



**Cartersville**  
*School System*

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J. HOWARD HINESLEY, Ed.D.  
*SUPERINTENDENT*

KENNETH CLOUSE, Ed.S.  
*ASSISTANT SUPERINTENDENT*

## REQUEST FOR PROPOSAL

May 9, 2016

Dear Gentlemen:

The Cartersville School System invites you to submit a proposal on the following items.

### **Cartersville Middle and High School Band Instruments**

Return your sealed pricing bid clearly marked **on the outside of the envelope or package to:**


**Dr. J. Howard Hinesley,  
Superintendent  
Cartersville School System  
RFP # 0400-419-193 ENCLOSED  
P.O. Box 3310, 15 Nelson Street  
Cartersville, Georgia 30120**

**no later than 2:00 p.m., Thursday, June 9, 2016.**

The Cartersville School Board reserves the right to accept and/or reject any and all bids.

We invite your participation.

Sincerely,

  
J. Howard Hinesley, Ed. D.  
Superintendent

Enclosures

## INSTRUCTION TO BIDDERS

1. Proposals are due no later than **2:00 p.m., Thursday, June 9, 2016**, and shall be opened publicly at that time. Purchase Order will be issued after Board approval **on July 1, 2016**.
2. Proposals must be submitted on the forms enclosed. Bidders may attach other appropriate information to best evaluate the proposal.  
This information must be included for all items:
  - Delivery Date
  - Brand name -- if bidding alternate
  - Unit price
3. Proposals must meet the requirements relating to any and all Georgia Department of Education guidelines.
4. Proposals for each instrument must be priced separately with delivery dates for each item on the attached form.
5. Proposals must include Brand and Model information.
6. The Cartersville School Board reserves the right to accept or reject any and all proposals.
7. Proposals will be evaluated on price, delivery date of items purchased.
8. **Payment will be made after completion of the Purchase Order all items must be received.**
9. Further information regarding the RFP can be obtained by contacting:  
Bob Steelnack  
Band Director  
Cartersville High School  
770-387-4782  
[bsteelnack@cartersville.k12.ga.us](mailto:bsteelnack@cartersville.k12.ga.us)

## PROPOSAL FORM

**Please include this cover sheet as (page 1) of your proposal**

Cartersville School System  
P.O. Box 3310  
15 Nelson Street  
Cartersville, Georgia 30120

Gentlemen:

We have carefully examined and fully understand the Instructions to Bidders and other documents found in the specifications as prepared by you.

We propose to enter into a contract to furnish, band instruments as specified:

Total price of all requested items:
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\$
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Anticipated Delivery Date:
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\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Company Representative Authorized to Submit this Proposal

\_\_\_\_\_  
Printed Name of Representative

\_\_\_\_\_  
Business Address/ Street, City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

Office use only

Please itemize each item for our review and attach behind page 1 of your proposal:

**Cartersville High School Band**

Type	Brand	Description	Model	Quantity	Unit Cost	Total Cost	Delivery Date
Oboe	Yamaha		YOB-241	1		\$ -	
French Horn	Conn	Clear lacquer	8D	3		\$ -	
Marimba	Adams	w/Endurance Field Frame	2MBC2KKF43	2		\$ -	
Vibraphone	Adams	No motor w/Endurance Field Frame	2VBC2ALNF300S	2		\$ -	
Baritone- Marching	Yamaha	Silver finish	YBH-301MS	3		\$ -	
Euphonium- Concert	Yamaha	Silver finish	YEP-321S	2		\$ -	
Tuba- Concert	Yamaha	Lacquer finish	YBB-321	2		\$ -	
Timpani- set of 4	Adams	Professional Gen II Series Copper Hammered with optional field wheels	2PAPRIKH	1		\$ -	

**Cartersville Middle School Band**

Type	Brand	Description	Model	Quantity	Unit Cost	Total Cost	Delivery Date
Flute	Pearl		PF-500	4		\$ -	
Oboe	Yamaha		YOB-241	1		\$ -	
Bb Clarinet	Yamaha		YCL-255	4		\$ -	
French Horn, Double	Holton		H179 Farkas	1		\$ -	
Tuba, 3/4 Size	Yamaha		YBB-105WC	1		\$ -	
Concert Toms (Set of 2)	Pearl	Small w/ Stand	PEA-PTE1012	1		\$ -	
Concert Toms (Set of 2)	Pearl	Large w/ Stand	PEA-PTE1314	1		\$ -	

TOTAL BID COST: \$ \_\_\_\_\_