



## REQUEST FOR QUOTATION

June 30, 2026

FY26-RFQ-06 ABC Institute Cabinet Installation

REPLY BY: July 13, 2026 @ 10 AM EST

REPLY TO: Krista Scherpf  
Senior Procurement Officer

PHONE NUMBER: 803-323-2143  
EMAIL: [scherpfk@winthrop.edu](mailto:scherpfk@winthrop.edu)

**DELIVERY DESTINATION:**  
Allendale-Fairfax Middle High School  
3581 Allendale-Fairfax Hwy  
Fairfax, SC 29827

**INVOICE TO:**  
Winthrop University  
Accounts Payable  
125 Tillman Bldg.  
Rock Hill SC 29733  
PAYMENT TERMS: NET 30

### SCOPE OF WORK:

1. Furnish, deliver, and install open storage cabinet systems for a music classroom at Allendale-Fairfax Middle High School. Cabinets shall be designed to store musical instruments in protective cases and drumline equipment as specified. Cabinets shall not include doors (open shelving required for accessibility and ventilation).
2. All materials shall be new, of commercial/institutional grade quality, and compliant with industry standards.
3. Bid only as specified. No substitutions will be allowed.
4. Bids/Quotes will be submitted electronically to Krista Scherpf at [scherpfk@winthrop.edu](mailto:scherpfk@winthrop.edu).
5. Questions: Any prospective offerer desiring an explanation or interpretation, of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer by Thursday, July 9, 2026 at 12:00 PM EST. Questions must be submitted via email to [scherpfk@winthrop.edu](mailto:scherpfk@winthrop.edu).
6. Deliveries shall be F.O.B. Destination, freight prepaid to Winthrop University. It is agreed by the parties hereto that delivery by the contractor to the common carrier does not constitute delivery to the destination. Any claim for loss or damages shall be between the contractor and the carriers. All freight costs must be included in the cost of the items. Do not add a separate line for freight.
7. Unit price to be shown for each item.

8. Partial shipments will not be accepted on the specified quantity and on the specified delivery dates listed in the delivery schedule.
  9. Manufacturer's standard warranty will be required in writing with the delivery of product(s).
  10. DELIVERY SCHEDULE: Delivery and installation must be COMPLETE by September 21, 2026.
- Contact Cindy Hinds at 803-323-2517, or via e-mail to hindsc@winthrop.edu before delivery is ready to be made. Cabinets will be delivered and installed in music classroom at Allendale Fairfax Middle High School.
11. Bidder is required to submit a copy of their certificate of insurance.

## **SPECIFICATIONS FOR STORAGE CABINET SYSTEM**

### **I. REQUIREMENTS**

#### **A. STORAGE REQUIREMENTS (room layout provided on last page):**

- i. Woodwinds & Brass
  1. 5 Flutes
  2. 10 Clarinets
  3. 1 Bass Clarinet
  4. 10 Alto Saxophones
  5. 5 Tenor Saxophones
  6. 3 Baritone Saxophones
  7. 10 Trumpets
  8. 10 Trombones
  9. 3 Bass Trombones
  10. 3 Mellophones
  11. 3 Marching Baritones
- ii. Percussion
  1. Minimum 12 linear feet of metal shelving
  2. Three (3) open shelves for drumline equipment

#### **B. CABINET SPECIFICATIONS:**

- i. General Requirements
  1. Open shelving design (no doors required or requested)
  2. Designed for instrument cases of varying sizes
  3. Modular or built-in configurations acceptable
  4. Smooth, non-abrasive surfaces to prevent case damage
- ii. Dimensions and Configuration
  1. Cabinets must be sized to fit within storage rooms per given layout
  2. Depth: Minimum 18"-24" for instrument case storage
  3. Adjustable shelving to accommodate different instrument sizes
  4. Reinforced shelving for heavier items (baritone sax, drum equipment)
  5. Vertical clearance:
    - a. Small instruments: 12"-16"
    - b. Large instruments: up to 36"
- iii. Materials
  1. High-pressure laminate, plywood core, or powder-coated steel
  2. Moisture-resistant and easy-to-clean surfaces
  3. Rounded or eased edges for safety
- iv. Load Capacity
  1. Shelves must support:
    - a. Minimum 50 lbs (standard shelves)
    - b. Minimum 150 lbs (reinforced shelves for larger instruments/drums)
- v. Finish
  1. Neutral institutional finish (e.g., gray, beige, woodgrain, or black)

2. Scratch-resistant coating

C. **OTHER REQUIREMENTS:**

- i. No doors or locking mechanisms required.
- ii. All units **must** be anchored to prevent tipping.
- iii. Installation must comply with applicable building/safety codes.

D. **DELIVERY AND INSTALLATION:**

- i. Delivery and installation included in pricing.
- ii. Contractor is responsible for:
  1. Unloading
  2. Assembling
  3. Placement per given layout
  4. Securing units
- iii. Delivery window to be coordinated with school administration after award.
- iv. Delivery and payment for storage system under this specification shall be in accordance with the terms and conditions of this solicitation. The contractor shall be responsible for any packing, packaging, or protection required to ensure delivery in an undamaged condition. Cabinets shall be shipped by enclosed truck and protected from damage direct from the contractor's plant or warehouse to given delivery address and shall be individually packaged.

E. **WARRANTY:** Minimum 5 year manufacturer warranty, which covers defects in materials and workmanship with replacement and repair at no cost.

F. **ACCEPTANCE EVALUATION AND QUALITY ASSURANCE:** All cabinets will be inspected upon delivery and must meet the specifications outlined in this RFQ. Any items found to be damaged or non-compliant must be replaced at no cost to Winthrop University or Allendale-Fairfax Middle High School.

G. **ORDERING DATA:** All shipments of cabinets shall include the Purchase Order Number and description on the delivery ticket and invoice.

**BIDDING PROPOSAL/COST PROPOSAL**

<b>Line No.</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
1	1	LOT	Open storage cabinet system for band room (including instrument shelving and drumline shelving per specifications)	\$	\$

**DATE:**

**COMPANY NAME:**

**ADDRESS:  
CITY, STATE, ZIP CODE:**

**TELEPHONE NUMBER:  
FAX NUMBER:  
EMAIL:**

**PRINTED NAME OF PERSON SUBMITTING QUOTE:**

**SIGNATURE OF PERSON SUBMITTING QUOTE:**

**PAYMENT TERMS:**

**NOTE #1:**

**Your signature confirms pricing and delivery completion date.**

**NOTE #2:**

**Return all pages of this Request for Quote.**

