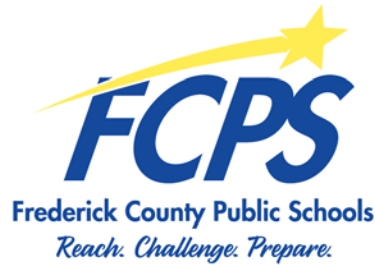


**Purchasing Office**  
191 South East St  
Frederick, Maryland 21701  
301-644-5209 phone  
301-644-5213 fax



**Stephen P. Starmer, C.P.M.,**  
**Purchasing Manager**  
Kim Miskell, Asst. Purchasing Manager  
Billie Laughland, Buyer Specialist  
Bill Meekins, Buyer Specialist  
Scott Bachtell, Buyer Specialist

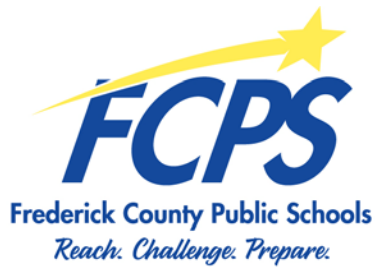
April 22, 2016

**ADDENDUM 2**  
**RFP 1611, Repair Services for Musical Instruments**

**REVISED DUE DATE: May 10, 2016 at 2:00 P.M.**

Please be advised of the following additional information and clarifications.

1. A pre-bid attendance sheet is enclosed.
2. REVISED Forms of Proposal Parts 1 and 2 are enclosed, and contain changes.
3. Please use only the revised Form of Proposals, or points will be deducted.
4. Page 20, #28, Liquidated Damages, do not apply to this bid.
5. Page 25, #1. Scope: Include this sentence:  
The scope of this solicitation does not include student owned or rented instruments. FCPS has 68 schools.
6. Page 26, #5 d. Cost Proposal, section ix, delete and replace with the following:
  - ix. The Form of Proposal, Part 2 has been revised. It includes six categories of instruments and a market basket of typical repairs for each category. The following pricing parameters apply:
    - Bidders are to complete the flat fee cost for each item in a category in order to be considered for award.
    - The flat fee cost per repair must include labor, parts and pick-up/delivery costs and is to be based on the stated hourly labor rate and percentage mark-up for that category.
    - The hourly labor rate may not change during the contract term and is subject to modification only at renewal.
    - The percentage mark-up for parts may not change during the life of the contract and is subject to verification.
7. Page 27, #6 Evaluation and Award, delete the section and and replace with the following:
  - a. Evaluations will be performed in a two-step process, whereby the Technical Proposal will be reviewed first and evaluated on a point system basis by the evaluation committee. A committee of FCPS staff will independently review and evaluate each technical proposal.
  - b. Only technical proposals exceeding 45 points (out of 60) will be selected to move to the second step of the evaluation, which is opening the Cost Proposal. Cost proposals of bidders scoring less than 45 points will remain unopened and returned or disposed of at the direction of the bidder following award of this contract by the Board of Education.
  - c. In addition, an interview may be required to obtain more information prior to recommendation for award and additional points may be added.
  - d. Delete



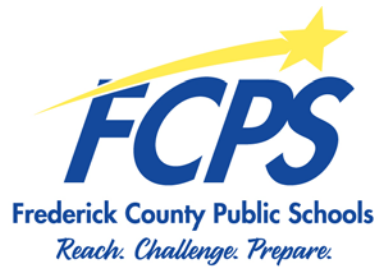
- 
- e. Award may be made by category, group of categories or to one vendor, as determined to be in the best interest of FCPS. A request for best and final offer may be issued to all bidders who qualified under the technical proposal criteria
8. Q: On page 31, # 11.b. Performance Specifications, please clarify what type of loaner instruments would need to be made available, and would you require a specific number onsite?  
A: Loaner instruments are not required on a one to one basis. Teachers try to borrow an instrument from another school if available while theirs is being repaired. Loaners are only required when the student's instrument provides a unique sound to the background or the student would otherwise not be able to participate in the daily instruction. Therefore, the loaners should be available to the school within 24 hours and should be for the main instruments--flute, clarinet, saxophone, trumpet, trombone, violin and snare drum and for other instruments if available.
9. Q: On page 35 of the RFP where you list the services required for instrument types, is it a requirement for all repairs to be repaired onsite?  
A: No, some repairs will be able to be made on site, but not all.
10. Q: Would you be able to tell us the quantity of the school owned instruments that would be covered by this agreement by instrument type?  
A: No. Each school keeps their own instrument inventory.
11. Q: Can vendors bid on any or all categories?  
A: Yes. You do not have to bid on all categories. FCPS retains the right to award to only one company for all categories, or by category, whichever is determined to be in our best interest.
12. Q: There does not appear to be a category in the cost proposal for percussion. Will that be added in an addendum?  
A: The Percussion Category was inadvertently omitted from the original document but is now included in the Revised Form of Proposal Part 2.
13. Q: In reference to page 27, 5.d.ix- Traditionally this is not how repairs have been billed. In many instances, repairs done on a flat rate basis can be less expensive than repairs billed on an hourly or time and materials basis. In these cases, how do you expect this to be handled?  
A: The Form of Proposal Part 2 has been changed completely.

