

**ISLAND PARK UNION FREE SCHOOL DISTRICT**  
**99 Radcliffe Road**  
**Island Park, NY 11558**

**REQUEST FOR PROPOSAL FOR  
MUSICAL INSTRUMENT RENTAL AND REPAIR SERVICES**

**PROPOSAL NO. 2024-2025/29-09**



**DATE OF OPENING: June 6, 2024**

**TIME: 2:30 p.m.**

By order of: Board of Education  
Island Park Union Free School District  
Town of Hempstead, Nassau County, New York  
Cindy Pastore, District Clerk

**ISLAND PARK UNION FREE SCHOOL DISTRICT**  
**99 Radcliffe Road**  
**Island Park, NY 11558**

**TITLE: Musical Instrument Rental and Repair**

**DATE OF OPENING: June 6, 2024**

**TIME: 2:30 p.m.**

**A. General Information and Purposes**

The Island Park School District (District) is seeking a vendor for Musical Instrument Repairs and Rentals. These instruments include woodwinds, brass, string, and percussion.

**Term of Contract: Upon approval through June 30, 2025. The vendor will be responsible for supplying all repairs and rentals on this bid, at the price quoted, during the entire contract.**

1. Successful bidder(s) will pick up instruments that require repairs from each school on a weekly basis. Each instrument will be tagged detailing the work that needs to be done. The successful bidder will agree to a specific day and time each week to pick up damaged instruments and deliver the repaired ones. Repaired instruments must be returned within six (6) working days. On those rare occasions when it is impossible to return the instruments on time, comparable quality instruments must be loaned to the district at no extra charge. Repairs requiring more time must be discussed with the Music Department Lead Teacher, and if requested, a loaner instrument/equipment of comparable quality must be made available at no charge.
2. A list of three (3) references must be completed and submitted with your bid.
3. After vendor's determination, the Music Department Lead Teacher must first approve all repair costs in excess of one hundred (\$100) before any repair is made.
4. The music teacher in conjunction with the Music Department Lead Teacher will make the final determination of the adequacy of the repair. All unsatisfactory work as reported by the above stated team would immediately be picked up by the repair vendor and re-repaired at no additional cost.
5. Any repairs not specifically described in the bid will also be performed, after a mutually acceptable price is agreed upon, with the Music Department Lead Teacher.
6. The unit price you bid is for the complete repair, which *must* include labor and parts.
7. If a vendor cannot bid the entire bid, a partial bid will be welcomed for consideration.
8. The School District reserves the right to award on an item-by-item basis, by item classification, or in total to one vendor. This contract may be cancelled by the School District when, in the opinion of the music Department Lead Teacher, the service rendered is incompetent, inadequate, or unresponsive to the School District's needs.

**B. Submission of Bid Proposal**

To be considered, the Island Park School District Business Office must receive 3 copies of the Proposal at 99 Radcliffe Road, Island Park, New York by:

**2:30 p.m., June 6, 2024**

The person, firm or corporation making the proposal shall mail or have delivered a sealed envelope to the Business Office on or before the hour and day stated above; and the envelope shall be endorsed on the face thereof with the name of the person, firm or corporation making such proposal, the date and hour of the bid opening, and the title of the services, materials, equipment and/or supplies for which such proposal is made.

**The Technical Proposal should include the following:**

- a. Title Page** showing the request for proposals subject, the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
- b. Table of Contents**
- c. Transmittal Letter-** A signed letter of remittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm (or individual) is the best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for services to be rendered.
- d. Name, Qualifications, and Related Experience-** A summary statement or résumé of the individual who will be on-site completing the Scope of Services described below, detailing his/her professional credentials and years of experience with the scope of services as performed in other school districts.

The proposer shall submit three (3) copies of a dollar cost proposal in a *separate envelope* marked as follows:

**ISLAND PARK UNION FREE SCHOOL DISTRICT  
COST PROPOSAL  
MUSICAL INSTRUMENT RENTAL AND REPAIRS  
FOR THE YEAR July 1, 2024– June 30, 2025**

The Island Park School District reserves the right to reject any or all proposals submitted.

The Island Park School District reserves the right, where it may serve the district's best interest, to request additional information and clarifications from proposers, or to allow corrections of errors or omission. Any such information given, either orally or in writing, is not given in confidence and may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever.

At the discretion of the Island Park School district, firms submitting proposals may be requested to make oral presentations as part of the evaluation process at a time determined by the District.

It is anticipated that the selection of a firm will be completed by **June 30, 2024**. Following the notification of the selected firm, a contract will be executed between both parties as soon as possible thereafter.

**C. Term of Engagement**

An initial ten-month contract from **July 1, 2024, to June 30, 2025** with provisions for annual renewals for the periods July 1 through June 30 for the years 2025-2026, 2026-2027, 2027-2028, 2028-2029 is contemplated, said term being subject to the annual review and approval of the Island Park Board of Education.

