



TO **Prospective Supplier**

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

DATE **May 29, 2018**

RE **Request for Proposal #218-50**
Avigilon Security Camera System Software, Camera Licenses, and Servers

Grand Valley State University is accepting proposals for Avigilon security camera system software, camera licenses and three new servers for its security system on the Allendale campus.

To bid to supply this, submit your proposal by e-mail (smalligk@gvsu.edu), US mail, parcel, or drop-off no later than **5:00 p.m. on Tuesday June 12, 2018** to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Your proposal must be received by that date and time. No telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

If e-mailing, write "RFP #218-47" in the subject line of your e-mail.

If mailing or dropping off, write "RFP #218-47" clearly on the front of your proposal envelope or package.

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

GVSU RFP #218-50: Introduction

Grand Valley State University is replacing its existing ONSSI security camera system with an Avigilon system on its Allendale campus. Control Center software, 281 each camera licenses, and three Avigilon HD NVR Premium servers are needed. GVSU will use its existing cameras. This is the first phase of a three year project. The equipment and service for years two and three will also be bid out each of those years. Years two and three may include license plate cameras and additional cameras/server for parking lots and residence halls.

GVSU RFP #218-50: Instructions

If you desire to submit a proposal for RFP #218-50, you must do so no later than **5:00 p.m., Tuesday June 12, 2018** by e-mail to smalligk@gvsu.edu or by US mail or parcel mail to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Your proposal must be received by that date and time. Please indicate "RFP #218-50" in the subject line of your e-mail or on your envelope or package. No telephone, fax or verbal quotations will be accepted. 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:

- The unit and extended prices are provided
- All addenda received are acknowledged on page 5.
- The Proposal & Contract form on page 5-6 is signed by an authorized individual

1. RFP Schedule:

May 24, 2018:	RFP released
June 12, 2018 5:00 pm:	Proposal submission deadline
June 30, 2018:	Proposal awarded by
July 2018:	Delivery and installation/setup.

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 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 any addenda in their proposal on the Proposal form, 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.
3. If you are submitting your proposal via mail or drop-off, include an electronic copy of your proposal via either CD, or USB drive.
4. It is GVSU's preference to award this RFP to a single supplier. Please price based on being awarded the entire RFP. Grand Valley State University reserves the right to accept or reject any or all proposals.

5. Click on this link to see GVSU's [General Conditions](#)
6. [State of Michigan Prevailing Wage law is applicable for the installation labor](#). Attached are the current Prevailing Wage rates for Ottawa County. Contact the State of Michigan if questions at 517-322-1825.
7. Grand Valley State University is Michigan sales tax exempt. Exemption certificate will be provided to the awarded supplier.
8. Acceptance of proposal will be made by purchase order
9. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions regarding this RFP.

GVSU RFP #218-50: Specifications

1. Bid on new equipment; no rebuilt equipment allowed. No substitutes allowed.
2. State of Michigan Prevailing Wage law is applicable for the installation labor. Attached are the current Prevailing Wage rates for Ottawa County. Contact the State of Michigan if questions at 517-322-1825.
3. Include all costs in your proposal including freight, delivery, and installation as F.O.B. destination GVSU Campus, Allendale, Michigan. Provide an itemized cost list if optional or variable costs.
4. Quote cost on the following:
 - 1 each Avigilon Control Center software system including an upgrade to the new software version if Avigilon releases a new version within the first year of purchase.
 - 281 each Camera licenses
 - 3 each Avigilon HD NVR Premium servers (84 TB or larger)
5. Include item description with manufacture product numbers.
6. Delivery and switchover from ONSSI system to Avigilon system.

- a. Server installation on GVSU site to be determined (IP and networking information will be provided by GVSU prior to installation).
 - b. All server specifications and manuals must be submitted with RFP.
 - c. Conversion/setup of existing cameras to work on Avigilon system – Troubleshooting of any camera/server issues found during system installation.
 - d. Failover set up for all cameras to a secondary Avigilon server.
 - e. Disaster recovery plan with setup for server operating systems and software utilizing the other Avigilon servers.
 - f. Time and material costs for on-going server maintenance.
 - g. Time and material costs for on-going camera maintenance.
 - h. Staff/User on-site training costs.
 - i. Administrator off-site or, if available, on-site training costs.
 - j. Quote as a separate line item, 3-yr maintenance agreement on the server
 - k. Quote your labor rate for repair and replacement of cameras?
Are you willing to lock that in for three years?
7. Prior supplier performance will be considered in evaluation.
 8. GVSU needs 30 days payment terms on invoices. However, if an invoice is approved to pay sooner than 30 days GVSU does pay it immediately. Invoices may be e-mailed to GVSU Accounts Payable at payables@gvsu.edu.

Proposal Form: RFP #218-50 Avigilon Security Camera System

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.

Cellular Phone No.

Fax No.

38 1684280
GVSU Tax Identification No.

Date