

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
PURCHASNG DEPARTMENT

15959 E. Gale Ave.
City of Industry, CA 91745

**VISUAL AND PERFORMING ARTS:
STRING INSTRUMENTS**

BID NO. 2025-26.08

DATE DUE: March 4, 2026 at 3:00 p.m.

By: Joel Duarte
Director Purchasing & Warehouse

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT PURCHASING
DEPARTMENT

15959 E. GALE AVENUE • CITY OF INDUSTRY, CA 91745

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

NOTICE TO VENDORS CALLING FOR BIDS
BID # 2025-26.08
VISUAL AND PERFORMING ARTS: STRING INSTRUMENTS

NOTICE IS HEREBY GIVEN that the Hacienda La Puente Unified School District (HLPUSD) of Los Angeles County, State of California, acting by and through its Governing Board, hereafter referred to as the "District" will receive up to, but not later than **3:00 p.m. on March 4, 2026**, sealed bids for the award of a contract/purchase order for the purchase of String Instruments for the District's Visual & Performing Arts Department.

Bids must be received into the District Purchasing office by the time and date indicated above:

Purchasing Department
Hacienda La Puente Unified School District
15959 E. Gale Ave.
City of Industry, CA 91745

Bids will be opened and publicly read aloud at the above stated time in the office of the Director of Purchasing.

Each bid must conform and be responsive to the bid documents, all bids shall be made on the bid form furnished by the District. Vendors shall not substitute bid forms for this project. Bid documents can be found on the District website at: <https://www.hipschools.org/purchasing>

Each bid shall be accompanied by the security referred to in the Contract Documents, consisting of a certified or cashier's check, or a Bid Bond. All bonds must be payable to the Hacienda La Puente Unified School District.

District reserves the right to reject or accept any and all bids, waive any irregularities or informalities in the bids or in the bidding process.

In the interest of public health, the Hacienda La Puente Unified School District Board of Education mandates a tobacco-free environment and requires that all people refrain from smoking or using any tobacco products on School District property.

No bidders may withdraw their bid for a period of 90 days after the date set for the opening of bids.

BY ORDER OF THE BOARD OF EDUCATION

Joel Duarte
Director Purchasing and Warehouse
Hacienda La Puente Unified School District.

Publish: February 13 & 19, 2026

(626) 933-3930

PURCHASING DEPARTMENT
Direct all inquiries regarding this bid to:
Director of Purchasing and Warehouse

BID #: 2025-26.
Bid Opening: **March 4, 2026**
Time: 3:00 p.m.

CITY OF INDUSTRY, CA. 91745

INTRODUCTION

The Hacienda La Puente Unified School District is comprised of 28 schools spread out over 11.5 square miles in the cities of Industry and La Puente, and the unincorporated Los Angeles County areas of Hacienda Heights and Valinda. Our kindergarten through 12th grade enrollment is approximately 16,000 students spread out between seventeen K-5 elementary schools, six K-8 schools, four middle schools, four comprehensive high schools, one alternative high school, an orthopedic unit for the physically handicapped, and an extensive child development and adult education program. The District also operates a robust Adult Education department that has an enrollment of approximately 14,000 students. The district also maintains an Administration Center, an Instructional Services Center, a Multilingual Assessment Center, a Professional Library, and a Curriculum Lab.

HLPUSD Visual and Performing Arts Department is seeking to purchase violins, violas, cellos, and double bass districtwide.