**D. Rental of Instruments Scope of Services/Special Conditions**

1. Contract period is from July 1, 2024, through June 30, 2025
2. Rental of the instrument will be based on the lowest price and quality of the instrument.
3. Where applicable, a new mouthpiece will be included with the instrument.
4. Any major malfunction of the instrument is the responsibility of the successful vendor unless caused by student damage.
5. Cases on all rental instruments must be included.
6. All bids must list the brand of instrument that is available to rent.
7. Prices on all items must include delivery to the appropriate locations within the school district.
8. Vendor will indicate a guaranteed time of delivery after receipt of order (ARO) for each item.
9. Bids where vendors have stipulated prices are only in combination with other items will not be considered.
10. No outsourcing will be allowed unless prior approval has been obtained from the school district.
11. The school district reserves the right to award this bid to the responsible lowest bidder as per item basis or a total award basis.
12. The bidder should operate from a storefront and have at least ten years of experience.
13. The bidder should offer references from three school districts in which he/she is currently supplying rental instruments.
14. The bidder should have sufficient liability insurance to cover all rental instruments (to be furnished at request of school district).

**E. Cost**

Indicate on the Cost Summary Sheets included in this packet.

1. Rental of instrument will be based upon lowest price and quality of the instrument. If no instrument is available and vendor cannot provide instrument, then next lowest bidder will be contacted.
2. Where applicable, new mouthpieces will be provided with the instrument.
3. The rental period is from July 1, 2024 through June 30, 2025.
4. Any major malfunction of the instrument is the responsibility of the rental company unless caused by student damage.
5. All rental instruments include a case.
6. The bid should list brand of instrument that is available for rent.
7. Include additional explanation of costs and list assumptions that could influence the cost.

### **Instrument Rental Bid Specifications**

**Name of Vendor:** \_\_\_\_\_

	<b>String Instruments</b>	<b>Instruments</b>	<b>Price</b>
A	Specify maker(s):	<b>Violin:</b> Of European origin, solid wood top, ebony pegs & fingerboard, Glasser bow, fingerboard free of tapes and markings, bridge & nut adjusted to correct string heights, tonal adjustments of sound post, 4 working fine tuners, edges & corners in good repair, case in good condition	
B	Specify maker(s):	<b>Viola:</b> Of European origin, solid wood top, ebony pegs & fingerboard, Glasser bow, fingerboard free of tapes and markings, bridge & nut adjusted to correct string heights, tonal adjustments of sound post, 4 working fine tuners, edges & corners in good repair, case in good condition	
C	Specify maker(s):	<b>Cello:</b> Of European origin, solid wood top, ebony pegs & fingerboard, Glasser bow, fingerboard free of tapes and markings, bridge & nut adjusted to correct string heights, tonal adjustments of sound post, 4 working fine tuners, edges & corners in good repair, case in good condition	
D	Specify maker(s):	<b>String Bass:</b> Of European origin, solid wood top, ebony pegs & fingerboard, Glasser bow, fingerboard free of tapes and markings, bridge & nut adjusted to correct string heights, tonal adjustments of sound post, 4 working fine tuners, edges & corners in good repair, case in good condition	
E	Specify maker(s):	<b>Acoustic Guitar:</b> Specify type, 6 or 12 string, acoustic, acoustic- electric, bass, etc.. Edges & corners in good repair, case in good condition	
	<b>Bass Instrument</b>	<b>Instrument</b>	<b>Price</b>
A	Specify maker(s):	Baritone Horn	
B	Specify maker(s):	Trombone	
C	Specify maker(s):	Trumpet	
D	Specify maker(s):	French Horn	
E	Specify maker(s):	Tuba	

	<b>Woodwind Instruments</b>	<b>Instrument</b>	<b>Price</b>
A	Specify maker(s):	Flute	
B	Specify maker(s):	Clarinet	
C	Specify maker(s):	Alto Saxophone	
D	Specify maker(s):	Tenor Saxophone	
E	Specify maker(s):	Baritone Saxophone	
F	Specify maker(s):	Piccolo	
G	Specify maker(s):	Oboe	

	<b>Percussion Instruments</b>	<b>Instrument</b>	<b>Price</b>
A	Specify maker(s):	Snare	
B	Specify maker(s):	Bass	
C	Specify maker(s):	Timpani	
D	Specify maker(s):	ORFF	

## Instrument Bid Specifications

Name of Vendor: \_\_\_\_\_

### STRING INSTRUMENTS

Repair Description	Violin	Viola	Cello	Bass	Guitar
Wooden bow re-hairing w/white horsehair					x
Glaser bow re-hairing (refurbishing)					x
Bow grip replacement					x
Frog replacement					x
Bow screw and eye replacement					x
Ivory (plastic) bow tip replacement					
Bridge-cut, shape & fit					x
Peg-cut, shape & fit					
Saddle- cut, shape & fit					x
End button- cut & taper					x
Tail gut- install					x
Sound post- set					x
Sound post- fix & replace					x
Tail piece- install with 4 fine tuners					x
Chin rest-install			x	x	x
Fingerboard-align, glue, dress					
Neck-repair, reset and glue					
Top or back cracks- align & glue (per inch)					
Top or back cracks- glue & cleat (per inch)					
Open seam, clean, align and glue					
Tonal adjustments					x
Repair edges					x
Cosmetic touch up, color, varnish					
Replace endpin	x	x			x
Replace tuning gears	x	x	x		
Hourly rate per items not specified					

