Date: June 9, 2021

RE: Request for Quote – Drumline Battery Drums & Equipment

 RFQ No.: **RFQ-Drumline-RSHS-0721**

 Dear Potential Bidder,

The Rockwood School District Purchasing Department is soliciting bids from qualified individuals, firms or organizations to provide drumline battery drums/harnesses/covers/cases/stands and hardware for Rockwood Summit High School, as described in this Request for Quote. **Bids are due by 2:00 p.m. CDT on Wednesday, June 23, 2021.**

**PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

In order to be considered, proposers must submit two (2) hardcopies of the proposal and one electronic copy, submitted per instructions below. Hardcopy proposals shall be signed and printed or type written, submitted sealed with the envelope plainly marked with RFQ No.: **RFQ-Drumline-RSHS-0721**. Proposals shall be delivered to:

 Purchasing Agent

 Rockwood School District

 **RFQ-Drumline-RSHS-0721**

 111 East North Street

 Eureka, Missouri 63025

The electronic copy of the proposal shall be in a Microsoft Excel format which is provided on Exhibit\_A\_Bid\_Form” and be sent to my email address (wollveronica@rsdmo.org) after delivery of the sealed bid. The email subject line of the electronic quote shall be: **Quote Enclosed (RFQ-Drumline-RSHS-0721)**

All inquiries for information regarding Proposal Preparation and Submission Requirements shall be in writing and shall be directed to: Veronica Woll, (636) 733-2033, wollveronica@rsdmo.org.

All other communications and questions regarding this RFP must be directed to the above individual. No other contact with any members of the Rockwood School Board, any administrators, staff or employees of the District is permitted before or after completion of the RFP process. Failure to follow this directive or any attempt to contact or to influence any such person may result in rejection or disqualification of a proposal.

**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.

BILLING AND PAYMENT

Invoices shall be submitted directly to the Rockwood School District via email at accountspayable@rsdmo.org or mailed to the District’s Finance Office at 111 E. North St., Eureka, MO 63025. Each invoice should contain the District purchase order number, date of shipment, quantity, price and items(s) shipped. Invoices will not become due and payable until all times listed on the invoice are received complete.

Rockwood School District’s payment terms are Net 45.

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.

NO PARTICIPATION

The successful Proposer shall not directly or indirectly participate as a proposer, bidder, or subcontractor to a proposer or bidder on any bids or request for proposals to be designed, or Products to be provided, as contemplated by this RFQ.

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:**

* Proposed products are as listed/specified on “Exhibit\_A\_Bid\_Form”
* Bids shall include freight charges to Rockwood Summit High School located at:

1780 Hawkins Road

Fenton, MO 63026-2650

* Quotes for instruments to be drop shipped from the manufacturer will not be accepted
* Specified makes and models only. No substitute items will be considered
* Lead time shall be included in bid
* Product warranty shall be included in bid
* 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 the Rockwood School District.

Sincerely,



Veronica Woll

Purchasing Agent