

REQUEST FOR QUOTATION	TROY SCHOOL DISTRICT 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4052 FAX: 248-823-4077	REQUISITION
No. 9542		
DUE DATE NO LATER THAN 11-20-08 3 p.m.		DATE 11-6-08

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 Cafeteria Tables.</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 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 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 not be accepted nor 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

BID # 9542

CAFETERIA TABLES

The Troy School District is seeking qualified bids for the supply and installation of folding cafeteria tables at several district 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. 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. **NO** alternates for the specified tables will be accepted.
- 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.
- Target date for delivery & installation is December 22 through January 2. Special arrangements for delivery outside these dates **MUST** be made through the Purchasing Department.
- 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.

TAG # 1 – SICO TC-65 “Prepster”, 12’ folding cafeteria table with individual seats for 16 individuals. Top will be #38 Grey Nebula, Armor Edge (or equivalent) molding in black. T molding is specifically NOT acceptable. Seat color to be determined prior to ordering per location.

TAG # 2 – SICO TC-65 “Director”, 8’ folding cafeteria table with individual seats for 8 individuals. Top will be Navy Legacy, Armor Edge (or equivalent) molding in Blue Hammerstone. T molding is specifically NOT acceptable. Seat color to be Navy Legacy.

TAG # 3 – Mitchell ST-4872 , 48” x 72” folding cafeteria table. Top to be Wilson Art #7067-60 Congo Spruce, Seats to be Wilson Art #D321-60 Brittney Blue. Chrome Frame. Edge color to be determined, edge must be Armor Edge (or Equivalent). T molding is specifically NOT acceptable.

TAG # 4 – SICO TC-65 “Senior”, 10’ length x 29” height folding cafeteria table. 12 seats. Top will be Bannister Oak. Armor Edge (or equivalent) in Black. T molding is specifically NOT acceptable. Seats color: Blue Ridge (113).

TAG # 5 - SICO T-65 “Associates”. 4’ length x 29” height table. 4 seats. Top will be Bannister Oak. Armor Edge (or equivalent) in Black. T molding is specifically NOT acceptable. Seats color: Blue Ridge (113)

DELIVERY LOCATION**INITIAL ORDER SIZE**

Barnard Elementary School
3601 Forge Dr.
Troy, MI 48083

Tag #1 QTY = 10

Bemis Elementary School
3571 Northfield Parkway
Troy, MI 48083

Tag #1 QTY = 16

Costello Elementary School
1333 Hamman
Troy, MI 48085

Tag #1 QTY = 10

Hamilton Elementary
5625 Northfield Parkway
Troy, MI 48098

Tag #3 QTY = 1

Hill Elementary
4600 Forsyth
Troy, MI 48085

Tag #1 QTY = 10

Leonard Elementary
4404 Tallman
Troy, MI 48085

Tag #1 QTY = 10

Wass Elementary
2340 Willard
Troy, MI 48085

Tag #1 QTY = 10

Larson Middle School
2222 E. Long Lake
Troy, MI 48085

Tag #2 QTY = 33
32 Standard
1 handicap

Troy High School
4777 Northfield Parkway
Troy, MI 48098

Tag #4 QTY = 9
Tag #5 QTY = 6

**Troy School District
Cafeteria Tables
Bid 9542**

PRICING

TAG #1 **EACH** \$ _____

TAG #4 **EACH** \$ _____

Freight **EACH** \$ _____

Freight **EACH** \$ _____

Installation **EACH** \$ _____

Installation **EACH** \$ _____

TAG #2 **EACH** \$ _____

TAG #5 **EACH** \$ _____

Freight **EACH** \$ _____

Freight **EACH** \$ _____

Installation **EACH** \$ _____

Installation **EACH** \$ _____

TAG #3 **EACH** \$ _____

Freight **EACH** \$ _____

Installation **EACH** \$ _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Troy School District Cafeteria Tables Bid 9542

	Great Lakes Furn Supply Inc	Great Lakes Furn & Supply, LLC			School Specialty Inc	Papp Straub Assoc.
	Unit Cost	Unit Cost	Alt:	Unit Cost	Alt: Unit Cost	Unit Cost
Tag #1: SICO TC-65 Prepster	\$ 1,068.30		MST1216DRCH	\$ 970.00	Midwest \$ 898.54	\$ 1,390.00
Freight	30.00			30.00	49.00	50.00
Installation	30.00			10.00	35.25	50.00
Tag #1 TOTAL	1,128.30			1,010.00	982.79	1,490.00
Tag #2: SICO TC-65 Director	675.10		MST88DRCH	717.00	Midwest 649.27	1,000.00
Freight	30.00		ADA	739.00	40.00	50.00
Installation	20.00			10.00	25.29	40.00
Tag #2 TOTAL	725.10		MST88DRCH	757.00	714.56	1,090.00
			ADA	779.00		
Tag #3: Mitchell ST-4872	980.30	\$ 854.95	MBR604DRCH	832.00	No Bid	1,475.00
Freight	265.00	250.00		30.00		250.00
Installation	25.00	15.00		10.00		150.00
Tag #3 TOTAL	1,270.30	1,119.95		872.00		1,875.00
Tag #4: SICO TC-65 Senior	868.95		MST1012DRCH	814.00	Midwest 733.79	1,200.00
Freight	30.00			30.00	44.00	50.00
Installation	25.00			10.00	28.77	40.00
Tag #4 TOTAL	923.95			854.00	806.56	1,290.00
Tag #5: SICO T-65 Associates	386.10		MST44DRCH	360.00	Midwest 354.42	620.00
Freight	30.00			30.00	36.00	50.00
Installation	20.00			10.00	13.34	40.00
Tag #5 TOTAL	436.10			400.00	403.76	710.00

Decker Equip: No Response
Kurtz Bros: No Response
Office Depot: No Response

Mitchell Furniture Systems: No Response
Corporate Express: No Bid
AmeriSource Supply: No Response