

**CENTRAL BUCKS SCHOOL DISTRICT
NOTICE TO BIDDERS**

Sealed bid submissions will be received by the Central Bucks School District at the Administrative Services Center, 20 Welden Drive, Doylestown, PA, 18901 until **Thursday, November 9th, 2023, at 11:00 A.M. SHARP** (prevailing time) at which time bids will be opened.

MUSICAL INSTRUMENT REPAIR & MAINTENANCE

The bid documentation can be obtained at: <https://www.cbsd.org/Page/64377>

The Central Bucks School Board reserves the right to reject any or all bids, waive any informality in any bid, to eliminate or reduce items or quantities, and exercise its judgment as to the comparative merit of the products and services offered.

Stephanie Radcliffe, Board Secretary
Central Bucks School District

**INSERTION DATES: OCTOBER 17TH, 2023
 OCTOBER 24TH, 2023
 OCTOBER 31ST, 2023**

CENTRAL BUCKS SCHOOL DISTRICT
20 WELDEN DRIVE
DOYLESTOWN, PA 18901

MUSICAL INSTRUMENT REPAIR &
MAINTENANCE

OPENING DATE:
NOVEMBER 9TH, 2023 AT 11:00 AM SHARP

**CENTRAL BUCKS SCHOOL DISTRICT
20 WELDEN DRIVE
DOYLESTOWN, PA 18901**

REQUEST FOR BID

BID NAME: MUSICAL INSTRUMENT REPAIR & MAINTENANCE
BID DUE DATE: NOVEMBER 9TH, 2023 AT 11:00 AM
BID SECURITY REQUIREMENTS: NONE

THE FOLLOWING DOCUMENTS/ITEMS **MUST** BE PROVIDED AS PART OF YOUR QUOTATION. FAILURE TO PROVIDE ANY OF THESE DOCUMENTS **MAY DISQUALIFY YOUR QUOTATION.**

- A. "FORM OF PROPOSAL" (THIS PAGE) & PAGE 7
- B. SUPPLIED SPREADSHEETS WITH PRICES
- C. COMPLETED NON-COLLUSION AFFIDAVIT

CERTIFICATION OF SIGNATURE

THIS IS TO CERTIFY THAT THE PERSON SIGNING AND/OR SUBMITTING THE ATTACHED BID REQUEST TO CENTRAL BUCKS SCHOOL DISTRICT FOR:

COMPANY NAME: _____

ADDRESS: _____

DATE: _____

TELEPHONE NUMBER _____

SIGNATURE (written in ink) _____

SIGNATURE (typewritten) _____

IS AN OWNER _____ OFFICER _____ AGENT _____

TITLE: _____

AND THAT HE/SHE IS FULLY AUTHORIZED TO SUBMIT SUCH BID ON THEIR BEHALF.

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. The Non-Collusion Affidavit is material to any contract award pursuant to this bid. According to the Pennsylvania Anti-Bid Rigging Act, 73 P.S. Section 1611 et seq., governmental agencies shall require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids, are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself/herself that each statement is true and accurate, making diligent inquiry, as necessary, of all persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by joint venture, each party of the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “Complimentary Bid”, as used in the Affidavit, has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submission for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in the disqualification of your bid

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____ : S S. _____

County of _____ :

I state that I am _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this Affidavit on behalf of my firm and its owners, directors and officers. I am the person responsible in my firm for the prices(s) and the amount of this bid.

I state that:

1. The prices(s) and the amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid and neither the approximate price(s) nor the approximate amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract or to submit a bid higher than this bid or to submit an intentionally high or non-competitive bid or other form of "Complimentary" bid.
4. The bid of my firm is made in good faith and not pursuant of any agreement or discussion with, or inducement from, any firm or person to submit a "Complimentary" or other non-competitive bid.
5. _____, its affiliates,
(Name of Firm)

subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not, in the last four years, been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding any public contract., except as follows: (state below)

NON-COLLUSION AFFIDAVIT (Continued)

I state that _____ understands
(Name of Firm)

And acknowledges that the above representations are material and important, and will be relied on by Central Bucks School District in awarding the contract for which this bid is submitted.

I understand, and my firm understands, that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the Central Bucks School District of the true facts relating to the submission of bids for this contract.

