



July 24, 2023

Huron Valley Schools
2390 S. Milford Rd.
Highland, MI 48357
RE: RFP # HV-931-061223

To Whom It May Concern:

Thank you for the opportunity to extend our partnership with the Huron Valley Schools Band Program. Marshall Music has enjoyed a 30+ year relationship with Huron Valley Schools, and we are eager to grow the partnership into its next decade.

As we move forward, I would like to specifically identify that Marshall Music is proposing two options for ongoing instrument maintenance and repair coverage. Proposal I, Option A is a per-instrument rate for annual maintenance and repair, and Proposal I, Option B is a fixed rate for unlimited annual maintenance and repair of school-owned instruments. Our intention is to give Directors and the School District the flexibility to choose the contract coverage that best suits the needs of the Band Program.

I am confident in Marshall Music's ability to meet and exceed the expectations of the Directors, students, and the entire Huron Valley Schools community. Over our long service history, Marshall Music has proven to be a consistent, committed, and reliable partner to the Band Program. In recent years, the pandemic and its lingering impact have undoubtedly presented challenges for both parties, however, Marshall Music looks forward to continued growth and adaptation to best serve the Huron Valley Bands.

In the last three years, I am pleased to note one such category of positive growth and adaptation that has benefitted Huron Valley Band families: it has never been easier for parents/guardians to access Marshall Music's services. Rather than wait in long lines on a busy back-to-school evening, prospective band families are able to place easy online orders for rental instruments and equipment and quickly pick it up from school or ship directly to their home in as little as 24 hours. Families have access to a simple online portal to manage their rental accounts. Finally, Marshall Music has created a dedicated Huron Valley Band Supply Page on our website to ensure students can easily acquire the supplies their Directors require.

Finally, I would also like to call attention to the dedicated support of Marshall Music's School Service Representative to Huron Valley, Mr. Bronnie Brown. Bronnie has visited the district every Monday and Thursday for the last 20 years. His affable presence, knowledge of the band program, and total commitment to outstanding service is more valuable than any line item I can place on this RFP.

Marshall Music agrees to all terms and conditions set forth in this RFP. Thank you for your consideration, and please do not hesitate to contact me for questions or additional information.

Warmest regards,

Pete Birchler
VP & Director of School Service



MAC

RFP # HV-931-061223

REQUEST FOR QUALIFICATIONS
FOR
BAND INSTRUMENT MAINTENANCE, REPAIR, AND
RENTAL SERVICES

PREPARED BY:



FOR: Huron Valley Schools

UPDATED: June 24, 2023



BID SUMMARY

Commodity/Service Being Requested: Band Instrument Maintenance, Repair, and Rental Services.

Type of Solicitation: Request for Qualifications (RFQu) - Huron Valley Schools, in partnership with the Michigan Association of Counties (MAC) bid program, is implementing a Band Instrument Maintenance, Repair, and Rental Services procurement program statewide in Michigan. School districts and counties across the state have been requesting a band instrument maintenance, repair, and rental services contract vehicle be put in place that makes the purchase of such products affordable and easy to order.

Through this process, it is the goal of Huron Valley Schools to competitively prequalify and establish a list of contractors that will provide band instrument maintenance, repair, and rental services for the next three to five years. The resulting contract(s) will enable public municipalities, non-profit organizations, and school districts to “piggyback” and purchase on an as-needed basis from the awarded pool of contractors. The list of entities that will be using this bid will continue to grow statewide. **Please be sure in your proposal to list the areas of the state that you provide services (Refer to Appendix A).** Huron Valley Schools as part of this process is requesting pricing to purchase band instrument maintenance, repair, and rental services.

Type of Resulting Contract: Statewide Cooperative Contract - As a result of this RFQu, Huron Valley Schools will work with the Michigan Association of Counties to market and extend the resulting contract(s) to other government municipalities and school districts statewide. The vendor or vendors will be competitively selected as having been qualified as defined within the qualification section of this RFQu.

Resulting Contract Term: Three (3) years with two (2) one-year renewal options.

TIMETABLE	
Release of RFQu:	June 21, 2023
Question & Answer Due Date:	June 28, 2023
Questions and Answers Responses Posted:	July 5, 2023
Proposals Due by (10:00 AM/ EST) *:	July 19, 2023
Notice to Award:	August 2023
Master Agreement Award Date:	August 2023

*Responses received later than the specified deadline will be disqualified.

Contacts with Huron Valley Schools Personnel: All contact with Huron Valley Schools regarding this RFQu or any matter relating thereto must be sent to the following email: schubel@macservcorp.com

SECTION 1.0 – BIDDER RESPONSES TO SCOPE OF WORK AND PRICING	5
1.1 Minimum Mandatory Requirements	5
1.2 Product and Service Categories	6
1.3 Product Specifications	8
1.4 Service Specifications	9
1.5 Service Capabilities	11
1.6 Customer Service	12
1.7 Purchase Orders	13
1.8 Delivery and Acceptance	13
1.9 Management and Staff	14
1.10 Orders/Delivery Reporting/Customer Service	15
1.11 Pricing Schedule	15
1.12 Price Assurance	16
SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE	17
2.1 Company Profile	20
2.2 References	21
2.3 Assurances and Certifications	22
Price Assurance Certification	23
2.4 CONSTRUCTION BID DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP	24
NON-COLLUSION AFFIDAVIT	25
SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS	26
3.1 Huron Valley Schools Responsibility	26
3.2 Truth and Accuracy of Representations	26
3.3 Proposers Questions	26
3.4 Preparation of the Proposal	27
3.5 Bid Submission Deadline	27
3.6 Adherence to Mandatory Requirements (Pass/Fail)	28
3.7 Evaluation Process	28
3.8 Evaluation Criteria	29
3.9 Optional Tools to Enhance Evaluation Process	29
3.10 Huron Valley Schools Option to Reject Proposals	29
3.11 Freedom of Information Act	30
3.12 Contacts with Huron Valley Schools Personnel	30
3.13 Final Agreement Award Determination	30
ADDENDUM NUMBER 1	31
APPENDIX A - REGIONAL DELIVERY MAP	33



ATTACHMENT A: General Information	34
ATTACHMENT B: Pricing Proposal	35
PROPOSAL I: MAINTENANCE/CLEANING/REPAIR OF SCHOOL-OWNED INSTRUMENTS	35
PROPOSAL II: REPAIR OF STUDENT OWNED INSTRUMENTS	36
PROPOSAL III: STUDENT RENTAL/PURCHASE OF INSTRUMENTS	37
ATTACHMENT C: Sample School-Owned Instrument Maintenance Agreements	40
ATTACHMENT D: Form W9	42
ATTACHMENT E: Sample Huron Valley Rental Flyer	43
ATTACHMENT F: Select Reed Pricing	44

SECTION 1.0 – BIDDER RESPONSES TO SCOPE OF WORK AND PRICING

1.1 Minimum Mandatory Requirements

All Bids will be reviewed for compliance with the mandatory requirements. Bids deemed non-responsive will be eliminated from further consideration.

1. Proposer must have three (3) years' experience, within the last five (5) years, providing band instrument maintenance and repair equivalent or similar to that being requested by Huron Valley Schools as described herein.
2. Provide pricing to Huron Valley Schools/MAC for Band Instrument Maintenance, Repair, and Rental Services. These services will be purchased over the three to five years by the school district.
3. Please provide a detailed list in your proposal that describes the types of services and products to be offered by your company and normal timelines for scheduling delivery and service.

Proposer Response:

Please enter your responses in the “Proposer Response” text boxes provided. There is no requirement or limitation on the number of words for your responses.

1. Founded in 1948, Marshall Music is Michigan's largest School Service vendor. With 6 locations and 20 dedicated School Service Representatives, the company provides weekly service to over 700 Michigan schools. 24 skilled brass, woodwind, and string repair technicians fix over 25,000 instruments annually. A statewide team of experienced music educators provides professional development for teachers and helps over 30,000 students choose their first band or orchestra instrument each year.

Marshall Music has enjoyed a 30+ year partnership with Huron Valley Schools. The district has saved thousands of dollars on repair service and maintained school-owned instruments to their best possible condition via Marshall Music's exclusive School-Owned Instrument Maintenance Agreement. Generations of Huron Valley students have acquired their first instrument with Marshall Music's rent-to-own program. The Director team has been supported by annual clinics from top-tier music educators and visits from performing artists, all funded by Marshall Music.

Most importantly, for the last 20 years, the primary conduit for all services has been Marshall Music's School Service Representative to Huron Valley Schools, Mr. Bronnie Brown. Bronnie has capably and reliably cared for the HVS band program, and the Directors can count on him 24/7 to help serve their students.

2. Detailed pricing for Band Instrument Maintenance, Repair, and Rental Services can be found as requested in **ATTACHMENT B: Pricing Proposal** starting on Page 35.
3. This proposal includes descriptions for products and services offered in the context of this RFP, with guaranteed twice-weekly service and regular one-week turnaround for most offerings. Additional products and services presented upon request.

