



Multi-Regional Purchasing Program

To: Vendor Addressed
Re: RFB # 08-10 4C200 – Band Instrument Service/Repair

We are inviting you to participate in a 2008-2010 Multi-Regional Purchasing Program (MRPP) service and repair bid. The administrative fee is only \$50. Please include your check payable to ESC-2 with your bid submission.

As the bidding administrator for the MRPP, we represent over 85 school districts and offer our members a number of contracts on a wide range of commodities and services.

The bid opening date for RFB # 08-10 4C200 is scheduled January 29, 2008 at 2:00 PM CDT in room 2-10, located at the Education Service Center, Region 2 in Corpus Christi, Texas. This bid has an estimated range of purchases from \$39,100 to \$69,300.

For us to be able to properly process your bid, please submit the following items:

- 1) Contractual Bid Forms (filled out as applicable)
- 2) Administrative Fee (recommended)

**** NOTE ****

Failure to respond to this bid invitation will result in the removal of your company from the vendor mailing list for this bid category.

Proposals must be submitted in a sealed envelope and marked properly with the RFB Number, Bid Category, and Opening Date and Time. All packages submitted to the MRPP (ex. Fed Ex, UPS, etc.) must have the above information on the outside of the package. Failure to do so can result in your bid being considered non-responsive.

To obtain further information pertaining to our program, you may wish to view our Internet home page at <http://purchase.esc2.net>. If we can be of any further assistance, please feel free to contact us by email at purchasing@esc2.net, by phone at (800) 891-6403, or by fax at (888) 872-8360.

Sincerely,

Gerald Goodwin

A handwritten signature in cursive script, appearing to read 'Gerald Goodwin', enclosed in a light blue rectangular box.

Purchasing Agent

NOTE: THIS DOCUMENT IS INFORMATIONAL AND IS NOT REQUIRED IN SEALED BID PACKAGE.

Education Service Center, Region 2 Multi-Regional Purchasing Program

Program Bid Administrator

209 North Water Street, Room 2-10 Corpus Christi, TX 78401-2599

Phone: (800) 891-6403 Fax: (888) 872-8360

Contractual Bid Forms Checklist – Documents required in sealed bid package.

NOTE: Do not staple, fold, bind, or insert the Contractual Bid Forms.
Please type the forms or print; illegible bids will be rejected.

1. Notice of Invitation to Bid – Completed
2. Felony Conviction Disclosure Statement, Form A – Completed
3. Dealership Listings, Form B – Completed
4. Deviation/Compliance Signature Form, Form C – Completed
5. Certificate of Residency, Form D – Completed
6. Historically Underutilized Business Certification, Form E – Completed
7. Service & Repair Information Pages (4), Form F – Completed
8. Suspension or Debarment Certificate, Form G – Completed
9. Administrative Fee – Included

NOTE: THIS FORM FOR VENDOR USE ONLY – NOT REQUIRED IN SEALED BID PACKAGE
(GENERAL TERMS AND CONDITIONS ALSO NOT REQUIRED IN SEALED BID PACKAGE)

Education Service Center, Region 2 Multi-Regional Purchasing Program NOTICE OF INVITATION TO BID

Bid Name: Band Instrument Service/Repair

Bid Opening Date and Time: 01/29/08 @ 2:00 pm CST

Bid Number:
08-10 4C200

Location of Bid Opening:
209 N. Water Street, Room 2-10
Corpus Christi, TX 78401

Contract Time Period: 3/1/08 - 2/28/10

The undersigned authorized representative of the bidding company indicated below hereby acknowledges:

1. That he/she is authorized to enter into contractual relationships on behalf of the bidding company indicated below, and
2. That he/she has carefully examined this Bid Notice, the accompanying Bid Forms (whether in printed or electronic form), and the General Terms and Conditions and Item Specifications associated with this Bid Invitation, and
3. That he/she proposes to supply any products or services submitted under this Bid Invitation at the prices quoted and in strict compliance with the General Terms and Conditions, and Item Specifications associated with this Bid Invitation, unless any exceptions are noted in writing with this bid response, and
4. That if any part of this bid is accepted, he/she will furnish all products or services awarded under this bid at the prices quoted and in strict compliance with the General Terms and Conditions, and Item Specifications associated with this Bid Invitation, unless any exceptions are noted in writing with this bid response, and
5. That, if successful, he/she will notify the MRPP of the total dollar amount of expenditures by its Membership under this contract no later than six weeks prior to the end of contract and that failure to do so will result in the bidding company being considered non-responsive, and
6. That any and all exceptions to the General Terms or Conditions of this bid have been noted in writing in this bid response, and that no other exceptions to the General Terms or Conditions will be claimed.

