



August 9, 2021

To: **Prospective Bidder**

Subject: **Request for Proposal**

Grand Valley State University is accepting proposal(s) for **WGVU - Television Automation RFP**. Reference attached instructions and specifications.

**If you wish to bid on these chemicals, equipment & supplies, please submit your proposals for bid # 222-14 no later than 2:00 PM EST Monday, August 23, 2021. E-mail your proposal to: [caccamo@gvsu.edu](mailto:caccamo@gvsu.edu)**

Submit your proposal electronically to the above e-mail address by the bid opening date and time. Grand Valley State University is not responsible for e-mail bids affected by spam or not received by the bid opening date & time. **No fax, verbal, or telephone proposals will be accepted.**

Before submitting proposal, check to be sure that:

1. The Proposal/Certification/Contract form is signed and witnessed.
2. All addenda received are acknowledged.

Note: Electronic submission becomes your authorized signature.

Thank you for your participation,

Aaron Caccamo, M.A.  
Director of Procurement  
Services

*Procurement Services – 2015 Zumberge Hall - Allendale, MI 49401  
Phone - 616/331-3436 - Fax 616/331-3287*



Grand Valley State University  
Request for Proposal Instructions to Bidders

1. Grand Valley State University's sales tax-exempt no. 381684280.
  2. **Quote prices F.O.B. delivered to GVSU ... exact campus location will be given on purchase order submitted to supplier – F.O.B. delivered to GVSU = no shipping, freight, or handling charges added to any invoice pertaining to this bid.**
  3. Reference attached Specifications
  4. The quantities listed in the specifications are estimates only. GVSU is not guaranteeing the purchase of the quantities listed in the specifications. The requirements listed are based on usage estimates and are not to be construed as a minimum or a maximum order.
  5. Grand Valley State University reserves the right to accept alternates that meet and or exceeds attached specifications. Include with your proposal any supporting documentation (pictures and written specifications) that might help us in our decision-making process for all alternate items.
  6. **If alternate items are quoted they must be marked ALTERNATE and include the following information:**
    - Vendor catalog number
    - Manufacturer
  7. Provide product availability.
  8. Provide warranty information for each product where applicable.
  9. Once an award has been made, no product substitutions will be accepted. **Delivery of any substitutes will be refused and/or returned at the supplier's expense.**
  10. **All prices are guaranteed and to remain firm for at least 60 days.**
  11. **Please include contact information for Grand Valley State University's sales representative on page four (4) of this document ... Contract and proposal page.**
  12. At Grand Valley State University, socially responsible procurement -- which is defined as supporting diversity, socially responsible procurement, and sustainability -- is highly valued. These ideals are fundamental to our academic, research, and athletic excellence. GVSU promotes supplier participation that is reflective of the diverse business community and of the University's desire to procure environmentally friendly products, while remaining focused on socially responsible procurement methodologies.
  13. Grand Valley State University endeavors to buy products made in the United States of America whenever an American-made\* product is available that meets or exceeds the specifications requested and the price is equal to or lower than a foreign-made product. Vendors are requested to bid American-made products and or services whenever available. Vendors may bid foreign-made products or services when:
    - a. They are specified
    - b. They are identified as an alternate by the vendor as long as they are technically acceptable.
- \*More than 50% of the manufactured or assembled in the United States.
14. Grand Valley State University reserves the right to accept any item or your entire proposal at the price(s) quoted unless otherwise indicated by you.
  15. GVSU reserves the right to accept or reject any or all Proposals not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. The University reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all bidders. The University reserves the right to negotiate with the bidder whose proposal is deemed most favorable.
  16. Grand Valley State University reserves the right to award bids / proposals in the manner that will best suit the University.
  17. Contact Aaron Caccamo via email with any questions concerning this request for proposal at [caccamo@gvsu.edu](mailto:caccamo@gvsu.edu). All questions must be submitted no later than Monday, August 16, 2021 at 10am EST. All questions will be answered as an addendum and posted online along with the bid.

1. Purpose and Scope
  - a. WGUV Public Media is seeking bids for the purchase of a Crispin Corporation - Crispin Control System television master control automation.
  - b. System must support WGUV's two (2) high definition, three (3) standard definition and one (1) utility playout channels.
  - c. System must be capable of supporting additional future channels.
  
