

**GREENWICH PUBLIC SCHOOLS
Purchasing Department
290 Greenwich Avenue
Greenwich, Connecticut 06830
(203) 625-7411
Fax (203) 625-0109**

**EUGENE H. WATTS
Senior Buyer**

May 22, 2019

Dear Sir/Madam:

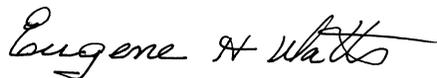
You are invited to submit a proposal for a Piano Tuning for Greenwich Public Schools 2019/2020 school year. The attached bid specifications detail the requirements we are looking for. The enclosed proposal specifications detail the requirements we are looking for.

Proposals must be submitted on the schedule form attached hereto. All unit prices and total prices must be filled in. Each bid must be submitted with two (2) copies of the proposal and one (1) original. Proposers must submit their proposal in a clear, concise and legible manner so as to permit proper evaluation of responsive bids. Faxed bids will not be accepted. The original proposal and copy must be in a sealed envelope plainly marked:

**PIANO TUNER PROPOSAL
OPENING DATE: 6/11/19
OPENING TIME: 11:30 p.m
PROPOSAL NUMBER: 2257-19**

Sealed proposals for supplying the above will be received by the Purchasing Department, at the above address until 11:30 a.m. on June 11, 2019 at which time they will be opened. All proposers and other interested people are invited to be present at the opening of these proposals.

Very truly yours,



Eugene H. Watts

1. **GENERAL TERMS**

Sealed proposals for a Piano Tuner/Technician for the Greenwich Public Schools, as specified on the attached specification sheets will be received at the time and date below. All interested persons are invited to be present at the opening which will take place at the Board of Education.

Proposers are urged to read all documents carefully and fill out all information requested. Proposals which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection.

The Board of Education reserves the right to waive any informalities in the proposal or reject any or all proposals or to accept any proposal which appears to be in the best interest of the Board. Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be considered.

2. **PURPOSE**

The Greenwich Board of Education is seeking a Piano Tuner/Technician to tune pianos and do repairs including but not limited to pedal, key and action repairs.

3. **BACKGROUND**

The Town of Greenwich is about 40 miles from New York City and has a population of nearly 60,000 people. Our fifteen schools include 8,500 pupils at eleven elementary schools (K-5), three middle schools (6-8), and one comprehensive high school (9-12). Our schools have been frequently recognized and enjoy a national reputation for excellence.

4. **SCOPE**

Expectations of the Piano Tuner/Technician:

- a. Ability to tune approximately 60 pianos for the fifteen Greenwich Public Schools. (Concert and music room pianos need at least two tunings per year and other tunings are upon request).
- b. Tuning charges will include basic work up to 1½ hours, including work toward bringing up the pitch and minor repairs such as stuck keys.
- c. An ongoing assessment of all pianos will be kept, listing needed repairs that can be done by the selected tuner and those that need to be sent out for major work.

- d. After each tuning, a note to the music teacher will state the date and what was done.
- e. Bills will be submitted to the school of the music teacher requesting the work within one month of when work was completed.
- f. Most tuning occurs by mutual consent, either before or after school. In some instances a time during school hours may be arranged when there is no class in session.
- g. Most tunings will be arranged in advance, but there may be a need for infrequent emergencies. If the tuner is not available for an emergency, a substitute must be supplied by the selected tuner who will work for the same fee.
- h. All calls must be returned in 24 hours
- i. Per Connecticut General Statutes CGS § 10-221d, which went into effect July 1, 2016, and 10-222c, all people who are entering into a paid agreement with a school district must submit to a mandatory background check.

5. INTERVIEWS

- a. **All proposers meeting the specification will be interviewed on a date and time to be set.**

6. REQUIREMENTS

Selection of the Piano Tuner/Technician for the Greenwich Public School will be based on the following criteria:

- a. A resume listing at least three (3) years experience with orchestras, dealerships or other school systems.
- b. A personal interview/demonstration.
- c. Reference check of at least three (3) persons or institutions from the tri-state area.
- d. Cost per tuning and price list of appropriate repairs.
- e. The Tuner must stop in to meet with purchasing once a month

- f. Invoices must be sent to the Board of Education Accounting Department within thirty (30) days of the tuning.

7. CONDITIONS

- a. The Board of Education shall have the right to take such steps as it deems necessary to determine the eligibility of the proposer to perform the work. Each proposer shall furnish the Board of Education with information and data for this purpose as the Board of Education may request. The Board of Education reserves the right to reject any proposal, which if upon investigation of the evidence or information submitted is deemed not satisfactory, and the proposer deemed unqualified to carry out the terms of the contract.
- b. Any damage to the school building or property will be assumed by the vendor.
- c. Consumption or use of alcohol, drugs and/or smoking is prohibited in all School Buildings and on all School grounds.
- d. No contract may be assigned, sublet or transferred without the written consent of the Greenwich Board of Education.
- e. Each company submitting a proposal must have been in business under the same name for at least three (3) years unless purchased by a larger company.
- f. Any misrepresentation of any company in this bid may be cause for disqualification.
- g. No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Greenwich Public Schools is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the bid price.
- h. Proposers must comply with all Federal, State and Local Laws and Regulations and all applicable safety standards.
- i. Should the proposer find, during examination of specifications, any discrepancies, omissions, ambiguities, or conflicts in the specifications or be in doubt as to the meaning of any portion of them, he/she shall bring the question to the attention of the Purchasing Department at the Board of Education at once and no later than ten (10) days before the bid due date. The Purchasing Department will review questions and where information sought is not clearly indicated or specified, the Purchasing Department will then instruct all bidders in writing regarding the points in question, by

issuing a clarifying addendum which will become a part of the specifications. No alleged “verbal interpretation” shall be held valid. All addenda issued during this period supersede previous information and automatically become part of the specifications.