1.2 Product and Service Categories

Huron Valley Schools is seeking a provider that has the depth, breadth, and quality of resources necessary to provide band instrument maintenance and repair that includes cleaning, repairing, and maintaining all district owned woodwind, brass band instruments and cases; establishing repair rates of student owned instruments, rental of band instruments, instrument accessories and music supplies. Percussion instruments and electronic equipment are not included in this contract. (Refer to Attachment B for submission of pricing and discount information).

Maintenance/Cleaning/Repair of All School Owned Instruments

Provider is to furnish all labor, parts, materials, and service to inspect, repair, clean and bring up to a playing condition, maintain all district owned brass, woodwind instruments and cases. Each potential vendor will have the opportunity to inspect and inventory each instrument at the building locations listed below to evaluate the condition of the instruments, bring to a playing condition, and maintain the instruments for the duration of the contract. Inspection includes all woodwind, brass, and string instruments. **Percussion instruments and electronic equipment are not included in this contract.**

Milford High School

Lakeland High School

White Lake Middle School

Muir Middle School

Oak Valley Middle School

Inspection of instruments shall be completed annually on a mutually agreed upon date no later than June 1st. The bidder shall contact the band director. The bidder shall provide the Deputy Superintendent of Instruction, the principal, and the Band Director with a list of instruments whose repair approximates the cost of replacement.

Bidders shall be held to have satisfied themselves as to the condition of the instruments and any other conditions affecting the carrying out of his work before delivery of his proposal.

Delivery:

The successful bidder will be required to visit each band director two days each week for the duration of the contract for the delivery and pickup to repair instruments and will be mutually agreed upon as to the day and time by both parties. Cost of pickup and delivery will be the responsibility of the successful bidder. Delivery of repaired instruments to the district will be made no later than one (1) week after pickup of the instrument during the school year and for the duration of the contract. Notification must be made to the band director when exceptions may occur.

Pickup and delivery of summer repairs must be mutually agreed upon by the successful bidder and the band director but must be completed by August 1 for High Schools and August 21 for Middle Schools. Cost of pickup and delivery is the responsibility of the successful bidder.

Repair of Student Owned Instruments

Provider is to furnish hourly repair rates for student owned band instruments. The successful bidder will pick up student owned instruments from school buildings and will provide a loaner flute, clarinet, trumpet, and trombone to each school for each year of the contract and, if needed, will provide an Alto Sax, French Horn, Oboe, Tenor Sax, Baritone Sax, and Bassoon if requested by the band director for short term use.

The bidder will be responsible for invoicing all student repair costs and mailing invoices to the parents at their residences. The school district bears no responsibility in the collection of fees from parents to the successful bidder. Copies of invoices are to be given to the band director.

A signed release repair authorization form shall accompany each instrument to be repaired. The company and the school district will develop a form satisfactory to both parties and is to be furnished by the successful company. The school will monitor student repair bills. A parent signature authorizes the repair up to thirty (\$30.00) dollars and any repair exceeding (\$30.00) dollars the company must contact the parent for approval of repairs and proceed upon the approval of both parties.

Student Rental/Purchase of Instruments

Starting Date: At fall 6th Grade Parents Night (at the Band Director's discretion)

Ending Date: The Successful bidder will service all student owned or rental instruments during the entire warranty period even if it extends beyond the contract period

Provider is to furnish a rental and purchase option for band students in the school district. Prices quoted must be based on new instruments. The successful bidder will service all student owned or rental instruments during the entire warranty or rental period even if it extends beyond the contract period.

The successful bidder will have exclusive rights to present a school rental program to parents and students. Band directors have the discretion to decide which brand and model of all rental instruments. The bidder must be able to provide instruments from the following manufacturers:

Flutes	Gemeinhardt and Yamaha
Oboes	Yamaha and Selmer
Clarinets	Yamaha and Selmer (both wood and plastic models) with B45 mouthpieces
Saxophones	Yamaha and Selmer with C star mouthpieces
Trumpets	Yamaha with a 3C mouthpiece
Horns	Jupiter and Holton - Double horns only
Trombones	Bach and Yamaha
Baritone	Yamaha
Percussion Kits	Yamaha with a Zildjian stick bag that includes one pair each of: Vic Firth SD1 Generals, Yarn Mallets, Timpani Mallets, Rubber Bell Mallets

As part of the proposal response, bidders are to include the following:

- Indicate areas of the State where you provide service (See Appendix A).
- For each product and service to be offered, provide quantity discounts available (percentage discounts, quick payment discounts, volume discounts, rebates, etc.), and maintenance agreement costs/fees. Provide a narrative on what maintenance costs/fees include.
- Any additional information regarding delivery and service.
- Provide Information on any Additional Vendor "Value-Added" services or Warranty services for each product and service with your proposal.
- Refer to Attachment A for general information pertaining to products, service, warranties, submission of electronic price lists, etc.

1.3 Product Specifications

1.3.1 Reservation of Rights

Huron Valley Schools will evaluate the merits of all bids submitted and reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all bids or portions of bids with or without cause. Huron Valley Schools further reserves the right to waive any irregularity or informality in the RFQu process or any bid, and the right to award to one or multiple vendors. Huron Valley Schools reserves the right to add or delete services from the bid, extend agreements, or change vendors, in order to best serve the eligible agencies. These changes will follow approved bidding laws. Huron Valley Schools may use the product or service cost, or the sum of groups of products and/or services, may group similar products, and/or total cost of ownership, to evaluate prices and award bids. Huron Valley Schools reserves the right to request additional information from any or all Proposers. Huron Valley Schools also reserves the right to select one or more vendors to award a contract to under this RFQu. In the event a bid is accepted by Huron Valley Schools and the vendor asserts exceptions, special considerations or conditions after acceptance, Huron Valley Schools, in its sole and absolute discretion, reserves the right to reject the bid and award other Proposer(s).

Please confirm your understanding by checking Yes or No.

☒ Yes

☐ No

1.3.2 Competition Promoted

The name of a model, manufacturer or brand in Huron Valley Schools bid documents shall not be considered as exclusive of other brands unless "NO SUBSTITUTE" is stated in the item description. Proposers may offer a variety of brands and models, as it is the intent of Huron Valley Schools to provide a multitude of options to the eligible agencies. Huron Valley Schools expects all supplies, materials, equipment or products bid to meet or exceed the specifications set forth in this RFQu. Further, it is Huron Valley Schools intent that this RFQu permit competition. Accordingly, the use of any patent, proprietary name or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies, materials, equipment, or products requested in this RFQu are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. Huron Valley Schools, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by Proposer meet the specifications contained in this RFQu and possess equivalent and/or better qualities.

Please confirm your understanding by checking Yes or No.

☒ Yes

☐ No

1.4 Service Specifications

All services furnished must be in conformity with the participating agency requirements and specifications and will be subject to acceptance by the individual customers at delivery. The right is reserved to reject the service at the risk and expense of the vendor.

Please confirm your understanding by checking Yes or No.

☒ Yes

☐ No

1.4.1 Contractor Code of Conduct

The purpose of the Huron Valley Schools and its employees is to provide a safe, positive learning environment for the students of the District. In providing that environment it is mandatory that all employees, visitors, and contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of the Huron Valley Schools for persons both contemplating performing work and performing work for Huron Valley Schools in the capacity of a contractor or subcontractor. These rules will become part of the mandatory working conditions of the contract and failure to comply by any contractor, subcontractor, management, employee, or contracted consultant may result in the cancellation of the contract. In general, it is expected that everyone entering a Huron Valley Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act, and talk in a manner that is conducive to the education process of children while assuring their overall safety and security. The following rules have been established to assure that this is done:

Every contractor employee that enters or leaves the building must sign in and out at either the school office or the building engineer's office as designated by the school administrator. This sign-in sheet must record the name, time in and out, the firm, and the signature of the individual.

All contractors shall be furnished by their company a badge or identification that is to be worn while in the building. Such identification shall clearly indicate the individual's name and the name of the firm they are working for.

Prior to the beginning of a job, the contractor shall furnish the building engineer with a list of individuals expected to be on the job, contact persons with phone numbers, and a schedule of the activities to take place.

The contractor shall provide the building engineer with a scope of work and check with him prior to drilling or penetrating any walls, floors, or ceilings.

Each person working in a school building or on school property shall comply with the following:

No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.

No use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance, or office equipment.

No smoking or use of any tobacco products anywhere within the building at any time nor outside the school on District property during normal school hours (This is a law and punishable as a civil infraction by local authorities).

A reasonable standard of dress must be followed. Within the educational facilities where students and parents are or can be present, this is to mean clothing or attire must be suitable for the work and must not bear images or writing depicting anything to be construed as obscene in nature or promoting or portraying alcoholic beverages or use, drugs, narcotics, tobacco or establishments that serve or promote the use of these substances.

There shall be no use of profanity or obscene language or gestures. Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.

The contractor is responsible for a clean and safe workplace. To that end the following will be adhered to:

All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.

