



LONG BEACH UNIFIED SCHOOL DISTRICT

ADDENDA NO. 1

to

RFB 29-1617

ISSUED: January 30, 2017

NOTICE TO ALL PROSPECTIVE BIDDERS:

This Addendum and any attachments are hereby incorporated and made part of the above referenced Bid. All information contained in the original terms, conditions, and specifications shall be included in the contract, except as herein modified.

This Addendum shall amend the Bid as follows: (all changes are in bold)

Section A, #3 Contract Terms:

The initial contract period will be ~~March 2017 through February 2018.~~ **March 2017 through February 2020.**

Please amend your bid package to reflect the above changes, revisions, and/or clarifications. Acknowledge the inclusion of all addenda issued on the blanks provided on your Bid Form. Your failure to do so may render your bid non-responsive.

ISSUED BY:

A handwritten signature in blue ink that reads 'Silvia Peña'.

RFB Contact



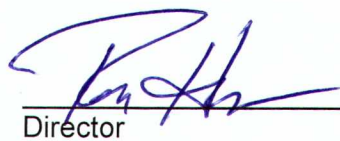
Purchasing and Contracts Branch

2201 East Market Street
Long Beach, California 90805-5556

Request for Bids (RFB)
29-1617
Repair Services for Musical Instruments

RELEASED ON: 1/17/2017


Assistant Director _____ Date 1/18/17


Director _____ Date 1/24/17



SECTION A – INSTRUCTIONS

1. INTRODUCTION

The Long Beach Unified School District (District) is seeking sealed bids from qualified vendors (Bidder), to provide Repair Services for Musical Instruments. The intent of this RFB process is to select a Bidder and establish a three (3) year contract with an option to extend for up to two (2) additional one year periods based on satisfactory service/performance.

a) District Contact

The District contact (Contact) for this RFB is the sole point of contact for this procurement. All communication shall be in writing and submitted to the Contact as designated below. Bidders are not permitted to communicate with other District staff or officials about this RFB, except during pre-bid meetings and/or interviews, unless otherwise directed by the Contact. Direct written questions and/or correspondence related to this RFB to:

Contact: Silvia Peña, Purchasing Agent

E-Mail: spena@lbschools.net

Bidders interested in participating in this RFB should immediately provide the Contact with a telephone number and an e-mail address for dissemination of addenda and/or supplemental information, as applicable. Failure to provide said contact information may result in late notifications and/or incomplete bids.

b) Deadline for Submitting Questions

Any questions regarding the RFB must be submitted to the Contact referenced above, by e-mail, no later than 1/26/2017 at noon. Reference the RFB Number and Title when making inquiries. Inquiries submitted by the inquiry submittal deadline will receive a response from the District no later than 1/30/2017.

c) Background

Quantities for each item are based on an estimated usage and the District's best estimate of future purchases throughout the term of the bid. Bidders are advised that the quantities are approximate and actual order may total either greater or lesser amounts.

2. FORMAT AND SUBMISSION

Bids must be submitted on the provided bid documents in conformance with this RFB. Bids must be submitted in a sealed envelope with the bid number appearing on the face thereof, and the Bidder's name, address, telephone number. Bidders must:

- Complete and insert the Company Information Form, furnished herewith.
- Complete and insert the Piggyback Clause Form, furnished herewith.
- Complete and insert the Request for Taxpayer Identification Number and Certification Form (Form W-9), furnished herewith.
- Complete and insert the Bid Form, furnished herewith.
- Insert Manufacturer's Specification sheets, if bidding other than those specified herein.
- Complete and insert addendum in chronological order, as applicable.



Additionally, bids must be submitted to and addressed as follows:

LBUSD Purchasing & Contracts Branch
Att: Silvia Peña, Purchasing Agent
RFB 29-1617 - Repair Services for Musical Instruments
2201 E. Market Street
Long Beach, California 90805

The deadline for submitting a sealed bid is **2/3/2017 at 11:00 a.m. PST**. Any bid received after this time will be returned unopened (Government Code Section 53068). It is the Bidder's responsibility to ensure that the bid arrives before the specified time.

The District will not be responsible for bids not properly marked and delivered. Postmarks will not be accepted in lieu of actual receipt. **Faxed or e-mailed bids will not be accepted.**

3. CONTRACT TERM

The initial contract period will be March 2017 through February 2018. The District requires that all pricing contained in the bid remain firm for the duration of the initial contract. The contract may be extended for additional periods upon mutual consent of both parties. The total length of the contract shall not exceed the allowance by law. Prices shall remain firm through this period. The District may however, accept a justified price increase with a minimum of thirty (30) day's written notice prior to each renewal. Such increase is to be effective on the renewal only and must be borne by all customers using the product(s) affected.

4. SCOPE OF SERVICES

Unit prices for services bid herein are to include all necessary labor/shop/parts charges and any transportation charges. HOURLY LABOR RATES must be submitted for the purpose of the bid. However, invoices may be itemized for the actual time worked and broken into ten minute increment charges. **Parts used in repairs shall be new and must be of equal quality as the replaced part(s).**

The District will call to arrange the pick-up of instruments requiring repair. It is important that the instruments be picked up, repaired and returned by the stated required time frame listed below. All District school sites are within the city limits of Long Beach, Signal Hill and Lakewood. Pick up of Avalon School instruments will be arranged separately and are not to be reflected in repair prices. Vendor must visibly display a company identification card/badge at all times while on District property. Appropriate business attire is required at all times. Vendor must sign-in and sign-out at each site with their name, company name, purpose of visit and the time. The District does not reimburse vendor for mileage expenses.

- A. PICK-UP: Vendor shall pick-up instrument from school site within five (5) working days from receiving notification that instrument repair services are needed.
- B. TURN-AROUND TIME: Vendor shall return instrument to the school site within ten (10) working days from receipt of instrument. If an instrument cannot be returned within the ten (10) working days, vendor shall contact the school site and inform them of the reason and provide a revised returned date.



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Repair Services for Musical Instruments

- C. **WARRANTY:** Vendor guarantees work performance of repairs shall be free from defects. The responsible LBUSD employee for each instrument shall have five (5) working days to contact vendor regarding any repair defects or deficiencies.
- D. **INVOICES:** Invoices are to be itemized with the following information: Site name, list of parts with prices, types of services provided and time spent on the repair, the appropriate Instrument Inventory Control Number, and must contain the signature of the LBUSD employee who received the returned instruments at the site. Services covered under the bid must be listed individually on invoice using the bid prices, parts are to indicate the discount allowed and be listed separately as taxable. Labor charges must indicate hourly rate and breakdown of actual time required for the repair. Subtotals are to list labor and parts separately. All copies are to be legible. Invoices are to be sent to the Attention of:
- Long Beach Unified School District
Music Office
Attention: James Petri
1515 Hughes Way
Long Beach, CA 90810
- E. **REPAIR/SERVICES:** All repaired instruments shall be shop adjusted and ready to play. New product purchases, unrelated to the repair of the specific musical instrument, will NOT be approved and must be handled through the District's normal business department procedures. Only the repair requested by the LBUSD site is to be completed by the vendor. If further repairs to an instrument are required to bring instrument up to standards, vendor is to contact the District to get approval PRIOR to proceeding with the additional repairs. If the cost of the repair exceeds half the value of the instrument, the vendor must obtain District approval prior to proceeding with any repairs.
- F. **EMERGENCY REPAIRS:** Emergency repairs consist of any repair needed to be completed within 2 to 48 hours. The District reserves the right to request emergency repair services from any qualified instrument repair shop.

5. AWARD

a) Method

After the public bid opening, where the apparent low bid is identified, bids will be reviewed to ascertain that they are in compliance with the RFB requirements. Bidders may be deemed non-responsive for failure to comply with the requirements set forth herein. Evaluation of responsible Bidders will be based on, but not limited to such factors as ability to deliver products in a timely manner, appropriateness and quality of materials offered, length and scope of the warranties and pricing.

Items in this bid may either be awarded individually or on a lot basis. If by lot, the various lots shall be specified on the Bid Form. The use of lot awards is intended to insure consistency of use and quality. The District reserves the right to cancel or withdraw any item(s) before award and proceed with an award on the remaining items as a lot. Bidders must submit a price for each item within the lot to be considered for award of that lot.



Failure to meet this condition may result in rejection of the bid within that lot. If an alternate item is bid and rejected within a lot, it may result in rejection of the lot.

b) Award Process

Once the lowest responsible/responsive Bidder has been determined, a Notification of Intent to Award will be issued to all Bidders who submitted a bid identifying the lowest responsible/responsive Bidder.

c) Commencement of Services

A Purchase Order will be issued once:

- Board authority is granted.
- Insurance requirements have been met, if applicable.
- Verification of current vendor W-9 Tax Form.

d) Reservations

The District reserves the right to:

- Reject any and all bids, or any part of any bid.
- Accept any part of the bids, at prices quoted, to the best advantage of the District, unless Bidder by indicating on bid positively limits his bid to "all or none".
- Waive any informality or minor irregularity in any bid.
- Tie bids will be awarded to the local vendor (if any). If a tie bid still remains award will be determined in compliance with Public Contract Code 20117.

