

REQUEST FOR QUOTATION	TROY SCHOOL DISTRICT 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4052 FAX: 248-823-4077	REQUISITION
No. 9541		
DUE DATE 7-8-08 NO LATER THAN 3 p.m.		DATE 6-19-08

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 Bookcases.</p> <p style="text-align: center;">Copies of the bid are available at: www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</p> <p style="text-align: center;">Bid recaps will be available at: troy.k12.mi.us/purchasing/index.htm</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 be accepted and 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 BOOKCASES BID 9541

The Troy School District is seeking qualified bids for bookcases to be placed 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 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 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:

Heavy Duty wood bookcases

Ends are to be secured to top by lock-joint tennon and plough securely glued. Additional heavy gauge 1" x 1-3/4" steel angle brackets are to be recessed into top and ends on inside of case from front. Ends are to be secured to bottom-base front by glued in tennon and plough with bottom shelf toe-nailed to the ends from bottom inside, plus glue. All wood to be hardwood; cut to size, glued and machine finished. Lacquer matte finish topcoat over **light oak** veneer. Each shelf **MUST** be guaranteed to support **MINIMUM** of 200 pounds without bow, sag or twist. Backs to be 1/4" masonite hardboard with inside face to be finished to match finished product.

All bookcases **MUST** have minimum 5 year warranty against defects in material, workmanship and bowing, sagging or twisting.

Approved manufacturer/model: **Hale Manufacturing Company 500 LTD Series**

Alternate products will be reviewed and evaluated. **COMPLETE** specification sheet for any proposed alternate **MUST** be submitted with bid. Fully assembled sample of alternate must be provided within 5 working days of request from Troy School District.

Bidders **MUST** be able to supply all items requested in all required sizes. Complete installation must occur no later than Friday, August 22, 2008.

- **Tag #1** Heavy Duty Bookcase, one adjustable shelf,
30"H x 11-3/4"D x 36"W
- **Tag #2** Heavy Duty Bookcase, two adjustable shelves
36"H x 11-3/4"D x 36"W
- **Tag #3** Heavy Duty Bookcase, three adjustable shelves
48"H x 11-3/4"D x 36"W
- **Tag #4** Heavy Duty Bookcase, four adjustable shelves
60"H x 11-3/4"D x 36"W
- **Tag #5** Heavy Duty Bookcase, five adjustable shelves
72"H x 11-3/4"D x 36"W
- **Tag #6** Heavy Duty Bookcase, six adjustable shelves
84"H x 11-3/4"D x 36"W

INITIAL ORDER SIZE AND DISTRIBUTION:

Costello Elementary School 1333 Hamman Troy, MI 48085	Tag # 4	Qty = 32
Hill Elementary 4600 Forsyth Troy, MI 48085	Tag # 1	Qty = 123
	Tag # 2	Qty = 27
	Tag # 3	Qty = 19
Martell Elementary 5666 Livernois Troy, MI 48098	Tag # 1	Qty = 70
	Tag # 5	Qty = 2
Morse Elementary 475 Cherry Troy MI 48083	Tag # 1	Qty = 5
	Tag # 2	Qty = 2
	Tag # 5	Qty = 4
Troy Union Elementary 1340 E. Square Lake Rd. Troy, MI 48085	Tag # 3	Qty = 3
Wass Elementary 2340 Willard Troy, MI 48085	Tag # 1	Qty = 24
Wattles Elementary 3555 Ellenboro Troy, MI 48083	Tag # 5	Qty = 1

TROY SCHOOL DISTRICT BOOKCASES BID 9541

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 Bookcase – one adj shelf				
TAG #2 Bookcase – two adj shelves				
TAG #3 Bookcase – three adj shelves				
TAG #4 Bookcase – four adj shelves				
TAG #5 Bookcase – five adj shelves				
TAG #6 Bookcase – six adj shelves				

**Troy School District
Bookcases
Bid 9541**

<u>Qty</u> <u>Description</u>	Office Express					Commercial Concepts					Corporate Express				
	<u>Brand / Model</u>	<u>Unit Cost</u>	<u>Unit Install</u>	<u>Unit Freight</u>	<u>Total</u>	<u>Brand / Model</u>	<u>Unit Cost</u>	<u>Unit Install</u>	<u>Unit Freight</u>	<u>Total</u>	<u>Brand / Model</u>	<u>Unit Cost</u>	<u>Unit Install</u>	<u>Unit Freight</u>	<u>Total</u>
222 Tag #1 Bookcase, 1 adjustable shelf	Hale 530	245.00	-	-	\$ 54,390.00	Hale 530	282.53	Incl.	Incl.	\$ 62,721.66	Hale 530	265.00	13.50	-	\$ 61,827.00
											<i>Less than 20</i>	307.00	13.50	-	71,151.00
29 Tag #2 Bookcase, 2 adjustable shelves	Hale 536	299.00	-	-	8,671.00	Hale 536	342.82	Incl.	Incl.	9,941.78	Hale 536	321.00	14.50	-	9,729.50
											<i>Less than 20</i>	373.00	14.50	-	11,237.50
22 Tag #3 Bookcase, 3 adjustable shelves	Hale 548	365.00	-	-	8,030.00	Hale 548	418.27	Incl.	Incl.	9,201.94	Hale 548	391.00	15.75	-	8,948.50
											<i>Less than 20</i>	455.00	15.75	-	10,356.50
32 Tag #4 Bookcase 4 adjustable shelves	Hale 560	425.00	-	-	13,600.00	Hale 560	489.60	Incl.	Incl.	15,667.20	Hale 560	458.00	17.00	-	15,200.00
											<i>Less than 20</i>	532.00	17.00	-	17,568.00
7 Tag #5 Bookcase 5 adjustable shelves	Hale 572	572.00	-	-	4,004.00	Hale 572	556.78	Incl.	Incl.	3,897.46	Hale 572	605.00	18.00	-	4,361.00
											<i>Less than 20</i>	605.00	18.00	-	4,361.00
Tag #6 Bookcase 6 adjustable shelves	Hale 584	650.00	-	-		Hale 584	648.34	Incl.	Incl.		Hale 584	705.00	19.00	-	
											<i>Less than 20</i>	705.00	19.00	-	
					\$ 88,695.00					\$ 101,430.04	Hale				\$ 100,066.00
											<i>Less than 20</i>				114,674.00
	200 lbs. per shelf														
	10 year warranty														