INSTRUCTIONS TO BIDDERS

1. The Board of Education of the Hacienda La Puente Unified School District will receive bids up to March 4, 2026, 3:00 p.m. Bids must be received in the Purchasing office at 15959 E. Gale Avenue, City of Industry, CA 91745. The District office is on an expansive site, Bidders' hand-delivering bids should allow ample time to locate the Purchasing office. Bids received late are considered nonresponsive and will be returned to the Bidder unopened. Bids will be opened and publicly read aloud immediately following the time and date bids are due.
2. Bids must be enclosed in a sealed envelope, the outside of the envelope should be labeled with; the name of the Bidder, their address, the bid number and the bid name.
3. Bids must be signed by the person or persons legally authorized to bind the Bidder to a contract for the execution of the work or sale of goods.
4. Bidders who choose to bid an instrument make/model not specified must participate in the District's product evaluation and have the instrument deemed an "equal" by the District. The evaluation will be held on . See the PRODUCT EVALUATION section of this Bid for more information. Instruments that are not approved will not be considered for award.
5. All questions or Requests for Information (RFI) regarding this bid must be submitted in writing no later than Friday, February 27, 2026, 10:00 a.m. via email to jduarte@hlpusd.org and moreyna@hlpusd.org. Questions received after this deadline or in a different manner will not be answered. Please title the Subject of the email: "**Bid 2025-26.08 VAPA – String Instruments**".
6. Any addenda issued shall be posted on the District website at: <https://www.hlpusd.org/purchasing>. It is the responsibility of the Bidder to check for issued addenda. Failure to acknowledge any addenda in the bid response may result in the bid being rejected as non-responsive.
7. District shall be allowed ninety (90) days from bid opening to award the Bid. If additional time is needed the District can request in writing that the Bidder keep their Bid open. If the Bidder declines to keep their Bid open beyond the ninety (90) days the district may elect to go to the next lowest responsive Bidder or reject all bids.
8. Bidders may only withdraw their bid prior to the Bid Opening. The withdrawal request must be in writing and emailed to Joel Duarte, Director of Purchasing & Warehouse, jduarte@hlpusd.org.
9. Delivery of instruments shall not to exceed twenty (20) calendar days after the purchase order is issued and the District has submitted any required paperwork to the awarded Bidder.
10. Bids shall be made on the blank forms included in the bid documents. Bids shall give the prices proposed in numerical figures, shall give all other information requested herein. All pricing on the bid form must be written in ink. Any and all corrections to the pricing listed on the bid form must be crossed out in ink and initialed. The corrected pricing must be legibly written directly next to the deleted pricing. Any bid that contains omissions or improper erasures or irregularities may be rejected. Each Bid must comply with the specifications, the Bidder must complete the required pages for each Bid.
11. Where a specified make, brand or catalog number is to be used as part of the specifications, an "or equal" bid will be acceptable. If bidding a substitute item, additional option/configuration, include manufacturer brochures, specifications and documentation. It is the sole discretion of the District to determine if a substitute product is "equal", see Section 4 of these instructions for more information.

12. Bid award will be made to the lowest responsible and responsive Bidder. The low Bidder will be determined by the lowest responsible bid that complies with all the requirements prescribed in the bid/contract documents, as well as specification documents.
13. Bids not conforming to these conditions may be considered nonresponsive and voided at the sole discretion of the District. Failure to completely execute and submit the required documents before the date and time set for the bid opening, may render a bid non-responsive.
14. When pages are deleted prior to return, Bidder should so state. District assumes no responsibility for non-arrival of individual pages. It is the sole responsibility of the Bidder to ensure that their bid is complete, accurate and conforms to the requirements of this solicitation.
15. PRICE BID TO BE F.O.B. DISTRICT LOCATION. All warranty information should be included with the instruments upon delivery.
16. Payment shall be paid upon thirty (30) calendar days after the District approves the invoice. The invoice shall itemize all the costs and not include any additional items not included in the bid submission. All amounts shall match those included in the bid submission.
17. Bidder is responsible for clear and proper identification of each item bid.
18. All materials or services supplied by the Vendor will conform to the applicable requirements of the California Education Code, and all State, Federal or Local Laws.
19. When any Bidder fails to deliver any article within the time limits specified above, or delivers any article which does not conform to specifications, the District may at its option, annul and set aside the Purchase Order or Contract entered into with said Bidder, either in the whole or part, and make and enter into a new contract in such manner as seems to the Board of Education to be the best advantage of the School District for furnishing such articles or article so agreed to be furnished. Any additional cost or expense incurred by said District in making of such purchase, and any additional cost of supplying any article or articles by reason of the failure of the Bidder, as stated above, shall be the liability against such Bidder and his sureties.
20. If there is reason to believe that collusion exists among the Bidders, the Hacienda La Puente Unified School District may refuse to consider bids from participants in such collusion.
21. Submission of a bid will be considered as acceptance of these conditions. The Board of Education is not responsible for errors in unit price or extensions.
22. The Board of Education reserves the right to reject any or all bids; or any portion thereof, including reducing the number of items purchased, and to use its discretion as to quality and fitness of the article bid upon, and equality of items bid.
23. The Bidders prices shall be valid for one year commencing on the date the Bid is awarded. The District can elect to extend the Bid for two (2) additional one-year terms. In the event that the District extends the Bid term, the Bidder shall have the option to increase the per unit prices by an amount not to exceed 5% greater than the previous year. The Bidder shall make the request in writing to the District.