Bids are subject to acceptance within sixty (60) days of closing date, and all bids shall remain irrevocably in effect for sixty (60) days after the bid closing date. A written purchase order furnished to the Bidder results in a binding contract without further action by either party.

6. CLARIFICATION AND INTERPRETATION

The words "must" or "will" or "shall" in this RFB indicate mandatory requirements. Taking exception to any mandatory requirement may be grounds for rejection of the bid.

The District wants to avoid any misunderstanding where it is assumed that a feature is included in the bid and turns out to be an optional, extra cost feature. Any features that are optional, extra cost items shall be clearly referenced as such in all correspondence, including RFB questions and the written Bid Form.

7. BID PROTEST PROCEDURE

Any Bidder who submitted a bid may file a bid protest. The protest shall be filed in writing with the District's Assistant Purchasing & Contracts Director not more than five (5) business days after the date of the Notice of Intent of Award. An e-mail address shall be provided and by filing the protest, protesting Bidder consents to receipt of e-mail notices for purposes of the protest and protest related questions and protest appeal, if applicable. The protest shall specify the reasons and facts upon which the protest is based.



a) Resolution of Bid Controversy

Once the bid protest is received, the apparent lowest responsible Bidder will be notified of the protest and the evidence presented. If appropriate, the apparent low Bidder will be given an opportunity to rebut the evidence and present evidence that the apparent low Bidder should be allowed to perform the work. If deemed appropriate by the District, an informal hearing will be held. District will issue a written decision within fifteen (15) calendar days of receipt of the protest, unless factors beyond the District's reasonable control prevent such resolution. The decision on the bid protest will be copied to all parties involved in the protest.

b) Appeal

If the protesting Bidder or the apparent low Bidder is not satisfied with the decision, the matter may be appealed to the Purchasing & Contracts Director or their designee, within three (3) business days after receipt of the District's written decision on the bid protest. The appeal must be in writing and sent via overnight registered mail with all accompanying information relied upon for the appeal and an e-mail address from which questions and responses may be provided to:

LBUSD Purchasing & Contracts Branch
Attn: Silvia Peña, Purchasing Agent
RFB: 29-1617
2201 E. Market Street
Long Beach, CA 90805

c) Appeal Review

The Purchasing & Contracts Director or their designee shall review the decision on the bid protest from the Assistant Purchasing & Contracts Director and issue a written response to the appeal, or if appropriate, appoint a Hearing Officer to conduct a hearing and issue a written decision. The written decision of Purchasing & Contracts Director or the Hearing Officer shall be rendered within fifteen (15) calendar days and shall state the basis for the decision. The decision concerning the appeal will be final and not subject to any further appeals.

d) Reservation of Rights to Proceed with Project Pending Appeal

The District reserves the right to proceed to award the bid pending an Appeal. If there is a critical completion deadline, the District may choose to shorten the time limits set forth in this Section if written notice is provided to the protesting party. E-mailed notice shall be sufficient to constitute written notice. If there is no written response to a written notice shortening time, the District may proceed with the award.

e) Finality

Failure to comply with this Bid Protest Procedure shall constitute a waiver of the right to protest and shall constitute a failure to exhaust the protesting Bidder's administrative remedies.



SECTION B – GENERAL TERMS AND CONDITIONS

1. The detailed requirements of the Bid Proposal specifications shall supersede any conflicting provisions of these General Conditions.
2. Hereinafter the word "District" means the Board of Education or its authorized representative. The general specifications are for reference only. The District reserves the right to waive any minor variations from specifications and to evaluate the bid based on the determination of what is in the District's best interest and the ability of the items to perform the task for which they are being purchased. The District will make its determination based on specifications set forth in this bid and their applicability to the end-user's needs.
3. **ADDENDA:** The District reserves the right to modify and issue addenda to this RFB. A signed copy of all addenda shall be submitted as part of the bid. Failure to include the addenda may result in a non-responsive submittal. Addenda shall become a part of this RFB and any Agreement, which may result from this solicitation.
4. **AFFIRMATIVE ACTION:** The Long Beach Unified School District is an Affirmative Action/Equal Employment Opportunity Employer and in accordance with applicable state and federal law, does not discriminate in any employment practice on the basis of age (40 and over), ancestry, color, marital status, medical condition (cancer related), national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. This policy of affording equal employment opportunities to all persons is in keeping with provisions of Title VII and Title IX amendments of the United States Code, which protect persons against discrimination.
5. **ASSIGNMENT:** No contract awarded under this proposal shall be assigned except with the District's written approval.
6. **ASSIGNMENT BY BIDDER:** Assignment by Bidder to purchasing body rights under Federal law arising from purchase pursuant to bid: In submitting a bid to public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 commencing with Section 16700) or Part 2 of Division 7 of the Business Professions Code, arising from purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder. The preceding provisions of this section shall be included in full in any specification for the public purchase and shall be included in full in the bid agreement or general provisions incorporated into the bid agreement.
7. **BID PREPARATION AND SUBMISSION:**
 - a. Bids received later than the time and date specified herein will not be considered and will be returned unopened to the Bidder (Government Code Section 53068).
 - b. All prices and other notations must be typewritten or legibly written in ink. Changes or corrections must be initialed in ink by the person signing the bid.
 - c. Bidders shall bid separately on each item, showing unit price and other required information. The unit price shall prevail.
 - d. Bidder shall quote no less than lowest net price, best delivery date, maximum discount terms for prompt payment of at least thirty (30) days, and list manufacturer and model # of the item offered.
 - e. Unless otherwise stated, bid specifications call for equipment and supplies that are new and unused, of current manufacture.
8. **CANCELLATION:** District may, at any time, with or without reason, terminate the Bid Award and compensate Bidder only for goods/services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Bidder. Notice shall be deemed given when received by the Bidder or no later than three days after the day of mailing, whichever is sooner.
9. **CONTRACT DOCUMENTS:** The complete purchase agreement includes the following documents: The advertisement for bids (when required), the bid and purchase order conditions, the specifications and drawings, the bid of the supplier and its acceptance by the District, the purchase order, performance guarantee, and all amendments thereto. Any of these documents shall be interpreted to include all provisions of the other documents as though fully set out therein.
10. **DEFAULT BY BIDDER:** The District shall hold the Bidder responsible for any damage which may be sustained because of the failure or neglect of the Bidder to comply with any term or condition listed herein or in the purchase order, it being specifically provided and agreed that time shall be of the essence of the contract delivery requirements.

If the Bidder fails or neglects to furnish or deliver any of the materials, supplies or services listed herein at the prices named and at the time and places herein stated or otherwise fails or neglects to comply with the specifications and other terms of the contract, the District may, upon written notice to the Bidder, cancel the contract in its entirety or cancel or rescind any or all items affected by such default, and may, whether or not the contract is canceled in whole or in part, purchase the materials, supplies or services elsewhere without notice to the Bidder. The prices paid by the



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District at the time such purchases are made shall be considered the prevailing market prices. Any extra cost incurred by such default may be collected by the District from the Bidder and the surety on the performance bond, if any.

11. **DELIVERY:** No equipment shall be accepted unassembled; all equipment shall be assembled prior to (or within three business days) after delivery; and no charges for transportation, handling, containers, packing, etc., will be allowed unless otherwise specified in the bid. All articles shall be subject to inspection and acceptance or rejection by the District.
12. **FORCE MAJEURE CLAUSE:** The parties to the contract shall be excused from performance there under during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, loss or shortage of transportation facilities, lockout, or commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is established that the non-performance is not due to the fault or neglect of the party not performing.
13. **PAYMENT:**
Payment will be made only to the firm name written on the bid. All cash discount (prompt payment terms) shall be taken and computed from the date of acceptance of material or the date of receipt of the invoice, whichever is later.
14. **PERMITS AND LICENSES:** Licenses must be legally held in the name as submitted on bid documents. The Bidder and all of his employees or agents shall secure and maintain in force such licenses and permits as are required by law, in connection with the furnishing of materials, articles or services herein listed.
15. **PRICING:** Unit prices shown on the bid shall be the price per unit of sale as stated herein. For any given item, the quantity multiplied by the unit price shall establish the extended price; the unit price shall govern in the bid evaluation and contract administration.
16. **PROMPT PAYMENT TERMS:** Cash discounts shall be considered in determining low bid if discount offered is for (30) day payment period or longer. Cash discounts for less than thirty (30) days shall not be considered in determining low bid.
17. **PROPERTY OF THE DISTRICT:** All bids and materials submitted become the property of the District and may be used by the District in any way it deems appropriate. In addition, bids received will be subject to the California Public Records Act.
18. **SAFETY AND LEGAL REQUIREMENTS:**
 - a. All materials, equipment or supplies referred to in the bid shall be in full compliance with the safety orders and regulations of the Division of Industrial Safety of the State of California, product labeling and regulations of the California Department of Consumer Affairs, and the minimum standards of

the O.S.H.A., and all other laws and ordinances applicable thereto.

