



**NO: Q6934**  
**DATE ISSUED: 4/10/14**  
**DATE DUE: 4/24/14**  
**TIME: 9:00 A.M.**

### **NOTICE TO BIDDERS**

Sealed bids will be received by the Purchasing Agent of the Des Moines Independent Community School District at his office, Division of Purchasing, Des Moines Independent Community School District, 1915 Prospect Road, Suite 1200, Des Moines, Iowa 50310, until 9:00 A.M. on April 4/24/2014 for furnishing the following, according to the specifications now on file at the Division of Purchasing:

### **PIANO TUNING**

The award of contract may be made by the Board of Directors of the Des Moines Independent Community School District to the lowest responsible bidder meeting the specifications. The right is reserved to reject any or all bids, or any part thereof, and to waive informalities, and to enter into such contract or contracts as shall be deemed in the best interests of the Des Moines Independent Community School District.

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor.

All bids will be governed by applicable provisions in the Iowa Code and Board Policies.

Secretary of the Board  
Des Moines Independent  
Community School District



**FORM OF PROPOSAL**

**Des Moines Public Schools**  
**Division of Purchasing**  
**1915 Prospect Road**  
**Suite 1200**  
**Des Moines, IA 50310**

**No: Q6934**  
**Date Issued: 4/10/14**  
**Date Due: 4/24/14**  
**Time: 9:00 A.M.**

**Phone (515)242-7751 Fax (515)242-7550**

SEALED BIDS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN, THE DATE AND TIME ABOVE STATED AND THEN PUBLICLY OPENED FOR FURNISHING THE FOLLOWING SUPPLIES, EQUIPMENT AND/OR SERVICE F.O.B. DESTINATION **FOR THE BELOW STATED ITEM(S) / SERVICE(S):**

**FURNISH ALL LABOR AND MATERIALS FOR TUNING ALL DISTRICT AREA PIANOS**  
*In accordance with the enclosed Detail Specifications, General Terms and Conditions*

Item No.	Quantity	Unit	Description	Unit Price	Amount
001	52	Each	Northwest Area (13 schools)	\$ _____	\$ _____
002	54	Each	Northeast Area (15 schools)	\$ _____	\$ _____
003	54	Each	Southwest Area (17 schools)	\$ _____	\$ _____
004	40	Each	Southeast Area (13 schools)	\$ _____	\$ _____
			Cost for additional tunings other than initial or recall on Initial tuning	\$ _____	
			Approximate number of days advance notice for tuning	Per Piano	
				# of days	
			<b>Period of Contract</b> This contract is for the period July 1 2014 through June 30, 2015 The District reserves the option to renew the contract with the successful bidder for up to four additional years. The amount of the contract for the second through the fifth year shall be negotiated at the close of each preceding year. The renewal option may not be exercised if it is not in the District's best interest.		
			<b>TOTAL</b>		\$ _____

The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. In compliance with the above invitation for Bids, and subject to all the terms and conditions thereof, the undersigned offers, and agrees, if this bid be accepted within \_\_\_\_\_ calendar days from the date of the opening, to furnish any and all of the items upon which prices are quoted at the price set opposite each item, delivered at the point specified and unless otherwise specified within \_\_\_\_\_ calendar days after receipt of order. Delivery shall be to the Des Moines Independent Community School District between the hours of 8:00 a.m. and 3:30 p.m. at: **Various Schools**

Bidder: \_\_\_\_\_ Street Address: \_\_\_\_\_

By: \_\_\_\_\_ (Signed) City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

SUBJECT TO THE TERMS AND CONDITIONS DETAILED AT OUR WEBSITE <http://www.dmschools.org/wp-content/uploads/2011/10/GeneralTermsConditions2012.pdf> THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED.

**DETAILED SPECIFICATIONS  
PIANO TUNING SCHOOLS YEAR  
FY 2014-2015**

**General**

Piano Tuning for the period July 1, 2014 to June 30, 2015 with four one renewal options

**Locations**

School District has been divided into four (4) areas. List of schools and approximate number of pianos at each school for each area is attached.

**Tuning**

All pianos will be tuned on an as needed basis as determined by the school. Schools will contact the tuner within the agreed amount of lead time. All re-tuning in piano and solo / ensemble festival schools must be finished by the Monday prior to the festival(s). The Supervisor of Music will notify the technicians of the targeted schools. Each bidder must submit a bid amount for additional tunings which will occur during the school year. Notification of additional running will be processed through the Supervisor Music

**Repairs**

All repairs less than \$ 150.00 may be completed at the time of the tuning. A duplicate invoice showing the list of parts should be sent to the Supervisor of Music, Curriculum Office @ 901 Walnut Street, Des Moines IA 50309, for reimbursement. All repairs exceeding \$ 150.00 must have prior approval by the Supervisor of Music.

**Record Forms**

A three part form for each piano will be furnished by the School District. This form is to be completed by the piano technician after each tuning.

The distribution of this form is as follows:

Original & first copy –	Leave with music teacher or in the Administrator’s office
	White Copy to be completed by the music teacher or Principal and sent to the Supervisor of Music
	Canary Copy remains at school
Remaining Copy -	Pink Copy is for the piano technician or piano company

**Area – List of Schools – Number of Pianos****2014-2015**

<u>Northwest Area</u>	<u>Number of Pianos</u>
Hoover	10
Meredith	03
Hillis	03
Monroe	02
Perkins	02
Cowles	02
King	01
Moore	02
Moulton	02
Windsor	02
Roosevelt	09
Hubbell	04
<hr/>	
13	42

<u>Northeast Area</u>	<u>Number of Pianos</u>
North	7
Goodrell	6
Harding	4
Hiatt	7
Hoyt	4
Craver	1
Cattell	3
Brubaker	4
Findley	1
Garton	1
Madison	3
Oak Park	2
Phillips	3
Wallace	1
Stowe	2
<hr/>	
15	49

<u>Southwest Area</u>	<u>Number of Pianos</u>
Callanan	5
Merrill	10
Greenwood	3
Hanawalt	2
McCombs	4
Smouse	1
Van Meter	1
Edmunds	2
Central Campus	4
Lincoln	8
Brody	4
Jefferson	2
Park Ave	3
Wright	1
Scavo	3
Morris	2
Lincoln South	3
<hr/>	
17	58

<u>Southeast Area</u>	<u>Number of Pianos</u>
South Union	3
McKinley	2
Howe	3
Weeks	4
Lovejoy	2
Studebaker	2
Longfellow	3
East	5
Capitol Views	1
Willard	1
Pleasant Hill	3
Jackson	1
River Woods	1
<hr/>	
13	31

Total Pianos: 180  
 Total Schools: 58