## Instrument Bid Specifications

Name of Vendor: \_\_\_\_\_

### WIND INSTRUMENTS

Repair Description	Flute	Clarinet	Saxophone	Trumpet	Trombone	Baritone	Horn	Tuba
Replace pad								
Replace tenon cork								
Replace key cork								
Replace spring								
Straighten & align keys								
Clean & polish Inst.								
Clean & polish keys								
Complete overhaul								
Solder key								
Solder post								
Remove small dent								
Remove large dent								
Pull mouthpiece								
Hourly rate per items not specified								

### PERCUSSION INSTRUMENTS

Repair Description	Snare	Bass	Timpani	ORFF
Replace head				
Replace snare				
Replace throw off				
Repair lug				
Repair pedal assembly				
Straighten rim				
Replace rim				
Replace pin				
Replace cording				
Repair xylophone box				
Hourly rate per items not specified				

### PIANO

Tuning per Piano	
Labor per hour	

# ISLAND PARK UNION FREE SCHOOL DISTRICT

99 Radcliffe Road  
Island Park, New York 11558

## IPS RFP#2024-2025/29-09 MUSICAL INSTRUMENT RENTAL AND REPAIR

Opening Date: June 6, 2024

Should you decline to quote on the enclosed bid on this occasion, please state the reason below:

Reason for not bidding at this time:

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Please remove my company from your bidder's list: YES\_\_\_\_ NO \_\_\_\_

Failure to return this form in lieu of a bid may result in the removal of your 2company from the bidder's list.

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Name and title of Person completing this form:

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Name and address of Company:

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# ISLAND PARK UNION FREE SCHOOL DISTRICT

99 Radcliffe Road  
Island Park, New York 11558

**IPS RFP#2024-2025/29-09**

## **MUSICAL INSTRUMENT RENTAL AND REPAIR SERVICES**

The undersigned agrees to furnish and deliver, in accordance with all specifications and general conditions, contained in the attached bid information package, the item(s) and/or service(s) indicated at the price(s) entered, and agrees to enter into a contract to provide same by acceptance of the purchase order. The undersigned bidder further certifies to having read these specifications, conditions and instruction, and offers to furnish the item(s) or service(s) specified to the Island Park Union Free School District in exact accordance with same, as indicated on pages contained in the bid information acceptable bidder, or reject any or all bids, as best serves the interest of the school district, as determined by the Board of Education.

Please see attachments.

Contract Period: July 1, 2024 – June 30, 2025

For further information regarding this bid, please contact Mr. Sal Carambia, School Business Administrator at (516) 434-2600.

The Board of Education reserves the right to award on an item-by-item basis or total bid award.

The Board of Education reserves the right to reject any and all bid items that are not in the best interest of the School District.

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Name of Vendor (Please Print)

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Signature

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Address

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Title

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City, State, Zip

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Date

---

Telephone

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Email

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Fax

# ISLAND PARK UNION FREE SCHOOL DISTRICT

## NON-COLLUSIVE BIDDING CERTIFICATION

Section 103-d of the General Municipal law effective September 1, 1966 as follows:

1. 103-d. Statement of non collusion to bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the State or any public department, agency, or official thereof or to a fire district or any agency or official thereof for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed to by the bidder and affirmed by such bidder as true under the penalties of perjury; non-collusive bidding certification.

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor.

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been completed with' provided, however, that if any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid as signed statement which sets forth the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosures was not made for the purpose of restricting competition.

(1) The fact that the bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of a new or revised price lists for such item, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporation bidder for the work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by stature, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

(Signed)\_\_\_\_\_

(Print Name)\_\_\_\_\_

## CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the “Act”), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) has developed a list of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law) (the “Prohibited Entities List”). Pursuant to SFL § 165-a(3)(b), this list will be posted on the New York Office of General Services website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that it is not on the “Entities Determined To Be Non-Responsive Bidders/Offerors Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Island Park UFSD receive information that a person (as defined in State Finance Law Section 165-a) is in violation of the above-referenced certifications, the District will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Island Park UFSD shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Island Park UFSD reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

COMPANY NAME\_\_\_\_\_

COMPANY REPRESENTATIVE (IN PRINT) \_\_\_\_\_

TITLE OF COMPANY REPRESENTATIVE\_\_\_\_\_

COMPANY REPRESENTATIVE SIGNATURE\_\_\_\_\_

COMPANY ADDRESS\_\_\_\_\_