SIGNED _____
(Name)

TYPED _____
(Name)

POSITION _____

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF

_____, 20____
(Month)

S E A L

(Notary Public)

My commission expires _____

I. Terms of Agreement

- a) Central Bucks School District is seeking a multi-year contract starting January 1st, 2023 through June 30th, 2026.
- b) Termination of Agreement- If the awarded vendor does not perform in accordance with these specifications, does not provide acceptable quality work or violates any of the terms and conditions of the specifications, this agreement is cancelable with 30 days written notice from Central Bucks School District. The successful vendor's performance will be reviewed each year and must be satisfactory on behalf of Central Bucks School District to continue the contract from year to year.
- c) There are no guarantees to quantity of work that will be requested.
- d) Freight charges must be included in the pricing.
- e) A completed W-9 must be provided

II. Selection Process

- a) The contract will be awarded to the lowest responsible bidder whose proposal is most advantageous to the Central Bucks School District with price and other factors considered. A scoring method will be used to evaluate all bids and an evaluation committee will be reviewing.
- b) Scoring Method:
 - Cost 55
 - Local Presence 15
 - References 10
 - Billing Process 10
 - Contracts with schools of similar size 5
 - Past Performance 5

III. Submission Process

To facilitate evaluation, the bid response should be organized and include the information listed below. By submitting this proposal, the contractor acknowledges and guarantees all information enclosed is true, accurate and correct. Proposals must include the following information:

- a) Sealed bids must be received at the address indicated on page 1, no later than **November 9th, 2023, at 11 am prevailing time**. Faxed or e-mailed submittals will not be accepted. The deadline is firm.
- b) Bids must include all requested information as detailed on page 2 of the bid.

- c) It is the intention of Central Bucks School District to award the contract to **one** (1) vendor for the entire contract, however the District reserves the right to make multiple awards, and to make an award on part or portion of the bids received. Conditional bids will not be considered.
- d) All bids must include three (3) references, which must be from Pennsylvania school districts where similar services have been provided within the last three (3) years. Please provide a contact name and contact information for each location.
 - a. All bids must be clearly marked with “Bid Enclosed-Musical Instrument Repair and Maintenance” to avoid confusion with recording the arrival date and time.

IV. Questions

If questions or clarifications are needed, they must be emailed to Mr. Michael Gruver, K-12 Music Curriculum Coordinator at mgruver@cbsd.org or Mrs. Juliet Meehan, Director of Purchasing at jmeehan@cbsd.org

Do you accept purchase orders _____

Bidder reference number (to be referenced on purchase orders) _____

Will your pricing be adjusted on a yearly basis? _____ If yes, please explain:

Please explain your billing process _____

How soon will invoices be sent after work is completed?

The non-collusion is signed and attached?

Is there a W-9 attached?

The bidder acknowledges that he/she has carefully read the entire bid packet and understands the Specifications, Terms of Service as well as the Selection and Submission process.

Company Name: _____

Authorized signature: _____

Date: _____

Brass Repair Costs			
Instrument	Service	School Year 2023-24	School Year 2024-25
Alto/Tenor Horn	Clean & Service		School Year 2025-26
Baritone - 3 Valve	Clean & Service		
Baritone - 4 Valve	4 Valve Clean and Service		
Brass	Lap Valve		
Brass	Pull Slide		
Brass	Solder Brace		
Brass	Solder Ferrule		
Cornet	Clean & Service		
Cornet	Lacquer		
Cornet	Overhaul		
Euphonium	4 Valve Clean and Service		
Euphonium	Clean & Service		
Flugelhorn	Clean & Service		
Flugelhorn	Overhaul		
French Horn - Double	Clean & Service (Double)		
French Horn - Single	Clean & Service (Single)		
Marching Brass	Clean & Service		
Mellophone	Clean & Service		
Brass Trombone	Double Rotor Clean & Service		
Trombone	Single Rotor Clean & Service		
Trombone	Single Rotor Overhaul		
Trombone	Clean & Service		
Trombone	Overhaul		
Trumpet	Clean & Service		
Trumpet	Lacquer		
Trumpet	Overhaul		
Trumpet	Silver Replate		
Tuba/Sousa - 3 Valve	Clean & Service		
Tuba/Sousa - 4 Piston	4 Piston Clean & Service		
Tuba/Sousa - 4 Valve Rotor	4 Rotor Clean & Service		

