



**INVITATION TO BID  
BID NO. 9760  
AIR FILTERS  
FOR TROY SCHOOL DISTRICT**

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

Your proposal marked “**Air Filters**” must be delivered no later than 2 p.m., Tuesday, May 28, 2013, 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, Tuesday, May 21 2013, 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 for Troy Schools, 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, May 28, 2013, 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, Tuesday, May 28, 2013, 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 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 one period of time, for several school locations, for the Troy School District.

### TAXES

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

### 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 June 18, 2013 at the regular monthly meeting of the Board of Education.

### 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.

DELIVERY

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

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 June, 2014 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.

<p><u>MATERIAL SAFETY DATA SHEETS</u> Troy Schools expects <u>MATERIAL SAFETY DATA SHEETS</u> for all appropriate materials <u>ATTACHED TO THE INVOICE</u> 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.</p>
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**Troy School District**  
**Air Filters**  
**Bid # 9760**

**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, 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. Bid pricing should be done by site. Total filters by size, by Location are listed to the right of the spreadsheet in the “Filters Needed” column
- M. For the purpose of bid equity, the total filter order by size can be raised to the next case.
- N. Glued filters will also be stitched or stapled at the corners.

# **EXHIBIT 1**

## **Troy School District Air Filters Delivery Locations**

### **High Schools**

Athens High School  
4333 John R  
Troy, MI 48085

Troy High School  
4777 Northfield Parkway  
Troy, MI 48098

International Academy East  
1291 Torpey  
Troy, MI 48083

### **Middle Schools**

Baker Middle School  
1359 Torpey  
Troy, MI 48083

Larson Middle School  
2222 E. Long Lake  
Troy, MI 48085

Boulan Park Middle School  
3570 Northfield Parkway  
Troy, MI 48084

Smith Middle School  
5835 Donaldson  
Troy, MI 48085

### **Elementary Schools**

Barnard Elementary  
3601 Forge Dr  
Troy, MI 48083

Martell Elementary  
5666 Livernois  
Troy, MI 48098

Bemis Elementary  
3571 Northfield Parkway  
Troy, MI 48084

Morse Elementary  
475 Cherry  
Troy, MI 48083

Costello Elementary  
1333 Hamman  
Troy, MI 48085

Schroeder Elementary  
3541 Jack Dr  
Troy, MI 48084

Hamilton Elementary  
5625 Northfield Parkway  
Troy, MI 48098

Troy Union Elementary  
1340 E. Square Lake Rd  
Troy, MI 48085

Hill Elementary  
4600 Forsyth  
Troy, MI 48085

Wass Elementary  
2340 Willard  
Troy, MI 48085

Leonard Elementary  
4401 Tallman  
Troy, MI 48085

Wattles Elementary  
3555 Ellenboro  
Troy, MI 48083

**EXHIBIT 1 Con't**

**Troy School District  
Air Filters Delivery Locations**

