

REQUEST FOR QUOTATION	<h1>TROY SCHOOL DISTRICT</h1> <p>1140 RANKIN, TROY, MICHIGAN 48083</p> <p>248-823-4052</p> <p>FAX: 248-823-4077</p>	
No. 9642		
DUE DATE NO LATER THAN 11/2/09 3 p.m.		DATE 10/19/09

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 PRINTER TONERS</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><i>FACSIMILE BID IS NOT ACCEPTABLE</i></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 _____, 2009, by _____.

,Notary Public

_____County, Michigan

My Commission Expires: _____

Acting in the County of: _____

**Troy School District
Printer Toners
Bid 9642**

Troy School District is seeking a qualified vendor to supply toners for various printers throughout the District. All vendors should note the following:

- OEM cartridges and components **ONLY**
- No Refills
- No Aftermarket
- No Alternates
- Toners **MUST** be High Yield (Estimated prints per toner **MUST** be indicated on bid)
- Bids for toners OTHER THAN OEM will be DISQUALIFIED
- Orders will be submitted periodically throughout the year, as needed
- Shipping locations will be District buildings within the City of Troy, specified on each order
- Vendor **MUST** agree to hold pricing until June 30, 2010
- Vendors should specify the minimum order size (dollar amount) required
- Troy School District does not guarantee the indicated quantity. Quantities shown are for estimation only

**TROY SCHOOL DISTRICT
 PRINTER TONER
 BID 9642**

Estimated Annual Quantity	Printer	Toner	Yield	Unit Price	Shipping	Minimum Order Size
20	Dell 1110	Dell #310-7660				
40	Dell 1710	Dell #310-7022				
Black: 30 Cyan: 45 Magenta: 45 Yellow: 45	Dell 5100CN	Black: Dell #310-7889 Cyan: Dell #310-7891 Magenta: Dell #310-7893 Yellow: Dell #310-7895		Black: \$ Cyan: \$ Magenta: \$ Yellow: \$		
75	HP 4000	C4127X				

Company: _____

Address: _____

City: _____ State: _____ Zip: _____