PRODUCT EVALUATION

The District will hold an Instrument Product Evaluation on Thursday February 26, 2026 at 2:15 pm at a location to be determined later (within the District boundaries). The evaluation will only be for substitute instruments. The District will post the Evaluation location on the Purchasing page of the District website or Bidders can call 626-933-3930 for the address.

The evaluation will start promptly at the time stated above, Bidders arriving late may not be granted access. Bidders can bring sample units in person to the evaluation or can have them shipped directly to the District Office. Samples sent to the District office must be received by February 25, 2026, 4:00 pm. Vendors will be able to pick up their samples at the District office starting on February 27.

Bidders must label their sample entries with the; manufacturer, make, model, size and/or sku number. The Bidder shall not substitute an approved violin in their final Bid submission.

During this evaluation, the District will be looking at the production quality and will conduct a sound test to ensure that the instruments meet the sound quality that the District desires. Bidders are allowed to submit multiple samples for evaluation and eventually can bid up to three options for each requested instrument.

Bidders can be present and observe the Evaluation, the District will not be fielding questions. Any questions/RFIs should be submitted per the instructions included herein.

The District reserves the right to change the time and date of the evaluation by posting an addendum to this Bid or hold another a second Evaluation.

The District reserves the right to request samples of the any Support Items after the date that bids are due.

BID SUBMISSION CHECKLIST

- BID FORM
- NONCOLUSION AFFIDAVIT
- BIDDER'S CERTIFICATE REGARDING WORKER'S COMPENSTION
- BIDDER'S CERTIFICATE REGARDING DRUG-FREE WORKPLACE
- BIDDER'S CERTIFICATE REGARDING ALCOHOLIC BEVERAGE & TOBACCO-FREE CAMPUS POLICY
- CURRENT W-9

GENERAL CONDITIONS

EXAMINATION OF CONTRACT & BID DOCUMENTS. Before submitting a bid, the Bidder should examine the bid, read the specifications and fully acquaint themselves with the conditions under which the work will be done or the products will be sold. It is the responsibility of the Bidder to carefully and thoroughly examine, and to be familiar with legal and procedural documents, general conditions, all bid forms, specifications, drawings, plans and addenda, all which shall be hereinafter referred to as Bid Documents. The failure or neglect of the Bidder to examine the Bid Documents shall in no way relieve themselves from any obligations with respect to the bid or contract.

DAMAGE. The Bidder shall be held responsible for any breakage, loss of the Hacienda La Puente Unified School Districts equipment or supplies through negligence of the Bidder or their employees while on District property. The Bidder shall be responsible for restoring or replacing any equipment, facilities, etc. so damaged.

HOLD HARMLESS CLAUSE. By attending the Performance Evaluation, the Bidder agrees to and does hereby indemnify and hold harmless the District, its officers, agents, and employees from every claim or demand made and every liability, loss, damage or expense of any nature whatsoever, which may be incurred by reason of: (1) death or bodily injury to person, (2) injury to property, (3) design defects, or (4) any other loss, damage or expense arising under either (1), (2) or (3) above, sustained by the Bidder or any person, firm or corporation employed by the Bidder upon or in connection with the work called for in this agreement, except for liability damages referred to above, with result from the:

- Sole negligence or willful misconduct of the District, its officers, employees, against or independent contractors who are directly employed by the District.
- Any injury to or death of persons, or damage to property sustained by any person, firm, or corporation, including the District, arising out of, or in any way connected with the work covered by this agreement, whether said injury or damage occurs either on or off school district property, except for liability for damages which result from the sole negligence or willful misconduct of the District, its officers, agents, or independent contractors who are directly employed by the District.
- The vendor, at their own expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, students or employees on any such claim, demand, or liability and shall pay or satisfy and judgment that may be rendered against the District, its officers, agents or employees in any action suit, or other proceedings as a result hereof.

SAFETY AND SECURITY:

It shall be the responsibility of the Bidder to ascertain from the District Office, under whose direction the service shall be performed or goods delivered, the rules and regulations pertaining to safe driving on school grounds, particularly when children are present. The vendor's drivers shall exercise extreme caution at all times.

ASSIGNMENT OF CONTRACT:

No assignment of contract may be made by the successful Bidder without the express approval of the Board of Education of the Hacienda La Puente Unified School District.

INSURANCE:

Public Liability and Property Damage Insurance shall be maintained by the successful Bidder in the amount of \$1,000,000.00 (one million dollars). Certificate of Insurance is to be submitted to the Hacienda La Puente Unified School District simultaneously with the execution of the contract.

TOBACCO, ALCOHOL, DRUGS.

The Hacienda La Puente Unified School District is a Tobacco, Alcohol and Drug Free District. The Bidder and employees will not use any tobacco, alcohol or drugs while on school District property. Violations of this Board of Education mandate will result in immediate removal of the person from District property.

SCHOOL BUSINESS OFFICE

The Business Office of the Hacienda La Puente Unified School District is declared to be at 15959 East Gale Ave., City of Industry, CA. Bidders may inspect plans, specifications and other documents pertaining to this work at the address given above.

INVOICES

Invoices are to be submitted directly to the Accounts Payable Department for payment. Invoices should be emailed to the department at hlpaccountspayable@hlpusd.org.

SAFETY

It must be recognized that children, regardless of the amount of supervision by District Employee's, may enter zones where vendor's trucks are dumping. Workman shall be instructed to be watchful of children and report to the School Employee's any violation of safe practices.

PIGGYBACK CLAUSE

It is understood and agreed by Bidder that any government entity may purchase the goods and materials specified herein in accordance with the pricing and terms and conditions of this Bid. It is also understood and agreed that each local entity will establish its own contract or purchase order with the awarded Bidder, be invoiced therefrom and make its own payments in accordance with the terms of that local entity and the awarded Bidder. It is also hereby mutually understood and agreed that the District is not a legally bound party to any agreement between the awarded Bidder and the local government entity using this Bid.

END OF SECTION

MINIMUM SPECIFICATIONS

HLPUSD is seeking bids for Pegasus Violins or equal, quantities below are estimates and are subject to change at the District's sole discretion.

Violin

Pegasus VLN3014 L2 Bohem II $\frac{1}{4}$ Violin (estimated quantity 75)

Viola #1

Pegasus VA315 Bohem II 13" Viola (estimated quantity 20)

Viola #2

Pegasus VA415 Bohem II 14" Viola (estimated quantity 84)

Viola #3

Pegasus VA515 Bohem II 15" Viola (estimated quantity 33)

Viola #4

Pegasus VA5155 Bohem II 15.5" Viola (estimated quantity 33)

Cello #1

Pegasus VC070-1/2 Florence IV Cello $\frac{1}{2}$ (estimated quantity 16)

Cello #2

Pegasus VC070-3/4 Florence IV Cello $\frac{3}{4}$ (estimated quantity 52)

Cello #3

Pegasus VC070-4/4 Florence IV Cello 4/4 (estimated quantity 22)

Double Bass #1

Pegasus BA-6-1/4 Florence II Double Bass $\frac{1}{4}$ (estimated quantity 14)

Double Bass #2

Pegasus BA-6-1/2 Florence II Double Bass $\frac{1}{2}$ (estimated quantity 22)

Double Bass #3

Pegasus BA-6-3/4 Florence II Double Bass $\frac{3}{4}$ (estimated quantity 12)

Accessories

Shoulder rests Violin $\frac{1}{4}$ - FOM ME046 (estimated quantity 75)

Shoulder rests Violin $\frac{1}{2}$ - FOM ME045 (estimated quantity 16)

Shoulder rests Violin $\frac{3}{4}$ -4/4, Viola 13,14 - FOM ME044 (estimated quantity 280)

Shoulder rests Viola 15, 15.5 - FOM ME051 (estimated quantity 66)

Rosin - Pegasus HR1 (estimated quantity 550)

Bass Rosin - Pegasus R-BR-566 (estimated quantity 60)

Rock stop - Sure-stop 9758 (estimated quantity 100)

Cleaning cloths - Pegasus WP1 (estimated quantity 550)

Each instrument must have:

- Varnish made specifically for instruments
- Thomastik strings
- Wittner tail piece with high quality fine tuners made out of metal that don't strip

Desired Features:

- Optimized geometry in the design that creates a superior sound production
- Arch design that reduces finger pain or stress, design that is ideal for young players to play easily and well

Bid Instructions

1. Vendors can bid up to three options for each instrument.
2. Each instrument must have been preapproved by the District through their Product Evaluation.
3. Each instrument must have pricing for a corresponding; bow, case, chin rest, rosin & cloth in the Support Items section. At least one of the bows listed must consist of Brazilwood w/horsehair.
4. Bidders have the option to include other items in the Support Items section.
5. Bidders have the option of including Support Services. Bidders choosing this option can include other literature, brochures, etc. that detail those services. Anything included will become part of the Bidders formal response.
6. All listed Unit Costs must include delivery charges to any District location.
7. All listed Unit Costs must not include sales tax.

