



Administrative Center
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Brenda Kirchhoefer
Purchasing Buyer

June 3, 2016

Dear Bidder:

The Rockwood School District (the District) will be accepting sealed bids for the sale of obsolete textbooks. The obsolete textbooks are located at the 500 North Central, Eureka, MO 63025. The textbooks will be available for inspection from June 6, 2016 thru June 10, 2016. Bidders wishing to inspect the books should contact Mary Miller at (636) 733-2098 to schedule an appointment prior to their arrival.

Bidders will submit the enclosed bid sheet as their proposal. Sealed bids must be received no later than 1:00 PM on Friday, June 17, 2016.

BIDS SHALL BE SUBMITTED TO:

Brenda Kirchhoefer
Rockwood School District
111 East North Street
Eureka, Missouri 63025

Bids will be opened at that time and the successful bidder will be notified by close of business on Friday, June 17, 2016. The District reserves the right to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

Terms of this sale are a Cashier's Check or Money Order, payable to *Rockwood School District*, and must be received by 1:00 PM on Monday, June 20, 2016. All books must be removed by the winning bidder by 3:00 PM on June 24, 2016.

The timeline is as follows:

June 3, 2016 – RFP Issue Date
June 6, 2016 – June 10, 2016 – Textbooks Available for Inspection
June 17, 2016 – RFP Due at 1:00 PM /Winning Bidder Notified by Close of Business
June 20, 2016 – Payment Due to Rockwood School District by 1:00 PM
June 20, 2016 – June 24, 2015 – Textbooks to be Picked-Up by Winning Bidder
Feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brenda Kirchhoefer".

Brenda Kirchhoefer
Buyer



Terms and Conditions

INFORMATION

Rockwood School District offers for sale all items on an “as is, where is” basis. The District is a “casual seller” of obsolete property and does not inspect, test, certify, or provide an express or implied warranty on the item(s) sold. The Buyer accepts the item(s) “as is, where is” and is responsible for their own verification of the item’s condition. Rockwood School District has strived to provide an accurate count of all items; however, some quantities may vary. The District is not responsible for accidents or items left after June 24, 2016.

BID PRICE

The bid prices quoted must be the actual price Rockwood School District will receive. No deductions will be allowed for transportation charges, permits, commissions, etc. **The bid price shall be inclusive of all textbooks listed on the attached spreadsheets.**

Bid prices must be entered in the spaces provided on the bid forms. The information requested at the bottom of the bid forms must be entered, and the bid forms must be signed to validate your bid. Unsigned bids will be rejected.

AWARD

The District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a proposal.

REMOVAL

The successful bidder will make full payment by 1:00 PM on June 20, 2016. The Rockwood School District will not be responsible for property after 3:00 p.m. on June 24, 2015. The successful bidder will be required to provide all equipment and labor for complete removal of property. The successful bidder will be held responsible for damage to District property caused by moving.



Bid Form
Rockwood School District
Obsolete Textbook Sale 05-16A

Bid Price: \$ _____

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

By signing the bid form, you agree to adhere to the enclosed Terms & Conditions.

Signature: _____

Name: _____

Date: _____