**Other Locations**

Troy School District  
Administrative Center  
4400 Livernois  
Troy, MI 48098

Troy School District  
Service Center  
4420 Livernois  
Troy, MI 48098

Troy School District  
Transportation Dept.  
120 Hart  
Troy, MI 48098

Niles Center  
201 W. Square Lake Rd.  
Troy, MI 48098

Locations	Filter Size			Filter Description	Media Type	Filters Needed	Unit Price	Extended Amount
	H	W	T/D					
<b>Administration Center</b>	12	x 24	x 2	Throw Aways	Pleated	30		
	12	x 24	x 20	6-pkt, Eff 60%	Bag	10		
	24	x 24	x 2	Throw Aways	Pleated	30		
	24	x 24	x 20	3-pkt, Eff 60%	Bag	<u>10</u>		
<b>Total</b>						<b>80</b>		
<b>Athens High School</b>	8 1/4	x 19 7/8	x 1	Throw Aways	Flat	6		
	8 1/4	x 27 7/8	x 1	Throw Aways	Flat	7		
	8 1/4	x 31 7/8	x 1	Throw Aways	Flat	7		
	8 7/8	x 33 3/8	x 1	Throw Aways	Flat	3		
	12	x 24	x 2	Throw Aways	Pleated	3		
	16	x 20	x 2	Throw Aways	Pleated	50		
	16	x 25	x 2	Throw Aways	Pleated	92		
	16	x 25	x 4	Throw Aways	Pleated	2		
	20	x 20	x 1	Throw Aways	Flat	4		
	20	x 20	x 2	Throw Aways	Pleated	40		
	20	x 25	x 2	Throw Aways	Pleated	174		
	29 1/2	x 28 1/2	x 2	Throw Aways	Pleated	2		
	31 3/8	x 65	x 2	Trane Roll	Roll	7		
	35 3/8	x 65	x 2	Trane Roll	Roll	4		
	45 3/8	x 65	x 2	Trane Roll	Roll	6		
	59 3/4	x 65	x 2	Trane Roll	Roll	<u>2</u>		
<b>Total</b>						<b>409</b>		
<b>Barnard Elementary</b>	10	x 20	x 1	Throw Aways	Flat	9		
	10	x 60 1/2	x 1	Throw Aways	Flat	88		
	14	x 20	x 1	Throw Aways	Flat	24		
	16	x 22 1/2	x 1	Throw Aways	Flat	12		
	16	x 24	x 1	Throw Aways	Flat	6		
	16	x 25	x 4	Throw Aways	Pleated	6		
	18 7/8	x 27 7/8	x 2	Throw Aways	Pleated	45		
	21 1/2	x 22	x 1	Throw Aways	Flat	<u>24</u>		
<b>Total</b>						<b>214</b>		

Locations	Filter Size			Filter Description	Media Type	Filters Needed	Unit Price	Extended Amount
	H	W	T/D					
<b>Bemis Elementary</b>	10	x 20	x 1	Throw Aways	Flat	9		
	10	x 60 1/2	x 1	Throw Aways	Flat	88		
	14	x 20	x 1	Throw Aways	Flat	18		
	16	x 22 1/2	x 1	Throw Aways	Flat	12		
	16	x 24	x 1	Throw Aways	Flat	6		
	18 7/8	x 27 7/8	x 2	Throw Aways	Pleated	45		
	21 1/2	x 22	x 1	Throw Aways	Flat	18		
	28 1/2	x 29 1/2	x 2	Throw Aways	Pleated	<u>3</u>		
<b>Total</b>						<b>199</b>		
<b>Baker Middle School</b>	9 3/4	x 34	x 1	Throw Aways	Flat	14		
	12	x 52	x 1	Throw Aways	Flat	8		
	16	x 25	x 2	Throw Aways	Pleated	20		
	20	x 16	x 2	Throw Aways	Pleated	4		
	20	x 20	x 1	Throw Aways	Flat	1		
	20	x 24	x 2	Throw Aways	Pleated	2		
	24	x 12	x 2	Throw Aways	Pleated	4		
	24	x 20	x 2	Throw Aways	Pleated	96		
	24	x 24	x 2	Throw Aways	Pleated	<u>156</u>		
<b>Total</b>						<b>305</b>		
<b>Boulan Park Middle School</b>	12	x 24	x 2	Throw Aways	Pleated	72		
	12	x 24	x 20	3-pkt, Eff 60%	Bag	36		
	16	x 25	x 4	Throw Aways	Pleated	4		
	20	x 25	x 1	Throw Aways	Flat	12		
	24	x 24	x 2	Throw Aways	Pleated	126		
	24	x 24	x 20	3-pkt, Eff 60%	Bag	<u>63</u>		
<b>Total</b>						<b>313</b>		
<b>Costello Elementary</b>	8 1/2	x 21 1/4	x 1	Throw Aways	Flat	8		
	8 3/4	x 32	x 1	Throw Aways	Flat	6		
	9 3/4	x 34	x 1	Throw Aways	Flat	2		
	10	x 60 1/2	x 1	Throw Aways	Flat	90		
	16	x 20	x 2	Throw Aways	Pleated	24		
	16	x 25	x 4	Throw Aways	Pleated	28		
	20	x 24	x 2	Throw Aways	Pleated	22		

