

To: Board of Education

From: Jerri Kemble, assistant superintendent, leading, learning & technology
Kirsten Wondra, assistant director, learning and technology

Re: Instrumental Repair/Maintenance Contracts for Band and Orchestra

Date: April 2, 2018

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 February 22, 2018, bids were sent to 13 vendors with a bid opening on March 12, 2018 at 2:00 pm. The bids were evaluated on a rubric by the instrumental staff on March 28, at 3:30pm. The results of the bids are as follows:

Vendor	Orchestra Repair	Brass/ Percussion Repair	Woodwind Repair
BAC MUSIC	NO BID	94/100 - \$44,500	NO BID
BAND AIDE	NO BID	82/100	NO BID
BEAUTIFUL MUSIC	97/100 - \$20,000	NO BID	NO BID
HAYES HOUSE MUSIC	NO BID	NO BID	NO BID
JUDI'S WOODWIND	NO BID	NO BID	NO BID
KAPITAN BAND	NO BID	NO BID	86/100
MANNING MUSIC	NO BID	NO BID	NO BID
MEYER MUSIC	81/100	87/100	88/100
MUSIC AND ARTS	70/100	85/100	79/100
PRAIRIE WIND REPAIR	NO BID	NO BID	79/100
SENSENEY	NO BID	NO BID	NO BID
SPRINGFIELD MUSIC	75/100	87/100	83/100
WIND INSTRUMENT CON.	NO BID	NO BID	90/100 - \$36,400

Recommendation:

The administration recommends that the Board of Education accept the

- **Beautiful Music** repair/maintenance contract for \$20,000 for Orchestra Instruments
- **Wind Instrument Connections** repair/maintenance contract for \$36,400 for Woodwind Instruments
- **B.A.C. Music** repair/maintenance contract for \$44,500 for Brass/Percussion Instruments.

The total amount for all three contracts is \$100,900.

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, 2019
- 25% at the conclusion of the agreement, May 1, 2019 or upon completion of all Vendor obligations as determined by District.

The contract will be paid from the Teaching and Learning budget (0126403600—54390) and existing instrument rent/maintenance fees collected from students.

Motion:

“I move the Board of Education approve contracts with Beautiful Music (\$20,000), Wind Instrument Connections (\$36,400), and B.A.C. Music (\$44,500) for band and orchestra instrument maintenance and repair May 3, 2018 – April 30, 2019 for the total amount of \$100,900, following a scheduled payment plan and with performance evaluations of the vendor to ensure contract compliance.”