

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. 9591		
DUE DATE NO LATER THAN 3/3/09 3 p.m.		DATE 2/17/09

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 MISCELLANEOUS FURNITURE FOR BAKER MIDDLE SCHOOL.</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 substitutions by vendors will NOT be accepted unless specifically permitted in the bid 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
MISCELLANEOUS FURNITURE FOR BAKER MIDDLE SCHOOL
BID 9591**

The Troy School District is seeking qualified bids for miscellaneous furniture to be placed at Baker Middle School. The following points are integral to this bid. Respondents not adhering to these parameters are subject to disqualification.

- **Bidders shall not propose substitutes or alternative makes or models** for any product, unless specifically permitted in the bid specifications.
- 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.
- 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 at a later date**. Bidders must specify length of time they will hold pricing. The District will consider the timeline vendors will hold pricing when determining bid award.
- **Delivery may be made the week of April 6-9, 2009 or after June 20, 2009 between the hours of 7:00am to 2:00pm. Buildings are closed by 2:30pm on non-student days. NO EXCEPTIONS ON DELIVERY DATES OR TIMES.**

**Troy School District
Miscellaneous Furniture for Baker Middle School
Bid 9591**

<u>TAG</u>	<u>QTY</u>	<u>DESCRIPTION</u>
AD18	2	Table 12" x 12", Color: Pionite Thyme Fiber #AV721, Armor Edge
BC1	13	Tera 2-Shelf Bookcase (TERA-STE-1-30B 5/1 – A66) 30" high x 5/8" gable, 1" shelf. Sliced Maple.
BC2	9	Tera 5-Shelf Bookcase (TERA-STE-1-60B 5/1 – A66). 60"high x 5/8" gable, 1" shelf. Sliced Maple.
CF01a	6	Primera Wheel Dolly (PRM-3055). Will accommodate 25 PRM-3050 chairs.
CR01	17	Student Chair, (Model 7018) 18" Stacking, Chrome Frame, Navy Blue Seat and Back, Chrome Frame, Steel Glides #NSL718
CR09	1	Wisconsin Bench Lobo Student Table, 24" x 48" x 29", Laminate: Pionite Thyme Fiber #AV721 with Armor Edge
FF06	7	Allsteel Essentials Lateral file Cabinet, 4 drawer, 42"w x 18"d, light gray
FF12	4	HON Vertical File Cabinet, 4 drawer, 15"w x 26 ½"d, light gray
FF13	1	HON Vertical File Cabinet, 4 drawer Legal Size, 18 ¼"w x 26 ½"d, light gray
FF14	1	HON Vertical file Cabinet, 5 drawer, 15"w x 26 ½"d, light gray
FF15	2	Sandusky Lee 35" Storage Cabinet on wheels, #LMP9555, one adjustable shelf with two shelf spaces. 36"W x 24"D x 30"H. Color: Light Gray #30662520N.
FF16	2	Sandusky Lee 46" Wide General Storage Cabinet on wheels.. Three adjustable shelves with four shelf spaces. Color: Light Gray #30672940N.

**Troy School District
Miscellaneous Furniture for Baker Middle School
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<u>TAG</u>	<u>QTY</u>	<u>DESCRIPTION</u>
MS06	1	Fleetwood #564300-000-XX-00 Cello Rack on casters, 6 unit
MS07	2	Wenger String Bass Rack #148F004.100, 4 unit
SC02	10	Peter Pepper Products Coat Hooks. Bar Type #2 with rounded edge, spaces for 4 hooks, finish NA (Natural Maple, Hook #2003AL. Wood bar 24" wide x 2" high x 1/2" deep. Hooks: 1 1/2" wide x 2" high x 2 3/8" deep.
SE01	2	Stelter Kidney Activity Table, 48" x 72", #LWTAAT724829KHTA.SP Fusion Maple Laminate Top, Navy Armor Edge
SE07	6	Flip Top Training Tables, KI "Hurry Up Series" , HUN3060BN/EB, L/PIOAV721/SX/4CW Nesting, Laminate Top: Pionite Thyme Fiber AV721, Flat vinyl edge: Black, locking casters, Finish: Starlight Silver Metallic SX, 30" x 60"
VS01	1	Da-Lite Model C Extra Large Screen 12' x 12', glass beaded, #30601084N
VS01a	2	Wall Bracket, 6" non-adjustable, #30618087N (for above screen)

DELIVERY ADDRESS:

**BAKER MIDDLE SCHOOL
1359 TORPEY DR
TROY, MI 48083**

**Troy School District
Bid 9591**

DO NOT EXTEND PRICING. QUOTE IN UNIT PRICES ONLY.

<u>TAG</u>	<u>UNIT Cost</u>	<u>UNIT Freight</u>	<u>UNIT Installation</u>
AD18	\$ _____	\$ _____	\$ _____
BC1	\$ _____	\$ _____	\$ _____
BC2	\$ _____	\$ _____	\$ _____
CF01a	\$ _____	\$ _____	\$ _____
CR01	\$ _____	\$ _____	\$ _____
CR09	\$ _____	\$ _____	\$ _____
FF06	\$ _____	\$ _____	\$ _____
FF12	\$ _____	\$ _____	\$ _____
FF13	\$ _____	\$ _____	\$ _____
FF14	\$ _____	\$ _____	\$ _____
FF15	\$ _____	\$ _____	\$ _____
FF16	\$ _____	\$ _____	\$ _____
MS06	\$ _____	\$ _____	\$ _____
MS07	\$ _____	\$ _____	\$ _____
SC02	\$ _____	\$ _____	\$ _____
SE01	\$ _____	\$ _____	\$ _____
SE07	\$ _____	\$ _____	\$ _____
VS01	\$ _____	\$ _____	\$ _____
VS01a	\$ _____	\$ _____	\$ _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

