



Memorandum of Recommendation

May 3, 2021

**TO:** Dr. Robert Shaner, Superintendent

**FROM:** Dana Taylor, Deputy Superintendent for Business Affairs

**RE:** **Recommendation for Approval of Musical Instruments Purchases**

On March 29, 2021 the district advertised an Invitation for Bids for Orchestral Instruments in the local publication, the Rochester Post, and posted RFB documents on the Purchasing pages of the district's website, Sigma, and BidNet Direct. The district received five (5) responses on the due date. Bids were published on April 12, 2021 upon bid closing. Additionally, bidders were invited to participate in a voluntary product demonstration on Friday, April 16, 2021 at West Middle School.

Bids and product demonstrations were reviewed and evaluated by:

- Erin Holden, RCS Music Department Chair and Music Teacher at West Middle School
- Keenan Thomason, Music Teacher at West Middle School
- Brandon Ulrich, Music Teacher at SCHS and Hart Middle School
- Ben Garrison, Music Teacher at Reuther and Van Hoosen Middle Schools

All of the accepted bids were analyzed for line item pricing and compliance of required submittals according to bid specifications, including alternates, by Jennifer Fickel, Purchasing Supervisor. The bid documents are on file in the Purchasing Department. The bid summary sheet is attached.

It is recommended that the District purchase orchestral instruments as detailed below and in the attached documents. The district did not receive bids for some of the items, and/or the proposed alternates were not acceptable due to inferior quality. The district will solicit vendor quotes for the items that were not bid, or were excluded as alternates. The source of funding is the FY22 General Fund.

Based on this information, we recommend **THAT the Board of Education approve purchases of orchestral instruments as detailed below:**

Item Description	Quantity	Approved Bidder/Bid Price		Total
		A&G Central	Marshall Music	
Violin, 4/4	18	\$ 451.05		\$ 8,118.90
Viola, 15 inch	18	\$ 536.00		\$ 9,648.00
Viola, 15.5 inch	6	\$ 536.00		\$ 3,216.00
Cello, hybrid	62	\$ 962.00		\$ 59,644.00
Cello, fully carved	30	\$ 1,187.90		\$ 35,637.00
Bass, laminate 3/4	36	\$ 1,910.00		\$ 68,760.00
Bass, hybrid 3/4	12	\$ 2,145.00		\$ 25,740.00
Bass, 1/4 size for MS	16		\$ 1,494.00	\$ 23,904.00

Harp	1	No Bids Received		\$ -
Cases, hard sided	30	\$ 288.90		\$ 8,667.00
				\$ 243,334.90

**For a total project cost of a not-to-exceed amount of \$243,334.90 to be expended in fiscal year 2021-2022.**

**21.10 Orchestral Instruments**

**BID SUMMARY**

	A&G Central Music	Brook Mays	K&S Music	Marshall Music Co.	Shar Products Co.
Violin, 4/4	\$ 451.05	\$ <b>371.00</b>	\$ 395.00	\$ 399.00	No Bid
Viola, 15 inch	\$ 536.00	\$ <b>363.00</b>	\$ 409.00	\$ 459.00	No Bid
Viola, 15.5 inch	\$ 536.00	\$ <b>363.00</b>	\$ 409.00	\$ 459.00	No Bid
Cello, hybrid	\$ 962.00	\$ <b>680.00</b>	No Bid	\$ 811.00	No Bid
Cello, fully carved	\$ 1,187.90	\$ <b>869.00</b>	No Bid	\$ 1,311.00	No Bid
Bass, laminate 3/4	\$ 1,910.00	\$ <b>1,035.00</b>	No Bid	\$ 1,494.00	\$ 2,077.00
Bass, hybrid 3/4	\$ 2,145.00	\$ <b>1,083.00</b>	No Bid	\$ 1,844.00	\$ 2,437.00
Bass, hybrid w/ext 2/4	No Bid	No Bid	No Bid	\$ <b>2,934.00</b>	\$ 3,537.00
Bass, 1/4 size for MS	\$ 1,910.00	\$ <b>1,035.00</b>	No Bid	\$ 1,494.00	\$ 1,547.00
Harp	No Bid	No Bid	No Bid	No Bid	No Bid
Cases, hard sided	\$ 288.90	\$ 225.00	No Bid	\$ <b>199.00</b>	No Bid

# Decision Matrix

Created by Rochester Community Schools

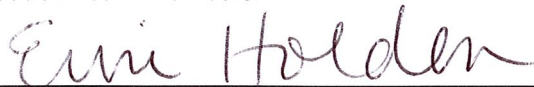
Date 4/16/2021

## Summary of Decision

Per RFB evaluation criteria, vendor responses were scored and ranked below.

Weights	CRITERIA										Results		
	10	5	1.5	1							RAW SCORE	WEIGHTED SCORE	RANK
OPTIONS	Craftsmanship	Service	Value	Manufacturer Reputation									
A&G Central Music	9	10	9	10							38	163.5	1
Marshall Music Co.	7	7	7	10							31	125.5	2
Shar Products Co.	5	4	6	9							24	88	3
Brook Mays	3	1	5	4							13	46.5	4
K&S Music	3	1	5	3							12	45.5	5

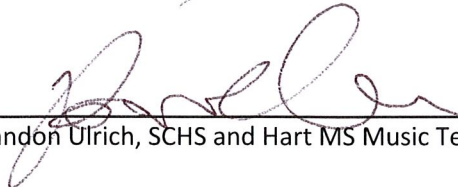
Evaluation Team Members:



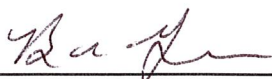
Erin Holden, West MS Music Teacher and RCS Music Dept. Chair



Keenan Thomason, West MS Music Teacher



Brandon Ulrich, SCHS and Hart MS Music Teacher



Ben Garrison, Reuther and Van Hoosen MS Music Teacher