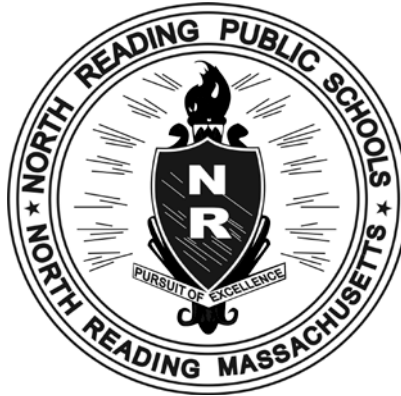


**NORTH READING PUBLIC SCHOOLS
189 PARK STREET, NORTH READING, MA 01864**



REQUEST FOR PROPOSALS

**INSTRUMENT MUSICAL EQUIPMENT RENTAL AND
REPAIR SERVICES**

The North Reading Public Schools invite sealed proposals for instrument musical equipment (winds, percussion, and strings) rental and repair services for the period July 1, 2022– June 30, 2023. There will be an option for the School Department to renew the agreement for up to two (2) years, extending the agreement through June 30, 2023. The option to renew is solely at the School Department's discretion. Copies of the proposal requirements are available at the Business Office located at 189 Park Street, North Reading, MA 01864, beginning Thursday, April 21, 2022 at 8:00 a.m.

Written proposals are due to the Business Office on **Thursday, May 12, 2022 at 11:00 a.m.** Pricing and Non-Pricing proposals should be placed in separate sealed envelopes and must be clearly labeled. The Pricing Proposal should be clearly labeled **School Musical Instrument Rental RFP Pricing Proposal** and the Non-Pricing Proposal should be labeled **School Musical Instrument Rental RFP Non-Pricing Proposal**. The North Reading Public Schools reserves the right to reject any or all bids, or to accept any parts thereof, which it considers most advantageous to the North Reading Public Schools.

Michael Connelly
Assistant Superintendent of Finance and Operations
North Reading Public Schools

**NORTH READING PUBLIC SCHOOLS
189 Park Street
North Reading, MA 01864**

**INSTRUMENT MUSICAL EQUIPMENT (STRINGS, WIND & PERCUSSION) RENTAL REQUEST
FOR PROPOSALS (RFP)**

I. INFORMATION & INSTRUCTIONS TO BIDDERS

- 1. Questions:** Questions about the specifications shall be submitted in writing to:

Michael Connelly, Assistant Superintendent of Finance and Operations
North Reading Public Schools
189 Park Street
North Reading, MA 01864
Telephone: 978-664-7810 Ext. 5270
Fax: 978-664-0252

2. Proposal Addenda

If any changes are made to this RFP, an addendum will be issued. Addenda will be e-mailed, mailed or faxed to all bidders on record as having received the RFP.

II. BASIS FOR USE OF COMPETITIVELY SEALED PROPOSALS

The North Reading Public Schools has determined that selecting the most advantageous proposal for Instrumental Music Equipment (strings, winds and percussion) will require comparative judgments of factors including condition and quality of instruments, convenience to parents, experience of vendor, and ability to perform services.

Enclosed are the requirements, specifications, and evaluation process by which this contract will be awarded.

The North Reading Public Schools reserves the right to waive any and all informalities in the RFP process and to reject any and all proposals if considered to be in the best interest of the North Reading Public Schools to do so. Any proposal submitted shall be binding for sixty (60) days beyond the date of the opening of proposals.

Pricing and Non Pricing Proposals must be submitted with one original and three other copies to the attention of the Director of Finance and Operations, and must be clearly labeled. The Pricing Proposal should be clearly labeled **School Musical Instrument Rental RFP Pricing Proposal** and the Non-Pricing Proposal should be labeled **School Musical Instrument Rental RFP Non-Pricing Proposal**. Please indicate on separate envelopes which envelope contains the Non-Price and Pricing proposal. Below is a tentative timeline for this project.

