

REQUEST FOR QUOTATION	<h1>TROY SCHOOL DISTRICT</h1> <p>1140 RANKIN, TROY, MICHIGAN 48083</p> <p>248-823-4050</p> <p>FAX: 248-823-4051</p>	
No. 9725		
DUE DATE NO LATER THAN 2/21/12 3 p.m.		DATE 2/6/2012

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 AIR FILTERS</p> <p style="text-align: center;">Copies of the bid are available at:</p> <p style="text-align: center;">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm (left column)</p> <p style="text-align: center;">Bid recaps will be available at:</p> <p style="text-align: center;">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm (right column)</p> <p><i>FACSIMILE BID IS NOT ACCEPTABLE</i></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

Note: All bidders are specifically reminded that a completed Affidavit of Bidder (Familial Disclosure) MUST be completed and submitted with the bid response. Failure to include a completed copy will be grounds for disqualification of bid. The Affidavit of Bidder is required to be notarized for construction bids only. All others only require completion and signature.

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 _____, 2012, by _____.

,Notary Public

_____County, Michigan

My Commission Expires: _____

Acting in the County of: _____

Troy School District
Air Filters
Bid #9725

SPECIFICATIONS

- ❖ For media type “FLAT”, the media material should be fiberglass or scrim-back fiberglass. Polyester media is NOT acceptable.
- ❖ For media type “FLAT” – “bottle-cap” metal retainers are NOT acceptable as they cause injury during installation and removal.
- ❖ All one inch (1”) thick filters are the flat type, unless otherwise indicated on the attached breakdown by building document.
- ❖ All two inch (2”) and thicker filters will be pleated, also known as Z-Line, not flat.
- ❖ All filter deliveries and invoices must:
 - Show actual item count by type and size
 - Be verified by recipient signature and date
 - Copies of all signed packing slips are to be returned to Maintenance and Operations by vendor **BEFORE** payments will be authorized.
- ❖ Shipments to each building **MUST be delivered as a complete order**. NO partials or split shipments.
- ❖ Minimum filter efficiency should be Flat Filters 40%, Bag Filters 60% and 6-Pocket Pleated Filters 60%.
- ❖ For media type “ROLL – Trane Pleated”, the metal end cores must be aligned to each other for “auto-roll” use.
- ❖ Larger filters (24” and above) are to be reinforced so as not to collapse on the racks.
- ❖ It is understood that “standard” sized filters will be delivered in whole-case lots to the next higher filter count.
- ❖ It is understood that “non-standard” sized filters will be delivered in minimum counts of ten (10) per site.
- ❖ Bid pricing should be done by site. Total filters by size, by site are listed to the right of the spreadsheet in the “Quantity Needed” column.
- ❖ For the purpose of bid equity, the total filter order by size can be raised to the next case.
- ❖ Glued filters will also be stitched or stapled at the corners.
- ❖ Please contact Mr. Kenneth Miller, Director of Maintenance, with any questions:
kmiller3@troy.k12.mi.us

**Troy School District
Air Filters
Bid #9725**

DELIVERY ADDRESSES

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

Wattles Elementary
3555 Ellenboro

Troy, MI 48085

Troy, MI 48083

OTHER

TSD Administrative Center
4400 Livernois
Troy, MI 48098

TSD Service Center
4420 Livernois
Troy, MI 48098

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

TSD Transportation Dept.
120 Hart
Troy, MI 48098

**Troy School District
Air Filters
Bid #9725**

LOCATION	Filter Size			T/D	Filter Description	Media Type	Quantity Needed	Unit Price	TOTAL
	H	x	W						
Athens	8 7/8	x	24 1/8	x	1	Throw Aways	Flat	1	
Athens	8 7/8	x	33 3/8	x	1	Throw Aways	Flat	5	
Athens	15 1/4	x	41 1/4	x	3/4	Throw Aways	Flat	2	
Athens	20	x	20	x	1	Throw Aways	Flat	4	
Athens	12	x	24	x	2	Throw Aways	Pleated	3	
Athens	16	x	20	x	2	Throw Aways	Pleated	38	
Athens	16	x	25	x	2	Throw Aways	Pleated	82	
Athens	20	x	20	x	2	Throw Aways	Pleated	40	
Athens	20	x	25	x	2	Throw Aways	Pleated	154	
Athens	31 3/8	x	65	x	2	Trane Roll	Roll	7	
Athens	35 3/8	x	65	x	2	Trane Roll	Roll	9	
Baker	9 3/4	x	34	x	1	Throw Aways	Flat	28	
Baker	12	x	52	x	1	Throw Aways	Flat	8	
Baker	20	x	20	x	1	Throw Aways	Flat	2	
Baker	16	x	25	x	2	Throw Aways	Pleated	24	
Baker	16	x	25	x	4	Throw Aways	Pleated	6	
Baker	20	x	16	x	2	Throw Aways	Pleated	2	
Baker	24	x	20	x	2	Throw Aways	Pleated	176	
Baker	24	x	24	x	2	Throw Aways	Pleated	276	
Barnard	10	x	20	x	1	Throw Aways	Flat	5	
Barnard	14	x	20	x	1	Throw Aways	Flat	2	
Barnard	16	x	22 1/2	x	1	Throw Aways	Flat	5	
Barnard	21 1/2	x	22	x	1	Throw Aways	Flat	9	
Barnard	10	x	60 1/2	x	1	Throw Aways	Flat	78	
Barnard	16	x	25	x	4	Throw Aways	Pleated	2	
Barnard	18 7/8	x	27 7/8	x	2	Throw Aways	Pleated	52	

