

REQUEST FOR QUOTATION	<b>TROY SCHOOL DISTRICT</b> <b>1140 RANKIN, TROY, MICHIGAN 48083</b> <b>248-823-4027</b> <b>FAX: 248-823-4077</b>	REQUISITION
No. <b>9735</b>		
DUE DATE <b>05/21/12</b> NO LATER THAN <b>3:00 p.m.</b>		DATE <b>05/07/12</b>

**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 <b>PLAYGROUND PROJECT - LOOSE FILL SURFACING MATERIAL INSTALLATION.</b></p> <p style="text-align: center;"> <b>Copies of the bid are available at:</b>  <a href="http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</a> </p> <p style="text-align: center;"> <b>Bid recaps will be available at:</b>  <a href="http://troy.k12.mi.us/purchasing/index.htm">troy.k12.mi.us/purchasing/index.htm</a> </p> <p style="text-align: center;"><b><u>FACSIMILE BID IS NOT ACCEPTABLE</u></b></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 3:00 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



**TROY SCHOOL DISTRICT  
PLAYGROUND PROJECT - LOOSE FILL SURFACING MATERIAL INSTALLATION.  
BID #9735**

**Part 1-General**

**1.01 WORK SCOPE**

- A. Provide labor, materials, and equipment necessary to complete the following:
  - Removal of vegetation inside play structures borders.
    - No chemicals of any type allowed without approval from Troy School District
    - All applications must meet State of Michigan IPM requirements.
  - Remove decaying material if unstable and can't support the shock absorbency required. If the existing material is stable, turnover (3 to 4 inches below surface) and level before adding new loose-fill materials. If the proper drop zone levels can't be obtained without the removal of the soil or contaminated materials, you will be required to document this information in your bid package and price.
  - Provide a uniform layer (depth) of approved ASTM and CPSC materials that meets the critical height requirements of surrounding play structures.
- B. Repair any and all areas damaged during the prep, removal and/or installation of materials. Make sure to take every precaution to safely perform each step of the process without harming humans, wildlife or the surrounding environment. Any damage to structures, sidewalks, curbs, grass, street pavement, etc will be repaired and/or replaced with like materials at the contractor's expense.
- C. All debris removed must be disposed of in accordance with all local, state and federal guideline, at the contractor's expense.

**1.02 SCHEDULING**

- A. The completion date for the project is 22 August 2012. Project start date will be determined based on approval by the Troy School District Board of Education and after students have been dismissed for summer recess.
- B. If awarded the bid, your company will be required to provide a timeline outlining the project from start to finish (estimate based on normal weather conditions).

**Part 2 – Material**

**2.01 PRODUCT INFORMATION**

- A. Materials must be compatible with loose-fill surface material already in place.
- B. Samples of each product must be part of the bid package and in compliance with ASTM and CPSC guidelines.

**Part 3 – Execution**

**3.01 INSPECTION**

- A. Once the installation is completed the company rep will be required to walk each site with the Executive Director (Kenneth D. Miller) for final approval.

### **3.02 SAFETY GUIDELINES**

- A. It is recommended that you walk each site to verify scope of work, hazardous conditions that may exist and to determine what safety precautions that will need to be taken to ensure the safety and wellbeing of all parties involved.
- B. During normal school hours, all bidders will be required to check in with the main office at each of the sites before entering school playgrounds and/or property.**
- C. During the project the contractor will be required to maintain a safety zone (barrier) around areas to be serviced at all times. Safety zones will be required if areas are not completed before departing or left unattended during the day.
- D. You will be required to check with and receive approval from the Executive Director prior to the start of each project to store materials or create a staging area for heavy equipment and trailers.
- E. The contractor will be solely responsible and abide by all federal, state, and local laws pertaining to the safety of all employees and observers, and will maintain workers compensation as required.

### **3.03 QUALITY ASSURANCE**

- A. Work areas must be kept safe, clean and organized at all times.
- B. Contractor will be responsible for any and all damage caused during the installation process.
- C. Hours of work will require prior approval from the Executive Director (Kenneth D. Miller) and are based on the City of Troy local code guidelines and school events.

### **LOCATIONS:**

<b>Barnard Elementary</b> 3601 Forge Drive Troy, Michigan 48083	<b>Bemis Elementary</b> 3571 Northfield Parkway Troy, Michigan 48084	<b>Costello Elementary</b> 1333 Hamman Troy, Michigan 48085
<b>Hamilton Elementary</b> 5625 Northfield Parkway Troy, Michigan 48098	<b>Hill Elementary</b> 4600 Forsyth Troy, Michigan 48085	<b>Leonard Elementary</b> 4401 Tallman Troy, Michigan 48085
<b>Martell Elementary</b> 5666 Livernois Troy, Michigan 48098	<b>Morse Elementary</b> 475 Cherry Troy, Michigan 48083	<b>Schroeder Elementary</b> 3541 Jack Drive Troy, Michigan 48084
<b>Troy Union Elementary</b> 1340 E. Square Lake Road Troy, Michigan 48085	<b>Wass Elementary</b> 2340 Willard Troy, Michigan 48085	<b>Wattles Elementary</b> 3555 Ellenboro Troy, Michigan 48083

<b>Athens High School</b> 4333 John R. Troy, Michigan 48085	<b>Niles Center</b> 201 W. Square Lake Road Troy, Michigan 48098
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