



East Providence School Department  
RFP# EPSD.DISTRICT.2022.009  
DISTRICT MUSIC/BAND EQUIPMENT

## **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 Martin Middle School, Riverside Middle School and the district elementary schools. Specific brands are listed – quantities are subject to change.

### **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 compete 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



East Providence School Department  
RFP# EPSD.DISTRICT.2022.009  
DISTRICT MUSIC/BAND EQUIPMENT

contract. East Providence School District may also request the opportunity to conduct an on-site review of the Vendor's facility and/or other locations where these services are provided, or a demonstration of the proposed technology.

#### **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](mailto: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**

Activity	Date/Time
RFP Released	September 21, 2022
Deadline for questions	September 28, 2022 at 10:00am
Q&A Addenda Issued	September 28, 2022
Proposal Submission Deadline	October 5, 2021 at 10:00am
Project awarded	October 11, 2022

#### **2.2 Vendor Questions and RFP Addenda**

2.2.1 Questions regarding the content of or schedule for the RFP must be submitted in writing by e-mail to [E-Bids@epschoolsri.com](mailto: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](http://www.epschoolsri.com/purchasing).

#### **2.3 Proposal Format and Submission Requirements**

**2.3.1 Proposals are to be organized in the following format:**



East Providence School Department  
RFP# EPSD.DISTRICT.2022.009  
DISTRICT MUSIC/BAND EQUIPMENT

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**

Three (3) printed copies of the proposal must be submitted in an envelope clearly marked: Request for Proposals, "District 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.DISTRICT.2022.009  
1998 Pawtucket Avenue  
East Providence, RI 02914

**2.3.3 Bid Evaluation**



East Providence School Department  
RFP# EPSD.DISTRICT.2022.009  
DISTRICT MUSIC/BAND EQUIPMENT

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](mailto: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**



East Providence School Department  
RFP# EPSD.DISTRICT.2022.009  
DISTRICT MUSIC/BAND EQUIPMENT

### 3.1 Scope of Services / Product

#### Woodwinds

Instrument and Brand	Model	Amount
Yamaha Baritone Saxophone	YBS-52	6
Yamaha Intermediate Bb Tenor Saxophone	YTS-480	6
Yamaha Standard Alto Saxophone	YAS-26	8
Yamaha Standard Bb Clarinet	YCL-255	8
Yamaha Intermediate Flute inline G, B Foot	YFL-382	8
Yamaha Piccolo	YPC-32	5
Yamaha Oboe	YOB-241	3
Yamaha Bass Clarinet	YCL-221	6

#### Brass

Instrument and Brand	Model	Amount
Bach Student Series Trombone	TB301	8
Yamaha 4 Valve Euphonium	YEB-321	2
Yamaha Marching F Mellophone	YMP-204M	4
Yamaha Marching Bb Euphonium	YEP-202M	6
Yamaha Intermediate Bb Trumpet	YTR-4335GII	8
Yamaha Fiberglass BBb Sousaphone w Hard Case	YSH-301WC	6
Yamaha 3 Valve 3/4 Tuba	YBB-105WC	4
Yamaha 4-valve 4/4 Tuba	YBB-321WC	3
Yamaha Geyer Series Intermediate Double French Horn	YHR-567	4
Yamaha Flugel Horn	YFH-631G	4
Trumpet Straight Mute - Humes and Berg	101	24
Trumpet Cup Mute - Humes and Berg	102	24
Humes and Berg 151 Tenor Trombone Straight Mute		12
Humes and Berg 152 Tenor Trombone Cup Mute		12
Humes and Berg 121 French Horn Straight Mute		4

#### Percussion

Instrument and Brand	Model	Amount
LP Aspire Wood Conga Set with stand	LP-LPA646	1



East Providence School Department  
RFP# EPSD.DISTRICT.2022.009  
DISTRICT MUSIC/BAND EQUIPMENT

LP 26-Bell Bell Tree with Stand Standard	LP450	1
Sabian 40" Symphonic Gong (Tam Tam)	54001	1
Sabian Large Gong Stand With wheels	SD40GS	1
Ludwig Timpani Set of 4 (23/26/29/32) - Ludwig Standard Series Polished Copper w/Gauge	LUD-LTS404PG	2
Ludwig LE-102 Temple Block Set		1
Yamaha 9000 Series Professional Concert Bass Drum	CB-9036	1
Yamaha 9000 Series Tilttable Concert Bass Drum Stand Standard	BS-9000	1
Yamaha CSMAII Concert Snare Drum Natural Vintage Finish 14x5	YAM-CSM1450AII	2
Yamaha Orchestral Maple Snare Drum - 14x6.5	YAM-OSM-1465	2
Yamaha 4 Octave Custom Vibraphone with Motor	YAM-YV4110C	1
Yamaha 800 Series Snare Drum Stand	800 Series	5
Yamaha 800 Series Cymbal Stand	800 Series	4
Yamaha 5 Octave Professional Rosewood Marimba	YAM-5100AC	1
Yamaha Intermediate Acoustalon Marimba with Cover	YM-2400C Kit	1
Yamaha 3.3 Octave Concert Bells with Damper	YG-2500	1
Yamaha Professional 1.5 Octave Chimes	YCH-7018	1
LP Cyclops Tambourine/Cowbell with Mount	LP160NY-K	2
Black Swamp 10" Double Row Tambourine	BLA-TC2	3
Inbrass Triangle Beater Set	WAN-TBB	2
Black Swamp Triangle Clip	BLA-TR LIP	2
Triangle	BLA-AT8	2
Rustic Percussion Slap Stick	RP-RPSS	2
Latin Percussion Vibraslap II Deluxe	II Deluxe	2
LP Matador 14" and 15" Brush Nickel Timbales	M257-BNG	2
LP Road Ready Timbale Case	LP-LP520	1
Latin Percussion LP427 Castanet Machine	LP427	2
Remo Mondo 14" Key-Tuned Djembe Earth	DJ-0014-05	3
Orff percussion instrument set		1
Ludwig LE-102 Temple Block Set	LE-102	1
Vic Firth American Timpani Mallets	T1	2
Innovative Percussion Suspended Cymbal Mallet	JC2SC	2



