

BID #031.20.B2.B2  
MUSIC EQUIPMENT REPAIRS

INVITATION TO BID

To All Interested Bidders:

Re: NOTICE TO BIDDERS  
Bid #031.20.B2, Music Equipment Repairs

The Howard County Public School System requests your bid for Audio Visual Equipment.

Bid documents may be obtained on **Tuesday, November 19, 2019** at the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, MD 21042 or online at <https://purchasing.hcpss.org/business-opportunities>.

The Purchasing Office contact for this project is CeCe Clement, [cclement@hcpss.org](mailto:cclement@hcpss.org), (410) 313-6724.

Bids shall be submitted in a sealed envelope, clearly marked the "**BID #031.20.B2**", "**MUSIC EQUIPMENT REPAIRS**", to the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, MD 21042, no later than **11:00 a.m. on Tuesday, December 10, 2019**. Late bids will not be accepted. It is the bidder's responsibility to insure that bids are delivered to the Purchasing Office prior to the scheduled opening time.

Certified Minority Business Enterprises are encouraged to respond to this solicitation notice.

Please return the attached NO BID REPLY FORM if your firm does not bid this project. This form may be faxed to (410) 313-6789.

*CeCe Clement*  
CeCe Clement, CPPO, CPPB  
Purchasing Manager

**November 19, 2019**

**Issue Date**

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**THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Route 108  
Ellicott City, Maryland 21042**

<b>SEALED BID FOR:</b>	<b>Music Equipment Repairs</b>
<b>BID NUMBER:</b>	<b>031.20.B2</b>
<b>PRE-BID DATE:</b>	<b>N/A</b>
<b>PRE-BID TIME:</b>	<b>N/A</b>
<b>PRE-BID LOCATION:</b>	<b>N/A</b>
<b>BID OPENING DATE:</b>	<b>December 10, 2019</b>
<b>BID OPENING TIME:</b>	<b>11:00 a.m.</b>
<b>BUYER:</b>	CeCe Clement phone: 410-313-6724 fax: 410-313-6789 email: <a href="mailto:cclement@hcpss.org">cclement@hcpss.org</a>

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MUSIC EQUIPMENT REPAIR SERVICES

Bid # 031.20.B2

TERMS AND CONDITIONS

I. INTENT

The Terms and Conditions and Specifications, in addition to the "General Conditions of Bid Proposal" are intended to cover the furnishing of Music Equipment Repair Services for approximately 77 schools in Howard County.

II. CONTRACT TERM

The initial Contract term will be from date of award, expected to be on or about January 9, 2020, through December 31, 2020. The Contract may be extended for five (5) additional one-year periods upon mutual agreement of all contracting parties.

III. BASIS FOR AWARD

The bid will be awarded to the qualified bidder(s) meeting specifications on the basis of low bid per repair and hourly labor rate. Bids will be evaluated by:

- A. Price
- B. Past performance, including references
- C. Any means deemed to be in the best interest of the Howard County Public School System.
- D. Bids are to be executed on the forms provided and returned in a sealed envelope which clearly indicates the Bid Title, Bid Number and Due Date and Time. Telephone, telegraphic, and/or facsimile bids will be considered non-responsive and will not be accepted.

IV. BIDDER QUALIFICATIONS

Each bidder shall submit a "Qualifications/Experience Questionnaire" form (attached). Bidder shall have the capability and the capacity in all respects to fully satisfy all the contractual requirements. Bidder shall be able to demonstrate a minimum of three (3) years of continuous service for the work and services described and must maintain a full-time business in this field.

Bidder must possess and demonstrate facilities, knowledge and capabilities to satisfy all requirements of this contract. Bidder must be willing to permit representatives of HCPSS to inspect facilities prior to awarding bid, if HCPSS so chooses.

Each bidder must demonstrate that it is a responsible service possessing adequate financial resources to accomplish the various services as described herein and that it has a satisfactory record of performance and integrity.

V. REFERENCES

Bidders shall provide a listing of no less than five (5) references for which the company has provided specified goods/services of the same or greater scope within the last three (3) years. References listed on the "Qualifications/Experience Questionnaire" form will be checked by HCPSS. All references shall include: name of company or firm; contact person, and telephone number for an individual who can comment on the contractor's ability to perform this type of service. It is imperative that contacts and phone numbers given are accurate.