- Local Advertisement-April 21, 2022
- Receive Proposal – May 14, 2022
- Negotiate contract by –June 1, 2022

III. SCOPE OF SERVICES:

1. General Information

- A. The proposal will cover the provision of musical instrument equipment rental and repair services, beginning July 1, 2022 through June 30, 2023. There will be an option to renew the contract for a second and/or a third year at the conclusion of the one-year agreement for fiscal year 2024 and 2025. This option to renew is solely at the discretion of the North Reading Public Schools. The North Reading Public Schools will notify the successful vendor(s) by April 1 of each year of the agreement if their contract will be extended for another year. These services include Instrument rental to students participating in North Reading Public School instrumental music programs; and Optional rental instrument maintenance (repair and replacement) services, which includes a loaner instrument while the rental is being repaired and insurance against instrument theft/damage/loss.
- B. The Contractor must provide the following rental instruments under this contract, in the quantities estimated in Appendix B, including **both** appropriate cases and the accessories specified below: All instruments for rental must be factory new, or like new.
- a. Gemeinhardt/Yamaha/Jupiter Flute, tuning rod, swab
 - b. Buffet/Yamaha/Jupiter Clarinet, B45 Vandoren mouthpiece, 4 reeds, ligature, cap, cleaning swab
 - c. Liberty/Yamaha/Selmer/Jupiter Alto saxophone, A25 Vandoren mouthpiece, 4 size 2 rico reeds, ligature, cap, neck strap, cleaning swab
 - d. Liberty/Yamaha/Jupiter Tenor saxophone, T25 Vandoren mouthpiece, 4 size 2 rico reeds, ligature, cap, neck strap, cleaning swab
 - e. Bundy/Yamaha/Jupiter oboe, 2 medium soft reeds, cleaning swab
 - f. Yamaha/Jupiter/Anthem French horn, mouthpiece, valve oil
 - g. Selmer Bach/Yamaha/Jupiter Trumpet, mouthpiece, valve oil
 - h. Selmer Bach/Yamah/Jupiter/King Trombone, mouthpiece(Yamaha 48L/Bach 6 1/2 AL), slide oil
 - i. Selmer Bach/Yamah/Jupiter Baritone, mouthpiece(Yamaha 48L/Bach 6 1/2 AL), slide oil
 - j. Vic Firth Heavy Hitter Drum Pad (kit should include sticks and stand)
 - k. Violin (all sizes), new Dominant strings, fine tuners on all strings, custom hand fitted Despieau or Aubert bridge, ebony pegs, fiberglass or wood bow with horsehair on the bow, new rosin in case
 - l. Viola (all sizes), new Prelude or Helicore strings, fine tuners on all strings, custom hand fitted Despieau or Aubert bridge, ebony pegs, fiberglass or wood bow with horsehair on the bow, new rosin in case.
 - m. Cello/Bass (all sizes), new Prelude, Crown or Helicore strings, fine tuners on all strings, custom hand fitted Despieau or Aubert bridge, ebony pegs, fiberglass or wood bow with horsehair on the bow, new rosin in case

- C. The instrument rental bid prices specified on **Appendix B: Price Proposal** shall include the cost of the case and specified accessories. Unit prices shall be based on a rental period of one month. The bid award will be based on a 12 month period, although families may rent for less or more than 12 months as needed. Pricing must be broken down by monthly rental fee, and include the cost for any associated taxes and insurance for a total monthly fee.
- D. The maintenance (repair and replacement) and insurance bid prices specified on **Appendix B: Price Proposal** shall be based on a rental period of one month. The bid award will be based on a 12 month period, although families may rent for less than 12 months. The rental cost should include the use of a loaner instrument while the rental is in for repair as noted in section M shown below.
- F. If the student/family wishes to purchase the instrument at the end of the rental period, rental payments paid to date are to be credited to the eventual purchase of the instrument.
- G. Estimated bid quantities are specified in Appendix B. If less or more than the estimated number of instruments are required, the contract quantities will be adjusted to reflect the actual number of instruments needed at that time.
- H. Any requested substitutions of Instruments must be recognized national name brands, in the opinion of the Performing Arts K12 Curriculum Coordinator.
- I. New strings for instruments must be provided to the school as requested by the Performing Arts K12 Curriculum Coordinator.
- J. All rental instruments must be in playing condition upon delivery to the parents and/or school. At the beginning of each school year, a set of instruments including a flute, clarinet, alto saxophone, trumpet, trombone, violin, viola and cello shall be delivered to each of the three elementary schools at no charge to the schools. These items must be in good condition, and ready for use. Like new is acceptable. The vendor will be responsible for maintenance of these items, and they will be returned to the vendor as soon as school ends each summer.
- K. The successful bidder will accept all payments directly from the student or student's family, unless waived in writing by the North Reading School Department. The North Reading Public Schools will make no payments to the Contractor under this Contract.
- L. The rental company will come to North Reading's three elementary schools twice in the Spring (dates to be determined by the North Reading Performing Arts Department) One such visit will be for an instrument "petting zoo" during the school day, and the second would be an evening "petting zoo" for the purpose of the students showing the parents the instruments they wish to play. Parents could choose to sign the rental agreements that evening, and the instruments should be delivered during the first week of school the following school year.
- M. Loaner instruments will be provided at no additional charge, in the event that the original rental instrument is being repaired.

