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

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 Do NOT quote on rebuilt equipment.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. See Useful Resources section, fifth link down.

9. Any questions should be directed to Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu.
PROPOSAL FORM: COMMUNICATIONS MULTIMEDIA JOURNALISM EQUIPMENT • RFP #216-04

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.                                 E-mail Address                                     Mobile Phone

38-1684280                                                   Date

GVSU Tax Identification No.