

REQUEST FOR QUOTATION		TROY SCHOOL DISTRICT 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4052 FAX: 248-823-4077		REQUISITION	
No. 9617					
DUE DATE 7/1/09 NO LATER THAN 3 p.m.				DATE 6/17/09	
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 STUDENT ASSIGNMENT NOTEBOOKS and COMMUNICATOR FOLDERS for the elementary schools per the attached specifications.</p> <p>Copies of the bid are available at: www.troy.k12.mi.us/purchasing/items_out_for_bid.htm </p> <p>Bid recaps will be available at: www.troy.k12.mi.us/purchasing/index.htm </p> <p><u>FACSIMILE BID IS NOT ACCEPTABLE</u></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 nonresponsive 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. Prices must include all taxes, Michigan State Sales and Use Taxes and Federal Excess Taxes do not apply. 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	ALL DELIVERY CHARGES MUST	CITY, STATE & ZIP CODE		E-MAIL	
DELIVERED	BE INCLUDED IN PRICES SHOWN				
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
BID 9617 STUDENT ASSIGNMENT NOTEBOOKS
And COMMUNICATOR FOLDERS**

QUANTITY

Communicator Folder Description

4,600

Size: 9-7-16" x 11-3/4"

Polypropylene Material

Cover: Clear with Foil Stamped **"TEACHERS....PARENTS"**
"COMMUNICATOR"

Front and back cover to have clear polypropylene pocket

Color of Folder: TBD from manufacturer's standard

Inside: 2 clear pockets 4-1/2" high

One stamped "RETURN TO SCHOOL"

One stamped "KEEP AT HOME"

NOTE: Shipping to one location.

TOTAL \$ _____

SHIPPING \$ _____

TOTAL \$ _____

**TROY SCHOOL DISTRICT
BID 9617 STUDENT ASSIGNMENT NOTEBOOKS
And COMMUNICATOR FOLDERS**

QUANTITY

DESCRIPTION

4,000

Size: 8-1/2" x 11" Spiral Bound
Semester Long - **ONLY**
Cover: Laminated
Printed on Cover: Troy Elementary Schools
Color of Cover: Red

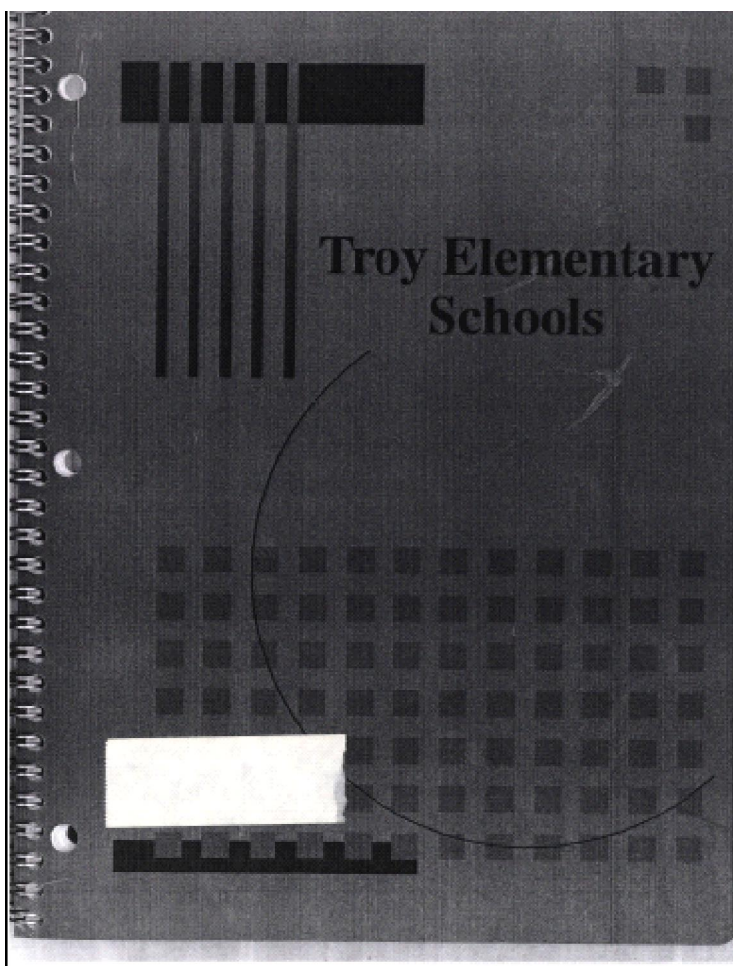
Pages – 60 total pages

NOTE: No dates to be printed on cover or inside.
Shipping to one location.