VI. SERVICE

- A. The contractor shall be required to maintain an answering service for receiving service requests Monday through Friday, from 9:00 a.m. to 4:00 p.m. The contractor shall be expected to return calls or respond via email within a 24-hour period.
- B. If the contractor is unavailable for an extended period (more than 3 business days) he shall notify the Coordinator of Music of his absence.
- C. **The contractor shall be required to perform specified service within two (2) weeks from receipt of a phoned or written request.**

VII. EMERGENCY REPAIRS

If the contractor is not available and cannot find a qualified substitute, emergency repairs may be done by any repair facility (other than the contractor) selected by the Instructional Facilitator of Music or music teacher for purposes of convenience and expediency.

Emergency service shall be provided by the contractor when the instrument is picked up and delivered by school staff. The contractor will not be required to receive school instrument repairs brought to the shop without authorization from the Music Office. Payment shall not be guaranteed for work begun or completed prior to proper authorization from the Music Office. No additional vendor compensation will be provided for emergency repairs.

VIII. PROCEDURE FOR REQUESTING REPAIRS

- A. The Instructional Facilitator of Music or music teachers with approval of the Instructional Facilitator shall order repairs in writing or by phone request to the vendor. Any repairs estimated to be \$150 and above shall require the approval from the Music Office.
- B. The Instructional Facilitator of Music or music teachers with approval of the Instructional Facilitator will identify the specific equipment, quantity and school location(s) for repairs.

IX. MAJOR REPAIRS

If repairs per piece exceed one (1) hour of labor and materials are necessary, the successful bidder shall, without charge, make an accurate and detailed report of repairs needed and submit this estimate to the Instructional Facilitator of Music. No special trips for such estimates will be honored except with the authority of the Instructional Facilitator of Music.

X. PICK-UP/DELIVERY AND RESPONSE TIME

The contractor shall provide pickup and delivery service to the band or string teacher's office or to the school business office in all elementary, middle and senior high schools. The school music team leader, or a designee, shall phone the contractor for pickup service. Pickups are expected to be accomplished within two working days after receipt of the request. Deliveries shall be made as soon as possible after completion of repairs, and within seven working days. The contractor will notify the instrumental teacher and Rob White, Music Instructional Facilitator, when an instrument cannot be delivered within seven days of the pickup day, stating reasons for the delay of instrument repairs. Unless prior instructions are issued, no instruments shall be picked up or delivered to any other person or office.

XI. REPLACEMENT PARTS

Contractor is to maintain an adequate supply of parts in inventory so as not to delay the repair and prompt return of instruments. HCPSS reserves the right for designated representatives to visit repair facilities if such inspections are deemed necessary by the Music/Fine Arts Office. Vendors shall provide, on request, documentation which supports the vendor's cost for specified parts and materials in the form of invoice copy or other method approved by the Music/Fine Arts Office.

XII. EQUIPMENT LIABILITY

The contractor shall be liable for the full replacement or repair for all instruments from the time of pickup to delivery in the event they are lost or damaged.

XIII. F.O.B. DELIVERY

All contract pricing shall include shipping and INSIDE delivery. If shipping costs are not shown separately, the parties agree that shipping costs are included in the total price to HCPSS.

XIV. PRICING

1. All pricing shall remain firm for the initial contract period.
2. The Howard County Public School System will only consider adjustments on labor rates based only upon federal minimum wage increases and decreases in the Consumer Price Index (CPI-W), Baltimore Region, as published by the Bureau of Labor Standards. Requested increases shall not exceed 5% per year. In order to receive consideration for a price increase, the Contractor must submit to The Howard County Public School System, forty-five (45) days prior to the contract expiration date, a statement of any change in the hourly rate wage actually to be paid to its employees during the renewal term. Adjustments will be calculated by comparing the current index with the previous year's index so as to determine the change in index points. The point change will then be divided by the price index to obtain the percentage of change. The percentage of change will then be multiplied by .75 to obtain the adjustment to be applied to the current prices.
3. The Howard County Public School System will also consider adjustments based on fees outside of the control of the Contractor, such as manufacturer price increases. However, such increases will be a "pass through" to the Howard County Public School System with no mark-up allowed. For such charges to be considered by the Howard County Public School System, documentation from the manufacturer (or any other applicable party) assessing a cost increase must accompany a written request from the Contractor 45 days prior to the contract expiration date. The Howard County Public School System will then review the request and advise the Contractor of approval or disapproval of the price change request.

XV. FUNDING

The contractual obligation of the Board of Education under this contract is contingent upon the availability of appropriated funds from which this contract can be made.

