

To: Board of Education

From: Angelique Nedved, assistant superintendent, teaching & learning, ext. 2440
Kirsten Wondra, assistant director, curriculum, instruction & assessment, ext. 2622

Re: Instrumental Repair/Maintenance Contracts for Band & Orchestra

Date: April 20, 2017

Background:

During the 1999-2000 school year, Lawrence Public Schools changed to a bid process for band and orchestra instrument repairs. This was done to bring a more consistent repair process to the district. Since 2002-2003, the district has separated the contracts for brass/percussion, woodwind, and orchestra for the bid process.

Rationale:

Due to timing and staffing issues of previous contracts and a continued aging inventory of instruments, it was determined a repair/maintenance combined contract that starts earlier was needed. The addition of cleaning and maintenance into the repair contracts will benefit the inventory of instruments long term. Along with this earlier bid process, a new vendor evaluation rubric was created to help choose the vendor that best fits district needs instead of relying only upon price.

On March 6, 2017, bids were sent to nine vendors with a bid opening on April 3, 2017 at 2:00 pm. The results of the bids using the vendor evaluation rubric are as follow:

Vendor	Orchestra Repair	Brass/ Percussion Repair	Woodwind Repair
MEYER MUSIC	69/100 - \$17,000	46/100	67/100
BAC MUSIC	NO BID	78/100 - \$45,540	NO BID
The G CLEF	NO BID	NO BID	56/100
WIND INSTRUMENT CON.	NO BID	73/100	77/100 - \$36,400
BAND AIDE	NO BID	67/100	NO BID
BEAUTIFUL MUSIC	NO BID	NO BID	NO BID
JUDI'S WOODWIND	NO BID	NO BID	NO BID
MANNING MUSIC	NO BID	NO BID	NO BID
SENSENEY	NO BID	NO BID	NO BID

Recommendation:

Administration recommends board approval for the MEYER MUSIC repair/maintenance contract in the amount of \$17,000 for orchestra instruments, WIND INSTRUMENT CONNECTIONS repair/maintenance contract in the amount of \$36,400 for woodwind instruments, and BAC MUSIC repair/maintenance contract in the amount of \$45,540 for brass/percussion instruments. The total amount for all three contracts is \$98,940.

Payments will be made on a payment schedule per the bid specifications as follows:

- 50% of the contract within 30 days of executing the agreement
- 25% on or about January 1, 2018
- 25% at the conclusion of the agreement, May 1, 2018 or upon completion of all vendor obligations as determined by district.

The contract will be paid from the Teaching and Learning budget and existing instrument rent/maintenance fees collected from students.

Motion:

"I move the Board of Education approve contracts with Meyer Music (\$17,000), BAC Music (\$45,540), and Wind Instrument Connections (\$36,400) for band and orchestra instrument maintenance and repair May 2, 2017 – May 1, 2018 for the total amount of \$98,940, following a scheduled payment plan and with performance evaluations of the vendor to ensure contract compliance."