



**TO**           **Prospective Supplier**

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

**DATE**       **August 8, 2017**

**RE**           **Request for Proposal #218-03 for Production Copier & Maintenance**

Grand Valley State University is accepting proposals for the purchase of one production copier and a maintenance agreement for its Copy Center on the Allendale campus. If you wish to bid to supply this, submit your proposal by e-mail (smalligk@gvsu.edu), mail, parcel, or drop off no later than 5:00 p.m. on Tuesday August 22, 2017 to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Your proposal must be received by that date and time. No telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Please write the RFP number clearly on the front of your proposal envelope or package or in the subject line of your e-mail. Before sealing the envelope, check to be sure that:

- 1 Any addenda received are acknowledged
2. Authorized signature is included on your proposal.

Contact me if you have any questions at 616/331-3211 or e-mail smalligk@gvsu.edu.

## **GVSU RFP #218-03: Instructions**

1. If you wish to bid to provide this service, submit your proposal by e-mail (smalligk@gvsu.edu), mail, parcel, or drop off no later than 5:00 p.m. on Tuesday August 22, 2017 to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Your proposal must be received by that date and time. No telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Write the RFP number clearly on the front of your proposal envelope or package or in the subject line of your e-mail. Before sealing the envelope, check to be sure that:

- Any addenda received are acknowledged
  - Authorized signature is included on your proposal.
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 will also be posted on the Bid Opportunities page of the GVSU Procurement Services website at <http://gvsu.edu/purchasing/bid-opportunities-35.htm>. Each supplier must 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.
  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
  4. Include all costs in your proposal. Products are to be delivered F.O.B. Allendale campus.
  5. Grand Valley State University reserves the right to accept or reject any or all proposals.
  6. Acceptance of awarded proposal will be made by GVSU purchase order.
  7. GVSU is Michigan sales and use tax exempt. Exemption certificate is attached.
  8. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions regarding the RFP.

## **GVSU RFP #218-03: Specifications**

### **Copier Required Features:**

High-capacity Production Black & White Copier  
Minimum 110 pages per minute  
Print/Copy/Scan Capabilities  
Document Storage  
B & W and Color Scanning  
High Capacity Feed Drawers (Minimum-4)  
Multi-drawer by-pass Insertion (Minimum 2 sources)  
3-hole punch  
Saddle-stitch Finisher/Stapler  
Finisher paddles  
Capable of running 250 gsm paper

1. Dimensions of equipment and power requirements (as well as receptacle specifications) to be included.
2. State paper capacity for all drawers and by-pass sources.
3. Indicate (reasonable) expected life of machine in total clicks and/or years.
4. Indicate maximum monthly volume for reasonable performance expectations.
5. Quote maintenance agreement click charge to be fixed for a minimum of 3 years.
6. Click charge to include all toner, OEM parts and maintenance by a certified technician.
7. Must include an average response time of 2 hours or less for service calls.
8. Quote to include regular cleaning and preventative maintenance.
9. Quote to include on-site training for users.
10. Quote to include removal and recycling (or scrapping) of Ricoh Aficio 1350 and removal of hard drive for GVSU disposal.

## **Policies for On-Campus Suppliers**

### **Smoking**

Smoking is prohibited in all indoor spaces. Smoking is prohibited within 25 feet of any GVSU building or bus stop.

### **Parking**

Supplier parking is not permitted on sidewalks, drives, handicap spaces or at building entrance or egress locations.

### **Behavior**

Any negative behaviors, including but not limited to larceny, assault and sexual harassment are not tolerated. Supplier interaction with faculty, staff, and students should be avoided unless business-related.

### **Photographs**

Any Consultant, Contractor, or Supplier shall not photograph GVSU projects without the expressed written permission of Grand Valley State University.

### **Dumpsters**

Use of GVSU dumpsters or trash containers for disposal of waste is prohibited.



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**PROPOSAL FORM: PRODUCTION COPIER & MAINTENANCE • RFP #218-03**

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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. Cellular Phone No. Fax No.

\_\_\_\_\_  
38 1684280  
GVSU Tax Identification No. Date