



**INVITATION TO BID  
BID NO. 9775  
AIR FILTERS  
TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for furnishing and delivering Air Filters for a two year period, for Troy Schools.

Your proposal marked “**Air Filters**” must be delivered no later than 2 p.m., Tuesday, April 22, 2014, Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted.

All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions must be received no later than noon, Monday, April 14, 2014, at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4077, or emailed as a Word document to: [PurchasingOffice@troy.k12.mi.us](mailto:PurchasingOffice@troy.k12.mi.us).

The Troy Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the owner.

Purchasing Department  
Troy School District  
1140 Rankin  
Troy, MI 48083

## INSTRUCTIONS TO BIDDERS

### PROPOSALS

1. The Troy School District will receive firm, sealed bids for furnishing and delivering Air Filters, over a two year period, in accordance with the attached specifications.
2. Proposals will be submitted only on the forms provided, will be enclosed in a sealed envelope marked with the name of the bidder, the title of the work and must be delivered to the Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083, no later than 2 p.m., Tuesday, April 22 2014, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted. Oral, telephone, fax or electronic mail bids are invalid and will not receive consideration. Submit one original and one copy.
3. Proposals will be made in conformity with all the conditions set forth in the specifications. All items of furniture and equipment must conform to the specifications.
4. All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions must be received no later than noon, Monday, April 14, 2014, at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4077, or emailed as a Word document to: [PurchasingOffice@troy.k12.mi.us](mailto:PurchasingOffice@troy.k12.mi.us).
5. References in the specifications to any article, product, material, fixture, form or type of construction, etc., by proprietary name, manufacturer, make or catalog number will be interpreted as establishing a standard quality of design and will not be construed as limiting proposals.
6. The Troy Board of Education reserves the right to accept or reject any or all proposals either in whole or in part; to waive any irregularities and/or informalities; and in general to make awards or cancel this proposal, if deemed to be in the best interests of the owner.
7. A completed Familial Disclosure form and an Iran Economic Sanctions Act form must be included with each proposal submitted of the proposal will not be accepted, please note this form must be notarized.

### SCOPE

This specification includes furnishing and delivering Air Filters for a two year period of time, for several school locations, for the Troy School District.

### CONTRACT AWARD

The contract will be awarded in the form of PURCHASE ORDERS mailed to the Vendor(s) selected. It is the intent to award the bid on May 6, 2014 at the regular monthly meeting of the Board of Education.

### DELIVERY

All shipments will be F.O.B. delivered, Troy School District, to each specific school location, and annual requirement, see Exhibit 1.

### TIMING

First shipment is due for delivery 30 days after Board of Education award on May 6, 2014 and the second shipment is due for delivery on June 12, 2015.

TAXES

State and local sales and use taxes are not applicable and will not be included in the proposal.

WITHDRAWAL OF BIDS

Any bidder may withdraw their bid at any time prior to the scheduled time for receipt of bids. No proposal may be withdrawn until after 45 days after bid opening.

FIRM PRICING

Unit pricing will prevail when computing total quantity on bids. No price allowance or extra consideration on behalf of the bidder will subsequently be allowed by reason of error or oversight on the part of the bidder. The successful bidder(s) will hold bid prices firm for all purchase orders placed through July, 2015 or for a period of approximately one full year.

WARRANTY

All material and equipment will be guaranteed to be free from defects in both workmanship and materials for no less than one year from date of receipt/installation. If manufacturer warranty exceeds this minimum requirement, the manufacturer warranty will prevail. Any item(s) found to be defective will be replaced or repaired within seven working days at Vendor(s) expense.

PAYMENTS

Payment in full will be due and payable within thirty days after delivery, providing all goods are approved and accepted by the Board of Education and the contract having been fully performed.

MSDS

COPIES OF MATERIAL SAFETY DATA SHEETS FOR ALL HAZARDOUS MATERIALS MUST BE INCLUDED WITH YOUR INVOICE.

MATERIAL SAFETY DATA SHEETS  
Troy Schools expects MATERIAL SAFETY DATA SHEETS for all appropriate materials ATTACHED TO THE INVOICE and to appropriately label all products delivered according to Section 14 of Act 154, of the Public Acts of 1974 as amended. Any appropriate products not labeled will be refused and the vendor will be responsible for additional freight charges. Payment may be withheld until MSDSs are received by the school district.

