



REQUEST FOR QUOTE

RFQ# 899453

Student Rec and Wellness Center Furniture

RFQ Timeline	
RFQ Issue Date:	September 25, 2025
Deadline for Respondent Questions to MSU:	October 1, 2025
RFQ Response Due Date:	October 8, 2025, 3:00 pm Eastern
Estimated Contract Award	October 30, 2025

RFQ Contact	
Name:	Amanda Capanema
Email:	alvesaff@msu.edu
Phone:	517-884-6146

DESCRIPTION: Michigan State University (the “**University**” or “**MSU**”) is soliciting quotes through this Request for Quote (“**RFQ**”) for the purpose of furniture for specified location / multi-purpose areas on an as needed basis in the Student Rec and Wellness Center. The requested goods and services are more thoroughly described under the Scope of Quote Section of this RFQ. Firms intending to respond to this RFQ are referred to herein as a “**Respondent**” or “**Supplier**.”



QUOTE INSTRUCTIONS

- 1. QUOTE PREPARATION.** The University recommends reading all RFQ materials prior to preparing a quote, particularly these Quote Instructions. Respondents must follow these Quote Instructions and provide a complete response to the items indicated in the table below. References and links to websites or external sources may not be used in lieu of providing the information requested in the RFQ within the quote. Include the Respondent's company name in the header of all documents submitted with your quote.

Document	Description	Response Instructions
Cover Page	Provides RFQ title and number, important dates, and contact information for MSU	Informational
Quote Instructions	Provides RFQ instructions to Respondents	Informational
Respondent Information Sheet	Company and Contact Information, and Experience	Respondent must complete and submit by quote deadline
Scope of Quote	Describes the goods and/or services sought by MSU under this RFQ	Respondent must complete and submit by quote deadline
Pricing	Pricing for goods and services sought by the University through this RFQ	Respondent must complete the PDF document included within the bid RFQ 878144 Ancillary Bid Package 1, 2 & 3 and submit by quote deadline
Master Service Agreement	Provides legal terms for a contract awarded through this RFQ	Deemed accepted by Respondent unless information required in Section 8 Master Service Agreement is submitted by quote deadline
MSU SRWC Ancillary FFE Products Specifications	Furniture Specifications	Informational
MSU SRWC Ancillary Furniture Plans	PDF of Floor Plan	Informational
CAD files	Dropbox link	Informational

2. EXPECTED RFQ TIMELINE.

Activity	Date
Issue RFQ	September 25, 2025
Deadline for Respondent Questions to MSU	October 1, 2025
RFQ Response Due	October 8, 2025, 3:00 pm Eastern
Estimated Contract Award	October 30, 2025

- 3. CONTACT INFORMATION FOR THE UNIVERSITY.** The sole point of contact for the University concerning this RFQ is listed on the Cover Page. Contacting any other University personnel, agent, consultant, or representative about this RFQ may result in Respondent disqualification.
- 4. QUESTIONS.** Respondent questions about this RFQ must be submitted electronically by email to the contact listed on the cover page of this RFQ. In the interest of transparency, only written questions are



accepted. Answers to all questions will be sent to Respondents via email. Submit questions by referencing the following: (i) Question Number, (ii) Document Name, (iii) Page Number, and (iv) Respondent Question. Please refer to Section 2 above for the deadline to submit questions.

