

OAKLAND UNIVERSITY REQUEST FOR QUOTE

THIS IS NOT AN ORDER

Address Reply To: Oakland University
Purchasing Department
ATTN: Judy Burton
201 Meadow Brook Road, Room 13
Rochester, MI 48309-4491
Telephone #: (248) 370-4199
Fax #: (248) 370-3175
Email: burton@oakland.edu

Date Sent: April 13, 2016

Reply Must Be Received By: Monday, April 18, 2016

Oakland University (OU) in Rochester, MI is soliciting proposals for TV Production Equipment. Bids can be submitted via email to burton@oakland.edu or fax (noted above). All bids must be received by **Monday, April 18, 2016 at 3:00 p.m.** to be considered.

Vendors are required to return a signed copy of the “Execution of Offer” form and submit their pricing on the attached bid form. The format of the bid form should not be altered. Vendors should quote a price for every item listed. If a Vendor is unable to supply a specific item, “Not Available” should be noted on the bid form. Quotes should be guaranteed for 60 days. Vendors will be selected based upon the quality of the product and the information presented in their response to this Request for Quote (RFQ).

Bid Requirements:

1. Vendors are required to return a copy of the “Execution of Offer” form signed by an individual who has the authority to make commitments on behalf of the Vendor.
2. Pricing must be submitted on the attached bid form. Shipping/Delivery charges should be waived or included in the per item price. The format of the bid form should not be altered, sorted, etc. Vendor should quote a price for every item listed. Quotes should be guaranteed for 60 days.
3. Vendors must agree to the terms and conditions within the RFQ.

NOTE: OAKLAND UNIVERSITY RESERVES THE FOLLOWING RIGHTS: TO ACCEPT OR REJECT ANY BID; TO REJECT ALL BIDS; TO WAIVE ANY FORMALITIES OR IRREGULARITIES CONTAINED IN A BID THAT DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE INVITATION TO BID, ANY MODIFICATIONS TO THE INVITATION TO BID, OR ANY SPECIFICATIONS; TO SELECT THE BID AND/OR ITEMS THAT IN THE SOLE AND ABSOLUTE DISCRETION OF OAKLAND UNIVERSITY ARE IN OAKLAND UNIVERSITY’S BEST INTEREST WHETHER OR NOT THE BID SELECTED IS THE LOWEST MONETARY BID RECEIVED.

TV PRODUCTION EQUIPMENT RFQ

General Information

Oakland University (OU) in Rochester, MI is seeking quotes for various TV Production Equipment. This equipment will be used by the University's Center for Student Activities.

Information for Vendors

Submission of Proposals

The intent of this RFQ is to encourage responses from Vendors who understand Oakland University's commitment to purchase products and/or services on time and within budget. Only information that is essential to an evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFQ and proposal (e.g., brochures, catalogs, etc.) will not be considered in the evaluation.

Terms and Conditions

Vendor must agree to accept and abide by Oakland University's Terms and Conditions (Ts&Cs) throughout the term of this agreement and any subsequent extensions. Those Ts&Cs can be found at [OU Terms & Conditions](#)

Any and all Purchase Orders issued to the vendor throughout the term of this agreement shall be subject to any and all of the provisions noted in this RFQ. If there is a discrepancy between the information stated in this RFQ and Oakland University's Terms and Conditions, the University's Terms and Conditions will apply.

The consultant affirms that to the best of its knowledge there exists no actual or potential conflict-of-interest between the consultant's family, business, or financial interests and providing the services. The consultant will not attempt to influence any University employee by the direct or indirect offer of anything of value. The consultant also warrants that no officer or employee of the University has or will have a direct or indirect personal financial interest in the Agreement. The consultant also affirms that neither the consultant nor any of its employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for the consultant, any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from the execution of an Agreement.

In the event of change in either consultant's interests or Services under this Agreement, the consultant will inform the University regarding all possible conflicts-of interest that may arise as a result of such change. The consultant agrees that conflicts-of-interest will be resolved to the University's satisfaction or the University may terminate the Agreement.

TV PRODUCTION EQUIPMENT QUOTATIONS

The attached "TV Production Equipment Bid Form" should be used for Vendors to quote per item prices. The format of the bid form should not be altered, sorted, etc. Shipping/Delivery charges should be waived or included in the per item price. All items proposed by the Vendor should meet or exceed Oakland University's requirements. The University reserves the right to reject any equipment at its sole discretion.

Vendors are also asked to provide guaranteed shipment times from the moment the order is submitted until the parts are delivered to Oakland University. The preferred **delivery date** is **Friday, April 29, 2016**. (**NOTE:** There is a place for the Vendor to submit their guaranteed delivery time at the bottom of the bid form.)

TV Production Equipment

Execution of Offer

THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S QUOTE. FAILURE TO SIGN AND RETURN THIS DOCUMENT WILL RESULT IN THE REJECTION OF YOUR BID/PROPOSAL.

1. By signature hereon, Respondent offers and agrees to furnish the products and/or services at the prices quoted and to comply with all terms, conditions, and requirements set forth per the Request for Quote (RFQ) documents contained herein.
2. By signature hereon, Respondent certifies that all statements and information prepared and submitted in response to this solicitation are current, complete, and accurate.
3. By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from submission of this proposal.

Submitted By:

(Company Name)

Street Address

(Telephone #)

(Fax #)

City, State, Zip

(Authorized Signature)

(Printed Name & Title)

(Email address)

(Contact Telephone #)

(Date)