2. Crispin Master Control Automation System
  - a. On-Air Playlist Control
    - i. Control for WGUV's six (6) channels of on-air playout.
    - ii. Redundancy for Playlist Control, Event Server and AssetBase
    - iii. Control of playlists via web application
    - iv. Ability for manual intervention of on-air playlists
    - v. System must be capable of controlling keyers within a Harmonic Spectrum Media Center
  
  - b. Content Ingest
    - i. Integration with ProTrack traffic system for scheduled recordings from satellite or other sources
    - ii. Ability to support non-scheduled recordings.
    - iii. Ability to view, trim, segment, etc. video file server content.
  
  - c. Device Control
    - i. System must be capable of communicating with up to 24 devices.
      1. RS-422 serial controlled devices will include:
        - a. Sony HDW-M2000 VTR
        - b. AJA KiPro
        - c. Blackmagic Design Hyperdeck
        - d. Legacy Omneon Spectrum
        - e. Miranda LGK-3901 Channel Branding Processor
        - f. nVision NV9000 router controller running V-3.5.1 software.
          - i. WGUV's nVision routing system consists of one (1) NV8512 Plus Digital Video Router, one (1) NV7512 Digital Audio Router, two (2) IBM xSeries 346 servers with Rocketport serial adapters.
      2. System must interface with a 12 port Harmonic Spectrum Media Center
      3. 12 In/12 Out GPI device
    - ii. System must read Linear Timecode (LTC)
  
  - d. Traffic and Archive Interface
    - i. System must interface with Myers ProTrack BXF. WGUV will be responsible for ProTrack BXF purchase and installation

- ii. WGVU utilizes Myers Media Asset Management and CUC MediaServ NAS
- e. Database
  - i. Conversion of existing AVID/Sundance Titan SQL Database
  - ii. The system must maintain a complete backup of the asset database.
- f. Installation and Integration
  - i. WGVU Public Media will be responsible for all on-site installation including mounting, powering, cabling and IP network integration.
  - ii. WGVU personnel will work with the system vendor and manufacturer for all pre-commissioning requirements.
  - iii. System must be delivered complete, including all licenses, power cables, breakout cables, etc. and when integrated, provide 24x7 operation for WGVU Public Media.
- g. Delivered system should include:
  - (2) RapidPlayX Application
  - (1) WebRPX
  - (2) Turbo Browser
  - (6) RapidPlayX play to air channels
  - (1) Keyshot Control Panel
  - (1) AssetBase
  - (1) Warm Spare AssetBase
  - (2) Dubber Media Prep
  - (6) BXF Interface Channels
  - (24) Device Licenses
  - (1) GPI frame for 12 Inputs and 12 Outputs
  - (2) USB LTC Reader
  - (1) ClipCopX
  - (1) Mapper
  - (1) Record Scheduler
  - (1) System Monitor/Auto Failover
  - (1) Sundance Database Conversion
  - (1) All system hardware to support the above functions/applications
  - (1) Commissioning and Training
  - (1) First Year Support
- h. System Commissioning
  - i. Up to five (5) days of system check-out, test and commissioning service, to be completed at the WGVU Studios in Grand Rapids, MI.
  - ii. All travel related expenses must be included in the vendor's bid.
- i. Training

- i. Up to five (5) days of system training to be completed Virtually or at the WGUV Studios in Grand Rapids, MI.
- ii. All travel related expenses must be included in the vendor's bid.

j. Service and Support

- i. One year system support.
- ii. 24 x 7 remote telephone support

3. PBS Member Discounts

- a. WGUV is a PBS Member Station and eligible for any and all equipment manufacturer discounts afforded to PBS stations



