



EAST BRUNSWICK PUBLIC SCHOOLS

FINANCIAL SERVICES  
Agenda Item: 15.

Date Prepared: 3/22/2022

Meeting Date: 4/7/2022

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**TO:** Members, Board of Education  
**FROM:** Lori Tagerty, Purchasing Manager  
**SUBJECT:** Contract Award - Student Instrument Rental Services (RFP No. 2023-01)

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**Summary:**

The District developed a formal request for proposals (RFP) soliciting qualified vendors to compete for providing Student Instrument Rental Services. The specifications were issued to three companies with three companies responding. Proposals were received and opened on Thursday, February 24, 2022 at 11:00 a.m.

A Committee was established to review the proposals. The Committee was comprised of the Director of Financial Services, Supervisor of Arts Education and the Purchasing Manager. The Committee's role was to fairly evaluate the proposals to ensure that they met the goals of the district. A pre-established set of criteria, which included the company history including school experience, cost for instrument rental in accordance with specified instrument groupings, service and responsibility of the company, and preferred instrument availability all formed the basis for evaluating the proposals. All rental agreements will be between the parent/guardian and vendor subject to the terms in the proposal and the rates the vendor provided.

The Committee determined that two vendors will best meet the needs for providing this service. The vendors who will be recommended to parents/guardians are Music & Arts and The Music Shop.

**Recommendation:**

**Recommendation:** That Music & Arts, Frederick, MD and The Music Shop, Boonton, NJ are recommended to provide Student Instrument Rental Services (RFP No. 2023-0) for the period July 1, 2022-June 30, 2023 and July 1, 2023-June 30, 2024 subject to the availability of funds and in accordance with the RFP specification and at the following rates:

**Music & Arts**

Instrument Group	Trial Period in		Monthly Cost Thereafter
	Months (# of Months 1 - 10)	Trial Period Cost	
A	10 months	\$120.00	\$31.00
B	10 months	\$180.00	\$65.00
C	10 months	\$250.00	\$65.00

**The Music Shop**

A	10 months	\$120.00	\$29.99
B	10 months	\$199.00	\$39.99
C	10 months	\$369.00	\$59.99