

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>9511</b>		
DUE DATE <b>4-8-08</b> NO LATER THAN <b>3 p.m.</b>		DATE <b>3-24-08</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>Administration Building Clerical Workstations.</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

**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**  
**BID# 9511**  
**ADMINISTRATION BUILDING CLERICAL**  
**WORKSTATIONS**

The Troy School District is seeking qualified bids for the supply and installation of new clerical workstations at its Administration Building located at 4400 Livernois, Troy MI, 48098. The following qualifications pertain to this bid:

The attached list of part numbers was developed utilizing Trendway as the preferred manufacturer. The intention of this specification is to utilize some of the components currently owned by the District along with the provided listing of new parts to form comprehensive clerical workstations as illustrated below.

Bids are being sought on either of the following options:

**A – Responding vendors can opt to bid on the listing of components contained herein, utilizing all currently owned parts,**

**or;**

**B – Responding vendors can provide pricing on an alternate manufacturer's product which would provide the same layout configuration as option A above and NOT utilize any existing parts,**

In all cases, selected vendor will be responsible for all of the following:

- Complete parts (including all hardware) necessary to construct a fully functional set of clerical workstations as illustrated below
- Bidders are reminded that all furniture included 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. All 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.
- This building does 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 **immediately after delivery**. The building does **NOT** have long-term storage space available for product.
- It is the intent of district administration to move back into this space prior to June 1, 2008. Bidders must provide estimated delivery and installation timelines. Timely delivery and installation will be considered an integral part of this bid and will be considered heavily in determining award.

Please note, the District's Administration Building is currently undergoing renovations. Access to this site is very limited. Vendors wishing to field measure this space **MUST** contact Mr. Frank E. Lams, Purchasing Supervisor at 248-823-4052 or email at [flams2@troy.k12.mi.us](mailto:flams2@troy.k12.mi.us) prior to noon April 3 to schedule an appointment.

Option A – Trendway product utilizing currently owned portions

Cost of materials \$ \_\_\_\_\_

Freight \$ \_\_\_\_\_

Installation \$ \_\_\_\_\_

Other (specify) \$ \_\_\_\_\_

Anticipated delivery & installation completion \_\_\_\_\_

Option B – Alternate product NOT utilizing currently owned portions

Cost of materials \$ \_\_\_\_\_

Freight \$ \_\_\_\_\_

Installation \$ \_\_\_\_\_

Other (specify) \$ \_\_\_\_\_

Anticipated delivery & installation completion \_\_\_\_\_

Alternate product being bid \_\_\_\_\_

Item	Mfg	Cat	Qty	Part Number	Part Description	Category	Building
	TRW	T2U	16	FAP3666.P1 .1S ... .T1 ... .1 .SA	ACOUSTICAL INSERT PANEL, POWERED BASE, 36W X 66H GRADE 1 SAME FABRIC ALL SIDES Skipped Option SMOOTH TRIM COLORS Skipped Option WILL MATCH TRIM COLOR STANDARD ACOUSTICS	PANEL	NEW
	TRW	T2U	6	FAP3066.S .1S ... .T1 ... .1 .SA	ACOUSTICAL INSERT PANEL, 30W X 66H GRADE 1 SAME FABRIC ALL SIDES Skipped Option SMOOTH TRIM COLORS Skipped Option WILL MATCH TRIM COLOR STANDARD ACOUSTICS	PANEL	NEW
	TRW	T2U	13	FAP3666.S .1S ... .T1 ... .1 .SA	ACOUSTICAL INSERT PANEL, 36W X 66H GRADE 1 SAME FABRIC ALL SIDES Skipped Option SMOOTH TRIM COLORS Skipped Option WILL MATCH TRIM COLOR STANDARD ACOUSTICS	PANEL	NEW
	TRW	T2U	12	FSU36 .PF .T1 ... .QN .IN	FLIPPER DOOR STORAGE UNIT, 36W PAINT FINISH FRONT SMOOTH TRIM COLORS Skipped Option NO QUARTERBACK INTRINSIC (MUST ORDER ZLCK)	STORAGE	NEW
	TRW	T2U	3	ZLAT230 .B .T1 ... .R	INT STEEL LATERAL FILE 2-DRAWER, 30W BEVEL PULL SMOOTH TRIM COLORS Skipped Option RANDOM	FILING	NEW
	TRW	T2U	2	ZP6612 .B .T1 ... .R	INT STEEL FREESTANDING PEDESTAL, 6"/6"/12" BEVEL PULL SMOOTH TRIM COLORS Skipped Option RANDOM	FILING	NEW
	TRW	T2U	2	ZLAT242 .B .T1 ... .R	INT STEEL LATERAL FILE 2-DRAWER, 42W BEVEL PULL SMOOTH TRIM COLORS Skipped Option RANDOM	FILING	NEW