XVI. TERMINATION FOR DEFAULT

When the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of The Howard County Public School System. Failure on the part of the Contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the contractor up to the date of termination.

XVII. CONTRACT ADMINISTRATOR

Mr. Terry Eberhardt, Coordinator of Music, (410) 313-6626, will be responsible for the day-to-day administration of the contract after award by The Howard County Public School System.

XXIII. ENVIRONMENTAL CONCERNS

One goal of the Howard County Board of Education is to provide a clean, safe, and nurturing environment for all staff and students. Therefore, the use or presence of tobacco, alcohol, drugs, and weapons on all Board of Education property is prohibited. Any contractor or employee of a contractor found to be in violation of relevant codes, policies, laws and/or ordinances of the Howard County Board of Education, the Howard County Government, the State of Maryland, and the State Department of Education, will compromise and may effect cancellation of the contract.

XIX. CRIMINAL HISTORY BACKGROUND CHECKS

All employees or representatives of the awarded Bidder who will be performing work on any phase of the contract arising out of this bid may be subject to a criminal history background check by the school system. Such persons, if requested by the school system, must provide fingerprints and other required information to facilitate such a check, as well as necessary fees to obtain such a check from the federal or state government. At the completion of a background check, the school system may, at its own discretion, decide that a particular employee, agent, or representative of the Bidder be barred from school system property.

**Bidders shall comply with Education Article 6-113.2, sign Attachment A, Education Article 6-113.2 Affidavit, and return it with their bid.**

XX. MINORITY AND SMALL BUSINESS ENTERPRISES

Minority and Small Business Enterprises are encouraged to respond to this solicitation notice. It is the goal of HCPSS that Maryland Department of Transportation certified Minority Business Enterprises and Maryland Department of General Services registered Small Businesses participate in a minimum of fifteen (15) percent of the total dollar value of the Department's construction, supply and service procurements.

Certified **MBE subcontract participation** goal of **0 percent** of the contract has been established for this procurement. The Bidder agrees that unless a formal waiver is requested and is granted that not less than this amount of the contract shall be performed by an MBE. MBE forms and procedures can be located in Section VI of these documents.

**QUALIFICATIONS/EXPERIENCE QUESTIONNAIRE**

**Submitted to:** Howard County Public School System, Purchasing Office

**By:** \_\_\_\_\_

Information furnished in response to this Qualifications/Experience Questionnaire Section and any verification made by HCPSS shall provide a basis for determining the responsibility of bidders. In the event that references are deemed insufficient by HCPSS, the right is hereby reserved to determine the respondent as not responsible which shall cause the rejection of respondent's bid/proposal. Note: HCPSS reserves the right to evaluate the respondent regarding their responsibility and responsiveness including, but is not limited to, other references not listed herein but known to HCPSS, and Dun & Bradstreet Reporting documents.

Respondent shall have at least five current references in providing Musical Instrument Repair Services similar **in scope and complexity** to those described herein. This experience must be under respondent's legal company name from which this response has been submitted.

\_\_\_\_\_ Years of relevant experience

References shall include: Name of Company/School, Firm or Government Agency; Contact Person and Telephone Number

A.

B.

C.

D.

E.

2. Respondent shall identify below the parties to the contract, such as, "Home" office, "Local" office, and "Billing" office.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How many people does your company presently employ on a:
  - A. Full time basis? \_\_\_\_\_
  - B. Part time basis? \_\_\_\_\_
  
4. Provide sufficient evidence to prove your financial solvency. Evidence may include a financial report audited by an independent accounting firm, a qualifying Dun & Bradstreet Rating, letter from your primary financial institution or other appropriate independently derived document(s). HCPSS reserves the right to request additional information to determine your organization's financial solvency if the information provided is insufficient.
  
5. Has your organization performed any contract for any Department, HCPSS, Administration, Agency, or organization of the State of Maryland or Howard County Government over the last five (5) years? (Please list names, addresses, dates and the employee responsible for accepting the work.
  
6. Has your company or any of its officers ever been found guilty of any criminal act in regard to the performance of any contract by a federal, state or local court or subjected to any penalty, or liquidated damages arising out of poor or nonperformance? Explain.
  
7. Has your company ever been debarred bidding on future County or State Contracts, or any other Local, State or Federal organization for any reason? Explain.
  