- N. The successful bidder will make weekly site visits to all schools (5) serviced in the District (Batchelder Elementary School, Hood Elementary School, Little Elementary School, Middle School and High School) at a time that is mutually agreeable to both the bidder and the Performing Arts K12 Curriculum Coordinator, for the purpose of providing weekly service.
- O. Weekly service at the schools will include:
- a. Delivery and pickup of needed supplies and instruments
 - b. Delivery of loaner instruments as needed
 - c. Pickup of instruments needing repair at the store
 - d. On-site minor repairs of rental instruments
 - e. Monthly check in with applicable school staff is required
- P. The successful bidder will be required to obtain and maintain general liability and motor vehicle insurance policies protecting the District in connection with any operations included in this proposal, and shall list the district as an additional insured on the policies. General liability coverage shall be in the amount of at least \$1,000,000 per occurrence and \$3,000,000 aggregate for bodily injury liability and \$1,000,000 per occurrence and \$3,000,000 aggregate for property damage liability. All insurance coverage shall be in force from the time of the Agreement to the date when all work under the contract is completed and accepted by the District. Since this insurance is normally written on a year-to-year basis, the successful bidder shall notify the District should coverage become unavailable or its policy should change.
- Q. The successful bidder shall, before commencing performance on this contract, provide for the payment of compensation and the furnishing of other benefits by an insurance company duly licensed to do business in accordance with the Massachusetts General Laws, Chapter 152, as amended, to all employed under the contract and shall continue such insurance in full force and effect during the term of the contract.
- R. The successful bidder shall indemnify, and hold harmless the District and all of the District's officer, agents, and employees from and against all suits and claims of liability, including costs of the defending any action, for or on account of any injuries to persons or damage to property of the District or any person, firm, corporation or association arising out of or resulting from any action, omission, or negligence of the successful bidder.
- S. The Contractor shall comply with all Ordinances of the Town of North Reading, General Laws and Regulations of the Commonwealth of Massachusetts, Federal Laws and Regulations, including Federal I-9 regulations, and Interstate Commerce Commission Rules and Regulations, and all regulations authorized by law, applicable to the provisions of such contract. Any disputes that arise under the contract shall be determined in accordance with Massachusetts General Laws.
- T. The North Reading Public Schools reserves the right to cancel the contract unilaterally, upon thirty (30) day's notice, for violation of any part of the contract, but in so doing, will not waive any rights or remedies, which the District may have against the Contractor.
- U. The vendor must also have repair facilities, and the ability to display musical instruments to prospective parents and students who may not be able to attend the family music night demonstration sign-ups.
- V. The awarding vendor(s) must provide a musical instrument demonstration including a performance of each instrument available for student rental to each of the elementary school prior to the parent rental night.

IV. SELECTION PROCESS

- A. A Technical Review Committee will review proposals, consisting of the Performing Arts K12 Curriculum Coordinator and designee(s.) The technical review will include a review and ranking of the non-pricing proposal, as provided by the bidders. A summary of the evaluation will be submitted to the Assistant Superintendent of Finance and Operations.

B. The Assistant Superintendent of Finance and Operations will determine the most advantageous proposal, taking into consideration the technical review committees' non-pricing evaluation and pricing provided in the pricing proposals. The Assistant Superintendent of Finance and Operations will make an award recommendation to the Superintendent of Schools.

C. Proposers must meet the Quality Requirements described in Section V, and the Submission outlined in Section VII. Proposals will be judged on the Comparative Evaluation Criteria described in Section VI.

