

RFP 1611
REPAIR SERVICES FOR MUSICAL INSTRUMENTS

FACT SHEET

A. **Overview:** This recommendation is to establish a contract for on-site and off-site repairs and tuning services for various categories of school owned musical instruments. Bids were received on May 10, 2016.

1. **Bid participation:**

38 companies notified
4 companies submitted a bid

2. **Bids were received from:**

Duet with Music, Inc. dba: Duet with Music (Frederick, MD)
Kramer's Piano Shop (New Midway, MD)
Lashof Violins, LLC dba: Lashof Violins (Gaithersburg, MD)
Guitar Center, Inc. dba: Music & Arts Centers (Frederick, MD)

3. **Other facts:**

- The contract term will be effective from July 1, 2016 through June 30, 2018, with one two-year renewal option available.
- Repair services for acoustic pianos, electronic keyboards, string, brass, wind, and percussion musical instruments will be coordinated through the office of Visual and Performing Arts.
- Approximately \$35,000 has been spent for repair services in FY16.
- This is an open requirement type contract. Frederick County Public Schools is not obligated to purchase any specific dollar amount of services from any of the awarded vendors.
- Selection for categories I and II is based on the single bid for each category. Selection for categories III, IV, V, and VI is based on a total score of each eligible vendor's technical and cost proposals.
- This contract will be administered by Susan Thomas, Curriculum Specialist for Elementary Visual Performing Arts and Randy Rumpf, Curriculum Specialist for Secondary Visual Performing Arts.

4. **Source of Funding:** Contingent upon Board approval of FY17 and FY18 Operating Budgets.

B. **Recommendation:** Staff recommends the contract for RFP 1611, Repair Services for Musical Instruments, be awarded to Kramer's Piano Shop, New Midway, MD, for Category I, and to Duet with Music, Inc., Frederick, MD, for Categories, II, III, IV, V, and VI, as indicated on the attached Bid Tabulation.

C. **Action taken by the Board (Purchasing use only):**

_____ Approved	_____ Denied	_____ Deferred	_____ Other	BL/kl
_____ Date	_____ Date	_____ Date	_____ Date	BOE Meeting 06.08.16

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BID TABULATION

#	INSTRUMENT CATEGORY	SERVICE FEE	DUET WITH MUSIC	KRAMER PIANO	LASHOF VIOLIN	GUITAR CENTER dba: MUSIC AND ARTS
I	ACOUSTIC PIANO	Hourly Labor Rate \$ / Repair Parts % Mark-Up	NO BID	PRICED BY JOB	NO BID	NO BID
II	ELECTRONIC KEYBOARD/DIGITAL PIANO	Hourly Labor Rate \$ / Repair Parts % Mark-Up	\$45 / 50%	NO BID	NO BID	NO BID
III	WIND INSTRUMENTS RE	Hourly Labor Rate \$ / Repair Parts % Mark-Up	\$45 / 50%	NO BID	NO BID	\$52 / 50%
IV	STRING INSTRUMENTS	Hourly Labor Rate \$ / Repair Parts % Mark-Up	\$45 / 50%	NO BID	\$60 / 40% Discount from List	\$52 / 50%
V	BRASS INSTRUMENTS	Hourly Labor Rate \$ / Repair Parts % Mark-Up	\$45 / 50%	NO BID	NO BID	\$52 / 50%
VI	PERCUSSION INSTRUMENTS	Hourly Labor Rate \$ / Repair Parts % Mark-Up	\$45 / 50%	NO BID	NO BID	\$52 / 50%

RFP 1611, REPAIR SERVICES FOR MUSICAL INSTRUMENTS
EVALUATION SCORING SHEET

Kramer's Piano Shop was the only bid received for Category I.

Duet with Music, Inc. was the only bid received for Category II.

CATEGORIES III, IV, V, VI			
VENDOR	FINAL TECH SCORE = 60 POINTS MAX	COST SCORE = 40 POINTS MAX	TOTAL SCORE = 100 POINTS MAX
DUET WITH MUSIC	57.3	36.8	94.1
GUITAR CENTER d/b/a MUSIC AND ARTS	55	37.03	92.03

Lashof Violins, LLC only bid on Category III and their bid was not considered for a multi-group award.