



MICHIGAN STATE UNIVERSITY
INFRASTRUCTURE PLANNING AND FACILITIES

REQUEST FOR PROPOSAL
RFP# 887870

FLOORING PUBLIC BID PROJECT

RFP Timeline	
RFP Issue Date:	July 16, 2025
Deadline for Respondent Questions to MSU:	July 21, 2025
RFP Response Due Date:	July 25, 2025, 3:00 pm Eastern
Estimated Contract Award	August 7, 2025

RFP Contact	
Name:	Chuck Dion
Email:	diochar@msu.edu
Phone:	517-884-6170

DESCRIPTION: Michigan State University (the “**University**” or “**MSU**”) is soliciting proposals through this Request for Proposal (“**RFP**”) for the purpose of Providing Unit Pricing for Floors on the MSU Campus. The requested services are more thoroughly described under the Scope of Work Section of this RFP. Firms intending to respond to this RFP are referred to herein as a “**Respondent**” or “**Supplier.**”



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PROPOSAL INSTRUCTIONS

- 1. PROPOSAL PREPARATION.** The University recommends reading all RFP materials prior to preparing a proposal, particularly these Proposal Instructions. Respondents must follow these Proposal 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 RFP within the proposal. Include the Respondent's company name in the header of all documents submitted with your proposal.

Document	Description	Response Instructions
Cover Page	Provides RFP title and number, important dates, and contact information for MSU	Informational
Proposal Instructions	Provides RFP instructions to Respondents	Informational
Respondent Information Sheet	Company and Contact Information, and Experience	Respondent must complete and submit by proposal deadline
Scope of Work	Describes the intended scope of work for the RFP	Respondent must complete and submit by proposal deadline
Pricing	Pricing for goods and services sought by the University through this RFP	Respondent must complete and submit by proposal deadline
Master Service Agreement	Provides legal terms for a contract awarded through this RFP	Deemed accepted by Respondent unless information required in Section 9, Master Service Agreement is submitted by proposal deadline

- 2. EXPECTED RFP TIMELINE.**

RFP Timeline	
RFP Issue Date:	July 16, 2025
Deadline for Respondent Questions to MSU:	July 21, 2025
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- 3. CONTACT INFORMATION FOR THE UNIVERSITY.** The sole point of contact for the University concerning this RFP is listed on the Cover Page. Contacting any other University personnel, agent, consultant, or representative about this RFP may result in Respondent disqualification.
- 4. QUESTIONS.** Respondent questions about this RFP must be submitted electronically by email to the contact listed on the cover page of this RFP. 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.



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5. **MODIFICATIONS.** The University may modify this RFP at any time. Modifications will be sent via email. This is the only method by which the RFP may be modified.
6. **DELIVERY OF PROPOSAL.** The Respondent must submit its proposal, all attachments, and any modifications or withdrawals electronically via email to the contact listed on the cover page of this RFP. **The price proposal should be saved separately from all other proposal documents and should be sent as a separate attachment from the other proposal 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 proposal as required may result in disqualification. The proposal and attachments must be fully uploaded and submitted prior to the proposal deadline. **Do not wait until the last minute to submit a proposal.** The University **may not** allow a proposal to be submitted after the proposal deadline identified in the Cover Page, even if a portion of the proposal was already submitted.
7. **MANDATORY MINIMUM REQUIREMENTS.** The RFP may contain minimum qualifications, which will be identified as "**Mandatory Minimum Requirements**" in the Scope of Work Section of this RFP. If the RFP does contain mandatory minimum requirements, any proposal not meeting these minimum requirements **will be deemed non-qualified and will not be considered.** All proposals meeting these mandatory minimum requirements will proceed for review and evaluation consistent with **Section 8, Evaluation Process.**
8. **EVALUATION PROCESS.** The University will convene a team of individuals from various Departments within MSU to evaluate each proposal 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 proposal; conduct interviews, research, reference checks, and background checks; and request additional price concessions at any point during the evaluation process. The following criteria will be used to evaluate each proposal:

Criteria	Weight
Price	[30]%
Supplier risk	[10]%
Adherence to legal terms	[20]%
Availability	[20]%
Adherence to policies	[20]%
Total	100%

9. **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.