Material storage is to be in an area designated by the Building Engineer.
All work areas are to be cleaned by the contractor prior to leaving. Building staff will not be responsible for cleaning work areas.

All trash, debris, and material must be removed from the worksite each day and disposed of off-site. District dumpsters and trash containers are not to be used by contractors for disposal.

All contractor tools and equipment must be kept in good working order, with guards and safety devices in place and working. Defective tools must be taken out of service. District tools and equipment will not be loaned to contractors.

Contractors are to provide and use required protective safety equipment and comply with all local, state, and federal safety laws and regulations.

Contractors are responsible for the reporting of accidents both to the District and their management and to obtain any emergency treatment that may be required.

Upon leaving a jobsite all doors and windows must be locked, secured, or left as they were found prior to beginning the work.

Contractors are to provide their own site safety plan for areas that they are working in.

Contractors are reminded that there may be asbestos insulation in our buildings. They are not to disturb any insulation or enter any areas that contain asbestos containing building materials. If they have any questions, contact the building engineer for direction.

Contractor is not to disable or interfere with any fire or burglary system equipment or telephone lines servicing such equipment. If equipment needs to be removed, relocated, or temporarily disabled, the contractor needs to coordinate this with the building engineer.

The District will not tolerate acts of theft, vandalism, fighting, or abuse of the facilities or activities that threaten the security and safety of the school environment and its students, staff, and employees.

In summary, good judgment must be used to protect the learning environment. **Failure to comply with the above or to exhibit conduct which is deemed not in the best interest of the Huron Valley Schools will be grounds for immediate removal from the building and the project.**

Please confirm your understanding by checking Yes or No.



Yes

☐ No

1.5 Service Capabilities

1.5.1 Communication Plan/Contract Management

Proposers shall identify their company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger, or acquisition.

1.5.1 Proposer Response:

Because of the attentive nature resulting from twice-weekly service, Huron Valley Schools and its Director team of Kristin Blanchard, Heather Fitzpatrick, Bob Green, and Don Hogaboom enjoy regular in-person access to their Primary Account Representative (School Service Representative), Bronnie Brown.

Due to our long service relationship with Huron Valley Schools, the Director team has contact information (including email, office phone, and mobile phone) for Marshall Music representatives, leadership, and related support personnel. Marshall Music is counted on to respond within 24 hours to communication via phone, text, and email.

Marshall Music strives to provide transparent and comprehensive information for all aspects of our service to Huron Valley Schools. Per 1.5.1, related “issues” would be communicated promptly by the School Service Representative and “changes” would be communicated promptly by leadership (Regional School Service Manager or Director of School Service).

1.5.2 Primary Account Representative

Proposers must identify by name and location the primary account representatives and key contacts who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents. Include names, titles, address, phone number, and email addresses.

1.5.2 Proposer Response:

Primary Account Representative:

Bronnie Brown (School Service Representative)

email: bbrown@marshallmusic.com

mobile: 517-230-9856

Additional Support:

Paul Hicks (Regional School Service Manager-Lansing)

email: phicks@marshallmusic.com

mobile: 810-441-0084

Contracts:

Pete Birchler (VP & Director of School Service)

email: pbirchler@marshallmusic.com

mobile: 989-233-7588

1.6 Customer Service

It is preferred that the Vendor have an accessible customer service department with an individual specifically assigned to Huron Valley Schools. Customer inquiries should be responded to within 48 hours or two (2) business days unless it is an emergency issue. Describe your company's Customer Service Department (hours of operation, number and location of service centers, regular and emergency response times, etc.)

1.6 Proposer Response:

Director inquiries can be directed to the School Service Representative assigned to Huron Valley Schools as listed in 1.5.2.

Administrative inquiries (including Accounts Payable) can be directed to the Regional School Service Manager listed in 1.5.2.

Hours, location, and contact information for our retail locations and service hubs:

www.marshallmusic.com/locations

General customer service inquiries:

800-221-1755

<https://www.marshallmusic.com/contact-us>

<https://www.facebook.com/marshallmusicco/>

1.7 Purchase Orders

Requests for quotes will be initiated by participating entities as specific needs arise. Participating entities will issue individual detailed specifications to the pre-qualified vendor pool along with specific response information required, deliverables, and any special terms and conditions. The vendors will respond directly to the requesting agency within the timeframe specified in the request for quote. The participating entity will evaluate the responses and determine the vendor that will be awarded a purchase order (PO). Resulting orders are to be delivered and billed directly to these institutions.

Please confirm your understanding by checking Yes or No.

☒ Yes

☐ No

1.8 Delivery and Acceptance

The Proposer will be required to quote prices for all known costs for the requested products and services. Proposer should address the following items and costs in their proposal and other item/costs that they are aware of that may not have been requested in this bid.

- Time frames for delivery of service.
- Please give a description and the costs associated with products and the service models you recommend.
- What is your Ordering procedure and/or process?
- Policies and procedures for an organization accepting a delivery of service.

1.8 Proposer Response:

- Marshall Music provides two in-person service calls weekly (currently, every Monday and Thursday) to each Huron Valley School designated in the bid; standard delivery time for orders and repair service is one week, with emergency requests fulfilled within 24-72 hours.
- Please refer to the Pricing Proposal found in Attachment B.
- Marshall Music facilitates Ordering by the Director team at their convenience (including via phone, text, email, online store, and fax) in compliance with any Purchase Order procedures specified by Huron Valley Schools; Directors are notified by the School Service Representative of out-of-stock products that are ordered from manufacturers/distributors (including projected delivery times as available).
- Marshall Music requests all repairs and product invoices are signed for upon delivery. With proper communication, exceptions are made if Directors are unavailable to sign but repair/product delivery is urgently needed.

1.8.1 Delivery Time Frames

If there are supplies, services, or regions of the state that might require a longer delivery timeframe, please denote in your response.

Please confirm your understanding by checking Yes or No.



Yes

☐ No

1.8.2 Reporting Capabilities

Contractors are required to submit quarterly sales reports and other reporting documents, as it pertains to this contract.

Please confirm your understanding by checking Yes or No.



Yes

☐ No

1.8.3 Shipping Errors

The receiving entities have been instructed to make immediate inspection on receipt of products/services and to process payment documents promptly. Payment documents, however, will be delayed if the products/services fail to comply with specification requirements.

Please confirm your understanding by checking Yes or No.



Yes

☐ No

If "NO" was answered on any items in Section 1.3.1, 1.3.2, 1.4, 1.4.1, 1.7, 1.8.1, 1.8.2, and 1.8.3, please explain:

N/A

1.9 Management and Staff

Proposer should address the following items in their proposal:

- Project Management of the contract;
- Staff and responsibilities;
- Process and procedures to keep safe and secure facilities when delivering product;
- Please describe your company's background check process for delivery and maintenance personnel, if delivery is by a company other than UPS and Federal Express.

1.9 Proposer Response:

- This contract is managed by Pete Birchler (VP & Director of School Service).
- Key staff, responsibilities, and contact information are available in Section 1.5.2.
- Marshall Music staff currently adheres to facilities procedures as requested by the Huron Valley Schools Director team.
- For all staff (including School Service Representatives, Managers, delivery personnel, and outside contractors used for Recruiting-Fitting and/or Clinician Service) who may potentially interact with students, Marshall Music conducts background checks using PeopleFacts (acct. #1602848000). Additional information available at www.peoplefacts.com.

1.10 Orders/Delivery Reporting/Customer Service

1. Generally
Purchase Orders will be initiated by participating agencies as specific needs arise. Participating agencies will issue individual detailed specifications with specific response information required, deliverables, and any special terms and conditions. The contractor will respond directly to the requesting agency within the timeframe specified by the participating agency.
2. Ordering Process Capabilities
Proposers shall identify their ordering/customer service capabilities. This includes having the capacity to receive orders electronically, by phone, facsimile, and by written order. A state-wide toll-free phone number for phone orders will be required. The Vendor agrees to have internal controls to ensure that authorized individuals place orders.

1.10 Proposer Response:

1. Acknowledged.
2. Marshall Music is capable of receiving orders and providing customer service via email, phone (toll-free: 800-221-1755), fax, website, and by written order. Marshall Music currently facilitates Huron Valley Schools orders and service via the Primary Account Representative designated in Section 1.5.2. Marshall Music currently complies with all purchasing/ordering procedures as directed by Huron Valley Schools and the Director team.

1.11 Pricing Schedule

1. Price Guarantee
Price Stability Guarantee
For the first year of the Agreement, the vendor must guarantee to provide the products at the proposed rates. The vendor can propose price increases or decreases after the above stated time period.

Promotional Pricing
Proposer may offer promotional pricing for awarded products and/or services during the contract term. Upon promotion expiration, the pricing must return to previous item price and remain in compliance with the Price Stability Guarantee.

Free on Board (F.O.B) Delivered/Destination (Required)
Prices shall be quoted "F.O.B. Delivered/Destination" to each Customer with transportation charges prepaid on all orders of one (1) or more.
2. Bid Pricing
Bid pricing must reflect Net 30 payment terms.

