

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. <b>9583</b>		
DUE DATE NO LATER THAN <b>12/2/08</b> 3 p.m.		DATE <b>11/14/08</b>

**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 <b>COPY PAPER</b> per the attached specifications</p> <p style="text-align: center;">Copies of the bid are available at:</p> <p style="text-align: center;"><a href="http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</a> (left column)</p> <p style="text-align: center;">Bid recaps will be available at:</p> <p style="text-align: center;"><a href="http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</a> (right column)</p> <p><b><i>FACSIMILE BID IS NOT ACCEPTABLE</i></b></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



**TROY SCHOOL DISTRICT  
COPY PAPER  
BID 9583**

<b>Quantity</b>	<b>Unit</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
1,680  (840 cases per truckload)	Cases	White paper, high speed Xerographic, 8 ½ x 11, 20#, 92 brightness, 500 sheets/ream 10 reams/case		
		<b>Delivery Charge</b>		
		<b>TOTAL</b>		

**1<sup>st</sup> Shipment Required by Week of January 26, 2009 (840 cases)**

**2<sup>nd</sup> Shipment Required by Week of February 9, 2009 (840 cases)**

**Please note: Due to scheduling, the final award of this bid will not be made until January 20, 2009. Responding bidders must be able to hold all pricing until this time.**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Troy School District  
Copy Paper  
Bid 9583**

**White Paper, High Speed  
Xerographic, 8 1/2 x 11  
20#, 92 Brightness,  
500 sheets/ream  
10 reams/case  
Total Quantity: 1,680 cases**

<b><u>Company</u></b>	<b><u>Unit Price</u></b>	<b><u>Total</u></b>
RIS Paper Co./Ricoh Corp.	\$ 26.94	\$ 45,259.20
Xerox	27.08	45,494.40
Xpedx	28.35	47,628.00
School Specialty Inc.	28.75	48,300.00
Office Express	29.50	49,560.00
Automation Aids Inc.	29.99	50,383.20
Officestar LLC (formerly Meadowbrook Products)	30.25	50,820.00
WorkflowOne	32.97	55,389.60
Coordinated Defense Supply Systems	33.25	55,860.00
JAM Specialties	34.99	58,783.20

AmeriSource: No Bid  
Corporate Express: No Response  
Paper Solution/Unisource: No Response  
Ikon Office Solutions: No Response