## General Terms and Conditions (Rev. 5.15.18)

- 1.0 The Supplier shall comply with the University's policy and procedures (<http://www.gvsu.edu/purchasing>) and any additional instructions issued from time to time by the University.
  - 1.1.1 During the period of contract, no change is permitted to any of its conditions and specifications unless the Supplier receives prior written approval from the University.
  - 1.1.2 Should the Firm find at any time that existing conditions make modification in contract requirements necessary, it shall promptly report such matter to the University for its consideration and decision.
  - 1.1.3 The Firm shall comply with any and all federal, state or local laws, now in effect or hereafter promulgated which apply to the operation herein specified.
  - 1.1.4 The Firm's performance may be evaluated by a designee or an Advisory Committee of the University meeting from time-to-time during the period of contract. It will be the responsibility of the Firm to respond, in writing if so requested, to inquiries, requests for change, and recommendations.
  - 1.1.5 The Firm shall provide the University, with telephone numbers and addresses of management personnel and shall arrange for at least one such person to be available during the University's normal working hours by telephone. The Firm shall also provide sufficient backup in times of staff shortages due to vacations, illnesses, and inclement weather.
  - 1.1.6 The Firm shall maintain applicable insurance coverage with appropriate coverage limits. The Firm shall provide the name of the primary insurance carrier and their trade rating which may apply to the operation herein specified.

## 2.0 Termination

The University may terminate this agreement for any reason, including but not limited to, changes in the market price of the products and non-appropriation of federal or state funding to university, by delivering not less than thirty days prior written notice to Supplier.

If termination is due to default by Supplier, Supplier shall have ten days from receipt of notice to cure the default. If Supplier fails to cure within the ten-day period, university may terminate this agreement immediately.

The failure of university to exercise its rights of termination for default due to Suppliers failure to perform as required in any one instance shall not constitute a waiver of termination rights in any other instance.

### 3.0 General Terms and Conditions

The terms and conditions shall govern any agreement issued as a result of this solicitation.

Additional or attached terms and conditions which are determined to be unacceptable to the University may result in the disqualification of proposals. Examples include, but are not limited to: liability for payment of taxes, subjugation to the laws of another state, and limitations on remedies.

#### 3.1.1 Interpretation, Enforcement and Forum of Laws

For disputes between University and Supplier, this agreement shall be governed by, construed, interpreted, and enforced solely in accordance with the laws of the State of Michigan and the venue shall lie in Kent County.

#### 3.1.2 Compliance with Law

Supplier warrants and certifies that in the performance of this agreement, it has complied with or will comply with all applicable statutes, rules, regulations and orders of the United States, and any state or political subdivision thereof, including but not limited to, laws and regulations pertaining to labor, wages, hours and other conditions of employment.

#### 3.1.3 Funding Provided by Federal Contracts or Grants

Where federal contracts or grants provide funding to University, it is the responsibility of the Supplier and University to comply with all FAR (Federal Acquisition Regulations) applicable laws and regulations by completing any certifications and disclosures and any other requirements. When federal contract or grant funds are used on purchases under this agreement, which exceed \$25,000, certification must be provided in writing that the Supplier is not debarred, suspended, or proposed for debarment by the Federal Government.

#### 3.1.4 Insolvency

In the event of any proceedings in bankruptcy or insolvency by or against Supplier, or in the event of the appointment (with or without it's consent) of an assignee for the benefit of creditors, or a receiver, University may cancel this agreement without prior notice and without incurring any liability whatsoever to Supplier.

#### 3.1.5 Assignments

Supplier shall not assign this agreement or any of Supplier's rights or obligations hereunder, without University's prior written consent. Any purported assignment made without prior written consent shall be void and of no effect.

### 3.1.6 Patent Trademark and Copyright Infringement

The Supplier warrants that the products/services hereby sold, either alone or in combination with other materials, do not infringe upon or violate any patent, copyright, trademark, trade secret, application or any other proprietary right of any third party existing under laws of the United States or any foreign country. The Supplier agrees, at its own expense, to defend any and all actions or suits alleging such infringements and will hold University, its officers, agents, servants, and employees harmless from any and all losses, expenses, claims, (including reasonable attorney's fees), or judgments arising out of cases of such infringement.

### 3.1.7 Use of Name, Logos, etc. in Advertising

Supplier agrees not to make reference to this agreement or use University logo or trademarks in any advertising material of any kind without expressed written permission. University agrees not to make reference to this agreement or use the logo of Supplier in any advertising and marketing materials of any kind without the expressed written permission of the Supplier.

