



Dexter Community Schools
7714 Ann Arbor Street
Dexter, Michigan 48130
(734) 424-4100 - Phone
(734) 424-4111 - Fax
www.dexterschools.org

Request for Proposal
for
Music Equipment

Issue Date: August 20, 2013
Proposal Due Date: September 3, 2013

Bid Contact: Sandra Darr, Fiscal Services Assistant
Dexter Community Schools
7714 Ann Arbor Street
Dexter, MI 48130
Phone: (734) 424-4100 x1013
darrs@dexterschools.org

Equipment Specifications Contact: Matt Deloria, Orchestra Director
deloriam@dexterschools.org

Bid Specifications:

Dexter Community Schools is accepting proposals and bids for Orchestra Instruments, as set forth in the following specifications.

Quantity	Item
1	Pearl Master Series Drum Kit Model: Pearl MMX 2500
1	Zildjian A Custom Cymbal pack
4	String Bass ¾ size combo Model: Eastman Impressario
5	Drum stick pairs 5A Vic Firth
1	Mallet Variety Pack with stick bag Vic Firth

Proposal:

Please submit a complete proposal for Orchestra Instruments, as set forth in the Request for Bid, by the Proposal Due Date. Please complete and include the attached Vendor Information Summary, Vendor Proposal Summary and Bid Disclosure Affidavit forms with your proposal. All mailing, shipping,

emailing, or delivery of proposals should be addressed to the Bid Contact. No verbal or faxed proposals will be considered.

Questions regarding the specifications must be submitted in writing to the Equipment Specifications Contact. Questions regarding the bidding process may be submitted to the Bid Contact.

This request for proposal shall be posted on the District website for a minimum duration through the Proposal Due Date. From www.dexterschools.org follow the links to Departments → Business Office → Purchasing → Bids/RFP.

Awarding Contract:

After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor that is most qualified and reasonable in cost will be recommended. The responsible District administrator (or the Board of Education, when required by Board Policy) will authorize awarding the contract.

Orders or contracts will be awarded to the lowest bidder. However, consideration can be given to the quality of items to be supplied, conformity with specifications for reasons of establishing uniformity, suitability to the requirements of the school, delivery terms, and past performance of vendor.

Contracts for professional, technical and consultant services shall be awarded on the basis of an analysis of the quality of the service and may be based on the presence of a continuing relationship with the provider.

Whenever goods and services are of comparable quality and cost, qualified local businesses shall be given preference. A qualified local business is defined as one whose principal place of business is located within the geographic boundaries of the school district.

The District reserves the right to reject any or all proposals, to waive any informalities, irregularities or technical defects in proposals, and unless otherwise specified by the District to accept any item or groups of items in the proposal, as may be in the best interest of the District. The District retains the right to qualify or disqualify vendors on the basis of available information pertaining to their service and/or the suitability of the goods and services proposed. No bid shall be accepted from or contracted to any person who is in arrears to the District upon debt through contract or purchase, or who is the defaulter of security or otherwise upon an obligation to the District, or who shall in other respects be disqualified.

All prices proposed by the vendor must be firm for 180 days from the due date of the proposal.

All purchases are to be exempt from all taxes, including state and federal taxes. A Michigan Sales Tax Exemption Certificate is available on the District website or will be furnished upon request.

**Dexter Community Schools
Vendor Information Summary**

The vendor certifies he/she has familiarized him/herself with the specifications in the Request for Proposal, has carefully read them and understands them. Any instruments furnished by us will be in the style and quality requested.

Vendor Name: _____

Vendor Address: _____

Vendor Phone: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____

Contact Email: _____

**Dexter Community Schools
Vendor Proposal Summary**

Quantity	Item	Unit Price	Total Price
1	Pearl Master Series Drum Kit Model: Pearl MMX 2500 Includes 4 ply bass drum, remo heads, two toms, floor tom, bass drum pedal with matching snare drum, snare stand, high hat stand, crash stand and boom stand for ride cymbal and stool.		
1	Zildjian A Custom Cymbal pack Includes 20" medium ride, 16" and 18" crash and 14" high hat. To include cymbal bag		
4	String Bass ¾ size combo Model: Eastman Impressario Includes String Bass combo with case and step up carbon fiber bow. Indicate German or French price differences.		
5	Drum stick pairs 5A Vic Firth		
1	Mallet variety pack with stick bag Vic Firth Includes timpani mallets, yarn mallets, one bass drum mallet, hard mallets for glockenspiel and one set heavier drum sticks		
		Total Bid	

Signed:_____ Date:_____

Print Name:_____

**Dexter Community Schools
Bid Disclosure Statement and Affidavit**

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Initial

The vendor affirms that there is no direct or indirect business relationship between this firm and any of its employees, with any member of the Dexter Community Schools Board of Education or any school district employee in a position of influence and there is no conflict of interest, except as indicated below:

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Initial

The vendor certifies that it is not an Iran Linked Business per bid requirements under Michigan's "Iran Economic Sanctions Act," effective April 1, 2013.

Firm name _____

Name (Printed) _____

Title _____

Signature _____

Date _____

STATE OF MICHIGAN)

COUNTY OF)

This instrument was acknowledged before me on the ____ day of _____, 20____, by

Name of Vendor

_____, Notary Public
_____ County, Michigan

My Commission Expires: _____

Acting in the County of : _____