



WALKER SCHOOLS

"READY FOR COLLEGE, READY FOR WORK, READY FOR LIFE"

Office of the Superintendent

INVITATION TO BID
August 1st, 2019

The Walker County Board of Education invites your company to submit a bid on BAND INSTRUMENTS to be used at Ridgeland High School for Walker County Schools. Bidders should thoroughly review all terms, conditions and specifications.

ITEM: BAND INSTRUMENTS - BID NUMBER- 19-01

SEALED BID: This will be a sealed bid process. All packages or envelopes must be sealed and mailed or hand delivered to the Walker County Department of Education, 201 South Duke Street, PO Box 29, LaFayette, Georgia 30728. Bids will not be accepted after Wednesday, August 21st, 2019 at 3:00 p.m. Eastern Standard Time. Postmark by the Postal or Express Services will not be considered in relation to the deadline. Therefore, please consider the inconsistent delivery of mail when submitting your bid. Submit your bid package marked, on the outside of the envelope or box – Band Instruments – BID #19-01.

MAILING INSTRUCTIONS: Attn: Debbie Broome, Purchasing, Walker County Department of Education, 201 South Duke Street, PO Box 29, LaFayette, Georgia 30728. If samples are requested the samples should be mailed separate from the sealed bid.

BID OPENING: Bids will be opened on **Wednesday, August 21st, 2019 at 3:00 p.m. Eastern Standard Time** in the Board Room of the Walker County Department of Education, LaFayette, Georgia.

AWARDING OF BIDS: The bids will be evaluated and awarded according to what is most advantageous for Walker County Schools. The Walker County Board of Education reserves the right to accept or reject any or all bids and to waive any informality.

CONTACT PERSON: If you have any questions concerning this bid contact Debbie Broome, Purchasing, Walker County Schools at (706) 638-7980 or 638-1240.

Respectfully,

Rachel Elliott
Director of Financial Services

Walker County Department of Education
Office of the Superintendent
201 South Duke Street LaFayette, GA 30728
(706) 638-1240 Fax - (706) 638-7827

WALKER COUNTY BOARD OF EDUCATION

GENERAL TERMS AND REQUIREMENTS

1. **MAILING ADDRESS:** Deborah Broome, Purchasing, Walker County Department of Education, 201 South Duke Street, PO Box 29, LaFayette, Georgia 30728.
2. **ADDENDUM:** It will be the responsibility of the vendor to contact the Purchasing Department within forty-eight hours prior to bid opening for verification of the receipt of all issued addendum's to the original bid.
3. **OPENING OF BIDS:** All bids, unless noted otherwise, will be opened at the Board Room of the Walker County Department of Education, LaFayette, Georgia, by the Superintendent or his designee.
4. **WITHDRAWAL OF BID:** Bids may be withdrawn any time prior to closing time scheduled for their receipt. Bids received after closing time will be returned unopened.
5. **AWARDING OF BID:** Bids will be reviewed and awarded soon as possible. The bids will be evaluated and awarded according to what is most advantageous for Walker County Schools. The Walker County Board of Education reserves the right to accept or reject any or all bids and waive any informalities.
6. **SUBMITTAL AGREEMENT:** Each bidder must sign and submit with the bid the Contract Agreement Form.
7. **TAX EXEMPTION:** The Walker County Board of Education is not subject to taxation; therefore, upon request, tax exemption certificates will be furnished.
8. **WARRANTY:** Warranty information should include all applicable information that is stated in the product specification.
9. **FINANCIAL STATEMENT:** The Walker County Board of Education reserves the right to require any bidder to submit a Financial Solvency Statement of Rating.
10. **CONTACT PERSON:** Contact Debbie Broome, Purchasing, if you have any questions concerning these terms and requirements at (706) 638-7980 or 638-1240.

SUBMITTAL AGREEMENT

BID NUMBER – 19-01 **BAND INSTRUMENTS**

We have carefully read and examined the bid guide lines and fully understand all aspects as it relates to the Walker County Board of Education's expectations and agree that all bid information submitted meets or exceeds specifications in all aspects. The Submittal Agreement must be returned with this bid for it to be considered complete.

Company

Signature of Person Completing Form

Address

Date

City, State, Zip

Telephone Number

Local Company Representative

Fax Number

Bid was opened at the Walker County Department of Education, LaFayette, Georgia on this _____ day of _____, 2019 at _____.

Notary Public

Witness

Commission Expires

Witness

BID FORM

SUBMITTED TO:

**WALKER COUNTY BOARD OF EDUCATION
P. O. BOX 29
201 SOUTH DUKE STREET
LAFAYETTE, GA 30728**

SUBMITTED BY:

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

**ITEM: BAND INSTRUMENTS
BID NUMBER: 19-01**

SPECIFICATIONS:

SEE ATTACHED SPEC SHEET WITH BRAND AND MODEL TO BE BID
"NO SUBSTITUTIONS" PLEASE BID WHAT IS SPECIFIED ON SPEC SHEET

**LIST WARRANTY: (If applicable)
(Please list or attach what is covered in the warranty)**

I have received and reviewed Bid Documents enclosed, including General Terms and Requirements, Submittal Agreement and Bid Form.

I have also received addendum number(s) _____, and have examined all of the documents and the site, and submit the following bid.

<u>ITEM</u>	<u>TOTAL COST DELIVERED</u>
See Spec Sheet	_____

