



**Wellesley Public Schools**  
**Musical Instrument Lease/Rental Vendor Survey**

Business and Finance Office  
40 Kingsbury Street  
Wellesley, MA 02481

<b>Procedure:</b>	Instrumental Rental	<b>Revised Date:</b>	June, 2019
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**Policy:** To ensure parents have access to the highest quality instruments at the most cost-effective manner.

- The purpose of the Instrumental Music Rental Survey is to qualify companies to participate in Wellesley Public Schools music rental night.

<b>Completed By:</b>	Potential Vendors	<b>Reviewed By:</b>	Director of Performing Arts
<b>Approved By:</b>	Assistant Superintendent for Business and Finance	<b>Entered By:</b>	N/A
<b>Form Title:</b>	Musical Instrument Lease/Rental Vendor Survey	<b>Estimated Time Frame:</b>	Annually

**Process for Completion:**

Although the rental of music instruments by Wellesley Public Schools (WPS) is not subject to Massachusetts General Law (M.G.L.), Chapter 30B: Uniform Procurement Act. Wellesley conducts an annual survey of interested vendors of band and string instruments.

The survey provides the district information on:

1. Quality of instruments available to parents and students;
2. Pricing structures for rental and lease-to-own options;
3. Hours of operations;
4. Repair and maintenance processes; and
5. Loaned equipment.

Surveys are reviewed by the Director of Performing Arts. If necessary, site visits are made of potential vendor's business operations.

Recommendation of award is made by the Director of Performing Arts to the Assistant Superintendent for Business and Finance. Successful companies are notified in writing of the award.

**Note:** Parents are not restricted to the "approved" vendors. Only approved vendors will be invited to Wellesley's instrument rental night.

**For additional information, please contact:**

<b>Name:</b>	Michael LaCava	<b>Email:</b>	lacavam@wellesleyps.org
<b>Phone:</b>	7781-446-6210 ext. 5721	<b>Fax:</b>	
<b>External URL:</b>	www.wellesleyps.org		

# Wellesley Public Schools Performing Arts Department

## Musical Instrument Lease/Rental Vendor Survey

The purpose of this survey is to gather relevant data to use in a selection process to authorize vendor(s) of musical instruments to rent musical instruments to the parents of children participating in the district's instrumental music program during the 2019-2020 school year.

### **Procedures:**

1. Surveys are to be submitted in hard-copy form to:   
Wellesley Public Schools  
Attn: Director of Performing Arts  
40 Kingsbury Street  
Wellesley, MA 02481
2. Deadline for submission: Friday, July 19, 2019
3. The deadline for all questions, which must be submitted in writing via email to [lacavam@wellesleyps.org](mailto:lacavam@wellesleyps.org), is: Friday, July 12, 2019
4. The response to all written questions will be made to all potential vendors by Monday, July 15, 2019
5. Interview: To be scheduled as necessary.
6. Successful Vendor(s) will be notified after completion of all applications. Announcement will be made on or around July 29, 2019 for the 2019 Rental Registration Night.

*Submissions by email or after the deadline will not be considered  
All responses should be typed*

### **Vendor Information**

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Web Site URL \_\_\_\_\_

Number of Years in Business of providing instrument rental and service: \_\_\_\_\_

Authorized Signature of Vendor: \_\_\_\_\_

Print name: \_\_\_\_\_

If partnership, please provide the following:

Names of partners or officers:

\_\_\_\_\_  
\_\_\_\_\_

Acknowledgement:

Partnership: \_\_\_\_\_

Corporation: \_\_\_\_\_

Where Incorporated: \_\_\_\_\_

**Please provide the information defined by each of the following requests:**

1. Please submit three copies of the actual lease agreement document.
2. Please submit three copies of the insurance document for loss-damage-theft.
3. Please furnish the information requested under each category below:  
(Please see attached *Preferred Instrument List*; comparable instruments will be considered. If necessary, furnish information for all brands and models offered through your rental program)

