

**To: Prospective Suppliers**

**From: Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services**

 **Ph 616/331-3211, Fax 616/331-3287, smalligk@gvsu.edu**

**Date: January 20, 2022**

**Subject: Request For Proposal #222-27**

 **Video Scoreboard for Kelly Family Sports Center**

Grand Valley State University is accepting competitive proposals for the supply and installation of a digital video scoreboard for its Kelly Family Sports Center in spring or summer 2022.
There will be an optional site visit to the Kelly Family Sports Center on Monday January 24, 2022 at 1:00 pm.

If you desire to submit a proposal, do so no later than 5:00 p.m., Friday January 28, 2022 by
e-mail to smalligk@gvsu.edu. State **RFP #222-27** in the subject line of your e-mail.
No telephone, fax or verbal quotations will be accepted. Grand Valley State University is not responsible for late, lost, misdirected, incomplete, or illegible mail.

Before submitting, check that:

Any addenda received are acknowledged.

The Proposal & Contract form is signed by an authorized individual

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

**GVSU RFP #222-27: Instructions**

1. Grand Valley State University is accepting competitive proposals for the supply and installation of a digital video scoreboard for its Kelly Family Sports Center in spring/summer 2022. If you desire to submit a proposal, you must do so no later than 5:00 p.m., Friday January 28, 2022 by e-mail to smalligk@gvsu.edu. State **RFP #222-27** in the subject line of your e-mail. No telephone, fax or verbal quotations will be accepted. Grand Valley State University is not responsible for late, lost, misdirected mail.

Check that:

All addenda received are acknowledged.

The Proposal & Contract form is signed by an authorized individual

1. There will be an optional site visit to the Kelly Family Sports Center on Monday January 24, 2022 at 1:00 pm. Meet in the entrance lobby. If you plan to attend, notify Kip at smalligk@gvsu.edu. A visitor parking permit will be sent to you via email. Click [here](http://gvsu.edu/s/0Ml) for a campus map. Parking Lot F is nearest to the the Center. Lots G1 and E are also options or any other lots marked for Faculty & Staff. The Center is building KTB E-6 on the map. **Pedestrians have the right of way at most crosswalks. Please watch for pedestrians as you travel through campus**.
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 GVSU [Bid Opportunities page](https://www.gvsu.edu/purchasing/bid-opportunities.htm). 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. Click on this link to see GVSU’s [General Conditions](https://www.gvsu.edu/purchasing/general-terms-conditions-218.htm)
4. 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. Prior performance will be a consideration in evaluation.
5. Include all costs in your proposal including freight and delivery and installation
Provide an itemized cost list if optional or variable costs. All costs provided in your proposal are to be quoted F.O.B. destination GVSU Kelly Family Sport Center, Allendale, Michigan.
6. Grand Valley State University is Michigan sales and use tax exempt. Awarded supplier will be provided with a copy of our exemption certificate.
7. Acceptance of proposal will be made by purchase order
8. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions regarding this RFP.

**Specifications:**

Indoor/outdoor video display of the size 15’7” x 22’.

6 mm resolution.

Complete installation of new system.

Operating system to run the display and control graphics package.

Ability to interface with track meet timing software.

Ability to display two (2) live video feeds.

Remove and discard current video display and operating system completely.

5 year warranty minimum.

**GVSU On-Campus Policies for Suppliers**

Smoking Policy

Smoking is prohibited in all indoor spaces. Smoking is prohibited within 25 feet of any GVSU building or bus stop.

Firearm Policy

Possession or use of firearms or other lethal weapons are not permitted on GVSU property.

Parking Permits

All vehicles parking on campus are required to have a parking permit. Contact Kip Smalligan smalligk@gvsu.edu for visitor parking permit. Supplier parking is not permitted in handicap spaces or at building entrance or egress locations.

Behavior

Any negative behaviors, including but not limited to larceny, assault and sexual harassment are not tolerated. Interaction with faculty, staff and students should be avoided unless business-related.

Photographs

Any Consultant, Contractor, or Supplier shall not photograph GVSU projects without the expressed written permission of Grand Valley State University.

Traffic Control

GVSU approval of any traffic disruption is required two weeks prior to commencement of work. Traffic control personnel must be trained, properly attired, dedicated to the traffic control task, and keep traffic flowing. Provide barriers and safety signage.

Dumpsters

Use of GVSU dumpsters or trash containers for disposal of waste is prohibited.



**PROPOSAL FORM**

**Video Scoreboard for Kelly Family Sport Center • RFP #222-27**

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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Optional) Supplier declares that company is at least 51% owned, controlled and actively managed by

(check all that apply) - Optional

 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dollars

($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

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.

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Company Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address City/State/Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Office Phone No. Mobile 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

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 Witness Signature Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Office Phone No. Cellular Phone No. E-mail

\_\_\_\_\_\_38 1684280\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 GVSU Tax Identification No. Date