



To: Prospective Supplier

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

Date: March 2, 2016

**Subject: Request For Proposal #216-32
AV Hardware and Installation for Donor Wall Interactive Display**

Grand Valley State University is accepting sealed bid proposals for audio video hardware and the installation of the hardware in a donor wall interactive display cabinet that will be located in the Student Services Building on the Allendale campus.

Suppliers wishing to bid on this work must pre-qualify unless exempted by GVSU. If you have not been notified of exemption but believe your past work experience with GVSU would justify exemption, contact Kip Smalligan at the above contact information.

Otherwise provide at least three customer references and contact information for similar work done. State who the project manager would be and his credentials and contact information. Provide this information to Kip Smalligan by e-mail or fax no later than March 4, 2016. Suppliers will be notified of pre-qualification determination by March 9, 2016.

There is a mandatory pre-bid meeting on Friday March 11, 2016 at 3:30 pm at Student Services Building, Room 106, 1 Campus Drive, Allendale, MI 49401 to view the wall location and ask questions.

If you desire to submit a proposal for RFP #216-32, you must do so no later than 5:00 p.m., Thursday March 17, 2016 to Attn: Kip Smalligan, Procurement Services, James Zumberge Hall Room 2015, 1 Campus Dr., Allendale, MI 49401-9403. No e-mail, telephone, fax or verbal quotations will be accepted. Please indicate RFP #216-31 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 #216-32: Introduction

Grand Valley State University is accepting sealed bid proposals for audio video hardware and the installation of the hardware in a donor wall interactive display that will be located in the Student Services Building on the Allendale campus.

Millwork cabinet will be delivered to GVSU on June 10, 2016; then the AV hardware will be installed. Awarded AV supplier will coordinate work with the millwork company that is building the cabinet (to be determined), designer r.o.i. Design, and Valley City Sign who will be doing finishing work to the cabinet after delivery to GVSU.

Contacts:

Danielle DeWitt, GVSU Project Lead, 616/331-5703, dewitdan@gvsu.edu

Mary Witte, r.o.i. Design, 616/459-3539 x110, Mobile: 616/813-6659,
marywitte@roidesign.com

Mary Cook, Valley City Sign, 616/785-5708, mcook@valleycitysign.com

Cory Heald, Underbite Games

GVSU RFP #216-32: Instructions

1. RFP Schedule:

March 1, 2016:	RFP Released
March 4, 2016	Pre-Qualification Submission Deadline
March 9, 2016	Pre-Qualification Determination Notification
March 11, 2016 at 3:30 pm:	Mandatory Pre-Bid Meeting
March 18, 2016 at 3:00 pm:	Proposal submission deadline
March 28, 2016:	Proposal awarded
April 4, 2016:	One touchscreen and one computer delivered to UBG for testing
June 10, 2016	Millwork box delivered to GVSU Student Services Building; Completion of millwork and signage installation; Video and touchscreen monitors and computer installed.
June 30, 2016:	Project completed

Suppliers wishing to bid on this work must pre-qualify unless exempted by GVSU. If you have not been notified of exemption but believe your past work experience with GVSU would justify exemption, contact Kip Smalligan at the above contact information. Otherwise provide at least three customer references and contact information for similar work done. State who the project manager would be and his credentials and contact information. Provide this information to Kip Smalligan by e-mail or fax no later than March 4, 2016. Suppliers will be notified of pre-qualification determination by March 9, 2016.

There is a mandatory pre-bid meeting on Friday March 11, 2016 at 3:30 pm at GVSU Student Services Building, Room 106, 1 Campus Drive, Allendale, MI 49401 to view the wall location and ask questions.

A campus map can be found at www.gvsu.edu/maps.htm. Contact Kip Smalligan smalligk@gvsu.edu for a visitor parking permit. Pedestrians have the right of way at most crosswalks on campus; please watch and stop for students.

If you desire to submit a proposal for RFP #216-32, you must do so no later than 5:00 p.m., Thursday March 17, 2016 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 JHZ, 1 Campus Dr., Allendale, MI 49401-9403. Indicate RFP 216-32 on your envelope or package. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

1. 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. 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.
2. 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."

3. GVSU intends to award this RFP to a single supplier unless it finds there is a compelling reason not to.

Grand Valley State University reserves the right to accept or reject any or all proposals or to negotiate with suppliers if it feels is in its best interest.

4. See attached GVSU's [General Conditions](#).
See attached specifications equipment list.

5. Michigan Prevailing Wage applies to this work. See current Ottawa County rates attached.
6. Include all costs in proposal including freight, delivery, assembly, and installation.
7. Please include a total of four hard copies of your proposal
8. State full details of any warranties provided.
9. Acceptance of proposal will be made by purchase order
10. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is available at www.gvsu.edu/purchasing (see Popular Pages section).

Suppliers are responsible for all associated costs incurred in responding to this RFP.

Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions regarding this RFP.

GVSU RFP #216-32 Donor Wall Interactive Display Specifications

Hardware:

- 2 each Samsung DM40E 40" Video Smart Monitors
 Touchscreen Overlay
 Pedestal
 Swing out Racks for Equipment

- 1 each Panasonic TH-987LQ70 98" Video Monitor 4K
 Wall hanging bracket TY-WK103PV9

- 3 each Dell OptiPlex 9020 Mini Tower (with Intel i7 Quad Core 3.0 GHz+, 8 GB RAM,
 256 GB SSD Hard Drive)

- 1 each Installation Cables & Connections for all above

Provide full warranty information for each item.

One of the computers and one of the touchscreen monitors needs to be delivered to Underbite Games (UBG) for video testing by April 4, 2016. The rest of the hardware to be delivered to the GVSU Student Services Building for installation in June.

Service:

Installation of the above hardware in the display cabinet.

Awarded supplier must attend a kick-off meeting with cabinet builder (to be determined) and signage provider (Valley City Sign) at start to review coordination.

PROPOSAL FORM

Hardware for Donor Wall Interactive Display • RFP #216-32

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) _____

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.

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) _____

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

Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____
Addendum No. _____ Dated _____

BASE PROPOSAL: Attach your proposal.

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. Mobile Phone No. E-mail

Authorized Agent Signature Name & Title

Witness Signature Name

Tax Identification No. Date

III. ACCEPTANCE: This proposal is accepted by Grand Valley State University

Authorized Agent Signature Name & Title

Witness Signature Name

Office Phone No. Fax No.

38 1684280
GVSU Tax Identification No. Date