V. QUALITY MINIMUM REQUIREMENTS

A. Proposers must follow the Submission Requirements in (Section VII.)

B. Proposers must have at least three (3) years of experience leasing and maintaining musical instruments specified in this bid.

C. Proposers must meet all products, quantity, and service requirements specified in Section III: Scope of Services.

D. Proposers must submit a complete list of owned instruments that will be available to the North Reading Public Schools under this bid, so the school district can verify that the proposer can meet the bid specifications. If necessary, the school district reserves the right to visually inspect the instruments before the award. The bidder must agree to facilitate this inspection expeditiously.

E. The North Reading Public Schools reserves the right to investigate the financial responsibility of any and all bidders to determine what assurance the owner may have of subsequent service. It further reserves the right to withhold the awarding of any contract under its jurisdiction when the bidder is unable to furnish satisfactory evidence of adequate ability, experience and/or capital to execute the completion of a project in accordance with the prescribed requirements, specifications and conditions of the Bid Documents.

F. Proposals shall be prepared, considered, and the Contract awarded in accordance with Massachusetts General Law (M.G.L.) Chapter 30B.

G. Proposals must include at a minimum, a description of how the proposer plans to meet the scope of services requirements.

H. Proposals must include a minimum of four (4) references of district with similar size and scope of services of the North Reading Public Schools. North Reading Public Schools has a total district enrollment of 2,400 students and they have approximately 300 students participating in its Instrumental Music program throughout the District. This information should be submitted on forms contained herein provided in Appendix A.

I. The successful contractor must maintain a permanent place of business and should not have defaulted on any contract within three years prior to the date of this proposal and must not have failed to complete previous contracts on time.

VI. COMPARATIVE CRITERIA

Overall Proposal	
Highly Advantageous	The proposal is complete, demonstrates a clear understanding of the scope of services to be performed and how the services would be provided in accordance with the North Reading School Department's needs
Advantageous	The proposal is complete
Not Advantageous	The proposal is incomplete and/or lacks clear understanding of the scope of services to be performed and how the services would be provided in accordance with the North Reading School Department's needs

Quality of Service Delivery and Convenience to Parents	
Highly Advantageous	Proposers have 5 or more years' experience renting, maintaining and selling musical equipment to organizations similar in size to North Reading Public Schools. Additionally, the service delivery plan is perfectly suited to North Reading's requirements.
Advantageous	Proposers have 3 to 5 years' experience renting, maintaining and selling musical equipment to organizations similar in size to North Reading Public Schools. Additionally, the service delivery plan is perfectly suited to North Reading's requirements.
Not Advantageous	Proposers have less than 3 years of experience renting, maintaining and selling musical equipment to organizations similar in size to North Reading Public Schools. Additionally, the service delivery plan is perfectly suited to North Reading's requirements.

Condition & Quality of Musical Instruments	
Highly Advantageous	The instrument inventory meets all specifications and is of high quality and/or in excellent condition
Advantageous	The instrument inventory meets all specifications and is of mediocre quality and /or in good condition
Not Advantageous	The instrument inventory meets all specifications, but is of low quality and /or in poor condition

VII. SUBMISSION REQUIREMENTS

- A. The Assistant Superintendent of Finance and Operations, North Reading Public Schools, 189 Park Street, North Reading, MA 01864, will receive proposals **until Thursday, May 12, 2022 at 11:00 a.m.** at which time and place they will be opened in the presence of one or more witnesses.
- B. Pricing and Non Pricing Proposals must be submitted with one original and three other copies to the attention of the Director of Finance and Operations, and must be clearly labeled. The Pricing Proposal should be clearly labeled **School Musical Instrument Rental RFP Pricing Proposal** and the Non-Pricing Proposal should be labeled **School Musical Instrument Rental RFP Non-Pricing Proposal**. Please indicate on separate envelopes which envelope contains the Non-Price and Pricing proposal.
- C. Proposals received after the date and time specified shall not be considered.
- D. Proposals are to be prepared and submitted on the bid forms provided herein. Proposals submitted on other forms, which are incomplete, or which are not signed, may be rejected.
- E. The North Reading Public Schools may, at any time, and from time to time, by written order, change, increase, or omit any part of the work, or change the Contract, or specifications, or require the company who is awarded the contract (Contractor) to furnish extra equipment or extra labor relating to the work, and the Contractor shall conform to such orders. No change in the work shall be allowed, unless a North Reading Public Schools representative signs the order.

