

# REQUEST FOR PROPOSALS

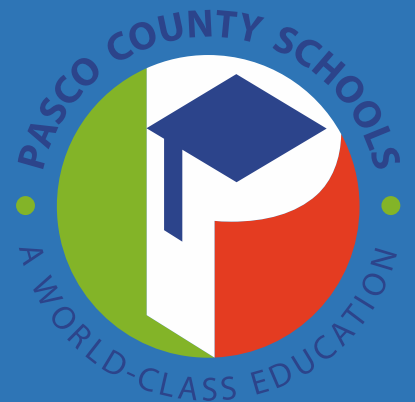
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## Musical Instruments

**RFP NO.: 23-009-SB**

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Purchasing Services  
7227 Land O' Lakes Blvd.  
Building 4  
Land O' Lakes, FL 34638





# Pasco County Schools

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

## Purchasing Services

James D. Class, Purchasing Director

813/ 794-2221 727/ 774-2221

352/ 524-2221 Fax: 813/ 794-2111

E-mail: jclass@pasco.k12.fl.us

## To All Interested Parties:

You are hereby invited by the District School Board of Pasco County to respond to the following:

### RFP # 23-009-SB Musical Instruments

This document is intended to provide specific information regarding the solicitation. Information specific to this solicitation, not provided within this document can be located on the District School Board of Pasco County's (hereinafter referred to as the "District") online bid system, IONWAVE, within the tabs identified below:

Tab	Description
<b>Event Details</b>	Question and submittal deadlines, as well as contact information.
<b>Messages</b>	Additional information distributed by the District after issue date, if applicable.
<b>Questions</b>	Vendor(s) will submit questions here, where all vendors will have access to review the questions and responses.
<b>Attachments</b>	Vendor(s) must read all attachments and return applicable documents with their submittal.
<b>Attributes</b>	Series of questions for vendor(s) to complete.
<b>Line Items</b>	Vendor(s) will input pricing, discounts and any other information requested.
<b>Response Attachments</b>	Vendor(s) will upload and attach all applicable documents here.
<b>Response Submission</b>	Vendor(s) will enter their name and email address, then submit their response once all other tabs have been completed.

It is the responsibility of the vendor(s) to ensure all information within IONWAVE is reviewed and completed prior to submitting a response.

The District reserves the right to waive minor informalities in any proposal, to accept any proposal which they consider to be in the best public interest, and to reject any part of, or any and all proposals. Failure to read or comply with the terms and conditions in no way relieves vendor(s) from their liabilities arising hereunder. Solicitations cannot be withdrawn prior to Board approval without a valid written explanation from proposer and written consent of the Purchasing Director.

Respectfully,

*James D. Class*

James D. Class

Purchasing Director

JC/sb

Attachments

SCOPE: The intent of this RFP is to award a contract to multiple vendors for the purchase of musical instruments. Proposers shall be authorized resellers of the instruments they submit to be considered. The awarded RFP will serve as the contract.

AWARD: This RFP will be awarded to up to five (5) of the highest scoring responsive and responsible proposers meeting written specifications and evaluation criteria for each part.

Part A Elementary Musical Instruments

Part B Secondary Winds

Part C Secondary Percussion

Part D String Instruments

CONTRACT TERM: The initial term of this contract will commence upon Board approval and shall remain in effect for three (3) years. It may be renewed for a period that may not exceed three (3) years or the term of the original contract, whichever is longer, at the mutual agreement of the parties, and if needed, ninety (90) days beyond the expiration date of the current contract period.

ANTICIPATED TIMELINE:

Solicited: September 19, 2022

Question & Answer Deadline: September 30, 2022 2:30 pm ET

Responses Due: October 21, 2022 at 2:30 pm ET

Evaluation Dates October 24, 2022-October 28, 2022

Anticipated Board Recommendation: November 1, 2022

Anticipated Board Approval: November 8, 2022

PRINCIPAL PLACE OF BUSINESS FORM: Under the Attributes Tab in IonWave, please indicate if your principal place of business is within the State of Florida. If your principal place of business is outside of the State of Florida, there is a mandatory attachment that must be completed by an attorney and returned with your proposed response under the "Response Attachments" tab in IonWave. Failure to comply will cause a vendor to be considered non-responsive to the terms of this solicitation.

RIGHTS OF THE DISTRICT: If it is in the District's best interest, we reserve the right to separately bid large volume requests, utilize state contracts, make purchases through another agency's bid, or utilize another awarded District contract.

BACKORDERS: Notification must be given to the appropriate school officials as to when delivery of backordered items is anticipated. The maximum allowable time for backorders shall be thirty (30) days. Schools must be immediately notified of backorders in writing to establish their willingness to either wait on the backorder or cancel the order. Vendors with a high volume of backorders with the District may be found in default and removed from the District's contract upon written notice. In the event a vendor is found in default, that vendor may be removed from the District's awarded vendor list, thereby prohibiting such vendors from doing business with the District for up to three (3) years.

VENDOR CREDIBILITY: Before award of this contract, vendors may be required by the District to show that they have the necessary facilities, website, and ability to perform the work outlined in the specifications. Vendors may also be required to show that they have experience working with agencies of the same or similar size as the District. The District reserves the right to contact references to verify these requirements. At the discretion of the Purchasing Director or designee, vendors with poor/unsatisfactory references or lack of experience may be disqualified from this RFP.

ANNUAL EXPENDITURES: Estimated annual expenditures for this contract are \$300,000; this is an estimate only and there are no guarantees, expressed or implied, that any amount whatsoever will be expended.

SHIPPING/DELIVERY: All prices MUST reflect F.O.B. destination. For a list of school/department locations please visit the District web page at [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us).

PRICES: This is not a line-item bid. Instruments listed on the Line Item tab are examples of instruments the District purchases most often. Purchases utilizing this contract are not limited to these instruments. Prices submitted will be used for evaluation purposes only. After award of this RFP, the schools and departments will contact the vendors directly for quotes. Purchases that exceed \$4,999.99 will require three (3) quotes to be obtained from the awarded vendors. Vendors may be disqualified if they are unable to provide at least fifty percent (50%) of the instruments in each Part.

EVALUATION: Criteria and point assignment will be as follows and awarded by Part:

<u>CATEGORY A COST</u>	30 point maximum
<u>CATEGORY B ORDERING PROCESS</u>	15 point maximum
<u>CATEGORY C COMPANY QUALIFICATIONS</u>	15 point maximum
<u>CATEGORY D CUSTOMER SERVICE</u>	15 point maximum
<u>TOTAL MAXIMUM POINTS</u>	75

Required submissions for each category can be found on the Attributes tab in IonWave.