



**Weston Public Schools**  
**Instrumental Music Rental Survey**

Finance and Operations Office  
 89 Wellesley Street  
 Weston, MA 02493

<b>Procedure:</b>	Instrumental Rental	<b>Revised Date:</b>	May, 2012
<b>Policy:</b> 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 Weston Public School's music rental night.			
<b>Completed By:</b>	Potential Vendors	<b>Reviewed By:</b>	Director of Music, K-12
<b>Approved By:</b>	Assistant Superintendent for Finance and Operations	<b>Entered By:</b>	N/A
<b>Form Title:</b>	Musical Instrument Lease/Rental Vendor Survey	<b>Estimated Time Frame:</b>	Annually, Every May
<b>Process for Completion:</b>			
<p>Although the rental of music instruments by Weston Public Schools (WPS) is not subject to Massachusetts General Law (M.G.L.), Chapter 30B: Uniform Procurement Act. Weston conducts an annual survey of interested vendors of band and string instruments.</p> <p>The survey provides the district information on:</p> <ol style="list-style-type: none"> <li>1. Quality of instruments available to parents and students;</li> <li>2. Pricing structures for rental and lease-to-own options;</li> <li>3. Hours of operations;</li> <li>4. Repair and maintenance processes; and</li> <li>5. Loaned equipment.</li> </ol> <p>Surveys are reviewed by the Director of Music, K-12. If necessary, site visits are made of potential vendor's business operations.</p> <p>Recommendation of award is made by the Director of Music, K-12 to the Assistant Superintendent for Finance and Operations. Successful companies are notified in writing of the award.</p> <p><b>Note:</b> Parents are not restricted to the "approved" vendors. Only approved vendors will be invited to Weston's instrument rental nights.</p>			
<b>For additional information, please contact:</b>			
<b>Name:</b>	Chris Memoli	<b>Email:</b>	<a href="mailto:memolic@weston.org">memolic@weston.org</a>
<b>Phone:</b>	781-786-5945	<b>Fax:</b>	781-786-5829
<b>External URL:</b>	www.westonschools.org		
<b>Weston School Committee Policy:</b>	Purchasing and Bidding Requirements, DJE; Vendor Relations, DJG		

**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 20\_\_-20\_\_ school year.

**Procedures:**

1. Surveys are to be submitted to: Christopher Memoli  
Director of Music  
Weston Public School  
444 Wellesley Street  
Weston, MA 02493  
[memolic@weston.org](mailto:memolic@weston.org)
2. Deadline for submission [Date].
3. The deadline for all questions, which must be submitted in writing, is [Date] by [Time].
4. The response to all written questions will be made to all potential rental agencies who we have on file by [Date].
5. Interview: To be scheduled as necessary.
6. Successful Vendor/s will be notified after completion of all interviews. Announcement will be made on or around [Date] for next September.

**Vendor Information**

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Title \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Web Sit 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:  
(If necessary, furnish information for all brands and models offered through your rental program)

Instrument:	Brand & Model	Monthly Rental Fee	Tax	Insurance	Total Monthly Fee
Alto Sax					
Euphonium					
Clarinet					
Flute					
French Horn					
Oboe					
Percussion Kit					
Trombone					
Trumpet					
Violin & Bow					
Viola & Bow					
Cello & Bow					
String Bass					
Music stand					
Music book	\$ _____ ( <u>Essential Elements</u> , book 1)				

3. Do you provide a pick-up & delivery service for maintenance & repair of instruments?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Describe service: \_\_\_\_\_
4. Do you provide a loaner instrument for an instrument being serviced? Is there a fee?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Describe service: \_\_\_\_\_
5. What is the estimated time for returning instruments receiving routine maintenance?  
24-48 hours \_\_\_\_\_ 3-5 days \_\_\_\_\_ Longer than 5 days \_\_\_\_\_
6. 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: \_\_\_\_\_
7. Do you repair school owned instruments?

8. Do you offer emergency repairs (same day) at no extra charge?
  
9. Does a representative make regular visits to the school district? If so, how frequently
  
10. 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. 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: \_\_\_\_\_ Fax: \_\_\_\_\_
  
- Description and date(s) of services provided:  
 \_\_\_\_\_  
 \_\_\_\_\_

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

- Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description and date(s) of services provided:

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- Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description and date(s) of services provided:

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**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 Music 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 Weston on an evening in [Date]. Date, time and school location to be determined at a later date.
- ▶ Interviews with vendor representatives may be scheduled after receipt of all requested information.
- ▶ Any questions pertaining to this survey may be directed to the Director of Music, Weston High School, Weston, MA 02493 (781) 786-5945 [memolic@weston.org](mailto:memolic@weston.org)
- ▶ The Weston Public Schools reserves the right to accept the vendor which best meets the needs of its instrumental music program and offers the best overall value to its families.