Name of Bidding Company

Date

Address

Signature of Authorized Representative

City, State, Zip

Printed Name of Authorized Representative

Telephone Number of Authorized Representative

Position or Title of Authorized Representative

Fax Number of Authorized Representative

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**Education Service Center, Region 2
Multi-Regional Purchasing Program**

FELONY CONVICTION DISCLOSURE STATEMENT

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (1), states “ a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator has been convicted of a felony. A notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states “ a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name

Signature of Authorized Company Official

Authorized Company Official's Name (Please Print)

- My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.
- My firm is not owned or operated by anyone who has been convicted of a felony.
- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

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Multi-Regional Purchasing Program**

DEALERSHIP LISTINGS

If your company has more than one location that will be servicing this contract, please list additional locations below. If additional sheets are required, please duplicate this form as necessary.

(Please type or print legibly)

Company Name

Address

City

State

Zip

Phone Number

Fax Number

Contact Person

Company Name

Address

City

State

Zip

Phone Number

Fax Number

Contact Person

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**Education Service Center, Region 2
Multi-Regional Purchasing Program**

DEVIATION/COMPLIANCE SIGNATURE FORM

Company Name

Address

City

State

Phone Number

Fax Number

If the undersigned bidder intends to deviate from the General Terms and Conditions or Item Specifications listed in this bid invitation, all such deviations must be listed on this page, with complete and detailed conditions and information included or attached. The Program will consider any deviations in its bid award decisions, and the Program reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the bidder assures the Program of their full compliance with the General Terms and Conditions, Item Specifications, and all other information contained in this Bid Invitation.

- No Deviations
- Yes Deviations

List any deviations your company is submitting below:

Signature of Authorized Representative

Date

Printed Name and Title

RETURN THIS DOCUMENT IN SEALED BID PACKAGE

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Multi-Regional Purchasing Program

CERTIFICATE OF RESIDENCY

The State of Texas has passed a new law concerning non-resident bidders. This law can be found in the Texas Education Code under Chapter 2252, Subchapter A. This law makes it necessary for the MRPP to determine the residency of its bidders. In part, this law reads as follows:

Section 2252.001: Subchapter (3): "Non-resident Bidder" refers to a person who is not a resident. Subchapter (4): "Resident Bidder" refers to a person whose principal place of business is in this state, including a Bidder or Contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section 2252.002: "A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident bidder underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresidents principal place of business is located."

I certify that

Name of Bidding Company

Is, under Section 2252.001 (30 and (4), a

Please check one:

_____ Resident Bidder _____ Non-Resident Bidder

My/our principal place of business under Section 2252.001 (3) and (4), is in the city of

_____ in the state of _____

(a) Does your "Resident State" require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? _____ Yes _____ No

(b) If yes, what is amount of the percentage? _____%

Signature of Authorized Company Official

Date

Printed Name of Official

Title /Position of Company Official

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**Education Service Center, Region 2
Multi-Regional Purchasing Program**

**HISTORICALLY UNDERUTILIZED BUSINESS
(HUB) CERTIFICATION**

Bidding companies that have been certified by the Texas Building and Procurement Commission (TBPC) as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Bid Invitation. The electronic catalogs will indicate HUB certifications for vendors that properly indicate and document their HUB certification on this form.

I certify that my company has been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB), and I have attached a copy of our HUB Certification to this form. **(Required documentation for recognition as a HUB).**

My company has NOT been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB).

Signature of Authorized Representative

Name (Please Print)

Title

Company Name (Please Print)

RETURN THIS DOCUMENT IN SEALED BID PACKAGE

**Education Service Center, Region 2
Multi-Regional Purchasing Program
Service and Repair Information Pages (4)**

This contract is for the service and/or repair of band and orchestra instruments for the member school districts of the Multi-Regional Purchasing Program (MRPP). Estimated annual expenditures for said service is approximately \$125,000 - \$200,000. This estimate, however, should not be construed to be a guarantee of either minimum or maximum expenditures as purchases are dependent upon actual need and available funding.

The contract period shall be for one (1) year from the date of Board approval.

In compliance with Section 44.031 of the Texas Education Code the following criteria, ranked in order of preference, will be used in the evaluation of and recommendation for the award of this proposal: customer support, warranty repair, past history with member school districts, and delivery time.

1.0.0 SPECIAL TERMS AND CONDITIONS

Since service and/or repair contracts are often difficult to specify, the MRPP intends to pre-qualify service and repair records of vendors. Therefore, each prospective vendor is asked to reply to the following:

- A. How many years has your firm been in the instrument repair business? _____
- B. How many years has your organization been under the present name? _____
- C. What is the total number of personnel employed at your organization? _____
- D. How many employees would be exclusively assigned to the repair and/or service of the MRPP membership's band and orchestra instruments? _____
- E. Outline the experience and qualifications of the repair/service personnel that would be assigned to this contract. Please include the individual's name, number of years in the repair business, experience with brass, experience with woodwinds, and any sizable customer accounts. Include all instrument manufacturers for which the repair personnel are qualified to perform service. (Attach additional sheet(s) as required.)
- F. Describe your organization's repair stock and warehouse facilities, including:
 - 1. Approximate square footage of warehouse: _____
 - 2. Approximate value of yearly repair \$ _____
- G. Describe the service you would provide to the MRPP membership, including:
 - 1. Your response time to service calls _____
 - 2. The number of proposed weekly visits to the schools. _____
- H. Repair/Service – the work to be performed in this contract shall include, but not be limited to the following:
 - 1. The restoration of the instruments to playing condition.
 - 2. The replacement of pads and cork as needed.
 - 3. Reconditioning requiring flushing and cleaning of instruments.