**Troy School District**  
**Air Filters**  
**Bid # 9775**

**Filter Specifications**

- A. For media type “FLAT”, the media material should be fiberglass or scrim-back fiberglass. Polyester media is NOT acceptable.
- B. For media type “FLAT” – “bottle-cap” metal retainers are NOT acceptable as they cause injury during installation and removal.
- C. All one inch (1”) thick filters are the flat type, unless otherwise indicated on the attached breakdown by building document.
- D. All two inch (2”) and thicker filters will be pleated, unless specified, also known as Z-Line, not flat.
- E. All filter deliveries and invoices must:
  - a. Show actual item count by type and size
  - b. Be verified by recipient signature and date
  - c. Copies of all signed packing slips are to be returned to Maintenance and Operations by Vendor BEFORE payments will be authorized.
- F. Shipments to each building MUST be delivered as a complete order. NO partials or split shipments.
- G. Minimum filter efficiency should be Flat Filters 40%, Bag Filters 60% and 6-Pocket Pleated Filters 60%.
- H. For media type “ROLL – Trane Pleated”, the metal end cores must be aligned to each other for “auto-roll” use.
- I. Larger filters (24” and above) are to be reinforced so as not to collapse on the racks.
- J. It is understood that “standard” sized filters will be delivered in whole-case lots to the next higher filter count.
- K. It is understood that “non-standard” sized filters will be delivered in minimum counts of ten (10) per site.
- L. For the purpose of bid equity, the total filter order by size can be raised to the next case.
- M. Glued filters will also be stitched or stapled at the corners.

## Exhibit 1

### Administration Office 4400 Livernois - Troy, Michigan 48098

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	12	24	2	Pleated	60	\$	\$
6-pkt, Eff 60%	12	24	18	Bag	20	\$	\$
Disposable	24	24	2	Pleated	60	\$	\$
3-pkt, Eff 60%	24	24	18	Bag	20	\$	\$

Total \$  

### Troy Union Elementary 1340 E. Square Lake Road - Troy, Michigan 48085

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	8	44	1	Flat	8	\$	\$
Disposable	9-3/4	34	1	Flat	4	\$	\$
Disposable	10	48-1/2	1	Flat	30	\$	\$
Disposable	10	60-1/2	1	Flat	72	\$	\$
Disposable	13-1/2	77-1/2	1	Flat	18	\$	\$
Disposable	16	25	4	Pleated	8	\$	\$
Disposable	20	20	2	Pleated	48	\$	\$
Disposable	20	25	2	Pleated	60	\$	\$
Disposable	24	24	2	Pleated	48	\$	\$
Disposable	16	20	2	Pleated	16	\$	\$
Disposable	16	25	2	Pleated	16	\$	\$

Total \$  

### Athens High School 4333 John R Road - Troy, Michigan 48085

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	8-1/4	19-7/8	1	Flat	12	\$	\$
Disposable	8-1/4	27-7/8	1	Flat	14	\$	\$
Disposable	8-1/4	31-7/8	1	Flat	14	\$	\$
Disposable	8-7/8	33-3/8	1	Flat	6	\$	\$
Disposable	12	24	2	Pleated	6	\$	\$
Disposable	15-1/4	41-1/4	3/4	Flat	8	\$	\$
Disposable	8-7/8	24-1/8	1	Flat	1	\$	\$
Disposable	16	20	2	Pleated	50	\$	\$
Disposable	16	25	2	Pleated	94	\$	\$
Disposable	16	25	4	Pleated	4	\$	\$
Disposable	20	20	1	Pleated	4	\$	\$
Disposable	20	20	2	Pleated	40	\$	\$
Disposable	20	25	2	Pleated	174	\$	\$
Disposable	29-1/2	28-1/2	2	Pleated	2	\$	\$
Trane Roll	31-3/8	65	2	Roll	14	\$	\$
Trane Roll	35-3/8	65	2	Roll	10	\$	\$
Trane Roll	45-3/8	65	2	Roll	5	\$	\$
Trane Roll	59-3/4	65	2	Roll	2	\$	\$

Total \$  

### Transportation 120 Hart - Troy, Michigan 48098

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	16	25	2	Pleated	12	\$	\$
Disposable	20	20	2	Pleated	24	\$	\$

