

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. 9654		
DUE DATE NO LATER THAN 2/10/10 3 p.m.		DATE 1/27/10

**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>STUDENT DESKS AT TROY HIGH SCHOOL AND INTERNATIONAL ACADEMY EAST</b></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><b><i>FACSIMILE BID IS NOT ACCEPTABLE</i></b></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 \_\_\_\_\_, 2010, by \_\_\_\_\_.

\_\_\_\_\_

,Notary Public

\_\_\_\_\_ County, Michigan

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

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

**TROY SCHOOL DISTRICT  
STUDENT DESKS – TROY HIGH & INT’L ACADEMY EAST  
BID 9654**

The Troy School District is seeking qualified bids for student desks at International Academy East and Troy 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 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.
- 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, Monday through Friday.
- To avoid interruption of classes, all items on this bid must be delivered and installed during one of the periods indicated below:
  - February 15 thru February 16, 2010
  - April 5 thru April 9, 2010
  - April 16, 2010
  - After June 21, 2010

Schools 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**. Unit cost 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 these BUILDINGS 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 to:**

**International Academy East  
1291 Torpey  
Troy, MI 48083**

**Troy High School  
4777 Northfield Parkway  
Troy, MI 48098**

**TROY SCHOOL DISTRICT  
STUDENT DESKS – TROY HIGH & INT’L ACADEMY EAST  
BID 9654**

**Combo Chairdesk:**

Seat: 5/8" Hard Melamine Plastic

Back: 5/8" Hard Melamine Plastic

Frame:       Rear Legs: 1" dia. x 16 ga. Tubular steel  
                   Backtubes: 1" dia. x 14 ga. Tubular steel  
                   Side Brace: 1" dia. x 16 ga. Tubular steel  
                   Front Legs: 1" dia. x 14 ga. Tubular steel  
                   Top Arm:    1" dia. x 14 ga. Tubular steel

Seat & Back color: Black

Top Color: Light Gray (International Academy East) / Sandstone (Troy High)

Frame Finish: Chrome

Full Top: 18" x 24" x 5/8" Hard Melamine Plastic

Glides: Nylon

Seat Height: 18"

Bookrack required

Assembly: All tubing is welded together at the attachment points by the metallic are welding process. Desktop, seat and back are attached with self-threading screws.

Warranty: Lifetime structural, 5 year minimum on hard plastic.

<u>Quantity</u>	<u>Location</u>	<u>Unit Price</u>
60	Troy High	_____
90	Int'l Academy East	_____
	Installation	_____
	Freight	_____

Company\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_