5. **MODIFICATIONS.** The University may modify this RFQ at any time. Modifications will be sent via email. This is the only method by which the RFQ may be modified.
6. **DELIVERY OF QUOTE.** The Respondent must submit its quote, all attachments, and any modifications or withdrawals electronically via email to the contact listed on the cover page of this RFQ. **The price quote should be saved separately from all other quote documents and should be sent as a separate attachment from the other quote documents.** The Respondent should submit all documents in a modifiable (native) format (examples include, but are not limited to: Microsoft Word or Excel and Google Docs or Sheets). In addition to submitting documents in a modifiable format, the Respondent may also submit copies of documents in PDF. Respondent's failure to submit a quote as required may result in disqualification. The quote and attachments must be fully uploaded and submitted prior to the quote deadline. **Do not wait until the last minute to submit a quote.** The University **may not** allow a quote to be submitted after the quote deadline identified in the Cover Page, even if a portion of the quote was already submitted.
7. **EVALUATION PROCESS.** The University will convene a team of individuals from various Departments within MSU to evaluate each quote based on each Respondent's ability to provide the required services, taking into consideration the overall cost to the University. The University may require an oral presentation of the Respondent's quote; conduct interviews, research, reference checks, and background checks; and request additional price concessions at any point during the evaluation process. Provided that all minimum requirements have been satisfied, the RFQ Response with the lowest overall cost to MSU will be chosen.
8. **MASTER SERVICE AGREEMENT.** The University strongly encourages strict adherence to the terms and conditions set forth in the Master Service Agreement. The University reserves the right to deem a proposal non-responsive for failure to accept the Master Service Agreement. Nevertheless, the Respondent may submit proposed changes to the Master Service Agreement in track changes (i.e., visible edits) with an explanation of the Respondent's need for each proposed change. Failure to include track changes with an explanation of the Respondent's need for the proposed change constitutes the Respondent's acceptance of the Master Service Agreement. General statements, such as "the Respondent reserves the right to negotiate the terms and conditions," may be considered non-responsive.
9. **CLARIFICATION REQUEST.** The University reserves the right to issue a Clarification Request to a Respondent to clarify its quote if the University determines the quote is not clear. Failure to respond to a Clarification Request timely may be cause for disqualification.
10. **RESERVATIONS.** The University reserves the right to:
 - a. Disqualify a Respondent for failure to follow these instructions.
 - b. Discontinue the RFQ process at any time for any or no reason. The issuance of an RFQ, your preparation and submission of a quote, and the University's subsequent receipt and evaluation of your quote does not commit the University to award a contract to you or anyone, even if all the requirements in the RFQ are met.
 - c. Consider late quotes if: (i) no other quotes are received; (ii) no complete quotes are received; (iii) the University received complete quotes, but the quotes did not meet mandatory minimum requirements or technical criteria; or (iv) the award process fails to result in an award.
 - d. Consider an otherwise disqualified quote, if no other quotes are received.



- e. Disqualify a quote based on: (i) information provided by the Respondent in response to this RFQ; or (ii) if it is determined that a Respondent purposely or willfully submitted false or misleading information in response to the RFQ.
 - f. Consider prior performance with the University in making its award decision.
 - g. Consider total-cost-of-ownership factors (e.g., transition and training costs) when evaluating quote pricing and in the final award.
 - h. Refuse to award a contract to any Respondent that has outstanding debt with the University or has a legal dispute with the University.
 - i. Require all Respondents to participate in a Best and Final Offer round of the RFQ.
 - j. Enter into negotiations with one or more Respondents on price, terms, technical requirements, or other deliverables.
 - k. Award multiple, optional-use contracts, or award by type of service or good.
 - l. Evaluate the quote outside the scope identified in **Section 7, Evaluation Process**, if the University receives only one quote.
 - m. Utilize third parties to assist in the evaluation process, provided such parties are subject to confidentiality requirements.
11. **AWARD RECOMMENDATION.** The contract will be awarded to the responsive and responsible Respondent who offers the lowest total cost to the University, as determined by the University. The University will email a **Notice of Award** to all Respondents. A Notice of Award does not constitute a contract, as the parties must reach final agreement on a signed contract before any services can be provided. The awarded Respondent is prohibited from partnering with losing bidders unless the RFQ specifically allows for such arrangement, and any violation of this prohibition may result in disqualification of the awarded Respondent.
12. **GENERAL CONDITIONS.** The University will not be liable for any costs, expenses, or damages incurred by a Respondent participating in this solicitation. The Respondent agrees that its quote will be considered an offer to do business with the University in accordance with its quote, including the Master Service Agreement, and that its quote will be irrevocable and binding for a period of 180 calendar days from date of submission. If a contract is awarded to the Respondent, the University may, at its option, incorporate any part of the Respondent's quote into the contract. This RFQ is not an offer to enter into a contract. This RFQ may not provide a complete statement of the University's needs, or contain all matters upon which agreement must be reached. Quotes submitted via email are the University's property.
13. **FREEDOM OF INFORMATION ACT.** Respondent acknowledges that any responses, materials, correspondence or documents provided to the University may be subject to the State of Michigan Freedom of Information Act ("FOIA"), Michigan Compiled Law 15.231 *et seq.*, and may be released to third parties in compliance with FOIA or any other law.



