

| | | |
|--|---|---------------|
| 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. 9643 | | |
| DUE DATE NO LATER THAN 11/3/09 3 p.m. | | DATE 10/20/09 |

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 SIGN PRINTING</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 _____, 2009, by _____.

,Notary Public

_____County, Michigan

My Commission Expires: _____

Acting in the County of: _____

**TROY SCHOOL DISTRICT
SIGN PRINTING
BID 9643**

The Troy School District is seeking qualified bids for the supply and printing of various signage required for our pandemic response plan. Specifications and designs to be used are as follows:

- All signs are to be 3mm Sintra (Trovicel), four (4) color process image printed one side
- All signs are to be delivered together to:

Troy School District
1140 Rankin
Troy, MI 48083

Sign "A" Quantity 450 each Size 8-1/2" x 11"

Sign "B" Quantity 200 each Size 8-1/2" x 11"

Sign "C" Quantity 120 each Size 24" x 36"

Sign "D" Quantity 60 each Size 24" x 36"

| ITEM | COST EACH |
|--------------------------|-----------|
| Sign A | |
| Sign B | |
| Sign C | |
| Sign D | |
| Set-up charges (total) | |
| Art Charges (total) | |
| Shipping charges (total) | |
| Other (Must Specify) | |

Company

Signed

Phone

Fax

Email Address

Wash Your Hands After...

1



**Playing with
pets**

2



**Using the
bathroom**

3



**Sneezing, blowing
your nose &
coughing**

4



**Touching a cut or
open sore**

5



Playing outside

6

AND Before...



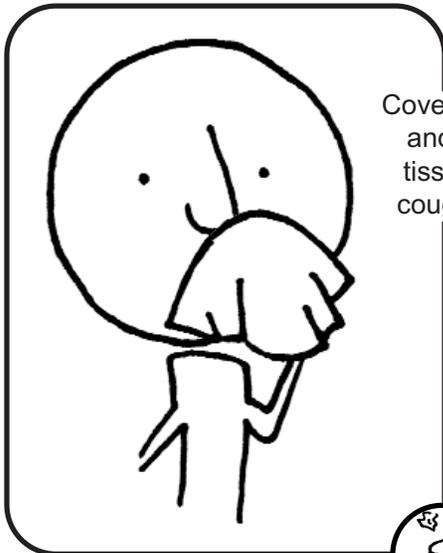
Eating

**PLEASE WASH
YOUR HANDS**



Stop the spread of germs that make you and others sick!

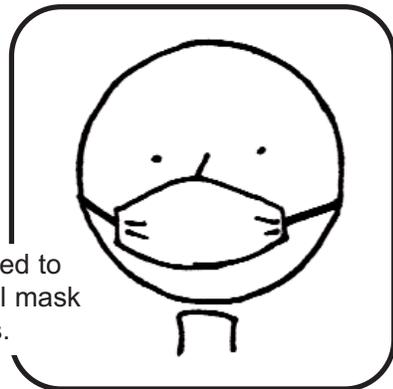
Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze or cough or sneeze into your upper sleeve, not your hands.



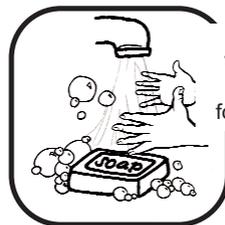
Put your used tissue in the waste basket.



You may be asked to put on a surgical mask to protect others.

Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water for 20 seconds or

clean with alcohol-based hand cleaner.



Minnesota Department of Health
717 SE Delaware Street
Minneapolis, MN 55414
612-676-5414 or 1-877-676-5414
www.health.state.mn.us



Minnesota
Antibiotic
Resistance
Collaborative



Clean Hands Save Lives!

- 💧 It is best to wash your hands with soap and warm water for 20 seconds.
- 💧 When water is not available, use alcohol-based products (sanitizers).
- 💧 Wash hands before preparing or eating food and after going to the bathroom.
- 💧 Keeping your hands clean helps you avoid getting sick.



When should you wash your hands?

- 💧 Before preparing or eating food
- 💧 After going to the bathroom
- 💧 After changing diapers or cleaning up a child who has gone to the bathroom
- 💧 Before and after caring for someone who is sick
- 💧 After handling uncooked foods, particularly raw meat, poultry, or fish
- 💧 After blowing your nose, coughing, or sneezing
- 💧 After handling an animal or animal waste
- 💧 After handling garbage
- 💧 Before and after treating a cut or wound
- 💧 After handling items contaminated by flood water or sewage
- 💧 When your hands are visible dirty

Using alcohol-based sanitizers

- 💧 Apply product to the palm of one hand.
- 💧 Rub hands together.
- 💧 Rub product over all surfaces of hands and fingers until hands are dry.

Note: the volume needed to reduce the number of germs varies by product.



Washing with soap and water

- 💧 Place your hands together under water (warm if possible).
- 💧 Rub your hands together for at least 20 seconds (with soap if possible).
- 💧 Wash your hands thoroughly, including wrists, palms, back of hands, and under the fingernails.
- 💧 Clean the dirt from under fingernails
- 💧 Rinse the soap from your hands.
- 💧 Dry your hands completely with a clean towel if possible (this helps remove the germs), However, if towels are not available it is okay to air dry your hands.
- 💧 Pat your skin rather than rubbing to avoid chapping and cracking.
- 💧 If you use a disposable towel, throw it in the trash.

