1. RFP OVERVIEW

1.1 Company Description
The East Providence School District (EPSD) is a K-12 public school district supporting the City of East Providence, Rhode Island. The district maintains thirteen facilities including multiple K-5, middle and high school campuses.

1.2 Purpose of the RFP
EPSD is seeking proposals from well qualified vendors to supply Music/Band equipment for East Providence High School.

1.3 General Conditions
1.3.1 This RFP is not an offer to contract. Acceptance of a proposal neither commits our school district to award a contract to any Vendor, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a Vendor for reasons other than lowest price. We will thoroughly examine each proposal for best price, product quality, performance measures, flexibility and customer support.

1.3.2 Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All bidders must complete in their own interest and in their own behalf. If you are subcontracting any portion of this agreement, you must identify the subcontractor in your proposal and agree that all subcontractors are bound to all terms and conditions of this RFP.

1.3.3 The Vendor will absorb all costs incurred in the preparation and presentation of the proposal.

1.3.4 All Vendors who submit proposals will be notified of the results of the selection process.

1.3.5 East Providence School District reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In addition, East Providence School District may enter into negotiations with one or more entities simultaneously and award a contract without notification. At the sole discretion of East Providence School District, bidder presentations may be requested before award of the contract. East Providence School District may also request the opportunity to conduct an
1.4 Proposal Effective Period
Vendors should state in writing that all furnished information, including prices, will remain valid for 90 days from the date their proposal is received by East Providence School District.

2. VENDOR INSTRUCTIONS

Any changes in deadlines will be communicated to all Vendors via E-Bids@epschoolsri.com email address. We reserve the right to disqualify any vendor that does not comply with these deadlines.

2.1 RFP Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Released</td>
<td>September 8, 2021</td>
</tr>
<tr>
<td>Deadline for questions</td>
<td>September 22, 2021 at 10:00am</td>
</tr>
<tr>
<td>Q&amp;A Addenda Issued</td>
<td>September 24, 2021</td>
</tr>
<tr>
<td>Proposal Submission Deadline</td>
<td>October 4, 2021 at 10:00am</td>
</tr>
<tr>
<td>Project awarded</td>
<td>October 11, 2021</td>
</tr>
</tbody>
</table>

2.2 Vendor Questions and RFP Addenda

2.2.1 Questions regarding the content or schedule for the RFP must be submitted in writing by e-mail to E-Bids@epschoolsri.com according to the RFP schedule provided in Section 2.1.

2.2.2 East Providence School District will issue answers to all Vendor questions, as noted in that schedule. In the event that modifications or additions to the RFP become necessary, vendors will be notified in writing and posted to www.epschoolsri.com/purchasing.

2.3 Proposal Format and Submission Requirements

2.3.1 Proposals are to be organized in the following format:
2.3.1.1 Section 1: Executive Summary. The one page maximum executive summary is to briefly describe the vendor’s proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the Proposer. The reader should be able to determine the essence of the proposal by reading the executive summary.

2.3.1.2 Section 2: Vendor Information. Proposers must provide in-line responses to all requirements outlined in RFP Section 3.3 - Vendor Information.

2.3.1.3 Section 3: Response to RFP Requirements. Proposers must provide in-line responses to all requirements outlined in Section 3.

2.3.1.4 Section 4: Pricing. Proposers must attach a formal company quote to the last page. Additional vendor sales quotes, hardware details, or other pricing material may be included in this section. Pricing will include product and installation, as well as any other needed attachments. Shipping is to be included in the pricing.

2.3.1.5 Section 5: Additional Information. Proposers may include additional information regarding their products and services in this section.

2.3.2 Sealed Bid Requirements

Two (2) printed copies of the proposal must be submitted in an envelope clearly marked: Request for Proposals, “EPHS Music/Band Equipment”. Mail or deliver sealed bid proposals to the following address by the date and time identified in the schedule in Section 2.1. The EPSD Finance Department will receive all bids and include a timestamped form to record arrival date/time.

Craig Enos
Director of Finance
RFP# EPSD.EPHS.2021.001
145 Taunton Avenue, Suite 307
East Providence, RI 02914

2.3.3 Bid Evaluation
2.3.3.1 The district contemplates award to the lowest price, technically acceptable vendor proposal; and may choose items from various vendors. To determine whether proposals are technically acceptable:

2.3.3.1.1 The district will determine whether each proposal is complete.

2.3.3.1.2 The solution specified in the proposal meets the technical needs of EPSD and offers the most value to the schools.