Must include pages substantially similar to the pages included with this bid.

TOTAL \$ _____

SHIPPING \$ _____



Fast-tab Index

The Assignment Notebook

This Notebook Belongs to:

Name _____

Address _____

Phone _____

School _____

In Case of Emergency Notify:

Name _____

Relationship _____

Home Phone _____

Work Phone _____

E-mail/Other _____

Class Schedule

Planning for Success
& Study Skills

Important Contacts

Upcoming Tests

Long-Term
Assignments

Planning Calendars

Keeping Track

Daily Assignments

Class Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Subject					
Time/Room					
Subject					
Time/Room					
Subject					
Time/Room					
Subject					
Time/Room					
Subject					
Time/Room					
Subject					
Time/Room					
Subject					
Time/Room					

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Planning for Success!

1 Set A Goal

Set a specific, well defined goal to attain. It must be as specific as possible so that you are not distracted by unimportant details.

2 Plan

Step One is the "What" in the Success Steps. Step Two is the "How". The path to accomplishing your goal is as easy as climbing up a flight of stairs. Each step is a "mini-goal" to reaching your final goal.

3 Prepare

To accomplish each step certain resources are needed. Determine what is needed, whether they are books, research materials, etc.



BEFOREHAND to use your time more efficiently.

4 Action

You know your goal. You've determined the steps and assembled your resources. Now GO and DO in an organized and efficient manner.

5 Evaluate

You're done! Now what? Evaluate what happened. If your goal was to receive an "A" on the test, but earned a C+, step back and evaluate the plan you set up. By evaluating, you have a picture of the success of your planning and what you need to do to improve.

Additional Study Tips

Start right—

This begins with basic information—no matter how simple. Begin by writing the day, month, and date at the top of your page (if blank). If your planner pages do not have preprinted subjects, write each subject's name in the order they come in the day.

Don't trust your memory—

For each subject line record the assignment for that day as soon as you know what it is. Write the due date in the proper area. Do this even if it is tomorrow! This will help you develop planning skills by forcing yourself to develop habits by repetition.

If you forget a day or two, don't get discouraged. New habits are developed just like bad ones. The more you repeat GOOD habits the sooner they will become routine.

Record success just like assignments—

You can get discouraged with all those assignments! Why not be encouraged with your progress! When you complete an assignment, test, etc., check off the assignment when finished. Seeing all those check marks and completion dates written in will be encouraging. There is nothing more satisfying than seeing concrete evidence of your accomplishments!

Successful Study Tips

- 1) Good work is a natural result of good study habits.
- 2) If you don't understand how to do your homework assignment, ask for help from your teacher.
- 3) Make sure to take home all books and materials to complete your assignments.
- 4) Finish as much homework as you can in scheduled study periods.
- 5) Don't forget to complete assignments missed during absences.
- 6) Resist the temptation to procrastinate—return homework to teachers on time or even earlier.

Homework Tips

- 1) Have a scheduled time to do your homework.
- 2) Have a place that is quiet and free from distractions.
- 3) Have all supplies you need to complete your work—including pencils, paper, dictionaries, etc.
- 4) Check your work.
- 5) Be neat and complete.
- 6) Buddy-up with a fellow classmate to study. Use the time to study only, and not to socialize, since this will waste precious time.

English Study Skills

Parts of Speech

1 Noun

Proper nouns are capitalized and refer to specific persons, objects, ideas or places.

Examples John White House
Monday Slovakia

Common nouns refer to any person, object, place or idea.

Examples house building boy
city anger desk

2 Pronoun

A pronoun takes the place of a noun.

Example Tom washed *his* car on *his* day off.

There are three different kinds of pronouns.

Example *He* is taking *him* to *his* house.
subjective objective possessive

3 Verb

A verb shows action or state of being. It also indicates the time of that state or action.

Examples He *worked* on Friday. (past)
I *need* to place the order. (present)
He *will present* his report tomorrow. (future)

4 Adjective

Adjectives describe nouns by modifying them. They can specify color, size, number, etc.

Example The *green* mini-van struck the *metal* pole near the *third* intersection.

Figurative Language

Simile: A comparison between unlike things using the words "like" or "as".