RESPONDENT INFORMATION SHEET

Please complete the following Information Sheet in the space provided:

Information Sought	Response
Contact Information	
Respondent's sole contact person during the RFQ process. Include name, title, address, email, and phone number.	
Person authorized to receive and sign a resulting contract. Include name, title, address, email, and phone number.	
Respondent Background Information	
Legal business name and address. Include business entity designation, e.g., sole proprietor, Inc., LLC, or LLP.	
What state was the company formed in?	
Main phone number	
Website address	
DUNS# AND/OR CCR# (if applicable):	
Number of years in business and number of employees	
Legal business name and address of parent company, if any	
Has your company (or any affiliates) been a party to litigation against Michigan State University? If the answer is yes, then state the date of initial filing, case name and court number, and jurisdiction.	
Experience	
Describe relevant experiences from the last 5 years supporting your ability to successfully manage a contract of similar size and scope for the services described in this RFQ.	
Experience 1	
Company name Contact name Contact role at time of project Contact phone Contact email	
1. Project name and description of the scope of the project 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFQ?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify phase)	
Experience 2	
Company name Contact name Contact role at time of project Contact phone	



Contact email	
1. Project name and description of the scope of the project 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFQ?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify phase)	
Experience 3	
Company name Contact name Contact role at time of project Contact phone Contact email	
1. Project name and description of the scope of the project 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFQ?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify phase)	



SCOPE OF QUOTE

Please address each of the sections below in a written response, which can be completed on a separate sheet (using the same section headings).

1. Background.

MSU is building/renovating the Student Recreation Wellness Center, this building is scheduled to open in Spring 2026. This Request for Quote (RFQ) has been initiated to identify a supplier(s) qualified to manufacture, deliver, install, and provide furniture for multi-purpose areas in Student Rec and Wellness Center located at 810 Birch Rd. East Lansing, MI 48824.

2. General Conditions and Information

- a. The selected supplier for this RFQ may be subject to the University's Criminal Background Check Policy, available at: <https://usd.msu.edu/common/documents/coi-suppliers.pdf>.
 - i. If the University, at its sole discretion, determines the selected supplier is subject to this Policy, the supplier must sign and deliver the Contractor Certification for Criminal Background Checks to University prior to the provision of any services or delivery of any goods.
- b. MSU does not authorize any travel and will not reimburse any expenses incurred in responding to this RFQ. If travel reimbursement is allowed by the resulting agreement, reimbursement is subject to MSU's Travel Reimbursement Policy set forth at <https://ctlr.msu.edu/COTravelNew/ReimbursementChart.aspx>
- c. All shipments shall be delivered and Installed. Delivery Location shall be:
*Student Recreation and Wellness Center
810 Birch Road
East Lansing, MI 48824*
- d. Where the selected supplier's work may cause damage, or disrupt, existing MSU property, including but not limited to, utilities, industrial equipment, etc., the supplier shall make arrangements necessary for the protection of such property. The supplier shall, at its sole responsibility, replace MSU property removed or damaged by, or at the direction of, supplier or any sub-contractor.
- e. The selected supplier, at its sole expense, shall be responsible to MSU for damage to MSU and non-MSU property as a result of its failure to protect such facilities and utilities
 - i. Replacements shall be new and current technology, unless otherwise authorized by MSU.
- f. The selected supplier will be responsible for all permits (if necessary), labor, materials, and equipment (including required PPE and safety equipment), needed to complete the scope of quote
- g. Some areas of campus are restricted access locations and arrangement with the University's Public Safety Department will need to be made to access the facility
- h. The selected supplier shall equip staff with all tools and safety equipment, including equipment for air monitoring and testing (if necessary), to meet applicable OSHA and MIOSHA standards. Tools and safety equipment will not be provided to the supplier unless special arrangements are approved by the University
- i. If the selected supplier requires external staging, or on-site storage of materials and equipment, the location of this area must be agreed prior to actual use of the space



3. Safety and Regulatory Requirements

- a. The selected supplier will comply with all Federal, State, and Local, as well as MSU, safety rules and regulations and shall follow these as a requirement to continue work
- b. MSU personnel may stop any and all work if any Federal, State, and Local, as well as MSU, safety rules and regulations are not followed
- c. If disposing of material, the selected supplier is to comply with all landfill, or other appropriate licensed facility, requirements for entry, tipping, and disposal
- d. PPE equipment may be necessary. Directions will be provided by on-site superintendent.
- e. Installers should wear shirts to identify supplier.