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- 10. CLARIFICATION REQUEST.** The University reserves the right to issue a Clarification Request to a Respondent to clarify its proposal if the University determines the proposal is not clear. Failure to respond to a Clarification Request timely may be cause for disqualification.
- 11. RESERVATIONS.** The University reserves the right to:
- a. Disqualify a Respondent for failure to follow these instructions.
 - b. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, your preparation and submission of a proposal, and the University's subsequent receipt and evaluation of your proposal does not commit the University to award a contract to you or anyone, even if all the requirements in the RFP are met.
 - c. Consider late proposals if: (i) no other proposals are received; (ii) no complete proposals are received; (iii) the University received complete proposals, but the proposals 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 proposal, if no other proposals are received.
 - e. Disqualify a proposal based on: (i) information provided by the Respondent in response to this RFP; or (ii) if it is determined that a Respondent purposely or willfully submitted false or misleading information in response to the RFP.
 - 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 proposal 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 RFP.
 - 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 proposal outside the scope identified in **Section 8, Evaluation Process**, if the University receives only one proposal.
 - m. Utilize third parties to assist in the evaluation process, provided such parties are subject to confidentiality requirements.
- 12. AWARD RECOMMENDATION.** The contract will be awarded to the responsive and responsible Respondent who offers the best value to the University, as determined by the University. Best value will be determined by the Respondent meeting any mandatory minimum requirements and offering the best combination of the factors in **Section 8, Evaluation Process**, and price, as demonstrated by the proposal. 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 RFP specifically allows for such arrangement, and any violation of this prohibition may result in disqualification of the awarded Respondent.
- 13. 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 proposal will be considered an offer to do business with the University in accordance with its proposal, including the Master Service Agreement, and that its proposal 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 proposal into the contract. This RFP is not an offer to enter into a contract. This RFP may not provide a complete statement of the University's needs, or contain all



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matters upon which agreement must be reached. Proposals submitted via email are the University's property.

14. **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. Questions about the Respondent's own performance can be directed to the RFP Contact indicated on page 1 of this document. Questions about the overall evaluation and any other post-award inquiries must be submitted via a formal FOIA request to the [Michigan State University FOIA office](#).



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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 RFP 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 RFP.	
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 RFP?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify phase)	
Experience 2	
Company name Contact name	



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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 RFP?	
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 RFP?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify phase)	



SCOPE OF WORK

I. General Requirements

- a. The Scope of Work and requested services represent a good faith estimate of the types and quantities of goods and services required but does not guarantee a specific volume or quantity to be purchased. Actual requirements will be subject to MSU's actual needs.
 - i. Actual performance of the work per this Agreement will be as coordinated with the University's Requesting Department Unless Suppliers stipulate otherwise, and University agrees in writing, shipments will be considered FOB Destination.
- b. All work and materials shall be per applicable OSHA and MIOSHA standards
- c. All work is subject to Michigan's Prevailing Wage Act

II. Project Requirements

- a. Suppliers will be responsible for all permits (if necessary), labor, materials, and equipment (including required PPE and safety equipment), needed to complete the scope of work.
- b. Some areas of campus are restricted access locations and arrangements with the University's IPF Department will need to be made to access the facility.
- c. Suppliers 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 Suppliers unless special arrangements are approved by the University.
- d. If the Suppliers require 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.

