

**Purchasing Office**  
191 South East St  
Frederick, Maryland 21701  
240-586-7503 phone  
240-586-7501 fax



Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO,  
CPCP, Purchasing Manager  
Kim Miskell, CSBO, Assistant Purchasing Manager  
Roy McHaffa, CPP, CPDW, Purchasing Agent  
**David Guzman, Purchasing Agent**

---

## MEMORANDUM

**TO:** Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO, CPCP, Purchasing Manager

**FROM:** David Guzman, Purchasing Agent

**DATE:** July 11, 2024

**SUBJECT:** Formal Quote 25FQ1, Repair Services for Musical Instruments

In accordance with purchasing regulation 205-01, formal request for quotation will be issued for costs \$50,000 - \$100,000 and will be awarded by the Purchasing Department. I am requesting your consideration of the above-mentioned formal quote.

Attached, please find recommendation and summary of award for 25FQ1, Repair Services for Musical Instruments. Approval of this recommendation will include approval to invoke the option to renew the contract for two additional two-year terms, if it is in the best interest of Frederick County Public Schools to do so. The total services to be provided during the contract period are not expected to exceed \$100,000.

Please indicate your approval by signing below.

### APPROVED:

\_\_\_\_\_  
Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO, CPCP  
Purchasing Manager

DG/kl

Enclosure

**RFQ 25FQ1**  
**REPAIR SERVICES FOR MUSICAL INSTRUMENTS**

**FACT SHEET**

A. **Overview:** This recommendation is to obtain on-site and off-site repairs and tuning services for various categories of musical instruments, including string, brass, wind, piano and electronic keyboards. Services may be requested throughout the school year and summer. Quotes were opened June 17, 2024.

1. **Proposal participation:**

9 proposals downloaded  
3 companies submitted quotes

2. **Proposals were received from:**

**Duet with Music, Inc. (Frederick, MD)**  
**Guitar Center Stores, Inc. dba: Music & Arts (Frederick, MD)**  
**Kramer's Piano Shop (New Midway, MD)**

3. **Other Facts:**

- The term of the contract will be effective from July 1, 2024 through June 30, 2026, with two two-year renewal options available.
- All prices shall remain firm through the initial contract period.
- The contract will be administered by Susan Thomas, Curriculum Specialist and Kim Hirschmann, Curriculum Specialist.

4. **Source of Funding:** FY25 Approved Operating Budget and contingent upon Board approval of FY26 and FY27 Operating Budgets.

---

B. **Recommendation:** Staff recommends that RFQ 25FQ1, Repair Services for Musical Instruments Category I, be awarded to Kramer's Piano Shop; that Category II, III, IV, V, and VI be awarded to Duet with Music, Inc. and Guitar Center Stores, Inc. dba: Music & Arts as per the attached award summary.

---

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

_____ Approved	_____ Denied	_____ Deferred	_____ Other	DG/kl
_____ Date	_____ Date	_____ Date	_____ Date	

RFQ 25FQ1: REPAIR SERVICES FOR MUSICAL INSTRUMENTS  
 BID TABULATION

**VENDOR SCORE**

VENDOR	TECHNICAL SCORE 80 POINTS MAX	COST SCORE 20 POINTS MAX	TOTAL SCORE 100 POINTS MAX
DUET WITH MUSIC, INC.	75	16	90
GUITAR CENTER STORES, INC. dba: MUSIC & ARTS	78	10	88
KRAMER'S PIANO SHOP	57	3	60

TECHNICAL -- 80 points assigned as follows:

- 1) Business Structure
- 2) Employee Qualification and Training
- 3) Licensing and Insurance
- 4) References
- 5) Legal Issues

**CATEGORY MARK-UP**

<b>DUET WITH MUSIC, INC.</b>	Category II - Labor Rate \$50+50% Markup	<b>GUITAR CENTER STORES, INC. dba: MUSIC &amp; ARTS</b>	Category II - Labor Rate \$68+60% Markup
	Category III - Labor Rate \$50+50% Markup		Category III - Labor Rate \$68+60% Markup
	Category IV - Labor Rate \$50+50% Markup		Category IV - Labor Rate \$68+60% Markup
	Category V - Labor Rate \$50+50% Markup		Category V - Labor Rate \$68+60% Markup
	Category VI - Labor Rate \$50+50% Markup		Category VI - Labor Rate \$68+60% Markup

**CATEGORY I: PIANO TUNING AND REPAIR AWARD**

<b>KRAMER'S PIANO SHOP</b>	<b>Repair</b>	<b>Flat Fee</b>
	Fine Tuning, Samick Studio	\$ 165.00
	Partial Pitch Raise, Yamaha U1	\$ 50.00
	Repin 16 Loose Hammer Flanges, Samick Studio	\$ 85.00
	Pitch Raise To A-440 Standard Pitch, Kawai UST-9	\$ 82.50
	Fine Tuning, Baldwin Grand	\$ 165.00