Locations	Filter Size			Filter Description	Media Type	Filters Needed	Unit Price	Extended Amount
	H	W	T/D					
	20	x 25	x 2	Throw Aways	Pleated	8		
	24	x 24	x 2	Throw Aways	Pleated	8		
	21-3/8	x 65	x 2	Trane	Roll	<u>2</u>		
<b>Total</b>						<b>198</b>		
<b>Hamilton Elementary</b>	9	x 21	x 1	Throw Aways	Flat	10		
	10	x 60	x 1/2	Throw Aways	Flat	72		
	16	x 20	x 2	Throw Aways	Pleated	48		
	16	x 25	x 4	Throw Aways	Pleated	8		
	18	x 18	x 2	Throw Aways	Pleated	9		
	18	x 24	x 2	Throw Aways	Pleated	9		
	20	x 25	x 2	Throw Aways	Pleated	<u>20</u>		
<b>Total</b>						<b>176</b>		
<b>Hill Elementary</b>	7	x 31	x 1	Throw Aways	Flat	3		
	8 1/2	x 21 1/4	x 1	Throw Aways	Flat	2		
	8 3/4	x 32	x 1	Throw Aways	Flat	18		
	9	x 36	x 1/2	Throw Aways	Flat	8		
	10	x 60 1/2	x 1	Throw Aways	Flat	80		
	12	x 24	x 2	Throw Aways	Pleated	36		
	14	x 25	x 1	Throw Aways	Flat	9		
	15	x 25	x 1	Throw Aways	Flat	9		
	16	x 25	x 1	Throw Aways	Flat	3		
	16	x 25	x 2	Throw Aways	Pleated	36		
	18	x 24	x 2	Throw Aways	Pleated	12		
	20	x 25	x 2	Throw Aways	Pleated	6		
	28 1/2	x 29 1/2	x 2	Throw Aways	Pleated	<u>3</u>		
<b>Total</b>						<b>225</b>		
<b>International Academy East</b>	10	x 60 1/2	x 1	Throw Aways	Flat	44		
	10	x 72	x 1	Throw Aways	Flat	28		
	16	x 20	x 2	Throw Aways	Pleated	12		
	16	x 25	x 1	Throw Aways	Flat	22		
	16	x 25	x 2	Throw Aways	Pleated	116		
	16	x 25	x 4	Throw Aways	Pleated	8		
	17 7/8	17 7/8	2	Throw Aways	Pleated	18		

Locations	Filter Size			Filter Description	Media Type	Filters Needed	Unit Price	Extended Amount	
	H	W	T/D						
	20		20		2	Throw Aways	Pleated	36	
	20		25		2	Throw Aways	Pleated	24	
	23 3/4	x	35 3/4	x	2	Throw Aways	Pleated	16	
	24		12		2	Throw Aways	Pleated	4	
	24		20		2	Throw Aways	Pleated	4	
	24		24		2	Throw Aways	Pleated	4	
<b>Total</b>								<b>336</b>	
<b>Larson Middle School</b>									
	12	x	24	x	2	Throw Aways	Pleated	72	
	12	x	24	x	20	3-pkt, Eff 60%	Bag	36	
	16	x	25	x	4	Throw Aways	Pleated	4	
	20	x	25	x	1	Throw Aways	Flat	12	
	24	x	24	x	2	Throw Aways	Pleated	126	
	24	x	24	x	20	3-pkt, Eff 60%	Bag	63	
<b>Total</b>								<b>313</b>	
<b>Leonard Elementary</b>									
	8	x	20	x	1	Throw Aways	Flat	4	
	8	x	21	x	1	Throw Aways	Flat	2	
	8	x	28	x	1	Throw Aways	Flat	6	
	8	x	44	x	1	Throw Aways	Flat	5	
	12	x	24	x	2	Throw Aways	Pleated	48	
	15	x	65	x	1	Throw Aways	Flat	1	
	16	x	25	x	1	Throw Aways	Flat	6	
	20	x	20	x	2	Throw Aways	Pleated	60	
	13-1/2	x	41-1/2	x	1	Throw Aways	Flat	6	
	13-1/2	x	65-1/2	x	1	Throw Aways	Flat	57	
	13-1/2	x	77-1/2	x	1	Throw Aways	Flat	15	
	28-1/2	x	29-1/2	x	2	Throw Aways	Pleated	3	
<b>Total</b>								<b>213</b>	
<b>Martell Elementary</b>									
	8	x	33 1/4	x	1/2	Throw Aways	Flat	2	
	8 1/2	x	21 1/4	x	1	Throw Aways	Flat	4	
	8 3/4	x	32	x	1	Throw Aways	Flat	12	
	9 3/4		34		1	Throw Aways	Flat	2	
	10	x	36	x	1	Throw Aways	Flat	2	
	10	x	60 1/2	x	1	Throw Aways	Flat	80	