III. Safety and Regulatory Requirements

- a. Suppliers will comply with all Federal, State, and Local, as well as MSU, IPF and RHS, safety rules and regulations and shall follow these as a requirement to continue work. (Policies are found at <https://upl.msu.edu/for-suppliers/policies-requirements/index.html>)
- b. MSU personnel may stop any and all work if any Federal, State, and Local, as well as MSU, IPF and RHS safety rules and regulations are not followed.
- c. If disposing of material, the selected Suppliers are to comply with all landfills, or other appropriate licensed facility, requirements for entry, tipping, and disposal.
- d. Suppliers are responsible for hauling disposed materials to the flooring material dumpster located at the MSU Surplus recycling center at 468 Green Way, East Lansing, MI 48824.
 - i. Labor and transportation cost of moving disposed materials from jobsite to disposal location are to be included in the unit pricing.

IV. Requirements of the Suppliers

- a. Personnel Requirements
 - i. MSU may require one to multiple personnel for one or numerous jobs. ii. Suppliers will only use the number of personnel needed for the job. iii. Apprentices will be allowed with prior approval by MSU Project Representative, within the below guidelines.
 - ii. Apprentices are to be directly supervised by a journeyman at all times.
 - iii. Apprentices shall be enrolled and participating in a recognized training program and be able to provide proof of status.
 - iv. MSU reserves the right to request documentation of any journeyman or apprentice level skills, expertise, training certifications, and or other qualifications required to perform assigned duties in a given trade.



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- v. Daily time sheets will be required, via email submission with the invoices.
- vi. Company identification will be required while on site. vii. MSU reserves the right to change reporting requirements, format, and data collection means at any time.
- b. Sub-contractors
 - i. If the Suppliers need to utilize a sub-contractor to perform work, or provide a service not common to their trade in order to complete a project, the following guidelines are to be followed:
 - 1. Prior approval for use of a sub-contractor from the MSU Project Representative shall be required.
 - 2. The selected Suppliers will not sub-contract more than 25% of the total job
 - 3. The selected Suppliers are responsible for the sub-contractor and all necessary repairs and clean-up.
- c. Response Time
 - i. Suppliers shall have a 24-hour dispatch. ii. Suppliers shall designate an account manager who shall be available after hours for any service issue or problems.
 - ii. Suppliers shall have personnel onsite performing mitigation actions within one (1) hour of receipt of call.
 - iii. Suppliers shall have a restoration team onsite withing within two (2) hours.
- d. Job Communications
 - i. Immediate communications are required with the contractor. Acceptable forms of communication are Cell Phone, Emergency after hours contact phone, and office personnel available Monday through Friday 8 AM to 4:30 PM.
- e. Job Site
 - i. All sites are to be cleaned every night.
 - ii. Protective coverings are to be put over existing office furniture in applicable work zones.
 - iii. Suppliers, and any sub-contractors, are not to dispose of their materials in office waste baskets and are to provide their own disposal equipment or dispose of materials in onsite dumpsters.
 - 1. If Suppliers are requested to rent their own dumpster for use, this would be considered reimbursable.
 - ii. Any suspected Hazardous Materials are to be reported to University personnel.
- f. Work Codes and Standards
 - i. All workmanship, methods, and materials are to meet, or exceed, all applicable Federal, State, or Local Codes ii. All workmanship, methods, and materials are to meet, or exceed, MSU Standards for Construction, which are available at: <https://ipf.msu.edu/construction/constructionstandards>
 - ii. Suppliers are to comply with 29 CFR, Part 1910.146 and follow all requirements of the MSU Confined Space Entry Program iv. Suppliers are to comply with MSU Lock-Out/Tag-Out Procedures
 - iii. Suppliers are to comply with ISHA Hazard Communications Standard, 29 CFR 1910.1200 h.
- g. Material
 - i. Contractor will only supply materials if University defines the project as a “full-service box/rolled.”
 - ii. Materials obtained from Suppliers’ stock shall not be priced above replacement



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cost.