### 3.1.8 Indemnification

Supplier agrees to indemnify and hold University harmless from and against all liability, losses, damages, claims, liens, and expenses (including reasonable legal fees) arising out of or connected with the products purchased, work or services performed, or resulting from damages or injuries incurred by or to University by reason of any defect in manufacture, construction, inspection, delivery, material, workmanship, and/or design of any goods and services furnished hereunder, excepting only such liability as may result solely from the acts of negligence of University or its employees. Supplier, at the request of University, shall undertake to defend any and all suits and to investigate and defend any and all claims whether justified or not, if such claim or suit is commenced against University or its respective officers, agents, servants, and employees.

### 3.1.9 Insurance

If fabrication, construction, installation, service or other work is specified to be conducted on University premises, Supplier shall maintain in force during the period of such work limits of liability as required by law or as set forth herein, whichever is greater: (a) worker's compensation, as required by the laws of the State of Michigan; (b) commercial general liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence; (c) automobile liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence. Supplier shall provide

a certificate of insurance naming University as additional insured. Supplier shall furnish to University satisfactory proof of such insurance coverage included with Supplier's proposal.

### 3.2.1 Licenses/Permits/Taxes and Tax Exempt Status

Supplier shall be responsible for obtaining all permits, licenses and bonding, to comply with the rules and regulations of any state, federal, municipal or county laws or any city government, bureau or department applicable and assume all liability for all applicable taxes.

University is a 501(c) (3) not-for-profit corporation and is exempt from state sales and use taxes imposed for services rendered and products, equipment or parts supplied.

All prices listed and discounts offered are exclusive of sales and use taxes. Supplier has the duty to collect all taxes in connection with the sale, delivery or use of any items, products or services included herein from University (if for the purpose of resale), at the taxable rate in effect at the time of invoicing. Supplier shall comply with the tax requirements of the State of Michigan. University shall furnish to Supplier a certificate of exemption in form and timeliness acceptable to the applicable taxing authority.

### 3.2.2 Americans with Disabilities Act

Supplier shall comply with all applicable provisions of the Americans with Disabilities Act and applicable federal regulations under the Act.

### 3.2.3 Alcohol, Tobacco & Drug Rules and Regulations

Employees of the Supplier and its subcontractors shall comply with all instructions, pertaining to conduct and building regulations of the University. University reserves the right to request the removal or replacement of any undesirable employee at any time.

All buildings at all University locations are tobacco-free. Use of tobacco products is not permitted in any area inside any buildings. Smoking is prohibited within twenty-five (25) feet of any building, within twenty-five feet of any bus stop on University property and within twenty-five feet of the Little Mac Bridge on the Allendale campus. The Supplier is expected to respect this tobacco-free policy and fully comply with it.

The Supplier agrees that in the performance of this agreement, neither the Supplier nor any of its employees shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including alcohol, in conducting any activity covered by this agreement. University reserves the right to request a copy of the Drug Free Workplace Policy. The Supplier further agrees to insert a provision similar to this statement in all subcontracts for services required.

### 3.2.4 Equal Opportunity

The provisions of Section 202 of Executive Order 11246.41 C.F.R. Sec. 60-1.1 C.F.R. Sec. 60-250.4 and 41 C.F.R. Sec. 60-741.4 are incorporated herein by reference and shall be applicable to this agreement unless this agreement is exempted under the rules, regulations, or orders of the U.S. Secretary of Labor.

### 3.2.5 Non-Discrimination

The parties agree to comply with applicable state and federal rules governing Equal Employment Opportunity and Non-Discrimination.

### 3.2.6 Sexual Harassment and Bias Incidents

Federal law and the policies of the University prohibit sexual harassment. Supplier is required to exercise control over its employees so as to prohibit acts of sexual harassment. If University in its reasonable judgment determines that any employee of Supplier has committed an act of sexual harassment, Supplier agrees as a term and condition of this agreement to cause such person to be removed from University's facility and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.

