

Invitation for Bids (IFB)

19IFB056

MUSICAL INSTRUMENT REPAIR & SERVICE

Date	Event
October 23 & 30, 2018	Advertise/Issue Date
November 1, 2018	Due Date for Questions by 2:00 pm
November 2, 2018	Questions & Answers and Addenda posted to website
NOVEMBER 6, 2018	IFB Closing / Due Date at 2:00 pm CST

- Questions regarding this bid must be submitted via e-mail to the bid contact listed below. E-mail subject line should read: **Questions 19IFB056 Musical Instrument Repair & Service.**
- Responsive bids must include:
 - One (1) primary bid packet** marked **“ORIGINAL”**
 - Three (4) secondary bid packets** marked **“COPY”**
 - One (1) flash drive** containing only the approved **BID RESPONSE FORM** in **EXCEL** format.
- Proposals must have a cover page with firm’s name and contact information.
- Proposals must be **clearly marked with IFB Project Number and Title.**
- Proposals must be delivered **in-person** or by **postal carrier** in a **sealed envelope** or **carton**; FAX, e-mail or other electronic submittals will not be accepted.
- Proposals must be received on or before the opening time and date noted above.

Deliver Sealed Bids to:

Austin Independent School District
Contract and Procurement Services
1111 West 6th Street
Building A, Suite 330
Austin, TX 78703

Bid Contact:

Jessica R. Balandrán
Procurement Specialist
Phone: 512-414-2126
Fax: 512-480-0924
jessica.balandran@austinisd.org

I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “District”) is soliciting qualified and experienced firms to provide Musical Instrument Repair & Service. The district seeks to establish a catalog of approved vendors to provide these services through multiple strategic supply agreements. Purchases made under this bid are intended for the repair/service of existing units at AISD campuses and/or departments, and will be made on an as-needed basis throughout the term of the agreement.

Bidders may make written inquiries concerning this solicitation to obtain clarification of the requirements. Inquiries shall be submitted no later than the time and date specified on the cover page. Questions received by this deadline, and corresponding answers, will be included in an Addendum. All addenda will be posted to [our website](#) and accessible at this web link: [AISD BID POSTINGS](#).

II. TERM

The agreement(s) resulting from this solicitation will be in effect for an initial term of two (2) years from the date of award by the Board of Trustees, or such date established by the agreement. The parties, by mutual consent, may renew the agreement for up to three (3) additional one (1) year periods. In addition, the District reserves the right to extend the contract for an additional sixty (60) days beyond the final expiration date if necessary, to ensure no lapse in service.

III. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. GENERAL

Read the entire contents of the solicitation and respond with a complete and accurate bid (offer). Failure to do so may be grounds for disqualification of your offer. All supplemental information required by the IFB must be included.

A copy of the **Master Purchase Agreement** is located on [our website](#) for information purposes only. The District has prepared this referenced agreement boilerplate to help expedite the contracting process. Please review all provisions and identify any exceptions or suggested additions to the agreement in your bid; in the event of an award decision under this solicitation, both parties will negotiate an agreement for execution.

Awarded vendors shall agree to accept the following conditions:

- Instruments will be serviced in varying quantities; no minimum number is guaranteed.
- Instruments will be serviced on an “as needed” basis throughout term of agreement.
- Instruments may be picked-up and shipped-to multiple AISD locations.

2. BID SUBMISSION

Bids must be submitted on the approved bid form only, and must reach the AISD Purchasing Office on or before the hour of opening on the date specified. Late bids will be returned unopened. Submit your bid in a sealed, plainly marked envelope. Inquiries pertaining to this bid should be directed to the BID CONTACT listed on cover page.

The person whose signature appears on the Bid Form certifies (by signing this document) that the individual, firm and/or any principal of the firm on whose behalf this bid is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the date of opening of this proposal, and agrees to notify the District of any debarment inquiries or proceedings by any federal, state or local governmental entity that exist or may arise between the date of this submission and such time as an award has been made under this procurement action.

Amendments to bids, once filed, may be submitted in a properly identified sealed envelope, at any point prior to the date and time of bid opening. Bids must represent true and accurate information, and shall not contain any cause for claim of omission or error. If request for withdrawal of bid is allowed, based on proof of mechanical error, bidder may be removed from approved bid list.

IV. PERFORMANCE SPECIFICATIONS AND SERVICE REQUIREMENTS

This Invitation to Bid is to establish an agreement(s) for the repair and service of musical instruments used by band, orchestra and keyboard students of AISD. This bid is for the purpose of providing the necessary repairs, adjustments and/or general maintenance required to return instruments to playing condition. Bidders are requested to provide firm-fixed pricing for the categories of instruments listed in this packet.

