



TO **Prospective Supplier**

FROM **Kip Smalligan, GVSU Procurement Services**
Ph 616/331-3211 Fx 616/331-3287 E-mail smalligk@gvsu.edu

DATE **June 7, 2017**

RE **Request for Proposal #217-54**
Strobe Light Equipment

Grand Valley State University is accepting proposals for the purchase of strobe light equipment for its School of Communications studio. If you desire to bid the supply of this equipment, submit your proposal no later than 12:00 p.m. Tuesday June 13, 2017 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 JHZ, 1 Campus Dr., Allendale, MI 49401-9403. Proposals may be submitted by e-mail (smalligk@gvsu.edu), US mail, parcel, or drop off. No telephone, fax or verbal quotations will be accepted. Indicate RFP #217-54 on your envelope or package or in the subject line of your e-mail. 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:

All addenda received are acknowledged on page 5 Proposal & Contract form
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 #217-54: Instructions

1. RFP Schedule:

June 7, 2017:	RFP Released
June 13, 2017 at 12:00 pm:	Proposal submission deadline
June 20, 2017:	Proposal awarded

2. **If you desire to submit a proposal for RFP #217-54, you must do so no later than 12:00 p.m., Tuesday June 13, 2017 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 JHZ, 1 Campus Dr., Allendale, MI 49401-9403.**

Proposals may be submitted by e-mail (smalligk@gvsu.edu), US mail, parcel, or drop off. No e-mail, telephone, fax or verbal quotations will be accepted. Indicate RFP #217-54 on your envelope or package or in the subject line of your e-mail. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

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3. 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](#) page of the GVSU Procurement Services website 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.
4. In order to comply with the State of Michigan higher education appropriation bill, GVSU supports the following State of Michigan procurement requirements.

"Funds appropriated from the State shall not be used for the purchase of foreign goods or services, if competitively priced and of comparable quality American goods and services are available. Preference should be given to goods and services manufactured or provided by Michigan businesses, if they are competitively priced and of comparable quality."

5. All products and materials shall be new and all work shall be of good quality, free from defects. Do NOT quote on rebuilt equipment.
6. State full details of any warranties provided.
7. Do NOT substitute on the Profoto items unless the item is discontinued. Equivalent substitutes on the Impact items are acceptable; provide full information on any substitutes.

8. Price each item individually. GVSU might award this RFP to multiple suppliers by individual item. Bidders are welcome to state alternate pricing for awarding all or part of the items together.
9. GVSU reserves the right to accept or reject any or all proposals or to negotiate with suppliers if it feels is in its best interest.
10. Include all costs in your proposal. Products are to be delivered F.O.B. Allendale campus. Proposal costs must include any and all packaging and insurance. State if there are any special delivery requirements.
11. Delivery is required no later than August 14, 2017 but preferably in June or July 2017.
12. Acceptance of proposal will be made by purchase order
13. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is attached.
14. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions regarding this RFP.

GVSU RFP #217-54: Specifications

See attached spreadsheet for equipment list.

Do NOT substitute on the Profoto items unless the item is discontinued.
Equivalent substitutes on the Impact items are acceptable; provide full information on any substitutes.

State availability of each item.



PROPOSAL FORM: STROBE LIGHTS • RFP #217-54

- 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)
 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.

E-mail Address

Mobile Phone

38-1684280
GVSU Tax Identification No.

Date