4. Scope of Quote.

For Furniture, Furnishings and Equipment (FFE) - Ancillary Products: **No substitutes will be accepted.** Products must match specifications as outlined in the PDF document included in the bid package (MSU SRWC Ancillary FFE Products Specifications). Suppliers shall submit a complete itemized schedule of all furniture, furnishings and equipment items including all miscellaneous pieces, parts and accessory products to affect a completed installation of specified furnishings. This shall include unit pricing. Suppliers must be available for installation beginning March 2026. **No partial shipments will be accepted prior to the installation date.**

1. Refer to plan and drawings noted on the corresponding specifications. Deviations are noted on drawings as well as product coding.
2. Furniture layouts are for guidance and intent only. Supplier is responsible for including all bracketing, hardware, trim pieces, etc. as required to complete each station.
3. All components shall be from the primary manufacturer's standard line. Substitutions for storage, work surfaces and other components is not permitted, nor will locally manufactured components be accepted.
4. All lateral files and pedestals shall include a label, lock and key as standard and shall include counterweights where necessary.
5. All locking items within one room or workstation shall be keyed alike, unless noted otherwise. Actual keying plan will be verified upon submittal review.
6. CAD files for the building furniture plans are available in the link below:
[!\[\]\(750841ae7100dc832cb0a4b3af4492f3_img.jpg\) 250915 - MSU SRWC Ancillary CAD](#)
7. Below is the site plan for the building, with loading dock location indicated by the arrow. Building access points and elevator details will be confirmed prior to installation.



5. Summary of Work

The Awarded Supplier shall furnish and install all furniture as indicated on the Drawings and Specifications and provide all labor, materials, and services necessary and as determined by site visits as required to make the job complete.

Final electrical connections will be the responsibility of the Supplier, through a licensed contractor arranged by the Supplier. Any expense for this work should be considered in final cost of product.

6. General Project Requirements and expectations upon award

- i. Refer to drawings where indicated for furniture layout and details.
- ii. In the event of an unforeseen catastrophe which prevents the timely delivery of the contracted furnishings, the Supplier will provide temporary furnishing for MSU, at no additional cost to MSU.
- iii. Manufacturer will provide a specific written delivery date guarantee.
- iv. All C.O.M. fabrics, special laminates, and other special finishes will be purchased and handled by Supplier, and their suitability for the intended applications will be researched, warranted, and confirmed by the Supplier.

v. DELIVERY AND INSTALLATION SCHEDULE:

BUILDING SUBSTANTIAL COMPLETION EXPECTED MID FEBRUARY 26, 2026. FURNITURE INSTALLATION WILL BEGIN ON OR IMMEDIATELY FOLLOWING THIS DATE AND CONCLUDE BY MID- MARCH 2026. PLEASE PROVIDE LEAD TIME INFORMATION WITH YOUR PROPOSAL AND POINT OUT ANY CONCERNS WITH MEETING THIS DELIVERY DATE.



- vi. Furniture should be ordered and in local storage and deliverable corresponding to the above date. Starting date will be confirmed one (1) month prior to installation.
- vii. Delivery and installation must be coordinated through Granger Construction. Suppliers will be required to attend safety and coordination meetings prior to installation. Dates and contact information will be communicated upon award of contract.