3. Quantity Term
Vendor agrees to supply the complete quantity and products that each customer requires.
4. Rebates and Special Promotional Capabilities
All vendors are encouraged to make manufacturer promotions, rebates, and special pricing opportunities available. Huron Valley Schools must approve promotional materials referring to the Huron Valley/MAC Agreement prior to release. Huron Valley/MAC will post rebate and special pricing information on its web site.

Guidelines for Vendor /Contractor promotions for Huron Valley/MAC awarded items:
 - A. Submit all promotions for approval
 - B. Identify the savings amount
 - C. Identify the final price
 - D. Specify the time period in which a purchase must be made
 - E. Identify the link to a rebate form (preferred) or provide the form
5. Tax Excluded from Price
 - (a) Sales Tax: Huron Valley and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.
 - (b) Federal Excise Tax: Huron Valley and local units of government may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Huron Valley Schools exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.

1.11 Proposer Response:

Please provide pricing information and any additional comments regarding pricing, promotions and discounts being offered, and information on other cooperative contracts held by respondent.

Marshall Music agrees to all conditions specified in Section 1.11. For detailed pricing information, please refer to the Pricing Proposal found in Attachment B.

1.12 Price Assurance

The awarded vendor agrees to provide pricing to Huron Valley Schools and its participating entities ensuring the lowest pricing available. The awarded vendor agrees to promptly lower the cost of any product/service purchased through Huron Valley Schools following a reduction in the manufacturer or publisher's direct cost. If respondent has existing cooperative contracts in place, Huron Valley Schools requests equal or better than pricing to be submitted.

All pricing submitted to Huron Valley Schools shall include 2.0% administrative/remittance fee to be remitted to MAC by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings and sales reports up to date and on file with Huron Valley Schools/MAC.

SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the bid documents, including, without limitations, any RFP Addenda and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the bid documents of RFQu # HV-931-061223 Band Instrument Maintenance, Repair, and Rental Services.
3. The undersigned has reviewed the bid documents and fully understands the requirements in this bid and that each bidder who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, and agrees that its bid, if accepted by Huron Valley Schools, will be the basis for the Bidder to enter into a contract with Huron Valley Schools in accordance with the intent of the bid documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements listed in Section 2.3:
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
 - Assurance Regarding Access to Records and Financial Statements
 - Iran Economic Sanctions Act
 - Familial Relationship Disclosure
 - Non-Collusion Affidavit
6. The selected Contracting Agency will be required to sign a Confidentiality Agreement to protect the data supplied by the schools and agencies. The selected Contracting Agency will adhere to all provisions of the Federal Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. 123g), Michigan Education Code, and District policies regarding the protection and confidentiality of data. At all times, the Contracting Agency will consider all data collected in the course of their duties to be protected and confidential. The Contracting Agency needs to explain how it will clean the hard drives in the copier machines at lease end or changes in copier machines to ensure removal and protection of data.
7. The undersigned acknowledges that bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFQu and associated bid documents.
8. It is the responsibility of each bidder to be familiar with all of the specifications, terms, and conditions and, if applicable, the site condition. By the submission of a bid, the bidder certifies that if awarded a contract they will make no claim against Huron Valley Schools based upon ignorance of conditions or misunderstanding of the specifications.
9. Patent indemnity: Vendors who do business with the Huron Valley Schools shall hold Huron Valley Schools, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and

conditions. This documentation must be provided to Huron Valley Schools, prior to award, and shall include an insurance certificate and additional insured certificate, naming Huron Valley Schools, which meets the minimum insurance requirements, as stated in the terms and conditions.

11. Bidders are requested to submit a bid on any category(s) that they are able to supply as specified. Substitutions will not be considered. If the documents note "or acceptable equal" all manufacturers will be considered. Products for consideration must comply with bid category "general notes" and identify discrepancies where product does not meet or exceed the specified (basis of design) product for design, finish, and quality.
12. Should a Bidder find discrepancies in, or omissions from the specifications, details, instructions and bid proposal form, or should the bidder be in doubt as to the meaning, the bidder should notify, the bid contact who will send written instructions to all appropriate Bidders. The Owner shall not be responsible for any oral instructions.
13. It is the Bidder's responsibility to note any detail or specification that, in his opinion, is not practical or functional.
14. Interpretations and supplemental instructions will be issued by Addenda. No Bidder shall rely on any interpretations or corrections given by any other method. Interpretations, corrections, or changes of the Bidding Documents made in any other manner will not be binding.
15. Copies of addenda will be made available for inspection wherever Bidding Documents are posted.
16. Addenda will not be issued later than three (3) days, (72 hrs.) prior to the date of receipt of bids (excluding weekends and holidays), except an addendum withdrawing the request for bids or postponing the bid date.
17. Failure of Bidder to receive such addenda shall not relieve him from any obligation under his bid as submitted.
18. Failure to comply with instructions stated in this section may result in rejection of bid.
19. After a contract agreement has been executed, the Bidder shall not be allowed any sum over and above the price(s) specified in the contract agreement.
20. Huron Valley Schools requires all Contractor owners, employees, agents, representatives, subcontractors, and/or other personnel who will be present on School grounds to submit to a criminal history background check. This background check will include a requirement for each contractor owner, employee, agent, representative, subcontractor, and/or other personnel to be screened before he/she enters School grounds. A valid State ID card or Driver's License is required to complete the background check. Once screened, the District will provide approved personnel with a Contractor Badge with a unique number.



ORDER DELETIONS


1. Owner reserves the right to add or deduct item quantities from the original specification, up to 10% of the original quantities without any effect on the unit prices submitted.

Huron Valley Pricing

Respondents should indicate any discounts or promotional pricing available. Please specify where different percentage discounts apply. If respondent has existing cooperative contracts in place, Huron Valley requests equal or better than pricing to be submitted.

Solicitation Terms and Conditions – HVS/MAC Master Agreement Template: [Business Office | \(hvs.org\)](https://hvs.org/BusinessOffice)

2.1 Company Profile

Official Name of Bidder: Marshall Music Co.		Type of Entity/Organization (check one): <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other:
Street Address: 3240 E Saginaw St.		
City: Lansing		
State: MI	Zip Code: 48912	
Website: www.marshallmusic.com		
Primary Contact Name: Pete Birchler		
Primary Contact Phone Number: 800-221-1755 x306		
Primary Contact Email Address: pbirchler@marshallmusic.com		
Dunn & Bradstreet (D&B) Number (if applicable): N/A		
Has your company been debarred by the Federal Government? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, has it been lifted and if so, when?		
Has your company been debarred by State Governments? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, has it been lifted and if so, when?		
Brief history of your company, including the year it was established: <i>Marshall Music was founded in Lansing, MI in 1948 by Willis and Mary Marshall. Mr. and Mrs. Marshall grew their business with a single-minded focus on quality and service, attracting employees who shared their enthusiasm for new ideas and innovative programs to spread the joy of music making. Today, the company is in its second generation of family ownership, and is the largest School Service organization in the state of Michigan. The company's six retail locations employ over 150 employees, including 24 professional instrument technicians who repair brass, woodwind, and string instruments. A team of 20 dedicated School Service Representatives visits over 700 Michigan schools weekly. Marshall Music's dedication to school and customer service has brought not only a string of industry awards and accolades in its 75 year history, but the overwhelming satisfaction of having helped thousands of Michigan music students and educators experience the power and joy of sharing music.</i>		
Signature: 		
Name and Title of Signer: Pete Birchler, VP & Director of School Service		
Date: July 24, 2023		

Please include a current copy of a W-9 with your proposal (**Attachment D: W9**)

2.2 References

Provide a minimum of three (3) customer references for product and/or services of similar scope dating within the past 5 years.

Entity Name: Walled Lake Consolidated Schools	
Contact Name: Kristen Dudzinski	Title: Band Department Chair
City: Walled Lake	State: MI
Phone Number: 248-672-3667	Years Serviced: 20+
Description of Services: <i>Marshall Music is the exclusive vendor of the Walled Lake Bands and provides twice-weekly service calls to 7 district school buildings, student rental-purchase plans, repair service for student instruments, maintenance contract service for school-owned instruments, recruiting support, and professional development.</i>	
Annual Volume: <i>Confidential</i>	

Entity Name: Novi Community Schools	
Contact Name: Alec Cooper	Title: Band Director
City: Novi	State: MI
Phone Number: 734-476-9599	Years Serviced: 20+
Description of Services: <i>Marshall Music is the exclusive vendor of the Novi Bands and Orchestras and provides weekly service calls to 3 district school buildings, student rental-purchase plans, repair service for student instruments, maintenance contract service for school-owned instruments, recruiting support, and professional development.</i>	
Annual Volume: <i>Confidential</i>	

Entity Name: Clarkston Community Schools	
Contact Name: Mike Lewis	Title: Director of Bands
City: Clarkston	State: MI
Phone Number: 810-444-3028	Years Serviced: 30+
Description of Services: <i>Marshall Music is the exclusive vendor of the Clarkston Bands and Orchestras and provides weekly service calls to 3 district school buildings, student rental-purchase plans, repair service for student instruments, maintenance contract service for school-owned instruments, recruiting support, and professional development.</i>	
Annual Volume: <i>Confidential</i>	

2.3 Assurances and Certifications

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education (MDE).