**Troy School District
Air Filters
Bid #9725**

LOCATION	Filter Size				Filter Description	Media Type	Quantity Needed	Unit Price	TOTAL
	H	x	W	x T/D					
Bemis	10	x	20	x 1	Throw Aways	Flat	16		
Bemis	14	x	20	x 1	Throw Aways	Flat	7		
Bemis	16	x	22 1/2	x 1	Throw Aways	Flat	7		
Bemis	22	x	22	x 1	Throw Aways	Flat	24		
Bemis	10	x	60 1/2	x 1	Throw Aways	Flat	64		
Bemis	18 7/8	x	27 7/8	x 2	Throw Aways	Pleated	62		
Boulan	20	x	25	x 1	Throw Aways	Flat	12		
Boulan	12	x	24	x 2	Throw Aways	Pleated	108		
Boulan	24	x	24	x 2	Throw Aways	Pleated	219		
Boulan	12	x	24	x 18	3-pkt, Eff 60%	Bag	138		
Boulan	24	x	24	x 18	3-pkt, Eff 60%	Bag	242		
Admin. Center	12	x	24	x 2	Throw Aways	Pleated	46		
Admin. Center	24	x	24	x 2	Throw Aways	Pleated	46		
Admin. Center	12	x	24	x 18	6-pkt, Eff 60%	Bag	15		
Admin. Center	24	x	24	x 18	3-pkt, Eff 60%	Bag	18		
Costello	8 1/2	x	21 1/4	x 1	Throw Aways	Flat	8		
Costello	8 3/4	x	32	x 1	Throw Aways	Flat	6		
Costello	9 3/4	x	34	x 1	Throw Aways	Flat	2		
Costello	10	x	60 1/2	x 1	Throw Aways	Flat	108		
Costello	16	x	20	x 2	Throw Aways	Pleated	36		
Costello	16	x	25	x 2	Throw Aways	Pleated	24		
Costello	16	x	25	x 4	Throw Aways	Pleated	8		
Costello	20	x	24	x 2	Throw Aways	Pleated	38		
Costello	24	x	24	x 2	Throw Aways	Pleated	8		
Costello	21 3/8	x	65	x 2	Trane Roll	Roll	4		

**Troy School District
Air Filters
Bid #9725**

LOCATION	Filter Size				Filter Description	Media Type	Quantity Needed	Unit Price	TOTAL
	H	x	W	x T/D					
Hamilton	10	x	60 1/2	x 1	Throw Aways	Flat	110		
Hamilton	16	x	20	x 2	Throw Aways	Pleated	48		
Hamilton	16	x	25	x 2	Throw Aways	Pleated	7		
Hamilton	18	x	18	x 2	Throw Aways	Pleated	9		
Hamilton	18	x	24	x 2	Throw Aways	Pleated	6		
Hamilton	20	x	25	x 2	Throw Aways	Pleated	40		
Hamilton	16	x	25	x 4	Throw Aways	Pleated	6		
Hill	8 3/4	x	32	x 1	Throw Aways	Flat	8		
Hill	9	x	36	x 1/2	Throw Aways	Flat	6		
Hill	10	x	60 1/2	x 1	Throw Aways	Flat	44		
Hill	14	x	25	x 1	Throw Aways	Flat	4		
Hill	15	x	25	x 1	Throw Aways	Flat	5		
Hill	16	x	25	x 1	Throw Aways	Flat	1		
Hill	12	x	24	x 2	Throw Aways	Pleated	12		
Hill	16	x	25	x 2	Throw Aways	Pleated	24		
Hill	18	x	24	x 2	Throw Aways	Pleated	12		
Hill	20	x	25	x 2	Throw Aways	Pleated	2		
Int'l Acad. East	10	x	60 1/2	x 1	Throw Aways	Flat	17		
Int'l Acad. East	10	x	72	x 1	Throw Aways	Flat	20		
Int'l Acad. East	16	x	25	x 2	Throw Aways	Pleated	20		
Int'l Acad. East	18	x	18	x 2	Throw Aways	Pleated	18		
Int'l Acad. East	20	x	20	x 2	Throw Aways	Pleated	8		
Int'l Acad. East	24	x	12	x 2	Throw Aways	Pleated	4		
Int'l Acad. East	24	x	20	x 2	Throw Aways	Pleated	4		
Int'l Acad. East	24	x	24	x 2	Throw Aways	Pleated	4		

