

REQUEST FOR QUOTATION	TROY SCHOOL DISTRICT 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4052 FAX: 248-823-4077	REQUISITION
No. 9378		
DUE DATE 1-2-07 NO LATER THAN 3 p.m.		DATE 12-12-06

REQUEST FOR QUOTE – NOT AN ORDER

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST
 BID ENVELOPE ENCLOSED

THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with PRINTING 2007 SUMMER SCHOOL BROCHURES per the attached specifications.</p> <p style="text-align: center;">Copies of the bid are available at: www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</p> <p style="text-align: center;">Bid recaps will be available at: troy.k12.mi.us/purchasing/index.htm</p> <p style="text-align: center;"><u>FACSIMILE BID IS NOT ACCEPTABLE</u></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

THIS AREA MUST BE FILLED IN

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the “Bidder), pursuant to the familial disclosure requirement provided in the _____ (the “School District”) advertisement for construction bids, hereby represent and warrant except as provided below, that no familial relationships exist between the over(s) or any employee of _____ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2006, by
_____.

, Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

TROY SCHOOL DISTRICT
BID 9378 Printing 2007 Summer School Brochures

HIGH SCHOOL BROCHURES

11 x 25-1/2, folded tri-fold, six pages
Black Print
#60 color paper
Electronic file provided
Bundled as requested

3-PART NCR HIGH SCHOOL FORMS–To be inserted in High School Brochure

8-1/2 x 11
Black Print
Electronic file provided
Bundled as requested
5,000 pieces

High School Brochures

Bundled as follows:
2 @ 1200
4 @ 250
1 @ 1600
Total 5,000

MIDDLE SCHOOL BROCHURES

11 x 17, folded to 8-1/2 x 11 then 8-1/2 x 5-1/2, four pages
Black Print
#70 color paper
Electronic file provided
2,785 ready for mailer* with addresses provided electronically
4,000 pieces bundled as requested 1,000

Middle School Brochures

Bundled as follows:
2750 ready for mailer
4 @ 100
1 @ 850
Total 4,000

ELEMENTARY BROCHURES

11 x 17, folded to 8-1/2 x 11, four pages
Black Print
#60 color paper
Electronic file provided
Bundled as requested
8,000 pieces

Elementary School Brochures

Bundled as follows:

225 @ 27

12 @ 50

1 @ 1325

Total 8,000

*Additional rates for:

Mailer costs for 2,785 Middle School Brochures

Copy ready for pick up February 1, 2007

Delivery required February 15, 2007

Performance Penalty: Non-delivery of the brochure by the specified date will result in a \$200 per day penalty for every day beyond the delivery date as specified.

High School Brochures \$ _____

3-Part NCR High School Forms \$ _____

Middle School Brochures \$ _____

Additional rates for:

Mailer costs for 2,785 school brochures \$ _____

Elementary School Brochures \$ _____

ANY OTHER CHARGES \$ _____

TOTAL \$ _____

**TROY SCHOOL DISTRICT
 BID# 9378
 PRINTING OF SUMMER SCHOOL BROCHURES**

	Office Express	Your Print Shoppe	Fudge Business Forms	Think Arbor	Atlantic Press Ink, Inc	Proforma Platinum
Printing of High School Brochures						
5,000 copies	\$ 830.00	\$ 820.00	\$ 800.00	\$ 1,087.00	\$ 839.39	\$ 1,320.00
3-part NCR (2 sided)	850.00	976.00	450.00	797.00	990.84	2,080.00
Insertion of NCR form	inc	inc	500.00	133.00	250.00	inc
Printing of Middle School Brochures						
4,000 copies	315.00	338.00	300.00	582.00	443.00	1,046.00
Prepped for mailing	220.00	242.00	350.00	368.00	280.00	440.00
Printing of Elementary School Brochures						
8,000 copies	580.00	492.00	694.00	278.00	685.54	1,306.00
	\$ 2,795.00	\$ 2,868.00	\$ 3,094.00	\$ 3,245.00	\$ 3,488.77	\$ 6,192.00

Note: Above rates do not include postage charges.

Bids were also sent to the following potential bidders:

- Grand River Printing - NO BID
- Staples - received via fax - NOT ACCEPTED
- Metropolitan Publishing - NO RESPONSE
- J&M Reproduction - NO RESPONSE
- MJA Graphics network - NO RESPONSE
- Compton Printing - NO RESPONSE
- Best Impressions - NO RESPONSE