**CATEGORY II, III, IV, V, and VI AWARD : DUET WITH MUSIC, INC.**

<b>Repair</b>	<b>Flat Fee</b>
Fine Tuning, Yamaha DGX500	No Charge
Repair Two Broken Keys, Yamaha NP30	\$ 76.23
Keyboard Switch Does Not Turn On, Roland RPL	\$ 75.00
One Note Stuck At Full Volume, Yamaha P85	\$ 77.33
Vacuum Lint, Roland FP-30	\$ 50.00
Standard Overhaul, Including New Pads, Tension And Corks As Necessary, Tighten Loose Keys, Adjust Springs, Regulation, Selmer I23F Oboe	\$ 253.75
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	\$ 544.50
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,	\$ 224.00
Replace Thumb Rest, 5 Pads, 1 Tendon Cork, 2 Key Corks, trill key; bent keys, Selmer Clarinet	\$ 91.00

**RFQ 25FQ1: REPAIR SERVICES FOR MUSICAL INSTRUMENTS  
BID TABULATION**

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	\$ 499.75
Reglue Fingerboard, clean instrument, adjust bridge, restring with new strings, Violin	\$ 82.49
Repair crack in top, replace bridge, adjust pegs, touch up varnish, Cello	\$ 118.00
Reset Soundpost, Bass Violin	No Charge
Repair/replace Felt, Repair Cracks, Restring with new strings. Autoharp	\$ 291.83
Cut, fit and set new bridge, complete set-up, and tune. Stradivarius Junior Viola	\$ 54.19
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	\$ 300.00
Straighten Bent Key And Rod, Reseat Pads, Replace 1 Pivot Screw, Adjust And Oil, Jupiter Tenor Sax	\$ 82.13
Replace Valve Felts, Clean Inside, Adjust, Yamaha Tuba	\$ 78.39
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	\$ 1,025.00
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	\$ 300.00
Replace Four Heads, Remove Dents, Adjust Head And Pedal Tension, Set Of Four Ludwig LUS404FG Timpani	\$ 392.67
Restring Pipe Suspension Cords, Check And Adjust Damper Pedal, Musser Symphonic Chimes M661C	\$ 144.30
Clean And Wax Bars, Straighten Bent Posts, Replace 4.3 Octave Insulators, Check And Adjust Suspension Cords For Tightness, Musser M250 Marimba	\$ 227.64
Replace And Fit 4 1/8" Head On Tunable Bongo Drum-2 Heads, Natural Skin, LP	\$ 45.48
Replace Top And Bottom Heads. Clean, Lubricate Rims, Replace Snare, Adjust String Tension, Lubricate Tuning Rods, Ludwig 14" Snare Drum	\$ 88.77
<b>SUPPLEMENTAL RESOURCE: GUITAR CENTER STORES, INC. dba: MUSIC &amp; ARTS</b>	
<b>Repair</b>	<b>Flat Fee</b>
Fine Tuning, Yamaha DGX500	\$ 216.00
Repair Two Broken Keys, Yamaha NP30	\$ 320.00
Keyboard Switch Does Not Turn On, Roland RPL	\$ 130.00
One Note Stuck At Full Volume, Yamaha P85	\$ 207.00
Vacuum Lint, Roland FP-30	\$ 80.00
Standard Overhaul, Including New Pads, Tension And Corks As Necessary, Tighten Loose Keys, Adjust Springs, Regulation, Selmer123F Oboe	\$ 448.00
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	\$ 662.40
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	\$ 256.00
Replace Thumb Rest, 5 Pads, 1 Tendon Cork, 2 Key Corks, trill key; bent keys, Selmer Clarinet	\$ 173.92
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	\$ 538.40
Reglue Fingerboard, clean instrument, adjust bridge, restring with new strings, Violin	\$ 137.12

RFQ 25FQ1: REPAIR SERVICES FOR MUSICAL INSTRUMENTS  
 BID TABULATION

Repair crack in top, replace bridge, adjust pegs, touch up varnish, Cello	\$ 206.80
Reset Soundpost, Bass Violin	\$ 34.40
Repair/replace Felt, Repair Cracks, Restring with new strings. Autoharp	\$ 387.92
Cut, fit and set new bridge, complete set-up, and tune. Stradivarius Junior Viola	\$ 60.80
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	\$ 900.00
Straighten Bent Key And Rod, Reseat Pads, Replace 1 Pivot Screw, Adjust And Oil, Jupiter Tenor Sax	\$ 91.20
Replace Valve Felts, Clean Inside, Adjust, Yamaha Tuba	\$ 158.40
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	\$ 1,800.00
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	\$ 720.00
Replace Four Heads, Remove Dents, Adjust Head And Pedal Tension, Set Of Four Ludwig LUS404FG Timpani	\$ 713.57
Restring Pipe Suspension Cords, Check And Adjust Damper Pedal, Musser Symphonic Chimes M661C	\$ 230.12
Clean And Wax Bars, Straighten Bent Posts, Replace 4.3 Octave Insulators, Check And Adjust Suspension Cords For Tightness, Musser M250 Marimba	\$ 82.64
Replace And Fit 4 1/8" Head On Tunable Bongo Drum-2 Heads, Natural Skin, LP	\$ 129.58
Replace Top And Bottom Heads. Clean, Lubricate Rims, Replace Snare, Adjust String Tension, Lubricate Tuning Rods, Ludwig 14" Snare Drum	\$ 136.98