- b. All electrical, radio and electronic equipment, materials, supplies and accessories called for in the specifications must bear the seal of approval of the Underwriters Lab., Inc., and/or the Electrical Testing Laboratories of the City of Los Angeles. Where seals of approval are not visibly identifiable, a signed statement of such approval shall be furnished to the District, if so requested.
 - c. Motor-driven or shock-hazard machinery and appliances must have a 3-wire cord (grounded) and 3-prong plug. If the item is "double-insulated" and so certified by U.L., grounding is not necessary.
 - d. When applicable, will be required to submit Material Safety Data sheets (MSDS) for the items awarded.
19. **TRADE-INS & ALTERNATIVE BID:** The District may offer to purchase certain items conditioned on the agreement of the Bidder to purchase designated equipment and remove same from the District, and stating in the bid the amount that may be deducted from the bid price for furnishing the new material, as provided in § 39523 and § 81454 of the Education Code. Condition of the equipment to be turned in is to be "as is". Equipment may be inspected if desired. Bidder may either offer an exchange allowance or an alternative quotation on the same item without trade-in.
- Unless otherwise stated, bid specifications call for equipment and supplies that are new and unused, of current manufacture.
20. **WARRANTY:** Period shall begin on the date that the article is placed into service by the user. Each Bidder shall state in writing the warranty on parts and labor as applicable. Additionally, Bidder shall warrant all products to be free from defects in both materials and workmanship, and will guarantee replacement and/or full refund of the purchase price. Warranty period shall begin on the date that the article is placed into service by the user.
 21. **WITHDRAWAL OR CHANGE OF BID:** Bids may be withdrawn only by letter or in person prior to the stated closing time. No change(s) or addition(s) or correction(s) or withdrawal of bids will be permitted after the stated closing time. Bids may only be withdrawn after closing with consent of the District.



COMPANY INFORMATION FORM

TO THE BOARD OF EDUCATION OF THE LONG BEACH UNIFIED SCHOOL DISTRICT

Honorable Members:

In compliance with the Request for Bids, the undersigned, acting for the firm named, hereby proposes and agrees, if this bid be accepted, to furnish the items and/or services at the prices quoted opposite each item, within the times indicated, and in accordance with the instructions, general conditions, and specifications set forth in these bid documents.

LEGAL FIRM NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: (_____) _____

E-MAIL: _____

TAX ID NUMBER: _____

NON-COLLUSION STATEMENT: Bidder hereby certifies that this bid is genuine and not collusive or made in the interest or behalf of any person not herein named, and that the Bidder has not directly or indirectly, induced or solicited any other Bidder to put in sham bid, or any other person, firm, or corporation to refrain from bidding, and the Bidder has not in any manner sought by collusion to secure for himself an advantage over any other Bidder.

OBJECTION TO TERMS: If the Bidder has any objections to the terms of this RFB, these objections must be clearly addressed, in writing, on the a cover letter which shall accompany the bid and shall specifically reference the particular section number, paragraph, and page number of the objection.

MANUAL SIGNATURE: _____

PRINTED NAME & TITLE: _____

DATE: _____



PIGGYBACK CLAUSE

COMPANY NAME: _____

For the term of the agreement and any mutually agreed extensions pursuant to this request for bids, **at the option of the vendor**, other school districts, community college districts, any public corporation or agency, including any county, city, town or public corporation or agency within the State of California, may purchase the identical item(s) at the same price and upon the same terms and conditions pursuant to sections 20118 of the Public Contract Code.

The Long Beach Unified School District waives its right to require such other districts and offices to draw their warrants in the favor of the District as provided in said Code sections.

Acceptance or rejection of this clause will not affect the outcome of this bid.

(Please initial one of the following)

Piggyback option granted _____

Piggyback option not granted _____

EXCLUSIONS: _____



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Repair Services for Musical Instruments

Request for Taxpayer Identification Number and Certification (Form W-9)

<p>Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p>	<p>Give Form to the requester. Do not send to the IRS.</p>																													
<p>Print or type See Specific Instructions on page 2.</p>	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>																														
	<p>2 Business name/disregarded entity name, if different from above</p>																														
	<p>3 Check appropriate box for federal tax classification; check only one of the following seven boxes:</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>																														
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> </p>																														
	<p>5 Address (number, street, and apt. or suite no.)</p>	<p>Requester's name and address (optional)</p>																													
	<p>6 City, state, and ZIP code</p>																														
	<p>7 List account number(s) here (optional)</p>																														
<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</p>																															
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<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) 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 (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p>																															
<p>Sign Here</p>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>																													



BID FORM

COMPANY NAME: _____

LOT 1 – STRING INSTRUMENTS: Items #1-77

Item	Est. Qty	UOM	Description	Unit Price	Extended
Violin					
1	350	EA	Reset Sound Post		
2	475	EA	Fit and Adjust four (pegs)		
3	600	EA	Clean bow hair		
4	475	EA	Clean and Adjust Bridge		
5	475	EA	Cut and fit new bridge Albert Mirecourt w/oval brand		
6	125	EA	Install one new fine tuner Wittner		
7	100	EA	Install new tail piece with four (4) fine tuner Wittner		
8	100	EA	Install new chin rest, plastic Dresden		
9	50	EA	Install new chin rest, wooden Dresden		
10	1225	EA	Re-hair wood bow with white horsehair		
11	100	EA	Re-hair/replace fiberglass bow with real horsehair		
12	125	EA	Replace and fit on new ebony peg		
Viola					
13	100	EA	Re-set sound Post		
14	125	EA	Fit and adjust four (4) pegs		
15	175	EA	Clean bow hair		
16	475	EA	Clean and Adjust Bridge		
17	125	EA	Cut and fit new bridge Albert Mirecourt w/oval brand		
18	25	EA	Install one new fine tuner Wittner		
19	25	EA	Install new tailpiece with four (4) fine tuners Wittner		
20	25	EA	Install new chin rest, plastic Dresden		
21	25	EA	Install new chin rest, wooden Dresden		
22	475	EA	Re-hair wood bow with white horsehair		
23	25	EA	Re-hair/replace fiberglass bow with real horsehair		
24	40	EA	Replace and fit on new ebony peg		
Cello					
25	150	EA	Re-set sound Post		
26	75	EA	Re-Warp/Straighten bridge		
27	225	EA	Fit and adjust four (4) pegs		



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

Item	Est. Qty	UOM	Description	Unit Price	Extended
28	225	EA	Clean bow hair		
29	75	EA	Install rubber tip on end pin		
30	75	EA	Replace end pin screw		
31	475	EA	Adjust bridge		
32	100	EA	Cut and fit new bridge Albert Mirecourt w/oval brand		
33	40	EA	Install one new fine tuner Wittner		
34	40	EA	Install new tail piece with four (4) fine tuners Wittner		
35	350	EA	Re-hair wood bow with white horsehair		
36	40	EA	Re-hair/replace fiberglass bow with real horsehair		
37	75	EA	Replace end pin using hardwood plug		
38	75	EA	Remove broken end pin screw and replace		
39	75	EA	Install leather finger Cello bow grips		
40	75	EA	Install whole Cello bow grips		
41	40	EA	Replace and fit one new ebony peg		
42	100	HR	Clean and touch up scratches		
43	100	HR	Rebuild corners		
44	75	HR	Rebuild edges		
45	100	HR	Re-glue open seams		
46	100	HR	Re-glue cracks		
47	40	HR	Remove top and install cleats		
48	40	HR	Glue cracked rib		
49	40	HR	Rebuild scroll		
Hard Cases for stringed instruments					
50	100	EA	Leather replacement handle		
51	100	EA	Replacement latch on instrument case		
52	100	EA	Replacement hinge on instrument case		
Soft Cases for string instruments					
53	100	EA	Repair/replace zippers		
54	100	EA	Repair/replace handles		
55	100	EA	Hourly rate for miscellaneous repairs		
Bass					
56	75	EA	Reset sound post		
57	75	EA	Re-warp straighten or replace bridge		
58	50	EA	Lube four (4) machine screws		
59	60	EA	Clean bow hair		
60	40	EA	Install rubber tip on end pin		