- iii. Copies of material bills for materials purchases by the Suppliers must accompany invoices.
- iv. University will reimburse Suppliers for any sales tax paid on material. Sales tax must be listed as a separate line item on the invoice. Sales tax may not be included in any mark-up.
- v. Suppliers will be allowed to mark-up material by no more than the contracted amount. The mark-up is to be assessed against material value, with no allowable mark-up on tax or freight. Mark-up is to be listed as a separate line item on invoices.
- vi. Tools are not materials, and University shall not be liable for the purchase of any tools.
- vii. Suppliers will pick up materials prior to the start of the project and deliver said materials to the jobsite by their own methods. Materials will be picked up from the MSU University
- viii. Stores Warehouse at 166 Service Road East Lansing, MI 48824
 - 1. Contact University Services Commodity Coordinator at 517-884-6208 to schedule material pickup.
 - 2. Leftover/attic stock material will be returned to the MSU Warehouse at the end of the project based on the preference of the Project Representative.
- h. Stocked Trucks
 - i. Supplier is expected to have stocked trucks with common tools and materials specific to the trade to perform all assigned work.
 - ii. University is not responsible for costs for Suppliers to rent trucks.
- i. Suppliers Work Overload
 - i. Vendor is responsible to notify MSU Purchasing and requesting dept. if it cannot perform the work withing the quoted timing. Issues with staffing requires notifying MSU.
 - ii. IPF and RHS, in conjunction with the University's Purchasing Department, shall at any time contact additional or separate vendors to complete any work overload or overflow which the Suppliers are unable to perform.
- j. Parking
 - i. Suppliers are responsible for the purchase and control of applicable parking passes. Permits of varying lengths are available through the MSU Police Department and applicable authorization forms will be provided.

V. Pricing

- a. Suppliers shall complete the Statement of Work, including meeting all Safety and Regulatory Requirements, per the below pricing schedule:

VI. Invoicing and Terms of Payment

- b. Invoice Billings Each Release Number (work order) is to be billed on a separate sheet of paper.
- c. Each Release Number (work order) must be billed within 30 days after the completion of the stated work.
- d. All invoices are to be given, emailed, or mailed to the respective IPF and RHS contact person in control of your project. Do not email invoices to Accounts Payable or Administration Building, they will not be paid and will delay receipt of payment.
- e. Invoice Requirements, Every invoice must show:
 - i. Company Name



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- ii. University Release Number
- iii. Project Number
- iv. Work Order Number
- v. Invoices shall separate journeyman, apprentice, and laborer hours and rates with total hours.
- vi. Material totals listed and copies of all invoices of all material purchases attached.
- vii. Amount of mark-up on a separate line
- viii. Michigan Sales Tax on material with no mark-up, on a separate line
- ix. Subcontractor charges, plus the Suppliers mark-up, on a separate line
- x. Copies of timecards or sheets are required for all labor hours and days worked and must be initialed by each worker.

Vendors must comply with Michigan State University's policies and procedures including those found in the links below.

[Planning and Construction Standards | Infrastructure Planning and Facilities](#)


<https://upl.msu.edu/procurement/policies-procedures/conflict-of-interest/index.html#conflicts-of-interest>



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PRICING

 Infrastructure Planning and Facilities MICHIGAN STATE UNIVERSITY		Price List #887870 Rates	
Description	Price	Units	Comments
Install carpet, direct glue down			
Install carpet tiles (including Flotex & Kenitix)			
Install carpet and pad, 2x stick			
Remove and dispose old carpet at MSU Surplus			
Install transition strip			
Replace vinyl wall base			
Install carpet cove and cap			
Install bound carpet base			
Install VCT tile			
Install stair treads			
Install sheet goods with heat welded seams			
Install LVT flooring			
Install linoleum, no weld			
Skim coat floor			
Remove existing Linoleum/sheet vinyl flooring			
Remove existing VCT tile			
Mechanical floor removal			
Remove non-ACM black mastic (grind)			
Mark up on materials			
Carpet/carpet tile repair			
Floor prep above and beyond normal			
Full service rolled			
Full Service boxed			



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MASTER SERVICE AGREEMENT

(attached)