8. Has your company ever filed for bankruptcy/receivership or any other similar defalcation? Explain.

The signatory of this form hereby affirms that the information as set forth is accurate, truthful and complete to his best knowledge and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Print Name of Individual Signing Form)

Title: \_\_\_\_\_

Tax ID No. \_\_\_\_\_

State of Maryland, Department of Assessments and Taxation Registration No. \_\_\_\_\_

State of Maryland, Department of Transportation, Minority Business Certification No. \_\_\_\_\_

State of Maryland, Department of General Services, Small Business Registration No. \_\_\_\_\_



MUSIC REPAIR SERVICESBid 031.20.B2SPECIFICATIONS

The attached price and specification sheets are intended to cover the Repair of Musical Instruments as outlined in the following specifications. A definite quantity of items to be reconditioned shall be given at time of pick-up of equipment noted herein. Contract shall be performed in accordance with the terms, specifications and conditions stated herein.

CONTRACTOR'S RESPONSIBILITY:

**GENERAL:** Contractor shall provide all necessary labor, supervision, materials pick-up/delivery and expertise to perform instrument repair services in accordance with the specifications, terms and conditions of the subject proposal. Said services will be performed as needed for all schools.

**REPAIR SERVICES:** The contractor shall repair the band and orchestral instruments to good playing condition. Good playing condition is equivalent to that of new instruments, insofar as this is possible, considering the age and condition of the instrument prior to repair.

Unless specifically authorized, the contractor shall **not** be required to replace all the following parts or accessories if they are lost or missing when presented by the school for repair. All parts or accessories which are lost or missing from contractor's facility will require immediate replacement at the expense of the Contractor.

Bocal	Case	Swab
Lyre	Strap	Mouthpipe
Ligature	Mouthpiece	Cleaning Rod
Reed	Crook	Mouthpiece Cap

**PROCEDURES:** The school / Music Office shall request in writing or by phone all 'simple' repairs (reset sound post, replace tenon cork, replace drum head). The school / Music Office shall only request a detailed written estimate for each individual instrument to be repaired when the needed repairs are more complex – for example, cracks or unglued seams in strings, badly dented brass instruments, or cracks or broken tenons in woodwind instruments.

- A. After receiving request for 'simple' repairs, Contractor shall pick up instrument(s) to be repaired, effect repairs and return instrument(s) upon completion of repairs.
- B. After receiving request for more complex repairs, Contractor shall forward two copies a copy of the estimate to the Music Office (Attention: Instructional Facilitator of Music) for approval. The Instructional Facilitator of Music will approve or disapprove the estimate. If approved, the Music Office will contact the Contractor in writing or by phone to effect the repair(s). If disapproved, the Music Office will inform the appropriate school and the Contractor.
- C. Contractor shall submit invoices at the end of each month and must be sent to HCPSS, Attn: Music Office. An invoice may contain information on more than one repaired instrument.

**STANDARDS:** All work done on musical instruments shall be performed in accordance with generally accepted standards of workmanship of the National Association of Music Instrument Technicians. Any specifications set forth in this bid do not limit the quality of workmanship to the examples and standards established herein.

- A. Repair services shall emphasize placing the instrument in the best possible playing condition with minimal attention to "cosmetic" repairs.

- B. A dent requiring the unsoldering of a joint and relacquering will not be removed unless it seriously impairs the tone quality, pitch, and/or performance of the instrument.
- C. Dents in French horn bells shall be rolled out and are considered a basic repair.
- D. All repair services shall be performed in accordance with NAFME Standards.
- E. All replacement parts shall be new. Substitutions for manufacturer's parts must be verifiably equal. Where true equals exist, the contractor shall use and charge for the least costly.
- F. No ground processed cork may be used on an instrument unless specifically approved.
- G. Replacement pads and/or parts for woodwind instruments shall be OEM replacements or verifiable equals and shall be specific to the instrument. For example, saxophone pads may not be used on clarinets.
- H. Key mechanisms shall be adjusted according to the manufacturer's specifications and/or to each specific instrument, whichever causes the instrument to function the best.
- I. Broken hardware shall be replaced on all cases that are repairable.
- J. Repair estimates that exceed 50% of the likely replacement costs for any instrument shall be specifically noted on the written repair estimate.

MUSIC REPAIR SERVICES  
Bid 020.14.B2

BID PRICE WORK SHEET

Contractor: \_\_\_\_\_

Price bids shall be submitted as follows and shall include all costs associated with the performance of this bid. This includes but is not limited to salaries/wages, materials, equipment, transportation, overhead, taxes, profit and any other related costs:

NOTE: Amendments to solicitations often occur prior to bid opening and sometimes within as little as 24 hours prior to bid opening. It is the potential vendor's responsibility to frequently visit this section of our site to obtain amendments once they have been posted. Completion of this Bid Work Sheet indicated that you have read this section and visited the website, <http://purchasing.hcpss.org/bids> for amendments that may affect your bid.

NOTE: The use of brand names shall be interpreted as follows:

1. Brand names and manufacturers used with the "or equivalent" clause are intended to be description and not restrictive. Bids may be considered on models or brands or products of manufacturers other than those specified providing the documentation or samples required are provided with your response.
2. Brands names and manufacturers that do not use the words "or equivalent" after them are to be considered the only brands acceptable by the HCPSS.

The Howard County Public School System retains the sole right to determine when an equivalent shall be accepted, and when accepted, whether or not the substitute represents a true equal against the described bona-fide requirements. The use of the words "or equal", or "or equivalent" are intended to mean the same thing.

ALSO NOTE: The quantities listed on the following pages are estimates for evaluation purposes only unless otherwise stated herein.

CONTRACTOR \_\_\_\_\_

**BID WORKSHEET 1: STRINGS**

The repair costs submitted below are based on an hourly labor rate of \$ \_\_\_\_\_. The parts prices submitted below are based on vendors cost plus a markup of \_\_\_\_\_%.

Unit prices provided below must include labor, parts, and pickup/delivery costs. **All parts must be original equipment quality or better.**

ITEM	REPAIR TO BE MADE	Parts lists Specify manufacturer Item and catalog where applicable	Parts cost to HCPSS by item	Estimate Number of hours	Est. labor cost (hours x rate)	Total cost this repair (parts plus labor)
Violin	Reglue fingerboard, clean instrument, adjust bridge, restring.					
Violin bow	Rehair with synthetic hair, clean.					
Violin	Repair crack in top, replace bridge, adjust pegs, touch up varnish					
Violin	Reset soundpost					
Cello	Reglue fingerboard, clean instrument, adjust bridge, restring.					
Cello bow, fiberglass	Rehair with synthetic hair, clean.					
Cello*	Repair crack in top, replace bridge, adjust pegs, touch up varnish					
Cello	Reset soundpost					
Bass	Reglue fingerboard, clean instrument, adjust bridge, restring.					
Bass bow, fiberglass	Rehair with synthetic hair, clean.					
Bass viol	Repair crack in top, replace bridge, adjust pegs, touch up varnish					
Bass	Reset soundpost					
Guitars	Repair crack in top, replace bridge, adjust pegs, touch up varnish					
				<b>Total all repairs on this worksheet (1)</b>		

\* For repair of minor crack, top does not have to be removed

CONTRACTOR \_\_\_\_\_

**BID WORKSHEET 2: PERCUSSION**

The repair costs submitted below are based on an hourly labor rate of \$\_\_\_\_\_. The parts prices submitted below are based on vendors cost plus a markup of \_\_\_\_\_ %.

Unit prices provided below must include labor, parts, and pickup/delivery costs. **All parts must be original equipment quality or better.**

ITEM	REPAIR TO BE MADE	Parts list--specify manufacturer, item, and catalog # where applicable.	Parts cost to HCPSS by item	Estimate Number of hours	Est. labor cost (hours x rate)	Total cost this repair (parts plus labor)
Timpani (set of 4), Ludwig	Replace four heads. Remove dents. Adjust head and pedal tension.					
Marimba, Musser	Clean and wax bars. Straighten bent posts. Replace insulators Check and adjust suspension cords for tightness.					
Chimes	Restrung pipe suspension cords. Check and adjust damper pedal.					
Snare drum	Replace top and bottom heads. Clean, lubricate rims. Replace snare, adjust string tension. Lubricate tuning rods.					
Tunable bongo drum, 2 heads, natural skin	Replace, stretch, and fit head					
				<b>Total all repairs on this worksheet (2)</b>		

CONTRACTOR \_\_\_\_\_

**BID WORKSHEET 3: DOUBLE REEDS**

The repair costs submitted below are based on an hourly labor rate of \$\_\_\_\_\_. The parts prices submitted below are based on vendors cost plus a markup of \_\_\_\_\_%.

