

Purchasing Department
1320 West Main Street Suite 305
Franklin, TN 37064-3700
Phone (615) 472-4010



WCS Request for Bid #1381

Release Date and Time: Friday, August 22, 2025

WCS Sale of Surplus Property – Old, Obsolete Music & Band Instruments

Please note – this is a Williamson County Schols (WCS) Request for Bid. The RFB is available to anyone but we are direct soliciting qualified bidders that have relevant business experience in brokering used music and band equipment.

Attention Bidders: WCS Request for Bid #1381 solicitation is being blind copy distributed to select qualified bidders. We are also posting this project on our WCS website to encourage any and all to submit a competitive bid. We highly encourage your participation.

Project Timeline, Scope, Terms and Conditions:

- By or before 3:00pm on Friday, August 22, 2025, WCS will release (from WCS Purchasing Dept) the RFB #1381 document via email to select bidders to participate in this Band and Musical Instruments surplus sale. This document will also be posted on our WCS website for anyone interested in participating.
- In order to participate in this bid project, WCS must receive your emailed, documented bid submittal to this RFB #1381 by or before 10:30am on Thursday, 9/4/25. This is a firm deadline.
- In order for your bid submittal to be considered, bidders must comply with the following requirements:
 - Print this WCS RFB #1381 document
 - Legibly fill in the blanks with your appropriate responses
 - Legibly print, sign your name and title, company info and date
 - Scan this completed document and email it as an attachment – confidentially and directly to kirke@wcs.edu. Do not copy anyone else on this email to ensure confidentiality and security. Your bid submittal must be received at the email address specified above, by or before 10:30am on Thursday, 9/4/25.
 - Late submittals will not be accepted.
 - Only bids submitted in this format will be accepted.
- WCS will quickly tabulate the bids and issue an Award PO by/before 2:00pm on Friday, 9/5/25.
- Timing is of the essence for this surplus instrument sale; items purchased must be picked up and removed before the deadline of Wednesday, September 24, 2025.
- All instruments are staged and ready for the successful bidder to pick up and remove **ALL** surplus music equipment from our WCS central warehouse located at 1523 Columbia Avenue, Franklin TN 37064. WCS makes no guarantees or warranties regarding the quality of the trade-in equipment. These items are used surplus and are bid on (purchased) by the bidder “as is/used condition.

- The window for pick up is Monday-Friday between 8:30am – 4:00pm between September 9 - 24, 2025. The bidder must submit check for payment prior to picking the instruments up.
- Payment in full is required before the surplus items can be collected and removed from the WCS warehouse by the awarded bidder. Checks shall be made payable to Williamson County Schools for the bid amount.
- Ensure you capture all related expenses and anticipated costs into your competitive bids. WCS is not responsible for added/extra costs. This should include all labor, transportation and other costs associated with securing the items and removing them from WCS warehouse.
- A list of surplus music and band instruments and related equipment items is attached. Bidders are bidding on the entire lot, **NOT** individual items.
- If you have any questions, please contact Kirk Elliott at kirke@wcs.edu or (615)472-4011. Any questions must be received no later than 48 hours before the bid opening date and time.

WCS RFB #1381
Deadline: 10:30am Thursday 9/4/25
WCS Sale of Surplus Property – Old, Obsolete Music & Band Instruments
RFB Cover Page

Name of Company: _____

Company Address: _____

Print Name & Title of Rep: _____

Signature of Rep: _____

Date: _____

Email Address of Rep: _____

Company Phone # _____ Cell Phone # _____

By signing this document, I verify that I have carefully read the specifications, terms and conditions and instructions contained within this document. I understand and agree to all the language set forth in this document. Bid is Hereby Submitted.

Total Bid Amount for All Items \$ _____