



TO **Prospective Supplier**

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

DATE **May 2, 2014**

RE **Request for Proposal #214-42**
Startle Response System

Grand Valley State University is accepting proposals for purchase of a startle response system for its Psychology Department. If you wish to bid on the supply of this system, please submit your proposal no later than **5:00 p.m. on Thursday May 8, 2014 to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403.** Due to the short deadline, you may send your proposal via e-mail (smalligk@gvsu.edu). Your proposal must be received by the opening date and time stated. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

If mailing your proposal, please write the RFP number clearly on the front of your proposal envelope or package.

Please contact me if you have any questions at 616/331-3211 or e-mail smalligk@gvsu.edu.

GVSU RFP #214-42 Instructions

1. Grand Valley State University is accepting proposals for purchase of a startle response system for its Psychology Department. If you wish to bid on the supply of this system, please submit your proposal no later than **5:00 p.m. on Thursday May 8, 2014 to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403**. Due to the short deadline, you may send your proposal via e-mail (smalligk@gvsu.edu). Your proposal must be received by the opening date and time stated. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

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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 <http://gvsu.edu/purchasing/bid-opportunities--35.htm>.
3. Grand Valley State University reserves the right to accept or reject any or all proposals.
4. Acceptance of awarded proposal will be made by GVSU purchase order.
5. State product availability.
6. Proposal must include all freight, handling, packaging, insurance, set-up charges. State if there are any special delivery requirements.
7. In order to comply with the State of Michigan higher education appropriation bill, the University 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."

11. Grand Valley State University's Michigan sales tax exempt certificate is available online at www.gvsu.edu/purchasing (see Popular Pages section).
12. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions

GVSU RFP #214-42 Specifications

1. A system that measures rodent acoustic startle magnitude (peak and average) and latency as well as pre-pulse inhibition (PPI).
2. System has capacity to support four test stations for small/medium rodents (mice).
3. System can be adjusted (with additional hardware) to support smaller or larger rodents. (Indicate enclosure choices available.)
4. System can be enlarged to support additional test stations. (Indicate total number of test stations that can be supported.)
5. Cabinet for each station. (Indicate type of cabinet.)
6. Test stations are connected to system with USB ports. (Indicate type of port if other than USB.)
7. All cables, connectors, and supplies necessary to run the system are included.
8. Software suitable for use with multiple paradigms, including startle and PPI experiments, as well as paradigms designed by the user. (Indicate any software features that are not standard, including cost.)
9. Capability to standardize multiple test stations to yield comparable output from each station.
10. Warranty for minimum of 18 months.
11. Capability to add Elevated Zero Maze to measure anxiety-like behavior. Color must be beige.



PROPOSAL: PSYCHOLOGY STARTLE RESPONSE SYSTEM • RFP #214-42

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):

- | | | |
|--|--|---|
| <input type="checkbox"/> African-American | <input type="checkbox"/> Native American | <input type="checkbox"/> Woman/Women |
| <input type="checkbox"/> Asian American | <input type="checkbox"/> Multi-Racial | <input type="checkbox"/> ADA Disabled Person(s) |
| <input type="checkbox"/> 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. Cellular Phone No. Fax No.

38 1684280
GVSU Tax Identification No. Date