

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. 9620		
DUE DATE NO LATER THAN 7-8-09 3 p.m.		DATE 6-22-09

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 PRESORT MAILING SERVICE</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
Presort Mailing Service
Bid 9620**

Troy School District is currently seeking qualified bids for Multi-Line Optical Character Reader (MLOCR) prebarcoding/presorting services.

The awarded vendor will provide daily pickup and processing of all Troy School District's mail.

The pickup location will be as follows:

Troy School District
Purchasing Department
1140 Rankin St.
Troy, MI 48098

Awarded vendor agrees to pickup mail Monday through Friday (excluding holidays), on or about 3:30pm.

Awarded vendor agrees to process mail the same day it is picked up from Troy School District.

Awarded vendor agrees not to hold Troy School District to any daily minimum mailing size/quantity.

Awarded vendor agrees to provide service from 9/1/09 through 8/31/10 with option to renew for one year periods ending 8/31/11 and 8/31/12.

**Troy School District
Presort Mailing Service
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Automated Processing	Rate
First Class, 1 oz.	\$_____per piece
Postcards	\$_____per piece
Processing Fee	\$_____per piece
Rejected Fee	\$_____per piece
Lettershop Service Fee	\$_____per piece
Metering Service Fee	\$_____per piece
Flats Sorting Fee	\$_____per piece
Courier Fee	\$_____per _____
Other (specify)_____	\$_____per _____

Mail to be picked up Monday – Friday (excluding holidays) on or about 3:30pm from:

Troy School District
Purchasing Department
1140 Rankin
Troy, MI 48083

Company_____

Address_____

City_____State_____Zip_____

Phone_____Fax_____

Email _____

**Troy School District
Presort Mailing Service
Bid 9620**

ADDENDUM #1

For evaluation purposes, please see below for daily volume as extracted from a representative sample of actual count pieces:

DATE	FIRST CLASS	FLATS
5/1/08	467	0
5/2/08	411	0
5/6/08	1,267	0
5/7/08	521	0
5/8/08	308	0
5/9/08	431	0
TOTAL	3,405	0
6/16/08	725	0
6/17/08	1,013	0
6/18/08	820	0
6/19/08	5,130	0
6/20/08	382	0
TOTAL	8,070	0
5/1/09	498	0
5/4/09	2,251	21
5/5/09	2,020	31
5/6/09	378	21
5/7/09	1,474	176
5/8/09	1,324	0
TOTAL	7,945	249
5/11/09	567	129
5/12/09	386	4
5/13/09	360	78
5/14/09	457	760
5/15/09	466	0
TOTAL	2,236	971

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	Zip Mail Services Inc.	Wolverine Solutions Group	HOV Services	On Demand Mail Services
Automated Processing				
First Class, 1 oz.	Letter \$ 0.357 Flats 0.542	\$ 0.382	\$ 0.360	\$ 0.414
Postcards	0.245	0.230	0.230	0.245
Processing Fee	Letter 0.02 Postcard 0.01	0.018	0.022	-
Rejected Fee	-	Mail receives add'l postage to go out full rate 0.058	Pieces rejected will be billed at full postage -	-
Lettershop Service Fee	Fold & Insert 0.03	n/a	Activity Specific	-
Metering Service Fee	0.02	letters only, no flats 0.023	0.012	-
Flats Sorting Fee	0.18	-	0.220	0.757
Courier Fee	-	-	Per Trip 25.00	Per Day 15.00
Other	P/U incoming mail from post office 250.00			

ABC Mailing Service: No Response

Allied Media: No Response

American Mailers: No Response

Lason Systems Inc: No Response

Mail Room Services Center Inc: No Response

Mail Room Specialists: No Response

Manhattan Mailers: No Response

Pitney Bowes: No Response

ProForma: No Response

PSI Group: No Response

Web Litho Inc: No Response