

Request for Proposals

Concord Public Schools

**STUDENT MUSIC INSTRUMENT RENTAL PROGRAM
& REPAIR SERVICES**

**Town of Concord
Massachusetts**

September 18, 2023

LEGAL NOTICE:

REQUEST FOR PROPOSALS (RFP)

CONCORD PUBLIC SCHOOLS
STUDENT MUSIC INSTRUMENT RENTAL PROGRAM
& REPAIR SERVICES

The Concord Public Schools is accepting proposals from qualified vendors for a for **“Student Musical Instrument Rental Program & Repair Services.”** In order for your submission to be considered responsive, this original document must be delivered prior to the time and at the place indicated herein. Sealed proposals will be received until October 20, 2023, at 12:00 PM at the Business Office, 120 Meriam Road, Concord, MA 01742. Proposals received after such time will not be accepted. Sealed envelopes containing proposals must be clearly marked in accordance with the Submission Instructions.

The work shall consist of written proposals from qualified Vendors to provide Student Musical Instrument Rental Program & Repair Services. All proposals for this project are subject to applicable bidding laws of Massachusetts. To the extent applicable, the following sections of Massachusetts General Laws are incorporated herein by reference: M.G.L. c. 30B.

In the event of any inconsistency between the Request for Proposals, Advertisement, Conditions or any other applicable statutes, by-laws or regulations existing on the date on which the proposal is submitted, then the statute, by-laws or regulations shall govern. Such inconsistency shall not be grounds for invalidating the proposals. The proposer agrees that this proposal shall be good and may not be withdrawn for a period of 60 days, Saturdays, Sundays and legal holidays excluded after the opening of proposals.

RFP documents will be available at 2:00 PM on September 18, 2023. Documents may be requested via e-mail to the District’s Assistant Business Managers at pcollins@concordps.org. Include “Student Musical Instrument Rental Program & Repair Services” in the subject field. The Owner reserves the right to waive any informalities or to reject any or all proposals.

Project Name: Student Musical Instrument Rental Program & Repair Services

Awarding Authority: Concord Public Schools
120 Meriam Rd, Concord, MA 01742

Advertisement: Posted

RFP Available: September 18th, 2023, at 2:00 PM
Email request to pcollins@concordps.org with subject line
“Student Musical Instrument Rental Program & Repair Services”

Questions Due: October 11th, 2023, at 12:00 PM

Email Questions to: pcollins@concordps.org

Proposals Due: October 20, 2023, at 12:00 PM
120 Meriam Rd, Concord, MA 01742

I. General Information and Proposal Submission Requirements

1.1 Pursuant to Chapter 30B of the Massachusetts General Laws, the Concord Public Schools, as the Awarding Authority through its School Committee, seeks proposals from qualified vendors interested in providing school music instrument rental program and repair services for the Districts’ K-12 Music Program on an as needed basis. The contract term is a three (3) year term commencing July 1, 2024, through June 30, 2027.

This is a request for proposals, not a bid. The District reserves the right to reject all proposals, negotiate the Plan of Services individually with one or more vendors and to select the vendor based on all factors, not just price specified in the Request for Proposals. In using this method for solicitation, the District is requesting that vendors use their best efforts to provide best value for the students of the District.

1.2 The **Request for Proposals (RFP) package, including specifications and information** may be obtained via e-mail from the Assistant Business Managers, Patrick Collins, by sending an e-mail to pcollins@concordps.org as of **September 18, 2023. SEPARATELY SEALED PRICE AND NON-PRICE (TECHNICAL) PROPOSALS, as required by M.G.L. Chapter 30B, §6(b)(3)**, will be accepted at the Business Office located at **120 Meriam Rd, Concord, MA 01742**, until **October 20, 2023 at 12:00 P.M.**, at which time all proposals will be acknowledged in the presence of one or more witnesses and a Register of Proposals prepared and made available for public inspection. Pursuant to §6 (d) of c. 30B of the M.G.L.’s, the contents of the price and non-price proposal remain confidential until the evaluation process is complete.

No proposers’ conference (a/k/a pre-bid conference) is scheduled for this RFP.

A proposal deposit is not required for this Request for Proposals.