- j. If the Board of Education deems it necessary, it may postpone the opening date of bids by notifying each bidder by telephone, mail or the issuing of an addendum.
 - k. The Greenwich Board of Education reserves the right to accept the proposal or proposals of the lowest qualified bidder, kind, quality and material being equal, to accept the proposal as a whole; to reject any and all bids, and to waive any omission or informalities in any bid.
8. Questions concerning this bid will be received by e-mail only directed to: Bid Department, at (bid_department@greenwich.k12.ct.us). In the “Subject” line you must put Bid # 2257-19 Piano Tuner. All questions must be received no later than noon May 30, 2019. All answers will be posted as an addendum to our website, www.greenwickschools.org no later than noon on June 4, 2019. Failure to comply with these conditions will result in the proposer waiving his/her right to dispute the bid specifications and conditions. It is the proposer’s responsibility to check our website for all addenda.

COLLUSION AMONG PROPOSERS

More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all proposals in which the proposer is interested. Any or all proposers will be rejected if there is any reason for believing that collusion exists among the proposers.

Participants in such collusion may not be considered in future offers for the same work. Each proposer, by submitting a proposal, certifies that it is not a part to any collusive action.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

The successful bidder will not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful bidder in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful bidder is an Equal Opportunity Employer. Employment discrimination by contractor prohibited.

Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

NON-COLLUSION AFFIDAVIT

GREENWICH PUBLIC SCHOOLS
290 GREENWICH AVE
GREENWICH, CONNECTICUT

State of _____:

County of _____:s.s.

I state that I am the _____ of _____
(TITLE) (NAME OF MY 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 price(s) and the amount of this bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation communication or agreement with any other contractor, bidder/bidder or potential bidder/bidder.

(2) Neither the price(s) nor the amount of this bid/rfp, and neither the approximate price(s) nor approximate amount of this bid/rfp, have been disclosed to any other firm or person who is a bidder/bidder or potential bidder/bidder, and they will not be disclosed before bid/rfp opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding/proposing on this contract, or to submit a bid/bid higher than this bid/rfp, or to submit any intentionally high or noncompetitive bid/rfp or other form of complementary bid/rfp.

(4) I fully understand that more than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder/bidder is interested in more than one bid/rfp for the work contemplated may cause rejection of all bids/rfps in which the bidder/bidder is interested. Any or all bidders/bidders will be rejected if there is any reason for believing that collusion exists among the bidders/bidders. Participants in such collusion may not be considered in the future offers for the same work. Each bidder/bidder by submitting a bid/bid certifies that it is not a part to any collusive action.

(5) The bid/rfp of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/bid.

(6) _____ its affiliates, subsidiaries, officers,
(NAME OF MY FIRM)
directors and employees are not currently under investigation by any governmental 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/proposing on any public contract, except as follows:

I state that _____ understands and acknowledges that
(NAME OF MY FIRM)

the above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the bid/bid for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Greenwich Public Schools of the true facts relating to the submission of bids/bids for this contract.

(7) I agree to furnish and deliver all services on the date and time agreed on by _____ and the Greenwich Board of Education at
(NAME OF MY FIRM)

The time the purchase order is placed. Furthermore, there will not be any cancellations to the Board of Education. If a bidder/bidder submits a bid/bidder on any item he/she will be responsible for delivering that item at the bid/bid cost, in accordance with the attached above specifications, which were submitted with this bid/bid and upon which the bid/bid was made.

(8) In submitting this bid/bid, the undersigned declares that this is made without any connection with any persons making another bid/bid on the same contract; that the bid/bid is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said bid/bid or in the supplies or work to which it relates, or in any portion of the profits thereof.

(9) In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of such contract.

(10) The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/bid. If found to be false, the Town of Greenwich retains the right to reject said bid/bid and rescind any resultant contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/bid and contract or purchase order.

(11) The Greenwich Code of Ethics can be found at www.greenwichct.org Code of Ethics stated as follows:

(2) **DEFINITION.** (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which as a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town. (3) Town Officer shall mean and include any official, commission, committee, legislative body or other agency of the Town. (4) Transaction shall mean and include the offer,

sale or furnishing of any real or personal property, material, supplies otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town Officer.

(3) **GIFTS AND FAVORS.** No Town Officer or his immediate family shall accept any valuable gift, things, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.

(4) **IMPROPER INFLUENCE.** No Town Officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

VENDOR INFORMATION. (Please clearly print or type the following)

VENDOR NAME

ADDRESS

TELEPHONE

FAX #

E-MAIL

WEB SITE

PRINT NAME

TITLE

(12) By signing this NON-COLLUSION AFFIDAVIT the bidder/bidder understands and agrees to the attached terms, conditions, and specifications, including Collusion among Bidders/Bidders Employment Discrimination by the Contractor Prohibited.

SIGNATURE

SWORN AND SUBSCRIBED TO BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE COUNTY OF _____ AND THE STATE OF _____ THIS _____ DAY OF _____, 20____

NOTARY PUBLIC

MY COMMISSION EXPIRES _____

THIS PRICE SHEET MUST BE COMPLETED

2019/2020 \$ _____

2020/2021 \$ _____

2021/2022 \$ _____

2022/2023 \$ _____

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