

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. 9645		
DUE DATE NO LATER THAN 11/12/09 3 p.m.		DATE 10/28/09

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 MEDIA CENTER FURNITURE FOR BOULAN PARK MIDDLE SCHOOL.</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
MEDIA CENTER FURNITURE – BOULAN PARK MIDDLE SCHOOL
BID 9645**

The Troy School District is seeking qualified bids for media center furniture to be placed at Boulan Park Middle School. 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, though highly recommended. The District would PREFER to award to one vendor to ease delivery, installation, etc.
- 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 Familial Disclosure form and include with bid submission. Bids not containing this form will be automatically disqualified. The Familial 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 the awarded vendor.
- School personnel will not assist with unloading, unpacking, assembly or cleanup of items or packing 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.
- School 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 **DAY OF DELIVERY**. Schools do **NOT** have storage space available for product.
- Awarded vendor is responsible for removing existing furniture and delivering those items to the District warehouse at 1140 Rankin, Troy MI 48083.
- Minimum of 72 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, Monday through Friday unless other arrangements have been agreed to by Troy School District.
- To avoid interruption of classes, all items on this bid must be delivered and installed during one of the periods indicated below:
 - December 21 thru December 24, 2009
 - December 28 thru December 31, 2009
 - February 15 thru February 16, 2010

District will consider allowing installation on alternate dates **AFTER** the scheduled student hours. No additional premium will be paid for this work (if allowed). District will work with awarded vendor for specific details.

School **MAY** be accessible after 2:00pm on these days provided awarded vendor provides minimum one week notice prior to commencing installation.

- Bid prices are requested on a **PER UNIT BASIS**. **DO NOT EXTEND PRICES**. All costs for delivery and installation are to be included on bid response. Quantities listed below are **MINIMUM** quantities to be ordered for. The district reserves the right to order additional quantities **PER this BUILDING and/or other district owned locations**. 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.

- **Delivery address:**

**Boulan Park Middle School
3570 Northfield Parkway
Troy, MI 48084**

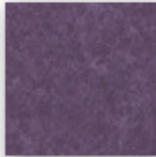
- **Warehouse Address:**

**Central Stores
1140 Rankin
Troy, MI 48083**

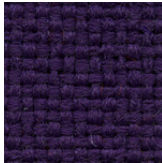
Troy School District
Media Center Furniture - Boulan Park Middle School
Bid # 9645

Quantity	Item Description	Unit Cost
90	Community #18C Class Act wood chairs; upholstered seat; wood back; fabric: Grade B Sherpa SHP17-Purple Velvet; finish: M00 Medium Oak	
2	Community #45C Calculus 18" high stool; upholstered seat; Grade B Sherpa SHP17-Purple Velvet; finish: M00 Medium Oak	
8	Community #47C Calculus 29" high wood stool; upholstered seat; Grade B Sherpa SHP17-Purple Velvet; finish: M00 Medium Oak	
6	Community #46C Calculus 48" wide bench; upholstered seat; Grade B Sherpa SHP17-Purple Velvet; finish: M00 Medium Oak	
3	Community #8921D Cadet lounge chair, sled leg upholstered seat & back; Grade F Architex Pick Up Sticks UP Sticks color: Grape Fizz finish: M00 Medium Oak	
2	Community #8922D Cadet two seat sofa, sled leg upholstered seat & back; Grade F Architex Pick Up Sticks UP Sticks color: Grape Fizz finish: M00 Medium Oak	
3	Community #LI2424-20L Lincoln end table finish: M00 Medium Oak	
20	Community #LI42R-29L Lincoln work table; 42" round legs & bullnose edge to be wood; 1-1/4" thick; laminate inset: Nevamar Royal Allusion #ALV004T finish: M00 Medium Oak	
	Freight (including return of old furniture to district warehouse)	
	Installation	
	Other (Must specify)	

Royal Allusion laminate for work table tops



Purple Velvet fabric for student chairs and benches



Pick Up Sticks fabric for lounge chairs and sofas