Locations	Filter Size			Filter Description	Media Type	Filters Needed	Unit Price	Extended Amount
	H	W	T/D					
	12	x 24	x 2	Throw Aways	Pleated	12		
	16	x 25	x 4	Throw Aways	Pleated	4		
	18	X 18	X 2	Throw Aways	Pleated	60		
	20	x 24	x 2	Throw Aways	Pleated	9		
	24	X 18	x 2	Throw Aways	Pleated	36		
	24	x 24	x 2	Throw Aways	Pleated	30		
	21-3/8	x 65	x 2	Trane	Roll	<u>1</u>		
<b>Total</b>						<b>254</b>		
<b>Morse Elementary</b>								
	8	x 28	x 1	Throw Aways	Flat	24		
	8	x 32	x 1	Throw Aways	Flat	5		
	8	44	1	Throw Aways	Flat	18		
	12	24	2	Throw Aways	Pleated	48		
	16	x 16	x 2	Throw Aways	Pleated	30		
	20	x 20	x 2	Throw Aways	Pleated	96		
	20	x 25	x 2	Throw Aways	Pleated	48		
	13-1/2	x 53-1/2	x 1	Throw Aways	Flat	60		
	13-1/2	x 65-1/2	x 1	Throw Aways	Flat	42		
	28-1/2	x 29-1/2	x 2	Throw Aways	Pleated	<u>3</u>		
<b>Total</b>						<b>374</b>		
<b>Niles Center</b>								
	10	x 48	x 1	Throw Aways	Flat	3		
	10	x 60-1/2	x 1	Throw Aways	Flat	3		
	12	x 43	x 1	Throw Aways	Flat	3		
	12	x 60	x 2	Throw Aways	Flat	1		
	16	x 20	x 1	Throw Aways	Flat	18		
	20	x 20	x 1	Throw Aways	Flat	2		
	20	x 20	x 2	Throw Aways	Pleated	16		
	20	x 25	x 2	Throw Aways	Pleated	16		
	13-1/2	x 24	x 1	Throw Aways	Flat	12		
	15-1/4	x 77-1/2	x 1	Throw Aways	Flat	6		
	17-1/2	x 23-1/2	x 1	Throw Aways	Flat	4		
<b>Total</b>						<b>84</b>		

Locations	Filter Size			Filter Description	Media Type	Filters Needed	Unit Price	Extended Amount
	H	W	T/D					
<b>Schroeder Elementary</b>	8 1/2	x 30 1/4	x 1/2	Throw Aways	Flat	8		
	8 3/4	x 32	x 1	Throw Aways	Flat	4		
	10	x 60 1/2	x 1	Throw Aways	Flat	32		
	12	24	2	Throw Aways	Pleated	55		
	16	x 25	x 4	Throw Aways	Pleated	4		
	24	24	2	Throw Aways	Pleated	110		
<b>Total</b>						<b>213</b>		
<b>Services Center</b>	16	20	4	Throw Aways	Pleated	24		
	20	x 25	x 2	Throw Aways	Pleated	24		
	24	x 24	x 4	Throw Aways	Pleated	6		
<b>Total</b>						<b>54</b>		
<b>Smith Middle School</b>	8	x 26 1/2	x 1	Throw Aways	Flat	4		
	10	x 48 1/2	x 1	Throw Aways	Flat	6		
	10	x 60 1/2	x 1	Throw Aways	Flat	24		
	10	x 72	x 1	Throw Aways	Flat	5		
	10 1/2	x 85	x 1	hand cut	roll	1		
	15	x 20	x 1	Throw Aways	Flat	8		
	16	25	1	Throw Aways	Flat	22		
	16	x 25	x 2	Throw Aways	pleated	72		
	17	17	2	Throw Aways	pleated	6		
	18	24	2	Throw Aways	pleated	10		
	20	x 20	x 2	Throw Aways	pleated	12		
	20	x 25	x 1	Throw Aways	Flat	32		
	20	x 25	x 2	Throw Aways	pleated	24		
	28 1/2	x 29 1/2	x 2	Throw Aways	pleated	2		
<b>Total</b>						<b>228</b>		
<b>Troy High School</b>	8 1/2	x 25 3/4	x 3/4	Throw Aways	Flat	4		
	8 1/2	x 30 1/2	x 3/4	Throw Aways	Flat	7		
	8 1/2	x 43 3/4	x 3/4	Throw Aways	Flat	6		
	9 3/4	33 3/4	3/4	Throw Aways	Flat	1		
	9 3/4	x 34	x 3/4	Throw Aways	Flat	1		
	9 3/4	45 3/4	3/4	Throw Aways	Flat	1		
	12	24	2	Throw Aways	Pleated	4		

