



Lee's Summit R-VII School District
 Purchasing and Distribution Services
 702 SE M-291 Highway
 Lee's Summit, MO 64063
 816-986-2190

April 6, 2020

Meyer Music
 Thomas Meyer
 1512 W Highway 40
 Blue Springs, MO 64015

SUBJECT: Contract Extension

Bid/RFP # and Title	RFP No. 2017-05 Musical Instrument Rental & Repair
Original Contract Term:	July 1, 2017 – June 30, 2018
Original Number of Renewals	2

Dear Mr. Meyer;

The current period on the contract referenced above will expire on June 30, 2020, and all of the additional renewal years have been used, so the contract must be bid out again. Due to COVID-19 virus, our district is closed for at least 30 days or longer. We would like to extend this contract with you until June 30, 2021, in order to give us time to put this back out for bid when the district is back in operation. This extension shall be governed by the specifications, pricing, and the terms and conditions set forth per contract executed on May 31, 2017.

Please complete the appropriate section below indicating your response on extending the contract no later than April 17, 2020. If pricing needs to be adjusted, please fill out the attached pricing sheet and include the manufacturer/supplier documentation that supports the price increase. The increase will be limited to the current Federal Price Index, "CPI-U, All Items" (Urban Consumers) index CPI rate.

Thanks for your consideration in this matter. If you have any questions, please feel free to contact me at 816.986.2210.

Sincerely,

Jennifer Lalumondier
 Purchasing and Distribution Services Administrative Assistant

- I agree to the extension of RFP No. 2017-05 Musical Instrument Rental & Repair for the period beginning July 1, 2020 to June 30, 2021. All terms and conditions of the original agreement will remain the same.
- I agree to the extension of RFP No. 2017-05 Musical Instrument Rental & Repair for the period beginning July 1, 2020 to June 30, 2021, but will require adjustments to the price that was included in the original contract. I have included the new price(s) along with the justification of the adjustment.
- No, I do not wish to extend the contract.

Thomas D. Meyer

 Authorized Signature

4-13-20

 Date

Marketing

 Title

4.0 **SURVEY**

Please complete the survey questions listed below:

1. The following are recommended instruments for Lee's Summit R-7 School District. Is your company an authorized dealer for the following instruments?

Selmer	<u> X </u> YES	<u> </u> NO
Yamaha Advantage	<u> X </u> YES	<u> </u> NO
Bach	<u> X </u> YES	<u> </u> NO
King	<u> X </u> YES	<u> </u> NO
Vic Firth	<u> X </u> YES	<u> </u> NO

2. Does your company carry rental contracts in-house?

 X YES NO

3. Is your company an agent for an outside rental contractor?

 YES X NO

All of our rental contracts are carried in house. We do not use any outside agents or finance companies. All of our contracts are rent to own and are administrated 100% by Meyer Music only.

4. How large is the on-site inventory of school band instruments at your store?

Meyer Music stocks a large variety of inventory to satisfy all the major school districts in the Kansas City Metro Area. Our normal stock levels range around 8,000 band and orchestra instruments for use in beginning school music programs. We can satisfy any size demand needed and specialize in beginning instrumental music programs. Meyer Music is an authorized dealer for all major brand name instrument manufacturers. We own 100% of our instrument inventory.

5. What accessories are included, at no additional charge, with a beginner instrument rental?

Flute – Tuning / Cleaning rod.

Clarinet – Vandoren 5RV Lyre mouthpiece and a Luyben ligature and cap,
Vandoren 2 ½ clarinet reed, pull through cloth swab, cork grease.

Alto Saxophone – Selmer C* mouthpiece, with a ligature and cap, Vandoren 2 ½ reed,
cloth pull through swab, cork grease.

Trumpet – Bach 7C mouthpiece, valve oil.

Trombone – Bach / King / Yamaha 12C or 6 ½ AL mouthpiece (whichever is desired by district).

Bidder's Initials TM

Snare Bell Kit – Stands for bells and snare drum. Vic Firth SD1 drumsticks, Bell Mallets, Vic Firth tunable practice pad, rubber silent practice cover for snare drum with cradle for tunable practice pad.

Bass Clarinet – Selmer mouthpiece, Vandoren 2 ½ reed, cork grease, cloth pull through swab.