VIII. RULE FOR AWARD/CONTRACT ISSUANCE

- A. One contract for Musical Instruments (Winds and Percussion) services specified herein will be awarded to the responsive and responsible bidder providing the most advantageous proposal based on the evaluation criteria and price. The award will be subject to satisfactory reference checks, conducted by the School Department.
- B. One contract for Musical Instruments (Strings) services specified herein will be awarded to the responsive and responsible bidder providing the most advantageous proposal based on the evaluation criteria and price. The award will be subject to satisfactory reference checks, conducted by the School Department.
- C. The North Reading Public Schools will award the Contract under this bid within sixty (60) business days after the opening of the bids, conditioned on submission by the successful bidder of evidence that it has ability, experience and capital to execute and complete the work in accordance with the contract. If requested, the Proposer may be requested to demonstrate stability satisfactory to the District.
- D. Should there be a reason why the Contract cannot be awarded within the time referenced herein, the time for award may be extended by agreement between the North Reading Public Schools and the successful bidder.

Appendix A
NON-PRCING PROPOSAL
FORM North Reading Public

The following information is provided as evidence of the bidder's qualifications to perform work, as bid upon, in accordance with the contract specifications. All questions must be answered. Additional data may be submitted on separate, 8.5 x 11 inch attached sheets.

1. Bidder Information:

Company Office Contact Information:

Company _____ Name: _____

Main _____ Office _____ Address: _____

Official _____ Mailing _____ Address: _____

Contact _____ Person: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

The named organizational entity submitting this Bid is (check one):

Proprietorship ☐

Partnership ☐

Corporation ☐

Retail Facility Contact Information:

Address of Retail Facility: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Maintenance/Repair Facility Contact Information:

Address of Repair/Maint. Facility: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Appendix A
NON-PRCING PROPOSAL FORM

2. List of References: Please include a minimum of four (4) references of districts with similar size and scope of services of the North Reading Public Schools. North Reading Public Schools has a total district enrollment of 2,400 students and they have approximately 300 students participating in its Instrumental Music program throughout the District. This information should be submitted on forms contained herein provided in Appendix A.

A. District: _____ District Enrollment: _____

Address: _____

Phone: _____ Fax: _____

Contract Value: \$ _____ Contract Years: _____ Number of Instruments: _____

B. District: _____ District Enrollment: _____

Address: _____

Phone: _____ Fax: _____

Contract Value: \$ _____ Contract Years: _____ Number of Instruments: _____

C. District: _____ District Enrollment: _____

Address: _____

Phone: _____ Fax: _____

Contract Value: \$ _____ Contract Years: _____ Number of Instruments: _____

D. District: _____ District Enrollment: _____

Address: _____

Phone: _____ Fax: _____

Contract Value \$ _____ Contract Years: _____ Number of Instruments: _____

Appendix A
NON-PRCING PROPOSAL FORM

3. Provide the name, resume and references of the individual or individuals who will provide weekly school-site services. (Resumes to be attached.)

4. Proposed Plan of Service (you may attach a separate sheet explaining your plan)

Appendix A
NON-PRICING PROPOSAL FORM

5. List any additional retail, trade-in, or other services you offer to parents, outside of the terms of these specifications.

6. List any work the firm has failed to complete, where and why:

7. If you have ever defaulted on any contract, state where and why:

8. Will you furnish a detailed Financial Statement and other information requested by the North Reading Public Schools? _____

9. Do you offer Optional Maintenance (Repair and Replacement) and Insurance Programs?

Yes

No

Appendix A
NON-PRICING PROPOSAL FORM

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish information requested by the North Reading School Committee relative to the information provided comprising this Statement of Bidder's Qualifications.

Bidder: _____

By:

Title: _____ Dated:

An individual with the authority to commit the bidding entity to a binding agreement must sign this section. If the Bidder is an individual, the Bidder must sign this section, personally. If a partnership, the Bid must be signed by the name of the partnership, followed by the signature of each partner. If a corporation, an authorized officer, whose signature shall be attested by the Secretary of the Corporation, must sign the Bid and the Corporate Seal affixed (see Bid Form IV.)