Proposals shall be clearly identified in lower left-hand corner of the separately sealed price and non-price (technical) proposal envelopes as follows:

PROPOSER'S NAME

RETURN ADDRESS

CITY OR TOWN, MA ZIP CODE

**TO: Patrick Collins
Concord Public Schools
Business Office
120 Meriam Rd, Concord, MA 01742**

SEALED PRICE PROPOSAL:

"STUDENT MUSIC INSTRUMENT RENTAL PROGRAM"

PROPOSER'S NAME

RETURN ADDRESS

CITY OR TOWN, MA ZIP CODE

**TO: Patrick Collins
Concord Public Schools
Business Office
120 Meriam Rd, Concord, MA 01742**

SEALED NON-PRICE PROPOSAL:

"STUDENT MUSIC INSTRUMENT RENTAL PROGRAM"

One (1) original PRICE PROPOSAL and one (1) original and three (3) additional copies of NON-PRICE (TECHNICAL) PROPOSAL are required to be submitted for the DISTRICT Student Music Instrument Rental Program & Repair Services. All non-price proposal files must also be provided electronically in a flash drive located within the sealed proposal.

1.3 **This contract will be awarded within forty-five (45) days after the proposal opening and is subject to approval by the School Committee.** The time for award may be extended for up to 45 additional days by mutual agreement between the DISTRICT and the responsive and responsible proposer offering the most advantageous proposal as determined by the Assistant Business Managers.

1.4 If any changes are made to this RFP, an addendum will be issued. Addenda will be emailed to all proposers on record as having received the RFP. If the District issues any addenda to this RFP, each proposer shall acknowledge on the Proposal Form the receipt of each addendum by the addendum number and date.

1.5 **Questions concerning this Request for Proposals must be submitted via email to: Patrick Collins, Assistant Business Managers at pcollins@concordps.org.** Responses will be released as an addendum to all holders of the RFP.

1.6 A proposer may correct, modify, or withdraw a proposal by written notice received by the District prior to the time and date set for receipt of proposals. Proposer modifications must be submitted in a

sealed envelope clearly labeled, "Modification No. ____." Each modification must be numbered in sequence, and must reference the original RFP.

1.7 After the time and date set for receipt of proposals; a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the District or fair competition. Minor informalities will be waived or the proposer will be allowed to correct them. If there is a mistake and the intended price proposal are clearly evident on the face of the price proposal document, the mistake will be corrected to reflect the intended correct price proposal, and the proposer will be notified in writing; the proposer may not withdraw the price proposal. A proposer may withdraw a price proposal if a mistake is clearly evident on the face of the price proposal document, but the intended correct price proposal is not similarly evident. The District reserves the right to waive minor technicalities to the extent allowed by law.

1.8 The District reserves the right to reject any or all proposals if it is in the best interests of the District and the DISTRICT.

1.9 All proposal prices submitted in response to this RFP must remain firm for forty-five (45) days following the date and time set for receipt of proposals, unless time for award is extended.

1.10 If, at the time and date scheduled for receipt of the proposals, the District is closed due to uncontrolled events, such as fire, snow, ice, wind, or building evacuation, receipt of proposals will be postponed until 2:00 P.M. on the next normal business day. Proposals will be accepted until that date and time.

1.11 No performance bond is required for this contract.

1.12 Purchases of goods and services by the Concord Public Schools are exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, and any such taxes must not be included in any price computations.

1.13 The **Price Proposal** shall detail all costs, terms, and conditions with respect to the proposal and contract requirements necessary to provide a Student Music Instrument Rental Program and Repair Services. The **Technical Proposal** for services relating to a Student Music Instrument Rental Program and Repair Services. Proposals which are incomplete, conditional, not properly endorsed, or signed, or which are otherwise contrary to these instructions may be rejected. The proposal shall not contain any costs for services (**costs are only to be submitted with the separately sealed Price Proposal**).

1.14 Proposers must procure and maintain Commercial General Liability including property and personal injury coverage, Automobile Liability, (if applicable) and Worker's Compensation insurance. Proposers must submit a Certificate of Insurance with their proposal which shows all of the policies and limits required by the District are in place per limits specified in Section 5 of the sample agreement included in this RFP. If any policy specified by the District is not in currently in place, proposers may submit a statement certifying that the policy will be in place within ten (10) days of notice of a contract award.

