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| 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. 9659 | | |
| DUE DATE NO LATER THAN 2-19-10 3 p.m. | | DATE 2-4-10 |

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 COPY PAPER per the attached specifications</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 _____, 2010, by _____.

,Notary Public

_____County, Michigan

My Commission Expires: _____

Acting in the County of: _____

**TROY SCHOOL DISTRICT
COPY PAPER
BID 9659**

| Quantity | Unit | Description | Unit Price | Total |
|--|-------------|---|-------------------|--------------|
| 1,680 (840 cases per truckload) | Cases | White paper, high speed Xerographic, 8 ½ x 11, 20#, 92 brightness, 500 sheets/ream 10 reams/case | | |
| | | Delivery Charge | | |
| | | TOTAL | | |

1st Shipment Required by Week of March 15, 2010 (840 cases)

2nd Shipment Required by Week of April 5, 2010 (840 cases)

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____