2.3.3.1.3 Whether it is responsive to all requirements established in the RFP and addenda.

2.3.3.1.4 Whether the proposing vendor maintains and has submitted documentation of applicable certifications from Manufacturer(s) selected.

2.3.3.1.5 Whether references related to past performance are favorable.

2.3.3.1.5.1 With regard to references, vendors are free to submit references they wish the East Providence School District to consider; however, the East Providence School District reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years. Proposals not deemed technically acceptable may be eliminated from consideration.

2.3.3.2 The East Providence School District may choose to seek clarifications from vendors with regard to their proposals.

2.3.3.2.1 All responses will be provided in writing to the E-Bids@epschoolsri.com address, and incomplete or unclear responses may result in a proposal being deemed technically unacceptable. However, the East Providence School District reserves the right to make a selection without requesting clarification. Additionally, the East Providence School District may not necessarily seek clarifications from all vendors submitting proposals.

2.3.3.3 Any contract awarded under this RFP is subject to funding, and approval by the East Providence School Committee. The East Providence School District reserves the right to make no awards under this RFP.

3. REQUIREMENTS
3.1 Background

This RFP is being done in order to do a re-fresh on all the music/band equipment at East Providence High School.

3.2 Scope of Services / Product

**Woodwinds**

<table>
<thead>
<tr>
<th>Instrument and Brand</th>
<th>Model</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yamaha Baritone Saxophone</td>
<td>YBS-52</td>
<td>4</td>
</tr>
<tr>
<td>Yamaha Intermediate Bb Tenor Saxophone</td>
<td>YTS-480</td>
<td>4</td>
</tr>
<tr>
<td>Yamaha Standard Alto Saxophone</td>
<td>YAS-26</td>
<td>4</td>
</tr>
<tr>
<td>Yamaha Standard Bb Clarinet</td>
<td>YCL-255</td>
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<tr>
<td>Yamaha Intermediate Flute inline G, B Foot</td>
<td>YFL-382</td>
<td>4</td>
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<tr>
<td>Yamaha Piccolo</td>
<td>YPC-32</td>
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<tr>
<td>Yamaha Oboe</td>
<td>YOB-241</td>
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<tr>
<td>Yamaha Bass Clarinet</td>
<td>YCL-221</td>
<td>4</td>
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<tr>
<td>Pearl Flutes Alto Flute Curved Headjoint</td>
<td>201 Series</td>
<td>1</td>
</tr>
<tr>
<td>Pearl Flutes Bass Flute C Foot with Crutch</td>
<td>305 Series</td>
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**Brass**

<table>
<thead>
<tr>
<th>Instrument and Brand</th>
<th>Model</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Bach Stradivarius Professional F Attachment Tenor Trombone</td>
<td>42BOF</td>
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<tr>
<td>Bach 50B3 Stradivarius Series Bass Trombone Standard Wrap</td>
<td>50B3L</td>
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<tr>
<td>50B3L 10.5-inch Yellow Bell</td>
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<tr>
<td>Bach Student Series Trombone</td>
<td>TB301</td>
<td>4</td>
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<tr>
<td>Yamaha 4 Valve Euphonium</td>
<td>YEB-321</td>
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<tr>
<td>Yamaha Marching F Mellophone</td>
<td>YMP-204M</td>
<td>4</td>
</tr>
<tr>
<td>Yamaha Marching Bb Euphonium</td>
<td>YEP-202M</td>
<td>4</td>
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<tr>
<td>Yamaha Intermediate Bb Trumpet</td>
<td>YTR-4335GII</td>
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<tr>
<td>Yamaha Fiberglass BBb Sousaphone w Hard Case</td>
<td>YSH-301WC Series</td>
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<tr>
<td>Yamaha 3 Valve 3/4 Tuba</td>
<td>YBB-105WC</td>
<td>2</td>
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<tr>
<td>Yamaha 4-valve 4/4 Tuba</td>
<td>YBB-321WC</td>
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</table>
**East Providence School Department**  
**RFP# EPSD.EPHS.2021.001**  
**EPHS MUSIC/BAND EQUIPMENT**