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., the Huron Valley Schools, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F, and Compliance Supplement for the U.S. Department of Education.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Huron Valley Schools as a Michigan public entity is required to follow Public Act 517 of 2012.

Vendor Signature:

Date: July 24, 2023



Notary

State of _____

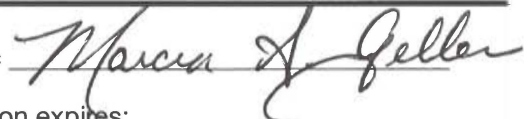
County of _____

Sworn to and subscribed before me, a notary public in and for the above state and county, on this 24th day of July, 20 23.

Notary Public
Clinton County, Michigan
Marcia A. Geller

My Commission Expires 4-12-2026

Notary Public




My commission expires: _____



Price Assurance Certification

The awarded vendor agrees to provide pricing to Huron Valley Schools and HVS/MAC cooperative participating entities ensuring the lowest pricing available. The awarded vendor agrees to promptly lower the cost of any product/service purchased through Huron Valley Schools following a reduction in the manufacturer or publisher's direct cost. If respondent has existing cooperative contracts in place, Huron Valley Schools requests equal or better than pricing to be submitted.

All pricing submitted to Huron Valley Schools shall include 2.0% administrative/remittance fee to be remitted to MAC by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings and sales reports up to date and on file with Huron Valley Schools/MAC.

Vendor
Firm Name: Marshall Music Co.
Authorized Representative Signature: 
Authorized Representative Name (printed): Pete Birchler
Date: July 24, 2023

2.4 CONSTRUCTION BID DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Huron Valley Schools Board of Education or the Huron Valley Schools District Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Huron Valley Schools Board of Education are listed on the following website:
<https://www.hvs.org/page/board-of-education>.

The Huron Valley Schools Superintendent is: Dr. Paul Salah

The Following are the familial relationships:

☒ There are none.

Vendor Signature:

Date: July 24, 2023



Notary

State of _____

County of _____

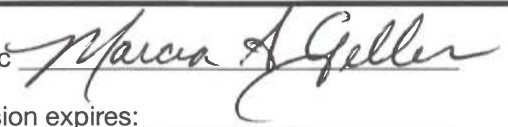
Sworn to and subscribed before me, a notary public in
and for the above state and county, on this 24th
day of July, 2023.

Notary Public
Clinton County, Michigan
Marcia A. Geller

My Commission Expires 4-12-2026

Notary Public

My commission expires: _____





NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
COUNTY OF INGHAM)

SS:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, gift, fee, commission, or thing of value on account of such sale.

Pete Birchler, Marshall Music Co
Bidder (Firm)

Signature of Bidder or Agent

Subscribed and sworn to before me this 24th day of July, 2023

My commission expires: _____

County of residence: _____

Notary Public Signature

Notary Public
Clinton County, Michigan
Marcia A. Geller

My Commission Expires 4-12-2026

Seal

(Return this completed form with bid package)

SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS

This section contains key project dates and activities as well as instructions to proposers on how to prepare and submit their proposal:

TIMETABLE	
Release of RFQu:	June 21, 2023
Question & Answer Due Date:	June 28, 2023
Questions and Answers Responses Posted:	July 5, 2023
Proposals Due by (10:00 AM/ EST) *:	July 19, 2023
Notice to Award:	August 2023
Master Agreement Award Date:	August 2023

*Responses received later than the specified deadline will be disqualified.

3.1 Huron Valley Schools Responsibility

Huron Valley Schools is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

3.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Huron Valley Schools Administrator/ Purchasing agent designee's sole judgment and his/her judgment shall be final.

3.3 Proposers Questions

Proposers may submit written questions regarding this RFQu by e-mail to the address identified below. All questions must be received by 10:00 am EST (Eastern Standard Time) no later than Wednesday, June 28, 2023. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFQu.

When submitting questions please specify the RFQu section and paragraph number, and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFQu. Huron Valley Schools reserves the right to group similar questions when providing answers. Questions should be addressed to:

Email address: schubel@macservcorp.com

Huron Valley Schools may modify the RFQu at any time during the bid process. All changes to the RFQu will be posted under the bid number and each posting officially revises the RFQu.

3.4 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFQu. The proposal must remain valid for at least 120 days from the due date for responses to this RFQu.

The Proposer will be responsible for completing and submitting the following sections of this RFQu:

Section 1.0 – Bid Responses to Scope of Work and Pricing - The Proposer's proposal must include detailed responses to each of the outlined requirements in the text boxes provided. There is no requirement or limitation on the number of words for these responses.

Section 2.0 – Bidder Information and Acceptance - The Proposer will be required to complete the information in this section and provide required signatures and notarization.

3.5 Bid Submission Deadline

The Deadline for receipt of Bids is: Wednesday, July 19, 2023, 10:00 AM EST (the "Due Date"). Any bids received after this time will not be opened.

Send or deliver one (1) copy of the bid, clearly marked **Band Instrument Maintenance, Repair, and Rental Services Bid HV-931-061223** along with one electronic copy on a **USB Flash Drive** to:

**Geoffrey VanGoethem – Assistant Superintendent, Business & Operations
Huron Valley Schools - Administrative Building
2390 South Milford Road
Highland, Michigan 48357**

In the event, the Administration Building is closed due to unforeseen circumstances on the day Proposals are due, Proposals will be due at the same time on the next day that the District and/or the Administration Building is open. Administration Building is open to accept bids 8:00 am – 4:30 pm EST.

Due to COVID 19 our Bid Opening will be virtual. Below is the Zoom invite if you are interested in attending.

Topic: Band Instrument Maintenance, Repair, and Rental Services Bid Opening – Zoom
Invite Time: July 19, 2023, 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85737533739?pwd=Z0l5dHVLRjEyYGR5cCtnTW1wbkVZZz09>

Meeting ID: 857 3753 3739

Passcode: 536231

One tap mobile +16699006833,,85737533739#,,,,*536231# US (San Jose)
+16694449171,,85737533739#,,,,*536231# US

Dial by your location

- +1 669 900 6833 US
- +1 669 444 9171 US (San Jose)
- +1 253 215 8782 US
- +1 346 248 7799 US (Tacoma)
- +1 719 359 4580 US (Houston)
- +1 253 205 0468 US
- +1 301 715 8592 US
- +1 305 224 1968 US (Washington DC)
- +1 309 205 3325 US
- +1 312 626 6799 US
- +1 360 209 5623 US (Chicago)
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)

Meeting ID: 857 3753 3739

Passcode: 536231

Find your local number: <https://us06web.zoom.us/j/kslcbUXz5>

3.6 Adherence to Mandatory Requirements (Pass/Fail)

Huron Valley Schools Administrator or designee shall review Section 2.0 Bidder Information and determine if the Proposer meets the minimum requirements as outlined in this RFQu.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Huron Valley Schools may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

3.7 Evaluation Process

All bids will be reviewed for compliance with the mandatory requirements stated within this RFQu. Bids not meeting the mandatory requirements will be deemed non-

responsive and eliminated from further consideration. Huron Valley Schools may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

- A. Huron Valley Schools may contact the proposer for clarification of the proposer's bid.
- B. Huron Valley Schools may use other sources of information to perform the evaluation.
- C. Huron Valley Schools may require the proposer to submit additional and/or supporting materials.

Responsive bids will be evaluated on the factors identified in this RFQu. The Proposer(s) whose bid is advantageous to the Eligible Agencies, taking into consideration the evaluation factors, will be recommended for award approval.

After a prospective supplier has been selected, Huron Valley Schools and the prospective supplier(s) will negotiate a Master Agreement. If a satisfactory Master Agreement cannot be negotiated, Huron Valley Schools may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal. It is anticipated that pre-qualified contract awards will be made to multiple vendors.

A solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part, when it is in the best interest of Huron Valley Schools in accordance with regulations.

3.8 Evaluation Criteria

- 1. Evaluation Factors for Statement of Work (Section 1) – 40 points
- 2. Company Profile (Section 2.1) - 10 points
- 3. References (Section 2.2) – 20 points
- 4. Pricing (Section 1.12) – 30 points

3.9 Optional Tools to Enhance Evaluation Process

Huron Valley Schools during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Huron Valley Schools:

- Clarifications
- Deficiency Report
- Oral Presentation
- Site Visit
- Best and Final Offer (BAFO)
- Negotiations

3.10 Huron Valley Schools Option to Reject Proposals

Huron Valley Schools may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFQu. Huron Valley Schools shall not be liable for any costs incurred by the proposer in connection with the preparation and submission of any proposal. Huron Valley Schools reserves the right to waive inconsequential disparities in a submitted proposal.