II. Scope of Services:

1. Purpose

The District wishes to contract with a Vendor for the purpose of offering a Student Music

Instrument Rental Program and Repair Services on an as needed basis. The purpose of the Student Music Instrument Rental Program and Repair Services is to offer students the opportunity to purchase or rent quality instruments with the convenience of repair services offered at various school locations. The goal is simple: (1) to provide students with a good quality instrument, (2) at an affordable price, and (3) with an easy month-to-month rental agreement so that students are provided with the opportunity to have a good musical experience in school. Parents and guardians participation in the program is voluntary and have the option of purchasing or renting music instruments from the vendor of their choice. There is no obligation on the part of any participating music students to use the vendor selected. Any resulting agreement between a parent or guardian for a particular student will not involve the District, except to the extent that the terms and conditions of this RFP are met by the selected vendor.

2. Specifications for Musical Instrument Rental Program

- a. Prices shall be firm for the entire school year during each year of the contract. The awarded Vendor may request to use an updated price list for each contract period by giving the Music Coordinator prior written notice. Any such requests must be accompanied by documentation supporting the reasons for the requested change. The request, written on the Vendor's letterhead must include: identified price increases and their source and copies of the old and new price lists, if applicable, reflecting price changes. The District reserves the right to request additional information. Price increases shall not exceed 2.5% over any one year period.
- b. Any failure to perform this contract at any time during the school year shall allow the District to cancel the contract, with seven (7) days written notice without any further penalty.
- c. All instruments available for rental shall meet the specifications listed within the Price Proposal Form
- d. The vendor should provide all method books selected by the instrumental music faculty to students at a discounted price which must be included with the price proposal.
- e. Standard accessories (valve oil, reeds, cork grease, rosin, etc.) are provided with each instrument and included in the rental fee.)
- f. Insurance on leased instruments is optional
- g. String students are provided with the appropriate sized instrument at all times at no additional cost.
- h. All wind instruments are leased with an option to purchase the instrument. Lease payments will be applicable toward the purchase of bass clarinets, tenor saxophones, bassoons, or tubas.
- i. All string instruments are leased with an option to purchase an instrument; all payments are applied towards an upgraded quality full-size instrument.
- j. Students are allowed to change instruments no more than once during the lease period after consultation with the child's instrumental music teacher.
- k. A vendor representative visits the instrumental music staff on a designated day and time on a weekly basis throughout the school year and can make on-site emergency repairs to vendor-owned and school-owned instruments.
- l. The vendor provides the District with necessary instrumental supplies (reeds, pads, strings, valve oil, cork grease, etc.) when needed at a discounted established cost.
- m. Vendor offers repair services on school-owned and vendor-owned instruments.

- n. The school District is provided with an emergency supply of instrument supplies/parts (tuners, bridges, pads, etc.) to be used for urgent repairs to rented instruments at no additional cost.
- o. All transactions, with the exception of school-owned instrument repairs and supplies purchased by the District are strictly between the vendor and the lessee.
- p. Vendor is responsible for delivering and picking up all leased instruments at the appropriate school buildings.
- q. The vendor provides the District with loaner instruments at no cost while school-owned instruments are out for repair.
- r. Students will be provided with a loaner instrument at no charge when his/her rented instrument is out for repair.
- s. The vendor will attend an annual instrument rental meeting(s) to be scheduled in the Fall, or other time designated, of each year on a mutually agreed upon date and time at a designated location. The purpose of this meeting is to provide parents/guardians with an opportunity to review and complete rental contract and the distribution of instruments, method books (beginning and advanced) and folders. All students are provided with the appropriate instrument and method book at least one business day prior to the first lesson. The vendor will assist the instrumental music faculty on a mutually agreed upon day in the spring where children will have the opportunity to try the various instruments to be offered for instruction. The vendor will supply reeds, mouthpieces, and instruments for this purpose. The purpose of this day is to help guide the parents and children in selecting the correct instrument.
- t. All vendors shall provide with their proposals the following:
 - u. a detailed explanation of the rental program and all fees;
 - v. a purchase price list; and,
 - w. a copy of the rental agreement/contract.
 - x. Upon request, all vendors shall be required to provide a sample instrument for inspection by music teachers and/or parents/guardians.