Item	Mfg	Cat	Qty	Part Number	Part Description	Category	Building
	TRW	T2U	2	ZDD236	INT STEEL DOUBLE-DOOR STORAGE CABINET 236, 1 SHELF	FILING	NEW
				.B	BEVEL PULL		
				.T1	SMOOTH TRIM COLORS		
				...	Skipped Option		
				.R	RANDOM		
	TRW	T2U	4	FAP3630.S	ACOUSTICAL INSERT PANEL, 36W X 30H	PANEL	NEW
				.1S	GRADE 1 SAME FABRIC ALL SIDES		
				...	Skipped Option		
				.T1	SMOOTH TRIM COLORS		
				...	Skipped Option		
				.1	WILL MATCH TRIM COLOR		
				.SA	STANDARD ACOUSTICS		
	TRW	T2U	1	FAP4830.S	ACOUSTICAL INSERT PANEL, 48W X 30H	PANEL	NEW
				.1S	GRADE 1 SAME FABRIC ALL SIDES		
				...	Skipped Option		
				.T1	SMOOTH TRIM COLORS		
				...	Skipped Option		
				.1	WILL MATCH TRIM COLOR		
				.SA	STANDARD ACOUSTICS		
	TRW	T2U	2	WSSLS	WORKTOP SUPPORT SHARED, LEFT HAND	WORKSURFACE SUPPORT	NEW
				...	Skipped Option		
	TRW	T2U	20	WSSRS	WORKTOP SUPPORT SHARED, RIGHT HAND	WORKSURFACE SUPPORT	NEW
				...	Skipped Option		
	TRW	T2U	11	WSBKR	WORK SURFACE SUPPORT BRACKET, RIGHT HAND	WORKSURFACE SUPPORT	NEW
	TRW	T2U	8	WSBKL	WORK SURFACE SUPPORT BRACKET, LEFT HAND	WORKSURFACE SUPPORT	NEW
		T2U	4	TLD24	DELUXE TASK LGHT, BLACK ONLY, FITS 24"- 60" WIDE		NEW
	TRW	T2U	1	VWC3	WIRE MANAGER VERTICAL (PACKAGE OF 3)	ELECTRICAL	NEW
				...	Skipped Option		
	TRW	T2U	3	WSSR	WORKTOP SUPPORT RIGHT	WORKSURFACE SUPPORT	NEW
				...	Skipped Option		
	TRW	T2U	2	WSSL	WORKTOP SUPPORT LEFT	WORKSURFACE SUPPORT	NEW
				...	Skipped Option		
	TRW	T2U	3	BFH	BASE FEED, 4-CIRCUIT, HARDWIRE, 72"L	ELECTRICAL	NEW
	TRW	INR	1	ZDD336	INT STEEL DOUBLE-DOOR STORAGE CABINET 336, 2 SHELVES		NEW
				.B	BEVEL PULL		
				.T1	SMOOTH TRIM COLORS		
				...	Skipped Option		
				.R	RANDOM		
	TRW	T2U	7	WSBKP	WORK SURFACE SUPPORT BRACKET, PAIR	WORKSURFACE SUPPORT	NEW
	TRW	T2U	18	PBH18	CHOICES POWERPAC BLK TO BLK HARNESS, 18" WIDE	ELECTRICAL	NEW
	TRW	T2U	1	ZDD536	INT STEEL DOUBLE-DOOR STORAGE CABINET 536, 3 SHELVES	FILING	NEW
				.B	BEVEL PULL		