<b>Instrument</b>	<b>Brand &amp; Model</b>	<b>Monthly Rental Fee</b>	<b>Tax</b>	<b>Insurance</b>	<b>Total Monthly Fee</b>
Flute					
Oboe					
Clarinet					
Bassoon					
Saxophone (alto)					
Horn					
Trumpet					
Trombone					
Euphonium					
Tuba					
Percussion Kit (snare & bell)					
Violin & Bow					
Viola & Bow					
Cello & Bow					
Bass & Bow					
Music stand					
Music books	(Please see attached list of <i>Preferred Books for Beginning Students</i> )				

4. Do you provide a pick-up & delivery service for maintenance & repair of instruments?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Describe service:
5. Do you provide a loaner instrument for an instrument being serviced? Is there a fee?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Describe service:
6. What is the estimated time for returning instruments receiving routine maintenance?  
24-48 hours \_\_\_\_\_ 3-5 days \_\_\_\_\_ Longer than 5 days \_\_\_\_\_
7. Describe your maintenance/repair service facilities and staff, and indicate which instruments are repaired by a member of your staff and which are sent to a sub-contractor:
8. Do you repair school owned instruments?
9. Do you offer emergency repairs (same day) at no extra charge?
10. Does a representative make regular visits to the school district? If so, how frequently?
11. Do you have a showroom where customers can stop in without an appointment to conduct business such as renting instruments and requesting repairs? If so, what are the showroom hours and address?
11. If applicable, how do you select your string instruments?

12. If applicable, what is your string replacement policy?

13. Do you offer a lease-to-own option? If so, please describe the terms.

14. Please provide at least three references (two of which must be public or private elementary or secondary schools) for which the Vendor conducts or has conducted instrument rental programs within the past five (5) years and can testify to the quality of the company's service and support staff. Such information will include rates, references, and any other material or information to adequately describe the program offered in other school settings. Such information must be submitted along with this survey.

● Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Description and date(s) of services provided:

● Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Description and date(s) of services provided:

● Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Description and date(s) of services provided:

● Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Description and date(s) of services provided:

**Additional Information/Conditions:**

- ▶ The successful vendor will verify its ability to provide a sufficient amount of marketing materials to be distributed to parents by the Performing Arts Department.
- ▶ The successful vendor will agree not to conduct direct marketing to the students or parents of students participating in the instrumental music program unless they are already conducting business with that vendor.
- ▶ The successful vendor will verify its availability to conduct business to lease instruments to interested parties in Wellesley on Tuesday, September 17, 2019 at Wellesley Middle School. Vendor will have instruments available for students to take home that night.
- ▶ The successful vendor will tag and label all instruments with each student's name and school.
- ▶ The successful vendor will deliver and pick up instruments from the student's school of choice.
- ▶ Interviews with vendor representatives may be scheduled after receipt of all requested information.
- ▶ Any questions pertaining to this survey may be directed to the K-12 Director of Performing Arts at 781-446-6210 ext. 5721; lacavam@wellesleyps.org.
- ▶ The Wellesley Public Schools reserves the right to accept the vendor(s) which best meets the needs of its instrumental music program and offers the best overall value to its families.

Wellesley Public Schools  
Performing Arts Department

**Preferred Instrument List**

<b>Instrument</b>	<b>Make</b>
Flute	Gemeinhardt, Jupiter, Yamaha
Oboe	Not specified
Clarinet	Buffet, Selmer
Bassoon	Fox (plastic)
Saxophone (alto)	Jupiter, Selmer, Yamaha
Horn	Yamaha
Trumpet	Bach, Jupiter, Yamaha
Trombone	Yamaha
Euphonium	Eastman, Yamaha
Tuba	Eastman, Yamaha
Percussion Kit (snare & bell)	Vic Firth, Pearl perc. Kit, 5A drumsticks
Violin	Not specified
Viola	Not specified
Cello	Not specified
Bass	Not specified
Guitar	Cordoba
Piano	Yamaha w/ weighted keys

Wellesley Public Schools  
Performing Arts Department

**Preferred Books for Beginning Students**

**Strings**

Suzuki, Book 1  
Fiddle/Viola/Cello Time Joggers (Blackwell)

**WW/Br/Perc**

Standards of Excellence, Book 1

**Piano**

Teaching Little Fingers to Play: A Book for the Earliest Beginner  
(Modern Course for the Piano)  
Easiest Piano Course, Part 1 (John Thompson)

**All students**

Wide Staff Manuscript Paper (Hal Leonard)