<table>
<thead>
<tr>
<th>Instrument and Brand (Brass cont’d)</th>
<th>Model</th>
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<tbody>
<tr>
<td>Yamaha Geyer Series Intermediate Double French Horn</td>
<td>YHR-567</td>
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<tr>
<td>Yamaha Flugel Horn</td>
<td>YFH-631G</td>
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<tr>
<td>Trumpet Straight Mute - Humes and Berg 101 Trumpet Straight Mute</td>
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<tr>
<td>Trumpet Cup Mute - Humes and Berg 102 Trumpet Cup Mute</td>
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<tr>
<td>Humes and Berg 151 Tenor Trombone Straight Mute</td>
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<tr>
<td>Humes and Berg 152 Tenor Trombone Cup Mute</td>
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<tr>
<td>Humes and Berg 121 French Horn Straight Mute</td>
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**Percussion**

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<thead>
<tr>
<th>Instrument and Brand</th>
<th>Model</th>
<th>Amount</th>
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<tbody>
<tr>
<td>LP Aspire Wood Conga Set with stand</td>
<td>LP-LPA646</td>
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<tr>
<td>LP 26-Bell Bell Tree with Stand Standard</td>
<td>LP450</td>
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<tr>
<td>Sabian 40&quot; Symphonic Gong (Tam Tam)</td>
<td>P4000</td>
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<tr>
<td>Sabian Large Gong Stand With wheels</td>
<td>P4050</td>
<td>1</td>
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<tr>
<td>Ludwig Timpani Set of 4 (23/26/29/32) - Ludwig Standard Series Polished Copper w/Gauge</td>
<td>LUD-LTS404PG</td>
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<tr>
<td>Zildjian High Octave Crotales (13 notes)</td>
<td>ZIL-P0615</td>
<td>1</td>
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<tr>
<td>Zildjian High Octave Deluxe Crotale Mounting Bar</td>
<td>ZIL-P0637</td>
<td>1</td>
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<tr>
<td>Zildjian Low Octave Crotales (13 notes)</td>
<td>ZIL-P0625</td>
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<tr>
<td>Zildjian Low Octave Deluxe Crotale Mounting Bar</td>
<td>ZIL-P0636</td>
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<tr>
<td>Zildjian Crotale Carrying Bag</td>
<td>ZIL-P0638</td>
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<tr>
<td>Ludwig LE-102 Temple Block Set</td>
<td></td>
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<tr>
<td>Yamaha 600 Series Double-Braced Hardware Pack</td>
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<tr>
<td>Yamaha 9000 Series Professional Concert Bass Drum</td>
<td>CB-9036</td>
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<tr>
<td>Yamaha 9000 Series Tiltble Concert Bass Drum Stand Standard</td>
<td>BS-9000</td>
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<tr>
<td>Yamaha CSMAII Concert Snare Drum Natural Vintage Finish 14x5</td>
<td>YAM-CSM1450All</td>
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<td>Yamaha Orchestral Maple Snare Drum - 14x6.5</td>
<td>YAM-OSM-1465</td>
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<tr>
<td>Yamaha 4 Octave Custom Vibraphone with Motor</td>
<td>YAM-YV4110C</td>
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</table>
## EPHS MUSIC/BAND EQUIPMENT

<table>
<thead>
<tr>
<th>Instrument and Brand (Percussion cont’d)</th>
<th>Model</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Yamaha 800 Series Snare Drum Stand</td>
<td>800 Series</td>
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<tr>
<td>Yamaha 800 Series Cymbal Stand</td>
<td>800 Series</td>
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<tr>
<td>Yamaha 5 Octave Professional Rosewood Marimba</td>
<td>YAM-YM5100AC</td>
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<tr>
<td>Yamaha 3.3 Octave Concert Bells with Damper</td>
<td>YG-2500</td>
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<tr>
<td>Yamaha Professional 1.5 Octave Chimes</td>
<td>YCH-7018</td>
<td>1</td>
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<tr>
<td>LP Cyclops Tambourine/Cowbell with Mount</td>
<td>LP160NY-K</td>
<td>1</td>
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<tr>
<td>Black Swamp 10&quot; Double Row Tambourine</td>
<td>BLA-TC2</td>
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<tr>
<td>Inbrass Triangle Beater Set</td>
<td>WAN-TBB</td>
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<tr>
<td>Black Swamp Triangle Clip</td>
<td>BLA-TR LIP</td>
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<tr>
<td>Triangle</td>
<td>BLA-AT8</td>
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<tr>
<td>Rustic Percussion Slap Stick</td>
<td>RP-RPSS</td>
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<tr>
<td>Latin Percussion Vibralap II Deluxe</td>
<td>II Deluxe</td>
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<tr>
<td>LP Matador 14&quot; and 15&quot; Brush Nickel Timbales</td>
<td>M257-BNG</td>
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<tr>
<td>LP Road Ready Timbale Case</td>
<td>LP-LP520</td>
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<td>Latin Percussion LP427 Castanet Machine</td>
<td>LP427</td>
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<td>Remo Mondo 14&quot; Key-Tuned Djembe Earth</td>
<td>DJ-0014-05</td>
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<tr>
<td>Ludwig LE-102 Temple Block Set</td>
<td>LE-102</td>
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### Marching Band Drumline