Item	Mfg	Cat	Qty	Part Number	Part Description	Category	Building
				.T1	SMOOTH TRIM COLORS		
				...	Skipped Option		
				.R	RANDOM		
TRW	T2U		2	FAP1866.S	ACOUSTICAL INSERT PANEL, 18W X 66H	PANEL	NEW
				.1S	GRADE 1 SAME FABRIC ALL SIDES		
				...	Skipped Option		
				.T1	SMOOTH TRIM COLORS		
				...	Skipped Option		
				.1	WILL MATCH TRIM COLOR		
				.SA	STANDARD ACOUSTICS		
TRW	T2U		2	FAP4242.S	ACOUSTICAL INSERT PANEL, 42W X 42H	PANEL	NEW
				.1S	GRADE 1 SAME FABRIC ALL SIDES		
				...	Skipped Option		
				.T1	SMOOTH TRIM COLORS		
				...	Skipped Option		
				.1	WILL MATCH TRIM COLOR		
				.SA	STANDARD ACOUSTICS		
TRW	T2U		1	ENP2429	END PANEL WORK TOP, 24D X 29H	WORKSURFACE SUPPORT	NEW
				...	Skipped Option		
TRW	T2U		3	RWT2472.GY	WORK TOP RECT, FULL DEPTH, W/ GMT, 24D X 72W	WORKSURFACE	NEW
				...	Skipped Option		
				...	Skipped Option		
				.1	VINYL EDGE		
				...	Skipped Option		
TRW	T2U		3	RWT2460.GY	WORK TOP RECT, FULL DEPTH, W/ GMT, 24D X 60W	WORKSURFACE	NEW
				...	Skipped Option		
				...	Skipped Option		
				.1	VINYL EDGE		
				...	Skipped Option		
TRW	T2U		1	RCC4814	RADIUSED COUNTER CAP, 48W X 14D	WORKSURFACE	NEW
				...	Skipped Option		
				...	Skipped Option		
TRW	T2U		1	RWT2448.GY	WORK TOP RECT, FULL DEPTH, W/ GMT, 24D X 48W	WORKSURFACE	NEW
				...	Skipped Option		
				...	Skipped Option		
				.1	VINYL EDGE		
				...	Skipped Option		
TRW	T2U		3	CT246036.C.GY	WORK TOP EXT CORNER, CURVED, W/ GMT, 24D X 60LW X 36RW	WORKSURFACE	NEW
				...	Skipped Option		
				...	Skipped Option		
				.1	VINYL EDGE		
				...	Skipped Option		



Item	Mfg	Cat	Qty	Part Number	Part Description	Category	Building
	TRW	T2U	11	RWT2436.GY	WORK TOP RECT, FULL DEPTH, W/ GMT, 24D X 36W	WORKSURFACE	NEW
				...	Skipped Option		
				...	Skipped Option		
				.1	VINYL EDGE		
				...	Skipped Option		
	TRW	T2U	3	CT243660.C.GY	WORK TOP EXT CORNER, CURVED, W/ GMT, 24D X 36LW X 60RW	WORKSURFACE	NEW
				...	Skipped Option		
				...	Skipped Option		
				.1	VINYL EDGE		
				...	Skipped Option		
	TRW	T2U	2	CT2436.C.GY	WORK TOP CORNER- CURVED, W/ GMT, 24D X 36W	WORKSURFACE	NEW
				...	Skipped Option		
				...	Skipped Option		
				.1	VINYL EDGE		
				...	Skipped Option		
	TRW	T2U	2	PPB60	POWERPAC BLOCK, 60" WIDE	ELECTRICAL	NEW
	TRW	T2U	2	PPB24	POWERPAC BLOCK, 24" WIDE	ELECTRICAL	NEW
	TRW	T2U	1	FAP3642.S	ACOUSTICAL INSERT PANEL, 36W X 42H	PANEL	NEW
				.1S	GRADE 1 SAME FABRIC ALL SIDES		
				...	Skipped Option		
				.T1	SMOOTH TRIM COLORS		
				...	Skipped Option		
				.1	WILL MATCH TRIM COLOR		
				.SA	STANDARD ACOUSTICS		
	TRW	T2U	3	NDC66A	90 DEGREE COVER, 66H (for FAP, FHP & FRP Panels)		NEW
				.G1C	GRD 1		
				...	Skipped Option		
				...	Skipped Option		
				.1	WILL MATCH TRIM COLOR		
	TRW	T2U	9	TWC66A	THREE-WAY COVER, 66H (for FAP, FHP & FRP Panels)		NEW
				.G1C	GRD 1 BIRD'S EYE		
				...	Skipped Option		
				...	Skipped Option		
				.1	WILL MATCH TRIM COLOR		
	TRW	T2U	9	CHC24	CHANGE OF HEIGHT COVER, 24H		NEW
				.T1	SMOOTH TRIM COLORS		
				...	Skipped Option		
				.1	WILL MATCH TRIM COLOR		
		T2U	3	CHT42	CHANGE OF HEIGHT TWO-WAY COVER, 4H		NEW
	TRW	T2U	2	CHT30	CHANGE OF HEIGHT TWO-WAY COVER, 30H		NEW
				.T1	SMOOTH TRIM COLORS		
				...	Skipped Option		

