



REQUEST FOR PROPOSAL

MSD INSTRUMENT REPAIR AND MAINTENANCE

RFP 26-00-28

Bid Due No Later Than 2:00 p.m. on May 27, 2026

Purchasing Office
900 Kenyon St. Medford OR 97501
Telephone: (541) 842-1118

GENERAL INFORMATION

Medford School District 549C (the "District") invites interested vendors to submit proposals to provide instrument repairs/maintenance to the MSD music instrument fleet (band and orchestra instruments) which are housed at the following schools: North Medford High School, South Medford High School, Hedrick Middle School, McLoughlin Middle School and Oakdale Middle School. Several instruments may be in need of periodic repairs during the school year or over the summer.

The District owns a large fleet of band and orchestra instruments that are available for students/families to rent for a fee of only \$50/year. Because of regular use and associated wear and tear, regular work/maintenance is necessary and the District is seeking an agreement with one or more vendors to provide these repairs to the instrument fleet, on a case-by-case basis, as necessary, during the school year, or over the summer.

The District is looking to enter into a contract for services for instrument repair work. In this proposal, the Provider is expected to describe the hourly cost for basic repair work or a breakdown of fees for services.

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFP. Special production such as bindings, colored displays, and promotional material are not necessary. Emphasis should be on completeness and clarity of the content.

Proposals shall be firm for a period of thirty (30) days after the closing date. Each responding proposer may withdraw their proposal if it has not been accepted within thirty (30) days from the RFP closing date.

The award of this contract will be made by the District on the basis of the proposal(s) which, in the District's sole and absolute judgment, will best serve the best interests and needs of the District. The District may consider awarding this contract to more than one vendor, but no more than two (2) vendors, total (example, the District may enter into an agreement with one vendor who will complete repairs/maintenance on band instruments and a separate vendor who will complete repairs/maintenance on orchestra instruments. The District reserves the right to accept or reject any or all the proposals, and waive any informalities and irregularities in said proposals.

The Medford School District Purchasing Office must receive the proposal by **2:00 p.m. on Wednesday, May 27, 2026**. Proposals can be emailed to pam.thoren@medford.k12.or.us clearly marked **RFP 26-00-28 MSD Instrument Repair and Maintenance**. It is the proposer's responsibility to confirm the proposal was received.

All proposers must provide the information requested in the Proposal Submission Requirements section. Failure to respond to any or all requested information may result in disqualification by the District.

ADDENDA: The District shall make interpretations, corrections, or changes of the Bid Documents in writing by published Addenda. Any changes and/or addenda to this solicitation will be posted on the Medford School District (MSD) website at <https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center> Failure to acknowledge all addenda may result in declaration of your bid as non-responsive.

APPEALS AND PROTEST OF AWARD

Adversely affected or aggrieved Bidders shall have seven (7) calendar days from the date of the Intent-to-Award Announcement within which to file a written protest. All appeals must be in writing and physically received by the Purchasing Manager no later than 10:00 a.m. on the seventh (7th) calendar day after the date of the Intent-to-Award Announcement or Bid Results are posted to the website.

APPEAL OF AWARD TO RFP NO. 26-00-28
Medford School District
Purchasing Manager
900 Kenyon St.
Medford OR 97501

Protests submitted after that date will not be considered. Protests must specify the grounds upon which the protest is based.

In order to be an adversely affected or aggrieved Bidder, the Bidder must claim to be eligible for award of the Contract as the lowest responsible and responsive Bidder and that any and all lower Bidders are ineligible to receive Contract award.

An actual Bidder who is adversely affected or aggrieved by the award of the Contract to another Bidder may protest award, in writing, within the timeline established. The written protest shall state the grounds upon which the protest is based. No protest of award shall be considered after the deadline.

Protests must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for appeal.

No protest against award shall be considered because of the content of solicitation terms and conditions, contract terms and conditions or Specifications after the deadline established for submitting protests of solicitation terms and conditions, contract terms and conditions or Specifications.

CONTACT DURING SOLICITATION

All questions and contact with the District regarding any information in this RFP must be addressed in writing via email to Pam.Thoren@medford.k12.or.us. No other contact regarding this solicitation during the solicitation process shall be permitted. Unauthorized contact regarding this solicitation may subject the offender's proposal to rejection. Answers to questions not stated in writing and/or answered in the form of a written Addendum shall not be binding upon the district.

