



April 17, 2026

## **Notice to Respondents - Addendum to RFP #26-017 Musical Instrument Repair & Maintenance Services**

### **ADDENDUM #1**

Community Consolidated School District 15 has an addendum regarding RFP #26-017 Musical Instrument Repair & Maintenance Services. Indicated below are inquiries from various vendors regarding the RFP and the District's responses. The addendum is posted for the benefit of all participating parties.

Some questions may be duplicates; therefore, only appropriate responses will be posted here. Any content referring to Vendors/Manufacturers has been removed to ensure confidentiality.

#### **Vendor Questions:**

**1. When a repair needs District approval before we can continue, does that approval time count toward the 3-5 business day turnaround? If not, how long should vendors expect approval to take?**

Approval time does not count toward the 3–5 business day turnaround. Vendors are expected to provide complete and accurate information to support a timely review. Approval timelines may vary depending on the completeness of the information provided and District coordination with instructional staff.

**2. If the pricing sheet groups instruments together, but pricing is different within that group, such as alto, tenor, and baritone saxophones, how would you like vendors to show that pricing? May vendors also include a more detailed price list?**

Vendors may include more detailed pricing sheets and/or provide clarifications within the notes sections of the provided forms. Vendors may also propose alternative instrument groupings if needed, provided all pricing remains clear, complete, and consistent with the RFP requirements.

**3. If a repair will take more than five (5) business days, should the vendor always provide a loaner, or only when the District requests one?**

Loaner instruments are expected for repairs exceeding five (5) business days unless otherwise approved by the teacher and/or District. The vendor should coordinate with the teacher and/or District at the time of pickup to determine need and availability.

**4. Are loaner expectations the same for all instrument types, or will they vary by instrument category?**

Loaner instruments should be similar in quality/type as the instrument being repaired; meeting the same play-test requirements we would expect of the instrument being repaired.

**5. Before summer pickup, will the District share estimated repair volume by instrument category?**

The District anticipates that the majority of band instruments will require full cleaning during summer maintenance. Teachers will conduct preliminary reviews for wear-and-tear repairs at the end of the school year. The District will share known repair needs and available information as pickup schedules are coordinated.

**6. If a vendor bids only certain instrument categories, will that vendor be evaluated only against others bidding those same categories?**

Vendors may submit proposals for one or more instrument categories based on their areas of specialization. Proposals will be evaluated based on the instrument categories for which services are proposed; however, the District will evaluate submissions holistically to determine overall best value and reserves the right to award by category, in whole or in part, and to multiple vendors as deemed in its best interest.

**7. Does the District usually expect to award one vendor per instrument category, or more than one vendor in the same category?**

The District does not guarantee a single award per instrument category. As outlined in the RFP, the District may award contracts to one or multiple vendors and intends to establish a pool of qualified service providers. Multiple vendors may be selected within the same category to ensure adequate capacity, timely service, and appropriate specialization. Work assignments may vary based on vendor strengths, availability, and the District's needs.

**8. If there is a difference of opinion about whether a repair is Standard or General, how will that be decided?**

The repair classifications provided in the RFP are intended to establish clear, consistent expectations for typical repair scenarios. The District recognizes that unique or atypical repair situations may arise.

In such cases, the vendor is expected to notify the District prior to proceeding and to provide a description of the condition, the recommended repair approach, and the associated cost. The District will review the information and determine the appropriate classification or authorize the work as a separate repair, as applicable.

Nothing in this process limits the District's right to determine final repair classification or approve work in accordance with the terms of the RFP.

It is the vendor's responsibility to check the [CCSD15 Bids and RFPs page](http://www.ccsd15.net/bids), [www.ccsd15.net/bids](http://www.ccsd15.net/bids), to see if any additional addenda are issued regarding this RFP. Addenda may be issued up until 24 hours prior to the RFP due date on Wednesday, April 22, 2026, at 11:30 a.m. CST.

**Please sign Addendum #1 and include it with your RFP.**

Acknowledgement by:

Category	Company Info
Company	
Signature	
Printed Name	
Date	