

RFP 23CURR1
MUSIC EQUIPMENT SUPPLIES

FACT SHEET

A. **Overview:** This recommendation is to establish a contract for the purchase of sheet music, instructional aids, small equipment and music supplies. Proposals were opened on February 23, 2023.

1. **Bid Participation:**

34 proposals downloaded
6 companies submitted a proposal

2. **Bids were received from:**

Duet with Music, Inc. (Frederick, MD)
Guitar Center Stores, Inc. dba: Music & Arts (Frederick, MD)
L & L Music-Wind Shop, Inc. (Gaithersburg, MD)
Lakeshore Parent, LLC dba: Lakeshore Learning Materials, LLC (Carson, CA)
Washington Music Sales Center, Inc. (Wheaton, MD)
West Music Company (Coralville, IA)

3. **Other Facts:**

- The contract shall be effective from date of award through February 28, 2025, with one two-year renewal option available.
- 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 requirement type contract with no guarantee of quantity or dollar amount of purchase.
- Approximately \$178,928.79 was spent in FY22 for these materials.
- The contract will be administered by Susan Thomas, Curriculum Specialist, Elementary Visual & Performing Arts and Kimberly Hirschmann, Curriculum Specialist, Secondary Visual & Performing Arts.

4. **Source of funding:** FY23 Approved Operating Budget and contingent upon Board approval of FY24 and FY25 Operating Budgets.

B. **Recommendation:** Staff recommends that Groups I, II, and III of RFP 23CURR1, 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 Sales Center, Inc.; and that Lakeshore Parent, LLC dba: Lakeshore Learning Materials, LLC be awarded as suppliers on a discount basis for specialty products as supplemental sources of supply, per the attached Summary of Award.

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

_____ Approved	_____ Denied	_____ Deferred	_____ Other	DG/kl
_____ Date	_____ Date	_____ Date	_____ Date	BOE Mtg.: 04.19.23

**RFP 23CURR1, MUSIC EQUIPMENT SUPPLIES
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.	56.00	37.80	94
GUITAR CENTER STORES, INC. dba: MUSIC & ARTS	47.00	40.00	87
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% - 35% Group II - 20% - 60% Group III - 20% - 60% Group IV - 15% - 60%	GUITAR CENTER STORES, INC. dba: MUSIC & ARTS	Group I - 30% Group II - 20% - 60% Group III - 5% - 45% Group IV - 20% - 50%
Note: All groups are subject to greater discounts based on publisher, supplier or quantity of items ordered.			
INDIVIDUAL AWARD, GROUP IV: OTHER INSTRUMENTS			
GUITAR CENTER STORES, INC. dba: MUSIC & 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, INC. dba: MUSIC & ARTS	Group I - 0%-20% Group II - 1%-60% Group III - 1%-60% Group IV - 1%-60%	WASHINGTON MUSIC CENTER	Group I - 0%-55% Group II - 0%-55% Group III - 0%-55% Group IV - 0%-55%
Note: some Groups may have some discount Lines higher			
SUPPLEMENTAL RESOURCES			
*L & L MUSIC-WIND SHOP, INC.	Did not submit Cost Proposal		
**LAKESHORE LEARNING MATERIALS, LLC	Specializes in elementary music rhythm instruments and instructional materials.		
**WASHINGTON MUSIC SALES CENTER, INC	Specializes in string instruments.		
**WEST MUSIC COMPANY	Specializes in accessories and music classroom 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.			