



**TO**           **Prospective Supplier**

**FROM**       **Kip Smalligan, GVSU Procurement Services**  
**Ph 616/331-3211 Fx 616/331-3287 E-mail smalligk@gvsu.edu**

**DATE**       **July 18, 2016**

**RE**           **Request for Proposal #217-02**  
**Lights for Louie Armstrong Theater**

Grand Valley State University is accepting proposals for the purchase of ETC Source Four lighting fixtures for its Louie Armstrong Theater. If you desire to bid the supply of this lighting, please submit your proposal no later than 5:00 p.m. Friday July 29, 2016 to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 JHZ, 1 Campus Dr., Allendale, MI 49401-9403. Proposals may be submitted by mail, parcel, or drop off. No e-mail, telephone, fax or verbal quotations will be accepted. Please indicate RFP #217-02 on your envelope or package. 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:  
All addenda received are acknowledged.  
The Proposal & Contract form is signed by an authorized individual

Direct questions regarding this RFP to Kip Smalligan at the above contact information.

## **GVSU RFP #217-02: Instructions**

### 1. RFP Schedule:

July 18, 2016:	RFP Released
July 29, 2016 at 5:00 pm:	Proposal submission deadline
August 2, 2016:	Proposal awarded

2. **If you desire to submit a proposal for RFP #217-02, you must do so no later than 5:00 p.m., Friday July 29, 2016 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 JHZ, 1 Campus Dr., Allendale, MI 49401-9403. Please include two hard copies of your proposal.**

Proposals may be submitted by mail, parcel or drop off. No e-mail, telephone, fax or verbal quotations will be accepted. Please indicate RFP #217-02 on your envelope or package. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

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3. 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 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.
4. In order to comply with the State of Michigan higher education appropriation bill, GVSU supports the following State of Michigan procurement requirements.
- "Funds appropriated from the State shall not be used for the purchase of foreign goods or services, if competitively priced and of comparable quality American goods and services are available. Preference should be given to goods and services manufactured or provided by Michigan businesses, if they are competitively priced and of comparable quality."
5. It is GVSU's intention to award this entire RFP to a single supplier unless there is substantial compelling reason to warrant otherwise. Please price assuming that you would be awarded all the items.
6. GVSU reserves the right to accept or reject any or all proposals or to negotiate with suppliers if it feels is in its best interest.

7. Include all costs in proposal including freight and delivery.  
Products are to be delivered F.O.B. Allendale campus. Proposal cost must include all packaging, transportation, insurance, and operation manual. State if there are any special delivery requirements.
8. Acceptance of proposal will be made by purchase order
9. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is attached.
10. Contact Kip Smalligan at 616/331-3211 or [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) with any questions regarding this RFP.

## **GVSU RFP #217-02: Specifications**

Equipment list:

10 each - ETC Source Four 10° - Model 410-B  
25 each - ETC Source Four 19° - Model 419-B  
10 each - ETC Source Four 26° - Model 426-B  
5 each - ETC Source Four 36° - Model 436-B  
25 each - ETC Source Four 50° - Model 450-B  
7 each - ETC Source Four 70° - Model 470-B  
40 each - ETC Source Four PAR – Model PAR-EA-B

- All lighting fixtures will be black.
- All lighting fixtures to be supplied with ETC C-Clamp, Safety Cable, Gel Frame, and 2P&G 20A Stage-pin Plug.
- All Source Four Ellipsoidals to be supplied with HPL575 Lamps.
- All ETC Source Four PARs to be supplied with HPL750 Lamps.

No substitutes unless specified item is discontinued.

State full details of any warranties provided.

State availability of each item. **Ideally we would like delivery before August 25, 2016. Definitely no later than September 16, 2016.**



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**PROPOSAL FORM: LIGHTING FIXTURES FOR THEATER • RFP #217-02**

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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):

- African-American
- Asian American
- Hispanic American
- Native American
- Multi-Racial
- Woman/Women
- ADA Disabled Person(s)

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

\_\_\_\_\_  
GVSU Tax Identification No.

\_\_\_\_\_  
Date