3.11 Freedom of Information Act

This contract and all information submitted to Huron Valley Schools by the contractor and proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Huron Valley Schools shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by law. The Proposer(s) must specifically label only those provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.

By submitting a response to this RFQu, the Proposer shall be deemed to have agreed to indemnify and hold harmless Huron Valley Schools for any liability arising from or in connection with Huron Valley Schools failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFP which have been marked "Trade Secret," "Confidential," or "Proprietary."

3.12 Contacts with Huron Valley Schools Personnel

All contact with Huron Valley Schools regarding this RFQu or any matter relating thereto must be e-mailed as follows:

Email address: schubel@macservcorp.com

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Huron Valley Schools personnel other than the Procurement Contact, Huron Valley Schools, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Huron Valley Schools in writing will be binding with respect to this RFQu.

3.13 Final Agreement Award Determination

Huron Valley Schools reserves the right to make one total award, one award for each category/section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Huron Valley Schools.

ADDENDUM NUMBER 1

Project: BAND INSTRUMENT MAINTENANCE, REPAIR, AND RENTAL SERVICES – RFP
HV-931-061223

Bid date: 10:00 AM, Thursday, July 27, 2023 (CHANGED)

Issue date: June 21, 2023

Below are: Questions asked by bidders with the school district's answers below:

1. The deadline for the receipt of bids has been extended to Thursday, July 27, 2023, 10:00 AM EST.

Send or deliver one (1) copy of the bid, clearly marked **Band Instrument Maintenance, Repair, and Rental Services Bid HV-931-061223** along with one electronic copy on a USB Flash Drive to:

Geoffrey VanGoethem – Assistant Superintendent, Business & Operations
Huron Valley Schools - Administrative Building
2390 South Milford Road
Highland, Michigan 48357

Topic: Band Instrument Maintenance, Repair, and Rental Services Bid Opening – Zoom Invite
Time: July 27, 2023, 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85737533739?pwd=Z0l5dHVLRjEyYbGR5cCtnTW1wbkVZZz09>

Meeting ID: 857 3753 3739

Passcode: 536231

2. The RFQu states "Each potential vendor will have the opportunity to inspect and inventory each instrument at the building locations listed below

Milford High School
Lakeland High School
White Lake Middle School
Muir Middle School
Oak Valley Middle School

to evaluate the condition of the instruments, bring instruments to a playing condition, and maintain the instruments for the duration of the contract. Inspection includes all woodwind, brass, and string instruments." Are there currently dates scheduled for all vendors to make such an inspection? If not, we would like to schedule a visit to each building for this purpose.

Three-hour site visits are to be scheduled on July 19 or July 20, 2023 starting at 9:00 a.m. EST. Vendors wanting to participate in site visits are to contact Cheryl Schubel at schubel@macservcorp.com by July 17, 2023, to confirm the desired date for their visit. Vendors are to meet Bob Green, HVS Band Director, inside the HVS Administration

Building located at 2390 South Milford Road, Highland, MI 48357 the day of the site visits.

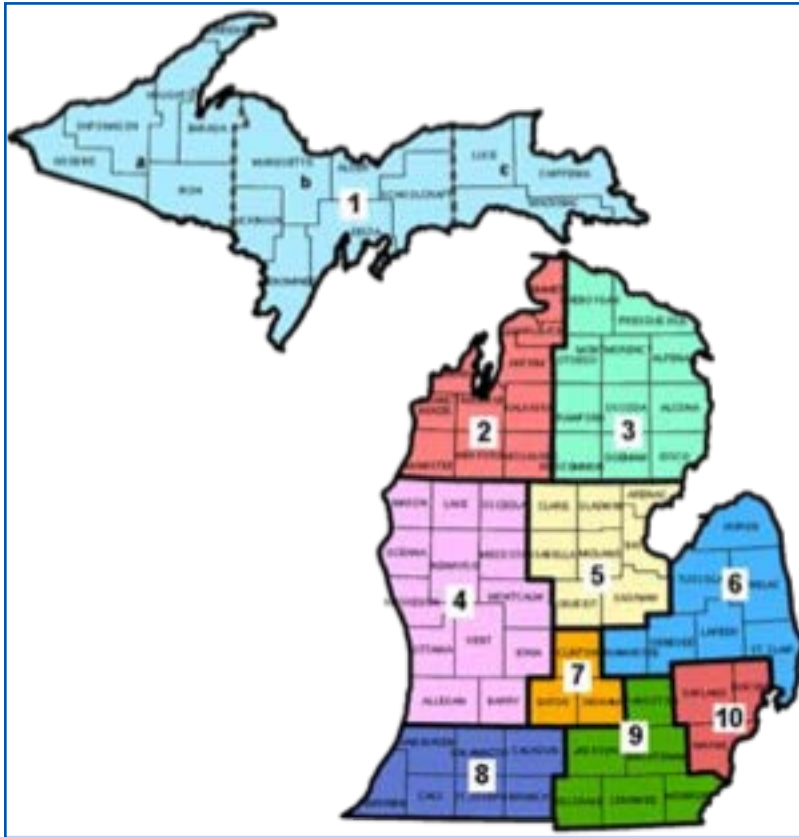
3. Will you provide us with a current inventory listing of all school owned instruments to be serviced? Such a listing is necessary to properly offer pricing. It would also be useful to match this inventory listing to the inventory being reviewed during our evaluation visit, to ensure no instruments are missed.

Please refer to the attached inventory list for Oak Valley MS and White Lake MS.

4. This RFP requests per-instrument repair pricing, as well as pricing for non-district purchases. Please provide detailed explanation for this remittance fee specific to the application of this bid request.

The 2% fee can be added to the price quote. The 2% administrative fee is required to be remitted, no exception. We have had vendors that have been part of the program that have chosen to absorb the 2% fee in their pricing because they receive the benefit of not having to put together other public bids, which in turn saves them time and cost. We have also had other vendors that have simply added the 2% fee to their overhead.

APPENDIX A - REGIONAL DELIVERY MAP



1. Upper Peninsula
2. Northwest
3. Northeast
4. West
5. East Central
6. East
7. South Central
8. Southwest
9. Southeast
10. Detroit Metro

Marshall Music provides **regular weekly service** to 700 schools in **all 10 regions** of the delivery map with the exception of region 1A.

Marshall Music ships via UPS Ground (1-3 days) to **all 10 regions** of the delivery map.

ATTACHMENT A: General Information

1. Respondents must submit products, services, warranties, etc. in price list.
2. Media submitted for price list must include the respondent's company name, name of the solicitation, and date on a Flash Drive (i.e., Pin or Jump Drives).
3. Please submit price lists in electronic format only.

Not to Exceed Pricing

1. Huron Valley Schools requests pricing be submitted as not to exceed for any participating entity.
2. Unlike fixed pricing the awarded vendor can adjust submitted pricing lower if needed, but cannot exceed original pricing submitted for the solicitation. Volume or spot market conditions may allow for one-time discounts for participating entities.
3. Vendor must allow for lower pricing to be available for similar product and service purchases under the same market conditions.

General Information

1. It is the intent of Huron Valley Schools to always provide the best price and value to its participants. The Vendor must be able to provide a pricing methodology for its products and services that will ensure that Huron Valley Schools is always getting the best and most competitive price available.
2. The products and services provided by this contract may be acquired utilizing many different methods by the participating members of Huron Valley Schools.

ATTACHMENT B: Pricing Proposal

PROPOSAL I: MAINTENANCE/CLEANING/REPAIR OF SCHOOL-OWNED INSTRUMENTS

PROPOSAL I, OPTION A: PER-INSTRUMENT CONTRACT Offers maximum savings Requires Contract Inventory List, updated and confirmed annually*	
DESCRIPTION	MAINTENANCE COST
1st Year Annual Maintenance	\$8,520.00 (\$12.00 x 710 instruments)
2nd Year Annual Maintenance	\$8,520.00 (\$12.00 x 710 instruments)
3rd Year Annual Maintenance	\$10,650.00 (\$15.00 x 710 instruments)
4th Year Annual Maintenance - optional extension 1	\$10,650.00 (\$15.00 x 710 instruments)
5th Year Annual Maintenance - optional extension 2	\$10,650.00 (\$15.00 x 710 instruments)

Add or Deduct \$12.00 per instrument for **additions** or **deletions** to the current inventory total**

* Please link to current HVS [Contract Inventory List](#) to review existing coverage

** Additions/deletions based on current year guaranteed contract rate (\$12.00-\$15.00)

PROPOSAL I, OPTION B: FLAT-RATE CONTRACT Offers maximum flexibility Does not require Contract Inventory List***	
DESCRIPTION	MAINTENANCE COST
1st Year Annual Maintenance	\$11,900.00
2nd Year Annual Maintenance	\$11,900.00
3rd Year Annual Maintenance	\$12,900.00
4th Year Annual Maintenance - optional extension 1	\$12,900.00
5th Year Annual Maintenance - optional extension 2	\$12,900.00

*** Offer restricted to School-Owned Instruments

Please refer to **ATTACHMENT C: Sample School-Owned Instrument Maintenance Agreements** to review comprehensive details for Proposal I, Options A and B

PROPOSAL II: REPAIR OF STUDENT OWNED INSTRUMENTS

For basis of comparison, please provide the following hourly repair prices:

	DESCRIPTION	PRICE
1.	Hourly shop repair rate.	\$89.00
2.	Repad a B-flat soprano clarinet.	\$270.00
3.	Complete overhaul of B-flat clarinet (including buffing of keys, body and new springs).	\$270.00
4.	Repad a piccolo.	\$310.00
5.	Complete overhaul of B-flat brass trumpet (including buffing, replating, relacquering, new corks, felts and springs).	\$800.00* \$150.00**

* Complete overhaul of a brass trumpet (\$800.00) involves relacquer (brass trumpets are not plated instruments) and is uncommon because the cost generally exceeds the value of the instrument.

