

REQUEST FOR QUOTATION	<p style="text-align: center;"><b>TROY SCHOOL DISTRICT</b></p> <p style="text-align: center;">1140 RANKIN, TROY, MICHIGAN 48083</p> <p style="text-align: center;">248-823-4052</p> <p style="text-align: center;">FAX: 248-823-4077</p>	REQUISITION
No. <b>9540</b>		
DUE DATE <b>7-7-08</b> NO LATER THAN <b>3 p.m.</b>		DATE <b>6-18-08</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 Art Furniture</p> <p style="text-align: center;">Copies of the bid are available at:  <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></p> <p style="text-align: center;">Bid recaps will be available at:  <a href="http://troy.k12.mi.us/purchasing/index.htm">troy.k12.mi.us/purchasing/index.htm</a></p> <p style="text-align: center;"><u>FACSIMILE BID IS NOT ACCEPTABLE</u></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 NOT be accepted or reviewed on this RFQ. 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

## ART FURNITURE

### BID 9540

The Troy School District is seeking qualified bids for the replacement of various art room furniture throughout the district. 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. Bidders are encouraged to bid on all products, however, no penalty will occur should a vendor decide to submit a partial bid.
- 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 Familiar Disclosure form and include with bid submission. Bids not containing this form will be automatically disqualified. The Familiar 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 from 7:30 am until 2:00 pm. Buildings are closed by 2:30 pm on non-student days unless specific prior arrangements have been agreed to by the School District.
- All items on this bid MUST be delivered and installed no later than Friday, August 22, 2008.
- 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 each building. The district reserves the right to order additional quantities **PER BUILDING**. 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.

## Furniture Specifications:

- **Tag #1** Shain Solutions Pedestal Art Table, Maple Top, with 2 bookshelves  
Model # PT-62M  
42" x 60"
- **Tag #2** Hon Furniture Utility Table  
Model# UTM3672 MLCHR
- **Tag #3** H. Wilson presentation Cart  
Model# WPS4E with electrical assembly accessory  
3 outlet UL/CSA approved, 83-1/2"H x 34-1/2"W x 18"D  
4 shelves (18" x 15-3/4", 18" x 18", 15" x 15", 16-1/2" x 30-1/2")  
3" swivel casters, 2 lockable
- **Tag #4** EvenHeat Model RM2 1822 Electric Kiln

***NOTE: Due to special requests, ALTERNATE PRODUCTS will not be considered on the above products***

- **Tag #5** Teacher Value Easel  
23"W x 33"H Magnetic Dry Erase Whiteboard,  
four 15"L x 12"W x 5"D storage bins included  
Integrated book ledge, 4 locking casters
- **Tag #6** Convertible Easel  
36-1/2"W x 21-1/2"D x 42"-72"H Magnetic Dry Erase Whiteboard,  
Adjusts to 2 height settings, 28" x 4" accessory Tray,  
Converts to standard floor easel, tabletop easel or wall mount
- **Tag #7** 8-Roll Vertical Rack Art Paper Dispenser Rack  
Holds 8 rolls of 36"W x 1000' art paper  
3" casters (2 lockable)



## INITIAL ORDER SIZE AND DISTRIBUTION:

Barnard Elementary School  
3601 Forge Dr.  
Troy, MI 48083

Tag# 4 EvenHeat Kiln QTY = 1

Bemis Elementary School  
3571 Northfield Parkway  
Troy, MI 48083

Tag# 5 Value Easel QTY = 3

Costello Elementary School  
1333 Hamman  
Troy, MI 48085

Tag# 1 Shain Art Tables QTY = 7

Hamilton Elementary  
5625 Northfield Parkway  
Troy, MI 48098

Tag# 2 Hon Utility Tables QTY = 8

Hill Elementary  
4600 Forsyth  
Troy, MI 48085

Tag# 1 Shain Art Tables QTY = 8  
Tag# 4 EvenHeat Kiln QTY = 1

Martell Elementary  
5666 Livernois  
Troy, MI 48098

Tag# 1 Shain Art Tables QTY = 6

Schroeder Elementary  
3541 Jack Drive  
Troy, MI 48084

Tag #6 Convertible Easel QTY = 4  
Tag #7 Roll Paper Rack QTY = 1

Service Building  
4420 Livernois  
Troy MI 48098

Tag# 3 H. Wilson Presentation Cart QTY = 44

# TROY SCHOOL DISTRICT ART FURNITURE BID 9540

## PRICING SHEET

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

Description	Brand & Model #	Unit Cost	Unit Installation	Unit Freight
TAG #1 Shain Art Tables				
TAG #2 HON Utility Tables				
TAG #3 H. Wilson Presentation Cart				
TAG #4 EvenHeat Kiln				
TAG #5 Value Easel				
TAG #6 Convertible Easel				
TAG #7 Art Paper Rack				





