



Cartersville School System

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REQUEST FOR PROPOSAL

June 17, 2020

Dear Sir or Madam:

The Cartersville School System invites you to submit a proposal on the following items.

Band Instruments

Return your sealed pricing bid clearly marked **on the outside of the envelope or package to:**

**Cartersville School System
RFP # 9000-0617-118 ENCLOSED
P.O. Box 3310, 15 Nelson Street
Cartersville, Georgia 30120**

no later than 2:00 p.m., Thursday, July 16, 2020.

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

We invite your participation.

Respectfully,


Richard Dyke
Chief Financial Officer

Enclosures

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

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 the materials and deliver services as specified at the price listed below. We also assure you that a company representative will be readily available to assist in reviewing the materials and services.

Total bid proposal price for **Band Instruments**

\$ _____

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

INSTRUCTION TO BIDDERS

1. Proposals are due no later than Thursday, July 16, 2020 and shall be opened at that time.
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. Vendor must provide a W-9.
7. The Cartersville School Board reserves the right to accept or reject any and all proposals.
8. Proposals will be evaluated on price, delivery date of items purchased.
9. **Payment will be made after completion of the Purchase Order all items must be received.**
10. Further information regarding the RFP can be obtained by contacting:
Alex Shive
Band Director
Cartersville High School
ashive@cartersvilleschools.org

Please itemize each item for our review and attached behind page 1 of your proposal:

Cartersville High School Band							
Instrument	Brand	Model	Brand/Model if Bidding Alternate	Quantity	Unit Cost	Total Cost	Delivery Date
Baritone Saxophone W/ Case	Yamaha	YBS-52		1			
Tenor Saxophone W/ Case	Yamaha	YTS-26 Standard		1			
5.0 Octave Marimba W/ Cover	Majestic	M1550P		1			
Piccolo W/ Case	Yamaha	YPC-32		2			
Mallet Station W/ Case and Stand	Pearl	EM1		1			

Cartersville Middle School Band							
Instrument	Brand	Model	Brand Name if Bidding Alternate	Quantity	Unit Cost	Total Cost	Delivery Date
Trumpet	King	601		4			
Trombone	King	606		4			
Alto Saxophone	Yamaha	YAS-26 Standard		3			
Euphonium (4 valve, silver)	Yamaha	YEP-321		3			