** A \$150.00 overhaul on a B-flat brass trumpet includes ultrasonic cleaning, adjustment and lubrication of all slides and valves, bell dents, and all additional accessible dents on the instrument.

PROPOSAL III: STUDENT RENTAL/PURCHASE OF INSTRUMENTS

What is your provision for servicing instruments during the trial and rental period?

Marshall Music includes a **FREE** comprehensive maintenance and insurance plan on all rental instruments for the full trial and rental period.

- The plan covers all maintenance and repair work necessary for proper instrument playing condition, including cases.
- If an instrument is lost, stolen, or damaged beyond repair it will be replaced with one of equal value at no additional cost.
- **No fee** is deducted from the monthly rental rate for this coverage.
- **No deductible** is assessed for repair or replacement of an instrument.
- Repairs are picked up/dropped off at 5 designated Huron Valley Schools twice weekly (current schedule: Monday-Thursday).
- Marshall Music provides loaner instruments while student rental instruments are serviced to ensure students do not miss rehearsal-practice time.
- This plan and all coverages can be extended to paid-off instrument rentals or privately owned instruments for \$119.00/year.

What are your discount plans or rates by percentage for used instruments under the rental program?

Marshall Music's Band Instrument Rental Plan is the most flexible and affordable plan in the industry. It features **FREE** maintenance/insurance and **FREE** exchanges/upgrades (with 100% of rental payments always applied) for the full duration of the rental period.

Please refer to **Attachment E: Sample Huron Valley Rental Flyer** for an example of a customizable document for parent rental information.

- Marshall Music rentals have a single, competitive rental rate for both new/used instruments by instrument type.
- New instrument rental-purchase prices are **discounted 5-25% from MSRP**, based on brand/instrument type.
- Three tiers of used instrument rental-purchase prices are **discounted 10-60% from MSRP**, based on cosmetic condition/brand/instrument type.

NOTES FOR COMPARISON:

- While most school music vendors rent instruments using MSRP as the new rental-purchase price (with used instruments discounted proportionally), Marshall Music provides an **up-front discount from MSRP** as the rental purchase price.
- While some vendors offer a percent discount from the account balance for early payoff, Marshall Music does not incentivize or recommend early payoff of an instrument because the **FREE** included maintenance/insurance coverage is substantially more valuable than a potential additional discount.
- At the request of the Huron Valley Band Directors, Marshall Music provides upgraded equipment, including Vandoren B45 clarinet mouthpieces, Selmer C* saxophone mouthpieces, and Bach 3C trumpet mouthpieces; these are also **discounted 30-50% from MSRP**, rather than financed at list price.
- Because of the aggressive discount structure and total flexibility for Marshall Music rentals, Huron Valley Band Parents/Guardians will find not only the best value for their investment, but also extensive options from which to choose the instrument that best meets their budget.

A full instrument pricing list, featuring the instrument brands and additional equipment specified by Huron Valley Band Directors, can be provided and explained upon request.

Please also note the explanation of Huron Valley Accessory Bundle Package discounts (available to both rental and non-rental customers) as noted in the following section, titled DISCOUNTS.

RECRUITING PROCESS:

The vendor will provide a fitter(s) who will bring instruments with them and assist the band directors. The vendor will also provide funds for sub pay for each band director. Sub pay is usually three days for each director.

Marshall Music provides a team of experienced music educators to provide instrument fittings as part of the Spring band recruiting process. In 2023, the Middle School Directors verbally expressed they were very happy with Marshall Music's execution of the instrument fittings, and that they were expecting a spike in beginning band enrollment for the following year. Marshall Music's team will continue to collaborate with the Director team to ensure goals for the beginning band class are met.

DISCOUNTS:

What school discount percentage can we expect from your catalog prices?

SCHOOL DISCOUNT

- Band accessories are discounted **up to 43% off MSRP** for school purchases.
- Band instruments are discounted **up to 52% off MSRP** for school bid purchases.
- Directors can view transparent school pricing on band/orchestra accessories by logging into their account at shop.marshallmusic.com.
- Please refer to **ATTACHMENT F: Select Reed Pricing** to view a sample of current reed prices.

PARENT/GUARDIAN DISCOUNT

- Marshall Music provides a custom bundle of accessory items requested by the Director team for all Huron Valley beginning band students (both rental and non-rental customers) at specially discounted package prices of **up to 40% off MSRP**.
- For parent convenience, these items are available to be ordered from a dedicated page on Marshall Music's website. Directors provide the link to ensure parents can easily find all items their student needs with ease, at the best available price. To review bundle packages and pricing, please link to:

[Huron Valley Schools Band Supplies](#)

ATTACHMENT C:
Sample School-Owned Instrument Maintenance Agreements



**MAINTENANCE AND SERVICE AGREEMENT
FOR SCHOOL-OWNED INSTRUMENTS**

SCHOOL DISTRICT: **Huron Valley Schools - Proposal I, Option A**

COVERAGE

Marshall Music Co. will maintain school-owned instruments at a term rate of:
\$12.00 per instrument
This coverage is for 100% of all labor and the following parts: pads, cork, felt, string bridges, and shop materials. For string instruments, bridge work, peg work, sound post set, seam repair, and all accessible cracks are included.

CONDITIONS OF AGREEMENT

- A. Marshall Music is the only company chosen by the School District as the Preferred Vendor to provide student instrument rentals and is the only vendor presented/advertised by the School District/Instrumental Music Program for student instrument rentals
- B. The attached Contract Inventory List is the complete list of instruments covered under the conditions of this agreement
- C. Instruments on the Contract Inventory List can be reasonably maintained based on brand, age, condition, and parts availability
- D. At the time of acceptance, instruments on the Contract Inventory List are in good playing condition
- E. To save recurring damage, all instruments except sousaphone and string bass must be in a serviceable case for protection
- F. If, during the course of this agreement, an instrument becomes impossible to repair due to extreme age, damage, or availability of parts, Marshall Music Co. will refund the prorated rate for that instrument and remove it from the contract

EXCLUSIONS OF AGREEMENT

- A. Body parts other than pads, corks, felt, and string bridges; parts not covered will be billed separately as needed
- B. Case or bag repairs are not covered and will be billed separately as needed
- C. Restoration of finish, cosmetic damage such as scratches and minor dents that do not affect tonal quality or playing condition
- D. Complete overhaul, including woodwind repad and major dent work to brass tubing where extensive disassembly is required
- E. Crack pinning or socket and tenon replacement on woodwind instruments
- F. For string instruments: extreme damage such as neck broken from the body, cracks or body damage that requires removal of the top or back of an instrument, and bow repair
- G. The agreement is intended for school-owned background/harmony instruments only; coverage for primary instruments (including flute, clarinet, trumpet, trombone, violin, and viola) is not guaranteed
- H. All percussion instruments are excluded

Repairs needed beyond the provisions of the maintenance agreement will be quoted and billed separately as requested and approved by the school.

ACCEPTANCE

COVERAGE FOR **710 INSTRUMENTS** LISTED ON THE ATTACHED 20 PAGES AT **\$12.00 EACH**
CONTRACT TOTAL: **\$8,520.00**
EFFECTIVE: **09/15/2023 TO 09/14/2024**

A SIGNED AGREEMENT, CONTRACT INVENTORY LIST, AND PAYMENT MUST BE RECEIVED BEFORE ANY WORK CAN BE COMPLETED UNDER THE TERMS OF THIS AGREEMENT.

I have read and agree to the terms of this Maintenance and Service Agreement for the school-owned instruments as listed.

For HURON VALLEY SCHOOLS

Date



Director of School Service, Marshall Music Co.



**MAINTENANCE AND SERVICE AGREEMENT
FOR SCHOOL-OWNED INSTRUMENTS**

SCHOOL DISTRICT: **Huron Valley Schools - Proposal I, Option B**

COVERAGE

Marshall Music Co. will maintain school-owned instruments at a term rate of:
\$11,900.00

This coverage is for 100% of all labor and the following parts: pads, cork, felt, string bridges, and shop materials. For string instruments, bridge work, peg work, sound post set, seam repair, and all accessible cracks are included.