Examples He was motionless *like* a statue.
She was quiet *as* a mouse.

Hyperbole: An extended exaggeration.

Example I have a *ton* of questions to ask.

Metaphor: A comparison between unlike things in which one thing becomes another.

Example He has a *heart* of stone.

Personification: is attributing human characteristics to an inanimate object or animal.

Example The fox *begged* the hunters to chase him.

Paragraph Writing

- ① **Write a topic sentence**—The topic sentence tells the main idea of your paragraph.
- ② **List supporting ideas**
- ③ **Make a rough outline**—Eliminate irrelevant items.
- ④ **Write the paragraph**
- ⑤ **Add the clincher**—A clincher sums-up the paragraph.
- ⑥ **Proofread**—Read and correct grammar, spelling, etc.
- ⑦ **Revise and edit**—Correct and make the paragraph more interesting.
- ⑧ **Write the final copy**

5 Adverb

Adverbs are words which describe verbs, other adverbs or adjectives. They specify in what manner, when, how much, and where.

Example The crowd reacted *violently* when it was confronted.

6 Preposition

Prepositions indicates how nouns and pronouns are related to another word in a sentence.

Example Paul stood *behind* the fence.
The cat jumped *onto* the bed.

7 Conjunction

Conjunctions join words, clauses, and phrases.

Examples Your drink options are *either* coffee *or* tea.
John could not react fast enough *because* of a poorly healed foot.

8 Interjection

Interjections, also know as exclamations, are indicated by the use of an exclamation point.

Example *Wow!* What a beautiful car!

Punctuation

Period: Place a period at the end of a declarative sentence.

Example We arrive at school each day at 8 am.

In addition, use a period at the end of an imperative sentence that does not express strong emotions.

Example Sit down.

Comma: Use commas to separate words and phrases in a series.

Example Bill has two dogs, one cat, and a hamster.

Question Mark: Use after all interrogative sentences.

Example Where did you go on vacation?

Exclamation Mark: Use after sentences that express surprise or feeling.

Example His car looks fast!

Semicolon: Use when a conjunction is omitted; it indicates a greater degree of separation than a comma would.

Example The road was bumpy and curvy; the scenery grand.

Colon: Use colons are used to start a list or to formally introduce a statement.

Example He has three cars: a Mustang, Camaro, and a Duster.

Quotation Marks: Use quotation marks around a direct quotation.

Example He said, "I want to go home."

Apostrophe: Use an apostrophe to show contracted words such as *it's* (for it is) or to show possession as in *Bill's* bike.

Math Study Skills

Numbers

* **Prime Number**—A whole number which has only two factors, itself and 1.

Examples 2, 5, 7, 11, 17.

* **Common Factor**—A number that is a factor of two or more numbers.

Example 1, 2, and 4 are common factors of the numbers 12 and 16.

* **Greatest Common Factor**—The greatest number that is a factor of two or more numbers.

Example 4 is the greatest common factor of the numbers 12 and 16.

* **Least Common Multiple**—The smallest number that is a multiple of two or more numbers.

Example 12 is the least common multiple of the numbers 2, 3, 4, and 6.

* **Numerator**—The number above the line in a fraction.

* **Denominator**—The number below the line in a fraction.

Time

1 minute (min)	=	60 seconds (s)
1 hour (h)	=	60 minutes
1 day (d)	=	24 hours
1 week (w)	=	7 days
1 year (y)	=	12 months
1 year	=	52 weeks
1 year	=	365 days
1 decade	=	10 years
1 century	=	100 years
1000 years	=	1 millennium

Measurements

English System

Length	1 foot (ft)	=	12 inches (in)
	1 yard (yd)	=	3 feet
	1 yard	=	36 inches
	1 mile (mi)	=	1,760 yards
Liquid	1 cup (c)	=	8 fluid ounces (fl oz)
	1 pint (pt)	=	2 cups
	1 quart (qt)	=	2 pints
	1 gallon (gal)	=	4 quarts
Weight	1 pound (lb)	=	16 ounces (oz)
	1 ton (t)	=	2,000 pounds

Converting Measurements

Converting Length / Distance

from	to	multiply by
cm	in	0.3937
in	cm	2.54
m	ft	3.2808
ft	m	0.3048
km	mi	0.6214
mi	km	1.609