Baritone ¾ or 4/4 – Bach / Yamaha 12C or 6 ½ AL mouthpiece, valve oil.

Oboe – Jones oboe reed, silk pull through swab, cork grease.

French Horn – Holton or King with Holton MDC mouthpiece.

Tenor Sax – Selmer C* mouthpiece, ligature & cap, Vandoren 2 ½ reed, cloth pull through swab, cork grease.

6. The Lee's Summit R-7 School District recommends the following mouthpiece brands. What charge, if any, would be applied to upgrade to the recommend mouthpiece brands?

Clarinet – Vandoren 5RV Lyre / Luyben Ligature	\$ 0.00 Included at no additional charge
Mouthpiece Retails at \$172.99 and Meyer Music Sells for \$89.95	
Alto Sax – Selmer C*	\$ 0.00 Included at no additional charge
Mouthpiece Retails for \$292.00 and Meyer Music Sells for \$163.50	
Trumpet – Bach 7C	\$ 0.00 Included at no additional charge
Trombone – King 61/2 AL	\$ 0.00 Included at no additional charge

7. Parents often are interested in renting a used instrument to save cost while still utilizing a quality instrument. Does your company have a used instrument rental program? If so, please describe the components.

Meyer Music has a large selection of both new and previously rented used instruments available for rental. Previously rented instruments have been checked over, regulated, sanitized, by a repair technician to return them to like new playing condition. Previously rented instruments will have all the supporting accessories replaced with new ones. Older used instruments are available upon request and specific items are subject to availability. We can generally find an instrument that suits most budgets. Meyer Music does not use any outside finance companies or rental agent companies. 100% of our rent to own contracts are owned and administrated by Meyer Music only.

8. Does your company provide an on-line in-house rental program? If so please describe the process and provide the web address.

Meyer Music has the most comprehensive online instrument rental program in the Kansas City area and were the first to offer this service. Our online rental is done 100% in house and no 3rd party company is used to administrate it. This insures that our system is secure for those who use it. It is available to all students and parents in any district that we service regularly. Our service is essentially seven clicks from beginning to checkout. We work with area districts to customize our service to show the books and accessories needed for classes within that specific district. This insures that the students show up for class with all the materials needed. The process is as follows. (Continued on Next Page)

Bidder's Initials 7M

Log on to www.meyermusic.com

Select "Online Rental"

Select "Instrument Desired"

Choose "Online Rental" or "Print Application" (For customers who prefer in store)

Select "School District"

Select "School Name"

Customized list of Book, Accessory Care Items, Customized specific to school laminated name tag, & music stand appear on the list and are pre checked for easy checkout. The items are listed based on the recommended list of books and accessories provided by Lee's Summit music teachers in advance.

Select "Rent Instrument"

Select "Check Out"

The instrument and accessories will then be delivered, free of charge to the school selected for pickup by the student. This is the easiest and most customized online instrument rental service available. Feel free to call Tom Meyer at 816-309-1219 for any additional details.

9. Does your company provide free pick-up and delivery of rental instruments to our District's schools?

YES NO

10. Are instruments that are rented or purchased at your company repaired and/or serviced in-house?

***Yes.** Meyer Music has several different technicians on staff to handle all major and minor instrument repairs on all instruments. We also have additional technicians who specialize in certain instrument and route our repair to the best person for each individual instrument and situation. Piccolos and Oboes require a different skill set than do a trombone and tuba repair. We have found that we have a greater reliability in our repairs using this method.*

Is your company equipped to handle both minor and major repairs?

YES NO

11. What is the average turn around time for a typical instrumental repair?

Most instrument repairs can be processed in a couple of business days. We try to make sure and keep the repairs under a 1 week turnaround on average jobs so that our educational representative can return the instrument to the school on their next weekly visit. We are as flexible as possible of some emergency repairs throughout the year and try to expedite the process for these situations.

12. How often would your representative be available to assist our band directors on our school sites?

Mike Lee our Educational Representative services the Lee's Summit School District on Thursday's from August through May each year. In addition to Mike Lee's weekly visits, our transfer driver Bill Ratliff has the ability to stop in Lee's Summit on his way from our Overland Park, KS store to our Blue Springs store any afternoon Monday through Friday. Over the last 15 years whenever we have been contacted by a parent or director, we have made a special trip.

