

REQUEST FOR QUOTATION	TROY SCHOOL DISTRICT 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4052 FAX: 248-823-4077	
No. 9575		
DUE DATE 10-16-08 NO LATER THAN 3 p.m.		DATE 10/2/08

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 FOR PRINCIPAL'S OFFICE AT TROY HIGH SCHOOL.</p> <p style="text-align: center;">Copies of the bid are available at: 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: 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 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. 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 _____, 2008, by _____.

,Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

TROY SCHOOL DISTRICT
Furniture for Principal's Office – Troy High School
Bid 9575

The Troy School District is seeking qualified bids for furniture to be placed in the Principal's office at Troy High School. The following points are integral to this bid. Respondents not adhering to these parameters are subject to disqualification.

- Bidding of complete package is required. The District intends to award to one company so as to provide matching wood/colors as required.
- 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 awarded vendor.
- School personnel will **not** assist with unloading, unpacking, assembly or cleanup of items or packaging 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.
- Schools do 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**. The 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 between the hours of 3:00 pm to 8:00 pm Monday through Friday.

TROY SCHOOL DISTRICT
Principal's Office - Troy High School
Bid 9575

Qty	Mfg	Cat	Part #	Part Description	Category	Unit Price	Total
1	HON	HTA	BLS01 .D	Slab Base for 72"L or 60"L Top LAM: Natural Maple	Worksurface Support	\$ _____	\$ _____
3	HON	HSG	6216 \$(-4) .AP 10 .T	Guest, Sled Base, Arms GRADE: IV Upholstery UPH: Profile COLOR: Jet FRAME: Black	Seating	\$ _____	\$ _____
1	HON	HTA	80180 .D	Cube Occasional Table 24"W x 20"H LAM: Natural Maple	Freestanding Table	\$ _____	\$ _____
1	HON	HTA	PTA072 .B .X .DD	Laminate Top, Racetrack, 72"L x 36"W Beaded Edge Without Cord/Power Mgmt Cutout LAM: Natural Maple	Freestanding Table	\$ _____	\$ _____
6	HON	HSG	4703 .@ \$(-4) .AP 10 .T	Mang., Mid-Back, Pneumatic, Swivel Inverse Synch CASTER: Standard GRADE: IV Upholstery UPH: Profile COLOR: Jet FRAME: Black	Seating	\$ _____	\$ _____
1	HON	HWC	115899 .A .C .DP	Valido 72"W x 29 1/2"H Double Ped Desk, Bow Top Edge: Ribbon Pull Opt: Sweep Satin Nickel LAM: Natural Maple/Black	Freestanding Table	\$ _____	\$ _____
1	HON	HWC	11541 .A .X .DP	72"W x 24"D x 29 1/2" Cred Shell w/Full Mod Panel Edge: Ribbon No Edge or Drawer/Door Pull LAM: Natural Maple/Black	Freestanding Table	\$ _____	\$ _____

Qty	Mfg	Cat	Part #	Part Description	Category	Unit Price	Total
2	HON	HWC	11502	15 5/8"W x 22 3/4"D x 28"H Box/Box/File Pedestal .X No Edge or Drawer/Door Pull .C Pull Opt: Sweep Satin Nickel .P LAM: Black	Filing	\$ _____	\$ _____
2	HON	HWC	11504	15 5/8"W x 22 3/4"D x 28"H File/File Pedestal .X No Edge or Drawer/Door Pull .C Pull Opt: Sweep Satin Nickel .P LAM: Black	Filing	\$ _____	\$ _____
1	HON	HWC	115692	48"W x 24"D x 29 1/2" Cred Shell w/Full Mod Panel .A Edge: Ribbon .X No Edge or Drawer/Door Pull .DP LAM: Natural Maple/Black	Freestanding Table	\$ _____	\$ _____
1	HON	HWC	11508	26"W x 21 1/4"D x 28"H Cabinet Ped (for 60W shell) .X No Edge or Drawer/Door Pull .C Pull Opt: Sweep Satin Nickel .P LAM: Black	Filing	\$ _____	\$ _____
1	HON	HWC	115383K	48"W x 18 1/2"H Wall Mount Storage, 3-door, locking .A Edge: Ribbon .X No Edge or Drawer/Door Pull .DP LAM: Natural Maple/Black	Storage	\$ _____	\$ _____
1		HWC	H870942	Tasklight 42W		\$ _____	\$ _____
1	HON	HWC	11530	36"W x 24"D x 67"H Personal Wardrobe/Storage Cab .A Edge: Ribbon .C Pull Opt: Sweep Satin Nickel .DP LAM: Natural Maple/Black	Storage	\$ _____	\$ _____
2	HON	HWC	11503	36"W x 20"D x 28"H Lateral File Pedestal .X No Edge or Drawer/Door Pull .C Pull Opt: Sweep Satin Nickel .P LAM: Black	Filing	\$ _____	\$ _____

Qty	Mfg	Cat	Part #	Part Description	Category	Unit Price	Total
1	HON	HWC	115292 .A .X .DP	36"W x 14 5/8"D x 37 1/2"H Bookcase Hutch ETA Edge: Ribbon No Edge or Drawer/Door Pull LAM: Natural Maple/Black	Storage	\$ _____	\$ _____
1	HON	HWC	11564 .A .X .DP	60"W x 24"D x 29 1/2" Cred Shell w/Full Mod Panel Edge: Ribbon No Edge or Drawer/Door Pull LAM: Natural Maple Black	Freestanding Table	\$ _____	\$ _____
1	HON	HWC	90053 \$(M2) .X2 WV80	Tackboard for 48"W Stack on Storage Back Enclosure GRADE: Fabric Grade M2 FABRIC: Smart Textile Panel M2 Waves Twit	Accessory	\$ _____	\$ _____

