



Administrative Center

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Veronica Woll

Purchasing Agent

December 15, 2023

RE: Request for Quote – **RFQ122023LHSDB** - Lafayette High School Drum Battery

Dear School Music Specialists,

The Rockwood School District invites you to submit a quote for marching drum battery, as described in this Request for Quote. Specific products are contained within the attached Exhibit A. Quotes shall be submitted on the attached Exhibit-A, and Exhibit-B documents, via email to wollveronica@rsdmo.org with the following subject line: *“Quote Enclosed (RFQ122023LHSDB)”*

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 quote. Only quotes complying with the following specifications/terms will be considered.

1. One (1) electronic copy of the quote documents shall be submitted using the two (2) attached Exhibit-A and Exhibit-B forms, which shall be submitted via email as indicated above and received no later than 5:00 PM on Tuesday, January 9, 2024.
2. Preference will be given to quotes for the specified makes and models. Only current-model substitutions for listed instruments will be considered.
3. Quoted prices should include delivery of instruments to Lafayette High School located at 17050 Clayton Road, Wildwood, Missouri 63011. An estimated delivery timeline and product warranty information should be included as part of your quote. Instruments will be awarded by line item.
4. Quotes for marching band instruments must include a playtest and adjustment, as necessary, which must be performed prior to delivery, and cased for each as per RFQ. Instrument quotes to be drop shipped from the manufacturer will not be accepted.
5. Quoted prices shall remain in effect through June 30, 2024.
6. All quotes should include the name, title, mailing address, telephone number and email address of the contact person submitting the quote.
7. Vendor must be capable of accepting a purchase order from Rockwood School District.
8. This is a tax-exempt purchase with Net 45 payment terms.

A recommendation to purchase will be submitted to the district’s Board of Education on February 1, 2024. Related purchase orders(s) will be issued February 2, 2024.

Please contact me via email with any questions. Thank you for your interest in working with Rockwood School District.

Sincerely,

Veronica Woll
Purchasing Agent

IMPORTANT DATES

RFQ122023LHSDB

- Dec 15, 2023** (Friday) Issue RFQ122023LHSDB
- Dec 29, 2023 (Friday) 5:00 p.m. CST Deadline for RFP Clarification
- Jan 9, 2024** (Tuesday) **Bids Due:** 5:00 p.m. CST
- Feb 1, 2024 (Thursday) Recommendation to Board of Education
- Feb 2, 2024 (Friday) Purchase Orders(s) Issued to Winning Bidder(s)