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

October 10, 2019

 Re: Request for Proposal – Marquette High School Winter Guard Show Design

 Dear Potential Bidder,

The Rockwood School District Purchasing Department is soliciting bids from qualified individuals, firms or organizations to provide Winter Guard show design for Marquette High School, as described in this Request for Proposal.

**PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

In order to be considered, bids must be received by 2:00 p.m. on October 18, 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:**

The Marquette High School Winter Guard is seeking a show designer for our upcoming winter season.

* Proposer shall provide a nationally completive Drill design for a 4 ½ -5-minute show.
* Proposer shall provide Scholastic A Choreography (Flag, Rifle & Sabre) for a 4 ½ - 5-minute show.
* Proposer must be available for the entirety of the following choreography/staging camps:
* November 23: 1-9 pm
* November 24: 1-5 pm
* December 7: 1-9 pm
* December 8: 1-5 pm
* January 11: 1-9 pm
* January 12: 1-5 pm
* January 26: 1-6 pm
* Proposer must go through the Board approval process in order to work with students, which includes a background check.
* Proposer shall have a minimum of (5) years’ experience choreographing and designing Drill of WGI caliber.
* Proposer must be able to provide at least (3) Guard related references.
* Proposer should provide at a resume with their proposal.
* Pricing 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