


Memorandum
Belmont Public Schools

To: George Entwistle
From: Gerry Missal 
Re: Award of contract for Musical Instrument Rental
Date: June 17, 2010

In May 2010, we advertised a Request for Proposals for musical instrument rentals. In response to our RFP, four vendors submitted proposals:

- Rayburn Musical Instruments, Boston, MA
- Music & Arts, Walpole, MA
- David French Music Company, Westborough, MA
- Leonards, Wayland, MA

Mr. Pappazisis reviewed all four proposals against the criteria set out in the RFP.

Based upon his review, Mr. Pappazisis has recommended that the contract be awarded to the David French Music Company of Westborough, MA. Mr. Pappazisis' recommendation is attached.

At the next School Committee meeting of June 23rd, I would support Mr. Pappazisis' recommendation as per the following motion:

To vote to award the contract for the rental of musical instruments by parents to the David French Music Company of Westborough, MA, as per prices in their proposal of June 2, 2010 and the conditions of the specifications in the Request For Proposals of May 2010. The contract will be for the 2010-11 school year, with options to renew for 2011-12 and again for 2012-13.

This contract is awarded as a courtesy for parents wishing to rent musical instruments for their children and all transactions are between the parents and the rental company. It should be noted that the David French Music Company has been our current provider since 2003. Any parent who wishes to maintain a contract with other providers are free to do so.

cc: Bill Pappazisis
Principals

TO: Gerry Missal, Director of Finance

FROM: William T. Pappazisis
Director of Fine and Performing Arts

SUBJECT: Recommendation- RFP Musical Instrument Rental and Related Services

DATE: June 7, 2010

I am recommending that we accept the proposal for musical instrument rental services for FY 2011 – FY 2013 from David French Music Co. of Westborough, Massachusetts. Four vendors submitted proposals. After reviewing each proposal, David French Music Co, Inc. demonstrated the best ability to meet RFP award criteria, particularly in the following areas:

- Lower monthly rental fees
- Rental contract that best meets the needs of our instrumental music program
- Ability to meet all instrument specifications and requirements
- Weekly visits by a company representative to service instruments, families, staff members and overall needs of the instrumental music program
- Accommodations for families with financial need (no cost to families that demonstrate financial need)
- Discount program on repair of school-owned instruments and purchase of new instruments
- Demonstrated previous success in Belmont, as well as other school districts with comparable programs

Parents will not be restricted to contracting with David French Music Co. They may acquire instruments from any dealer that meets their needs.