Remember: *If soap and water are not available, use alcohol-based hand sanitizer.*



**TROY SCHOOL DISTRICT
 BID # 9643
 SIGN PRINTING**

| | Sign A | | | Sign B | | | Sign C | | | Sign D | | | Set-up | Art | Shipping | Other | notes | Total |
|------------------------------|----------------------------------|-----|-----------|---------|-----|-----------|----------|-----|-------------|----------|-----|-----------|-----------|-----------|-----------|-----------|----------|-------------|
| | Cost | Qty | Subtotal | Cost | Qty | Subtotal | Cost | Qty | Subtotal | Cost | Qty | Subtotal | | | | | | |
| Interstate Graphics, Inc | \$ 1.56 | 450 | \$ 702.00 | \$ 1.56 | 200 | \$ 312.00 | \$ 11.24 | 120 | \$ 1,348.80 | \$ 11.24 | 60 | \$ 674.40 | - | - | - | - | | \$ 3,037.20 |
| Graphic Resource Group | 2.08 | 450 | 936.00 | 2.08 | 200 | 416.00 | 20.20 | 120 | 2,424.00 | 20.20 | 60 | 1,212.00 | - | - | - | - | | 4,988.00 |
| Office Express | 3.20 | 450 | 1,440.00 | 3.20 | 200 | 640.00 | 15.50 | 120 | 1,860.00 | 15.50 | 60 | 930.00 | - | - | \$ 200.00 | - | | 5,070.00 |
| Source One Digital | 2.27 | 450 | 1,021.50 | 2.27 | 200 | 454.00 | 21.00 | 120 | 2,520.00 | 21.00 | 60 | 1,260.00 | - | - | 120.00 | - | | 5,375.50 |
| Office Depot | 2.82 | 450 | 1,269.00 | 2.82 | 200 | 564.00 | 19.98 | 120 | 2,397.60 | 19.98 | 60 | 1,198.80 | - | - | - | - | | 5,429.40 |
| Barry + Homer, Inc | 2.98 | 450 | 1,341.00 | 2.98 | 200 | 596.00 | 19.70 | 120 | 2,364.00 | 19.70 | 60 | 1,182.00 | \$ 180.00 | \$ 200.00 | - | - | | 5,863.00 |
| CSI | 2.77 | 450 | 1,246.50 | 2.77 | 200 | 554.00 | 19.52 | 120 | 2,342.40 | 19.52 | 60 | 1,171.20 | - | - | 598.00 | - | | 5,912.10 |
| Britten Banners | 2.85 | 450 | 1,282.50 | 2.85 | 200 | 570.00 | 24.00 | 120 | 2,880.00 | 24.00 | 60 | 1,440.00 | - | - | - | - | | 6,172.50 |
| Sign-A-Rama | 2.73 | 450 | 1,228.50 | 3.33 | 200 | 666.00 | 18.79 | 120 | 2,254.80 | 20.69 | 60 | 1,241.40 | - | - | - | \$ 830.00 | 1 | 6,220.70 |
| Innovative Graphic Solutions | 3.00 | 450 | 1,350.00 | 3.00 | 200 | 600.00 | 20.00 | 120 | 2,400.00 | 20.00 | 60 | 1,200.00 | - | - | 925.00 | - | | 6,475.00 |
| Signworld of Troy | 4.50 | 450 | 2,025.00 | 4.68 | 200 | 936.00 | 28.42 | 120 | 3,410.40 | 40.04 | 60 | 2,402.40 | 40.00 | 40.00 | 60.00 | - | | 8,913.80 |
| Printmasters | 4.38 | 450 | 1,971.00 | 5.25 | 200 | 1,050.00 | 30.79 | 120 | 3,694.80 | 36.33 | 60 | 2,179.80 | - | 35.00 | 50.00 | - | | 8,980.60 |
| Decker, Inc | DETAIL COST BY SIGN NOT PROVIDED | | | | | | | | | | | | | | | | 3 | 9,268.00 |
| Pine State Enterprises | 5.00 | 450 | 2,250.00 | 5.00 | 200 | 1,000.00 | 33.00 | 120 | 3,960.00 | 33.00 | 60 | 1,980.00 | 160.00 | 100.00 | 250.00 | - | | 9,700.00 |
| EC Services Inc | 3.30 | 450 | 1,485.00 | 3.85 | 200 | 770.00 | 40.80 | 120 | 4,896.00 | 58.50 | 60 | 3,510.00 | - | 125.00 | 213.22 | - | | 10,999.22 |
| MLS Signs | 5.15 | 450 | 2,317.50 | 5.15 | 200 | 1,030.00 | 34.50 | 120 | 4,140.00 | 34.50 | 60 | 2,070.00 | 200.00 | 180.00 | 140.00 | 1,972.00 | 2 | 12,049.50 |

Faro Screen Process - bid response faxed in, NOT accepted

The following companies were sent bid specifications but did not respond:

| | |
|----------------------|---------------------|
| A-1 Signs & Graphics | River City Graphics |
| Graphics Depot | Staples |
| Image Quest Graphics | Trikes Sign Company |
| Michigan Sign Center | T-Shirt Lady |

notes:

1 - grommets @ \$1 per sign
 2 - cutting, packing & processing
 3 - alternate signs made from aluminum