

REQUEST FOR PROPOSAL

JULY 26, 2013

Lakeview Community Schools
123 5th St.
Lakeview, MI 48850

Buyer: Kyle Hamlin, Superintendent
PH: 989-352-6226
hamlink@lakeviewschools.net

Bid Title: MUSICAL INSTRUMENTS

PURPOSE: Lakeview Community Schools, Lakeview, Michigan, requests sealed proposals for MUSICAL INSTRUMENTS.

TIMETABLE: Lakeview Community Schools expects to undertake the selection process described below according to the following schedule:

A. Submission of Proposals: Proposals must be mailed or delivered in person to Kyle Hamlin, Superintendent, at Central Office, 123 Fifth St., Lakeview, Michigan 48850. All proposals must be sealed in envelopes, plainly labeled "Lakeview Schools Instrument Proposal" and must be received prior to 3:15 P.M., local time, on August 7, 2013. Bids will be opened publicly at 3:15 P.M. in Central Office. Evaluation of proposals and award will be at a later date; the successful bidder will receive a letter of intent prior to receipt of contract.

B. Selection of Company: The anticipated date of selection is **August 12, 2013**.

C. Bid Documents: Bidding Documents may be downloaded via Lakeview's website www.lakeviewschools.net under "**LCS Bond Information**" and "**Bidding Opportunities**".

D. Owner Rights: Upon review of proposals, Lakeview Community Schools will select a single company to provide the Musical Instruments as listed in the REQUEST FOR PROPOSAL FORM. The Owner reserves the right to accept or reject any or all bids and to waive all irregularities in Proposals. Proposals shall remain firm for sixty (60) days from date of Bid Opening.

REQUEST FOR PROPOSAL REQUIREMENTS

1. BID FORM: This proposal shall be executed and submitted in accordance with the specifications. All articles and requirements contained in the Request for Proposal (RFP) Instructions/Provisions to bidders and on this RFP shall remain and become a part of the contract for MUSICAL INSTRUMENTS. All appropriate blank spaces shall be filled in. BIDS MUST BE SUBMITTED ON THIS FORM AND MAILED. **WE WILL NOT ACCEPT A FAXED BID FOR THIS SOLICITATION!**

2. USE OF BRAND NAMES IN SPECIFICATIONS: It is recognized there may be other brands that could serve the needs of the school system. However, it should be understood by the bidder that the use of brand names and numbers in the specifications is to establish standards and styles of products that have been judged to meet the needs of the school system. Such use of brand names is in no way designed or intended to restrict the bidding, but contrarily, to invite bids of comparable products that would equally satisfy the requirements stated herein. It is permissible to bid another brand, make and model product for evaluation as an approved equal to the specified brand. Equivalent brands that meet the approval of the Board will be accepted.

3. ALTERNATES: Bidders shall bid only one product per item. Bidders shall not bid a primary item bid and then also include a second, alternate product item bid.

4. BIDDER'S IDENTIFICATION OF PRODUCTS BID: On blank lines provided, the bidder must insert the manufacturer's brand name and identifying numbers along with any other information necessary to identify sufficiently and completely the articles offered. Failure to do so may prevent consideration of the item bid.

5. REQUIRED LITERATURE: When the bid invitation is soliciting a bid for a product (as opposed to a service), each bidder is to enclose complete descriptive information to fully identify the product quoted. This may be in the form of a catalog, manufacturer's brochure, specification sheet, cut sheet, schematic, or other brand or product information. Failure to do so may prevent consideration of the item bid.

6. DELIVERY: Purchase orders will be issued to the successful bidder for the business herein. All items shall be delivered to ATTN: Dean Gilbert, Director of Bands, Lakeview Community Schools, 9800 Youngman Rd., Lakeview, MI 48850. A delivery ticket, waybill, bill of lading or copy of the invoice shall accompany each delivery. Deliveries shall be made between 8:00 a.m. and 3:00 p.m. on weekdays. No deliveries on weekends or holidays.

7. ESTIMATED EXPENDITURE: This is a one-time purchase and the District does not anticipate making any other purchases for these items in the foreseeable future.

8. TERM OF AGREEMENT: This is a one-time purchase. No extended terms are necessary for this bid. The term shall be the issuance and fulfillment of the purchase order.

9. RENEWAL OF AGREEMENT: This is a one-time purchase. No renewal of terms is necessary.

10. BID SAMPLES: If an item is submitted for consideration that the District is unfamiliar with, the bidder may be requested to send a sample for evaluation purposes. Any sample request must be fulfilled within **3 business days**, or the bidder's submission will be rejected and the District will consider the next lowest bidder.

11. EVALUATION: The Director of Bands will be playing an integral role in the evaluation of the submitted items. The durability, suitability and past usage history of a company will be major factors in determining the award to the successful bidder.

12. DETERMINATION OF BIDS: Bidders are requested to bid on all items listed in the BID PROPOSAL FORM. The bidder with the lowest acceptable group total meeting specifications will be awarded the business covered therein. Each bidder shall be responsible for the accuracy of all unit prices, extensions and group totals. Lakeview Community Schools will assume that each TOTAL NET BID is a correct and legitimate bid.

