Administrative Center
111 East North Street
Eureka, MO 63025-1229
(636) 733-2045 Voice
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Brenda Kirchhoefer
Coordinator of Purchasing

May 1, 2019

Re: Request for Quote – Marching Band Show Design

Dear Potential Bidder,

The Rockwood School District Purchasing Department is soliciting bids from qualified individuals, firms or organizations to provide marching band show design and color guard choreography for Marquette High School, as described in this Request for Quote.

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:
In order to be considered, bids must be received by May 8, 2019. Proposals may be submitted via email to kirchhoeferbrenda@rsdmo.org or mailed/delivered to:

Coordinator of Purchasing
Rockwood School District
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.

SPECIFICATIONS:

Proposer shall choreograph a Marching Band Show for approximately 100 students and a routine for approximately 20 Color Guard members.

- Services shall take place in three (3) parts:
    - June 1– June 30, 2019 – Phase 1 Marching Band Show Design
    - July 1 – August 30, 2019 – Phase 2 Marching Band Show Design
    - September 1 – September 30, 2019 – Phase 3 Color Guard Choreography
- Re-writes and adjustments through the marching band season must happen within a 24-hour period with corrections and adjustments printed ready for hand out to students.
- Proposer shall have a minimum of (5) years' experience choreographing marching band and color guard shows.
- Proposer should provide at a resume with their proposal.
- Proposer shall submit at least (5) references from school districts, preferably in the state of Missouri.
- Quotes must be valid for 60 days
- Vendor must be capable of accepting a purchase order from Rockwood School District.

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