Mathematical Symbols

Addition; plus—	+	Line segment—	—
Angle—	∠	Multiplication—	x
Arc—	⌒	Not equal—	≠
Cent—	¢	Number—	#
Decimal point—	.	Parallel—	
Division—	÷	Percent—	%
Dollar—	\$	Perpendicular—	⊥
Equal—	=	Pi—	π
Greater than—	>	Ray—	→
Greater than/equal to—	≥	Right angle—	⊓
Less than—	<	Set—	{ }
Less than/equal to—	≤	Subtraction—	—

Fractions & Decimals

Addition / Subtraction—find common denominators

$$\begin{array}{r} \frac{1}{5} (\times 2) = \frac{2}{10} \\ \frac{4}{5} (\times 2) = \frac{8}{10} \\ + \frac{1}{2} (\times 5) = \frac{5}{10} \\ \hline \frac{13}{10} \end{array}$$

Multiplication—multiply straight across

$$\begin{array}{r} \frac{1}{5} \times \frac{3}{4} = \frac{1 \times 3}{5 \times 4} = \frac{3}{20} \\ \frac{5}{4} \times \frac{4}{5} = \frac{5 \times 4}{4 \times 5} = \frac{20}{20} = 1 \end{array}$$

Division—multiply the first fraction by the reciprocal of the second fraction

$$\frac{1}{5} \div \frac{3}{4} = \frac{1}{5} \times \frac{4}{3} = \frac{4}{15}$$

Changing Fractions to Decimals—change the denominator to a power of 10

$$\frac{4}{5} (\times 2) = \frac{8}{10} = .8$$

Or divide by the denominator

$$\frac{4}{5} = 4 \div 5 = .8$$

Common Fractions, Decimals & Percents

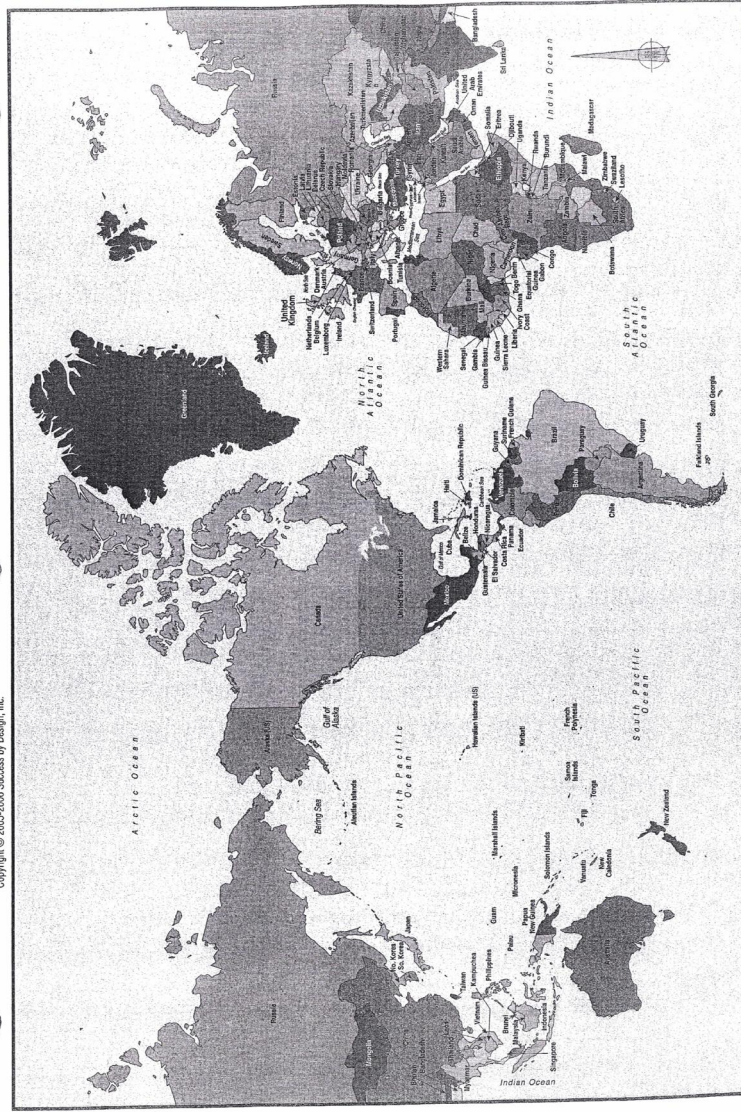
1	=	1.0	=	100%
3/4	=	0.75	=	75%
2/3	=	0.6	=	66.6% or 66 2/3%
1/2	=	0.5	=	50%
1/3	=	0.3	=	33.3% or 33 1/3%
1/4	=	0.25	=	25%
1/5	=	0.2	=	20%

