

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. 9630		
DUE DATE NO LATER THAN 9/1/09 3 p.m.		DATE 8/17/09

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 FURNITURE AT SCHROEDER AND HAMILTON ELEMENTARY SCHOOLS</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
FURNITURE – SCHROEDER & HAMILTON ELEMENTARY
BID 9630**

The Troy School District is seeking qualified bids for various furniture to be placed at Schroeder and Hamilton Elementary Schools. The following points are integral to this bid. Respondents not adhering to these parameters are subject to disqualification.

- Bidding of complete package is not required, though highly recommended. The District would PREFER to award to one vendor to ease delivery, installation, etc.
- All responses will be regarded as bid to specification unless **SPECIFICALLY** indicated on bid response. Any alternates being proposed **MUST** include complete cut sheet. Failure to include cut sheet with bid submission will be grounds for disqualification of entire bid.
- All bidders **MUST** complete the enclosed Familial Disclosure form and include with bid submission. Bids not containing this form will be automatically disqualified. The Familial Disclosure form is **NOT** required to be notarized for non-construction bids.
- Bidders are reminded that all furniture listed on this bid will require installation by the awarded vendor. Bids for items where vendor does not provide complete installation will be deemed incomplete and will be disqualified.
- Installation includes unloading from shipping vehicle, unpacking and placing into designated room. Any assembly is the sole responsibility of the awarded vendor.
- School personnel will not assist with unloading, unpacking, assembly or cleanup of items or packing materials.
- Awarded vendors are completely responsible for cleanup and removal of all packing materials. The school district will **NOT** provide dumpster space for packaging materials.
- School does not have loading docks, pallet lifts or forklifts. Bidders are specifically reminded that all unloading of purchased items is the sole responsibility of awarded vendor.
- Awarded vendors **MUST** coordinate with shipper to insure that all delivered products are installed **DAY OF DELIVERY**. Schools do **NOT** have storage space available for product.
- Minimum of 48 hours notice is required prior to the delivery of any items awarded on this bid.

- Delivery may be made from 7:30 am until 2:00 pm, Monday through Friday.
- Bid prices are requested on a **PER UNIT BASIS**. Unit cost for delivery and installation are to be included on bid response. Quantities listed below are **MINIMUM** quantities to be ordered for. The district reserves the right to order additional quantities **PER these BUILDINGS and/or other district owned locations**. Bidders must specify the length of time they will hold pricing. The district will consider the timeline vendors will hold pricing when determining bid award.

**TROY SCHOOL DISTRICT
FURNITURE – SCHROEDER ELEMENTARY
BID 9630**

SPECIFICATIONS:

**Schroeder Elementary School
3541 Jack Drive
Troy, MI 48084**

RECEPTION AREA – MAIN OFFICE

- TAG #1 Hon 6216CU90T Blue Guest Chair
- TAG #2 Hon 621610T Black Guest Chair
- TAG #3 Hon 80192NN Corner Table, 24"x24", Mahogany

CONFERENCE ROOM

- TAG #4 Hon 6216CU90T Blue Guest Chair with arms
- TAG #5 Hon 4896GLAHH/BLS02 Conference Table, 42"x96", Henna Cherry Laminate

PRINCIPAL'S OFFICE

- TAG #6 Hon HKB900 Articulating Keyboard with mouse pad
- TAG #7 Hon 10596NN Desk Shell, Bow Top, Mahogany, 72"x36"
- TAG #8 Hon 105684NN Return Shell, Mahogany, 24"x60"
- TAG #9 Hon 105102 Mobile File Pedestal, B/B/F, Mahogany
- TAG #10 Hon 6216CU10T Guest Chair with Arms, Black, Grade 4
- TAG #11 Hon LD42GN/XSP36 Round Table 42", Mahogany, Xbase Black

**TROY SCHOOL DISTRICT
FURNITURE –HAMILTON ELEMENTARY
BID 9630**

SPECIFICATIONS:

**Hamilton Elementary School
5625 Northfield Parkway
Troy, MI 48098**

CONFERENCE ROOM “F”

Tag #12 Hon 88251RML Small Teacher’s Desk, 48”w, Medium Oak/Putty

Tag #13 Hon 5831AB90T Standard Computer Chair

Tag #14 V1772R5 Oak Table 36”x72”

CONFERENCE ROOM “G”

Tag #15 SAF-4217MO Wood Wall Rack, Medium Oak

GYM

Tag #16 2029C Magnetic Porcelain on Steel Board, Aluminum Frame 36”x48”

ART ROOM HALLWAY

Tag #17 311AM Vinyl Tack Board, 144”x48”, Blue

ROOM 5 (Qty 1)

Tag #18 Hon 5901BK19T Standard Teacher’s Chair

ROOM 7 (Qty 1)

Tag #18 Hon 5901BK19T Standard Teacher’s Chair

ROOM 10 (Qty 2)

Tag #18 Hon 5901BK19T Standard Teacher’s Chair

**TROY SCHOOL DISTRICT
FURNITURE – SCHROEDER AND HAMILTON ELEMENTARY
BID 9630**

PRICING SHEET

Bidders: DO NOT EXTEND quantities or dollar amounts. Provide pricing for each item indicated in *UNIT PRICE FORMAT ONLY*.

