

**Baldwin County School District**

110 N ABC Street  
Milledgeville, Ga. 31061  
(478)453-4176 Phone  
(478)457-3360 Fax

**INVITATION TO BID**

**IFB # 018-2017**

**Musical Instruments for Students**



**PERTINENT DATES**

August 3, 2017	Invitation To Bid Issued
August 17, 2017	10:00 AM Opening of Bids

## Baldwin County School District

### INVITATION TO BID #018-2017 for Musical Instruments for Students

The Baldwin County School District is seeking quotes for musical instruments for students.

**DEADLINE FOR SUBMISSION:** August 17, 2017 at 9:59AM

**SUBMISSION:** A signed copy of the quote must be submitted by opening day in a sealed envelope marked on the outside, "RFP #018-2017 Invitation to Bid "Musical Instruments for Students". The sealed, marked envelope containing the quote should be addressed to:

Judi Battle  
Director of Procurement  
Baldwin County School District  
110 N ABC Street  
Milledgeville, GA. 31061

1. All quotes must be signed by an authorized representative of the Company and must be returned with the attached itemized list of instruments with model numbers and the quote per instrument.
2. Quotes should include cost for delivery of instruments and removal and disposal of packing and other related items.
3. Bid must include the Approved Vendor Request Form to include a minimum of three K-12 references.
4. Bid must include bidder's W-9 federal tax form.
5. Bid must include Contractor Affidavit form.

**QUESTION/INQUIRES:** All inquiries and requests for information regarding quote process/submission shall be directed to Judi Battle, Director of Procurement, Baldwin County School District, by e-mail at [judi.battle@baldwin.k12.ga.us](mailto:judi.battle@baldwin.k12.ga.us) Responses to questions will be posted to the school district's website at the Human Resources and Purchasing webpage.

**EQUAL OPPORTUNITY EMPLOYER:** The District is an equal opportunity employer.

**AWARD:** The District will make the award to the most responsive, responsible bidder in its own judgement and in the best interest of the District. The District will determine to award the bid to multiple bidders or award the bid to one bidder. The District reserves the right not to award the business to any bidder.

## **Agreement**

Agreement between Baldwin County School District and

\_\_\_\_\_  
Name of Individual or Business

Any proposer or service provider submitting a quote or bid, accepting a Purchase Order, and/or entering into any contract with the Baldwin County School District, by signature and witness herein affirms, attests and declares that they are in compliance with O.C.G.A. 13-10-90.

### **Paragraph (a)**

\_\_\_\_\_ at \_\_\_\_\_  
Name of Individual or Business                      Address of Individual or Business

has registered with, is authorized to use, and uses the federal work authorization program.

### **Paragraph (b)**

The User Identification Number and date of authorization for

\_\_\_\_\_ is:  
Name of Individual or Business

User ID# \_\_\_\_\_

Date of Authorization \_\_\_\_\_

### **Paragraph (c)**

\_\_\_\_\_ will continue to use e-verify for any contracted services performed for the Baldwin County School District.

### **Paragraph (d)**

\_\_\_\_\_ will contract for the physical performance of services only with sub-contractors who present an affidavit to

\_\_\_\_\_ with the same information as required in paragraphs (a), (b,) and (c) of this document.

Hereby attested, affirmed, and declared by below individual signature or signature of authorized agent of:

\_\_\_\_\_  
Name of Individual Business

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature                      Date

Notarized and Witnessed:

\_\_\_\_\_

**VENDOR APPLICATION**

Baldwin County School District  
110 ABC Street  
P.O. Box 1188  
Milledgeville, Georgia 31059

Phone: 478-457-3314  
Fax: 478-457-3360  
Purchasing Director: Judi Battle  
Email: [judi.battle@baldwin.k12.ga.us](mailto:judi.battle@baldwin.k12.ga.us)

**BUSINESS CONTACT INFORMATION**

Vender Application Completed by: Tom Corless

Company Name: Literacy Resources, Inc.