Total \$

**Baker Middle School** 1359 Torpey - Troy, Michigan 48083

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	9-3/4	34	1	Pleated	28	\$	
Disposable	12	52	1	Pleated	8	\$	
Disposable	16	25	2	Pleated	24	\$	
Disposable	16	25	4	Pleated	10	\$	
Disposable	20	16	2	Pleated	4	\$	
Disposable	20	20	1	Pleated	2	\$	
Disposable	20	24	2	Pleated	4	\$	
Disposable	24	12	2	Pleated	8	\$	
Disposable	24	20	2	Pleated	200	\$	
Disposable	24	24	2	Pleated	312	\$	

Total \$

**Niles Center** 201 W. Square Lake Road - Troy, Michigan 48098

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	10	48	1	Flat	12	\$	\$
Disposable	10	60-1/2	1	Flat	24	\$	\$
Disposable	12	43	1	Flat	56	\$	\$
Disposable	12	60	2	Flat	1	\$	\$
Disposable	16	20	1	Flat	48	\$	\$
Disposable	20	20	1	Flat	4	\$	\$
Disposable	20	20	2	Pleated	32	\$	\$
Disposable	20	25	2	Pleated	8	\$	\$
Disposable	13-1/2	24	1	Flat	16	\$	\$
Disposable	15-1/4	77-1/2	1	Flat	12	\$	\$
Disposable	18	24	1	Flat	8	\$	\$

Total \$

**Barnard Elementary** 3601 Forge Drive - Troy, Michigan 48083

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	10	20	1	Flat	15	\$	\$
Disposable	10	60-1/2	1	Pleated	110	\$	\$
Disposable	14	20	1	Flat	30	\$	\$
Disposable	16	22-1/2	1	Flat	12	\$	\$
Disposable	16	24	1	Flat	12	\$	\$
Disposable	16	25	4	Pleated	6	\$	\$
Disposable	18-7/8	27-7/8	2	Flat	90	\$	\$
Disposable	21-1/2	22	1	Flat	30	\$	\$

Total \$

**Morse Elementary** 475 Cherry - Troy, Michigan 48083

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	5	12	1	Flat	6	\$	\$
Disposable	8	28	1	Flat	24	\$	\$
Disposable	8	32	1	Flat	5	\$	\$
Disposable	8	44	1	Flat	12	\$	\$
Disposable	12	24	2	Pleated	32	\$	\$
Disposable	16	16	2	Pleated	30	\$	\$
Disposable	20	20	2	Pleated	96	\$	\$
Disposable	20	25	2	Pleated	48	\$	\$
Disposable	13-1/2	53-1/2	1	Flat	60	\$	\$
Disposable	13-1/2	65-1/2	1	Flat	42	\$	\$
Disposable	28-1/2	29-1/2	2	Pleated	4	\$	\$

Total \$

**Costello Elementary** 1333 Hamman - Troy, Michigan 48085

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	8-1/2	21-1/4	1	Flat	8	\$	\$
Disposable	8-3/4	32	1	Flat	6	\$	\$
Disposable	9-3/4	34	1	Flat	4	\$	\$
Disposable	10	60-1/2	1	Flat	108	\$	\$
Disposable	16	20	2	Pleated	48	\$	\$
Disposable	16	25	2	Pleated	48	\$	\$
Disposable	16	25	4	Pleated	8	\$	\$
Disposable	20	24	2	Pleated	44	\$	\$
Disposable	20	25	2	Pleated	16	\$	\$
Trane Roll	21-3/8	65	2	Roll	4	\$	\$
Disposable	24	24	2	Pleated	16	\$	\$

Total \$

**Hamilton Elementary** 5625 Northfield Parkway - Troy, Michigan 48098

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	9	21	1	Flat	14	\$	\$
Disposable	10	60	1/2	Flat	132	\$	\$
Disposable	16	20	2	Flat	48	\$	\$
Disposable	16	25	2	Flat	8	\$	\$
Disposable	16	25	4	Pleated	4	\$	\$
Disposable	18	18	2	Flat	12	\$	\$
Disposable	18	24	2	Flat	12	\$	\$
Disposable	20	25	2	Flat	40	\$	\$