The undersigned assures that this bid is made in good faith, without fraud, collusion, or connection of any kind with any other bidder for the same work. Additionally, the undersigned assures that he/she has informed himself/herself fully of the information presented in Section I: INFORMATION AND INSTRUCTIONS TO BIDDERS and that he/she has made his own examinations and estimates and from them makes this Bid.

The undersigned also understands that the School Committee reserves the right to waive any informalities in, to reject any and all bids, or any part thereof, and/or accept any bid or part thereof, or to select a bidder whose bid is not the lowest, which it considers to be in the best interests of the North Reading Public Schools and the Town of North Reading.

With the above understanding, the undersigned proposes to furnish musical equipment rental services and to comply in all respects with said specifications for the sum or sums stated herein. In addition, the undersigned agrees that, if awarded this contract, he/she will execute a contract within forty-five business days, after presentation by the awarding authority, in accordance with the terms of this Bid.

Signature of Bidder*: _____

Name of Bidder:

Title of Bidder:

Date:

* If a partnership, additional partners should sign below:

Signature: _____ Signature: _____

Name: _____ Name: _____

Date: _____ Date: _____

Appendix B
PRICE PROPOSAL FORM
 North Reading Public Schools
 (Attach additional sheets as required)

I. INSTRUMENT:

Instrument	Brand Name(s) +Model#	Est * Qty	Rental Rate Per Month	Total Annual Price (12 Mo)	
Flute		20			A
Clarinet		20			B
Alto Saxophone		15			C
Tenor Saxophone		1			D
Oboe		1			E
Trumpet		20			F
French Horn		1			G
Trombone		10			H

Appendix B
PRICE PROPOSAL FORM

Baritone		1			I
Keyboard Percussion (including practice pad/mallets/sticks)		25			J

Violin - Half Size		1			K
Violin - Three Quarter Size		1			L
Violin – Full Size		1			M
Viola - Half Size		1			N
Viola- Three Quarter Size		1			O
Viola- Full Size		1			P
Cello- Half Size		1			Q
Cello - Three Quarter Size		1			R
Cello - Full Size		1			S

Appendix B
PRICE PROPOSAL FORM

Bass- Non-Electric - One Eighth Size		1			T
Bass- Non-Electric - One Half Size Size		1			U
Bass- Non-Electric - Three Quarter		1			V

*In any given year during the contract term, the number of instruments may be more or less than the estimated quantities

Appendix C
General Bid Forms

North Reading Public Schools
BID PROPOSAL CERTIFICATION

The undersigned, hereinafter called the bidder, having fully familiarized himself/herself with all of the bid documents, hereby agrees and declares:

- 1. That prices inserted cover all labor, materials, transportation, insurance and all other necessary expenses to fulfill the conditions of the contract within the time stated.*
- 2. Pursuant to M.G.L. Ch 62C, sec. 49A, the bidder hereby certifies that the bidder has filed all state tax returns and paid all state taxes required under law.*
- 3. The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.*

The Bidder must complete the following items.

Title of Bid Proposal:

Our Company is: a corporation ____ a partnership ____ individually owned

Company Name:

Social Security or Federal I.D. #

Company Address:

Telephone Number:

By Company Official:

(print or type name and title)

(signature)

Appendix C
General Bid Forms

North Reading Public Schools

CERTIFICATE OF CORPORATE VOTE

At a duly authorized meeting of the Board of _____ (Name of Corporation)
Directors of

held on _____ (1) at which all the Directors were present or waived notice, it was voted
(Date)

that _____ of this corporation, be it he or she, hereby is
(Name of Officer Authorized to Sign for Corporation)

authorized to execute bid documents, contracts and bonds in the name

(Corporate Office)

and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any bid document or
contract or obligation in this corporation's name on its behalf under seal of the corporation, shall be valid
and binding upon this corporation.

ATTEST: _____
(Clerk or Secretary)

Place of Business:

I hereby certify that I am the clerk/secretary of _____ and that
(Name of Corporation)
_____ is the duly elected
(Name of Officer Authorized to Sign for Corporation)

_____ of said corporation, and that the above vote has not
(Corporate Office)

been amended or rescinded and remains in full force and effect as of the date set forth below.

ATTEST:
(Clerk or Secretary)

Date: _____ (2)

- (1) This date must be on or before the date of the Contract
- (2) This date must be on or before the date of the Contract