13. POINT OF CONTACT: Questions concerning this RFP and the procedures for responding to the RFP should be directed to

Dean Gilbert

Director of Bands

9800 Youngman Rd.

Lakeview, MI, 48850

989-818-1127

gilbertd@lakeviewschools.net

14 RESERVATIONS BY BOARD: Limited funds are budgeted for the purchase of these items. Should the bid price be more than anticipated, Lakeview Community Schools reserves the right to reduce quantities as appropriate to remain within the budgeted allocation for the purchase.

The Lakeview Community Schools may reject any bid for failure by the bidder to comply with any requirement stated herein or as appearing on the REQUEST FOR PROPOSAL FORM or in the general bid conditions or in any attachment thereto, which becomes a part of the bid.

**LAKEVIEW COMMUNITY SCHOOLS
MUSICAL INSTRUMENT
REQUEST FOR PROPOSAL FORM**

BID TITLE: MUSICAL INSTRUMENTS
BIDS WILL BE ACCEPTED UNTIL **3:15 P.M.**, ON **Wednesday, AUGUST 7, 2013**

| Group No. | Quantity | Item and Description | Make and Model | Unit Price | Total Net Bid |
|-----------|----------|---|-------------------------|------------|---------------|
| (1) | 2 | Baritone Sax | Yamaha YBS-52 with case | | |
| | | _____ | | \$ _____ | \$ _____ |
| | | Manufacturer & Model No. | | Unit Price | Total Net Bid |
| (2) | 4 | Marching Snare: Mapex QCX1412-SW-AC w/RM-SHSA includes white drum 12" x 14" with harness, case and stadium hardware | | | |
| | | _____ | | \$ _____ | \$ _____ |
| | | Manufacturer & Model No. | | Unit Price | Total Net Bid |
| (3) | 2 | Marching Quads: Mapex QCT8023-SW-AC w/RM-SHQA White marching quads with harness, case and stadium hardware | | | |
| | | _____ | | \$ _____ | \$ _____ |
| | | Manufacturer & Model No. | | Unit Price | Total Net Bid |
| (4) | 1 | Marching Bass Drum: Mapex QCB2214-SW-AC w/RM-SHBA White 22" with harness, case and stadium hardware | | | |
| | | _____ | | \$ _____ | \$ _____ |
| | | Manufacturer & Model No. | | Unit Price | Total Net Bid |

| Group No. | Quantity | Item and Description | Make and Model | Unit Price | Total Net Bid |
|-----------|----------|--|----------------|------------|---------------|
| (5) | 1 | Marching Bass Drum Mapex QCB2014-SW-AC w/RM-SHBA White 20" with harness, case and stadium hardware | | | |
| | | _____ | | \$ _____ | \$ _____ |
| | | Manufacturer & Model No. | | Unit Price | Total Net Bid |
| (6) | 1 | Marching Bass Drum Mapex QCB1814-SW-AC w/RM-SHBA White 18" with harness, case and stadium hardware | | | |
| | | _____ | | \$ _____ | \$ _____ |
| | | Manufacturer & Model No. | | Unit Price | Total Net Bid |
| (7) | 1 | Marching Bass Drum Mapex QCB1614-SW-AC w/RM-SHBA White 16" with harness, case and stadium hardware | | | |
| | | _____ | | \$ _____ | \$ _____ |
| | | Manufacturer & Model No. | | Unit Price | Total Net Bid |
| (8) | 2 | Sousaphone Jupiter FiberBrass 596LB w/Bag | | | |
| | | _____ | | \$ _____ | \$ _____ |
| | | Manufacturer & Model No. | | Unit Price | Total Net Bid |
| (9) | 1 | Concert Toms w/stand Yamaha CTG 0234 | | | |
| | | _____ | | \$ _____ | \$ _____ |
| | | Manufacturer & Model No. | | Unit Price | Total Net Bid |

| Group No. | Quantity | Item and Description | Make and Model | Unit Price | Total Net Bid |
|-----------|----------|----------------------|----------------|------------|---------------|
|-----------|----------|----------------------|----------------|------------|---------------|

| | | | | | |
|------|---|-------------------------|--|--|--|
| (10) | 1 | Chimes Yamaha DC9190 | | | |
|------|---|-------------------------|--|--|--|

| | | | | | |
|--|--|--------------------------|--|------------|---------------|
| | | _____ | | \$ _____ | \$ _____ |
| | | Manufacturer & Model No. | | Unit Price | Total Net Bid |

| | | | | | |
|------|---|---|--|--|--|
| (11) | 1 | Pair of Crash Cymbals 16" ZILDJIAN A0444 | | | |
|------|---|---|--|--|--|

| | | | | | |
|--|--|--------------------------|--|------------|---------------|
| | | _____ | | \$ _____ | \$ _____ |
| | | Manufacturer & Model No. | | Unit Price | Total Net Bid |

Company Name _____

Sales Rep _____

Address _____

City _____ State _____ Zip _____

Total Bid Price \$ _____

I guarantee the prices for the Lakeview Community Schools Musical Instruments Request for Proposal form are correct according to the requirements of the Lakeview Community School Request for Proposal.

Signature of Sales Representative