String/Orchestra Repair Costs

Instrument	Service	School Year 2023-24	School Year 2024-25	School Year 2025-26
Cello	New Bridge - Cello - 3/4			
Cello	New Nut Cello			
Cello	Install New Peg Cello			
Cello	New Soundpost Cello			
Cello	Reset Soundpost Cello			
String Bass	New Bridge - Bass - 3/4			
String Bass	New Nut Bass			
String Bass	Install String Set Bass			
String Bass	New Soundpost Bass			
String Bass	Reset Soundpost Bass			
Viola - 14"	New Bridge - Viola - 14"			
Violin	New Bridge - Violin 1/8 - 4/4			
Violin - 1/10	New Bridge - 1/10			
Violin/Viola	Install String Set Violin\Viola			
Violin/Viola	New Nut Violin\Viola			
Violin/Viola	Install New Peg Violin\Viola			
Violin/Viola	New Soundpost Violin\Viola			
Violin/Viola	Reset Soundpost Violin\Viola			
Bow	Plastic Frog Replace Cello (Add Rehair)			
Bow	Plastic Frog Replace Violin (Add Rehair)			
Bow	Grip Replace - All			
Bow	Rehair Bass Bow			
Bow	Rehair Cello Bow			
Bow	Rehair Violin\Viola			

Woodwind Repair Costs

Instrument	Service	School Year 2023-24	School Year 2024-25	School Year 2025-26
Bassoon	Check & Regulate			
Bassoon	Repad			
Bassoon	Repad Silver er Polish			
Bassoon	Tennon cork - Contra/BSN			
Clarinet - Bb & A	Check & Regulate			
Clarinet - Bb & A	Repad			
Clarinet - Bb & A	Repad & Recork			
Clarinet - Bb & A	Repad Silver Polish			
Clarinet - Alto EB	Alto Check & Regulate			
Clarinet - Alto EB	Alto Repad			
Clarinet - Alto EB	Alto Repad & Recork			
Clarinet - Alto EB	Alto Repad Polish			
Clarinet - Bass	Bass Check & Regulate			
Clarinet - Bass	Bass Repad			
Clarinet - Bass	Bass Repad & Recork			
Clarinet - Bass	Bass Repad Polish			
Clarinet - Contra	C.Bass Repad & Recork			
Clarinet - Contra	Contra Bass Repad Polish			
Clarinet - Contra	Contra Alto C & R			
Clarinet - Contra	Contra Alto Repad			
Clarinet - Contra	Contra Alto Repad & Rec			
Clarinet - Contra	Contra Alto Repad Polish			
Clarinet - Contra	Contra Bass C & R			
English Horn	Check & Regulate			
English Horn	Repad			
English Horn	Repad & Recork			
English Horn	Repad Silber Polish			
English Horn	Silver Polish			
Flute	Check & Regulate			
Flute	Openhole Check & Regulate			
Flute	Openhole Repad & Recork			
Flute	Repad			

Flute	Repad & Recork			
Flute	Repad Openhole			
Flute	Repad Silver Polish			
Flute	Silver Polish			
Oboe	Check & Regulate			
Oboe	Repad			
Oboe	repad & Recork			
Oboe	Repad silver Polish			
Piccolo	Check & Regulate			
Piccolo	Repad			
Piccolo	Repad & Recork			
Piccolo	Repad Silver Polish			
Piccolo	Silver Polish			
Sax - Alto	Check & Regulate			
Sax - Alto	Repad			
Sax - Alto	Repad & Recork			
Sax - Alto	Repad Buff Keyes			
Sax - Baritone/Bass	Check & Regulate			
Sax - Baritone/Bass	Repad			
Sax - Baritone/Bass	Repad & Recork			
Sax - Baritone/Bass	Repad Buff Keyes			
Sax - Soprano/Nino	Check & Regulate			
Sax - Soprano/Nino	Repad			
Sax - Soprano/Nino	Repad & Recork			
Sax - Soprano/Nino	Repad Buff Keys & Guard			
Sax - Soprano/Nino	Repad Polish Silver PLA			
Sax - Tenor	Buff Keys & Guards			
Sax - Tenor	Check & Regulate			
Sax - Tenor	Repad			
Sax - Tenor	Repad & Recork			
Sax - Tenor	Repad Buff Keys & Guard			
Woodwind	Neck Cork			
Woodwind	Tenon Cork - CL/OB/PC			