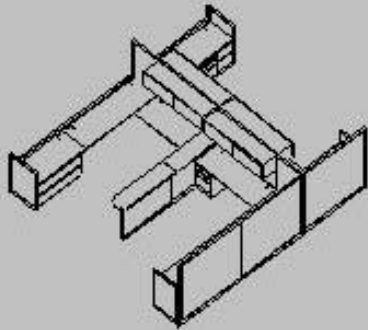
Item	Mfg	Cat	Qty	Part Number	Part Description	Category	Building
	TRW	T2U	2	.1 CHC12	WILL MATCH TRIM COLOR CHANGE OF HEIGHT COVER, 12H		NEW
				.T1	SMOOTH TRIM COLORS		
				...	Skipped Option		
	TRW	T2U	1	.1 TWC30A	WILL MATCH TRIM COLOR THREE-WAY COVER, 30H (for FAP, FHP & FRP Panels)		NEW
				.G1C	GRD 1 BIRD'S EYE		
				...	Skipped Option		
				...	Skipped Option		
	TRW	T2U	1	.1 CHC36	WILL MATCH TRIM COLOR CHANGE OF HEIGHT COVER, 36H		NEW
				.T1	SMOOTH TRIM COLORS		
				...	Skipped Option		
	TRW	T2U	1	.1 TWC42A	WILL MATCH TRIM COLOR THREE-WAY COVER, 42H (for FAP, FHP & FRP Panels)		NEW
				.G1C	GRD 1		
				...	Skipped Option		
				...	Skipped Option		
	TRW	T2U	2	.1 NDC42A	WILL MATCH TRIM COLOR 90 DEGREE COVER, 42H (for FAP, FHP & FRP Panels)		NEW
				.G1C	GRD 1		
				...	Skipped Option		
				...	Skipped Option		
sub				.1	WILL MATCH TRIM COLOR NEW Subtotal		NEW
	TRW	SRV	2	SICPAI4842	FAP SA FULL INSERT 48X42	FAP SKIN	NEW SKIN
				.G1C	GRD 1		
				...	Skipped Option		
	TRW	SRV	9	SICPAI2442	FAP SA FULL INSERT 24X42	FAP SKIN	NEW SKIN
				.G1C	GRD 1		
				...	Skipped Option		
	TRW	SRV	3	SICPAI2466	FAP SA FULL INSERT 24X66	FAP SKIN	NEW SKIN
				.G1C	GRD 1		
				...	Skipped Option		
	TRW	SRV	6	SICPAI6066	FAP SA FULL INSERT 60X66 GRADE 1	FAP SKIN	NEW SKIN
	TRW	SRV	1	SICPAI4866	FAP SA FULL INSERT 48X66	FAP SKIN	NEW SKIN
				.G1C	GRD 1		

