



Department of Purchasing
100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 942-4333

March 18, 2021

To: Interested Parties

Re: Request for Quote Piano Tuning and Repairs

Please provide your lowest price quote for piano tuning and repairs for Suffolk Public Schools. Include details of what will be included as a part of a routine piano tuning. Also provide a list of price quotes for any additional minor repairs that may become necessary in routine maintenance.

#	Item	Price per tuning
1	Piano Tuning for approximately thirty (30) acoustic pianos, 24 uprights and 8 Baby Grands, currently in use and located throughout eighteen (18) schools. (See Attachment 1.) Piano tunings shall be done twice each school year, once in the spring and once in the fall. Price per tuning upright piano Price per tuning baby grand piano	 \$ _____ \$ _____

Additional Requirements:

1. The initial term of this agreement shall begin on July 1, 2021 and continue through June 30, 2022 after which this agreement will automatically be extended for four (4) additional one-year periods, beginning July 1st and ending June 30th of each year, unless otherwise terminated by either party by giving written notice prior to May 1st of each year. The School Board may approve a price increase based on the Consumer Price Index at the beginning of each year of the contract. Any request for price increases must be submitted in writing by April 1st of each subsequent year.
2. Notice to the successful vendor will be made in writing immediately after evaluation.
3. Fax, deliver or email this quote form to Anthony Hinds at the above listed fax, address or email to anthonyhinds@spsk12.net not later than 2:00 pm on Friday, April 2, 2021. You may also submit your quote by attaching the quote electronically in EVA.
4. Suffolk Public Schools reserves the right to consider all quotes submitted prior to award as may be in the best interest of the School Division.
5. Piano tunings must be scheduled through the appropriate department as determined at the time of award. Pianos may be added or deleted as necessary throughout the term of the agreement at same quoted price per piano.

Request for Quotes Piano Tuning and Repairs

6. Provide in detail what will be included in a routine tuning and what would be considered additional repairs. Provide pricing for routine additional repairs. Attachment 2 is included for this information.
7. Provide a list of three (3) references from previous and/or current customers, school divisions, public agencies or institutions you have provided similar services for.
8. Any questions concerning this request for price quotes may be submitted to Anthony Hinds at the above phone, fax or emailed to anthonyhinds@spsk12.net.
9. The attached Terms and Conditions are to be considered an integral part of any agreements.

The School Board reserves the right to:

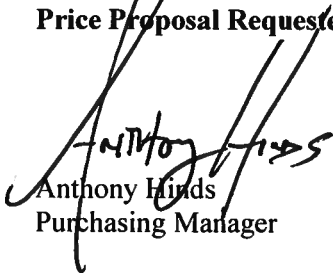
1. Award a contract or contracts as may be most advantageous to the School Board, taking into consideration best value criteria, which may include the following:
 - a. Methods and quality of the service,
 - b. Quality of customer service,
 - c. Quality and durability of materials used in services provided,
 - d. Additional repairs provided,
 - e. Overall performance,
 - f. Timeliness of service,
 - g. Total cost of ownership.
2. Reject any or all bids or to negotiate with the low bidder in case of insufficient funds.
3. Purchase related services on an as needed basis at a negotiated rate to meet the intent of maintaining the investment of the school division.

SCC ID Number:

In accordance with new registration requirements effective July 1, 2010 vendors shall include the identification number issued by the State Corporation Commission as proof of registration or justification for non-registration per the requirements in Section 13.1 or Title 50 of the Code of Virginia. Provide your SCC Identification Number below or justification for non-registration. The SCC may be reached at (804) 371-9733 or at www.scc.virginia.gov/default.aspx. Failure to include this information with your submittal may result in rejection of your proposal.

SCC ID Number _____

Price Proposal Requested by:



Anthony Hinds
Purchasing Manager

RFQ Piano Tuning and Repairs

Price Proposal Submitted by:

Print or Type Name and Position Signed

Company Name Date

Street Address City, State and Zip Code

Phone Number Fax Number

Email Address Ordering Email Address

Please provide an email address for ordering purposes in the space indicated.

Terms and Conditions

NONDISCRIMINATION

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. Suffolk Public Schools does not discriminate against faith-based organizations.

DRUG FREE WORKPLACE

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

AUTHORITY TO TRANSACT BUSINESS

Contractor warrants that it is, and for the duration of the Agreement shall remain, authorized to transact business in the Commonwealth of Virginia.

COMPLIANCE WITH LAWS

Contractor agrees to comply with all federal, state, and local laws during the duration of this agreement.

AVAILABILITY OF FUNDS

A contract shall be deemed executory only to the extent of appropriations available to each department for the purchase of such articles or services. The School Board's extended obligations on those contracts, which envision extended funding through successive fiscal periods, shall be contingent upon actual appropriations for the following years.

CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION

Upon award, the contractor and any employee who will have direct contact with students shall provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

Any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

IMMIGRATION LAW

Contractor warrants that it does not, and shall not during the performance of this Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986

RFQ-1581-Q, Piano Tuning and Repairs**Attachment 1: List of Schools and Piano Information**

School	# of Pianos	Details Available
Booker T. Washington Elementary 204 Walnut Street Phone 934-6226 Principal: Bernette Brock	2	Uprights
Creekside Elementary 1000 Bennetts Creek Park Road Phone 923-4251 Principal: Tara Outland	1	Upright
Colonel Fred Cherry Middle School 7401 Burbage Drive Suffolk VA 23434 Principal: Dan O'Leary	1	Baby grand
Elephant's Fork Elementary 2316 William Reid Drive Phone 923-5250 Principal: Jessica Avery	1	Upright
Florence Bowser Elementary 4540 Nansemond Parkway Phone 923-4164 Principal: Melodie Griffin	1	Upright
Hillpoint Elementary School 1101 Hillpoint Road Phone 923-5252 Principal: Kristal Taylor	1	Upright
Kilby Shores Elementary 111 Kilby Shores Drive Phone 934-6214 Principal: Lorri Banks	1	Upright
Mack Benn Jr. Elementary 1253 Nansemond Parkway Phone 934-6224 Principal: Garrick Rhoads	1	Upright
Nansemond Parkway Elementary 3012 Nansemond Parkway Phone 923-4167 Principal: Jennifer Connor	1	Upright
Northern Shores Elementary 6701 Respass Beach Road Phone 923-4169 Principal: Lori White	1	Upright

School	# of Pianos	Details Available
Oakland Elementary 5505 Godwin Boulevard Phone 923-5248 Principal: Candace Myrick	1	Upright
Pioneer Elementary School (soon to be renamed Southwestern Elementary) 150 Pioneer Road Phone 925-5782 Principal: Lori Mounie	1	Upright
Forest Glen Middle 200 Forest Glen Drive Phone 925-5780 Principal: Jennifer Presson	2	Upright (band room) Baby Grand (stage)
John F. Kennedy Middle 2325 E Washington Street Phone 934-6212 Principal: Chanel Woods	2	Upright
John Yeates Middle 4901 Bennett's Pasture Road Phone 923-4105 Principal: Wendy Vanhosen	3	Uprights (2) Band Room and Chorus Room Baby Grand (stage)
King's Fork Middle 350 King's Fork Road Phone 923-5246 Principal: Catherin Pichon	2	Upright Baby Grand (Stage)
King's Fork High 351 King's Fork Road Phone 923-5240 Principal: Derrick Bryant	2	Upright Baby Grand (Stage)
Lakeland High 214 Kenyon Road Phone 925-5790 Principal: Douglas Wagoner	3	Uprights (2) Baby Grand (Stage)
Nansemond River High 3301 Nansemond Parkway Phone 923-4101 Principal: Shawn Greene	2	Upright Baby Grand (Stage)



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Attachment 3: CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION

Pursuant to Virginia Code Section 22.1-296.1.C, prior to the award of a contract for the provision of services that require the contractor or any of its employees to have direct contact with students, the school board is required to have the contractor, and when relevant, any employee who will have direct contact with students, provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude. So as not to place an undue burden or hardship on the day to day operation of the school division and remain in compliance with the aforementioned Code provision, any contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, is required to provide the certification listed below:

As a contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, I certify that neither the contractor nor any of its employees, whether current employees or those who will be employed in the future, have been (i) convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; nor (ii) convicted of a crime of moral turpitude.

CONTRACTOR NAME _____

BUSINESS ADDRESS _____

PHONE NUMBER _____

CERTIFIED BY _____

PRINTED NAME _____

TITLE _____

DATE _____

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. School boards shall not be liable for materially false statements regarding the certifications required by this subsection. For the purposes of this subsection, "direct contact with students" means being in the presence of students during regular school hours or during school-sponsored activities.

SUFFOLK PUBLIC SCHOOLS

Attachment 4: SUBSTITUTE FOR FORM W-9
FEDERAL ID NUMBER 54-1643533

Pursuant to Internal Revenue Service Regulations, you must furnish your Taxpayer Identification Number (TIN) to Suffolk Public Schools. If this number is not provided, you may be subject to a 31% withholding and to insure that accurate tax information is reported to the Internal Revenue Service, please use this form to provide the requested information. **This form must be typed or printed.**

Owner's Name (if sole Proprietor) _____

Legal Business Name _____

Address _____

State, City, Zip Code _____

9 Digit Taxpayer Identification Number

Social Security Number _____ - _____ - _____

Federal Employer Identification Number _____ - _____

Business Designation

You may select more than one:

- | | |
|---------------------------|------------------------------------|
| _____ Individual | _____ Corporation |
| _____ Sole Proprietorship | _____ Personal Service Corporation |
| _____ Partnership | _____ Governmental Entity |
| _____ Estate/Trust | _____ Non-Profit Organization |

Principle Business Activity

List type of Service or Product Provided

Under penalties of perjury, I declare that the information provided is true, correct, and complete, to the best of my knowledge and belief.

Name and Title (Print or Type) _____

Signature _____ Date _____