



**Central Services**  
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**Terra Wichowski**  
Purchasing Buyer

October 8, 2019

RE: Request for Quote - Lafayette High School Microphone Equipment

Dear Potential Proposer,

The Rockwood School District Purchasing Department is soliciting bids from qualified individuals, firms or organizations to provide microphone equipment as described in this Request for Quote for Lafayette High School located at 17050 Clayton Road, Wildwood, Missouri 63011.

**INTRODUCTION:**

The District is a nationally recognized, diverse community of learners. Currently the District serves nearly 21,000 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 4,000 people, and covers 150 square miles in much of western St. Louis and northern Jefferson counties. The District has consistently earned the accreditation of Distinction in Performance by the Missouri Department of Education. Additional detailed information about the District may be found at [www.rsdmo.org](http://www.rsdmo.org).

**SPECIFICATIONS:**

Rockwood School District is seeking quotes for microphone equipment to be used at Lafayette High School. The Bidder is to provide detailed unit pricing for each item listed below, as well as the total cost for shipping and/or handling to Lafayette High School located at 17050 Clayton Road, Wildwood, Missouri 63011.

| <u>Equipment</u>   | <u>Quantity</u> |
|--|-----------------|
| Sennheiser EW 300 G4-Base Combo-AW+ Wireless Combo Package | 7               |
| Sennheiser EW 300 G4-Base AW+                              | 5               |
| Sennheiser MMD-835 Capsule                                 | 12              |
| Sennheiser ME-4N Lavalier                                  | 1               |
| Avlex HSP-49BG with Sennheiser Adapter                     | 6               |

**WARRANTY**

Product warranty information should be included as part of your quote.

**PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

In order to be considered, quotes must be received by **3:00 PM CDT on October 15, 2019**. Quotes may be submitted via email to [wichowskiterra@rsdmo.org](mailto:wichowskiterra@rsdmo.org) or mailed/delivered to:

Rockwood School District  
Terra Wichowski, Purchasing Buyer  
RFQ1019LHSMIC  
111 E. North Street  
Eureka, MO 63025

Quotes shall be valid for 90 days. Proposer must be capable of accepting a purchase order from the District. The District is exempt from sales tax.

## **GENERAL TERMS AND CONDITIONS:**

### AWARD

Award(s) will be made to the responsive and responsible Proposer(s) whose proposal(s) is deemed to be the most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications, and quality and content of the manner in which the services are proposed to be performed. 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. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.

### 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 services must be furnished at the fees, 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 Proposer 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.

### PURCHASE ORDER

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,

*Terra Wichowski*

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