Total \$

**Hill Elementary** 4600 Forsyth - Troy, Michigan 48085

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	7	31	1	Flat	6	\$	\$
Disposable	8-1/2	21-1/4	1	Flat	2	\$	\$
Disposable	8-3/4	32	1	Flat	18	\$	\$
Disposable	9	36	1/2	Flat	12	\$	\$
Disposable	10	60-1/2	1	Flat	120	\$	\$
Disposable	12	24	2	Pleated	36	\$	\$
Disposable	14	25	1	Flat	12	\$	\$
Disposable	15	25	1	Flat	12	\$	\$
Disposable	16	25	1	Flat	8	\$	\$
Disposable	16	25	2	Pleated	72	\$	\$
Disposable	18	24	2	Pleated	16	\$	\$
Disposable	20	25	2	Flat	8	\$	\$
Disposable	28-1/2	29-1/2	2	Pleated	4	\$	\$

Total \$

**Schroeder Elementary** 3541 Jack Drive - Troy, Michigan 48084

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	8-1/2	30-1/4	1/2	Flat	8	\$	\$
Disposable	8-3/4	32	1	Flat	4	\$	\$
Disposable	10	60-1/2	1	Flat	96	\$	\$
Disposable	12	24	2	Pleated	114	\$	\$
Disposable	16	25	4	Pleated	8	\$	\$
Disposable	24	24	2	Pleated	220	\$	\$

Total \$

**Smith Middle School 5835 Donaldson - Troy, Michigan 48085**

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	8	26-1/2	1	Flat	8	\$	\$
Disposable	10	48-1/2	1	Flat	12	\$	\$
Disposable	10	60-1/2	1	Flat	60	\$	\$
Disposable	10	72	1	Flat	14	\$	\$
Hand Cut	10-1/2	85	1	Roll	2	\$	\$
Disposable	15	20	1	Pleated	16	\$	\$
Disposable	16	25	1	Pleated	44	\$	\$
Disposable	16	25	2	Pleated	144	\$	\$
Disposable	18	18	2	Pleated	12	\$	\$
Disposable	18	24	2	Pleated	20	\$	\$
Disposable	20	20	2	Pleated	24	\$	\$
Disposable	20	25	1	Pleated	64	\$	\$
Disposable	20	25	2	Pleated	48	\$	\$
Disposable	28-1/2	29-1/2	2	Pleated	4	\$	\$

Total \$

**Larson Middle School 2222 E. Long Lake Road - Troy, Michigan 48085**

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	12	24	2	Pleated	150	\$	\$
3-pkt. Eff 60%	12	24	18	Bag	144	\$	\$
Disposable	16	25	4	Pleated	8	\$	\$
Disposable	20	25	1	Flat	24	\$	\$
Disposable	24	24	2	Pleated	252	\$	\$
3-pkt. Eff 60%	24	24	18	Bag	252	\$	\$

Total \$

**International Academy East 1291 Torpey - Troy, Michigan 48083**

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	10	60-1/2	1	Pleated	48	\$	\$
Disposable	10	72	1	Pleated	42	\$	\$
Disposable	16	20	2	Pleated	24	\$	\$
Disposable	16	25	1	Pleated	22	\$	\$
Disposable	16	25	2	Pleated	116	\$	\$
Disposable	16	25	4	Pleated	8	\$	\$
Disposable	18	18	2	Pleated	24	\$	\$
Disposable	20	20	2	Pleated	36	\$	\$
Disposable	20	25	2	Pleated	24	\$	\$
Disposable	10	60	1	Pleated	6	\$	\$
Disposable	24	12	2	Pleated	4	\$	\$
Disposable	24	20	2	Pleated	4	\$	\$
Disposable	24	24	2	Pleated	8	\$	\$
Disposable	23-3/4	35-3/4	2	Pleated	8	\$	\$

Total \$

**Bemis Elementary 3571 Northfield Parkway - Troy, Michigan 48084**

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	10	20	1	Flat	12	\$	\$
Disposable	10	60-1/2	1	Pleated	132	\$	\$
Disposable	14	20	1	Flat	24	\$	\$
Disposable	16	22-1/2	1	Flat	8	\$	\$
Disposable	16	24	1	Flat	8	\$	\$
Disposable	18-7/8	27-7/8	2	Flat	72	\$	\$
Disposable	22	22	1	Flat	32	\$	\$
Disposable	28-1/2	29-1/2	2	Pleated	8	\$	\$

