



**TO**           **Prospective Supplier**

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

**DATE**       **April 18, 2018**

**RE**           **Request for Proposal #218-48**  
**Commercial Box Truck**

Grand Valley State University is accepting proposals for the purchase of one new commercial box truck for The Laker Store (formerly called University Bookstore). If you wish to bid to supply this truck, submit your proposal by e-mail ([smalligk@gvsu.edu](mailto:smalligk@gvsu.edu)), US mail, parcel, or drop off no later than **5:00 p.m. on Monday April 30, 2018** to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Your proposal must be received by that date and time. No telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

If e-mailing, write "RFP #218-48" in the subject line of your e-mail.

If mailing or dropping off, write "RFP #218-48" clearly on the front of your proposal envelope or package.

Contact me if you have any questions at 616/331-3211 or e-mail [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu).

## **GVSU RFP 218-48: Instructions**

1. Specifications for the truck are below in the Specifications section. If you wish to bid to supply this truck, submit your proposal by e-mail ([smalligk@gvsu.edu](mailto:smalligk@gvsu.edu)), US mail, parcel, or drop off no later than **5:00 p.m. on Monday April 30, 2018** to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Your proposal must be received by that date and time. No telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

If e-mailing, write "RFP #218-48" in the subject line of your e-mail.

If mailing or dropping off, write "RFP #218-48" clearly on the front of your proposal envelope or package.

Before sealing the envelope, check that:

- Any addenda received are acknowledged on the Proposal Form (page 4)
- Authorized signature is included on your bid

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 who were sent notice of the RFP. Notice also will be posted on the Bid Opportunities page of the [GVSU Procurement Services website](http://www.gvsu.edu/purchasing/bid-opportunities.htm) [ [www.gvsu.edu/purchasing/bid-opportunities.htm](http://www.gvsu.edu/purchasing/bid-opportunities.htm) ].
3. Grand Valley State University reserves the right to accept or reject any or all proposals
4. GVSU Fleet Numbers are:
  - GM 000918139 (Govt)
  - Ford QI 363 (Govt)
  - Ford VK094 (Commercial)
  - Chrysler, Jeep, Dodge, Ram, Fiat 52944 (Govt)
5. Include any rebates and incentives. [Include all costs in your proposal including delivery to Allendale campus.](#)
6. Quote F.O.B. delivered to Grand Valley State University, Allendale Campus.
5. [Itemize all the standard and optional specifications/features that are included in your quote. Successful supplier will be responsible for order verification and specifications accuracy.](#)
6. [Provide full information on the vehicle manufacturer's and major equipment warranties.](#)
7. GVSU will provide its own license plate. Dealer does not need to provide.
8. [State the delivery lead time after order placed.](#)

9. Grand Valley State University is Michigan sales tax exempt. An exemption certificate will be provided to the awarded supplier.
10. Successful supplier will not be allowed to display dealer sticker on vehicle.  
Vehicle must be free from all dealer advertising/promotional decals
12. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions

**GVSU RFP 218-48: Specifications**

2017 or 2018 new commercial box truck  
Single rear wheel  
10' (preferred) or 12' box with interior light  
GVWR near 9,600 lbs  
V-8 engine (preferred)  
Automatic transmission  
White Color  
Cutaway walk-through access cab (preferred)  
Rollup Door  
Step up bumper  
Do **not** want a lift, ramp, or side door  
No cargo containment needed  
Air conditioning  
Cloth seats

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**PROPOSAL FORM: LAKER STORE BOX TRUCK • RFP #218-48**

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I. 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) \_\_\_\_\_

II. 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.

III. 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) \_\_\_\_\_

IV. Supplier declares that company is at least 51% owned, controlled and actively managed by (check all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> African-American  | <input type="checkbox"/> Native American | <input type="checkbox"/> Woman/Women            |
| <input type="checkbox"/> Asian American    | <input type="checkbox"/> Multi-Racial    | <input type="checkbox"/> ADA Disabled Person(s) |
| <input type="checkbox"/> Hispanic American |  |   |

V. Supplier acknowledges receipt of the following addenda:

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

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

VI. BASE PROPOSAL SUM: \_\_\_\_\_dollars

(\$ \_\_\_\_\_) OR attach proposal.

VII. 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

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

\_\_\_\_\_  
Cellular Phone No.

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

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

\_\_\_\_\_  
Date