6.01 Submittals upon award of contract

- i. The awarded Supplier shall submit complete shop drawings of all items, where applicable, and verify all finish and material selections with sample submittals for approval prior to order placement or fabrication. Supplier shall be held responsible for all orders and shall replace and correct immediately all items not in compliance with the Specifications. Delay in submittals shall not constitute a reason for not complying with the delivery schedule.
- ii. Shop Drawings, shall be complete in every detail, properly identified with the name of the project and dated. Drawings shall include all power and communications locations, accessories, and grommets. Submittals shall include at least (1) reproducible set and (1) electronic copy.
- iii. Installation Drawings are required and shall be complete in every detail, properly identified with the name of the Project and dated. Drawings shall clearly identify the location of all Furnishings by code number and be cross referenced to the Specification/Purchase Order/Shipping Lists for installation. One set of furniture drawings will be issued to the Supplier. These drawings, along with Supplier field verification must be used in preparing final Supplier installation drawings.
- iv. Maintenance Instructions: Submit three copies of manufacturer's recommended maintenance instructions, including information needed for removal of common stains.
- v. Supplier shall submit to MSU Project Manager written manufacturer's certification that all products provided, including C.O.M. if specified, meet or exceed provisions of City, State and Federal laws and Building Codes, for the uses and applications specified on this project.

6.02 Quality Assurances

- i. Supplier shall retain a copy of the Contract Documents for reference to his/her installation drawings. The Installation Drawings shall be used by the Supplier to verify all measurements and conditions at the site prior to ordering materials and for their installation purposes. The Supplier shall accurately measure and investigate all items which are dependent on building conditions, walls, columns, doors, etc. The Supplier will be held responsible for bringing discrepancies between dimensions given on the drawings and field dimensions immediately to the attention of the MSU Project Manager.



- ii. All items and installations will be inspected to determine compliance with the Drawings and Specifications with respect to workmanship, material, colors, and installation. Any discrepancies and errors shall be promptly corrected by the Supplier at the Supplier's expense.
- iii. All parts shall be guaranteed by the manufacturer for a minimum of five (5) years following acceptance by the owner. Products and components under guarantee shall not show signs of excessive wear or deterioration or experience failure of any item, material, construction, or finish under normal use.
- iv. The Supplier shall guarantee for a period of five (5) years after the date of substantial completion that installation methods and workmanship used shall not experience failure or show signs of excessive deterioration.
- v. The Supplier shall promptly repair or replace products showing defects of material or workmanship at no cost to the owner throughout the guarantee period.

6.03 Scheduling and Coordination

- i. Supplier shall be responsible for monitoring the progress of the job to have all equipment and materials ready to install at the proper time. Sufficient qualified personnel shall be put on the installation to ensure timely completion.
- ii. Should the work depend upon the proper and accurate layout of other work, the Supplier shall carefully examine the other work and cooperate with all personnel involved to achieve proper coordination and timely installation.
- iii. Supplier shall be informed of the installation progress and shall be directed by the Project Manager of installation dates corresponding to the schedules of the Project.
- iv. Supplier shall examine all room areas, surfaces, and parts of the structure in which the products are to be installed and notify the Project Manager in writing if any conditions are detrimental to the timely completion of the work. Supplier shall not proceed with the installation until such conditions have been corrected in a manner acceptable and approved by the Project Manager. Commencing installation indicates approval of existing conditions. All costs to modify the existing conditions to accommodate the Supplier work shall be at the Supplier's expense.

6.04 Ordering and Expediting

- i. Supplier agrees to assign one (1) competent and experienced installation Manager within their organization to work with the Project Manager. This installation Manager shall be experienced in placing orders (reviewing, submitting, and confirming orders with Manufacturers), expediting and installation scheduling in order to insure complete and timely performance. The Supplier shall assign a qualified person to attend scheduling meetings as appropriate to insure that coordinated timely installations occur.



- ii. The Supplier shall review the Specifications and Drawings and shall notify the Project Manager of questions, problems, errors, or omissions in the Specifications prior to order placement.
- iii. The Supplier shall review the Specifications and Drawings and coordinate with the Project Manager the requirements for keying arrangements of furniture. The Supplier shall be held responsible for the orders and timely completion of this item prior to the Using Agency moving in.
- iv. The Supplier shall notify the Project Manager of all acknowledgements, confirmation of order placements, delivery dates and other order concerns.
- v. The Supplier shall promptly notify the Project Manager of any unusual scheduling problems, unavailability of materials or other conditions which may affect delivery so the Project Manager may consider specification revisions to avoid delays.
- vi. The Project Manager reserves the right at any time to make significant changes as to additions or revisions to the Project. Such additions shall be based on the established unit prices throughout the term of the Contract.