TIME TABLE

April 29, 2026	Issue RFP
May 20, 2026	Last Questions and Protests Due, no later than 2:00 p.m.
May 21, 2026	Last Addendum 2:00 p.m.
May 27, 2026	Bids Due, no later than 2:00 p.m. PDT
May 28, – June 2, 2026	Evaluation Period
June 10, 2026	Notice of Intent to Award

PROPOSAL SUBMISSION REQUIREMENTS

The proposal should have a title page which lists all contact information. The proposal must indicate the acknowledgement of all addendum and dated by the Provider or a representative legally authorized by the Provider;

The proposal must succinctly and clearly address the following:

- Describe your organization's qualifications and experience providing instrument repair services.
- Proposal shall have the vendor's name, title, and qualifications as well as name and contact number of the proposer.
- Plan for delivery of services
 - Describe vendor's ability to pick up and/or drop off instruments before/after repairs.
 - Describe vendor's ability to complete repairs/work in a timely manner.
 - Describe vendor's ability to complete a variety of instrument repair work and maintenance.

- Fee chart describing hourly rate for instrument repairs, or itemized description of repairs the vendor is able to take on and their respective costs.

All proposers must include a point-by-point response to the specific information requested in this section. Failure to respond to any or all requested information may result in disqualification by the District. The District reserves the right to request additional information and/or representations from proposers if clarification of their proposal is needed.

SELECTION PROCESS:

Cost will be a factor in selecting the successful proposer. However, a variety of needs for the District's Proposals will be evaluated generally on the following criteria.

The District reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all parts of the proposal, and to be the sole judge of the suitability of the proposals offered.

Proposals will be evaluated generally on the following criteria, evaluation will include, but not be limited to, the following weighted criteria:

- Costs for repairs clearly explained and an itemized list of repairs vendor is able to make **(25 Points)**
- Experience of the vendor **(25 Points)**
- Qualifications of the vendor **(25 Points)**
- Ability to pick up and drop off instruments prior to and after repairs **(10 Points)**
- References **(15 Points)**

All submittals in response to this RFP are public records and available for inspection and copying upon request. Any portions of the RFP submittal marked as confidential will not be made public without consent of the consultant prior to the award of the contract.

A review committee of qualified professionals will be appointed by the Superintendent or her designee. The proposals received will be evaluated by the review committee. The review committee will submit a recommendation to the Superintendent.

TERMS AND CONDITIONS:

1. **Term of Agreement:** The District anticipates selecting the successful bidder to commence services on Monday, August 25, 2026 and continue for three (3) years to terminate on August 24, 2029, unless terminated earlier in accordance with the provision of the Agreement. Upon satisfactory performance by the successful bidder, the District, in its sole discretion, may choose to extend the term of the Service Agreement for up to three (3) additional one (1) year terms and, if such option is exercised, the parties shall do so by executing a renewal agreement.
2. **Withdrawal of RFP:** Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to Brad Earl, Assistant Superintendent of Operations. Re-submittal before the RFP submittal deadline can be made, however, they may not be re-submitted after the deadline.
3. **RFP Costs:** All costs incurred in the preparation and presentation of the RFP shall be the responsibility of the responding party to the RFP. All documents submitted as part of the RFP will become property of the District. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such. The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance." Therefore, non-disclosure

of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

4. Medford School District Contacts: The designated individual responsible for coordination of the RFP is Pam Thoren, Purchasing Manager. Any questions relating to this RFP should be directed to Pam Thoren at Pam.Thoren@medford.k12.or.us in writing only.

During the term of this contract Contractor shall maintain in force at its own expense, each insurance noted below:

- i. Required by Agency of contractors with one or more workers, as defined by ORS 656.027. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.
- ii. X Required by Agency Not Required by Agency. Professional Liability insurance with a combined single limit, or the equivalent, of not less than \$200,000, \$500,000, \$1,000,000, or \$2,000,000 each claim, incident or occurrence. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this contract.
- iii. X Required by Agency Not Required by Agency. General Liability insurance with a combined single limit, or the equivalent, of not less than \$250,000, \$500,000 \$1,000,000 or \$2,000,000 each occurrence, \$4,000,000 for multiple claimants, for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the State of Oregon, Medford School District (Agency) and their divisions, officers and employees are Additional Insureds but only with respect to the Contractor's services to be provided under this Contract;
- iv. Required by Agency X Not Required by Agency. Automobile Liability insurance with a combined single limit, or the equivalent, of not less than Oregon Financial Responsibility Law (ORS 806.060), \$200,000, \$500,000, \$1,000,000 or 2,000,000 each accident or \$4,000,000 for multiple claims, for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.
- v. Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 day written notice from the Contractor or its insurer(s) to Medford School District (Agency).
- vi. Certificates of insurance. As evidence of the insurance coverages required by this contract, the Contractor shall furnish acceptable insurance certificates to Medford School District (Agency) prior to its issuance of a Notice to Proceed. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to State acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to the State. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance

The following forms must be signed and returned with your Proposal:

Exhibit A – Vendor Information

Exhibit B – Certificate of Compliance with Tax Laws

Exhibit C – Signature Page

**EXHIBIT A
VENDOR INFORMATION**

Company Name _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

E-Mail _____

Name (printed) & Title _____

Signature _____ Date: _____

Remit proposal via email or in person clearly identified as **“RFP 26-00-28 MSD Instrument Repair and Maintenance”** and to the attention of Pam Thoren at pam.thoren@medford.k12.or.us, no later than 2:00 p.m., May 27, 2026. It is the responsibility of the sender to verify receipt of the Proposal by the District.