### 3.2.7 Compliance with Specifications

The Supplier warrants that all goods, services, or work supplied under this agreement shall conform to specifications, drawings, samples, or other descriptions contained or referenced herein and shall be merchantable, of good quality and workmanship and free from defect. The Supplier also warrants that all goods covered by this agreement which are the product of the Supplier or are in accordance with its specifications, will be fit and subject to University inspection before acceptance, and also to later rejection if use reveals defects not apparent upon receipt; and if rejected will be held at Supplier's risk and expense for storage and other charges after 60 days of storage, goods may be disposed of without cost to University. Neither receipt of goods nor payment therefore shall constitute a waiver of this provision.

### 3.2.8 Gratuities

University may, by written notice to Supplier, cancel the agreement if it discovers that gratuities, in the form of entertainment, gifts or the like, were offered or given by Supplier to any officer or employee of University with a view toward securing an agreement or securing favorable treatment with respect to the awarding of this agreement.

### 3.2.9 Covenant Against Contingency Fees

Supplier certifies that it has neither offered nor paid a contingency fee to any individual, agent, or employee of University to secure or influence the decision to award this agreement to Supplier.

### 3.3.1 Suspension or Debarment

University may, by written notice to the Supplier, immediately terminate the agreement if it is determined that the Supplier has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor by any public procurement unit or other governmental body.

### 3.3.2 Conflict of Interest

In order to avoid even the appearance of any conflict of interest, neither University nor Supplier shall employ any officer or employee of the other party for a period of one year from the date hereof.

### 3.3.3 Strikes or Lockouts

In the event Supplier should become involved in a labor dispute, strike or lockout, Supplier will be required to make whatever arrangements that may be necessary to insure that the conditions of this agreement are met in their entirety. Should the Supplier be unable to fulfill its obligations under this agreement, University shall have the right to make alternative arrangements to insure the satisfactory performance of the agreement during the time Supplier is unable to perform the required duties. Any costs incurred by University, as a result of such job action, shall be reimbursed by the Supplier.

### 3.3.4 Force Majeure

Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of this agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.

### 3.3.5 Modification of Terms

No waiver or modification of any of the provisions hereof shall be binding unless mutually agreed upon by University and the Supplier, in writing, with signatures of authorized representatives of all parties authorizing said modification.

### 3.3.6 Continuation of Performance through Termination

Supplier shall continue to perform, in accordance with the requirements of this agreement, up to the date of termination, as directed in the termination notice.

### 3.3.7 Proprietary/Confidential Information

University considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure. Supplier is hereby notified that

University adheres to all statutes, court decisions and the opinions of the State of Michigan regarding the disclosure of proposal information.

All information, documentation, and other materials submitted by Respondent in response to this solicitation or under any resulting contract may be subject to public disclosure under the Freedom of Information Act.

#### 3.3.8 Strict Compliance

The parties may at any time insist upon strict compliance with these terms and conditions, notwithstanding any previous custom, practice or course of dealing to the contrary.

#### 3.3.9 Entire Agreement

This agreement together with the Exhibits annexed hereto constitutes the entire agreement between the parties and supersedes all prior agreements whether written or oral between the parties. Documents subject to Freedom of Information Act will only be released after award.

#### 3.4.1 Prevailing Wage Rates

If and where applicable prevailing wage rates apply. Prevailing wage rate information may be included with this document. However, if not, it is the responsibility of the bidder to obtain any and all appropriate prevailing wage rate information.

#### 3.4.2 Addendums

If any vendor addenda(s) and or exhibit(s) conflict with GVSU's specifications, terms and conditions, GVSU's terms and conditions will prevail.



CERTIFICATION/PROPOSAL/CONTRACT

WGVSU - Television Automation / RFP Bid# 222-14

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. Bidder 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. Bidder 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, Veteran

V. Bidder acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

VI. The undersigned proposes to furnish all items accordance with the bid document(s) listed herein, including all addenda issued pertaining to same, for the sum or sums as stated, and agrees that these document(s) will constitute the contract if accepted by Grand Valley State University via. submission of a purchase.

Company Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

Office Phone No. \_\_\_\_\_ Cellular Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

Authorized Agent Signature \_\_\_\_\_ Name & Title \_\_\_\_\_

Witness Signature \_\_\_\_\_ Name \_\_\_\_\_

Tax Identification No. \_\_\_\_\_ Date \_\_\_\_\_

VII. Please provide contact information for Grand Valley State University's sales representative:

