

Community Consolidated School District 15

580 North 1st Bank Drive

Palatine, Illinois 60067

Request for Proposal

#26-017

**MUSICAL INSTRUMENT REPAIR
& MAINTENANCE SERVICES**

April 1, 2026



REQUEST FOR PROPOSAL
MUSICAL INSTRUMENT REPAIR & MAINTENANCE SERVICES
April 1, 2026
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

Community Consolidated School District 15 (CCSD15), 580 North 1st Bank Drive, Palatine IL 60067, invites qualified musical instrument repair firms to submit proposals to provide high-quality, timely, and reliable repair and maintenance services for District-owned band and orchestral instruments. The intent of this RFP is for CCSD15 to select one or more vendors based on the following requirements and specifications. The district will have the option for annual extensions.

General Information:

With an enrollment of more than 11,000 students and a staff of 2,000 employees, Community Consolidated School District 15 is one of the largest elementary school districts in Illinois. CCSD15 has nineteen (19) school buildings and three (3) administrative support buildings. School district facilities are located in Palatine, Rolling Meadows, and Hoffman Estates.

Request for Proposal Schedule:

Publish Request for Proposal (via direct email)	Wednesday, April 1, 2026
Questions due via email	Wednesday, April 15, 2026
Deadline for Submission	Wednesday, April 22, 2026 at 11:30 a.m. CDT
Interviews with Finalists	Begin Week of April 27, 2026
Board of Education Approval	Wednesday, May 13, 2026 at 7:00 p.m.

All questions or inquiries regarding this proposal must be made in writing via email to both:

Megan Preis: preism@ccsd15.net, Assistant Director of Curriculum, Department of Teaching, Learning, & Assessment, and Danielle Schoiber: schoibed@ccsd15.net, Secretary, Department of Teaching, Learning, & Assessment

Questions must be received no later than Wednesday, April 15, 2026. All questions will be answered in the form of a written addendum issued to all prospective businesses.

REQUEST FOR PROPOSAL
MUSICAL INSTRUMENT REPAIR & MAINTENANCE SERVICES
April 1, 2026
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

1. Legal Notice

The Board of Education of Community Consolidated School District 15, 580 North 1st Bank Drive, Palatine, Illinois 60067, will receive Proposals for MUSICAL INSTRUMENT REPAIR & MAINTENANCE SERVICES in accordance with the contract documents including specifications as filed with the Accounting Assistant in the Business Office.

Reservation of Rights:

The Board of Education of Community Consolidated School District 15 reserves the right to reject any and all proposals, to accept proposals in whole or in part, to waive any irregularities or informalities in the proposal process, and to award contracts to multiple vendors if deemed in the best interest of the School District.

Contract documents are on file and may be examined any time after April 1, 2026.

2. RFP Timeline & Delivery Instructions

RFP Issue Date: April 1, 2026

RFP Questions Due via email: Wednesday, April 15, 2026

RFP Due Date: WEDNESDAY, APRIL 22, 2026 AT 11:30 a.m. CDT

RFP Award Date: Wednesday, May 13, 2026

Delivery Address:

Board of Education

Community Consolidated School District 15

580 N 1st Bank Drive

Palatine, Illinois 60067

Attn: KATHY SAUERLAND, Accounting Assistant

3. General Terms & Conditions

I. Multiple Awards & Vendor Pool:

The Board of Education reserves the right to award this contract to a single vendor or to multiple vendors in order to best meet the capacity, turnaround time, and specialized needs of the District. It is the District's intent to establish a pool of highly qualified service providers. Work will be distributed among awarded vendors based on their demonstrated specialty (e.g., strings, brass, woodwinds), pricing, and seasonal availability/capacity.

II. Contract Term and Renewal:

The initial term of this contract shall be for one (1) year, from July 1, 2026, to June 30, 2027. Upon mutual agreement between the District and the awarded Vendor(s), this contract may be renewed for up to three (3) additional one-year periods. Any request for a price increase during a renewal period must be submitted in writing at least 60 days prior to the expiration of the current term and must be tied to a documented industry index or documented manufacturer parts increase.

III. Summer Maintenance & Fiscal Year Billing Transition:

The District's current vendor will be completing the bulk summer maintenance for the upcoming 2026 summer season. The awarded vendor(s) for this RFP will assume full responsibility for all in-year repairs and standard maintenance beginning July 1, 2026, for the 2026-2027 school year.

For future summer maintenance seasons under this contract (beginning May/June 2027 and any subsequent renewal years), because the bulk summer maintenance season begins at the end of the school year, awarded vendors are authorized to begin coordinating and picking up instruments in May. However, to align with the District's fiscal year budget (July 1 to June 30), vendors must date and submit all invoices for summer bulk maintenance on or after July 1 of the new fiscal year, unless explicitly directed otherwise by the District Business Office. Unless otherwise stated by the District, instruments going through standard maintenance in the summer should be held by the vendor until an agreed-upon date, a minimum of 7 business days before students return for the academic year. (For 2026, return date is Wednesday, August 19, 2026, so instruments would be due prior to Monday, August 10, 2026).

4. Scope of Services & Quality Standards

To ensure consistent quality across the District's fleet and to address historical quality control requirements, all awarded vendors must adhere to the following minimum service standards for "Standard Maintenance" unit pricing.

I. General Quality & Warranty

All repairs must be performed by qualified, experienced technicians using industry-standard tools and high-quality materials. All standard maintenance and repair work must include a minimum 90-day warranty on parts and workmanship. Every instrument must be thoroughly play-tested by a qualified musician or technician prior to return to ensure it is in full, performance-ready working order. This includes being in clean, hygienic condition, suitable for immediate student use. Failure to meet these requirements constitutes non-performance.

All internal cleaning processes must include appropriate drying and moisture-removal steps. Instruments must be fully dried prior to return; instruments returned with visible moisture, liquid residue, or drainage may be subject to recleaning at a later date at no additional cost to the District. The District may require the vendor to submit a written corrective action plan addressing operational deficiencies identified during inspection.

- A. Mouthpieces, necks, leadpipes, and other detachable components must be clearly identified, tracked, and returned to the original instrument
- B. Substitution or commingling of mouthpieces or parts across instruments is strictly prohibited

The District classifies repairs into three distinct tiers. Pricing submitted in Section 6 must reflect these definitions.

- A. Full Cleaning, Sanitation & Maintenance: Complete cleaning, sanitation, and basic playability check. Includes all minor wear-and-tear repairs (e.g., corks, pads). May be requested year-round (e.g., between student use).
- B. Standard Repair (Wear & Tear): Isolated wear-and-tear adjustments or single-component repairs requested without a full sanitation (e.g., replacing one popped spring or single torn pad).
- C. General Repair: Repairs falling outside of normal wear and tear, requiring partial disassembly, replacement of multiple major components, or extensive mechanical regulation.

II. Covered Instruments

Vendors may be asked to provide repair and maintenance services for District-owned musical instruments, including but not limited to the categories below. To assist vendors in understanding the capacity required, Community Consolidated School District 15 maintains a large fleet of instruments across its educational programs. Please refer to EXHIBIT A at the end of this document for a detailed breakdown of the District's estimated fleet size and summer bulk volume expectations.

- Woodwinds (flute, clarinet, bass clarinet, piccolo, saxophone (alto/tenor/baritone), oboe, bassoon)
- Brass (trumpet, trombone, french horn, baritone/euphonium, tuba)

- Percussion (snare drum, bass drum, concert toms, auxiliary Percussion Hardware, other District-owned percussion equipment; excludes major structural rebuilds unless approved)
- Strings (acoustic/classical guitar)
- Strings (violin, viola)
- Strings (cello, string bass)
- *Mariachi/specialty string instruments (vihuela, guitarron)

The District reserves the right to add or remove instruments from service coverage at any time. The instrument lists above are intended to represent the primary categories of District-owned instruments. The vendor shall also provide repair and maintenance services for other similar or related instruments owned by the District, including instruments introduced through new instructional programs or curriculum changes.

III. Standard Maintenance Requirements by Instrument Group

Routine maintenance requirements:

Woodwinds

- *Disassembly and visual inspection of body, tone holes, and keys*
- *Cleaning of the instrument body and tone holes to remove buildup*
- *Inspection and replacement of worn pads*
- *Replacement of missing or failing key corks, tenon corks, or neck corks*
- *Key alignment, regulation, and oiling of all mechanisms*
- *Play-test to ensure proper seating, key action, and intonation*

Brass

- *Complete disassembly and ultrasonic cleaning (or chemical flush)*
- *Thorough cleaning and polishing of valves, valve casings, and slides*
- *Greasing of all tuning slides and oiling of valves/rotors*
- *Inspection and replacement of water key corks and springs as needed*
- *Removal of minor, easily accessible dents that impact playability (major structural dent removal may be quoted separately)*
- *Play-test to ensure proper airflow, valve/slide action, and tone*

Percussion

- *Inspection of all hardware, stands, and internal/external mechanisms*
- *Replacement of worn or broken heads*
- *Tuning, tension balancing, and lubrication of tension rods and moving parts*
- *Play-test verification*

Strings

- Visual inspection for cracks, open seams, and correct soundpost position.
- Bridge adjustment, lubrication, or minor reshaping.

- Peg lubrication, fitting, and adjustment to ensure the instrument holds tune.
- Fingerboard cleaning and wipe-down of the instrument body.
- Replacement of strings as needed (cost of strings billed separately or strings provided by the District).
- Play-test to ensure tonal quality, structural stability, and lack of buzzing.

IV. Standard Maintenance Requirements - Mariachi

Due to the specialized nature of certain Mariachi instruments (such as vihuela and guitarrón), vendors may subcontract repair work to qualified luthiers experienced with these instruments, subject to prior District approval.

Vendors are not required to directly perform Mariachi repairs in order to submit a proposal.

If such instruments require repair beyond the vendor's capabilities, the vendor shall notify the District and coordinate appropriate repair options. The District reserves the right to seek repair services directly from qualified specialty repair providers when necessary to ensure proper repair of Mariachi or other specialty instruments.

All repair and maintenance services for Mariachi and specialty string instruments shall meet professional luthier standards appropriate for K–12 instructional use. Instruments must be returned in clean, playable, and hygienic condition suitable for immediate student use.

Routine maintenance services may include, but are not limited to, the following:

- Bridge inspection and adjustment
- Peg adjustment, fitting, and lubrication
- String replacement when necessary for playability (the condition requiring replacement, unless communicated prior to receipt of the instrument, must be documented to the District)
- Inspection and adjustment of nut and saddle
- Inspection of tuning machines and hardware
- Cleaning and appropriate polishing of the instrument exterior
- Inspection of internal bracing when accessible
- Play-test verification to ensure proper function and tone production

Mariachi and specialty string instruments covered under this section may include, but are not limited to:

- Classical acoustic guitar
- Vihuela
- Guitarrón
- Other traditional Mariachi instruments owned by the District

V. Turnaround Time - Academic Year Repairs & Maintenance

Timely return of instruments is critical to the District's music educational programs. Vendors are expected to maintain a consistent pickup/delivery schedule during the school year and establish clear timelines for summer bulk maintenance. Vendors must explicitly state their guaranteed turnaround times in the response forms provided. Proposers must commit to the following maximum turnaround times during the instructional year to a District-designated location.

TIMING & DELIVERY		
TABLE 3		
ACADEMIC YEAR		
SERVICE AREA	PROPOSED TIMING	INCLUDED IN RFP
FULL CLEANING, SANITATION, & MAINTENANCE: Complete cleaning, sanitation, and basic playability check. Includes all minor wear-and-tear repairs (e.g., corks, pads). May be requested year-round. Fits within the standard maintenance categories in section 4 of the RFP	3 to 5 business days	YES
STANDARD REPAIR: Isolated wear-and-tear adjustments or single-component repairs requested without a full sanitation (e.g., replacing one popped spring or single torn pad). Fits within the standard maintenance categories in section 4 of the RFP	3 business days	YES
GENERAL REPAIR: Repairs falling outside of normal wear and tear, requiring partial disassembly, replacement of multiple major components, or extensive mechanical regulation.	3 business days	NO
SUMMER		
SERVICE AREA	PROPOSED TIMING	INCLUDED IN RFP
FULL CLEANING, SANITATION, & MAINTENANCE: BULK Complete cleaning, sanitation, and basic playability check. Includes all minor wear-and-tear repairs (e.g., corks, pads). Fits within the standard maintenance categories in section 4 of the RFP	6-8 WEEKS, ALL INSTRUMENTS RETURNED 7 BUSINESS DAYS PRIOR TO STUDENT RETURN (August 10, 2026)	YES
STANDARD REPAIR: BULK Isolated wear-and-tear adjustments or single-component repairs requested without a full sanitation (e.g., replacing one popped spring or single torn pad). Fits within the standard maintenance categories in section 4 of the RFP		YES
GENERAL REPAIR: Repairs falling outside of normal wear and tear, requiring partial disassembly, replacement of multiple major components, or extensive mechanical regulation.		NO

A. Repair Classification Limitation

The repair classifications above represent typical expectations for school instrument repair.

If the vendor determines that a repair may exceed the standard repair timeline due to specialized parts, structural repair, or unusual circumstances, the vendor must notify the District prior to performing the repair and provide an estimated completion timeline.

The District reserves the right to:

- Determine the appropriate repair classification
- Approve or decline repairs expected to exceed the standard repair timeline
- Require a loaner instrument when necessary to maintain continuity of instruction

Repair timelines apply to the completion of repair work, not the availability of replacement parts. If the required parts will extend the repair beyond the standard repair timeline, the vendor must notify the District and provide an estimated completion date before proceeding.

B. Repairs Exceeding Standard Timeline

When a repair is expected to exceed five (5) business days, the following requirements apply:

- The vendor must notify the District prior to proceeding with the repair.
- Loaner instruments shall be provided at no cost for any repair expected to exceed five (5) business days, unless otherwise approved by the District.
- Loaner instruments must be comparable in instrument family and playable condition to the instrument being repaired.

The District reserves the right to determine whether a loaner instrument is required to maintain continuity of instruction.

VI. Repairs Outside the Scope of Standard Maintenance

Vendors shall notify the District if additional issues are identified during maintenance that fall outside the scope of routine service.

Structural or major repairs, including but not limited to crack repair, soundpost replacement, bridge fabrication, fingerboard work, or major structural adjustments, must receive prior District approval before repair work is performed.

If, during the course of standard maintenance or repair outlined in the sections below, the vendor identifies additional issues that fall outside the defined scope of the contracted maintenance service, the vendor shall notify the District and provide a written description and cost estimate for the recommended repair. Upon District approval, the vendor may proceed with the additional repair under a separate purchase order or authorization.

The vendor shall not withhold notification of observed deficiencies, damage, missing components, or safety concerns solely because such repairs are outside the standard maintenance scope. Examples may include, but are not limited to, structural damage, missing instrument components, or replacement of damaged instrument cases or accessories.

VII. Summer Maintenance Cycle

The District conducts a high volume of preventive maintenance and cleaning during the summer months.

- Vendors must demonstrate the capacity to support bulk summer maintenance without compromising quality.
- All instruments submitted for summer maintenance must be returned no later than seven (7) business days prior to the first day of student attendance, unless otherwise approved in writing by the District administrator (due August 10, 2026).
- Summer turnaround schedules shall be coordinated with the District and may differ from academic-year timelines.

VIII. Pickup, Delivery, and Tracking

For purposes of turnaround timelines described in this section, the repair period shall begin on the business day the vendor takes possession of the instrument and shall end when the repaired instrument is delivered to the District-designated location.

Vendor scheduling practices shall not be used to extend repair timelines. Pickup and delivery schedules must support compliance with the turnaround timelines specified in this agreement.

The vendor shall be responsible for the proper tracking, transport, documentation, and return of all District-owned instruments while in the vendor's custody.

Vendor responsibilities include, but are not limited to, the following:

- Provide scheduled pickup and delivery at District-designated locations.
- Coordinate with the District-designated administrator prior to delivery to confirm the appropriate return location for instruments. Instruments may not always be returned to the same location where they were collected.
- Return instruments to District-designated locations, which may include a school site, central storage location, warehouse facility, or other District building.
- Ensure that each instrument is individually tracked by serial number, District asset tag, or other District-provided identifier while in the vendor's custody.
- Maintain accurate records of instrument pickup and delivery locations and repair status.
- Provide written electronic documentation (e.g., a spreadsheet, list, or series of invoices) of services performed for each instrument, including maintenance performed, repairs completed, and any additional repair needs identified.
- During summer maintenance cycles, document the disposition of teacher-identified repair notes or requests accompanying instruments. Vendor documentation shall indicate whether the requested repair was:
 - Completed as part of the maintenance service,
 - Completed and invoiced separately,
 - Recommended but not performed pending District approval, or
 - Determined to be unnecessary after inspection.
- Provide a summary service report upon return of bulk instrument shipments, identifying instruments serviced, repairs performed, and repairs recommended or deferred. Service documentation shall

include whether a loaner instrument was requested by the District at the time the instrument was submitted for service.

- Accept responsibility for any loss, damage, or misplacement of instruments occurring while instruments are in the vendor's custody.

IX. Loaner Instruments

Loaner instruments are intended to ensure continuity of student instruction and should be comparable in type and playing condition to the instrument being repaired.

- Teachers or other staff members may request a loaner instrument for an instrument is being repaired. The vendor shall make reasonable efforts to provide a loaner instrument at the time of pickup when such a request is made.
- If a loaner instrument is requested but cannot be provided at the time of pickup, the vendor shall notify the District and teacher, and coordinate delivery of a loaner instrument as soon as reasonably practicable.
- In addition, the vendor shall offer a loaner instrument for any repair expected to exceed five (5) business days, unless otherwise approved by the District.

X. Quality Assurance, Rework, and Conditional Acceptance

All repaired instruments are subject to District inspection and acceptance during normal instructional use.

Due to the volume of instruments serviced instruments shall be considered conditionally accepted upon delivery, subject to later review. If deficiencies are discovered, including but not limited to incomplete repair, sanitation failures, moisture retention, missing parts, unresolved mechanical problems, or component commingling, the District may notify the vendor within fifteen (15) business days of discovery, regardless of the original delivery date.

Upon notification, the vendor shall:

- Retrieve the affected instrument(s) at the vendor's expense
- Correct the deficiency
- Return the instrument within five (5) business days, unless otherwise approved by the District

No additional charges may be assessed for corrective work required due to incomplete, improper, or non-compliant service.

5. Evaluation & Award Criteria

Proposals will be evaluated by District administration and music educators to determine the best overall value, reliability, and service quality for the District. The District will not simply award to the lowest-priced proposal, but rather to the responsible proposer(s) whose submission best meets the needs of the District.

Proposals will be evaluated based on the following criteria, listed in relative order of importance:

I. Capacity, Turnaround Time, & Logistics:

Demonstrated ability to handle bulk summer maintenance within the District's required timeline, standard turnaround times for in-year repairs, and efficient pickup/delivery processes.

II. Qualifications, Specialization, & References:

Expertise of the technicians (e.g., master luthiers, specialized brass techs), quality of workmanship, and references from similar-sized Illinois school districts.

III. Cost & Pricing Structure:

Competitiveness of unit pricing, standard maintenance fees, and parts markup.

IV. Value-Added Services:

Provision of loaner instruments, robust inventory/repair tracking systems, and overall ease of doing business.

6. Qualifications, Pricing, Capacity Standards & Response Forms

Proposals must clearly demonstrate compliance with pricing, qualifications, and capacity requirements listed below. Failure to meet any qualification may result in the proposal being deemed non-responsive and removed from further consideration.

Digital Pricing Sheets: An Excel (.xlsx) version of tables (Exhibit B) outlining these areas is available to all vendors. Vendors are required to type their responses into the digital spreadsheet, include a printed copy with their physical proposal, and email the completed Excel (.xlsx) file to the District Accounting Assistant (Attn: Kathy Sauerland) prior to the submission deadline.

I. Vendor Qualifications

Proposals must clearly demonstrate a vendor's expertise, quality, and references as indicated below:

Qualifications include:

- A minimum of five (5) years of demonstrated experience providing repair and maintenance services for K–12 musical instruments.
- Use of qualified repair technicians appropriate to the instrument families serviced.
- Demonstrated capacity (eg, staffing, space, etc.) to service large inventories of school-owned instruments across multiple school sites while meeting the turnaround timelines specified in this RFP, including during high-volume seasonal maintenance cycles.
- Ability to provide scheduled pickup, delivery, tracking, and service documentation in accordance with the requirements described in this RFP.
- Ability to perform repair and maintenance services for the instrument categories described in this RFP, or to utilize qualified subcontractors for specialty instruments, subject to District approval.
- Proof of insurance coverage meeting District requirements.
- Vendors shall provide references from at least three (3) K-12 school districts or comparable institutional clients for which similar services have been performed.

The District reserves the right to request additional documentation or clarification to verify vendor qualifications.

II. Pricing Proposal Standards:

Category Proposals Allowed: Vendors are not required to submit pricing for every instrument category. Vendors may submit proposals exclusively for their areas of specialization (e.g., Strings Only, Brass Only). Please write 'NO PROPOSAL' or 'OPT-OUT' in any category you do not wish to service.

Pricing must be submitted in a manner consistent with public school audit and procurement standards and must reflect the full scope of required services. Pricing submitted in response to this RFP or RFP categories must reflect the complete scope of services described, including all required maintenance steps, cleaning, inspection, regulation, drying, play-testing, documentation, and administrative coordination necessary to return instruments in fully playable condition. Pricing that omits required service steps, relies on frequent add-on charges for routine work, or conditions the stated price on reduced service standards may be deemed non-responsive.

Pricing Proposal Standards:

- Pricing shall be unit-based (per instrument within a category), not lump-sum
- Pricing must include all labor, standard repair parts, cleaning, regulation, and play-testing associated with the repair category.
 - Standard Repair Parts are defined as universally compatible, non-proprietary replacement components routinely used in daily instrument repair (e.g., standard pads, felts, basic springs, generic corks, standard screws) that are not already explicitly included in the base Standard Maintenance unit price. Note: parts may not void an active manufacturer's warranty. The Vendor must utilize authorized OEM parts and approved repair methods to ensure warranties remain intact.

- o Specialty / Manufacturer-Specific Parts are defined as proprietary OEM components required for a specific brand or model of instrument (e.g., a specific Yamaha valve casing, a proprietary Selmer key mechanism) outside of a warranty requirement.
- Proposals that rely on unrealistically low base pricing paired with frequent add-on charges may be rejected as not representative of the best value
- The District reserves the right to reject pricing that is materially unbalanced or inconsistent with industry norms for school instrument repair

Pricing is used to establish not-to-exceed rates; no minimum volume or expenditure is guaranteed.

III. Pricing, Qualifications, & Capacity Standards Forms

The following tables and forms are provided to support completion of the proposal submission requirements as illustrated in Exhibit B.

- A. VENDOR INFORMATION & CONTENT LIST
- B. TABLE 1 - INSTRUMENT UNIT PRICE
- C. TABLE 2 - PARTS & MATERIALS
- D. TABLE 3 - TIMING & DELIVERY
- E. TABLE 4 - VENDOR QUALIFICATIONS
- F. TABLE 5 - VENDOR REFERENCES

7. Proposal Submission Requirements - Summary

I. Responsiveness Requirements

To be considered responsive, a proposal must comply with all instructions and requirements of this RFP. A proposal may be rejected as non-responsive if it:

- Fails to acknowledge or comply with mandatory technical, service, or performance specifications
- Omits required pricing information or excludes required service elements
- Conditions pricing on exclusions, assumptions, or alternate scopes not authorized by the District
- Proposes service timelines that exceed stated maximums
- Fails to provide required certifications, documentation, or signatures
- Is materially incomplete, ambiguous, or inconsistent

Only proposals determined to be responsive will be evaluated for responsibility and best value.

CCSD 15 INSTRUMENT FLEET

EXHIBIT A: SUBJECT TO CHANGE

WOODWINDS

INSTRUMENT	COUNT
Bassoon	6
Clarinet (Alto)	1
Clarinet (Bass)	26
Clarinet (Bb)	63
Flute	56
Oboe	16
Piccolo	2
Saxophone (Alto)	37
Saxophone (Baritone)	18
Saxophone (Soprano)	1
Saxophone (Tenor)	26
WOODWINDS TOTAL	252

BRASS

INSTRUMENT	COUNT
Baritone	21
Cornet	12
Euphonium	19
Flugelhorn	3
French Horn (Double)	23
French Horn (Single)	19
Trombone	55
Trumpet	62
Tuba	32
BRASS TOTAL	246

CCSD 15 INSTRUMENT FLEET

EXHIBIT A: SUBJECT TO CHANGE

PERCUSSION

INSTRUMENT	COUNT
Bass Drum Stand	2
Bass Drum Stand [Folding]	2
Bell Stand	7
Bongos	1
Chimes	2
Concert Bell Kit	26
Concert Chimes	2
Conga Drum	4
Conga Stand	2
Congas	2
Cymbal (Crash)	7
Cymbal (Hi Hat)	2
Cymbal (Suspended)	8
Cymbal Stand	24
Drum (Bass)	16
Drum (Kettle)	1
Drum (Snare)	27
Drum Set	4
Gong	3
Gong Stand	1
Latin Percussion	1
Marimba	5
Percussion - Bell Kit	10
Percussion - Full Kit (Bells & Pads)	24
Percussion Small Equipment Box	4
Percussion Trap Case (Black Bin)	4
PERCUSSION TOTAL	191

CCSD 15 INSTRUMENT FLEET	
EXHIBIT A: SUBJECT TO CHANGE	
STRINGS	
INSTRUMENT	COUNT
Cello	89
String Bass	58
Viola	53
Violin	189
STRINGS TOTAL	389
STRINGS - GUITARS	
INSTRUMENT	COUNT
Guitar (Bass)	3
Guitar (Acoustic)	35
Guitar (Classical)	45
STRINGS - GUITAR TOTAL	83
MARIACHI	
INSTRUMENT	COUNT
Vihuela	6
Guitarron	8
MARIACHI TOTAL	14

9. Exhibit B – Proposal and Tables 1-5

Digital Pricing & Requirements Sheets: An Excel (.xlsx) version of tables (Exhibit B) outlining required submission items is available to all vendors. Vendors are required to type their responses into the digital spreadsheet, include a printed copy with their physical proposal, and email the completed Excel (.xlsx) file to the District Accounting Assistant (Attn: Kathy Sauerland, sauerlak@ccsd15.net), prior to the submission deadline.

Forms are available below as well for written input.

Exhibit B - RFP Response

Company Info:		Executive Summary:
Company Name		
Contact Name (print)		
Contact Title/Position		
Contact email		
City / State / Zip		
Phone Number		
Signature		
Date		

Proposal Checklist:		
Item	Included? (y/n)	Notes
Unit Price – Table 1		
Parts & Materials – Table 2		
Timing & Delivery – Table 3		
Vendor Qualifications – Table 4		
References – Table 5		

Exhibit B - RFP Response

Description of Repair Process & Quality Controls:

Description of Service Documentation Practices (see Tables 3 & 4), including:

How are instruments tracked?

How are repairs performed recorded?

How are recommended repairs communicated to the district?

UNIT PRICE

TABLE 1

INSTRUMENT FAMILY	UNIT PRICE			NOTES
<i>UNIT-BASED PRICING FOR INSTRUMENT REPAIR/ MAINTENANCE AS DEFINED IN SECTION 4 OF THE RFP</i>	FULL CLEANING, SANITATION, & MAINTENANCE *	STANDARD REPAIR **	GENERAL REPAIR ***	
WOODWINDS (flute, clarinet, bass clarinet, piccolo, saxophone (alto/tenor/baritone), oboe, bassoon)				
BRASS (trumpet, trombone, french horn, baritone/euphonium, tuba)				
PERCUSSION (snare drum, bass drum, concert toms, auxiliary percussion hardware, other District-owned percussion equipment; excludes major structural rebuilds unless approved)				
STRINGS (acoustic/classical guitar)				
STRINGS (violin, viola)				
STRINGS (cello, string bass)				
MARIACHI (vihuela, guitarron)				

* Complete cleaning, sanitation, and basic playability check. Includes all minor wear-and-tear repairs (e.g., corks, pads). May be requested year-round. Fits within the standard maintenance categories in section 4 of the RFP

** Isolated wear-and-tear adjustments or single-component repairs requested without a full sanitation (e.g., replacing one popped spring or single torn pad). Fits within the standard maintenance categories in section 4 of the RFP

*** Repairs falling outside of normal wear and tear, requiring partial disassembly, replacement of multiple major components, or extensive mechanical regulation.

PARTS & MATERIALS

TABLE 2

PART CATEGORY <i>AS DEFINED IN SECTION 6 OF THE RFP</i>	MARKUP PERCENTAGE	NOTES
STANDARD REPAIR PARTS Defined as universally compatible, non-proprietary replacement components routinely used in daily instrument repair (e.g., standard pads, felts, basic springs, generic corks, standard screws) that are not already explicitly included in the base Standard Maintenance unit price. Note: parts may not void an active manufacturer's warranty. The Vendor must utilize authorized OEM parts and approved repair methods to ensure warranties remain intact.		
SPECIALTY/MANUFACTURER-SPECIFIC PARTS Defined as proprietary OEM (Original Equipment Manufacturer) components required for a specific brand or model of instrument (e.g., a specific Yamaha valve casing, a proprietary Selmer key mechanism) outside of a warranty requirement.		

TIMING & DELIVERY

TABLE 3

ACADEMIC YEAR

SERVICE AREA	PROPOSED TIMING	INCLUDED IN RFP	STANDARD PICKUP/DELIVERY AT NO COST? (YES/NO)	LOANER INSTRUMENT PROVIDED - TEACHER REQUEST - AT NO COST? (YES/NO)	VENDOR RESPONSE/GUARANTEEE	NOTES
FULL CLEANING, SANITATION, & MAINTENANCE: Complete cleaning, sanitation, and basic playability check. Includes all minor wear-and-tear repairs (e.g., corks, pads). May be requested year-round. Fits within the standard maintenance categories in section 4 of the RFP	3 to 5 business days	YES				
STANDARD REPAIR: Isolated wear-and-tear adjustments or single-component repairs requested without a full sanitation (e.g., replacing one popped spring or single torn pad). Fits within the standard maintenance categories in section 4 of the RFP	3 business days	YES				
GENERAL REPAIR: Repairs falling outside of normal wear and tear, requiring partial disassembly, replacement of multiple major components, or extensive mechanical regulation.	3 business days	NO				

SUMMER

SERVICE AREA	PROPOSED TIMING	INCLUDED IN RFP	STANDARD PICKUP/DELIVERY AT NO COST? (YES/NO)	VENDOR RESPONSE/GUARANTEEE	NOTES
FULL CLEANING, SANITATION, & MAINTENANCE: BULK Complete cleaning, sanitation, and basic playability check. Includes all minor wear-and-tear repairs (e.g., corks,pads). Fits within the standard maintenance categories in section 4 of the RFP	6-8 WEEKS, ALL INSTRUMENTS RETURNED 7 BUSINESS DAYS PRIOR TO STUDENT RETURN (August 10, 2026)	YES			
STANDARD REPAIR: Isolated wear-and-tear adjustments or single-component repairs requested without a full sanitation (e.g., replacing one popped spring or single torn pad). Fits within the standard maintenance categories in section 4 of the RFP		YES			
GENERAL REPAIR: Repairs falling outside of normal wear and tear, requiring partial disassembly, replacement of multiple major components, or extensive mechanical regulation.		NO			

VENDOR QUALIFICATIONS

TABLE 4

REPAIR/MAINTENANCE TECHNICIANS

QUALIFICATION	VENDOR RESPONSE	NOTES
<i>AS DEFINED IN SECTION 4 OF THE RFP</i>		
FULL TIME LEAD - QUANTITY		
FULL TIME LEAD - NAMES & YEARS OF EXPERIENCE		
FULL TIME LEAD - CERTIFICATIONS & QUALIFICATIONS		
PART TIME/SEASONAL - QUANTITY		
PART TIME/SEASONAL - NAMES & YEARS OF EXPERIENCE		
PART TIME/SEASONAL - CERTIFICATIONS & QUALIFICATIONS		
SUBCONTRACTING		
WILL ANY WORK BE SUBCONTRACTED TO A THIRD PARTY (YES/NO)		

FACILITIES & DELIVERY

QUALIFICATION	VENDOR RESPONSE	NOTES
SECURE SQUARE FOOTAGE DEDICATED FOR REPAIR		
SECURE SQUARE FOOTAGE DEDICATED FOR STORAGE		
FACILITY CLIMATE CONTROL (YES/NO)		
VEHICLE(S) APPROPRIATE FOR TRANSPORTING INSTRUMENTS TO AND FROM DISTRICT SITES SAFELY (YES/NO)		

RECORD KEEPING & COMMUNICATION

QUALIFICATION	VENDOR RESPONSE	NOTES
Methods for record keeping - instrument asset tag/barcode, pickup location, delivery location		
Methods for communication between District & vendor, quotes, & invoicing		
Methods for noting repair status when quoting and after work completion		
Methods for tracking loaner instruments as appropriate		

VENDOR REFERENCES

TABLE 5

REFERENCE (3 or more)	SCHOOL/DISTRICT	CONTACT INFORMATION	NOTES