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

Item	Est. Qty	UOM	Description	Unit Price	Extended
61	75	EA	Replace end pin screw		
62	75	EA	Clean and adjust bridge		
63	40	EA	Cut and fit new bridge Albert Mirecourt w/oval brand		
64	75	EA	Re-hair wood bow with white horsehair		
65	20	EA	Re-hair/replace fiberglass bow with real horsehair		
66	40	HR	Clean and touch up scratches		
67	40	HR	Rebuild corners		
68	40	HR	Rebuild edges		
69	40	HR	Re-glue open seams		
70	40	HR	Re-glue cracks		
71	8	HR	Remove top and install cleats		
72	8	HR	Glue and cracked rib		
73	8	HR	Rebuild scroll		
Cases for Bass					
74	100	EA	Leather replacement handle		
75	100	EA	Replacement latch		
76	100	EA	Replacement hinge		
77	100	HR	Hourly labor charges for the repair		
LOT 1 TOTAL BID AMOUNT				\$	



BID FORM

COMPANY NAME: _____

LOT 2 – BRASS INSTRUMENTS: Items #78-135

Item	Est. Qty	UOM	Description	Unit Price	Extended
Trumpet					
78	20	EA	Dent removal, hourly rate		
79	75	EA	Re-Solder braces		
80	75	EA	Lap and align piston valves		
81	75	EA	Clean, align, and lubricate tuning slides		
82	75	EA	Repair water keys, to include springs and corks		
83	75	EA	Replace finger buttons		
84	75	EA	Replace piston valve bottom caps		
85	75	EA	Replace valve springs (piston valves only)		
86	25	HR	Hourly rate for miscellaneous repairs		
Tenor Trombone – District standard models: Yamaha, King, Bach					
87	50	EA	Clean and sterilize (chemical or sonic wash)		
88	50	EA	Clean and oil rotor valves		
89	15	EA	Dent removal, hourly rate		
90	75	EA	Clean, align, and lubricate tuning slides		
91	75	EA	Straighten and align Trombone slide		
92	75	EA	Re-Solder braces		
93	75	EA	Repair water keys, to include springs and corks		
94	25	HR	Hourly rate for miscellaneous repairs		
Bass Trombone – District standard models: Yamaha, Getzen, Bach					
95	50	EA	Clean and sterilize (chemical or sonic wash)		
96	50	EA	Clean and oil rotor valves		
97	15	HR	Dent removal, hourly rate		
98	50	EA	Straighten and align Trombone slide		
99	50	EA	Re-Solder braces		
100	50	EA	Clean, align, and lubricate tuning slides		
101	50	EA	Repair water keys, to include springs and corks		
102	50	EA	Repair rotor valve linkage		
103	25	HR	Hourly rate for miscellaneous repairs		



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

Item	Est. Qty	UOM	Description	Unit Price	Extended
Euphonium and Baritone Horn – District standard models: Yamaha, King, Bach					
104	25	EA	Clean and sterilize (chemical or sonic wash)		
105	25	EA	Clean and oil valves		
106	10	HR	Dent removal, hourly rate		
107	25	EA	Repair water keys, to include springs and corks		
108	25	EA	Replace finger buttons		
109	25	EA	Replace piston valve bottom caps		
110	25	EA	Replace valve springs (piston valves only)		
111	25	HR	Hourly rate for miscellaneous repairs		
French Horn – District standard models: Conn, King, Bach					
112	90	EA	Clean and sterilize (chemical or sonic wash)		
113	90	EA	Clean and oil rotor valves		
114	90	EA	Re-Solder braces		
115	90	EA	Clean, align, and lubricate tuning slides		
116	25	HR	Dent removal, hourly rate		
117	90	EA	Repair water keys, to include springs and corks		
118	90	EA	Re-string rotor valve		
119	25	HR	Hourly rate for miscellaneous repairs		
Tuba – District standard models: Yamaha, Miraphone					
120	30	EA	Clean and sterilize (chemical or sonic wash)		
121	30	EA	Clean and oil piston valves		
122	30	EA	Clean and oil rotor valves		
123	30	HR	Dent removal, hourly rate		
124	30	EA	Re-Solder braces		
125	30	EA	Clean, align, and lubricate tuning slides		
126	30	EA	Repair water keys, to include springs and corks		
127	30	EA	Replace finger buttons		
128	30	EA	Replace piston valve bottom caps		
129	30	EA	Replace valve springs (piston valves only)		
130	30	EA	Replace rotor valve linkage		
131	25	HR	Hourly rate for miscellaneous repairs		
Cases for brass instruments					
132	25	EA	Leather replacement handle		
133	25	EA	Replacement latch		



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

Item	Est. Qty	UOM	Description	Unit Price	Extended
134	25	EA	Replacement hinge		
135	25	HR	Hourly rate for miscellaneous repairs		
LOT 2 TOTAL BID AMOUNT				\$	



BID FORM

COMPANY NAME: _____

LOT 3 – WOODWIND INSTRUMENTS: Items #136-163

Item	Est. Qty	UOM	Description	Unit Price	Extended
Flute – District standard models: Gemeinhardt, Armstrong or Selmer					
136	36	EA	Replace spring		
137	36	EA	Basic adjustment to consist of the following, but not limited to: Check all pads and corks adjust and level keys, straighten, replace missing key corks, felts, oil and test.		
138	36	EA	Repad to consist of the following, but not to be limited to: Complete disassembly, clean all parts, reassemble all keys, replace all pads with new, oil, grease and lube, clean case.		
139	36	EA	Major overhaul to consist of the following, but not limited to: Complete disassembly, remove all dents, replace pad and corks, and necessary springs, adjust and level keys, replace missing or necessary springs, adjust and level keys, replace missing or damaged key corks, oil, buff.		
140	25	HR	Hourly rate for miscellaneous repairs		
B-Flat Clarinet – District standard models: Buffet or Yamaha					
141	100	EA	Replace spring		
142	100	EA	Re-cork tenon joints		
143	100	EA	Basic adjustment to consist of the following, but not limited to: Check all pads and corks adjust and level keys, straighten, replace missing key corks, felts, oil and test.		
144	100	EA	Repad to consist of the following, but not to be limited to: Complete disassembly, clean all parts, replace all key and tenon corks, replace all pads, oil, grease and lube, clean case.		



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Repair Services for Musical Instruments

Item	Est. Qty	UOM	Description	Unit Price	Extended
145	100	EA	Major overhaul to consist of the following, but not limited to: Complete disassembly, replace pads, corks and necessary springs, adjust and level keys, treat wooden instruments with oil and highlight trademarks, replace missing or damaged key corks, oil, buff. Reassemble damaged key corks, oil, buff.		
146	100	EA	Hourly rate for miscellaneous repairs		
Bass Clarinet – District standard models: Yamaha or Selmer					
147	100	EA	Replace spring		
148	100	EA	Re-cork tenon joints		
149	100	EA	Basic adjustment to consist of the following, but not limited to: Check all pads and corks, adjust and level keys, straighten, replace missing key corks, felts, oil and test.		
150	100	EA	Repad to consist of the following, but not to be limited to: Complete disassembly, clean all parts, replace all key and tenon corks, replace all pads, oil, grease and lube, clean case. Reassemble, adjust and test.		
151	100	EA	Major overhaul to consist of the following, but not limited to: Complete disassembly, remove all dents, replace pads, corks, necessary springs, adjust and level keys, replace missing or damaged key corks, oil, buff.		
152	25	HR	Hourly rate for miscellaneous repairs		
Saxophone – District standard models: Yamaha					
153	50	EA	Replace spring		
154	50	EA	Basic adjustment to consist of the following, but not limited to: Check all pads and corks, adjust and level keys, straighten, replace missing key corks, felts, oil and test.		
155	50	EA	Repad to consist of the following, but not to be limited to: Complete disassembly, clean all parts, replace all key corks, replace all pads with new, oil, grease and lube, clean case. Clean and sterilize (chemical or sonic wash)		



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Item	Est. Qty	UOM	Description	Unit Price	Extended
156	30	EA	Alto - Major overhaul to consist of the following, but not limited to: Complete disassembly, remove all dents, replace pads, corks, Complete disassembly, remove all dents, replace pads, corks, and necessary springs, adjust and level keys, replace missing or damaged key corks, oil, buff		
157	30	EA	Tenor – Major overhaul, as above.		
158	30	EA	Baritone – Major overhaul, as above.		
Oboe – District standard model: Buffet or Selmer					
159	10	EA	Replace springs		
160	10	EA	Basic adjustment to consist of the following, but not limited to: Check all pads and corks, adjust and level keys, straighten, replace missing key corks, felts, oil and test.		
161	10	EA	Repad to consist of the following, but not to be limited to: Complete disassembly, clean all parts, replace all key and tenon corks, replace all pads with new, oil, grease and lube, clean case.		
162	10	EA	Major overhaul to consist of the following, but not limited to: Complete disassembly, remove all dents, replace pads, corks and necessary springs, adjust and level keys, replace missing or damaged key corks, oil, buff.		
163	25	HR	Hourly rate for miscellaneous repairs		
LOT 3 TOTAL BID AMOUNT				\$	



