



# IOWA VETERANS HOME

1301 Summit Street  
Marshalltown, Iowa 50158-5485  
Phone: 641-753-4310

Kim Reynolds, Governor  
Adam Gregg, Lt. Governor  
State of Iowa  
Todd Jacobus, Commandant

## **RFB06052024 – Organist Services**

The Iowa Veterans Home is soliciting bids for a qualified organ player to provide musical accompaniment for worship services held in the Veterans Memorial Chapel located at 1301 Summit St in Marshalltown, Iowa.

### **Position Purpose:**

The organist will give music leadership to support and enhance the traditional worship services through use of the organ at the Iowa Veterans Home Chapel.

The selected organist will play at the following worship services:

- Ecumenical Services
  - o Sundays at 11:00 AM
  - o Wednesdays at 11:00 AM
- Catholic Mass
  - o Wednesdays at 1:30 PM
- Occasional special liturgical seasonal services that will be scheduled and discussed in advance

### **Responsibilities:**

The contractor will select and provide organ music for Catholic Mass and play pre-selected songs for the two Ecumenical services.

The contractor will schedule authorized absences and help in securing qualified substitute organists for all absences.

The contractor will maintain periodic checks of the organ and its condition, reporting problems to the IVH Chaplain.

### **Skills and Qualifications:**

The contractor must be an accomplished musician and should have sufficient skill to sight read hymns, liturgy, and easy anthem accompaniments. They should be able to display a professional level of musical talent from training and experience.

The contractor will need to understand worship tradition and structure, and have the ability to appropriately select music for the Catholic liturgical calendar cycle.

The contractor shall have experience within a chapel setting working with staff, residents and volunteers.



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### Other Notes:

The Iowa Veterans Home will provide the instruments, songbooks, calendar of events, and license fees for music performed for these services.

### Bid Instructions:

Submit your bid using the attached form by 2:00 PM on Thursday, June 20<sup>th</sup>, 2024. Any bids received after this date and time will not be considered and returned to the vendor. All bids will be time and date stamped when received.

Submit to:  
Iowa Veterans Home  
Purchasing Department  
Attn: Stacie Sorenson/Sarah Kehoe  
1301 Summit St  
Marshalltown, IA 50158

[Stacie.sorenson@ivh.state.ia.us](mailto:Stacie.sorenson@ivh.state.ia.us)

[Sarah.kehoe@ivh.state.ia.us](mailto:Sarah.kehoe@ivh.state.ia.us)

All bidders will be notified of the awarded contract by June 25<sup>th</sup>, 2024, with an intended contract start date of July 1<sup>st</sup>, 2024.

The contract will be issued for one (1) year with the Iowa Veterans Home having the option to renew for five (5) additional years at one (1) year increments.

For further information regarding this bid, please contact:

Stacie Sorenson or Sarah Kehoe

Iowa Veterans Home

1301 Summit St.

Marshalltown, IA 50158

641-753-4310

[Stacie.sorenson@ivh.state.ia.us](mailto:Stacie.sorenson@ivh.state.ia.us)

[Sarah.kehoe@ivh.state.ia.us](mailto:Sarah.kehoe@ivh.state.ia.us)