More information can be obtained by the following methods e-mail pam.thoren@medford.k12.or.us or by accessing the purchasing webpage at <https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center>

Oregon Revised Statutes (ORS) regulations governing public entities require that questions regarding this proposal need to be submitted in writing via e-mail and regular mail so that all potential vendors may be equally apprised of project parameters and any addenda.

**EXHIBIT B
CERTIFICATE OF COMPLIANCE WITH TAX LAWS**

CONTRACTOR DATA AND CERTIFICATION

Name (tax filing): _____

Address: _____

Citizenship, if applicable: Non-resident alien ☐ yes ☐ no

Business Designation (check one):

☐ Corporation

☐ Partnership

☐ Sole Proprietorship

☐ Governmental/Non-Profit

Federal Tax ID# _____ - _____ - _____ **OR SSN** _____ - _____ - _____

Above payment information must be provided prior to contract approval. This information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject contractor to 31 percent backup withholding.

Certification: I, under penalties of perjury, do hereby certify that (a) the number shown on this form is my correct taxpayer ID (or I am waiting for the number to be issued to me) and (b) I am not subject to backup withholding because (i) I am exempt from backup withholding or (ii) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified me that I am no longer subject to backup withholding.

I, the undersigned also (a) agree to perform the work required by Exhibit A in accordance with the terms and conditions (listed on the front and back side hereof and made part of this contract by reference); (b) certify under penalty of perjury that I/my business am not/is in violation of any Oregon tax laws; and (c) certify I am an independent contractor as defined in ORS 670.600.

I, the undersigned, being first duly sworn, hereby certify under penalty of perjury that I am authorized to act on behalf of _____ [insert Proposer's name] and to the best of my knowledge, _____ [insert Proposer's name] is not in violation of any Oregon Tax Laws. For purposes of this Certificate, "Oregon Tax Laws" are those laws and programs listed in ORS 305.380(4), namely ORS Chapters 118, 314, 316, 317, 318, 320, 321 and 323 and Sections 10 to 20, Chapter 533, Oregon Laws 1981, as amended by Chapter 16, Oregon Laws 1982 (first special session); the elderly rental assistance program under ORS 310.630 to 310.706; and any local tax laws administered by the Oregon Department of Revenue under ORS 305.620. I will continue to comply with the tax laws of this state, or a political subdivision of this state, during the term of the public contract, and provide that my failure to comply with the tax laws, of this state or a political subdivision of this state, before I have executed the public contract or during the term of the public contract is a default for which the contracting agency may terminate the public contract, and seek damage and other relief available, under the terms of the public contract or under applicable law.

Contractor's Authorized Agent:

Signature/Title

Print Name Date

Proposer: _____

Contact Person: _____

Address: _____

Address: _____

Phone: _____

Email Address: _____

**SIGNATURE PAGE
(MUST BE RETURNED WITH BID)**

SIGNATURE OF FIRM'S DULY AUTHORIZED REPRESENTATIVE FOR THIS PROPOSAL MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE FIRM; ANY ALTERATIONS OR ERASURES TO THIS PROPOSAL MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned agrees and certifies that he or she:

1. Has read and understands all bid instructions, specifications, and terms and conditions contained herein;
2. Is an authorized representative of the bidder, that the information provided in this bid is true and accurate, and that providing incorrect or incomplete information may be cause of bid rejection or contract termination;
3. Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein; and
4. Will furnish the designated item(s) and/or service(s) in accordance with the contract if awarded to bidder;
5. Bidder will provide its federal tax identification number or social security number with proposal submission.

Authorized Signature: _____

Title: _____

Company Name: _____

Date: _____

Oregon CCB# _____

FEIN ID# or SSN# (required): _____

ADDENDA RECEIPT

Acknowledge receipt of all addenda. This proposal includes all work indicated and specified in the following Addenda which were received during the time of bidding.

Addendum No. _____ Date: _____ Addendum No. _____ Date: _____

Addendum No. _____ Date: _____ Addendum No. _____ Date: _____