3. Specifications for District and Student Musical Instrument Repair Services

- a) Vendor will provide quality, convenient repair services for all of the vendor's instruments to the District and all students participating in the musical instrument program at the various District locations.
- b) District may establish two (2) in-District repair services locations where a vendor will be able to set up shop one day per week where students can go and get their instruments repaired.
- c) If vendor is not able to complete a repair at the designated school locations, the vendor will be allowed to take an instrument back to their repair shop to perform the repairs. Vendor shall provide a loaner instrument to the District and/or student, at no additional cost.
- d) Vendor must repair all student instruments using an approved repair fee scale to repair instruments. All repair services will be provided on an as needed basis.
- e) Vendor will be required to submit a written quote to the requesting District and/or the parent/guardian for each repair, a copy of which is to be provided to the Music Director.
- f) Vendor must furnish length of warranty for parts and labor, if applicable, on all musical instruments.
- g) A price proposal for musical instrument repairs is attached to this solicitation on a separate form that lists common repairs to instruments, but does not include all potential repairs.
- h) Other repairs to string, wind brass and percussion instruments will be considered on an individual basis.

- i) All parts for the above-mentioned repairs will be replaced on an hourly basis plus cost of parts.
- j) Instruments are listed on the price proposal form in two (2) categories:
 - Group 1: Wind
 - Group 2: String

4. Vendor Requirements

- a) District policy requires all contractors, consultants, or vendors providing services on District premises to have a CORI check initiated by the District prior to providing services to students.
- b) There is no fee for the CORI check. Any contract awarded pursuant to this solicitation is contingent upon compliance with this requirement and a satisfactory background check as determined by District.
- c) Vendor to provide musicians to assist with instrument demo's showcase at no cost to the District or the students.
- d) Vendor must provide repair services to student's privately owned instruments who participate in the music program.
- e) Vendor shall provide evidence that they are an authorized factory repair facility.
- f) Vendor must provide sample rental agreement to be used by the parents/guardians.

III. Plan of Services/Staffing Plan

Section I – Company Qualifications and Experience

- (a) Provide brief history of the company including the number of years in business providing music instrument repair services.
- (b) Provide the following information for your place of business/repair shop and warehouse:
 - 1. Street address
 - 2. Days of operation
 - 3. Hours of operations
- (c) Provide an organizational chart with names and responsibilities of staff available to support the District music instrument repair services and the District Student Music Instrument Rental and Repair Services Program.
- (d) Provide three (3) references from organizations for which your company is currently providing services similar to the specifications of this solicitation or a complete list] of clients to whom similar services have been provided to.

Section 2 – Methodology / Operations

- (a) Describe your methods for repairing brass instruments.
- (b) Describe your methods for repairing woodwind instruments.
- (c) Describe your methods for repairing percussion instruments.
- (d) Describe your warranty for all parts and labor.

- (e) Describe in detail the average turnaround time for repairing instruments.
- (f) Provide the address of your repair center and indicate if you offer pickup and delivery service from school sites.
- (g) Indicate if you can provide replacement parts for musical instruments and if so, for which types of instruments.

Section 3 – Pricing (in separate sealed envelope)

- (a) In a separate, sealed envelope: Describe your pricing structure including minimums, if any, and method for determining any price increase in subsequent years of the contract.
- (b) In a separate, sealed envelope: Describe Submit your hourly rate for repairs listed on the price proposal form. Price proposal forms must be submitted in a separate sealed envelope from the non-price proposal.

IV. Minimum Evaluation Requirements

1. Proposers must provide all of the services described in Section II: Scope of Services and comply with all Proposal Submission Requirements listed in Section I, including submitting all relevant Technical Proposal Submission Forms and Price Proposal Submission Forms.
2. Proposers must have been in business of selling and/or repairing the above-listed musical instruments for a minimum of three (3) years.
3. Proposers must have a minimum of three (3) years satisfactory performance under at least five (5) different rental contracts.
4. Proposers must complete self-assessment form included on this RFP as “Attachment A”

A proposer who does not meet the minimum evaluation requirements will be rated as Unacceptable and will not be considered under the Comparative Evaluation Criteria.

V. Evaluation Process/Comparative Evaluation Criteria

Evaluation Process

To be entitled for consideration, proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the awarded vendor to meet all specifications and guidelines set forth herein.

An evaluation committee will evaluate each proposal. The District, at its sole discretion, determines the criteria and process whereby proposals are evaluated and awarded. The evaluation process will be subject to the requirements of M.G.L. Chapter 30B.

