



**TO: Prospective Supplier**

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

**DATE: June 5, 2018**

**RE: Request for Proposal #218-65**  
**Video Equipment**

Grand Valley State University is accepting proposals for the purchase of video equipment for its University Communications department. To bid, submit your proposal by e-mail (smalligk@gvsu.edu), U.S. mail, parcel mail, or drop-off to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Your proposal must be received no later than **5:00 p.m., Tuesday June 12, 2018**. Indicate "RFP #218-65" in the subject line of your e-mail, envelope, or package. No telephone, fax, or verbal quotations will be accepted. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

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Before sealing the envelope, check to be sure that:

- The unit and extended prices are provided
- All addenda received are acknowledged on page 5.
- The Proposal & Contract form on page 5-6 is signed by an authorized individual

## **GVSU RFP #218-65: Instructions**

1. Submit proposals for RFP #218-65 by e-mail ([smalligk@gvsu.edu](mailto:smalligk@gvsu.edu)) or by US mail, parcel mail, or drop-off to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Your proposal must be received no later than **5:00 p.m., Tuesday June 12, 2018**. Please indicate "RFP #218-65" in the subject line of your e-mail or on your envelope or package. No telephone, fax, or verbal quotations will be accepted. 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:

- The unit and extended prices are provided
  - All addenda received are acknowledged on page 3.
  - The Proposal & Contract form on page 3-4 is signed by an authorized individual
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 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](http://www.gvsu.edu/purchasing). Each supplier should acknowledge receipt of any addenda in their proposal on the Proposal form, 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.
  3. It is GVSU's preference to award this RFP to a single supplier. Please price based on being awarded all or the vast majority of the items. Grand Valley State University reserves the right to accept or reject any or all proposals.
  4. Grand Valley State University is Michigan sales tax exempt. Exemption certificate will be provided to the awarded supplier.
  5. Acceptance of proposal will be made by purchase order
  6. Contact Kip Smalligan at 616/331-3211 or [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) with any questions regarding this RFP.

## **GVSU RFP #218-65: Specifications**

1. See attached spreadsheet for list of equipment.
2. Equipment must be new – no rebuilt equipment
3. Quote the exact item -- no substitutes
4. Include all costs except shipping. State the carrier and rate you would use.
5. Quote F.O.B. Grand Valley State University, Central Receiving, Allendale Campus.
6. State if you are aware of any significant availability delays on the product.

**Proposal Form: RFP #218-65 Video Equipment**

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):

- African-American
- Native American
- Woman/Women
- Asian American
- Multi-Racial
- 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. Cellular Phone No. Fax No.

38 1684280  
GVSU Tax Identification No. Date