

 **ROCKWOOD SCHOOL DISTRICT**

 **REQUEST FOR PROPOSALS**

RFP No.: RFP-Obsolete-Library-Books-042021

Title: Sale of Obsolete Library Books

Issue Date: April 9, 2021

**Sealed Bid Due Date: April 21, 2021 @ 2:00 p.m., CST**

**GENERAL INTRODUCTION TO BIDDERS**

The Rockwood School District (the District) will be accepting sealed bids for the sale of **1099** boxes of obsolete Library Books for grades K-12. The obsolete library books are located at the Eureka Early Childhood Center, 442 West Fourth Street, Eureka, MO 63025-1229. Please reference Exhibit A: “Book Level & Location Information” for details regarding the number of boxes per level.

Please follow the mailing or delivery instructions below*.* All inquiries of the RFP shall be in writing and directed to Veronica Woll, Purchasing Agent at wollveronica@rsdmo.org.

Bidders will submit the enclosed Bid Form as their proposal. Sealed bids must be received no later than 2:00 p.m. CST on Wednesday, April 21, 2021. Please make sure the envelope is clearly marked “RFP-Obsolete-Library-Books-042021”.

**BIDS SHALL BE SUMBITTED TO:**

**Purchasing Agent**

**Rockwood School District**

**RFP-Obsolete-Library-Books-042021**

**111 East North Street**

**Eureka, Missouri 63025**

Bids will be opened at that time and the successful bidder will be notified by close of business on Wednesday, April 21, 2021. The District reserves the right to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

Terms of this sale are a Cashier’s Check or Money Order, payable to *Rockwood School District*, and must be received by 3:30 p.m. on Friday, April 23, 2021. All books & materials must be removed by the winning bidder by 3:00 p.m. on Wednesday, April 28, 2021.

Sincerely,



Veronica Woll

Purchasing Agent

(636) 733-2033

**IMPORTANT DATES**

Friday, April 9, 2021: RFP Issue Date

Friday, April 16, 2021 Deadline for RFP Clarification: Noon CST

Wednesday, April 21, 2021 **Sealed Bids Dues @ 2:00 p.m.** CST (Winning Bidder Notified by Close of Business)

Friday, April 23, 2021 Payment Due to Rockwood School District by 3:30 p.m. CST

Friday, April 23-28, 2021 Pallet/Skids of Boxed Books to be Picked-Up by Winning Bidder

**TERMS & CONDITIONS**

**INFORMATION**

Rockwood School District offers for sale all items on an “as is, where is” basis. The District is a “casual seller” of obsolete property and does not inspect, test, certify, or provide an express or implied warranty on the items(s) sold. The Buyer accepts the items(s) “as is, where is” and is responsible for their own verification of the item’s condition. Rockwood School District has strived to provide an accurate count of all items; however, some quantities may vary. The District is not responsible for accidents or items left after April 28, 2021.

**BID PRICE**

The bid process quoted must be the actual price Rockwood School District will receive. No deductions will be allowed for transportation charges, permits, commissions, etc. **The bid price shall be inclusive of all library books-curriculum materials listed on the attached spreadsheet(s).**

Bid price must be entered in the space provided on the Bid Form. All information requested on the Bid Form must be entered, and the Bid Form must be signed to validate your bid. Unsigned bids will be rejected.

**AWARD**

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.

**PAYMENT & REMOVAL**

Terms of this sale are a Cashier’s Check or Money Order, payable to *Rockwood School District*, and the successful bidder will make full payment by 3:30 p.m. Friday, April 23, 2021. The Rockwood School District will not be responsible for property after 3:00 p.m. on Wednesday, April 28, 2021. The successful bidder will be required to provide all equipment and labor or compete removal of property. The successful bidder will be responsible for damage to District property caused by moving.



 **ROCKWOOD SCHOOL DISTRICT**

**BID FORM**

**RFP No.: RFP-Obsolete-Library-Books-042021**

**Sealed Bid Due Date: Wednesday, April 21, 2021 @ 2:00 p.m., CST**

Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BID PRICE for OBSOLETE LIBRARY BOOKS: $ \_\_\_\_\_\_\_\_\_\_**

*By signing the bid form, you agree to adhere to the stated Terms & Conditions*

**Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Exhibit A: Book Level & Location Information

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| --- |
| *Obsolete Library Books 2021* |
| **School Level** | **Number of Boxes of Books** |
| **HIGH SCHOOL** | 292 |
| **MIDDLE SCHOOL** | 480 |
| **ELEMENTARY SCHOOL** | 327 |
| Total Boxes | **1099** |
|  |  |
|  |  |
| **Pick-Up Location/Contact** | Eureka Early Childhood Center 442 West Fourth Street Eureka MO, 63025 Jennifer Bingham (636) 891-6277 |

District Map