Total \$

**Leonard Elementary** 4401 Tallman - Troy, Michigan 48085

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	8	20	1	Flat	8	\$	\$
Disposable	8	21	1	Flat	4	\$	\$
Disposable	8	28	1	Flat	8	\$	\$
Disposable	8	44	1	Flat	16	\$	\$
Disposable	12	24	2	Pleated	32	\$	\$
Disposable	15	65	1	Flat	6	\$	\$
Disposable	16	25	1	Flat	8	\$	\$
Disposable	20	20	2	Pleated	60	\$	\$
Disposable	13-1/2	41-1/2	1	Flat	12	\$	\$
Disposable	13-1/2	65-1/2	1	Flat	114	\$	\$
Disposable	13-1/2	77-1/2	1	Flat	30	\$	\$
Disposable	28-1/2	29-1/2	2	Pleated	4	\$	\$

Total \$

**Boulan Park Middle School** 3570 Northfield Parkway - Troy, Michigan 48084

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	12	24	2	Pleated	150	\$	\$
3-pkt, Eff 60%	12	24	18	Bag	144	\$	\$
Disposable	16	25	4	Pleated	8	\$	\$
Disposable	20	25	1	Flat	24	\$	\$
Disposable	24	24	2	Pleated	252	\$	\$
3-pkt, Eff 60%	24	24	18	Bag	252	\$	\$

Total \$

**Martell Elementary** 5666 Livernois - Troy, Michigan 48098

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	8	33-1/4	1/2	Flat	2	\$	\$
Disposable	8-1/2	21-1/4	1	Flat	4	\$	\$
Disposable	8-3/4	32	1	Flat	12	\$	\$
Disposable	9-3/4	34	1	Flat	2	\$	\$
Disposable	10	36	1	Flat	2	\$	\$
Disposable	10	60-1/2	1	Flat	120	\$	\$
Disposable	12	24	2	Pleated	12	\$	\$
Disposable	16	25	4	Pleated	8	\$	\$
Disposable	18	18	2	Pleated	60	\$	\$
Disposable	20	24	2	Pleated	12	\$	\$
Disposable	24	18	2	Pleated	36	\$	\$
Disposable	24	24	2	Pleated	36	\$	\$
Trane Roll	21-3/8	65	2	Roll	174	\$	\$

Total \$

**Service Building** 4420 Livernois - Troy, Michigan 48098

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	16	20	2	Pleated	36	\$	\$
Disposable	16	20	4	Pleated	12	\$	\$
Disposable	20	25	2	Pleated	48	\$	\$
Disposable	24	24	4	Pleated	12	\$	\$

Total \$

**Troy High School** 4777 Northfield Parkway - Troy, Michigan 48098

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	8-1/2	25-3/4	3/4	Flat	8	\$	\$
Disposable	8-1/2	30-1/2	3/4	Flat	16	\$	\$
Disposable	8-1/2	43-3/4	3/4	Flat	14	\$	\$
Disposable	9-3/4	34	3/4	Flat	4	\$	\$
Disposable	9-3/4	45-3/4	3/4	Flat	4	\$	\$
Disposable	12	24	2	Pleated	8	\$	\$
Disposable	16	20	1	Flat	20	\$	\$
Disposable	16	20	2	Pleated	90	\$	\$
Disposable	16	25	2	Pleated	56	\$	\$
Disposable	20	20	2	Pleated	96	\$	\$
Disposable	20	24	2	Pleated	4	\$	\$
Disposable	20	25	2	Pleated	1258	\$	\$
Disposable	24	24	2	Pleated	12	\$	\$

Total \$

**Wass Elementary** 2340 Willard - Troy, Michigan 48085

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	10	20	1	Flat	12	\$	\$
Disposable	10	60-1/2	1	Flat	132	\$	\$
Disposable	14	20	1	Flat	24	\$	\$
Disposable	18	24	1	Flat	8	\$	\$
Disposable	16	22-1/2	1	Flat	16	\$	\$
Disposable	22	22	1	Flat	32	\$	\$
Disposable	28-1/2	29-1/2	2	Pleated	52	\$	\$
Disposable	9	54	1	Flat	20	\$	\$