Unit prices provided below must include labor, parts, and pickup/delivery costs. **All parts must be original equipment quality or better.**

ITEM	REPAIR TO BE MADE	Parts list--specify manufacturer, item, and catalog # where applicable.	Parts cost to HCPSS by item	Estimate Number of hours	Est. labor cost (hours x rate)	Total cost this repair (parts plus labor)
Oboe - professional quality instrument	Professional overhaul including buffing of keys, key fitting, tone hole fitting, complete re-pad, all adjustments, regulations, and springs as necessary, polishing, regulation					
Oboe - entry quality instrument	Standard overhaul including new pads, tenon & corks as necessary, tighten loose keys, adjust springs, polishing, and regulation.					
Bassoon - professional quality instrument	Professional overhaul including buffing of keys, key fitting, clean body, tone hole fitting, complete re-pad, all adjustments, regulations, and springs as necessary, polishing, regulation					
Bassoon - entry quality instrument	Standard overhaul including new pads, tenon & corks as necessary, clean body, seat pads, adjust springs, tighten loose keys, polishing, regulation.					
				<b>Total all repairs on this worksheet (3)</b>		

CONTRACTOR \_\_\_\_\_

**BID WORKSHEET 4: WOODWINDS (FLUTES)**

The repair costs submitted below are based on an hourly labor rate of \$\_\_\_\_\_. The parts prices submitted below are based on vendors cost plus a markup of \_\_\_\_\_%.

Unit prices provided below must include labor, parts, and pickup/delivery costs. **All parts must be original equipment quality or better.**

ITEM	REPAIR TO BE MADE	Parts list--specify manufacturer, item, and catalog # where applicable.	Parts cost to HCPSS by item	Estimate Number of hours	Est. labor cost (hours x rate)	Total cost this repair (parts plus labor)
Flute - Yamaha or comparable instrument	Standard overhaul. Disassemble and repad, including clean, sterilize, replace key corks or felts as needed, replace head joint cork, repair minor dents, refit tenons as needed, straighten posts and tone holes, level and seat pads, adjust and balance mechanism, tighten loose keys, oil, seal adjustment and pivot screws.					
Piccolo - Yamaha or comparable instrument	Standard overhaul. Disassemble and repad, including clean, sterilize, replace key corks or felts as needed, replace head joint cork, repair minor dents, refit tenons as needed, straighten posts and tone holes, level and seat pads, adjust and balance mechanism, tighten loose keys, oil, seal adjustment and pivot screws.					
				<b>Total all repairs on this worksheet (4)</b>		

CONTRACTOR \_\_\_\_\_

**BID WORKSHEET 5: WOODWINDS (SINGLE REEDS)**

The repair costs submitted below are based on an hourly labor rate of \$\_\_\_\_\_. The parts prices submitted below are based on vendors cost plus a markup of \_\_\_\_\_%. Unit prices provided below must include labor, parts, and pickup/delivery costs. **All parts must be original equipment quality or better.**

ITEM	REPAIR TO BE MADE	Parts list— specify manufacturer, item, and catalog # where applicable.	Parts cost to HCPSS by item	Estimate Number of hours	Est. labor cost (hours x rate)	Total cost this repair (parts plus labor)
Bb Clarinet - Yamaha or comparable instrument	Standard overhaul. Disassemble and repad, including clean, sterilize, buff and polish keys, clean body, replace key corks or felts as needed, check tone holes for chips and cracks, refit tenons as needed, level and seat pads, adjust and balance mechanism, oil, seal adjustment and pivot screws.					
Bb Tenor Saxophone - Yamaha or comparable instrument	Standard overhaul. Disassemble and repad with booster-type pads, including clean, sterilize, buff and polish keys, clean body, replace key corks or felts as needed, replace neck cork, remove minor body dents, refit tenons as needed, level and seat pads, tighten loose keys, check tone holes and relevel as necessary, seat pads, adjust springs, adjust and balance mechanism, oil, seal adjustment and pivot screws. Plating not included.					



ITEM	REPAIR TO BE MADE	Parts list— specify manufacturer, item, and catalog # where applicable.	Parts cost to HCPSS by item	Estimate Number of hours	Est. labor cost (hours x rate)	Total cost this repair (parts plus labor)
Bass Clarinet - Yamaha or comparable instrument	Standard overhaul. Disassemble and repad, including clean, sterilize, buff and polish keys, clean body, replace key corks or felts as needed, check tone holes for chips and cracks, refit tenons as needed, level and seat pads, adjust and balance mechanism, oil, seal adjustment and pivot screws.					
				<b>Total all repairs on this worksheet (5)</b>		

CONTRACTOR \_\_\_\_\_

**BID WORKSHEET 6: UPPER BRASS**

The repair costs submitted below are based on an hourly labor rate of \$ \_\_\_\_\_. The parts prices submitted below are based on vendors cost plus a markup of \_\_\_\_\_ %.

