



DATE: May 13, 2026
TO: Board of Education
Dr. Laurie Heinz, Superintendent of Schools
FROM: Dr. Emily McFadden, Megan Preis
RE: Request for Proposal (RFP) #26-017 for Musical Instrument Repair & Maintenance

Background

On April 1, 2026, Community Consolidated School District 15 issued Request for Proposal (RFP) #26-017 for Musical Instrument Repair & Maintenance Services. The purpose of this RFP was to identify qualified vendors to provide high-quality, timely, and reliable repair and maintenance services for District-owned band and orchestral instruments.

The RFP allowed for the possibility of awarding contracts to one or more vendors across categories of instruments and establishing a pool of service providers based on service quality and comprehensiveness, capacity, and overall value to the District.

Proposal Process

The District received proposals in response to the RFP by the submission deadline of April 22, 2026. Proposals were evaluated by District administration and music educators using the criteria outlined in the RFP:

- Capacity, Turnaround Time, & Logistics
- Qualifications, Specialization, & References
- Cost & Pricing Structure
- Value-Added Services

A standardized scoring rubric was used to ensure a fair, consistent, and transparent evaluation process.

Evaluation Summary

Based on the evaluation process, the District identified vendors that demonstrated the strongest overall ability to meet the District's needs, including:

- Capacity to complete high-volume summer maintenance within required timelines
- Reliable turnaround times during the academic year
- Demonstrated expertise within specific instrument categories
- Competitive and complete pricing structures
- Strong service models supporting communication, tracking, and instructional continuity



Consistent with the RFP, the District considered overall value, including a focus on cost and quality.

Financial Impact

Pricing under this RFP is unit-based and will be utilized on an as-needed basis. No minimum expenditure is guaranteed. Total annual cost will vary based on service volume and instrument repair needs.

Recommendation

There were three total submissions. In alignment with the RFP's allowance for multiple awards and specialization by instrument category, it is recommended that the Board of Education approve the following awards:

- *Fix This!/Instrument Barn* - Woodwind and Brass Instrument Repair & Maintenance Services
- *Music & Arts* - String Instrument Repair & Maintenance Services (Violin, Viola, Cello, String Bass)

This award structure is intended to:

- Leverage vendor specialization across instrument families
- Ensure sufficient operational capacity and timely service delivery
- Maintain continuity of instruction for students
- Provide flexibility to distribute work based on vendor performance and availability

All awards are non-exclusive, and the District reserves the right to assign work based on operational needs, in accordance with the terms of the RFP.