6.05 Delivery and Storage

- i. Storage of materials should be in a dry location, under environmental conditions acceptable to the manufacturer. Please note that no storage facility will be provided to any Supplier on site unless approved by the Project Manager.
- ii. Materials and equipment shall not be delivered to this site or installed until the timing is approved by MSU.
- iii. The Supplier shall investigate and resolve all access restrictions including elevator capacity and availability, entrance and accessibility, and an evaluation of site conditions to assure proper delivery and installation of materials.
- iv. The Supplier shall protect all products against damage of any kind. Damaged products, including soiled fabrics, will be rejected.
- v. Shipment of furniture and accessory items may be made directly to building site in cases where prior written approval of Project Manager has been obtained and the building is ready for furniture installation. The Supplier is responsible for knowing when the merchandise is to arrive and must have available labor and equipment on site for unloading and handling.
- vi. Delivery must be in accordance with the Progress Schedule developed by this Supplier in cooperation with the other Suppliers and Using Agency.
- vii. Supplier is responsible for temporary storage of all furniture and accessory items until time of delivery and installation. Temporary storage may be required up to 90 days beyond installation periods without incurring additional cost to MSU.



- viii. Care must be taken by furniture Supplier when handling equipment and furniture during installation so as not to damage existing building, carpet and shelving.

6.06 Installation

- ix. Installation shall be by skilled mechanics, trained specifically for the installation of the approved or specified products in accordance with the manufacturers recommended standards and procedures and shall be installed in accordance with the Drawings and Specifications.
- x. The Supplier shall furnish a competent Installation Manager on site during the installation to direct and manage the installation process according to the Drawings and Specifications. The Installation Manager shall oversee scheduling the work, checking all deliveries for receipt of material, checking for transit damage, coordinating all installation locations and checking for proper product operation. The Installation Manager shall resolve immediately any product operations problems, proper installation procedures and damage prior to a walk- through (punch list) by Project Manager and Using Agency. The Supplier shall report back to the Project Manager if any resolutions of problems affect the design, specifications or building conditions for direction by the Owner.
- xi. The Supplier is to provide all product adjustments, leveling and leave all installed product clean and free from all dirt and dust.
- xii. The Supplier shall keep the premises free and clear of all waste material in connection with his/her work daily, and at the completion, shall remove all waste and implements from the site, vacuum as necessary, and leave area clean.
- xiii. Delivery and installation of all furniture shall be performed during regular working hours except that in the event of emergency, and when required to complete the work within the time stated in the Contract. Installation of furniture must be under prevailing wage. Work may be performed on night shifts and overtime when approval and building clearance is given by the Project Manager.
- xiv. If entering, passing through, or working in any space in the building in the performance of the work, the Supplier shall always provide and maintain proper protection for the floors, walls, ceilings, fixtures, etc. and any other property of the Owner. The Supplier shall repair or replace any damaged adjoining work as directed by MSU without additional cost to the Project.



PRICING

Please include a Pricing quote as identified below on a separate sheet.

Suppliers should use the PDF document included in the bid package ("RFQ 878144 Ancillary Bid Package 1, 2 & 3 form") as the basis for the quote. **No substitutes will be accepted. Products must match specifications.** Products on the submitted quote should go in the same sequence as the PDF document.

The supplier quote should provide a detailed breakdown of product and costs, such as: furniture description/photo, freight, installation, discount, and any other applicable fees. All pricing should be itemized with clear descriptions of each charge. The total cost should reflect all services and products provided, with no hidden fees.

- ✓ Respondents must indicate stock availability and delivery lead times in their quotes.
- ✓ Respondents must confirm their ability to meet the specified installation timeline and standard payment terms (2.75% 10 days, Net 30).
- ✓ Written confirmation is required with bid submittals that all unit pricing will be held for 12 months following the issuance of purchase orders by Michigan State University.
- ✓ No sales tax, the University is a tax-exempt institution.