Administrative CenterBrenda Kirchhoefer

 111 East North Street Coordinator of Purchasing Eureka, MO 63025-1229

 (636) 733-2045 Voice

 (636) 938-8851 Fax

 sloanwilliam@rsdmo.org

May 9, 2018

 Re: Request for Proposal – Music Instrument Repairs

 Dear Potential Bidder,

The Rockwood School District Purchasing Department is soliciting sealed proposals from qualified individuals, firms or organizations to provide as needed repairs of District owned music instruments, as described in this Request for Proposal.

**PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

In order to be considered, proposers must submit one (1) hardcopy of the proposal and one electronic copy, emailed to kirchhoeferbrenda@rsdmo.org. Proposals shall be signed and printed or type written, submitted sealed with the envelope plainly marked with the title and RFQ No.: **RFP0518INSTRP.** Proposals shall be delivered to:

 Coordinator of Purchasing

 Rockwood School District

 **RFP0518INSTRP**

 111 East North Street

 Eureka, Missouri 63025

**INTRODUCTION:**

The District is a nationally recognized, diverse community of learners. Currently the District serves over 22,000 students, made up of four high schools, six middle schools, and nineteen elementary schools, a talented and gifted campus, and a school for at-risk high school students. The District employs over 2,500 people, and covers 150 square miles in much of western St. Louis and northern Jefferson counties

 **GENERAL TERMS AND CONDITIONS:**

AWARD

Award(s) will be made to the responsive and responsible Proposer(s) whose proposal(s) is deemed to be most the most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications, and quality of Proposer’s products. **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.**

 PROPOSALS FINAL

All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.

 RIGHT TO REJECT

The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

PRICE

Proposers are cautioned that the Products must be furnished at the prices, costs and/or rates submitted and proposed unless otherwise stated.

TAXES

Proposers shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the District.

EXCEPTIONS

If a Bidder takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said exceptions must be submitted with the proposal. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.

INSURANCE REQUIREMENTS

Proposer will be required to issue a certificate of insurance naming Rockwood School District as additionally insured. Insurance limits must include $ 1M per occurrence for Comprehensive General Liability Insurance (personal and property damage), Workman’s comp (as required by law), personal and automotive liability.

**SCOPE OF SERVICES:**

* If requested, proposer will meet with District representatives during the evaluation process to answer questions related to their proposal and their ability to perform the repairs.
* Each repair must be pre-authorized through the Fine Arts office even after a purchase order has been awarded. Repairs that are cosmetic only and do not impact the sound or playability of an instrument are never authorized.
* Some repair requests may be pre-authorized as Estimate Only. Additionally, vendors shall contact the Fine Arts office prior to completing repairs anytime the estimated cost of the repair exceeds half of the replacement cost of the instrument.
	+ Qualifications and experience of staff performing repairs shall be included in proposal.
	+ Proposals shall be submitted the attached Schedule A in its entirely as part of vendor’s proposal.
	+ If applicable, Proposer shall provide a brief narrative response explaining their process for handling electronics repairs, including pricing for repairs and any additional fees associated with Proposer’s services.
	+ Multi-year proposals are mandatory.
	+ Repairs will be requested on an as needed basis. Two (2) spreadsheets containing repairs from last year are attached to provide perspective related to the volume and type of work. The district does not guarantee any amount of requested repairs.
	+ Proposer’s warranty of services shall be included in proposal.
* Quotes must be valid for 60 days.
* Vendor must be capable of accepting a purchase order from Rockwood School District.

Bids need to be submitted in a sealed envelope to: Brenda Kirchhoefer, Coordinator of Purchasing at 111 East North St., Eureka, MO 63025 by 2:00 p.m. on May 31, 2018. An electronic copy of the submitted bid will be sent to my email address (kirchhoeferbrenda@rsdmo.org) after delivery of the sealed bid.

Thank you for your interest in working with Rockwood School District. Feel free to contact me with any questions.

Sincerely,



Brenda Kirchhoefer

Coordinator of Purchasing

Enc. Schedule A

Excel file of Instrument Repairs List