



Administrative Center

111 East North Street
Eureka, MO 63025-1229

(636) 733-2045 Voice

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kirchhoferbrenda@rsdmo.org

Brenda Kirchhoefer
Purchasing Buyer

June 2, 2017

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 26, 2017 thru June 30, 2017. 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 11:00 a.m. on Tuesday, July 11, 2017.

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 Tuesday, July 11, 2017. The District reserves the right to reject any and all proposals, and to waive any irregularities or informality 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 p.m. on Wednesday, July 12, 2016. All books must be removed by the winning bidder by 3:00 p.m. on July 20, 2017.

The timeline is as follows:

June 2, 2017 – RFP Issue Date

June 26, 2017 – June 30, 2017 – Textbooks Available for Inspection

July 11, 2017 – RFP Due at 11:00 a.m. /Winning Bidder Notified by Close of Business

July 12, 2017 – Payment Due to Rockwood School District by 1:00 PM

July 12, 2017 – July 20, 2017 – Textbooks to be Picked-Up by Winning Bidder

Feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads "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 July 20, 2017.

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 p.m. on July 12, 2017. The Rockwood School District will not be responsible for property after 3:00 p.m. on July 20, 2017. 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 05-17A

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: _____