McDonalds & Co.: No Response
Office Depot: No Response
Learning Consultants: No Respense
Gaylord Bros. Inc. - No Bid
Global Office Solutions: No Response

**Troy School District
Bookcases
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<u>Qty</u> <u>Description</u>	Bowling Green Equipment Co					Great Lakes Furn Supply Inc.					School Specialty Inc.				
	<u>Brand / Model</u>	<u>Unit Cost</u>	<u>Unit Install</u>	<u>Unit Freight</u>	<u>Total</u>	<u>Brand / Model</u>	<u>Unit Cost</u>	<u>Unit Install</u>	<u>Unit Freight</u>	<u>TOTAL</u>	<u>Brand / Model</u>	<u>Unit Cost</u>	<u>Unit Install</u>	<u>Unit Freight</u>	<u>Total</u>
222 Tag #1 Bookcase, 1 adjustable shelf	Hale 530	254.25	5.00	5.00	\$ 58,663.50	Hale as spec	252.62	4.00	-	\$ 56,969.64	Norsons Exc 30 MediaTech 113012	79.16 203.14	6.80 6.80	6.02 2.77	\$ 20,419.56 47,221.62
29 Tag #2 Bookcase, 2 adjustable shelves	Hale 536	308.50	5.00	5.00	9,236.50	Hale as spec	308.32	4.00	-	9,057.28	Norsons Exc 36 MediaTech 113612	99.15 223.31	8.52 8.52	7.27 3.50	3,333.26 6,824.57
22 Tag #3 Bookcase, 3 adjustable shelves	Hale 548	376.40	5.00	5.00	8,500.80	Hale as spec	376.78	4.00	-	8,377.16	Norsons Exc 48 MediaTech 114812	124.68 250.19	10.72 10.72	9.32 4.47	3,183.84 5,838.36
32 Tag #4 Bookcase 4 adjustable shelves	Hale 560	440.59	5.00	5.00	14,418.88	Hale as spec	436.77	5.00	-	14,136.64	Norsons Exc 60 MediaTech 116012	150.75 316.92	12.96 12.96	11.25 4.64	5,598.72 10,704.64
7 Tag #5 Bookcase 5 adjustable shelves	Hale 572	501.05	5.00	5.00	3,577.35	Hale as spec	493.27	5.00	-	3,487.89	Norsons Exc 72 MediaTech 117212	173.37 382.46	14.90 14.90	13.18 5.26	1,410.15 2,818.34
Tag #6 Bookcase 6 adjustable shelves	No Bid					Hale as spec	585.28	5.00	-		Norsons Exc 84 MediaTech 118412	199.65 411.38	18.26 18.26	15.79 6.62	
					\$ 94,397.03					\$ 92,028.61	Norsons MediaTech				\$ 33,945.53 73,407.53
	Order must be received by 7/14 for install by 8/22/08 After bid award, add'l purchases less than 20, higher unit cost														

McDonalds & Co.: No Response
Office Depot: No Response
Learning Consultants: No Respns
Gaylord Bros. Inc. - No Bid
Global Office Solutions: No Resp

**Troy School District
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Great Lakes Furn & Supply

<u>Qty</u>	<u>Description</u>	<u>Brand / Model</u>	<u>Unit Cost</u>	<u>Unit Install</u>	<u>Unit Freight</u>	<u>Total</u>
222	Tag #1 Bookcase, 1 adjustable shelf	Hale 530	275.00	incl	incl	\$ 61,050.00
29	Tag #2 Bookcase, 2 adjustable shelves	Hale 536	331.00	incl	incl	9,599.00
22	Tag #3 Bookcase, 3 adjustable shelves	Hale 548	404.00	incl	incl	8,888.00
32	Tag #4 Bookcase 4 adjustable shelves	Hale 560	473.00	incl	incl	15,136.00
7	Tag #5 Bookcase 5 adjustable shelves	Hale 572	538.00	incl	incl	3,766.00
	Tag #6 Bookcase 6 adjustable shelves	Hale 584	625.00	incl	incl	
						\$ 98,439.00

Order must be received by 7/14 for install by 8/22/08

McDonalds & Co.: No Response
Office Depot: No Response
Learning Consultants: No Respn
Gaylord Bros. Inc. - No Bid
Global Office Solutions: No Resp