

REQUEST FOR QUOTATION	<h1>TROY SCHOOL DISTRICT</h1> <p>1140 RANKIN, TROY, MICHIGAN 48083</p> <p>248-823-4052</p> <p>FAX: 248-823-4077</p>	
No. 9642		
DUE DATE NO LATER THAN 11/2/09 3 p.m.		DATE 10/19/09

**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>PRINTER TONERS</b></p> <p style="text-align: center;">Copies of the bid are available at:</p> <p style="text-align: center;"><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> (left column)</p> <p style="text-align: center;">Bid recaps will be available at:</p> <p style="text-align: center;"><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> (right column)</p> <p><b><i>FACSIMILE BID IS NOT ACCEPTABLE</i></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 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 \_\_\_\_\_, 2009, by \_\_\_\_\_.

\_\_\_\_\_

,Notary Public

\_\_\_\_\_County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

**Troy School District  
Printer Toners  
Bid 9642**

Troy School District is seeking a qualified vendor to supply toners for various printers throughout the District. All vendors should note the following:

- OEM cartridges and components **ONLY**
- No Refills
- No Aftermarket
- No Alternates
- Toners **MUST** be High Yield (Estimated prints per toner **MUST** be indicated on bid)
- Bids for toners OTHER THAN OEM will be DISQUALIFIED
- Orders will be submitted periodically throughout the year, as needed
- Shipping locations will be District buildings within the City of Troy, specified on each order
- Vendor **MUST** agree to hold pricing until June 30, 2010
- Vendors should specify the minimum order size (dollar amount) required
- Troy School District does not guarantee the indicated quantity. Quantities shown are for estimation only

**TROY SCHOOL DISTRICT  
 PRINTER TONER  
 BID 9642**

Estimated Annual Quantity	Printer	Toner	Yield	Unit Price	Shipping	Minimum Order Size
20	Dell 1110	Dell #310-7660				
40	Dell 1710	Dell #310-7022				
Black: 30 Cyan: 45 Magenta: 45 Yellow: 45	Dell 5100CN	Black: Dell #310-7889 Cyan: Dell #310-7891 Magenta: Dell #310-7893 Yellow: Dell #310-7895		Black: \$ Cyan: \$ Magenta: \$ Yellow: \$		
75	HP 4000	C4127X				

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Troy School District  
Bid# 9642  
Toner Cartridges**

	<b>Dell</b>												<b>HP</b>			<b>Minimum Order</b>	
	#310-7660	yield	#310-7022	yield	#310-7899	yield	#310-7891	yield	#310-7193	yield	#310-7895	yield	C4127X	yield	shipping		
A-1 Business Products	69.00	2,000	103.00	6,000	103.00	18,000	259.00	12,000	259.00	12,000	259.00	12,000	112.80	not provided	-	2 cartridges ea	
ABC Laser USA	70.99	2,000	102.99	6,000	102.99	18,000	256.99	12,000	256.99	12,000	256.99	12,000	115.00	10,000	-	5 cartridges ea	
Arete Office Supplies	69.95	not provided	149.95	not provided	149.95	18,000	179.95	12,000	179.95	12,000	179.95	12,000	89.95	10,000	-	20 to 75 cartridges depending on part #	
Business Services	72.99	2,000	105.99	6,000	105.99	18,000	269.99	12,000	269.99	12,000	269.99	12,000	122.99	10,000	-	10 cartridges	
M3 Technologies	72.72	2,000	106.94	6,000	106.94	18,000	264.99	12,000	264.99	12,000	264.99	12,000	119.99	10,000	-	\$	100.00
Office Depot	65.03	2,000	95.64	6,000	95.64	18,000	242.95	12,000	242.95	12,000	242.95	12,000	117.45	10,000	-	1 cartridge ea	
OM Office Supply	NB		NB		NB		NB		NB		NB		110.75	not provided	-	10 cartridges	
Pacific Northwest Business Products	90.00	2,000	112.00	6,000	112.00	18,000	270.00	12,000	270.00	12,000	270.00	12,000	122.00	10,000	-	1 cartridge ea	
Precision Data Products	NB		NB		NB		NB		NB		NB		91.29	10,000	-	1 cartridge ea	
Royal Consumer Products Information	68.86	2,000	100.15	6,000	100.15	18,000	253.47	12,000	253.47	12,000	253.47	12,000	117.83	10,000	-	\$	1.00
The Office Pal	49.00	2,000	75.00	6,000	69.00	18,000	160.00	12,000	160.00	12,000	160.00	12,000	98.00	10,000	-	\$	49.00
The Tree House, Inc	NB		102.00	6,000	102.00	18,000	255.00	12,000	255.00	12,000	255.00	12,000	108.00	10,000	9.95	1 cartridge ea	
TipTop Products	65.99	2,000	96.99	6,000	96.85	18,000	244.95	12,000	244.95	12,000	244.95	12,000	111.35	10,000	-	1 cartridge ea	
UCB Enterprises Inc	NB		72.48	6,000	92.11	18,000	105.50	8,000	105.50	8,000	105.50	8,000	130.44	10,000	-	N/A	
Universal Laser	73.93	2,000	113.07	6,000	113.07	18,000	286.13	12,000	286.13	12,000	286.13	12,000	123.44	10,000	-	N/A	

The following companies were also sent bids, however no response was received:

Best Impressions	School Specialty
Caboodle Cartridges	Sehi
Dell	Staples
Global Office Solutions	Tech Upgrade
Office Express	

Supply Saver Corp - faxed response not accepted