East Providence School Department  
RFP# EPSD.DISTRICT.2022.009  
DISTRICT MUSIC/BAND EQUIPMENT

Musser Xylophone Mallets Medium Hard Grey Rubber	MUS 103	4
--	---------	---

### Music Lab

Instrument and Brand	Model	Amount
Yamaha Acoustic Guitar - FG800 Dreadnought - Natural	FG800	10
Yamaha Full Scale Natural Acoustic	C4011	4
Fender Squier Affinity Series Stratocaster Electric Guitar - Blue	StratAfIPB	2
Fender Squier Affinity Series Stratocaster Electric Guitar - Sunburst	StratAf3TS	2
Ukele	KA-15S	12
Ibanez	TMB100	2
Fender Player Precision Bass	PBassPM3TS	1
Vox 10 Watt Tube Combo Amp	AC10C1	1
Vox Pathfinder 1x6.5 10 watt Combo Amp		2
Fender Rumble 100 1x12		1
Fender Rumble 40 1x10 40 watt Bass Combo Amp		2

### Practice Rooms

Instrument and Brand	Model	Amount
Kawai Digital Piano	CA99	1
Casio Celviano Grand Hybrid Black	GP-310 BK	1

### Drums

Instrument and Brand	Model	Amount
Pearl Competitor Series Marching Drum – White	CMSX-1311/C33	1
Pearl MX T-Frame Snare Carrier MXS-1	633816433375	1
Pearl MXT Frame Bass Drum Carrier		1
Pearl Competitor March Bass Drum 24"	PEA-CMB2414/C33	1
Vic Firth Bass Drum Mallet	VIC-BD1	2
Ludwig Payson Bass Drum Mallet (double end)	L2320	2
Yamaha Field Master marching drum mallets	MBM-400	2



East Providence School Department  
RFP# EPSD.DISTRICT.2022.009  
DISTRICT MUSIC/BAND EQUIPMENT

**Jazz**

Instrument and Brand	Model	Amount
Casio Privia PX-S3000 Digital Piano - Black	PX-S3000	1
Casio CS-68 Stand for PX-S1000/3000 - Black	CS-68	1
Casio Carry Case - For PX-S1000/3000		1
Casio SP20 Sustain Pedal	SP20	1
V3 Sound Grand Piano XXL Sound Module		1
Roland KC-600 - 200W 15" Keyboard Amp	KC-600	3
Pearl PTT1824W 18" x 24" Trap Table w/Double Braced Stand	PTT1824 W	2
DW Go Anywhere Practice Pad Set		2
Zildjian L80 Series LV468 Low Volume Cymbal Box Pack (hats, ride & crash pack)		1
Zildjian 18" A Stadium Medium Heavy Hand Crash Cymbal		2
Zildjian Planet Z Band Pair Cymbals 16 in	ZP14BPR	1

**Elementary Schools**

Instrument and Brand	Model	Amount
Yamaha Student Steel Snare Drum Standard	KSD-255	7
Yamaha SS-655 Snare Drum Stand Standard	SS-655	7
Yamaha Student Bell Kit with Rolling Cart	SBK-350	7
Goodwood 12-Pack Drum Sticks 5B Wood	GWB5BW12PK	7
Suzuki Double-Headed Wood/Rubber Glockenspiel Mallets Standard	GL-120	7
Yamaha YSL-354 Series Student Trombone Standard	YSL-354C	7
Yamaha YTR-2330 Standard Bb Trumpet	YTR 2330 C	7
Yamaha Standard Bb Clarinet	YCL-255	7
Yamaha Standard Flute	YFL-222Y	7
Tri-All	TRI 20	7
Titan Portable Music Stand	TMS 20BK	50

**3.2 Vendor Information**



East Providence School Department  
RFP# EPSD.DISTRICT.2022.009  
DISTRICT MUSIC/BAND EQUIPMENT

**3.2.1 Company Background Information**

- 3.2.1.1 Legal name of the company
- 3.2.1.2 Number of years in business
- 3.2.1.3 Headquarters location address, phone number, website
- 3.2.1.4 Company type
- 3.2.1.5 Number of employees
- 3.2.1.6 Tax ID number

**3.2.2 Company Experience and References**

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

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

- 3.2.2.2.1 Deployment date and period of performance
- 3.2.2.2.2 Overview of project performance, including successes, challenges, etc.

3.2.2.3 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.

**3.2.3 Vendor/Subcontractor Information**

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

3.2.3.1.1 Workers' Compensation Insurance with Rhode Island statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.

3.2.3.1.2 Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage.



East Providence School Department  
RFP# EPSD.DISTRICT.2022.009  
DISTRICT MUSIC/BAND EQUIPMENT

3.2.3.1.3 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.

3.2.3.1.4 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.

#### **3.2.4 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 their office at (401) 574-8670.

## **4 EVALUATION PROCESS**

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



East Providence School Department  
RFP# EPSD.DISTRICT.2022.009  
DISTRICT MUSIC/BAND EQUIPMENT

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:

Criteria	Available points	Points awarded
Meets technical requirements	30	
Pricing	35	
Past project experiences	25	
References	10	

***Attach vendor quote to last page***