CONDITIONS OF AGREEMENT

- A. Marshall Music is the only company chosen by the School District as the Preferred Vendor to provide student instrument rentals and is the only vendor presented/advertised by the School District/Instrumental Music Program for student instrument rentals
- B. Only school-owned instruments are covered under the conditions of this agreement
- C. School-owned instruments can be reasonably maintained based on brand, age, condition, and parts availability
- D. At the time of acceptance, school-owned instruments are in good playing condition
- E. To save recurring damage, all instruments except sousaphone and string bass must be in a serviceable case for protection
- F. If, during the course of this agreement, an instrument becomes impossible to repair due to extreme age, damage, or availability of parts, directors will be notified

EXCLUSIONS OF AGREEMENT

- A. Body parts other than pads, corks, felt, and string bridges; parts not covered will be billed separately as needed
- B. Case or bag repairs are not covered and will be billed separately as needed
- C. Restoration of finish, cosmetic damage such as scratches and minor dents that do not affect tonal quality or playing condition
- D. Complete overhaul, including woodwind repad and major dent work to brass tubing where extensive disassembly is required
- E. Crack pinning or socket and tenon replacement on woodwind instruments
- F. For string instruments: extreme damage such as neck broken from the body, cracks or body damage that requires removal of the top or back of an instrument, and bow repair
- G. The agreement is intended for school-owned background/harmony instruments only; coverage for primary instruments (including flute, clarinet, trumpet, trombone, violin, and viola) is not guaranteed
- H. All percussion instruments are excluded

Repairs needed beyond the provisions of the maintenance agreement will be quoted and billed separately as requested and approved by the school.

ACCEPTANCE

COVERAGE FOR **ALL HURON VALLEY SCHOOL-OWNED INSTRUMENTS**

CONTRACT TOTAL: **\$11,900.00**

EFFECTIVE: **09/15/2023 TO 09/14/2024**

A SIGNED AGREEMENT, CONTRACT INVENTORY LIST, AND PAYMENT MUST BE RECEIVED BEFORE ANY WORK CAN BE COMPLETED UNDER THE TERMS OF THIS AGREEMENT.

I have read and agree to the terms of this Maintenance and Service Agreement for the school-owned instruments as listed.

For HURON VALLEY SCHOOLS

Date



Director of School Service, Marshall Music Co.



Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification		Give Form to the requester. Do not send to the IRS.																																													
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Marshall Music co																																																
	2 Business name/disregarded entity name, if different from above																																																
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶			4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>																																													
	5 Address (number, street, and apt. or suite no.) 3240 E Saginaw			Requester's name and address (optional)																																													
	6 City, state, and ZIP code Lansing MI 48912																																																
	7 List account number(s) here (optional)																																																
	Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																																
<table border="1"><tr><td colspan="9">Social security number</td></tr><tr><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="9">or</td></tr><tr><td colspan="9">Employer identification number</td></tr><tr><td>3</td><td>8</td><td>-</td><td>1</td><td>8</td><td>1</td><td>9</td><td>6</td><td>0 5</td></tr></table>					Social security number													-					or									Employer identification number									3	8	-	1	8	1	9	6	0 5
Social security number																																																	
				-																																													
or																																																	
Employer identification number																																																	
3	8	-	1	8	1	9	6	0 5																																									
Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.																																																	
<table border="1"><tr><td>Sign Here</td><td>Signature of U.S. person ▶ <i>Aug Tewary</i></td><td>Date ▶ <i>7-21-23</i></td></tr></table>					Sign Here	Signature of U.S. person ▶ <i>Aug Tewary</i>	Date ▶ <i>7-21-23</i>																																										
Sign Here	Signature of U.S. person ▶ <i>Aug Tewary</i>	Date ▶ <i>7-21-23</i>																																															
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: <ul style="list-style-type: none">Form 1099-INT (interest earned or paid)Form 1099-DIV (dividends, including those from stocks or mutual funds)Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)Form 1099-S (proceeds from real estate transactions)Form 1099-K (merchant card and third party network transactions) <ul style="list-style-type: none">Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)Form 1099-C (canceled debt)Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. <i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.</i> By signing the filled-out form, you: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.																																																	

ATTACHMENT E: Sample Huron Valley Rental Flyer





Marshall Music Co.

EXCLUSIVE BAND INSTRUMENT Rental & Purchase Plan

- **FREE** Maintenance, Repair, & Insurance
- **FREE** Exchanges
- **FREE** Upgrades with 100% rental payment credit

DIRECTORS CHOOSE MARSHALL MUSIC

FLEXIBLE & AFFORDABLE

- 100% of rental payments apply to instrument purchase
- Most instruments pay off in 3 years or less*
- Return at any time

MAINTENANCE & PROTECTION

- All repairs included FREE
- Instruments stolen or damaged beyond repair will be replaced with one of equal value FREE

CONVENIENT & LOCAL

- **Bronnie Brown**, your School Service Representative, visits HVS schools weekly for repair and supply needs
- **Marshall Music is a Michigan business serving Michigan schools and families**

*certain exclusions apply based on added equipment

RENT NOW AT MARSHALLMUSIC.COM

- Select **HURON VALLEY SCHOOLS/YOUR MIDDLE SCHOOL** from the drop-down menu
- Complete the rental form **by Sat. Sept 23rd**
- Select **SCHOOL DELIVERY** and your instrument will be delivered to Oak Valley MS for the Band Meeting at **7 PM on Tues. Sept 26th**
- Instruments and equipment are selected and approved by the Huron Valley Directors

LOCATIONS

LANSING	(800) 221-1755	3240 E. Saginaw St., Lansing, MI 48912
WEST BLOOMFIELD	(866) 788-2032	7470 Haggerty Rd., West Bloomfield, MI 48322
ALLEN PARK	(800) 530-7077	6500 Allen Rd., Allen Park, MI 48101
TROY	(866) 788-2031	4052 Rochester Rd., Troy, MI 48065
KALAMAZOO	(866) 866-0964	951 Mall Dr., Portage, MI 49024
TRAVERSE CITY	(800) 996-9619	1197 S. Airport Rd. W, Traverse City, MI 49686

BAND INSTRUMENTS	MONTHLY
Flute, Plastic Clarinet, Trumpet, Trombone	\$34
Wood Clarinet	\$49
Oboe, Alto Saxophone, Tenor Saxophone, Baritone	\$68
French Horn	\$68
Percussion-Xylo Kit	\$34

Rental rates do not include Michigan sales tax.

Everything in Music Since 1948

marshallmusic.com/rentals

ATTACHMENT F: Select Reed Pricing

Select Reed Pricing (current July 2023)				
Brand	Model	Description	Retail (MSRP)	Our Price
Juno	JCR013	Clr Reeds #3	\$33.00	\$20.99
Juno	JCR013/25	Clr Reeds 25-Pack #3	\$71.50	\$45.99
Juno	JCR013/3	Clr Reeds 3-Pack #3	\$11.50	\$10.99
Juno	JCR313/3	Bass Clr Reeds 3-Pack #3	\$20.50	\$13.99
Juno	JSR613	Asx Reeds #3	\$46.50	\$25.99
Juno	JSR613/25	Asx Reeds 25-Pack #3	\$107.00	\$55.99
Juno	JSR613/3	Asx Reeds 3-Pack #3	\$16.25	\$11.99
Juno	JSR713	Tsx Reeds #3	\$31.50	\$19.99
Juno	JSR713/3	Tsx Reeds 3-Pack #3	\$20.50	\$14.99
Mitchell Lurie	MLR10CLR300	Clr Reeds #3	\$36.85	\$22.99
Rico Royal	ROY10CLR300	Clr Reeds #3	\$35.10	\$21.99
Rico Royal	ROY10BCL300	Bass Clr Reeds #3	\$67.15	\$32.99
Rico Royal	ROY10ASX300	Asx Reeds #3	\$48.75	\$25.99
Rico Royal	ROY10TSX300	Tsx Reeds #3	\$68.15	\$37.99
Rico Royal	ROY10BSX300	Bsx Reeds #3	\$84.85	\$42.99
Vandoren	CR103	Clr Reeds #3	\$49.99	\$28.49
Vandoren	CR103/3	Clr Reeds 3-Pack #3	\$17.99	\$11.69
Vandoren	CR123	Bass Clr Reeds #3	\$46.99	\$26.79
Vandoren	CR193	Clr Reeds #3 V12	\$65.99	\$37.59
Vandoren	CR503	Clr Reeds #3 Rue Lepic	\$65.99	\$37.59
Vandoren	SR213	Asx Reeds #3	\$64.99	\$36.99
Vandoren	SR213/3	Asx Reeds 3-Pack #3	\$22.99	\$14.89
Vandoren	SR223	Tsx Reeds #3	\$46.99	\$26.79
Vandoren	SR243	Bsx Reeds #3	\$83.99	\$47.89