Business Contact Name and Title: Tom Corless, Business Manager

Phone: 708-366-5947

Fax: 708-366-9149

E-mail: [tcorless@literacyresourcesinc.com](mailto:tcorless@literacyresourcesinc.com)

**BUSINESS INFORMATION**

Order address: 143 Franklin Avenue

City: ~~Pittsburgh~~ River Forest

State: ~~PA~~ ILLINOIS

ZIP Code: 60305

Tax ID 90-0153816

Sole proprietorship:

Partnership:

Corporation: S-Corp

Other:

Remit to address: Same

City:

State:

ZIP Code:

Telephone:

Fax:

E-mail:

**GOODS OR SERVICES PROVIDED**

Literacy Resources, Inc. is the sole source publisher and distributor of all Phonemic Awareness curricula authored by Michael Heggerty, Ed.D.

**SCHOOL DISTRICT REFERENCES (OTHER THAN BALDWIN COUNTY SCHOOL DISTRICT)**

School:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

E-mail:

Additional Information:

School:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

E-mail:

Additional Information:

School:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

E-mail:

Additional Information:

**NOTES****APPROVAL**

Chief Financial Officer

Date

Purchasing Director

Date

Baldwin County School District Elementary School Band Instruments					
Item Description	Quantity	Item No.	Vendor	Total Cost	
Yamaha Flute YFL-221	24				
Yamaha Clarinet YCL-255	24				
Yamaha Saxophone YAS-26	16				
Yamaha Trumpet YTR-2335	20				
Yamaha Trombone YSL-354	20				
Yamaha Bell Kit SPK-275	16				
<b>Conn/Selmer</b>					
Flute Armstrong 102E	24				
Clarinet Bundy BCL-300	24				
Alto Sax Selmer AS 400	16				
Trumpet Bach TR300H2	20				
Trombone Bach TB301	20				
Bell Kit Ludwig M652RBR	16				
<b>Concert Percussion</b>					
Pearl Concert Bass Drum 32" with Stand PBE3216/546	2				
Pearl Concert Snare Drum PEA-CRP1465	2				
Sabian XSR 18" Suspended Cymbal	2				
Zildjian 16" ZBT Crash Cymbals ZIL-ZBT16BP	2				
Pearl C1030SC Gooseneck Suspended Cymbal Stand	2				
Pearl C1030AC Orchestral Cymbal Cradle Stand	2				
Pearl S-700L PowerPro Concert Snare Stand	2				
<b>INNOVATIVE PERCUSSION FUNDAMENTAL SERIES BASS DRUM Mallet F13</b>					
Vic Firth American Custom SD1 General Concert Snare Sticks SD1	2				
Innovative Percussion James Campbell Soft Signature Suspended Cymbal MalletsBEST SELLER Model # JC-1SC	2				
Boomwhackers C Major Diatonic Set	2				
Boomwhackers Bass Diatonic Set	2				
Boom Whackers Chromata Set	2				
Meinl Djembe Drums (Black River Series) S, M, L	2				
Tambourine	2				
Wood Blocks LP	2				
Lp CowBell	2				
Lp Agogo Bells	2				

Lp Cabasa	2		
Lp Shaker	2		
<b>Room Equipment</b>			
Wenger Conductor Podium/Stand	2		
Wenger Preface Music Stand (60 per school with carts)	2		
Wenger Student Chair with carts (60 per school)	2		
Wenger UltraStor Instrument Storage Lockers	2		
Wenger Percussion Storage Cabinet	2		
Wenger Music Folio Cabinet	2		
Need some type of storage for music/books in the classroom	2		
<b>Sound Equipment</b>	2		
Yamaha StagePas 400i/600i	2		
Projector/Smart Board	2		
Ipad			
<b>Accessories</b>			
Sterisol 8 oz. Bottle Germicide	2		
Bobcat Mouthpiece puller	2		
Valentinos Teacher repair kit	2		
<b>Method Books</b>			
Essential Elements Bk.1 for all Instruments/ Conductor Score	2 Class Sets		
Song Flutes	2		

**Contractor Affidavit under O.C.G.A. § 13-10-91(b) (1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O,C,O,A, § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The Baldwin County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E- Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O,C,O,A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O,C,O,A, § 13-10-91(b), Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_201\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state),

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_,

NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_