MICHIGAN STATE UNIVERSITY
INFRASTRUCTURE PLANNING AND FACILITIES

REQUEST FOR PROPOSAL
RFP# 968604

356578.01 STUDENT RM WINDOW SHADES OPEN BID

RFP Timeline	
RFP Issue Date:	November 9, 2026
Questions Due	November 19, 2026 at 3:00 PM
RFP Response Due Date:	**December 1, 2026, 3:00 pm Eastern**
Estimated Contract Award	December 4, 2026

RFP Contact	
Name:	Chuck Dion
Email:	dionchar@msu.edu
Phone:	(517) 648-0633

DESCRIPTION: Michigan State University (the "**University**" or "**MSU**") is soliciting proposals through this Request for Proposal ("**RFP**") for the purpose of purchasing Shades and Blinds for Student Rooms in Residential Housing. 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**.

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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.

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	[50]%
Supplier risk	[10]%
Adherence to legal terms	[10]%
Availability	[10]%
Capability and Experience	[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.

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 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.

15. **PREVAILING WAGE REQUIREMENTS.** Prior to submitting a bid, all bidders must hold a state project registration, which must be completed through the Michigan Department of Labor and Economic Opportunity (LEO) register, available at https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/prevailing-wage. Bidders must include a copy of a state project registration for itself and for each subcontractor that has been selected at the time the bidder submits its bid proposal.

    By submitting a bid for this RFQ/RFP, the bidder represents and warrants that (i) the bidder holds a valid state project registration, and (ii) each subcontractor holds a valid state project registration.

    A bidder awarded a contract under this RFQ/RFP will be contractually required to submit certified payroll to MSU with each invoice, and is also required by law to submit certified payroll through LEO's online

payroll submission portal available at https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/prevailing-wage.

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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	
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 and team composition 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 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)	

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SCOPE OF WORK

PREVAILING WAGE

Prior to submitting a bid, all bidders must hold a state project registration, which must be completed through the Michigan Department of Labor and Economic Opportunity (LEO) register, available at https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/prevailing-wage. Bidders must include a copy of a state project registration for itself and for each subcontractor that has been selected at the time the bidder submits its bid proposal.

Vendors must submit certified payroll with the invoices.
Vendors must submit certified payroll through the State of Michigan portal.
Forms may be found in "Certified Payroll Form":
https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/prevailing-wage

Background

Michigan State University is requesting proposals for purchasing 500 blinds, window treatments and shades including removal and installation. Most of the work will be completed during the summer months.

Scope of Work

Detail / Specifications:

- Manual Solar Shades e.g. SWF Contract Pro Series, Draper, or Comparable
- Commercial-grade components
- Parallel
- Blackout
- Blind Color e.g. C9817 Linen/Fog, SW7100 Oyster/Pearl Grey, or Comparable. Swatch must be submitted.
- Fascia Color e.g. 875 Clear Anodized
- Comparable or Equal specifications

Special Notes: All shades must have an integral spline/housing unit for the shade. Fabric that is taped or adhered to the outside spline of the roller shade will NOT be accepted. Approved mock-up required to proceed with production of all roller shades.

Bidders must provide window treatment samples to verify the specifications of the proposed window treatment before award of the contract.

A. Materials
- Contractor provided:
  - Window Shades(1 unit per window opening)
  - All fastening materials to install new window shades in each window opening.
  - Product should include the necessary hardware to hold the chain in place
  - Labor to move shipping & packaging materials to the designated recycling location centrally located by the loading dock.
  - Successful bidder will field verify the exact opening size for each blind before ordering to ensure the exact fit in each opening.

- Patch and paint by MSU
- MSU RHS Facilities Staff will remove old blinds.

Example of typical window in MSU residence halls approximately 7’ 10” x 6’ (exact sizes will vary)



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PRICING

Please submit your quote based on 500 units

MASTER SERVICE AGREEMENT

(attached)