



Cartersville School System

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SUPERINTENDENT

REQUEST FOR PROPOSAL

KENNETH CLOUSE, Ed.S
ASSISTANT SUPERINTENDENT

June 13, 2018

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:**

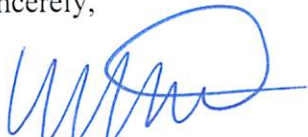
**Dr. Marc Feuerbach, Superintendent
Cartersville School System
RFP # 0400-613-233 ENCLOSED
P.O. Box 3310, 15 Nelson Street
Cartersville, Georgia 30120**

no later than 10:00 a.m., Monday, July 9, 2018.

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

We invite your participation.

Sincerely,


Richard Dyke
Director of Finance

Enclosures

INSTRUCTION TO BIDDERS

1. Proposals are due no later than **10:00 a.m., Monday, July 9, 2018**, and shall be opened at that time. Purchase Order will be issued after Board approval **on July 9, 2018**.
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:
Michael Elzey
Band Director
Cartersville Middle School
melzey@cartersvilleschools.org

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: \$
Anticipated Delivery Date:

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 attached behind page 1 of your proposal:
New Purchases & Replacements**

Cartersville High School Band							
Instrument	Brand	Model	Brand Name if Bidding Alternate	Quantity	Unit Cost	Total Cost	Delivery Date
Chimes	Adams Symphonic	BK3216C		1			
Bb Clarinet	Yamaha	YCL-255		4			
Flute	Pearl	P500		4			

Cartersville Middle School Band							
Instrument	Brand	Model	Brand Name if Bidding Alternate	Quantity	Unit Cost	Total Cost	Delivery Date
Flute	Pearl	P500		2			
Bb Clarinet	Yamaha	YCL-255		2			
Bari Sax	Jupiter	JBS 1000		2			
Marching Baritone	Blessing	BM-301 SILVER		4			