Unit prices provided below must include labor, parts, and pickup/delivery costs. **All parts must be original equipment quality or better. Acid baths to brass instruments are not considered a basic repair and must be specifically approved by the Music Office.**

ITEM	REPAIR TO BE MADE	Parts list— specify manufacturer, item, and catalog # where applicable.	Parts cost to HCPSS by item	Estimate Number of hours	Est. labor cost (hours x rate)	Total cost this repair (parts plus labor)
Trumpet - Yamaha student model trumpet or equal	Overhaul. Strip off old finish, clean, remove dents, polish and lacquer. Pull, clean, adjust all slides. Clean and adjust valves. Repair loose or missing braces. Replating of valves is not included in this job.					
Double French Horn - Holton or equal	Overhaul. Remove dents. Pull, clean, and adjust slides. Clean and adjust valves. Repair loose or missing braces. Strip old finish, buff, clean, relacquer. Rotor refitting or replating are not included in this job.					
				<b>Total all repairs on this worksheet (6)</b>		

CONTRACTOR \_\_\_\_\_

**BID WORKSHEET 7: LOWER BRASS**

The repair costs submitted below are based on an hourly labor rate of \$\_\_\_\_\_. The parts prices submitted below are based on vendors cost plus a markup of \_\_\_\_\_%.

Unit prices provided below must include labor, parts, and pickup/delivery costs. All parts must be original equipment quality or better. Acid baths to brass instruments are not considered a basic repair and must be specifically approved by the Music Office. **NOTE: Total labor costs for all repairs shall be computed in full hours with the last hour billed in quarterly increments.**

ITEM	REPAIR TO BE MADE	Parts list— specify manufacturer, item, and catalog # where applicable.	Parts cost to HCPSS by item	Estimate Number of hours	Est. labor cost (hours x rate)	Total cost this repair (parts plus labor)
Trombone - Yamaha student model or equal	Overhaul. Remove all dents. Clean and adjust hand slide. Clean and adjust tuning slide. Repair loose or missing braces. Strip off old finish, buff, clean, relacquer. Tube or other parts replacement is not included in this job.					
Euphonium - Yamaha 4-valve or equal	Overhaul. Strip off old finish, clean, remove dents, polish and lacquer. Pull, clean, adjust all slides. Clean and adjust valves. Repair loose or missing braces. Replating of valves is not included in this job.					
Fiberglass Sousaphone - Conn Fiberglass or equal	Overhaul. Strip off old finish, clean, remove dents, polish and lacquer. Pull, clean, adjust all slides. Clean and adjust valves. Repair loose or missing braces. Replating of valves is not included in this job.					
				<b>Total all repairs on this worksheet (7)</b>		

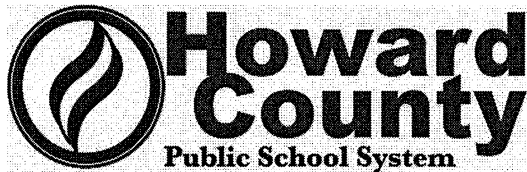
**TOTAL PRICE ALL BID WORKSHEETS \$** \_\_\_\_\_

PRICE PROPOSAL COMPILED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FIRM: \_\_\_\_\_

Price Bid Compiled By: \_\_\_\_\_



**ATTACHMENT A  
EDUCATION ARTICLE 6-113.2 AFFIDAVIT**

**A. AUTHORITY**

I HEREBY AFFIRM THAT:

I, (Print name) \_\_\_\_\_ possess the legal authority to make this Affidavit on behalf of \_\_\_\_\_ (name of company).

**B. SCREENING APPLICANTS FOR EMPLOYMENT UNDER A HOWARD COUNTY PUBLIC SCHOOL SYSTEM (HCPSS) CONTRACT**

Effective July 1, 2019, Maryland Law requires contractors to screen all applicants for a position involving direct contact with minors as defined in Section 6-113.2 of the Education Article, Maryland Annotated Code ("statute").

Screening requires the applicant to submit to the contractor for the following:

1. Contact information of:

- The current employer
- All former school employers; and
- All former employers of the applicant in which the applicant was employed in a position involving direct contact with minors.