## PARTS TO BE PROVIDED BY OWNER AND INCLUDED IN INSTALLATION - OPTION A

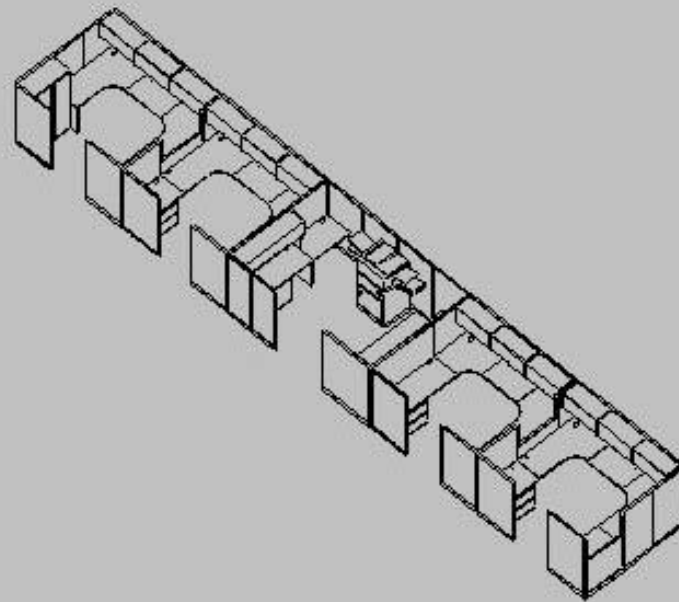
Item	Mfg	Cat	Qty	Part Number	Part Description	Building
	TRW	T2U	6	FAP6066.S	ACOUSTICAL INSERT PANEL, 60W X 66H	EXISTING USED
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
	TRW	T2U	9	FAP2442.S	ACOUSTICAL INSERT PANEL, 24W X 42H	EXISTING USED
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
	TRW	T2U	3	FAP2466.S	ACOUSTICAL INSERT PANEL, 24W X 66H	
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
	TRW	T2U	1	FAP4866.S	ACOUSTICAL INSERT PANEL, 48W X 66H	EXISTING USED
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
	TRW	T2U	1	SCC4814	STRAIGHT COUNTER CAP, 48W X 14D	EXISTING USED
				...	Skipped Option	
				...	Skipped Option	
	TRW	T2U	2	FAP4842.S	ACOUSTICAL INSERT PANEL, 48W X 42H	EXISTING USED
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
	TRW	T2U	6	RWT2460.GY	WORK TOP RECT, FULL DEPTH, W/ GMT, 24D X 60W	EXISTING USED
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	

## PARTS TO BE PROVIDED BY OWNER AND INCLUDED IN INSTALLATION - OPTION A

Item	Mfg	Cat	Qty	Part Number	Part Description	Building
	TRW	T2U	2	SD2460.H.P.P.GY	STND DESK, H-MOD, EP/EP, W/ GMT, 24DX60W	EXISTING USED
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
	TRW	T2U	2	FRF60	FREESTANDING FLIPPER UNIT - PAINTED FRONT, 60W	EXISTING USED
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
	TRW	T2U	2	FRF60	FREESTANDING FLIPPER UNIT - PAINTED FRONT, 60W	EXISTING USED
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
	TRW	T2U	4	FSU60	FLIPPER DOOR STORAGE UNIT, 60W	EXISTING USED
				.PF	PAINT FINISH FRONT	
				.T1	SMOOTH TRIM COLORS	
				...	Skipped Option	
				...	Skipped Option	
				...	Skipped Option	
	TRW	INR	4	ZP1212	INT STEEL FREESTANDING PEDESTAL, 12"/12"	EXISTING USED
				.B	BEVEL PULL	
				.T1	SMOOTH TRIM COLORS	
				...	Skipped Option	
				...	Skipped Option	
	TRW	INR	3	ZP6612	INT STEEL FREESTANDING PEDESTAL, 6"/6"/12"	EXISTING USED
				.B	BEVEL PULL	
				.T1	SMOOTH TRIM COLORS	
				...	Skipped Option	
				...	Skipped Option	



TROY SCHOOL DISTRICT  
ADMINISTRATIVE OFFICES



# Troy School District Administration Building Clerical Workstations Bid 9511

Great Lakes  
Furn. Supply Inc.

Office Express

**Option A:**

Trendway product utilizing currently owned portions

Cost of materials	\$ 16,905.26	\$ 17,039.31
Freight	Included	0.00
Installation	1,475.00	900.00
Other		
 <b>TOTAL</b>	 <b>\$ 18,380.26</b>	 <b>\$ 17,939.31</b>

NBS – No Response  
 Corporate Express – No Response  
 School Specialty – No Response  
 Great Lakes Furniture & Supply – No Response  
 Office Depot – No Response  
 Global Office Solutions – No Response