



**TO: Prospective Suppliers**

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

**DATE: August 3, 2015**

**RE: Request for Proposal # 216-04**  
**Communications Multimedia Journalism Equipment**

Grand Valley State University is soliciting proposals for equipment for its School of Communication's Communications Multimedia Journalism program (see equipment list spreadsheet). If you wish to bid on this equipment, please submit your proposal no later than **5:00 p.m. on Friday August 7, 2015** to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. **Due to our short time window, you may send your proposal via e-mail.** GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Any questions should be directed to Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu.

**GVSU RFP #216-04 Communications Multimedia Journalism Equipment**  
**Instructions and Terms:**

1. See attached spreadsheet of specified equipment. Please price each line item individually. Quote on the exact make and model specified. No substitutes unless item is discontinued. Generally GVSU will award to the low quote on each item, but we will consider any volume discounts for multiple items.
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 who were sent notice of the RFP. Notice also will be posted on the Bid Opportunities page of the GVSU Procurement Services website at [www.gvsu.edu/purchasing/bid-opportunities-35.htm](http://www.gvsu.edu/purchasing/bid-opportunities-35.htm)
3. All products and materials shall be new and all work shall be of good quality, free from defects. Do NOT quote on rebuilt equipment. No substitutes. Specify any warranty information or guarantees.
4. Products are to be delivered F.O.B Allendale campus. Proposal must include all packaging, insurance, set-up, instruction, and operation manual charges. If there are any special delivery requirements, please state.
5. **GVSU needs to have delivery of product by August 21 in time for start of school year. Provide product availability if expected delivery for an item will be delayed past August 21 if ordered by August 11.**
7. Grand Valley State University reserves the right to accept or reject any or all quotes.
8. Grand Valley State University is Michigan state sales tax exempt. Our exemption statement is available online at [www.gvsu.edu/purchasing](http://www.gvsu.edu/purchasing). See Useful Resources section, fifth link down.
9. Any questions should be directed to Kip Smalligan at 616/331-3211 or [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu).



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**PROPOSAL FORM: COMMUNICATIONS MULTIMEDIA JOURNALISM EQUIPMENT • RFP #216-04**

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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) |
| <input type="checkbox"/> 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