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| 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. 9624 | | |
| DUE DATE NO LATER THAN 7/27/09 3 p.m. | | DATE 7/20/09 |

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 SYSTEMS/WAREHOUSE TECHNICIAN - TECHNOLOGY RESOURCE CENTER</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

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|-------------------------------|---|------------------------|---------------|
| 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
Systems/Warehouse Technician
Technology Resource Center
Bid 9624

Troy School District is seeking quotes to staff the position of Systems/Warehouse Technician (job description attached) via contract. Responses are due no later than Monday, July 27, 2009 per the instructions enclosed.

1. Provide pricing for one year, two year, and three year contracts, with the option to extend on a year by year basis after the initial term expires.
2. Provide a proposed contract between respondent's firm and the Troy School District
3. Provide an organizational history, years in business, years providing technical staffing services , overview of respondent's company, and identify key staff including the primary contact, should respondent be selected to provide staffing services.
4. All contracted staff are subject to Michigan School Safety Initiative Legislation, MCL 380.1230, 380.12301, 380.1230c, 380.1230d, and 380.1230g and to Public Act 84 of 2006. This requires all contract staff to be fingerprinted and have background checks processed by the Michigan State Police and Federal Bureau of Investigations, prior to commencing work at Troy School District. Respondent acknowledges that the price submitted includes any and all costs for its staff to comply with these regulations, including costs for fingerprinting, record duplication, or other expenses.
5. What is the process, including financial or length of contract implications, for the District to request that an assigned contractor be replaced?
6. Provide at least five references in Michigan, including at least three K-12 institutions, for which respondent has placed similar staff
7. Provide a sample resume for an employee already on respondent's staff that would be qualified for this position (personal information redacted). This need not be the person who would ultimately be assigned should respondent's firm be selected to fill the vacancy, but should be representative. **Troy School District reserves the right to review qualifications of proposed staff and approve or reject proposed staff before they are placed with the district.**
8. How many staff does respondent currently employ that have the skill set required to meet the job posting requirements?
9. Describe respondent's recruiting process if qualified staff are not currently employed:
 - a. How does respondent screen candidates?
 - b. What is respondent's typical retention rate when hiring new staff?
 - c. How long before respondent could place someone?

Troy School District
Warehouse/Systems Technician
Technology Resource Center
Bid 9624

Qualifications

- A+/Network+ certifications preferred
- Must possess or acquire Dell and HP certifications to comply with district Self Maintainer program
- One to three years experience providing end user support on computer, telephone, and/or audio-visual equipment required
- Minimum associate's degree in technology related field preferred
- Strong interpersonal communication skills required
- Strong organizational skills required
- Valid Michigan driver license and good driving record required
- Ability to bend, climb ladders, operate machinery and lift weights up to 50 pounds repeatedly throughout the day required

Job duties:

- Process help desk tickets related to desktop systems, printers, telephones, Integrated Communication System (ICS) and audio-visual technologies
 - o Maintain current Dell & HP desktop/laptop certifications
 - o Troubleshoot error reports-break/fix tickets
 - o New system installation
 - o Field or shop component repair/replacement – warranty and out-of-warranty
 - o Basic software troubleshooting
 - o Escalate to analysts as required
- Coordinate shipping, receiving, inventory and storage of equipment for District technology warehouse, including operation of warehouse machinery
- Interact regularly with district Purchasing Manager to maintain District records
- Perform other duties as defined by Director of Technology

| | |
|------------------|---------------------------------|
| Reports to: | Director of Technology |
| Employment date: | Immediate |
| Work hours: | 7 am – 3:30 pm, 30 minute lunch |
| Position Type: | 52 weeks per year |

Troy School District
Warehouse/Systems Technician
Technology Resource Center
Bid 9624

Item 1: Contract Pricing

Year 1: \$_____

Year 2: \$_____

Year 3: \$_____

Item 2: Proposed Contract (Please attach)

Item 3: Organizational History (Please attach)

Item 4: Fingerprinting/Background Check Acknowledgement initials_____

Item 5: Contractor Replacement Process (Please attach)

Item 6: Required References (Please attach)

Item 7: Sample Resume (Please attach)

Item 8: Number of qualified staff: _____

Item 9: Recruiting Process (Please attach)

Company:_____

Address:_____

City:_____ State:_____ Zip:_____

Phone:_____ Fax:_____

Email:_____

**Troy School District
Warehouse/Systems Technician
Bid 9624**

| Contract Hourly Rate Based on 2,080/year | | |
|--|--------|--------|
| Year 1 | Year 2 | Year 3 |

| | | | |
|---------------------------|----------|----------|----------|
| Inacomp | \$ 23.00 | \$ 24.00 | \$ 25.00 |
| Ajilon Consulting | 25.00 | 25.00 | 25.75 |
| Analysts International | 25.00 | 25.75 | 26.52 |
| Robert Half Technology | 26.10 | 27.84 | 27.84 |
| T-Tech Solutions | 30.00 | 30.00 | 30.00 |
| VED Software Services | 34.00 | 35.00 | 36.00 |
| Advanced Technology Group | 39.00 | 40.00 | 41.00 |
| Think Resources | 45.00 | 45.00 | 45.00 |
| Kelly IT Resources | 48.00 | 49.30 | 50.50 |
| Resource Technologies | 53.60 | 54.51 | 54.51 |

BPI Information Systems: No Response

ISG Technologies: No Response

ITS Technologies: No Response

K-Force: No Response

Sierra ITS: No Response

TRS Staffing: No Response

Yoh: No Response