Qty	Description	Alternate	UNIT Cost	UNIT Installation	UNIT Freight
4	Tag #1				
2	Tag #2				
1	Tag #3				
8	Tag #4				
1	Tag #5				
1	Tag #6				
1	Tag #7				
1	Tag #8				
2	Tag #9				
2	Tag #10				
1	Tag #11				
1	Tag #12				
1	Tag #13				
1	Tag #14				
1	Tag #15				
1	Tag #16				
3	Tag #17				
4	Tag #18				

**Troy School D
Furniture - Sci
Bid 9630**

Qty	Item	OM Workspace				A-1 Business Systems				Office Express				Kerr Albert Office Supply							
		Alt.	Unit Cost	Unit Install	Unit Freight	Total	Unit Cost	Unit Install	Unit Freight	Total	Unit Cost	Unit Install	Unit Freight	Total	Unit Cost	Unit Install	Unit Freight	Total			
4	Tag #1		\$ 157.25	8.75		\$ 664.00	\$ 184.00	-	-		\$ 736.00	\$ 164.00	-	-		\$ 656.00	\$ 181.71	-	-		\$ 726.84
2	Tag #2		157.25	8.75		332.00	184.00	-	-		368.00	164.00	-	-		328.00	181.71	-	-		363.42
1	Tag #3		120.25	17.28		137.53	139.00	-	-		139.00	125.00	-	-		125.00	138.95	-	-		138.95
8	Tag #4		157.25	8.75		1,328.00	181.00	-	-		1,448.00	164.00	-	-		1,312.00	181.71	-	-		1453.68
1	Tag #5		415.84	43.25		459.09	479.00	-	-		479.00	435.00	25.00	-		460.00	480.52	-	-		480.52
1	Tag #6		166.50	17.28		183.78	183.00	-	-		183.00	174.00	10.00	-		184.00	192.39	-	-		192.39
1	Tag #7		267.45	37.80		305.25	303.00	-	-		303.00	279.00	20.00	-		299.00	309.04	-	-		309.04
1	Tag #8		189.83	8.75		198.58	217.00	-	-		217.00	198.00	10.00	-		208.00	219.34	-	-		219.34
2	Tag #9		254.58	17.28		543.72	318.00	-	-		636.00	266.00	-	-		532.00	294.16	-	-		588.32
2	Tag #10		157.25	8.75		332.00	184.00	-	-		368.00	164.00	-	-		328.00	181.71	-	-		363.42
1	Tag #11		298.01	17.28		315.29	349.00	-	-		349.00	299.00	10.00	-		309.00	344.35	-	-		344.35
1	Tag #12		290.37	32.40		322.77	350.00	-	-		350.00	305.00	-	-		305.00	335.52	-	-		335.52
1	Tag #13		72.39	8.65		81.04	89.00	-	-		89.00	76.00	-	-		76.00	83.65	-	-		83.65
1	Tag #14		458.17	34.56	65.22	557.95	463.50	-	-		463.50	469.00		60.00		529.00	485.93	-	60.00		545.93
1	Tag #15		60.10	19.44		79.54	60.96	-	-		60.96	63.00	10.00	-		73.00	49.24	-	-		49.24
1	Tag #16	Ghent M13-0	145.71	36.72		182.43	202.40	-	-		202.40	105.00	20.00	25.00		150.00	114.22	-	55.00		169.22
3	Tag #17	Ghent AV412	241.40	64.80		918.60	189.00	-	-		567.00	169.00	75.00	152.00		1,188.00	185.2	-	55.00		720.6
4	Tag #18		71.18	8.65		319.32	80.00	-	-		320.00	75.00	-	-		300.00	82.26	-	-		329.04
			7,260.89				7,278.86				7,362.00				7,413.47						