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<thead>
<tr>
<th>Instrument and Brand</th>
<th>Model</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Zildjian 18&quot; A Stadium Medium Heavy Hand Crash Cymbal Pair</td>
<td>A Stadium</td>
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<tr>
<td>Pearl Marching Snare Drum Stand</td>
<td>MSS-3000</td>
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<tr>
<td>Pearl MTS-3000 Advanced Marching Tenor Stand</td>
<td>MTS-3000</td>
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<tr>
<td>Pearl MBS-3000 Advanced Marching Bass Drum Stand</td>
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<tr>
<td>Pearl Championship Marching Snare Drum</td>
<td>PEA-FFXM1412/A-33</td>
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<tr>
<td>Pearl Championship Marching Multi Tenors</td>
<td>PEA-PMTMS68023/A33</td>
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<tr>
<td>Pearl Championship Marching Bass Drum 16&quot;</td>
<td>PEA-PBDM1614/A33</td>
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<tr>
<td>Pearl Championship Marching Bass Drum 18&quot;</td>
<td>PEA-PBDM1814/A33</td>
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<td>Pearl Championship Marching Bass Drum 20&quot;</td>
<td>PEA-PBDM2014/A33</td>
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<td>Pearl Championship Marching Bass Drum 24&quot;</td>
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East Providence School Department  
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<table>
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<tr>
<th>Instrument and Brand</th>
<th>Model</th>
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<tr>
<td>Pearl Championship Marching Bass Drum 28&quot;</td>
<td>PEA-PBDM2814/A33</td>
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<tr>
<td>Jarvis 72&quot; Marching Band Podium with rails</td>
<td>1400-2/ Model 14</td>
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<tr>
<td>Custom Marching Band Banner</td>
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<tr>
<td>Marching Band Banner Frame and Stand</td>
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**Music Lab**

<table>
<thead>
<tr>
<th>Instrument and Brand</th>
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<tbody>
<tr>
<td>MALLETKAT with gigKAT 2 Sound Module</td>
<td>8 Grand</td>
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<tr>
<td>Sennheiser HD 200 PRO Closed-back Monitoring Headphones</td>
<td>HD 200 Pro</td>
<td>40</td>
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<tr>
<td>Vox Pathfinder 10 1x6.5&quot; 10-watt Combo Amp</td>
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<tr>
<td>Yamaha Acoustic Guitar - FG800 Dreadnought - Natural</td>
<td>FG800</td>
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**Practice Rooms**

<table>
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<tr>
<th>Instrument and Brand</th>
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<tbody>
<tr>
<td>Yamaha Console Piano</td>
<td>YDP-103</td>
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**Jazz**

<table>
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<tr>
<th>Instrument and Brand</th>
<th>Model</th>
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<tbody>
<tr>
<td>Casio Privia PX-S3000 Digital Piano - Black</td>
<td>PX-S3000</td>
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<tr>
<td>Casio CS-68 Stand for PX-S1000/3000 - Black</td>
<td>CS-68</td>
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<tr>
<td>Casio Carry Case - For PX-S1000/3000</td>
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<tr>
<td>Casio SP20 Sustain Pedal</td>
<td>SP20</td>
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<tr>
<td>Fender Player Jazz Bass 3 Tone Sunburst with Maple Fingerboard</td>
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<tr>
<td>Fender Deluxe Molded Bass Case - Black</td>
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<tr>
<td>Ampeg Rocket Bass RB-115 1x15&quot; 200-watt Bass Combo Amp</td>
<td>RB-115</td>
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<tr>
<td>Vox AC15C1 1x12&quot; 15-watt Tube Combo Amp</td>
<td>Ac15C1</td>
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<tr>
<td>Roland KC-600 - 200W 15&quot; Keyboard Amp</td>
<td>KC-600</td>
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<tr>
<td>Pearl PTT1824W 18&quot; x 24&quot; Trap Table w/Double Braced Stand</td>
<td>PTT1824W</td>
<td>2</td>
</tr>
<tr>
<td>DW Go Anywhere Practice Pad Set</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Zildjian L80 Series LV468 Low Volume Cymbal Box Pack (hats, ride &amp; crash pack)</td>
<td></td>
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</tr>
</tbody>
</table>
3.3 Vendor Information