Comparative Evaluation criteria will be evaluated based on “Highly Advantageous”, “Advantageous”, “Not-Advantageous” and/or “Unacceptable”.

Comparative Evaluation Criteria

A. Relevant experience of the proposer:

Highly Advantageous: The proposer has (6) or more years of experience repairing the proposed musical instruments.

Advantageous: The proposer has four (4) or more years experience repairing the proposed musical instruments.

Not Advantageous: Proposer has three (3) or more years experience repairing the proposed musical instruments.

B. Proposer’s experience managing a school musical instrument rental program, including repair services for students:

Highly Advantageous: Proposer has successfully managed a school musical instrument rental program for five (5) or more years.

Advantageous: Proposer has successfully managed a school musical instrument rental program for three (3) or more years.

Not Advantageous: Proposer has not managed a school musical instrument rental program.

C. Staffing Plan and methodology:

Highly Advantageous: The plan of services proposes a detailed, logical, and highly efficient scheme for providing a complete school musical instrument rental program and repair services that addresses all required services.

Advantageous: The plan of services proposes a credible scheme for providing a complete school musical instrument rental program and repair services that addresses all required services.

Not Advantageous: The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all of the components necessary to provide a complete school musical instrument rental program and repair services that addresses all required services.

D. Evaluation of the proposed plan:

Highly Advantageous: The proposal contains a clear and comprehensive plan that addresses all of the program objectives stated in the RFP.

Advantageous: The proposal contains a clear plan that addresses most of the program objectives stated in the RFP.

Not Advantageous: The proposal does not contain a clear plan that addresses most of the

program objectives stated in the RFP.

- E. Commitment to Low-Income Accessibility:** The District has students who are deemed low-income by the state and are, therefore, eligible for free or reduced-priced meals. Vendors are asked to commit a certain percentage of the total projected units rented that would be made available at no cost to families who are eligible to free meals and at half cost to families who are eligible for reduced-priced meals. Example: If there are a total of 300 instruments projected to be rented as part of this program, Vendors would commit either 24 (8%) or 15 (5%) instruments that would be available for free or ½ price to low-income families.

Highly Advantageous: Proposer agrees to provide free or ½ priced instrument rentals to up to 8% of the estimated number of instruments rented.

Advantageous: Proposer agrees to provide free or ½ priced instrument rentals for up to 5% of the estimated number of instruments rented.

Not Advantageous: Proposer does not agree to provide free or ½ priced instrument rentals for at least 5% of the estimated number of instruments rented.

VI. Rule for Award

The District through its School Committee will determine the most advantageous proposal from a responsible and responsive proposer, taking into consideration price and all evaluation criteria set forth in the RFP, based on a recommendation by the Assistant Business Managers.

**PRICE PROPOSAL FORM
STUDENT MUSICAL INSTRUMENT RENTAL PROGRAM
AND REPAIR SERVICES**

[Proposer may insert their own pricing form in similar format for rental and repair costs]

Desired Instruments and Accessories	(A) Estimated Quantity	(B) Rent/Unit	(A*B) Total
Flute Yamaha			
Cleaning swab and rod			
Grades 4-8	46		
Oboe Selmer			
Stock Reed (long scrape), silk swab, cork grease			
Grades 4-8	3		
Clarinet Yamaha			
Swab, Stock Mouthpiece, 2.5 Reeds (Rico), Cork Grease			
Grades 4-8	81		
Saxophone Yamaha			
Swab , 2.5 Reeds (Rico) , Stock Mouthpiece (Yamaha 4C), Cork Grease			
Altos Grades 4-8	28		
Current Tenors Grades 4-8	5		
Trumpet Yamaha			
Stock Mouthpiece (Bach 7c or Yamaha 11B4), Valve Oil and Tuning Slide Grease			
Grades 4-8	71		
Horn Yamaha			
Stock Mouthpiece (Yamaha 32C4), Valve Oil, Rotar Oil, and Tuning Slide Grease			
Grades 4-8	4		
Trombone Yamaha			
Stock Mouthpiece (SL-48S or Bach 6 ½ AL), Slide Lubricant , Tuning Slide Grease			
Grades 4-8	26		
Euphonium Yamaha			
Stock Mouthpiece (SL-48S or Bach 6 ½ AL), Valve Oil and Tuning Slide Grease , ,			
Grades 4-8	7		

