

WAYLAND PUBLIC SCHOOLS

Wayland, Massachusetts 01778

Musical Instrument Lease/Rental Vendor Survey

The purpose of this survey is to gather relevant data to use in a selection process to authorize vendor/s of musical instruments to rent musical instruments to the parents of children participating in the district's instrumental music program during the 2019-2020 and 2020-2021 school years.

Procedures:

1. Surveys are to be submitted to: Susan Memoli
Director of Fine Arts
Wayland Public School
264 Old Connecticut Path
Wayland, MA 01778
Susan_Memoli@Wayland.k12.ma.us
2. Deadline for submission: June 24, 2019
3. The deadline for all questions, which must be submitted in writing, is Monday, June 17, 2019, by 3PM.
4. The response to all written questions will be made to all potential rental agencies who we have on file by Wednesday, June 19, 2019.
5. Interview: To be scheduled after receipt of all requested information. Date and time to be announced.
6. Successful Vendor/s will be notified after completion of all interviews. Announcement will be made on or around July 1, 2019, for next September.

Vendor Information

Company Name _____

Contact Name _____

Street Address _____

Title _____

City/St/Zip _____

Email _____

Phone _____

Fax _____

Web Sit URL _____

Number of Years in Business of providing instrument rental and service: _____

Authorized Signature of Vendor: _____

Print name: _____

If partnership, please provide the following:

Names of partners or officers:

Acknowledgement:

Partnership: _____

Corporation: _____

Where Incorporated: _____

Please provide the information defined by each of the following requests:

1. Please submit three copies of the actual lease agreement document.
2. Please submit three copies of the insurance document for loss-damage-theft.
3. Please furnish the information requested under each category below:
(If necessary, furnish information for all brands and models offered through your rental program)

| Instrument: | Brand & Model | Monthly Rental Fee | Tax | Insurance | Total Monthly Fee |
|----------------|---|--------------------|-----|-----------|-------------------|
| Alto Sax | | | | | |
| Euphonium | | | | | |
| Clarinet | | | | | |
| Flute | | | | | |
| French Horn | | | | | |
| Oboe | | | | | |
| Percussion Kit | | | | | |
| Trombone | | | | | |
| Trumpet | | | | | |
| Violin | | | | | |
| Viola | | | | | |
| Cello | | | | | |
| String Bass | | | | | |
| Music stand | | | | | |
| Music book | \$ _____ (<u>Essential Elements</u> , book 1) | | | | |

3. Do you provide a pick-up & delivery service for maintenance & repair of instruments?
Yes _____ No _____ Describe service: _____
4. Do you provide a loaner instrument for an instrument being serviced? Is there a fee?
Yes _____ No _____ Describe service: _____
5. What is the estimated time for returning instruments receiving routine maintenance?
24-48 hours _____ 3-5 days _____ Longer than 5 days _____
6. Describe your maintenance/repair service facilities and staff and indicate which instruments are repaired by a member of your staff and which are sent to a sub-contractor: _____
7. Do you repair school owned instruments? _____

8. Do you offer emergency repairs (same day) at no extra charge?

9. Does a representative make regular visits to the school district? If so, how frequently?

10. Do you have a showroom where customers can stop in without an appointment to conduct business such as renting instruments and requesting repairs? If so, what are the showroom hours and address?

11. If applicable, how do you select your string instruments?

12. If applicable, what is your string replacement policy?

13. Please provide at least three references (two of which must be public or private elementary or secondary schools) for which the Vendor conducts or has conducted instrument rental programs within the past five (5) years and can testify to the quality of the company's service and support staff. Such information will include rates, references, and any other material or information to adequately describe the program offered in other school settings. Such information must be submitted along with this survey.

- Reference: _____
 Address: _____
 Contact: _____
 Phone: _____ Fax: _____
 Description and date(s) of services provided:

- Reference: _____
 Address: _____
 Contact: _____
 Phone: _____ Fax: _____
 Description and date(s) of services provided:

- Reference: _____
 Address: _____
 Contact: _____
 Phone: _____ Fax: _____
 Description and date(s) of services provided:

- Reference: _____
 Address: _____
 Contact: _____
 Phone: _____ Fax: _____
 Description and date(s) of services provided:

Additional Information/Conditions:

- The successful vendor will verify its ability to provide a sufficient amount of marketing materials to be distributed to parents by the Music Department.
- The successful vendor will agree not to conduct direct marketing to the students or parents of students participating in the instrumental music program unless they are already conducting business with that vendor.
- The successful vendor will verify its availability to conduct business to lease instruments to interested parties.
- Interviews with vendor representatives will be scheduled after receipt of all requested information.
- Any questions pertaining to this survey may be directed to the Director of Fine Arts, Wayland High School, Wayland, MA 01778, phone 508-358-3724, Susan_Memoli@Wayland.k12.ma.us
- The Wayland Public Schools reserves the right to recommend the vendor which best meets the needs of its instrumental music program and offers the best overall value to its families.