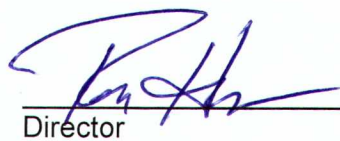
Purchasing and Contracts Branch

2201 East Market Street
Long Beach, California 90805-5556

Request for Bids (RFB)
29-1617
Repair Services for Musical Instruments

RELEASED ON: 1/17/2017


Assistant Director _____
Date 1/18/17


Director _____
Date 1/24/17



SECTION A – INSTRUCTIONS

1. INTRODUCTION

The Long Beach Unified School District (District) is seeking sealed bids from qualified vendors (Bidder), to provide Repair Services for Musical Instruments. The intent of this RFB process is to select a Bidder and establish a three (3) year contract with an option to extend for up to two (2) additional one year periods based on satisfactory service/performance.

a) District Contact

The District contact (Contact) for this RFB is the sole point of contact for this procurement. All communication shall be in writing and submitted to the Contact as designated below. Bidders are not permitted to communicate with other District staff or officials about this RFB, except during pre-bid meetings and/or interviews, unless otherwise directed by the Contact. Direct written questions and/or correspondence related to this RFB to:

Contact: Silvia Peña, Purchasing Agent

E-Mail: spena@lbschools.net

Bidders interested in participating in this RFB should immediately provide the Contact with a telephone number and an e-mail address for dissemination of addenda and/or supplemental information, as applicable. Failure to provide said contact information may result in late notifications and/or incomplete bids.

b) Deadline for Submitting Questions

Any questions regarding the RFB must be submitted to the Contact referenced above, by e-mail, no later than 1/26/2017 at noon. Reference the RFB Number and Title when making inquiries. Inquiries submitted by the inquiry submittal deadline will receive a response from the District no later than 1/30/2017.

c) Background

Quantities for each item are based on an estimated usage and the District's best estimate of future purchases throughout the term of the bid. Bidders are advised that the quantities are approximate and actual order may total either greater or lesser amounts.

2. FORMAT AND SUBMISSION

Bids must be submitted on the provided bid documents in conformance with this RFB. Bids must be submitted in a sealed envelope with the bid number appearing on the face thereof, and the Bidder's name, address, telephone number. Bidders must:

- Complete and insert the Company Information Form, furnished herewith.
- Complete and insert the Piggyback Clause Form, furnished herewith.
- Complete and insert the Request for Taxpayer Identification Number and Certification Form (Form W-9), furnished herewith.
- Complete and insert the Bid Form, furnished herewith.
- Insert Manufacturer's Specification sheets, if bidding other than those specified herein.
- Complete and insert addendum in chronological order, as applicable.



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

Additionally, bids must be submitted to and addressed as follows:

LBUSD Purchasing & Contracts Branch
Att: Silvia Peña, Purchasing Agent
RFB 29-1617 - Repair Services for Musical Instruments
2201 E. Market Street
Long Beach, California 90805

The deadline for submitting a sealed bid is **2/3/2017 at 11:00 a.m. PST**. Any bid received after this time will be returned unopened (Government Code Section 53068). It is the Bidder's responsibility to ensure that the bid arrives before the specified time.

The District will not be responsible for bids not properly marked and delivered. Postmarks will not be accepted in lieu of actual receipt. **Faxed or e-mailed bids will not be accepted.**

3. CONTRACT TERM

The initial contract period will be March 2017 through February 2018. The District requires that all pricing contained in the bid remain firm for the duration of the initial contract. The contract may be extended for additional periods upon mutual consent of both parties. The total length of the contract shall not exceed the allowance by law. Prices shall remain firm through this period. The District may however, accept a justified price increase with a minimum of thirty (30) day's written notice prior to each renewal. Such increase is to be effective on the renewal only and must be borne by all customers using the product(s) affected.

4. SCOPE OF SERVICES

Unit prices for services bid herein are to include all necessary labor/shop/parts charges and any transportation charges. HOURLY LABOR RATES must be submitted for the purpose of the bid. However, invoices may be itemized for the actual time worked and broken into ten minute increment charges. **Parts used in repairs shall be new and must be of equal quality as the replaced part(s).**

The District will call to arrange the pick-up of instruments requiring repair. It is important that the instruments be picked up, repaired and returned by the stated required time frame listed below. All District school sites are within the city limits of Long Beach, Signal Hill and Lakewood. Pick up of Avalon School instruments will be arranged separately and are not to be reflected in repair prices. Vendor must visibly display a company identification card/badge at all times while on District property. Appropriate business attire is required at all times. Vendor must sign-in and sign-out at each site with their name, company name, purpose of visit and the time. The District does not reimburse vendor for mileage expenses.

- A. PICK-UP: Vendor shall pick-up instrument from school site within five (5) working days from receiving notification that instrument repair services are needed.
- B. TURN-AROUND TIME: Vendor shall return instrument to the school site within ten (10) working days from receipt of instrument. If an instrument cannot be returned within the ten (10) working days, vendor shall contact the school site and inform them of the reason and provide a revised returned date.



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

- C. **WARRANTY:** Vendor guarantees work performance of repairs shall be free from defects. The responsible LBUSD employee for each instrument shall have five (5) working days to contact vendor regarding any repair defects or deficiencies.
- D. **INVOICES:** Invoices are to be itemized with the following information: Site name, list of parts with prices, types of services provided and time spent on the repair, the appropriate Instrument Inventory Control Number, and must contain the signature of the LBUSD employee who received the returned instruments at the site. Services covered under the bid must be listed individually on invoice using the bid prices, parts are to indicate the discount allowed and be listed separately as taxable. Labor charges must indicate hourly rate and breakdown of actual time required for the repair. Subtotals are to list labor and parts separately. All copies are to be legible. Invoices are to be sent to the Attention of:
- Long Beach Unified School District
Music Office
Attention: James Petri
1515 Hughes Way
Long Beach, CA 90810
- E. **REPAIR/SERVICES:** All repaired instruments shall be shop adjusted and ready to play. New product purchases, unrelated to the repair of the specific musical instrument, will NOT be approved and must be handled through the District's normal business department procedures. Only the repair requested by the LBUSD site is to be completed by the vendor. If further repairs to an instrument are required to bring instrument up to standards, vendor is to contact the District to get approval PRIOR to proceeding with the additional repairs. If the cost of the repair exceeds half the value of the instrument, the vendor must obtain District approval prior to proceeding with any repairs.
- F. **EMERGENCY REPAIRS:** Emergency repairs consist of any repair needed to be completed within 2 to 48 hours. The District reserves the right to request emergency repair services from any qualified instrument repair shop.

5. AWARD

a) Method

After the public bid opening, where the apparent low bid is identified, bids will be reviewed to ascertain that they are in compliance with the RFB requirements. Bidders may be deemed non-responsive for failure to comply with the requirements set forth herein. Evaluation of responsible Bidders will be based on, but not limited to such factors as ability to deliver products in a timely manner, appropriateness and quality of materials offered, length and scope of the warranties and pricing.

Items in this bid may either be awarded individually or on a lot basis. If by lot, the various lots shall be specified on the Bid Form. The use of lot awards is intended to insure consistency of use and quality. The District reserves the right to cancel or withdraw any item(s) before award and proceed with an award on the remaining items as a lot. Bidders must submit a price for each item within the lot to be considered for award of that lot.



Failure to meet this condition may result in rejection of the bid within that lot. If an alternate item is bid and rejected within a lot, it may result in rejection of the lot.

b) Award Process

Once the lowest responsible/responsive Bidder has been determined, a Notification of Intent to Award will be issued to all Bidders who submitted a bid identifying the lowest responsible/responsive Bidder.

c) Commencement of Services

A Purchase Order will be issued once:

- Board authority is granted.
- Insurance requirements have been met, if applicable.
- Verification of current vendor W-9 Tax Form.

d) Reservations

The District reserves the right to:

- Reject any and all bids, or any part of any bid.
- Accept any part of the bids, at prices quoted, to the best advantage of the District, unless Bidder by indicating on bid positively limits his bid to "all or none".
- Waive any informality or minor irregularity in any bid.
- Tie bids will be awarded to the local vendor (if any). If a tie bid still remains award will be determined in compliance with Public Contract Code 20117.

Bids are subject to acceptance within sixty (60) days of closing date, and all bids shall remain irrevocably in effect for sixty (60) days after the bid closing date. A written purchase order furnished to the Bidder results in a binding contract without further action by either party.

6. CLARIFICATION AND INTERPRETATION

The words "must" or "will" or "shall" in this RFB indicate mandatory requirements. Taking exception to any mandatory requirement may be grounds for rejection of the bid.