Sincerely,

*Ms. Billie Laughland*

Billie Laughland  
Buyer Specialist  
[billie.laughland@fcps.org](mailto:billie.laughland@fcps.org)

BWL/kl



Attachments: Revised Form of Proposal Part 1 (3 pages)  
Revised Form of Proposal Part 2 (4 pages)  
Pre-bid Attendance Sheet (1 page)

cc: Susan Thomas, Curriculum Specialist for Elementary Visual Performing Arts  
Randy Rumpf, Curriculum Specialist for Secondary Visual Performing Arts  
Bid File

**RFP 16I1**  
**REPAIR SERVICES FOR MUSICAL INSTRUMENTS**

**REVISED: FORM OF PROPOSAL, PART 1**

**I. BUSINESS STRUCTURE:**

1. How many years has this company been in business?
2. If you have more than one location, which location will be providing these services to FCPS?
3. Briefly describe the size and scope of the repair facilities at this location only.

4. Do you maintain a fully equipped mobile repair vehicle?
5. List the manufacturers for which your company is an authorized repair center or has extensive repair experience.

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- ~~6. What is the turn around time for normal repairs performed at your place of business?~~
- ~~7. What is the turn around time for emergency repairs performed at your place of business?~~
- ~~8. What is your response time for emergency repairs performed at one of our school sites?~~
6. What is your anticipated response time for emergency repairs performed on-site?
7. What is your average response time for pick-up of an instrument from a school site, repair, and return of the instrument to the site?
8. Acknowledge that there shall be no minimum fee charged for estimating repairs, no minimum charge per call, no travel charges between sites, and no return travel fee for unfinished repairs.
9. Acknowledge that you will provide loaner instruments for the middle and high school programs, if required, within 24 hours.
10. List the instruments that are harder for your company to supply as loaners:

11. Provide the contact information and include the standard operating procedure you would like used by FCPS for obtaining estimates and/or scheduling repair services/PMI.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **II. EMPLOYEE QUALIFICATION AND TRAINING:**

1. Do you sub-contract these repair services or perform with in-house employees?
2. If sub-contracted, list the name(s), contact information and service specialty(ies) and how long you have used their services.
3. If performed in-house, how many full time repair technicians are on your payroll at this location?
4. List their name(s), number of years' experience they have in music instrument repair, and education or certifications that qualify your technician(s) to perform this contract?

NAME	EDUCATION	# OF YEARS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **III. LICENSING AND INSURANCE:**

1. Submit proof of registration as a Maryland business by including your license number or including a copy of the license.
2. Submit proof of insurance.

## **IV. REFERENCES:**

Provide the names, titles and contact information for five references to whom your agency has provided the same services as described herein during the last five years. References are preferred for non-profit agencies or school systems, and within the State of Maryland. FCPS will contact them as references.

#1 Customer Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#2 Customer Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#3 Customer Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#4 Customer Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#5 Customer Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**V. VALUE ADDED SERVICES:**

What value added services can your company provide? For example, would you attend an in-service for teachers to discuss proper equipment preventive maintenance procedures? Etc.

**BID 1611**  
**REPAIR SERVICES FOR MUSICAL INSTRUMENTS**  
**REVISED: FORM OF PROPOSAL, PART 2**

1. Bidders are to complete the flat fee cost for each item in a category in order to be considered for award.
2. The flat fee cost per repair must include labor, parts and pick-up/delivery costs and is to be based on the stated hourly labor rate and percentage mark-up for that category.
3. The hourly labor rate may not change during the contract term and is subject to modification only at renewal.
4. The percentage mark-up for parts may not change during the life of the contract and is subject to verification.