2. Written consent form signed by applicant to release all records relating to child sexual abuse or sexual misconduct.

3. A written statement of whether the applicant:

- Has been the subject of a child sexual abuse or sexual misconduct investigation by any employers, arbitrator, county board, state licensing agency, law enforcement agency, or child protective service agency, unless the investigation resulted in any of the findings listed in Section 6-113.2(B)(3)(i)(1-5), of the statute.
- Has ever been disciplined, discharged, non-renewed, or asked to resign from employment, or has ever resigned from, or otherwise separated from, any employment while allegations of child sexual abuse or sexual misconduct were pending or were under investigation, or due to an adjudication or findings of child sexual abuse or sexual misconduct; or
- Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child sexual abuse or sexual misconduct were pending or under investigation, or due to an adjudication or findings of child abuse or sexual misconduct.

Before hiring an applicant for a position involving direct contact with minors, the Contractor shall:

1. Review an applicant's employment history by contacting employers listed by the applicant and requesting dates of employment and answers to questions regarding child sexual abuse or sexual misconduct required by the statute; and
2. Request a report from the Maryland State Department of Education regarding the applicant's eligibility for employment or certification status to determine whether the applicant a) holds a valid and active certification appropriate for the position and is otherwise eligible for employment; and b) has been the subject of professional discipline related to child sexual abuse or sexual misconduct.

If the information from an applicant's employer includes an affirmative response to the child sexual abuse or sexual misconduct questions, and the Contractor wants to further consider the applicant for employment, the Contractor shall request additional information from the employer including records related to the child sexual abuse or sexual misconduct.

Contractor shall conduct the employee history review of the applicant: 1) at the time of initial hiring of the employee; or 2) before the employee is assigned to work for a school entity in a position involving direct contact with minors.

Contractor shall maintain a record of each employee's employment history review required by the statute; and provide to HCPSS access to the employee's records upon request.

Before assigning an employee to perform work for HCPSS in a position involving direct contact with minors, Contractor shall provide notice to HCPSS of any affirmative responses to the child sexual abuse or sexual misconducts questions required by the statute.

Contractor may not assign an employee to perform work for HCPSS in a position involving direct contact with minors if HCPSS objects to the assignment after receiving notice required by the statute.

Notwithstanding any other remedies available under the Contract, Contractor may be subject to disciplinary action by the Maryland State Department of Education for willful violations of the statute.

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the requirements of Section 6-113.2 of the Education Article, Annotated Code of Maryland.

Violations of any of these provisions may result in immediate termination for cause.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_

By: \_\_\_\_\_ (printed name of Authorized Representative and affiant)

\_\_\_\_\_ (signature of Authorized Representative and affiant)

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
Bid 031.20.B2

**BID SIGNATURE SHEET**

*Bidder's Certification*

1. I/we hereby propose to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. I/we certify that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation malting a bid for the same supplies, materials, or equipment and is in all respects fair and without collusion or fraud.

2. I/we certify that this bid is made without having contacted any employee within The Howard County Public School System unless such contacts were previously authorized by the Purchasing Officer.

3. I/we certify that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in said proposal or bid are true.

4. I hereby certify that I am authorized to sign for the bidder.

*Vendor/Contractor Disqualification - Bribery*

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the state. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government.

Submitted by:

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State and Zip)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
(Signature of Person Authorized Representative)

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, Maryland 21042

**NO BID REPLY FORM**

Sealed Bid For: Music Equipment Repairs

Bid Number: 031.20.B2

Bidder: \_\_\_\_\_

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below. This information will not preclude receipt of future invitations unless you request removal from the Bidders' List by so indicating below. This form may be faxed to (410) 313-6789.

Unfortunately, we must offer a "No Bid" at this time because:

- \_\_\_\_\_ 1. We do not wish to participate in the bid process.
- \_\_\_\_\_ 2. We do not wish to bid under the terms and conditions of the Request for Sealed Bid  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 3. We do not feel we can be competitive.
- \_\_\_\_\_ 4. We can not submit a bid because of the marketing or franchising policies of the
- \_\_\_\_\_ 5. We do not wish to sell to The Howard County Public School System. Our objections are:  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 6. We do not sell the item(s)/service(s) requested in the specific specifications.
- \_\_\_\_\_ 7. Other: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 8. We wish to remain on the Bidders' List.
- \_\_\_\_\_ 9. We wish to be removed from the Bidders' List for the above stated commodity.