The District wants to avoid any misunderstanding where it is assumed that a feature is included in the bid and turns out to be an optional, extra cost feature. Any features that are optional, extra cost items shall be clearly referenced as such in all correspondence, including RFB questions and the written Bid Form.

7. BID PROTEST PROCEDURE

Any Bidder who submitted a bid may file a bid protest. The protest shall be filed in writing with the District's Assistant Purchasing & Contracts Director not more than five (5) business days after the date of the Notice of Intent of Award. An e-mail address shall be provided and by filing the protest, protesting Bidder consents to receipt of e-mail notices for purposes of the protest and protest related questions and protest appeal, if applicable. The protest shall specify the reasons and facts upon which the protest is based.



a) Resolution of Bid Controversy

Once the bid protest is received, the apparent lowest responsible Bidder will be notified of the protest and the evidence presented. If appropriate, the apparent low Bidder will be given an opportunity to rebut the evidence and present evidence that the apparent low Bidder should be allowed to perform the work. If deemed appropriate by the District, an informal hearing will be held. District will issue a written decision within fifteen (15) calendar days of receipt of the protest, unless factors beyond the District's reasonable control prevent such resolution. The decision on the bid protest will be copied to all parties involved in the protest.

b) Appeal

If the protesting Bidder or the apparent low Bidder is not satisfied with the decision, the matter may be appealed to the Purchasing & Contracts Director or their designee, within three (3) business days after receipt of the District's written decision on the bid protest. The appeal must be in writing and sent via overnight registered mail with all accompanying information relied upon for the appeal and an e-mail address from which questions and responses may be provided to:

LBUSD Purchasing & Contracts Branch
Attn: Silvia Peña, Purchasing Agent
RFB: 29-1617
2201 E. Market Street
Long Beach, CA 90805

c) Appeal Review

The Purchasing & Contracts Director or their designee shall review the decision on the bid protest from the Assistant Purchasing & Contracts Director and issue a written response to the appeal, or if appropriate, appoint a Hearing Officer to conduct a hearing and issue a written decision. The written decision of Purchasing & Contracts Director or the Hearing Officer shall be rendered within fifteen (15) calendar days and shall state the basis for the decision. The decision concerning the appeal will be final and not subject to any further appeals.

d) Reservation of Rights to Proceed with Project Pending Appeal

The District reserves the right to proceed to award the bid pending an Appeal. If there is a critical completion deadline, the District may choose to shorten the time limits set forth in this Section if written notice is provided to the protesting party. E-mailed notice shall be sufficient to constitute written notice. If there is no written response to a written notice shortening time, the District may proceed with the award.

e) Finality

Failure to comply with this Bid Protest Procedure shall constitute a waiver of the right to protest and shall constitute a failure to exhaust the protesting Bidder's administrative remedies.



SECTION B – GENERAL TERMS AND CONDITIONS

1. The detailed requirements of the Bid Proposal specifications shall supersede any conflicting provisions of these General Conditions.
2. Hereinafter the word "District" means the Board of Education or its authorized representative. The general specifications are for reference only. The District reserves the right to waive any minor variations from specifications and to evaluate the bid based on the determination of what is in the District's best interest and the ability of the items to perform the task for which they are being purchased. The District will make its determination based on specifications set forth in this bid and their applicability to the end-user's needs.
3. **ADDENDA:** The District reserves the right to modify and issue addenda to this RFB. A signed copy of all addenda shall be submitted as part of the bid. Failure to include the addenda may result in a non-responsive submittal. Addenda shall become a part of this RFB and any Agreement, which may result from this solicitation.
4. **AFFIRMATIVE ACTION:** The Long Beach Unified School District is an Affirmative Action/Equal Employment Opportunity Employer and in accordance with applicable state and federal law, does not discriminate in any employment practice on the basis of age (40 and over), ancestry, color, marital status, medical condition (cancer related), national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. This policy of affording equal employment opportunities to all persons is in keeping with provisions of Title VII and Title IX amendments of the United States Code, which protect persons against discrimination.
5. **ASSIGNMENT:** No contract awarded under this proposal shall be assigned except with the District's written approval.
6. **ASSIGNMENT BY BIDDER:** Assignment by Bidder to purchasing body rights under Federal law arising from purchase pursuant to bid: In submitting a bid to public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 commencing with Section 16700) or Part 2 of Division 7 of the Business Professions Code, arising from purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder. The preceding provisions of this section shall be included in full in any specification for the public purchase and shall be included in full in the bid agreement or general provisions incorporated into the bid agreement.
7. **BID PREPARATION AND SUBMISSION:**
 - a. Bids received later than the time and date specified herein will not be considered and will be returned unopened to the Bidder (Government Code Section 53068).
 - b. All prices and other notations must be typewritten or legibly written in ink. Changes or corrections must be initialed in ink by the person signing the bid.
 - c. Bidders shall bid separately on each item, showing unit price and other required information. The unit price shall prevail.
 - d. Bidder shall quote no less than lowest net price, best delivery date, maximum discount terms for prompt payment of at least thirty (30) days, and list manufacturer and model # of the item offered.
 - e. Unless otherwise stated, bid specifications call for equipment and supplies that are new and unused, of current manufacture.
8. **CANCELLATION:** District may, at any time, with or without reason, terminate the Bid Award and compensate Bidder only for goods/services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Bidder. Notice shall be deemed given when received by the Bidder or no later than three days after the day of mailing, whichever is sooner.
9. **CONTRACT DOCUMENTS:** The complete purchase agreement includes the following documents: The advertisement for bids (when required), the bid and purchase order conditions, the specifications and drawings, the bid of the supplier and its acceptance by the District, the purchase order, performance guarantee, and all amendments thereto. Any of these documents shall be interpreted to include all provisions of the other documents as though fully set out therein.
10. **DEFAULT BY BIDDER:** The District shall hold the Bidder responsible for any damage which may be sustained because of the failure or neglect of the Bidder to comply with any term or condition listed herein or in the purchase order, it being specifically provided and agreed that time shall be of the essence of the contract delivery requirements.

If the Bidder fails or neglects to furnish or deliver any of the materials, supplies or services listed herein at the prices named and at the time and places herein stated or otherwise fails or neglects to comply with the specifications and other terms of the contract, the District may, upon written notice to the Bidder, cancel the contract in its entirety or cancel or rescind any or all items affected by such default, and may, whether or not the contract is canceled in whole or in part, purchase the materials, supplies or services elsewhere without notice to the Bidder. The prices paid by the



REQUEST FOR BIDS 29-1617 Repair Services for Musical Instruments

District at the time such purchases are made shall be considered the prevailing market prices. Any extra cost incurred by such default may be collected by the District from the Bidder and the surety on the performance bond, if any.

11. **DELIVERY:** No equipment shall be accepted unassembled; all equipment shall be assembled prior to (or within three business days) after delivery; and no charges for transportation, handling, containers, packing, etc., will be allowed unless otherwise specified in the bid. All articles shall be subject to inspection and acceptance or rejection by the District.
12. **FORCE MAJEURE CLAUSE:** The parties to the contract shall be excused from performance there under during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, loss or shortage of transportation facilities, lockout, or commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is established that the non-performance is not due to the fault or neglect of the party not performing.
13. **PAYMENT:**
Payment will be made only to the firm name written on the bid. All cash discount (prompt payment terms) shall be taken and computed from the date of acceptance of material or the date of receipt of the invoice, whichever is later.
14. **PERMITS AND LICENSES:** Licenses must be legally held in the name as submitted on bid documents. The Bidder and all of his employees or agents shall secure and maintain in force such licenses and permits as are required by law, in connection with the furnishing of materials, articles or services herein listed.
15. **PRICING:** Unit prices shown on the bid shall be the price per unit of sale as stated herein. For any given item, the quantity multiplied by the unit price shall establish the extended price; the unit price shall govern in the bid evaluation and contract administration.
16. **PROMPT PAYMENT TERMS:** Cash discounts shall be considered in determining low bid if discount offered is for (30) day payment period or longer. Cash discounts for less than thirty (30) days shall not be considered in determining low bid.
17. **PROPERTY OF THE DISTRICT:** All bids and materials submitted become the property of the District and may be used by the District in any way it deems appropriate. In addition, bids received will be subject to the California Public Records Act.
18. **SAFETY AND LEGAL REQUIREMENTS:**
 - a. All materials, equipment or supplies referred to in the bid shall be in full compliance with the safety orders and regulations of the Division of Industrial Safety of the State of California, product labeling and regulations of the California Department of Consumer Affairs, and the minimum standards of

the O.S.H.A., and all other laws and ordinances applicable thereto.