<b>INSTRUMENT CATEGORY I:</b>	<b>#</b>	<b>DESCRIPTION OF REPAIR</b>	<b>FLAT FEE \$</b>	<b>THE REPAIR COSTS SUBMITTED FOR THIS CATEGORY ARE BASED ON:</b>	
PIANO TUNING AND REPAIR	1	Fine Tuning, Samick Studio	\$ _____	Hourly Labor Rate \$ _____	Cost Plus Mark-Up % _____
	2	Partial Pitch Raise, Yamaha U1	\$ _____		
	3	Repin 16 Loose Hammer Flanges, Samick Studio	\$ _____		
	4	Pitch Raise To A-440 Standard Pitch, Kawai UST-9	\$ _____		
			\$ _____		
	5	Fine Tuning, Baldwin Grand	\$ _____		
		<b>GROUP TOTAL</b>	\$ _____		
<b>INSTRUMENT CATEGORY II:</b>	<b>#</b>	<b>DESCRIPTION OF REPAIR</b>	<b>FLAT FEE \$</b>	<b>THE REPAIR COSTS SUBMITTED FOR THIS CATEGORY ARE BASED ON:</b>	
ELECTRONIC KEYBOARD/DIGITAL PIANO REPAIR	1	Fine Tuning, Yamaha DGX500	\$ _____	Hourly Labor Rate \$ _____	Cost Plus Mark-Up % _____
	2	Repair Two Broken Keys, Yamaha NP30	\$ _____		
	3	Keyboard Switch Does Not Turn On, Roland RPL	\$ _____		
	4	One Note Stuck At Full Volume, Yamaha P85	\$ _____		
	5	Vacuum Lint, Roland FP-30	\$ _____		
			<b>GROUP TOTAL</b>	\$ _____	

**BID 1611**  
**REPAIR SERVICES FOR MUSICAL INSTRUMENTS**  
**REVISED: FORM OF PROPOSAL, PART 2**

INSTRUMENT CATEGORY III:	#	DESCRIPTION OF REPAIR	FLAT FEE \$	THE REPAIR COSTS SUBMITTED FOR THIS CATEGORY ARE	
				BASED ON:	
WIND INSTRUMENTS	1	Standard Overhaul, Including New Pads, Tension And Corks As Necessary, Tighten Loose Keys, Adjust Springs, Regulation, Selmer 123F Oboe	\$ _____	Hourly Labor Rate \$ _____	Cost Plus Mark-Up % _____
	2	Standard Overhaul. Disassemble And Repad, With Booster-Type Pads, Including Clean, Sterilize Buff And Polish Keys, Clean Body, Replace Neck Cork, Remove Minor Body Dents, Refit Tenons As Needed, Straighten Posts And Tone Holes, Level And Seat Pads, Tighten Loose Keys, Check Tone Holes And Relive As Necessary, Seat Pads, Adjust And Balance Mechanism Oil, Seal Adjustment And Pivot Screws. Plating Not Included. Bb Tenor Saxophone, Jupiter 687	\$ _____		
	3	Standard Overhaul. Disassemble And Repad, Including Clean, Sterilize Replace Key Corks Or Felts As Needed, Replace Head Joint Cork, Repair Minor Dents, Refit Tenons As Needed, Straighten Posts And Tone Holes, Level And Seat Pads, Adjust And Balance Mechanism, Tighten Loose Keys, Oil Seal Adjustment And Pivot Screws, Piccolo, Bundy	\$ _____		
	4	Replace Thumb Rest, 5 Pads, 1 Tendon Cork, 2 Key Corks, trill key; bent keys, Selmer Clarinet	\$ _____		
	5	Standard Overhaul, Disassemble And Repad, Including Clean, Sterilize, Buff And Polish Keys, Clean Body, Replace Key Corks Body, Replace Key Corks Or Felts As Needed, Check Tone Holes For Chips And Cracks, Refit Tenons As Needed, Level And Seat Pads, Adjust And Balance Mechanism Oil, Seal Adjustment And Pivot Screws. Bass Clarinet, Bundy	\$ _____		
<b>GROUP TOTAL</b>			<u><u>\$ _____</u></u>		



**BID 1611**  
**REPAIR SERVICES FOR MUSICAL INSTRUMENTS**  
**REVISED: FORM OF PROPOSAL, PART 2**

INSTRUMENT CATEGORY IV:	#	DESCRIPTION OF REPAIR	FLAT FEE \$	THE REPAIR COSTS SUBMITTED FOR THIS CATEGORY ARE BASED ON:	
STRING INSTRUMENTS	1	Reglue Fingerboard, clean instrument, adjust bridge, restring with new strings, Violin	\$ _____	Hourly Labor Rate \$ _____	Cost Plus Mark-Up % _____
	2	Repair crack in top, replace bridge, adjust pegs, touch up varnish, Cello	\$ _____		
	3	Reset Soundpost, Bass Violin	\$ _____		
	4	Repair/replace Felt, Repair Cracks, Restring with new strings. Autoharp	\$ _____		
	5	Cut, fit and set new bridge, complete set-up, and tune. Stradivarius Junior Viola	\$ _____		
	<b>GROUP TOTAL</b>			\$ _____	