NOTE: Instruments and any additions, components, options shall be new, and unused.

BID FORM

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Bidder Contact Person: _____ Work Phone: _____

Contact Email: _____ Work Cell: _____

Authorized Signature: _____

Authorized Signer (Name): _____

Title: _____

Quarter (1/4) Size Violin:

Manufacturer	Model #	Description	Unit Cost

Thirteen (13") Size Viola:

Manufacturer	Model #	Description	Unit Cost

Fourteen (14") Size Viola:

Manufacturer	Model #	Description	Unit Cost

Fifteen (15") Size Viola:

Manufacturer	Model #	Description	Unit Cost

Fifteen and one half (15.5") Size Viola:

Manufacturer	Model #	Description	Unit Cost

Half (1/2) Size Cello:

Manufacturer	Model #	Description	Unit Cost

Three Quarter (3/4) Size Cello:

Manufacturer	Model #	Description	Unit Cost

Full (4/4) Size Cello:

Manufacturer	Model #	Description	Unit Cost

Quarter (1/4) Size Double Bass:

Manufacturer	Model #	Description	Unit Cost

One half (1/2) Size Double Bass:

Manufacturer	Model #	Description	Unit Cost

Three Quarter (3/4) Size Double Bass:

Manufacturer	Model #	Description	Unit Cost

BID FORM

Support Items:

Manufacturer	Model #	Description	Unit Cost
		Shoulder rests Violin ¼	
		Shoulder rests Violin ½	
		Shoulder rests Violin ¾-4/4, Viola 13,14	
		Shoulder rests Viola 15, 15.5	
		Rosin	
		Bass Rosin	
		Rock stop	
		Cleaning cloths	

NONCOLLUSION AFFIDAVIT (*)
(Prime Bidder)

STATE OF CALIFORNIA

County of _____ being first duly sworn, deposes and says that he/she is
_____ of _____,
(Title) (Name of Bidder)

the party making the foregoing bid; that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the Bidder has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member of agent thereof to effectuate a collusive or sham bid.

(Signature)

(Typed Name)

SUBSCRIBED BEFORE ME on this _____ day of _____, 20____ .

Notary Public

My Commission Expires:

Expiration Date

BIDDER'S CERTIFICATE REGARDING WORKERS' COMPENSATION (*)

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

1. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
2. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations, of ability to self-insure and to pay any compensation that may become due to employees.

I am aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provision before commencing the performance of the work of this contract.

Proper Name of Bidder

By: _____

In accordance with Article 5 (commencing at section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.

BIDDER'S CERTIFICATE REGARDING DRUG-FREE WORKPLACE

This Drug-Free Workplace Certification form is required from all successful Bidders pursuant to the requirements mandated by Government Code Sections 8350 et. seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any State agency must certify that it will provide a drug-free workplace by performing certain specified acts. In addition, the Act provides that each contract or grant awarded by a State agency may be subject to suspension of payments or termination of the contract or grant, and the BIDDER or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract or grant from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- a) Publishing a statement, notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace, and specifying actions which will be taken against employees for violations of the prohibition;
- b) Establishing a drug-free awareness program to inform employees about all of the following:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The person's or organization's policy of maintaining a drug-free workplace;
 - 3) The availability of drug counseling, rehabilitation and employee-assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations;
- c) Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will (a) publish a statement notifying employees concerning the prohibition of controlled substance at the workplace, (b) establish a drug-free awareness program, and (c) require each employee engaged in the performance of the contact be given a copy of the statement required by section 8355(a) and require such employee agree to abide by the terms of that statement.

I also understand that if the DISTRICT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Sections 8350 et. seq.

I acknowledge that I am aware of the provisions of Government Code Sections 8350 et. seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

DATE: _____

BIDDER

By: _____
Signature

BIDDER'S CERTIFICATE REGARDING ALCOHOLIC BEVERAGE and TOBACCO-FREE
CAMPUS POLICY

The BIDDER agrees that it will abide by and implement the DISTRICT's Alcoholic Beverage and Tobacco-Free Campus Policy, which prohibits the use of alcoholic beverages and tobacco products, at any time, on DISTRICT-owned or leased buildings, on DISTRICT property and in DISTRICT vehicles. The BIDDER shall procure signs stating "ALCOHOLIC BEVERAGE AND TOBACCO USE IS PROHIBITED" and shall ensure that these signs are prominently displayed in all entrances to school property at all times.

DATE: _____

BIDDER

By: _____

Signature