



**TO: Prospective Suppliers**

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

**DATE: April 28, 2014**

**RE: Request for Quote # 214-38**  
**School of Communications Video and Film Equipment**

Grand Valley State University is soliciting quotes for video equipment for its School of Communications (see attached items). If you wish to quote on this equipment, please submit your quote no later than **5:00 p.m. EDT on Monday May 5, 2014** to Attention: Kip Smalligan, Grand Valley State University, 201 Lake Michigan Hall, 1 Campus Dr., Allendale, MI 49401-9403. **You may e-mail, fax, mail, or drop off your quote.** Verbal quotations will not be accepted. 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 RFQ #214-38 School of Communications Video 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 RFQ, notice of the revision will be given in the form of an addendum to all prospective suppliers who were sent notice of the RFQ. Notice also will be posted on the Bid Opportunities page of the GVSU Procurement Services website at <http://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 Do NOT quote on rebuilt equipment. Specify any warranty information or guarantees.
4. Products are to be delivered F.O.B Allendale campus. Quote must include all packaging, insurance, set-up, instruction, and operation manual charges. If there are any special delivery requirements, please state.
5. Provide product availability if expected delivery for an item will be past June 30, 2014.
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](http://www.gvsu.edu/purchasing). See Popular Pages section, third link down.
9. Any questions should be directed to Kip Smalligan at 616/331-3211 or [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu).

**GVSU RFQ 214-38 School of Communications Video Equipment**

<b>Qty</b>	<b>Unit</b>	<b>Item</b>	<b>Manufacturer No.</b>	<b>Unit Price</b>	<b>Extended</b>
1	ea	JVC ProHD Compact Shoulder Mount Camera with Fujinon 20x Lens	GY-HM850U	\$	\$
3	ea	Canon XA10 HD Professional Camcorder	4922B002	\$	\$
1	ea	Canon XA20 Professional Camcorder	8453B002	\$	\$
4	ea	Canon BP-820 Lithium-Ion Battery Pack (1780mAh)		\$	\$
4	ea	Ruggard Fast Action Bullet 55 Shoulder Bag, black w gray interior		\$	\$
4	ea	Hoya 58mm UV Haze NXT HMC Filter		\$	\$
4	ea	Manfrotto 190XB Tripod Legs (Black) with 128 RC (3130) Micro Fluid Head	190XB,128RC	\$	\$
4	ea	Gitzo GB0330 Weekend Fishpole - 3 Section Locking Aluminum Boompole	GB0330	\$	\$
4	ea	Audio-Technica AT8415 Low Profile Universal Shock Mount	AT8415	\$	\$
4	ea	Audio-Technica AT899 Condenser Lavalier Microphone	AT899	\$	\$
4	ea	Audio-Technica AT897 Short Condenser Shotgun Microphone	AT897	\$	\$