Elementary Percussion

Mapex Backpack Percussion Kit with Integrated Roller
 Bell Kit, Practice Pad - No Snare Drum,
 Innovative Percussion F12 IP-HB sticks and mallets

Grades 4-8	46		
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Middle School Percussion

Stick Bag (ie. Liberty One Basic Stick Pack [SW-STICKPACK], or comparable)
 Snare Sticks - SD1, Rubber Mallets, Yarn Mallets , Timpani Mallets

Grades 4-8	46		
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Violin outfits | Eastman or equivalent

Grades 4-8	70		
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Viola outfits | Eastman or equivalent

Grades 4-8	10		
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Cello outfits | Eastman or equivalent

Grades 4-8	15		
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Double Bass student model

Grades 4-8	8		
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*Mendini/Cecilio and equivalents are not acceptable.

<i>Estimated Grand Total</i>			
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Sum all above

Sum all above

**NON-PRICE (TECHNICAL) PROPOSAL COVER SHEET
STUDENT MUSICAL INSTRUMENT RENTAL PROGRAM
AND REPAIR SERVICES**

Having carefully examined the attached specifications and any other applicable information relating to this Request for Proposals, the undersigned proposes to furnish all items and services necessary for and reasonably incidental to the proper completion of this proposal. The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

The undersigned understands and agrees that all necessary permits, licenses and insurances must be obtained and that all applicable federal, state and local codes, laws and regulations must be complied with.

The undersigned understands and agrees, if selected as the successful Vendor, to enter into a contract with the District and to provide proof of the required insurance by a certificate within ten (10) days of receipt of a Notice of Award of contract.

The undersigned understands that the District reserves the right to accept any or all proposals in whole or part and to waive minor informalities in any proposal in the best interest of the District. The proposal will be evaluated and awarded on the basis of the most advantageous proposal, taking into consideration price (submitted in a separately sealed envelope) and all evaluation criteria in the Request for Proposals from a responsive and responsible proposer as defined by M.G.L. Chapter 30B.

Vendor Contact Information: Provide the contact information for the following:

(Name)
Local Representative: _____ **Phone:** _____

Email: _____ **Fax:** _____

(Name)
Corporate Contact: _____ **Phone:** _____

Email: _____ **Fax:** _____

(Name)
Invoicing Contact: _____ **Phone:** _____

Email: _____ **Fax:** _____

Attachment A

Comparative Evaluation Criteria Self-Rating Sheet

Criteria	Description	Self Rating	Page of Evidence Location
A	Relevant experience of the proposer:		
B	Proposer's experience managing a school musical instrument rental program, including repair services for students:		
C	Staffing Plan and methodology:		
D	Evaluation of the proposed plan:		
E	Commitment to Low-Income Accessibility		

TECHNICAL PROPOSAL - SUBMISSION FORMS

CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

Pursuant to M.G.L. Ch. 30b, s10, the undersigned hereby certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without fraud or collusion with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Certificate of Non-Collusion

The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of person submitting contract/bid Date

Name of Business

CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. Ch.62c, s49A, I hereby certify, under penalties of perjury that to my best knowledge and belief that the undersigned bidder has filed all state tax returns and paid all state taxes required by law.

Certificate of Tax Compliance

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

*Social Security Number or
Federal Identification Number*

*Signature of Individual or
Corporate Name*

*Corporate
Officer
(if
applicable)*

PRICE PROPOSAL – SUBMISSION FORM

**CONCORD PUBLIC SCHOOLS
CONCORD, MASSACHUSETTS**

Price Proposal: The price proposal should be in a separate sealed envelope marked with the consultant’s *NAME AND ADDRESS* followed by “*RFP - Student Musical Instrument Rental Program & Repair Services.*”

The price proposal is for the completion and execution of the scope of work as indicated in the RFP. All project awards are subject to the availability of funds.

BASE BID: \$ _____

TOTAL \$ _____

PRICE PROPOSAL INFORMATION:

Company Name _____

Contact Name _____

Address _____

Phone _____

Signature _____

NOTICE:

Proposal should be signed in ink by a person having proper legal authority, and the person’s title should be given such as “owner” in the case of individual; “partner” in the case of a general partnership; “president”, “treasurer” or other authorized office in the case of a corporation.

