



EAST BRUNSWICK PUBLIC SCHOOLS

FINANCIAL SERVICES  
Agenda Item: 5.

Date Prepared: 1/22/2019

Meeting Date: 2/7/2019

**TO:** Members, Board of Education

**FROM:** Lori Tagerty, Purchasing Manager

**SUBJECT:** Contract Award - Student Instrument Rental Services (RFP No. 2019-04)

**Summary:**

The District developed a formal request for proposals (RFP) soliciting qualified vendors to compete for providing Student Instrument Rental Services. The specifications were issued to six companies with five companies responding. Proposals were received and opened on Friday, January 4, 2019 at 11:00 a.m.

A Committee was established to review the proposals. The Committee was comprised of the Director of Financial Services, Supervisor of Arts Education, Purchasing Manager, and two district music teachers. The Committee's role was to fairly evaluate the proposals to ensure that they met the goals of the district. A pre-established set of criteria, which included the company history including school experience, cost for instrument rental in accordance with specified instrument groupings, service and responsibility of the company, and preferred instrument availability all formed the basis for evaluating the proposals. All rental agreements will be between the parent/guardian and vendor subject to the terms in the proposal and the rates the vendor provided.

The Committee determined that two vendors will best meet the needs for providing this service. The vendors who will be recommended to parents/guardians are Music & Arts and The Music Shop.

**Recommendation:**

**Recommendation:** That Music & Arts, Frederick, MD and The Music Shop, Boonton, NJ are recommended to provide Student Instrument Rental Services (RFP No. 2019-04) for the period July 1, 2019 through June 30, 2020 in accordance with the RFP specification and at the following rates:

**Music & Arts**

Group	Trial Period in		Monthly Cost
	Months	Monthly Cost	
	(# of Months 1 - 10)	Trial Period Cost	Thereafter
A	4.5 months	\$30.00	\$31.00
	10 months	\$120.00	\$31.00
B	4.5 months	\$80.00	\$42.00
	10 months	\$180.00	\$42.00
C	4.5 months	\$130.00	\$65.00
	10 months	\$250.00	\$65.00

**The Music Shop**

A	10 months	\$120.00	\$25.00
B	10 months	\$199.00	\$35.00
C	10 months	\$259.00	\$55.00