Locations	Filter Size			Filter Description	Media Type	Filters Needed	Unit Price	Extended Amount	
	H	W	T/D						
	16	x	20	x	1	Throw Aways	Flat	8	
	16	x	20	x	2	Throw Aways	Pleated	36	
	16	x	25	x	2	Throw Aways	Pleated	28	
	20	x	20	x	2	Throw Aways	Pleated	48	
	20		24		2	Throw Aways	Pleated	2	
	20	x	25	x	2	Throw Aways	Pleated	586	
	24		24		2	Throw Aways	Pleated	<u>6</u>	
<b>Total</b>								<b>738</b>	
<b>Transporation Department</b>									
	16	x	25	x	2	Throw Aways	Pleated	6	
	20	x	20	x	2	Throw Aways	Pleated	<u>16</u>	
<b>Total</b>								<b>22</b>	
<b>Troy Union Elementary</b>									
	8	x	44	x	1	Throw Aways	Flat	2	
	9 3/4		34		1	Throw Aways	Flat	2	
	10	x	48-1/2	x	1	Throw Aways	Flat	8	
	10	x	60-1/2	x	1	Throw Aways	Flat	24	
	16	x	25	x	4	Throw Aways	Pleated	2	
	20	x	20	x	2	Throw Aways	Pleated	12	
	20	x	25	x	2	Throw Aways	Pleated	60	
	24	x	24	x	2	Throw Aways	Pleated	24	
	13-1/2	x	77-1/2	x	1	Throw Aways	Flat	<u>6</u>	
<b>Total</b>								<b>140</b>	
<b>Wass Elementary</b>									
	10	x	20	x	1	Throw Aways	Flat	6	
	10	x	60	x	1	Throw Aways	Flat	138	
	14		20		2	Throw Aways	Flat	12	
	16	x	20	x	1	Throw Aways	Flat	9	
	16	x	25	x	4	Throw Aways	Pleated	4	
	18	x	25	x	1	Throw Aways	Flat	6	
	18	x	32	x	1	Throw Aways	Flat	15	
	30	x	42	x	1	Throw Aways	Flat	<u>24</u>	
<b>Total</b>								<b>214</b>	

Locations	Filter Size			Filter Description	Media Type	Filters Needed	Unit Price	Extended Amount
	H	W	T/D					
<b>Wattles Elementary</b>	10	x 20		1	Throw Aways	Flat	20	
	10	x 20	x	1	Throw Aways	Flat	12	
	10	x 60 3/8	x	1	Throw Aways	Flat	2	
	10	x 60 3/8	x	1	Throw Aways	Flat	2	
	14	x 20	x	1	Throw Aways	Flat	2	
	16	x 22	x	3/4	Throw Aways	Flat	2	
	16	x 25	x	4	Throw Aways	Pleated	2	
	17	x 17	x	2	Throw Aways	Pleated	2	
	18	x 20	x	2	Throw Aways	Pleated	2	
	20	x 24	x	1	Throw Aways	Flat	4	
	22	x 22	x	1	Throw Aways	Flat	<u>10</u>	
<b>Total</b>							<b>60</b>	



**DUE:** 2:00 p.m., Tuesday, May 28 , 2013  
**PROPOSAL:** BID NO. 9760 Air Filters

**PROPOSAL FORM**

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

Grand Total \$ \_\_\_\_\_

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 \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

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

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

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



Purchasing Department  
Facility Operations

**BID 9760**

**RE: Air Filters**

<p><b>ADDENDUM #1 – May 21, 2013</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**

The bid specifications delivery locations are F.O.B. Troy School District, is this the warehouse location?

**Answer #1**

The delivery locations are F.O.B., Troy School District, shipped directly to the individual school locations as listed in Exhibit 1 of the bid package.

**Question #2**

Bid requires freight to be included, please clarify frequency of filter deliveries, for example, monthly, quarterly, ect.?

**Answer #2**

The delivery frequency will be half of the filter requirements in the Fall of 2013 and the required balance in the Spring of 2014.

**Bid Tabulation**  
**BID 9760- Air Filters**

Vendor		Total	
Air Filter & Equipment Inc/DBA: Exfil		\$ 20,765.95	
Filter Engineering Corporation		\$ 19,229.96	
MidWest Air Filter - Detroit		\$ 16,781.16	
Total Filtration Services, Inc.		\$ 19,359.71	
Tri-Dim Filter Corporation		\$ 16,817.60	