- b. All electrical, radio and electronic equipment, materials, supplies and accessories called for in the specifications must bear the seal of approval of the Underwriters Lab., Inc., and/or the Electrical Testing Laboratories of the City of Los Angeles. Where seals of approval are not visibly identifiable, a signed statement of such approval shall be furnished to the District, if so requested.
 - c. Motor-driven or shock-hazard machinery and appliances must have a 3-wire cord (grounded) and 3-prong plug. If the item is "double-insulated" and so certified by U.L., grounding is not necessary.
 - d. When applicable, will be required to submit Material Safety Data sheets (MSDS) for the items awarded.
19. **TRADE-INS & ALTERNATIVE BID:** The District may offer to purchase certain items conditioned on the agreement of the Bidder to purchase designated equipment and remove same from the District, and stating in the bid the amount that may be deducted from the bid price for furnishing the new material, as provided in § 39523 and § 81454 of the Education Code. Condition of the equipment to be turned in is to be "as is". Equipment may be inspected if desired. Bidder may either offer an exchange allowance or an alternative quotation on the same item without trade-in.
- Unless otherwise stated, bid specifications call for equipment and supplies that are new and unused, of current manufacture.
20. **WARRANTY:** Period shall begin on the date that the article is placed into service by the user. Each Bidder shall state in writing the warranty on parts and labor as applicable. Additionally, Bidder shall warrant all products to be free from defects in both materials and workmanship, and will guarantee replacement and/or full refund of the purchase price. Warranty period shall begin on the date that the article is placed into service by the user.
 21. **WITHDRAWAL OR CHANGE OF BID:** Bids may be withdrawn only by letter or in person prior to the stated closing time. No change(s) or addition(s) or correction(s) or withdrawal of bids will be permitted after the stated closing time. Bids may only be withdrawn after closing with consent of the District.



COMPANY INFORMATION FORM

TO THE BOARD OF EDUCATION OF THE LONG BEACH UNIFIED SCHOOL DISTRICT

Honorable Members:

In compliance with the Request for Bids, the undersigned, acting for the firm named, hereby proposes and agrees, if this bid be accepted, to furnish the items and/or services at the prices quoted opposite each item, within the times indicated, and in accordance with the instructions, general conditions, and specifications set forth in these bid documents.

LEGAL FIRM NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: (_____) _____

E-MAIL: _____

TAX ID NUMBER: _____

NON-COLLUSION STATEMENT: Bidder hereby certifies that this bid is genuine and not collusive or made in the interest or behalf of any person not herein named, and that the Bidder has not directly or indirectly, induced or solicited any other Bidder to put in sham bid, or any other person, firm, or corporation to refrain from bidding, and the Bidder has not in any manner sought by collusion to secure for himself an advantage over any other Bidder.

OBJECTION TO TERMS: If the Bidder has any objections to the terms of this RFB, these objections must be clearly addressed, in writing, on the a cover letter which shall accompany the bid and shall specifically reference the particular section number, paragraph, and page number of the objection.

MANUAL SIGNATURE: _____

PRINTED NAME & TITLE: _____

DATE: _____



PIGGYBACK CLAUSE

COMPANY NAME: _____

For the term of the agreement and any mutually agreed extensions pursuant to this request for bids, **at the option of the vendor**, other school districts, community college districts, any public corporation or agency, including any county, city, town or public corporation or agency within the State of California, may purchase the identical item(s) at the same price and upon the same terms and conditions pursuant to sections 20118 of the Public Contract Code.

The Long Beach Unified School District waives its right to require such other districts and offices to draw their warrants in the favor of the District as provided in said Code sections.

Acceptance or rejection of this clause will not affect the outcome of this bid.

(Please initial one of the following)

Piggyback option granted _____

Piggyback option not granted _____

EXCLUSIONS: _____



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

Request for Taxpayer Identification Number and Certification (Form W-9)

<p>Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p>	<p>Give Form to the requester. Do not send to the IRS.</p>																													
<p>Print or type See Specific Instructions on page 2.</p>	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>																														
	<p>2 Business name/disregarded entity name, if different from above</p>																														
	<p>3 Check appropriate box for federal tax classification; check only one of the following seven boxes:</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>																														
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> </p>																														
	<p>5 Address (number, street, and apt. or suite no.)</p>	<p>Requester's name and address (optional)</p>																													
	<p>6 City, state, and ZIP code</p>																														
	<p>7 List account number(s) here (optional)</p>																														
<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</p>																															
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> <tr> <td colspan="3"> </td><td style="text-align: center;">-</td><td colspan="3"> </td><td style="text-align: center;">-</td><td colspan="3"> </td> </tr> </table>	Social security number																					-				-			
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		<p style="text-align: center;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> <tr> <td colspan="3"> </td><td style="text-align: center;">-</td><td colspan="6"> </td> </tr> </table>	Employer identification number																					-							
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<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) 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 (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p>																															
<p>Sign Here</p>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>																													



BID FORM

COMPANY NAME: _____

LOT 1 – STRING INSTRUMENTS: Items #1-77

Item	Est. Qty	UOM	Description	Unit Price	Extended
Violin					
1	350	EA	Reset Sound Post		
2	475	EA	Fit and Adjust four (pegs)		
3	600	EA	Clean bow hair		
4	475	EA	Clean and Adjust Bridge		
5	475	EA	Cut and fit new bridge Albert Mirecourt w/oval brand		
6	125	EA	Install one new fine tuner Wittner		
7	100	EA	Install new tail piece with four (4) fine tuner Wittner		
8	100	EA	Install new chin rest, plastic Dresden		
9	50	EA	Install new chin rest, wooden Dresden		
10	1225	EA	Re-hair wood bow with white horsehair		
11	100	EA	Re-hair/replace fiberglass bow with real horsehair		
12	125	EA	Replace and fit on new ebony peg		
Viola					
13	100	EA	Re-set sound Post		
14	125	EA	Fit and adjust four (4) pegs		
15	175	EA	Clean bow hair		
16	475	EA	Clean and Adjust Bridge		
17	125	EA	Cut and fit new bridge Albert Mirecourt w/oval brand		
18	25	EA	Install one new fine tuner Wittner		
19	25	EA	Install new tailpiece with four (4) fine tuners Wittner		
20	25	EA	Install new chin rest, plastic Dresden		
21	25	EA	Install new chin rest, wooden Dresden		
22	475	EA	Re-hair wood bow with white horsehair		
23	25	EA	Re-hair/replace fiberglass bow with real horsehair		
24	40	EA	Replace and fit on new ebony peg		
Cello					
25	150	EA	Re-set sound Post		
26	75	EA	Re-Warp/Straighten bridge		
27	225	EA	Fit and adjust four (4) pegs		



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

Item	Est. Qty	UOM	Description	Unit Price	Extended
28	225	EA	Clean bow hair		
29	75	EA	Install rubber tip on end pin		
30	75	EA	Replace end pin screw		
31	475	EA	Adjust bridge		
32	100	EA	Cut and fit new bridge Albert Mirecourt w/oval brand		
33	40	EA	Install one new fine tuner Wittner		
34	40	EA	Install new tail piece with four (4) fine tuners Wittner		
35	350	EA	Re-hair wood bow with white horsehair		
36	40	EA	Re-hair/replace fiberglass bow with real horsehair		
37	75	EA	Replace end pin using hardwood plug		
38	75	EA	Remove broken end pin screw and replace		
39	75	EA	Install leather finger Cello bow grips		
40	75	EA	Install whole Cello bow grips		
41	40	EA	Replace and fit one new ebony peg		
42	100	HR	Clean and touch up scratches		
43	100	HR	Rebuild corners		
44	75	HR	Rebuild edges		
45	100	HR	Re-glue open seams		
46	100	HR	Re-glue cracks		
47	40	HR	Remove top and install cleats		
48	40	HR	Glue cracked rib		
49	40	HR	Rebuild scroll		
Hard Cases for stringed instruments					
50	100	EA	Leather replacement handle		
51	100	EA	Replacement latch on instrument case		
52	100	EA	Replacement hinge on instrument case		
Soft Cases for string instruments					
53	100	EA	Repair/replace zippers		
54	100	EA	Repair/replace handles		
55	100	EA	Hourly rate for miscellaneous repairs		
Bass					
56	75	EA	Reset sound post		
57	75	EA	Re-warp straighten or replace bridge		
58	50	EA	Lube four (4) machine screws		
59	60	EA	Clean bow hair		
60	40	EA	Install rubber tip on end pin		



