

 **Board of Trustees**
Agenda Item Information Form

SUBJECT

MEETING DATE: 11/21/2019

Consideration and Possible Approval of Contracts to Purchase Miscellaneous Band Instruments, Equipment, Supplies, and Repairs

AGENDA PLACEMENT: AI

AI - Action Item
CI - Community Input
PH - Public Hearing

AR - Administrative Report
ES - Executive Session
PS - Programming Spotlight

CA - Consent Agenda
ID - Information/Discussion
R - Recognition

BACKGROUND INFORMATION

Each year, the District conducts a formal bid process to purchase needed band instruments, equipment, supplies, and repairs. In addition to the normal process, a number of instruments have surpassed their recommended life span at Connally, Hendrickson, and Pflugerville High Schools. The Fine Arts Department intends to replace these instruments and repurpose any instrument that can be used elsewhere in the District. If approved as recommended, these contracts will stabilize each program and form the foundation for a new three-year replacement cycle intended to keep pace with growth, while ensuring each program has the necessary equipment to remain competitive with surrounding districts. These contracts will also be used to provide instruments for students that are financially unable to purchase or rent their own instruments.

Thirty-one firms were invited to submit proposals to provide sixty-three line items currently needed, as well as catalog discount pricing to provide for unforeseen needs that may arise throughout the contract term. A total of twelve responses were received and evaluated based upon specific criteria contained within the proposal document. Of the sixty-three items requested, sixty items will be awarded to the lowest responding firm. Although lower priced alternates were submitted on three items, the Fine Arts Department determined these items did not meet existing District standards. Therefore, these items will be awarded to the lowest responding firm to meet all District standards. Each of the following firms provided the least expensive option on at least one line item or provided specific items not available through another responding firm. All listed firms have a history of providing the District with quality products, exceptional service, and competitive pricing. Therefore, staff recommends awarding contracts to the following nine firms:

- Music & Arts
- Brook Mays and H&H Music
- Olivas Music
- Taylor Music
- Cascio Music
- Strait Music
- Washington Music Center
- J.W. Pepper & Son
- Thomas Musical Instrument Repair

If awarded as recommended, the Fine Arts Department and the Purchasing Department will monitor contract and market conditions to ensure continuing best value. The recommended contract comes with a five-year term and includes a 30-day written termination clause for cause or convenience.

FISCAL IMPACT STATEMENT

Cost: \$1,000,000.00

Recurring or One-Time: One-Time

Funding Source (General/Grant/Other-Specify): Capital Projects Fund

Fiscal Year: 2019-20

Amendment Required: No

Bond Funds (Program Year): N/A

RECOMMENDATION

Approval of contracts to purchase miscellaneous band instruments, equipment, supplies, and repairs as presented.

Submitted By: Manny Gamez

Title: Director of Fine Arts

Cabinet Member's Approval: Ed Ramos