**Troy School D
Furniture - Sci
Bid 9630**

Qty	Item	Office Depot				Dew-El Corporation				Global Office Solutions					
		Alt.	Unit Cost	Unit Install	Unit Freight	Total	Alt.	Unit Cost	Unit Install	Unit Freight	Total	Unit Cost	Unit Install	Unit Freight	Total
4	Tag #1		\$ 190.61	12.50	-	\$ 812.44		\$ 194.85			\$ 779.40	\$ 170.18	4.00		\$ 696.72
2	Tag #2		190.61	12.50	-	406.22		194.85			389.70	170.81	4.00		349.62
1	Tag #3		145.76	18.75	-	164.51		150.40			150.40	130.62	13.50		144.12
8	Tag #4		190.61	12.50	-	1,624.88		194.85			1,558.80	170.81	4.00		1,398.48
1	Tag #5		504.08	100.00	-	604.08		534.60			534.60	451.69	70.00		521.69
1	Tag #6		201.83	18.75	-	220.58		207.15			207.15	180.85	20.00		200.85
1	Tag #7		259.35	50.00	-	309.35		344.65			344.65	290.50	55.00		345.50
1	Tag #8		230.10	31.25	-	261.35		245.55			245.55	206.19	50.00		256.19
2	Tag #9		308.59	18.75	-	654.68		329.30			658.60	276.52	13.50		580.04
2	Tag #10		190.61	12.50	-	406.22		194.85			389.70	170.81	4.00		349.62
1	Tag #11		361.24	37.50	-	398.74		369.90			369.90	323.70	50.00		373.70
1	Tag #12		351.98	37.50	-	389.48		366.45			366.45	315.40	70.00		385.40
1	Tag #13		87.75	27.50	-	115.25		92.80			92.80	78.63	7.00		85.63
1	Tag #14	Hon LA3672G/BL 501	413.70	62.50	-	476.20		577.85			577.85	524.29	70.00	80.00	674.29
1	Tag #15		72.05	43.75	-	115.80		64.75			64.75	44.52	40.00	15.00	99.52
1	Tag #16	Quartet 680- 624	95.18	43.75	-	138.93	AARCO AAR120A34M	165.50			165.50	143.75	40.00	15.00	198.75
3	Tag #17				-	-	AARCO AAR120B412DV	219.75			659.25	186.40	80.00	80.00	1,039.20
4	Tag #18		86.29	15.00	-	405.16		91.40			365.60	77.32	7.00		337.28
7,503.87						7,920.65						8,036.60			

**Troy School D
Furniture - Sci
Bid 9630**

Qty	Item	NBS					Interior Environments					Papp Straub Associates				
		Alt	Unit Cost	Unit Install	Unit Freight	Total	Alt	Unit Cost	Unit Install	Unit Freight	Total	Unit Cost	Unit Install	Unit Freight	Total	
4	Tag #1		\$ 167.57	9.00	-	\$ 706.28		\$ 163.31	10.00	-	\$ 693.24	\$ 196.00	10.00	10.00	\$ 864.00	
2	Tag #2		167.57	9.00	-	353.14		163.31	10.00	-	346.62	196.00	10.00	10.00	432.00	
1	Tag #3		128.14	18.00	-	146.14		138.95	20.00	-	158.95	150.00	50.00	50.00	250.00	
8	Tag #4		167.57	9.00	-	1,412.56		163.31	10.00	-	1,386.48	196.00	10.00	10.00	1,728.00	
1	Tag #5		443.14	84.00	-	527.14		477.26	100.00	-	577.26	517.00	31.00	50.00	598.00	
1	Tag #6		177.83	17.00	-	194.83		192.39	12.00	-	204.39	208.00	50.00	10.00	268.00	
1	Tag #7		285.00	54.00	-	339.00		309.04	48.00	-	357.04	335.00	90.00	50.00	475.00	
1	Tag #8		202.29	39.00	-	241.29		219.34	45.00	-	264.34	237.00	90.00	50.00	377.00	
2	Tag #9		271.29	17.00	-	576.58		294.16	15.00	-	618.32	317.00	90.00	50.00	914.00	
2	Tag #10		167.57	9.00	-	353.14		163.31	10.00	-	346.62	196.00	10.00	10.00	432.00	
1	Tag #11		317.58	32.00	-	349.58		442.40	30.00	-	472.40	309.00	50.00	25.00	384.00	
1	Tag #12		309.43	50.00	-	359.43		335.52	45.00	-	380.52	362.00	50.00	10.00	422.00	
1	Tag #13		77.14	17.00	-	94.14		83.65	10.00	-	93.65	110.00	18.58	10.00	138.58	
1	Tag #14		458.00	32.00	66.00	556.00		556.52	75.00	-	631.52	750.00	50.00	150.00	950.00	
1	Tag #15		275.93	25.00	16.50	317.43		49.24	30.00	-	79.24	63.00	15.00	35.00	113.00	
1	Tag #16	Claridge Markerboard	153.60	28.00	76.00	257.60	Claridge 814L	166.59	30.00	-	196.59	110.00	50.00	125.00	285.00	
3	Tag #17	Claridge Tackboard	193.60	56.00	76.00	976.80	Claridge 864	227.76	150.00	-	1,133.28	175.00	90.00	125.00	1,170.00	Great Lakes Furn Supply Inc: No Response
4	Tag #18		82.00	17.00	-	396.00		82.26	10.00	-	369.04	110.00	10.00	10.00	520.00	School Specialty: Disqualified- Late
						8,157.08				8,309.50				10,320.58		