Delivery Address:

Troy High School
4777 Northfield Parkway
Troy, MI 48098

Installation \$ _____

Freight \$ _____

TOTAL BID \$ _____

Company: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Signature: _____

Troy School District

Principal's Office Furniture - Troy High School

Bid 9575

		Office Products Outlet		Interior Environments		Office Express		Kerr Albert		
Qty	Description		Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
HON Office Furniture:										
1	Slab Base Support					\$ 159.00	\$ 159.00	\$ 167.00	\$ 167.00	
3	Guest Chair			\$ 175.51	\$ 526.53	158.00	474.00	168.00	504.00	
1	Cube Table			198.40	198.40	159.00	159.00	203.00	203.00	
1	Racetrack Table					258.00	258.00	215.00	215.00	
6	Swivel Mang. Chairs			261.24	1,567.44	229.00	1,374.00	247.00	1,482.00	
1	Double Pedestal Desk					689.00	689.00	720.00	720.00	
1	72" Credenza Shell					249.00	249.00	269.00	269.00	
2	Box/Box/File Pedestal					220.00	440.00	230.00	460.00	
2	File/File Pedestal					220.00	440.00	230.00	460.00	
1	48" Credenza Shell					220.00	220.00	237.00	237.00	
1	Filing Cabinet Pedestal					245.00	245.00	260.00	260.00	
1	3-Door Storage Wall Mount					300.00	300.00	333.00	333.00	
1	Tasklight			82.15	82.15	71.00	71.00	79.00	79.00	
1	Personal Wardrobe Cabinet					740.00	740.00	775.00	775.00	
2	Lateral File Cabinet					338.00	676.00	355.00	710.00	
1	Bookcase Hutch					213.00	213.00	227.00	227.00	
1	60" Credenza Shell					235.00	235.00	250.00	250.00	
1	Tackboard			77.20	77.20	70.00	70.00	74.00	74.00	
Alternate Product Bid		IOF & Global Seating	\$ 5,178.00	Artopex	5,203.82					
Installation			225.00		350.00		98.00		220.00	
Freight			-		-		-		-	
TOTAL			\$ 5,403.00		\$ 5,553.82		\$ 7,110.00		\$ 7,645.00	
		Discount School Supply: No Bid			Amerisource: No Response					
		OM Workspace: No Response			McDonalds & Co.: No Response					
		Commercial Concepts & Furn: No Response			Project Dynamics Inc: No Response					

Troy School District										
Principal's Office Furn										
Bid 9575										
		Corporate Express		School Specialty		Sun Turtle Office Furn		Airea Inc		
Qty	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
HON Office Furniture:										
1	Slab Base Support	\$ 167.70	\$ 167.70	\$ 185.14	\$ 185.14	\$ 174.14	\$ 174.14	\$ 176.49	\$ 176.49	
3	Guest Chair	169.43	508.29	187.06	561.18	175.95	527.85	178.32	534.96	
1	Cube Table	203.23	203.23	224.37	224.37	211.05	211.05	213.89	213.89	
1	Racetrack Table	217.10	217.10	239.69	239.69	225.45	225.45	228.48	228.48	
6	Swivel Mang. Chairs	252.20	1,513.20	278.42	1670.52	261.90	1,571.40	268.42	1,610.52	
1	Double Pedestal Desk	736.23	736.23	812.8	812.8	764.55	764.55	774.82	774.82	
1	72" Credenza Shell	268.67	268.67	296.61	296.61	279.00	279.00	282.75	282.75	
2	Box/Box/File Pedestal	233.57	467.14	257.86	515.72	242.55	485.10	245.81	491.62	
2	File/File Pedestal	233.57	467.14	257.86	515.72	242.55	485.10	245.81	491.62	
1	48" Credenza Shell	236.17	236.17	260.72	260.72	245.25	245.25	248.55	248.55	
1	Filing Cabinet Pedestal	259.57	259.57	286.56	286.56	269.55	269.55	273.18	273.18	
1	3-Door Storage Wall Mount	336.70	336.70	352.58	352.58	349.65	349.65	354.35	354.35	
1	Tasklight	79.30	79.30	87.54	87.54	82.35	82.35	83.46	83.46	
1	Personal Wardrobe Cabinet	785.20	785.20	866.85	866.85	815.40	815.40	826.35	826.35	
2	Lateral File Cabinet	358.37	716.74	395.63	791.26	372.15	744.30	377.15	754.30	
1	Bookcase Hutch	226.20	226.20	250.09	250.09	234.90	234.90	238.05	238.05	
1	60" Credenza Shell	250.47	250.47	276.48	276.48	260.10	260.10	263.59	263.59	
1	Tackboard	74.53	74.53	83.26	83.26	77.40	77.40	78.44	78.44	
Alternate Product Bid										
	Installation		200.00		incl		750.00		775.00	
	Freight		-		incl		-		-	
TOTAL			\$ 7,713.58		\$ 8,277.09		\$ 8,552.54		\$ 8,700.42	
Great Lakes Furn & Supply: No Response										
NBS: No Response										
Bowling Green Equip: No Response										