Metric System

Length	1 centimeter (cm)	=	10 millimeters (mm)
	1 decimeter (dm)	=	100 millimeters
	1 decimeter	=	10 centimeter
	1 meter (m)	=	1,000 millimeters
Liquid	1 meter	=	100 centimeters
	1 meter	=	10 decimeters
	1 kilometer (km)	=	1,000 meters
	1 liter (L)	=	1,000 milliliters (mL)
Mass	1 gram (g)	=	1,000 milligrams (mg)
	1 kilogram (kg)	=	1,000 grams

Converting Weight / Capacity

from	to	multiply by
g	oz	0.0353
oz	g	28.35
kg	lbs	2.2046
lbs	kg	0.4536
ml	fl oz	0.0338
fl oz	ml	29.575
L	gal	0.2642
gal	L	3.785



Important Contacts

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

Name _____
Address _____
City, State, Zip _____
Tel. _____ E-mail _____

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Notes

upcoming tests

Subject:		Test Date
Study: 1.	4.	Grade
2.	5.	
3.	6.	

Subject:		Test Date
Study: 1.	4.	Grade
2.	5.	
3.	6.	

Subject:		Test Date
Study: 1.	4.	Grade
2.	5.	
3.	6.	

Subject:		Test Date
Study: 1.	4.	Grade
2.	5.	
3.	6.	

Subject:		Test Date
Study: 1.	4.	Grade
2.	5.	
3.	6.	

Subject:		Test Date
Study: 1.	4.	Grade
2.	5.	
3.	6.	

Subject:		Test Date
Study: 1.	4.	Grade
2.	5.	
3.	6.	

Subject:		Test Date
Study: 1.	4.	Grade
2.	5.	
3.	6.	

Long-Term Assignments

Assignment:		Date Due
Step: 1.	4.	Grade
2.	5.	
3.	6.	

Assignment:		Date Due
Step: 1.	4.	Grade
2.	5.	
3.	6.	

Assignment:		Date Due
Step: 1.	4.	Grade
2.	5.	
3.	6.	

Assignment:		Date Due
Step: 1.	4.	Grade
2.	5.	
3.	6.	

Assignment:		Date Due
Step: 1.	4.	Grade
2.	5.	
3.	6.	

Assignment:		Date Due
Step: 1.	4.	Grade
2.	5.	
3.	6.	

Assignment:		Date Due
Step: 1.	4.	Grade
2.	5.	
3.	6.	

Calendar

Month

Year

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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Class:										Teacher:									
Homework																			
Tests/Quizzes																			
Projects/Other																			

Class:										Teacher:									
Homework																			
Tests/Quizzes																			
Projects/Other																			

Class:										Teacher:									
Homework																			
Tests/Quizzes																			
Projects/Other																			

Class:										Teacher:									
Homework																			
Tests/Quizzes																			
Projects/Other																			

Record all of your grades for each class on this page

Keeping Track

Day Month Date Year

Subject	Assignments	Date Due	Teacher
Reading			
English/ L. Arts			
Spelling			
Math			
Science			
Social Studies			

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Things to Take Home

1. _____
2. _____
3. _____

Things to Bring to School

1. _____
2. _____
3. _____

Daily Goals

1. _____
2. _____
3. _____

Messages

Signature(s)

Troy School District

Student Assignment Books & Communicator Folders

Bid 9617

4,600 Communicator Folders

	<u>Cost</u>	<u>Shipping</u>	<u>Total</u>
Premier Agendas		No Bid	
A C S	4,100.40	287.50	4,387.90
Office Depot	5,888.00	-	5,888.00

4,000 Assignment Notebooks

	<u>Cost</u>	<u>Shipping</u>	<u>Total</u>
SSA-8B	7,520.00	-	7,520.00
SSA-711D	8,400.00	-	8,400.00
	15,281.14	1,520.88	16,802.02
	16,800.00	900.00	17,700.00

Action Agendas: No Response
 Rochester-100 Inc.: No Response
 Schepers Education: No Response
 School Mate: No Response
 Select Agendas: No Response
 Student Planner: No Response
 Success By Design: No Response