Total \$

**Wattles Elementary** 3555 Ellenboro - Troy, Michigan 48083

Filter Description	Filter Size - Inches			Media Type	Annual Total	Unit Price Per Filter	Package Price
	H	W	D				
Disposable	10	20	1	Flat	28	\$	\$
Disposable	10	60-1/2	1	Flat	120	\$	\$
Disposable	14	20	1	Flat	8	\$	\$
Disposable	16	22	3/4	Flat	4	\$	\$
Disposable	16	25	4	Pleated	4	\$	\$
Disposable	18	18	2	Pleated	20	\$	\$
Disposable	18	20	2	Pleated	8	\$	\$
Disposable	20	24	1	Flat	8	\$	\$
Disposable	39	9	1	Flat	32	\$	\$
Disposable	22	22	1	Flat	20	\$	\$

Total \$



**DUE:** 2:00 p.m., Tuesday, April 22, 2014  
**PROPOSAL:** BID NO. 9775 Air Filters

**PROPOSAL FORM**

We propose to furnish and deliver Air Filters for Troy Schools in accordance with the specifications:

	2014	2015
<b>Totals</b>	_____	_____

BIDDER'S FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX # \_\_\_\_\_

SIGNED BY \_\_\_\_\_ TITLE \_\_\_\_\_

TYPED NAME \_\_\_\_\_ DATE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT**

All Vendor/Contractor(s) submitting proposals must provide familial disclosure and attach this information to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or key employee of the vendor submitting a proposal and any member of the Troy School Board or the Troy School Superintendent. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

The members of Troy School Board are: Nancy Philippart, Todd Miletti, Paula Fleming, Ida Edmunds, Wendy Underwood, Gary Hauff and Karl Schmidt. The Troy Schools Superintendent is Dr. Barbara Fowler.

**The following are the familial relationship(s):**

	<u>Owner/Employee Name</u>	<u>Related to:</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Attach additional pages if necessary to disclose familial relationships.

**There is no familial relationship that exists** between the owner or key employee of the Vendor/Contractor(s) submitting a proposal and any member of the Troy School Board, or the Troy Schools Superintendent.

INDIVIDUAL/FIRM NAME \_\_\_\_\_

BY (SIGNATURE) \_\_\_\_\_

PRINTED NAME AND TITLE \_\_\_\_\_

Subscribed and sworn before me, this \_\_\_\_\_

Seal:

day of \_\_\_\_\_, 20 \_\_\_\_, a Notary Public

in and for \_\_\_\_\_ County, \_\_\_\_\_

\_\_\_\_\_  
 (Signature)  
 NOTARY PUBLIC

My Commission expires \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named Company, pursuant to the compliance certification requirement provided in Troy School District’s Request For Proposal, the “RFP”, hereby certifies, represents, and warrants that the Company and its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Troy School District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Troy School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## Acceptance of Proposal

The undersigned agrees to execute a Contract for work covered by this Proposal provided that he is notified of its acceptance within thirty days after the opening of the Proposal.

It is agreed that this bid will not be withdrawn until after forty-five (45) days after receipt of bids.

The undersigned affirms that the bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder(s) to maintain the prices of indicated work or prevent any other bidder(s) from bidding the work.

BIDDER'S FIRM NAME

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BUSINESS ADDRESS

---

---

TELEPHONE NUMBER

---

FAX NUMBER

---

BY (SIGNATURE)

---

PRINTED NAME

---

TITLE

---

SIGNED THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

E-MAIL ADDRESS

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Purchasing Department  
Facility Operations

**BID 9775**

**RE: Air Filters**

<p><b>ADDENDUM #1 – April 15, 2014</b></p>
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The Bidding Documents are modified, supplemented or augmented as follows, and this Addendum is hereby made a part of the proposed Contract Documents.

**Question #1**

On the flat media type you say no polyester media will be accepted. We sold you polyester media in 2013, is polyester still accepted? Also, flat filter should be 40%, neither polyester or fiberglass is rated at 40%?

**Answer #1**

The flat media type of polyester is acceptable for this application and the 40% rating is an industry standard and you are welcome to provide an alternate in your pricing however, a sample may be required.

**Question #2**

You ask for the 24" or larger filters to be reinforced, do you want both the pleated and the fiberglass filters. What type of additional support do you want?

**Answer #2**

All filters 24" or larger must be reinforced to provide additional support.