

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>9553</b>		
DUE DATE      NO LATER THAN <b>8/18/08</b> 3 p.m.		DATE <b>8/1/08</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>FURNITURE FOR PRINCIPAL'S OFFICE AT ATHENS HIGH SCHOOL</b></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 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

**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 \_\_\_\_\_, 2008, by \_\_\_\_\_.

\_\_\_\_\_

,Notary Public

\_\_\_\_\_County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

# TROY SCHOOL DISTRICT

## Furniture for Principal's Office- Athens H.S.

### Bid 9553

The Troy School District is seeking qualified bids for furniture to be placed in the Principal's office at Athens High School. 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.

**Troy School District  
Bid 9553**

Qty	Mfg	Cat	Part #	Part Description	Category	Unit Price	Total
1	HON	HSG	6543 .N \$(4) .CC 62	Exec, Mid-Back, Mid-Range, Knee, Tilt-Lock, Pneu, Uph-A FINISH: Mahogany GRADE: IV UPHOLSTERY UPH: Cosmic COLOR: Berry 62	SEATING	\$ _____	\$ _____
6	HON	HSG	6552 .@ .N \$(M1) .X1 COM	Guest, Arms, Leg Base, Casters OPT: Standard nail trim FINISH: Mahogany GRADE: M1 UPHOLSTERY UPH: Hon Simple Textile M1 COLOR: Pinpoint/Garnet	SEATING	\$ _____	\$ _____
2	HON	HSG	PAA01 \$(M3) .X3 A169 .T .BL	Armchair GRADE: M3 UPHOLSTERY UPH: Hon Smart Textile M3 COLOR: Banderole Wine FRAME: Black Blanket Wrapped	SEATING	\$ _____	\$ _____
2	INW	INW	SB18-22	Emp. Ser Trad. Pnl Bs Wd(Walnut Vnr), 22"W		\$ _____	\$ _____
1	INW	INW	CF1872 (P) 4L-P ~	Executive Conf. Dbl. Ped Dsk, each Ped F/B/B Dwr 36"Dx72"W Laminate Top Dark Mahogany on Walnut/Lam Top No Selection of Option		\$ _____	\$ _____
1	INW	INW	RW7236 (LF) 4L F 4L ~	Rectangular Conference Table 36"Dx72"W, Laminate Top/Wood Edge Laminate Finish Options Dark Mahogany Laminate Edge F Dark Mahogany on Walnut Veneer No Selection		\$ _____	\$ _____

**Troy School District  
Bid 9553**

Qty	Mfg	Cat	Part #	Part Description	Category	Unit Price	Total
1	INW	INW	BW1836 (P) 4L-P ~ ~	Double Bkcs Wood Drs 3 Adj Shelves Each Side FS Bs 17"Dx36"W Laminate Top Dark Mahogany on Walnut/Lam Top No Selection of Option No Selection of Option		\$ _____	\$ _____
1	INW	INW	HDCR1872D (P) 4L-P ~ ~	4 Gls Hinged Drs/4 Adj Shelf,Cred F/B Dwr Each Sd, 17"Dx71"W Laminate Top Dark Mahogany on Walnut/Lam Top No Selection of Option No Selection of Option		\$ _____	\$ _____
<p><b>Shipping Charge to:</b> Athens High School 4333 John R Troy, MI 48083</p> <p><b>Installation</b></p> <p><b>TOTAL</b></p>							<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>

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

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

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

Signature: \_\_\_\_\_

**Troy School District  
 Bid# 9553  
 Athens Principal Office Furniture**

	Qty	Dew-EI Corp		Kerr Albert		Office Express		CM WorkSpace (Office Max)		Airea Inc.		Interior Environments		Great Lakes Furniture & Supply LLC		Commercial Concepts & Furniture	
Mid-back executive chair	1	433.00	433.00	354.00	354.00	340.00	340.00	349.94	349.94	370.35	370.35	372.76	372.76	374.95	374.95	388.33	388.33
Guest Chair	6	299.40	1,796.40	217.00	1,302.00	230.00	1,380.00	237.84	1,427.04	251.71	1,510.26	253.34	1,520.04	256.95	1,541.70	274.73	1,648.38
Armchair	2	946.60	1,893.20	785.00	1,570.00	749.00	1,498.00	773.61	1,547.22	818.73	1,637.46	824.06	1,648.12	835.95	1,671.90	858.49	1,716.98
Conference Table Base	2	-	-	138.00	276.00	155.00	310.00	145.57	291.14	144.78	289.56	153.10	306.20	179.95	359.90	157.51	315.02
Exec. Double Pedestal Desk	1	622.95	622.95	1,138.00	1,138.00	1,250.00	1,250.00	1,180.77	1,180.77	1,174.35	1,174.35	1,241.84	1,241.84	1,459.95	1,459.95	1,207.34	1,207.34
36" X 72" Conference Table	1	223.75	223.75	349.00	349.00	399.00	399.00	365.03	365.03	363.04	363.04	383.91	383.91	449.95	449.95	638.76	638.76
Double Bookcase W/drawers	1	330.50	330.50	659.00	659.00	750.00	750.00	685.90	685.90	682.17	682.17	390.80	390.80	849.95	849.95	701.34	701.34
Credenza w/Glass hinged doors	1	460.10	460.10	2,379.00	2,379.00	2,575.00	2,575.00	2,467.33	2,467.33	2,453.17	2,453.17	2,594.94	2,594.94	3,049.95	3,049.95	2,522.87	2,522.87
Freight	1	-	-	-	-	-	-	-	-	69.00	69.00	142.61	142.61	-	-	147.89	147.89
Installation	1	-	-	239.00	239.00	100.00	100.00	355.00	355.00	326.00	326.00	416.67	416.67	-	-	485.00	485.00
<b>Total</b>			<b>5,759.90</b>		<b>8,266.00</b>		<b>8,602.00</b>		<b>8,669.37</b>		<b>8,875.36</b>		<b>9,017.89</b>		<b>9,758.25</b>		<b>9,771.91</b>

School Specialty - No Bid  
 Corporate Express - No response  
 Global Office Solutions - No response  
 Office Depot - No response  
 McDonald's - No Response