3.3.1 Company Background Information

3.3.1.1 Legal name of the company
3.3.1.2 Number of years in business
3.3.1.3 Headquarters location address, phone number, website
3.3.1.4 Company type
3.3.1.5 Number of employees
3.3.1.6 Tax ID number

3.3.2 Company Experience and References

3.3.2.1 Please describe the product/market differentiators that distinguish you in the industry and make you capable of competing for this project.

3.3.2.2 Please provide project details for at least two (2) projects of similar size and scope to that requested by EPSD. Project details should include:

3.3.2.2.1 Deployment date and period of performance
3.3.2.2.2 Overview of project performance, including successes, challenges, etc.

3.3.2.3 Vendors are free to submit references they wish the East Providence School District to consider. However, the East Providence School District reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years.

3.3.3 Vendor/Subcontractor Information

3.3.3.1 The vendor and subcontractors of the vendor will maintain at their own expense during the term of this contract, the following insurances:

3.3.3.1.1 Workers’ Compensation Insurance with Rhode Island statutory limits and Employers Liability Insurance with a minimum limit of $100,000 each accident for any employee.
3.3.3.1.2 Comprehensive/Commercial General Liability Insurance with a combined single limit of $1,000,000 each occurrence for bodily injury and property damage.

3.3.3.1.3 Automobile Liability Insurance covering all owned, hired and non-owned vehicles with a minimum combined single limit of $1,000,000 each accident for bodily injury and property damage.

3.3.3.1.4 Insurance companies, named insurers and policy forms shall be subject to the approval of the East Providence School District. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to the East Providence School District. Vendor and any subcontractors shall furnish East Providence School District Project Coordinator with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract.

### 3.3.4 Minority/Women Business Enterprise

In accordance with RI Gen. Law § 37-14.1-1, it is the policy of the State of Rhode Island to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs). Pursuant to §§ 37-14.1-2 and 37-14.1-6, MBEs and WBEs shall be included in all state purchasing, including, but not limited to, the procurement of goods, services, construction projects, or contracts funded in whole or in part with state funds, or funds which, in accordance with a federal grant or otherwise, the state expends or administers. MBEs and WBEs shall be awarded a minimum of ten percent (10%) of the dollar value of the entire procurement or project. MBE participation credit shall only be granted for firms duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity, MBE Compliance Office (MBECO). The current directory of firms certified as MBEs or WBEs may be accessed at http://odeo.ri.gov/offices/mbeco/mbe-wbe.php or by contacting Dorinda Keene at the MBECO at (401) 574-8670 or via email at Dorinda.Keene@doa.ri.gov

### 4. EVALUATION PROCESS
East Providence School Department
RFP# EPSD.EPHS.2021.001
EPHS MUSIC/BAND EQUIPMENT

The district contemplates award to the lowest priced, technically acceptable vendor proposal. To determine whether proposals are technically acceptable, the district will determine whether each proposal is complete; whether it is responsive to all requirements established herein; whether the proposing vendor maintains and has submitted documentation of applicable certifications from Manufacturer(s) selected; and whether references related to past performance are favorable. With regard to references, vendors are free to submit references they wish the East Providence School District to consider. However, the East Providence School District reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years. Proposals not deemed technically acceptable may be eliminated from consideration.

The East Providence School District may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete or unclear responses may result in a proposal being deemed technically unacceptable. However, the East Providence School District reserves the right to make a selection without requesting clarification. Additionally, the East Providence School District may not necessarily seek clarifications from all vendors submitting proposals.

Any contract awarded under this RFP is subject to funding, and approval by the East Providence School Committee. The East Providence School District reserves the right to make no awards under this RFP.

Each vendor proposal will be reviewed and scored using the following criteria and maximum point values per topic:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Available points</th>
<th>Points awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets technical requirements</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Pricing</td>
<td>35</td>
<td></td>
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<tr>
<td>Past project experiences</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>References</td>
<td>10</td>
<td></td>
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</tbody>
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Attach vendor quote to last page