1. AISD reserves the right to purchase major repairs and/or total instrument overhaul via a separate procurement method.
2. AISD may make a single or multiple vendor awards for each category; whichever is in the best interest of the District. Awards will be made based on price/discount offered, servicing ability, past performance with AISD, and recommendations of references, for the types of instruments specified in this bid. As these will be District-wide agreements, AISD music instructors may select to have their instruments repaired from any of the awarded vendors.
3. The bidder shall have an adequate facility to complete the repairs, as well as staff who are qualified, trained and experienced in repairing each musical instrument included in this bid. AISD reserves the right to inspect bidder premises to determine vendor's ability to complete the needed repairs.

4. Bidder shall enter all pricing information requested on bid pages included in bid package. Failure to complete the Bid Form included in this packet may result in disqualification of bid. Bidder may attach additional sheets, as an addendum to their bid, if needed.
5. As instruments need repair, AISD music instructors will contact the selected vendor to arrange for pick-up of items. When repairs are completed, vendor's account representative shall contact music instructors to arrange for the return of repaired instruments. Bid price must include all costs for providing pick-up and delivery/shipment of repaired instruments.

The vendor must comply with the following:

- A. Must have a cost estimate/quote prior to pick-up;
 - B. Must have a Purchase Order in-hand prior to pick-up;
 - C. Must complete all repairs, and invoice for services, within the districts fiscal year (July 1 through June 30);
 - D. Must arrange for delivery between 8:30 a.m. and 4:00 p.m.;
 - E. Must receive authorization from the campus music instructor to deliver outside of school hours;
 - F. Must complete repairs and return to specified campus within (7) days from pickup date; and
 - G. Under no circumstances shall the vendor ship a musical instrument to an off-site location for repairs without advance approval from the Director of Fine Arts or approved designee.
7. Bidders are required to present an invoice to the individual school's music instructor upon return of repaired instruments. Music instructor shall sign, date and keep a copy of all invoices. The original invoice must be delivered to the campus bookkeeper and should also be emailed to the AISD Accounts Payable department at: AP_INVOICES@austinisd.org
 8. The successful bidder(s) shall guarantee that all instruments repaired shall be free from defects in materials and workmanship for a period of ninety (90) days from delivery and acceptance by AISD. Any instrument found to be faulty after repair, shall be returned to the bidder for additional repairs at no cost to AISD. Additional repairs shall be completed within ten (10) calendar days of notification of defect.
 9. Subcontracting is **not** allowed under this bid, under any circumstance.
 10. AISD may award repair and service to multiple vendors in the following categories:
 - A. **BAND INSTRUMENTS:** Brass, Woodwind, Percussion
 - B. **ORCHESTRA INSTRUMENTS:** Violin, Viola, Cello, Bass

11. Vendor representatives must maintain regular contact with music instructors at least every two weeks throughout the duration of the repair period.

V. REQUIRED FORMS

Bidders shall execute the following list of required forms. Forms can be downloaded at this web link: [Required Forms](#) or by visiting [our website](#). All forms must be fully executed and included with primary bid packet marked "ORIGINAL". Required Forms do not need to be submitted with secondary copies of firm's bid.

- Bid Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Inequality Certification
- CTPA Adoption Clause
- Interlocal Cooperative Agreement Clause
- W-9 (available at www.irs.gov)
- Conflict of Interest Questionnaire ([CIQ](#)). The CIQ is prepared by the Texas Ethics Commission, in compliance with House Bill 914, Chapter 176 of the Texas Local Government Code.
- HUB Utilization Report ([HUBATT1](#))
- Bid Response Form. This **Bid Response Form must be used to respond to this solicitation**. The form is available for download at this web link: [BID FORM LINK](#), or by visiting [our website](#), see link titled: [Attachment 1 – Bid Form](#). An electronic copy of your completed bid form must be submitted in Excel format, see cover page for specific instructions.

VI. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The Austin Independent School District (AISD) has determined that this solicitation is not eligible for HUB goals as outlined in CH (Policy), therefore, no goals have been established for this project. While no goals are in effect, the Bidder/Proposer is required to comply with AISD HUB Program Regulations if areas of sub-consulting are identified. The 'HUB Program NO GOALS Compliance Information for Commodities & Other Contracted Services' document is available for download in PDF format at this web link: [HUB COMPLIANCE INFORMATION](#), or by visiting [our website](#), see link titled: [Attachment 2 – HUB Compliance](#).

Please complete the HUBATT 1 - HUB Utilization Report (HUR). The form is available for download in Excel format at this web link: [HUBATT1](#), or by visiting [our website](#), see link titled: [Attachment 3 – HUBATT1](#). When the HUR form and Good Faith Effort (GFE) documentation, if required, are NOT submitted at time of deadline specified in the solicitation, it will not be accepted later for compliance review. The bid may be deemed NON-RESPONSIVE.

FOR ASSISTANCE COMPLYING WITH HUB PROGRAM REQUIREMENTS

Contact AISD's HUB Program Staff at:

HUBprogram@austinisd.org