For each of the above stated items, please explain completely the process in which this repair/service work will be performed. Include the chemical process used in Item #3. (Attach additional sheet(s) as required.)

- I. Describe the terms and conditions for the warranty associated with these repair/services:

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1.0.0 SPECIAL TERMS AND CONDITIONS, continued

- J.** Additional provisions to be required of the successful vendor:
1. Pick up and delivery for both school and student repairs from each campus.
 2. Vendor to call on each school once per week, if requested.
- K.** Vendors are to submit a contact person's name and telephone number in an endeavor to discuss invoices, payments, and other pertinent issues.

PROPOSAL ANALYSTS:

Each proposal will be reviewed by committee and determination from the responses will reveal all qualified bidders. It is critical to the ultimate award of this contract that this proposal be complete and accurate. Award will be based upon service record, convenience, and ability to service the account, reputation, price, experience, and response time. This information shall be formulated by the following methods:

- A. Past experience with the Multi-Regional Purchasing Program.
- B. Experience and service with other school districts.
- C. Detailed information contained within this proposal.

The MRPP committee shall select the proposal or proposals it feels will be in the best interest of the member school districts. The MRPP reserves the right to reject any or all proposals based on the information contained herein, or from information resulting in reference and past performance checks.

Successful vendor(s) will take the instruments to their respective shops for service once work descriptions and quotations are agreed to with the member school district(s). All service/repairs shall be completed to the satisfaction of the band director involved and returned to the assigned campus.

QUOTATION FORMS:

Forms used shall minimally include the following information:

- A. Campus name
- B. Band Director's name
- C. Instrument name and District's fixed asset number (FAS), or serial number.
- D. Job description
- E. Estimated cost
- F. Pick-up date
- G. Estimated return date
- H. Actual cost

SUBMITTALS:

In addition to the contracts of this proposal, vendors are asked to submit samples of:

- A. Job quotation forms
- B. Work orders
- C. Invoices

These items will be used to better understand the work and billing procedures of your organization.

REQUIREMENTS:

1. Purchase order numbers are to be referenced on all invoices.
2. All delivery tickets (pickup/return) for equipment repairs are to be signed by band or orchestra directors for verification.

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2.0.0 PROPOSAL FORM

Each vendor is required to quote the following general procedures, may provide catalogue or furnish information below:

1. BAND INSTRUMENT REPAIRS:

<u>Instrument Overhaul</u>	<u>Replace (Pads/corks/springs)</u>	<u>Dent Removal</u>	<u>Chem-Clean</u>
Bass Clarinet	\$ _____	_____ NA _____	_____ NA _____
Bassoon	\$ _____	_____ NA _____	_____ NA _____
Tenor Saxophone	\$ _____	_____ NA _____	_____ NA _____
Baritone Saxophone	\$ _____	_____ NA _____	_____ NA _____
Euphonium	_____ NA _____	\$ _____	\$ _____
Tuba	_____ NA _____	\$ _____	\$ _____
French Horn	_____ NA _____	\$ _____	\$ _____

2. STRINGED INSTRUMENT REPAIRS:

<u>Common Repairs</u>	<u>Violin</u>	<u>Viola</u>	<u>Cello</u>	<u>Bass</u>
Reset Neck	\$ _____	\$ _____	\$ _____	\$ _____
Carve and set new bridge	_____	_____	_____	_____
Bow repair	_____	_____	_____	_____
Replace fingerboard	_____	_____	_____	_____
Redrill tap screw (endpin assembly)	_____	_____	_____	_____
Reset sound post	_____	_____	_____	_____
Repair crack-top, back with removal	_____	_____	_____	_____
Repair crack-top, back without removal	_____	_____	_____	_____
Endpin Assembly	_____	_____	_____	_____
Refinish	_____	_____	_____	_____
Plane fingerboard	_____	_____	_____	_____
Repair ribs	_____	_____	_____	_____
Replace saddle	_____	_____	_____	_____
Restring with Pro Arte or equal	_____	_____	_____	_____

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SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder:

- Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Sec. 44.034, Texas Education Code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule(____.36)

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____

Authorized Company Official's Name: _____
(Printed)

Signature of Company Official: _____

Date: _____

RETURN THIS DOCUMENT IN SEALED BID PACKAGE