

REQUEST FOR QUOTATION	<b>TROY SCHOOL DISTRICT</b> 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4052 FAX: 248-823-4077	REQUISITION
No. <b>9653</b>		
DUE DATE <b>2-8-10</b> NO LATER THAN <b>3 p.m.</b>		DATE <b>1-22-10</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>ARCHITECTURAL SERVICES</b> relating to exterior door and frame replacement.</p> <p style="text-align: center;">Copies of the bid are available at:</p> <p style="text-align: center;"><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> (left column)</p> <p style="text-align: center;">Bid recaps will be available at:</p> <p style="text-align: center;"><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> (right column)</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



# **Troy School District Bid # 9653 Architectural Services**

The Troy School District is seeking qualified architectural services to design and manage an exterior door replacement project at several Troy School District facilities. The selected firm will be responsible for the following services:

Working with the District's Director of Maintenance and Supervisor of Purchasing, develop a detailed inventory of exterior doors and/or frames that will require replacement.

The District has developed a preliminary list encompassing eleven (11) individual sites requiring door and/or frame replacement.

Develop detailed specifications sufficient to permit the District to bid out all related demolition and subsequent replacement work on the identified doors and/or frames

Resulting bid documents will incorporate specific details to maintain the Troy School District parts standardization program (regards manufacturers of panic bars, door closures, lock and keying systems)

Assist the District with bid response review including, but not limited to, reviewing bid responses, interviewing respondents, recommendation of award

Actively manage the project through final completion. This will include review of shop drawings, physical inspection of all work within the scope of the bid specifications, contractor pay application review and final site inspection and approval

The selected firm must be licensed to practice within the State of Michigan, have demonstrated experience in designing and managing a project of this nature and experience in working with Michigan public school districts.

All respondents must provide minimum of three (3) Michigan public school references.

The Board of Education of the Troy School District reserves the right to accept or reject any or all bids, or to accept a bid which will best serve the Board of Education.

**Troy School District  
Bid # 9653  
Architectural Services**

Cost proposal for bid development,  
review, construction management and  
final inspection of work.

\$ \_\_\_\_\_

Reimbursable Expenses

Not to Exceed \$ \_\_\_\_\_

Any other fees or expenses (MUST  
Itemize)

\$ \_\_\_\_\_

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_

**Troy School District  
Bid # 9653  
Architectural Services**

Reference 1 School District \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

Reference 2 School District \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

Reference 3 School District \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_