **Sofa Style A**

- Quantity: 8 each
- Similar style to Brill's University Place Sofa and RT London's Baxter Sofa

Three-seat sofa; minimum of 22" per person for seat; overall dimensions approximately 34-37"D x 76-84"W x 32-36"H; seat height approximately 17"; hardwood or upholstery grade plywood frame; steel springs; fully upholstered; straight back or similar, modern style; straight arms or similar, modern style; arms, seat, & back may be constructed from separate units; reversible, tethered cushions; high-resiliency foam cushions; solid wood feet; grade 2 fabric for upholstery with stain protection/moisture block; meets Cal Tech Bulletin 117 fire standards; minimum warranty of 10 years on entire sofa (fabric, frame, foam, mechanisms, etc.)

### **State foam type/grade used for each furniture item**

**D) 32" Ottoman**

- Quantity: 5 each
- Similar style to RT London's Lucy Lu

Overall dimensions approximately 32"D x 32"W x 17"H; can be round or rectangular in shape; modern, clean-line design; should be constructed in a manner that allows ottoman to be used for seating and work surface; choice of metal or wood legs; high-resiliency foam; grade 2 fabric for upholstery; minimum warranty of 10 years on entire ottoman (legs, frame, foam, fabric, etc.)

**E) Coffee Table**

- Quantity: 14 each (
- Similar style to Brill's Hugo Coffee Table but longer, and RT London's Lucy Coffee Table

Approximately 42"W x 17"H x 24"D solid wood or plywood with laminate surface construction acceptable; choice of metal or wood feet; modern, straight-line design; wood finishes should come in a variety of options for maple; minimum warranty of 10 years on entire table (legs, table top, mechanisms, etc).

**F) End Table**

- Quantity: 10 each
- Similar style to Brill's Hugo End Table and RT London's Lucy End Table

Approximately 22"W x 17"H x 18"D; solid wood or plywood with laminate surface construction acceptable; tables to be; choice of metal or wood feet; modern, straight-line design; wood finishes should come in a variety of options for maple; minimum warranty of 10 years on entire table (legs, table top, mechanisms, etc.)

**G) Sofa Style B**

- Quantity: 2 each
- Similar style to The Brill Company's Applause Chair and RT London's Hudson Lounge Chair but a love seat.

Two-seat sofa; minimum of 22" per person for seat; overall dimensions approximately 30-34"D x 54-61"W x 32-36"H; hardwood or upholstery grade plywood frame; steel springs; fully upholstered; straight back or similar, modern style; straight arms or similar, modern style; arms, seat, & back may be constructed from separate units; reversible, high-resiliency foam cushions; feet/legs should be part of frame/structure; solid wood feet; grade 2 fabric for upholstery with stain protection/moisture block; meets Cal Tech Bulletin 117 fire standards; minimum warranty of 10 years on entire lounge chair (fabric, frame, foam, mechanisms, etc.)

**State foam type/grade used for each furniture item**

**H) Modular Chair**

- Similar style to Brill's Ditto Armless Chair and RT London's Lucy Chair
- Quantity: 28 each

Approximately 30-34"D x 24-30" W x between 32-36"H; seat height approximately 18"; hardwood or upholstery grade OSB frame; steal springs; fully upholstered; straight back or similar, modern style; sections should provide flexibility to accommodate either wood arms, no arms, or work surface; option of ganging hardware to attach sections; seat & back may be constructed from separate units; high-resiliency foam cushions; feet/legs should be part of frame/structure; choice of metal, wood, or caster legs; grade 2 fabric for upholstery with stain protection/moisture block; meets Cal Tech Bulletin 117 fire standards; minimum warranty of 10 years on entire chair (fabric, frame, foam, mechanisms, etc.)

**I) State if you are able to re-upholster the furniture at a later date if needed for repair.**

**J) If you have not done business with Grand Valley State University previously, list three references and contact information (preferably higher education customers)**



**PROPOSAL FORM**

**Living Centers Lounge Furniture • RFP #217-44**

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
- Asian American
- Hispanic American
- Native American
- Multi-Racial
- Woman/Women
- ADA Disabled Person(s)

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

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

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Office Phone No.

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
38 1684280  
GVSU Tax Identification No.

\_\_\_\_\_  
Date