

 **Board of Trustees**  
**Agenda Item Information Form**

**SUBJECT**

**MEETING DATE: 01/21/2021**

Consideration and Possible Approval of Vendor for the Purchase of Orchestra Instruments and Catalog for the District Orchestra Program.

**AGENDA PLACEMENT:** AIAI - Action Item      AR - Administrative Report      CA - Consent Agenda  
CI - Community Input      ES - Executive Session      ID - Information/Discussion  
PH - Public Hearing      PS - Programming Spotlight      R - Recognition

**BACKGROUND INFORMATION**

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In order to provide up-to-date competitive pricing, the District issued a bid solicitation for the purchase of orchestra instruments. Solicitations for this bid were posted in the Austin American Statesman and The Villager, plus on our website. Five vendors were invited to bid and three responses were received to provide items that are currently needed. Seven different items were specified for a total quantity of 50 to be purchased. The recommended vendor submitted a bid of \$82,420 compared to the lowest bid submitted was \$52,847.23, next lowest \$71,024.70 the difference in price is \$29,573. It is being recommended that these items be awarded to the only responding vendor who met District requirements specifying exact item brands. Although lower priced alternate items were submitted, the District Director of Fine Arts has determined the quality of these items is inferior and; therefore, they will not perform to the level needed by our students. The total amount of \$82,420.00 includes the purchase of all orchestra instruments requested.

We recommend awarding the following vendor:  
William Harris Lee & Co.

**FISCAL IMPACT STATEMENT**

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**Cost: \$82,420.00**

Recurring or One-Time: One-Time  
Funding Source (General/Grant/Other-Specify): **General Fund**  
Fiscal Year: 2020  
Amendment Required: No  
Bond Funds (Program Year):  
Vendor/Contractor Name:

**RECOMMENDATION**

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Approval of vendors for the purchase of orchestra instruments.

Submitted By: Craig Pruett  
Title: Director of Purchasing

Cabinet Member's Approval: Ed Ramos