**Troy School District
Air Filters
Bid #9725**

LOCATION	Filter Size				Filter		Media Type	Quantity Needed	Unit Price	TOTAL
	H	x	W	x	T/D	Description				
Larson	12	x	24	x	2	Throw Aways	Pleated	114		
Larson	16	x	25	x	4	Throw Aways	Pleated	8		
Larson	24	x	24	x	2	Throw Aways	Pleated	156		
Larson	12	x	24	x	20	3-pkt, Eff 60%	Bag	144		
Larson	24	x	24	x	20	3-pkt, Eff 60%	Bag	247		
Leonard	13 1/2	x	65 1/2	x	1	Throw Aways	Flat	40		
Leonard	13 1/2	x	77 1/2	x	1	Throw Aways	Flat	9		
Martell	8	x	33 1/4	x	1/2	Throw Aways	Flat	1		
Martell	8 1/2	x	21 1/4	x	1	Throw Aways	Flat	4		
Martell	8 3/4	x	32	x	1	Throw Aways	Flat	10		
Martell	9 3/4	x	34	x	1	Throw Aways	Flat	2		
Martell	10	x	36	x	1	Throw Aways	Flat	2		
Martell	10	x	60 1/2	x	1	Throw Aways	Flat	114		
Martell	12	x	24	x	2	Throw Aways	Pleated	6		
Martell	16	x	25	x	4	Throw Aways	Pleated	8		
Martell	18	x	18	x	2	Throw Aways	Pleated	24		
Martell	20	x	24	x	2	Throw Aways	Pleated	12		
Martell	24	x	18	x	2	Throw Aways	Pleated	24		
Martell	24	x	24	x	2	Throw Aways	Pleated	36		
Morse	8	x	44	x	1	Throw Aways	Flat	6		
Morse	13 1/2	x	53 1/2	x	1	Throw Aways	Flat	18		
Morse	13 1/2	x	65 1/2	x	1	Throw Aways	Flat	16		
Morse	12	x	24	x	2	Throw Aways	Pleated	16		
Morse	16	x	16	x	2	Throw Aways	Pleated	12		
Morse	20	x	20	x	2	Throw Aways	Pleated	52		
Morse	20	x	25	x	2	Throw Aways	Pleated	8		

**Troy School District
Air Filters
Bid #9725**

LOCATION	Filter Size				Filter Description	Media Type	Quantity Needed	Unit Price	TOTAL
	H	x	W	x					
Niles	10	x	48	x	1	Throw Aways	Flat	12	
Niles	10	x	60 1/2	x	1	Throw Aways	Flat	24	
Niles	18	x	24	x	1	Throw Aways	Flat	12	
Niles	20	x	20	x	1	Throw Aways	Flat	2	
Schroeder	10	x	60 1/2	x	1	Throw Aways	Flat	77	
Schroeder	12	x	24	x	2	Throw Aways	Pleated	66	
Schroeder	24	x	24	x	2	Throw Aways	Pleated	162	
Service Center	16	x	20	x	2	Throw Aways	Pleated	28	
Service Center	16	x	20	x	4	Throw Aways	Pleated	12	
Service Center	20	x	25	x	2	Throw Aways	Pleated	40	
Service Center	24	x	24	x	4	Throw Aways	Pleated	4	
Smith	8	x	26 1/2	x	1	Throw Aways	Flat	8	
Smith	10	x	48 1/2	x	1	Throw Aways	Flat	10	
Smith	10	x	60 1/2	x	1	Throw Aways	Flat	87	
Smith	10	x	72	x	1	Throw Aways	Flat	8	
Smith	15	x	20	x	1	Throw Aways	Pleated	16	
Smith	16	x	25	x	1	Throw Aways	Pleated	19	
Smith	16	x	25	x	2	Throw Aways	Pleated	64	
Smith	18	x	18	x	2	Throw Aways	Pleated	4	
Smith	18	x	24	x	2	Throw Aways	Pleated	10	
Smith	20	x	20	x	2	Throw Aways	Pleated	12	
Smith	20	x	25	x	2	Throw Aways	Pleated	33	
Smith	28 1/2	x	29 1/2	x	2	Throw Aways	Pleated	4	
Smith	10 1/2	x	85	x	1	Hand Cut	Roll	1	
Transportation	16	x	25	x	2	Throw Aways	Pleated	9	
Transportation	20	x	20	x	2	Throw Aways	Pleated	20	