CERTIFICATE OF AUTHORITY CORPORATE- MEETING OF BOARD OF DIRECTORS

At a meeting of the Board of Directors of _____ duly called
(Corporation)
and held at _____ on the _____ day of __,
20_____, (Location)
at which a quorum was present and acting, it was voted that _____
(Name)
the _____ of this corporation; and that he/she is
hereby (Title/Position)
authorized to execute contracts in the name and on behalf of said company, and affix it's corporate seal
thereto; and such execution of any contract or obligation in this company's name on its behalf by such,
under seal of this company shall be valid and binding upon this company.

*I hereby certify that the above is a true and correct copy of the record, that said vote has not been amended
or repealed and is in full force and effect as of this date, and that*

_____ is duly elected _____ of this Corporation.

Clerk or Secretary of the Corporation

Date

CERTIFICATE OF CORPORATE BIDDER

I, _____, certify that I am the _____ of the Corporation named as Bidder in the attached Bid Form; that _____, who signed said Bid Form on behalf of the Bidder was then _____ of said Corporation; that I know his/her signature hereto is genuine and that said Bid Form was duly signed, sealed and executed for and on behalf of its governing body.

(Corporate Seal)

Name of Bidder

Address of Bidder

Telephone Number

By:

(Signature)

Printed Name

Printed Title

Date

This Certificate shall be completed where Bidder is a Corporation and shall be so completed by its Clerk. In the event that the Clerk is the person signing as the Bidder on behalf of the Corporation, this certificate shall be completed by another officer of the Corporation.

CERTIFICATE OF AUTHORITY

SOLE PROPRIETOR

I, _____ as a Sole Owner of my Business, _____
(Name) (Business)

certify that I am authorized to enter into a contract with the Concord Public Schools on behalf of myself.

I have set my hand as the Sole Owner of the Business this

_____ day of _____, 20_____.
Day Month Year

Sole Owner Signature

CERTIFICATE OF AUTHORITY - PARTNERSHIP

I, _____, a Principal of _____, do hereby certify that:
(Name) (Partnership)

- (1) I am a Principal of _____, a partnership (the "Partnership");
(Partnership)
- (2) I maintain and have custody of a copy of the Partnership Agreement of the Partnership and a list of the General Partners and Principals of the Partnership assigned;
- (3) I am duly authorized to issue certificates with respect to such Partnership Agreements and such General Partners and Principals;
- (4) I have attached hereto as Certificate Exhibit A, a true, accurate and complete excerpt of the relevant provision of the Partnership Agreement of the Partnership setting forth the authority of a Principal of the Partnership to enter into and sign agreements in the name of and on behalf of the Partnership;
- (5) _____, is on the date hereof, and since or before _____, 20____ has been
(Name) Month Year
a Principal of the Partnership as referred to in Certificate Exhibit A attached hereto;
- (6) As a Principal of the Partnership she/he is fully authorized on behalf of and in the name of the Partnership to enter into and to take any and all actions to execute, acknowledge and deliver the contract with the Concord Public Schools and the Concord Public Schools, providing for the performance by the Partnership of certain management consulting services, and any and all documents, agreements and other instruments (and any amendments, revisions, or modifications thereto) as she/he may deem necessary, desirable or appropriate to accomplish the same;
- (7) The signature of _____, as Principal of the Partnership affixed to any instrument or
(Name)
document described in or contemplated by the preceding paragraph shall be exclusive evidence of the authority of said Principal to bind the Partnership thereby;
- (8) The excerpt of the Partnership Agreement of the Partnership attached as Certificate Exhibit A has not been revoked, annulled, or amended in any manner whatsoever and remains in full force and effect as of the date hereof;
- (9) The following persons, whose signatures appear below, have been duly appointed or assigned to and now occupy the positions indicated below in the Partnership:

Signature of Partnership Representative Partnership Representative Name & Title

Signature of Partnership Representative Partnership Representative Name & Title

Conflict of Interest Statement

The Bidder hereby certifies:

I hereby certify that the Bidder understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws, applies to the Bidder with respect to the transaction outlined in the Invitation for Bids. I also certify that the Bidder understands that the Bidder, his/her/its officers, employees, agents, subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

Name of Bidder

Address of Bidder

Telephone Number

By: _____ (Signature)

Printed Name

Printed Title

Date