INSTRUMENT CATEGORY V:	#	DESCRIPTION OF REPAIR	FLAT FEE \$	THE REPAIR COSTS SUBMITTED FOR THIS CATEGORY ARE BASED ON:	
BRASS INSTRUMENTS	1	Overhaul. Remove Dents. Pull Clean, And Adjust Slides. Clean And Adjust Values, Repair Loose Or Missing Braces, Strip Old Finish, Buff, Clean, Relacquer, Rotor Refitting Or Replating Are Not Included In This Job. Trombone, Bundy Student Model	\$ _____	Hourly Labor Rate \$ _____	Cost Plus Mark-Up % _____
	2	Straighten Bent Key And Rod, Reseat Pads, Replace 1 Pivot Screw, Adjust And Oil, Jupiter Tenor Sax	\$ _____		
	3	Replace Valve Felts, Clean Inside, Adjust, Yamaha Tuba	\$ _____		
	4	Overhaul. Remove Dents. Pull Clean, And Adjust Slides. Clean And Adjust Values, Repair Loose Or Missing Braces, Strip Old Finish, Buff, Clean, Relacquer, Rotor Refitting Or Replating Are Not Included In This Job. Olds Double French Horn	\$ _____		
	5	Overhaul. Strip Off Old Finish, Clean, Remove Dents, Polish And Lacquer. Pull, Clean, Adjust All Slides. Clean And Adjust Values. Repair Loose Or Missing Braces. Replating Of Values Is Not Included In This Job. Bundy Student Trumpet	\$ _____		
	<b>GROUP TOTAL</b>			\$ _____	

**BID 1611**  
**REPAIR SERVICES FOR MUSICAL INSTRUMENTS**  
**REVISED: FORM OF PROPOSAL, PART 2**

<b>INSTRUMENT CATEGORY VI:</b>	<b>#</b>	<b>DESCRIPTION OF REPAIR</b>	<b>FLAT FEE \$</b>	<b>THE REPAIR COSTS SUBMITTED FOR THIS CATEGORY ARE BASED ON:</b>	
<b>PERCUSSION INSTRUMENTS</b>	1	Replace Four Heads, Remove Dents, Adjust Head And Pedal Tension, Set Of Four Ludwig LUS404FG Timpani	\$ _____	Hourly Labor Rate \$ _____	Cost Plus Mark-Up % _____
	2	Restrung Pipe Suspension Cords, Check And Adjust Damper Pedal, Musser Symphonic Chimes M661C	\$ _____		
	3	Clean And Wax Bars, Straighten Bent Posts, Replace 4.3 Octave Insulators, Check And Adjust Suspension Cords For Tightness, Musser M250 Marimba	\$ _____		
	4	Replace And Fit 4 1/8" Head On Tunable Bongo Drum- 2 Heads, Natural Skin, LP	\$ _____		
	5	Replace Top And Bottom Heads. Clean, Lubricate Rims, Replace Snare, Adjust String Tension, Lubricate Tuning Rods, Ludwig 14" Snare Drum.	\$ _____		
		<b>GROUP TOTAL</b>	<b>\$ _____</b>		

Frederick County Public Schools  
Purchasing Department  
PRE-BID MEETING ATTENDANCE ROSTER

RFP 1611, REPAIR SERVICES FOR MUSICAL INSTRUMENTS

MEETING DATE/TIME: APRIL 14, 2016 AT 10:00 AM

NAME (PLEASE PRINT)	FIRM REPRESENTED (PLEASE PRINT)	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Randy Rumpf	Co. Name: FAPS S/PA Address:	X457601		
Susan Thomas	Co. Name: FAPS EVPA Address:	X451601		
Eric Schmidt	Co. Name: Duet with Music Address: 5500 Buryington Pike #680 Frederick, MD 21703	301-695-3838	301-695-0109	eschmidt@duetwithmusic.com
Jan Hanlin	Co. Name: Music & Arts Address: 4626 Wedgewood Blvd Frederick, MD	301-830-1007		janlin@musicarts.com
Alvin Greenberg	Co. Name: Music & Arts Address: 4626 Wedgewood Blvd	301-620-4040		
PAT WIEGAND	Co. Name: MUSIC & ARTS Address: 4626 WEDGEWOOD BLVD	301-620-4040		PWIEGAND@MUSICARTS.ORG
Beth Fogarty	Co. Name: MUSIC & ARTS Address: 4626 Wedgewood Blvd	301-620-4040		bfogarty@musicarts.org
Lois Kramer	Co. Name: Kramers Piano Shop Address: 4300 <del>Executive</del> <del>Frederick</del> <del>Pike</del> <del>Box 83</del> 18049 Woodboro Pike, New Midway, MD 21775	301-898-3245	301-845-4128	KramersPiano@KramersPiano.com comastbiz.net
Bruce Janz	Co. Name: FAPS Address:			
	Co. Name: Address:			
	Co. Name: Address:			