**Troy School District
Air Filters
Bid #9725**

LOCATION	Filter Size				Filter Description	Media Type	Quantity Needed	Unit Price	TOTAL
	H	x	W	T/D					
Troy High	8 1/2	x	25 3/4	x	3/4	Throw Aways	Flat	8	
Troy High	8 1/2	x	30 1/2	x	3/4	Throw Aways	Flat	16	
Troy High	8 1/2	x	43 3/4	x	3/4	Throw Aways	Flat	14	
Troy High	9 3/4	x	34	x	3/4	Throw Aways	Flat	4	
Troy High	9 3/4	x	45 3/4	x	3/4	Throw Aways	Flat	2	
Troy High	16	x	20	x	1	Throw Aways	Flat	4	
Troy High	12	x	24	x	2	Throw Aways	Pleated	7	
Troy High	16	x	20	x	2	Throw Aways	Pleated	66	
Troy High	20	x	20	x	2	Throw Aways	Pleated	87	
Troy High	20	x	24	x	2	Throw Aways	Pleated	1	
Troy High	20	x	25	x	2	Throw Aways	Pleated	968	
Troy High	24	x	24	x	2	Throw Aways	Pleated	12	
Troy Union	10	x	48 1/2	x	1	Throw Aways	Flat	16	
Troy Union	13 1/2	x	77 1/2	x	1	Throw Aways	Flat	6	
Troy Union	20	x	20	x	2	Throw Aways	Flat	36	
Troy Union	20	x	25	x	2	Throw Aways	Flat	24	
Troy Union	24	x	24	x	2	Throw Aways	Pleated	12	
Wass	9	x	54	x	1	Throw Aways	Flat	14	
Wass	10	x	60 1/2	x	1	Throw Aways	Flat	31	
Wass	16	x	22 1/2	x	1	Throw Aways	Flat	16	
Wass	22	x	22	x	1	Throw Aways	Flat	28	
Wass	14	x	20	x	2	Throw Aways	Pleated	18	
Wass	18	x	24	x	2	Throw Aways	Pleated	8	
Wass	28 1/2	x	29 1/2	x	2	Throw Aways	Pleated	52	

**Troy School District
Air Filters
Bid #9725**

LOCATION	Filter Size				T/D	Filter Description	Media Type	Quantity Needed	Unit Price	TOTAL
	H	x	W	x						
Wattles	9	x	21	x	1	Throw Aways	Flat	16		
Wattles	10	x	60 1/2	x	1	Throw Aways	Flat	120		
Wattles	14	x	20	x	1	Throw Aways	Flat	2		
Wattles	16	x	22	x	3/4	Throw Aways	Flat	4		
Wattles	20	x	24	x	1	Throw Aways	Flat	8		
Wattles	22	x	22	x	1	Throw Aways	Flat	20		
Wattles	16	x	25	x	4	Throw Aways	Pleated	2		
Wattles	18	x	18	x	2	Throw Aways	Pleated	20		
Wattles	18	x	20	x	2	Throw Aways	Pleated	8		

TOTAL

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contact Name: _____

**Troy School District
Copy Paper
Bid 9724**

**White Paper, High Speed
Xerographic, 8 1/2 x 11
20#, 92 Brightness,
500 sheets/ream
10 reams/case
Total Quantity: 2,520 cases**

<u>Company</u>	<u>Unit Price</u>	<u>Total</u>
Costco Wholesale	\$ 24.74	\$ 62,344.80
Contract Paper Group	\$ 24.88	\$ 62,697.60
Midland Paper	\$ 25.05	\$ 63,126.00
Premier Paper & Packaging, Inc.	\$ 25.39	\$ 63,982.80
OfficeMax	\$ 25.74	\$ 64,864.80
Amerisource Industrial Supply	\$ 25.75	\$ 64,890.00
Paper Express	\$ 26.59	\$ 67,006.80
National Packaging Corp.	\$ 27.00	\$ 68,040.00
Allied-Eagle Supply	\$ 27.05	\$ 68,166.00
Xerox Corporation	\$27.70 thru 3/31/12	\$ 69,804.00
A-1 Business Products	\$ 27.80	\$ 70,056.00
Quill Corporation	\$ 29.99	\$ 75,574.80

Global Office Solutions - No Bid
Staples - No Bid