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

Item	Est. Qty	UOM	Description	Unit Price	Extended
61	75	EA	Replace end pin screw		
62	75	EA	Clean and adjust bridge		
63	40	EA	Cut and fit new bridge Albert Mirecourt w/oval brand		
64	75	EA	Re-hair wood bow with white horsehair		
65	20	EA	Re-hair/replace fiberglass bow with real horsehair		
66	40	HR	Clean and touch up scratches		
67	40	HR	Rebuild corners		
68	40	HR	Rebuild edges		
69	40	HR	Re-glue open seams		
70	40	HR	Re-glue cracks		
71	8	HR	Remove top and install cleats		
72	8	HR	Glue and cracked rib		
73	8	HR	Rebuild scroll		
Cases for Bass					
74	100	EA	Leather replacement handle		
75	100	EA	Replacement latch		
76	100	EA	Replacement hinge		
77	100	HR	Hourly labor charges for the repair		
LOT 1 TOTAL BID AMOUNT				\$	



BID FORM

COMPANY NAME: _____

LOT 2 – BRASS INSTRUMENTS: Items #78-135

Item	Est. Qty	UOM	Description	Unit Price	Extended
Trumpet					
78	20	EA	Dent removal, hourly rate		
79	75	EA	Re-Solder braces		
80	75	EA	Lap and align piston valves		
81	75	EA	Clean, align, and lubricate tuning slides		
82	75	EA	Repair water keys, to include springs and corks		
83	75	EA	Replace finger buttons		
84	75	EA	Replace piston valve bottom caps		
85	75	EA	Replace valve springs (piston valves only)		
86	25	HR	Hourly rate for miscellaneous repairs		
Tenor Trombone – District standard models: Yamaha, King, Bach					
87	50	EA	Clean and sterilize (chemical or sonic wash)		
88	50	EA	Clean and oil rotor valves		
89	15	EA	Dent removal, hourly rate		
90	75	EA	Clean, align, and lubricate tuning slides		
91	75	EA	Straighten and align Trombone slide		
92	75	EA	Re-Solder braces		
93	75	EA	Repair water keys, to include springs and corks		
94	25	HR	Hourly rate for miscellaneous repairs		
Bass Trombone – District standard models: Yamaha, Getzen, Bach					
95	50	EA	Clean and sterilize (chemical or sonic wash)		
96	50	EA	Clean and oil rotor valves		
97	15	HR	Dent removal, hourly rate		
98	50	EA	Straighten and align Trombone slide		
99	50	EA	Re-Solder braces		
100	50	EA	Clean, align, and lubricate tuning slides		
101	50	EA	Repair water keys, to include springs and corks		
102	50	EA	Repair rotor valve linkage		
103	25	HR	Hourly rate for miscellaneous repairs		



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

Item	Est. Qty	UOM	Description	Unit Price	Extended
Euphonium and Baritone Horn – District standard models: Yamaha, King, Bach					
104	25	EA	Clean and sterilize (chemical or sonic wash)		
105	25	EA	Clean and oil valves		
106	10	HR	Dent removal, hourly rate		
107	25	EA	Repair water keys, to include springs and corks		
108	25	EA	Replace finger buttons		
109	25	EA	Replace piston valve bottom caps		
110	25	EA	Replace valve springs (piston valves only)		
111	25	HR	Hourly rate for miscellaneous repairs		
French Horn – District standard models: Conn, King, Bach					
112	90	EA	Clean and sterilize (chemical or sonic wash)		
113	90	EA	Clean and oil rotor valves		
114	90	EA	Re-Solder braces		
115	90	EA	Clean, align, and lubricate tuning slides		
116	25	HR	Dent removal, hourly rate		
117	90	EA	Repair water keys, to include springs and corks		
118	90	EA	Re-string rotor valve		
119	25	HR	Hourly rate for miscellaneous repairs		
Tuba – District standard models: Yamaha, Miraphone					
120	30	EA	Clean and sterilize (chemical or sonic wash)		
121	30	EA	Clean and oil piston valves		
122	30	EA	Clean and oil rotor valves		
123	30	HR	Dent removal, hourly rate		
124	30	EA	Re-Solder braces		
125	30	EA	Clean, align, and lubricate tuning slides		
126	30	EA	Repair water keys, to include springs and corks		
127	30	EA	Replace finger buttons		
128	30	EA	Replace piston valve bottom caps		
129	30	EA	Replace valve springs (piston valves only)		
130	30	EA	Replace rotor valve linkage		
131	25	HR	Hourly rate for miscellaneous repairs		
Cases for brass instruments					
132	25	EA	Leather replacement handle		
133	25	EA	Replacement latch		



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

Item	Est. Qty	UOM	Description	Unit Price	Extended
134	25	EA	Replacement hinge		
135	25	HR	Hourly rate for miscellaneous repairs		
LOT 2 TOTAL BID AMOUNT				\$	



BID FORM

COMPANY NAME: _____

LOT 3 – WOODWIND INSTRUMENTS: Items #136-163

Item	Est. Qty	UOM	Description	Unit Price	Extended
Flute – District standard models: Gemeinhardt, Armstrong or Selmer					
136	36	EA	Replace spring		
137	36	EA	Basic adjustment to consist of the following, but not limited to: Check all pads and corks adjust and level keys, straighten, replace missing key corks, felts, oil and test.		
138	36	EA	Repad to consist of the following, but not to be limited to: Complete disassembly, clean all parts, reassemble all keys, replace all pads with new, oil, grease and lube, clean case.		
139	36	EA	Major overhaul to consist of the following, but not limited to: Complete disassembly, remove all dents, replace pad and corks, and necessary springs, adjust and level keys, replace missing or necessary springs, adjust and level keys, replace missing or damaged key corks, oil, buff.		
140	25	HR	Hourly rate for miscellaneous repairs		
B-Flat Clarinet – District standard models: Buffet or Yamaha					
141	100	EA	Replace spring		
142	100	EA	Re-cork tenon joints		
143	100	EA	Basic adjustment to consist of the following, but not limited to: Check all pads and corks adjust and level keys, straighten, replace missing key corks, felts, oil and test.		
144	100	EA	Repad to consist of the following, but not to be limited to: Complete disassembly, clean all parts, replace all key and tenon corks, replace all pads, oil, grease and lube, clean case.		



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

Item	Est. Qty	UOM	Description	Unit Price	Extended
145	100	EA	Major overhaul to consist of the following, but not limited to: Complete disassembly, replace pads, corks and necessary springs, adjust and level keys, treat wooden instruments with oil and highlight trademarks, replace missing or damaged key corks, oil, buff. Reassemble damaged key corks, oil, buff.		
146	100	EA	Hourly rate for miscellaneous repairs		
Bass Clarinet – District standard models: Yamaha or Selmer					
147	100	EA	Replace spring		
148	100	EA	Re-cork tenon joints		
149	100	EA	Basic adjustment to consist of the following, but not limited to: Check all pads and corks, adjust and level keys, straighten, replace missing key corks, felts, oil and test.		
150	100	EA	Repad to consist of the following, but not to be limited to: Complete disassembly, clean all parts, replace all key and tenon corks, replace all pads, oil, grease and lube, clean case. Reassemble, adjust and test.		
151	100	EA	Major overhaul to consist of the following, but not limited to: Complete disassembly, remove all dents, replace pads, corks, necessary springs, adjust and level keys, replace missing or damaged key corks, oil, buff.		
152	25	HR	Hourly rate for miscellaneous repairs		
Saxophone – District standard models: Yamaha					
153	50	EA	Replace spring		
154	50	EA	Basic adjustment to consist of the following, but not limited to: Check all pads and corks, adjust and level keys, straighten, replace missing key corks, felts, oil and test.		
155	50	EA	Repad to consist of the following, but not to be limited to: Complete disassembly, clean all parts, replace all key corks, replace all pads with new, oil, grease and lube, clean case. Clean and sterilize (chemical or sonic wash)		



REQUEST FOR BIDS 29-1617
Repair Services for Musical Instruments

Item	Est. Qty	UOM	Description	Unit Price	Extended
156	30	EA	Alto - Major overhaul to consist of the following, but not limited to: Complete disassembly, remove all dents, replace pads, corks, Complete disassembly, remove all dents, replace pads, corks, and necessary springs, adjust and level keys, replace missing or damaged key corks, oil, buff		
157	30	EA	Tenor – Major overhaul, as above.		
158	30	EA	Baritone – Major overhaul, as above.		
Oboe – District standard model: Buffet or Selmer					
159	10	EA	Replace springs		
160	10	EA	Basic adjustment to consist of the following, but not limited to: Check all pads and corks, adjust and level keys, straighten, replace missing key corks, felts, oil and test.		
161	10	EA	Repad to consist of the following, but not to be limited to: Complete disassembly, clean all parts, replace all key and tenon corks, replace all pads with new, oil, grease and lube, clean case.		
162	10	EA	Major overhaul to consist of the following, but not limited to: Complete disassembly, remove all dents, replace pads, corks and necessary springs, adjust and level keys, replace missing or damaged key corks, oil, buff.		
163	25	HR	Hourly rate for miscellaneous repairs		
LOT 3 TOTAL BID AMOUNT				\$	