

RFP 1911
MUSIC EQUIPMENT AND SUPPLIES

FACT SHEET

A. **Overview:** This recommendation establishes a contract for the purchase of general music education supplies and equipment. Proposals were opened November 20, 2018.

1. **Bid participation:**

28 companies downloaded
8 companies submitted a bid

2. **Bids were received from:**

Alamo Music Center (San Antonio, TX)
Duet with Music, Inc. dba: Duet with Music (Frederick, MD)
Guitar Center Stores, Inc. dba: Music and Arts Centers (Frederick, MD)
K&S Music (Berkeley Highest, NJ)
Lakeshore Equipment Company dba: Lakeshore Learning Materials (Carson, CA)
Music in Motion (Plano, TX)
Shar Products Company (Ann Arbor, MI)
Washington Music Center, Inc. (Wheaton, MD)

3. **Other Facts:**

- The initial contract term will be effective from March 1, 2019 through February 28, 2021, with one two-year renewal option from March 1, 2021 through February 28, 2023.
- Bidders selling a broad base of products from Groups I Sheet Music and Instructional Materials, Group II Accessories and Small Instruments, and Group III Electronic Equipment & Technology, are eligible for award in the aggregate as a primary source of supply. Bidders offering a smaller breadth of product lines are eligible for award of Group IV Instruments as an individual group award, and those vendors of other specialized product lines are eligible as supplemental sources of supply.
- This is an open requirements type contract with no guarantee of quantity or dollar amount of purchase.
- Approximately \$104,600 was spent in FY18 for these materials.
- The contract will be administered by Susan Thomas, Curriculum Specialist, Elementary Visual Performing Arts, and Kimberly Hirschmann, Acting Curriculum Specialist, Secondary Visual Performing Arts.

4. **Source of funding:** FY19 Approved Operating Budget and contingent upon Board approval of FY20 and FY21 Operating Budgets.

B. **Recommendation:** Staff recommends that Groups I, II, and III of RFP 1911, Music Equipment and Supplies, be awarded to Duet with Music, Inc. dba: Duet with Music; that Group IV be awarded to Guitar Center Stores, Inc. dba: Music and Arts Centers and Washington Music Center, Inc.; and that Lakeshore Learning Materials, Music in Motion and Shar Products Company be approved as suppliers on a discount basis for specialty products as supplemental sources of supply.

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

_____ Approved	_____ Denied	_____ Deferred	_____ Other	BL/kl
_____ Date	_____ Date	_____ Date	_____ Date	BOE Meeting: 12.12.19

**RFP 1911, MUSIC EQUIPMENT AND SUPPLIES
EVALUATION SCORING AND SUMMARY OF AWARD**

AGGREGATE GROUP AWARD I, II AND III:			
Group I: Sheet Music and Instructional Materials			
Group II: Accessories & Small Instruments			
Group III: Electronics & Sound Equipment			
VENDOR	TECHNICAL SCORE 60 POINTS MAX	COST SCORE 40 POINTS MAX	TOTAL SCORE 100 POINTS MAX
DUET WITH MUSIC, INC.	54.00	40.00	94.00
GUITAR CENTER STORES dba: MUSIC AND ARTS	48.00	37.80	85.80
TECHNICAL -- 60 points assigned as follows: 1) Business Structure 2) Customer Service, Delivery and Online Services 3) Licensing, Insurance and Legal 4) References 5) Value Added Services		COST -- 40 points assigned as follows: 1) Greatest availability of product categories 2) Lowest Market Basket Net Cost by group of products or in total. 3) Highest Average Discount 4) Discounts may vary by product line but must stay firm the entire contract term, including renewal term	
DUET WITH MUSIC, INC.	Group I - 10%-25% Group II - 20%-60% Group III - 20%-60% Group IV - 15%-60% Note: All groups are subject to greater discounts based on publisher, supplier or quantity of items ordered.	GUITAR CENTER STORES dba: MUSIC AND ARTS	Group I - 30% Group II - 20%-60% Group III - 5%-45% Group IV - 20%-50%

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EVALUATION SCORING AND SUMMARY OF AWARD**

INDIVIDUAL AWARD, GROUP IV: LARGE INSTRUMENTS			
GUITAR CENTER STORES dba: MUSIC AND ARTS	Discounts vary by instrument and brand. Major Instruments including digital, keyboards, brass, concert and marching percussion, string, woodwind.		
**WASHINGTON MUSIC CENTER	Discounts vary by instrument and brand. Major Instruments including digital, keyboards, brass, concert and marching percussion, string, woodwind.		
REQUIREMENTS: 1) Discount terms shall remain the same throughout the entire contract term including renewal. 2) Larger discounts than stated may be requested on purchases greater than \$500. 3) Shipping and handling shall be free on all parcel post/small UPS shipments. Separate freight may be charged only on freight truck delivered items.			
GUITAR CENTER STORES dba: MUSIC AND ARTS	Group I - 30% Group II - 20%-60% Group III - 5%-45% Group IV - 20%-50%	WASHINGTON MUSIC CENTER	Group I - 0%-20% Group II - 0%-43% Group III - 25% Group IV - 25% - 52% With Some Discount Lines Higher

SUPPLEMENTAL RESOURCES			
*ALAMO MUSIC			
*K&S MUSIC			
**LAKESHORE LEARNING	Specializes in elementary music rhythm instruments and instructional materials		
**MUSIC IN MOTION	Specializes in elementary music rhythm instruments		
**SHAR PRODUCTS COMPANY	Specializes in string instruments		
*Did not submit bid in accordance with specifications. **Did not qualify as full service vendor but is considered for award under catalog discount proposal.			