Bidder's Initials 7M

13. If an instrument is at your company for a repair, under what conditions do you provide a loaner instrument to a student?

If a repair is going to be gone for an extended period generally over 7 days we will try to work with the school to provide a loaner. We have worked with many districts to provide a set of the four major band instruments to be left with the school district throughout the year (at no charge to the school district) to be used for these situations. This has worked well with rural school districts. Repair return times generally slow down slightly during the months of August and September due to high repair demand at the beginning of the school year.

14. Does your company provide options to students for performance and professional level instrument upgrades? Please describe your program.

***Yes,** Meyer Music has a comprehensive upgrade program called "The Soloist Program". Our program offers upgrade options for beginning, intermediate, and professional level instruments. Meyer Music owns 100% of the performance level equipment that we rent. We do not use any outside finance companies or agents to carry our contracts. Meyer Music administers 100% of our rental contracts in house. All of our performance level instruments are available on rent to own agreements so parents still have a return option and are not obligated to continue paying on the instrument if their child discontinues playing. Parents receive equity credit to apply toward the price of a performance level instrument. Our custom made line of "Soloist" instruments are available in Clarinet, Flute, Trumpet, Trombone, Alto Sax, Tenor Sax, French Horn, Oboe, Percussion, & Baritone. This program is the most flexible and progressive program offered by any music company in the area. Meyer Music has a full line of support marketing materials for use in the classroom as well as direct mail, to inform parents and students about the upgrade options and its benefits to their student's success. Our mailing materials are customized and specific to each instrument. This insures that a trumpet student receives information about their instrument and not something they don't play. It also cuts down on the confusion for parents. We have demo sets of these instruments that will be provided for use in the classroom to give students a hands on chance to see if an upgrade is right for them. "Soloist Upgrade Nights" at the area schools are conducted to give parents and students an opportunity to see their options. This is generally done twice each year, once in the fall and once in the spring. Our customized computer system for use with laptops provides instant quote information based on individual situations right in the classroom the night of the event. This system also allows for customers who are not renting from Meyer Music to trade in instruments and be given equity credit. Meyer Music has worked with school districts in the past to provide discounts for those renting from other outlets to be given some equity credit. This is based on each individual circumstance and school district situation. We are available to answer any questions at 816-309-1219.*

15. Does your company stock the following Lee's Summit R-7 School District adopted curriculum materials in your store?

Essential Elements 2000 (Book 1)	<u> X </u>	YES	<u> </u>	NO
Essential Elements 2000 (Book 2)	<u> X </u>	YES	<u> </u>	NO
Essential Elements 2000 (Book 3)	<u> X </u>	YES	<u> </u>	NO
Foundation for Superior Performance (Kjos)	<u> X </u>	YES	<u> </u>	NO

Bidder's Initials JM

16. Does your company employ a store representative (on location) with 5th – 12th grade school band directing experience that would be available to service each of the schools in our District? If so, please provide background and qualification information.

Yes. We have seven educational representatives calling on all area school districts, as well as a full support staff in our stores. All are retired former band directors. Our Missouri Educational Representative is Mike Lee. He is a 35 year band director and a highly sought after judge and clinician throughout the Midwest. Mike travels Western Missouri and the Kansas City area calling on schools such as Lee's Summit, Grain Valley, Liberty, Park Hill and others. Your district teachers have had Mike visit them for the last four years and could provide you feedback to the value he provides area music educators.

17. How many qualified former band instructors would your company provide to assist with our District's 5th grade band night?

We have a large staff of music directors and generally have one to three available at most rental nights. This varies depending on the size of the instrument rental night and need for staff. We also provide an experienced group of rental night staff to expedite parents and students procuring an instrument in the most efficient time possible. For rental nights the size of Lee's Summit we would generally provide 20 to 25 staff. This varies based on interest in band yearly.

18. Please provide a minimum of three (3) references from school districts you currently have a service agreement with. Please include contact name and phone number for each reference listed.

Blue Springs School District - Dr. Tim Allshouse - (816) 210-3356

Grain Valley School District - Mr. Reid Atkinson - (816) 872-6321

Fort Osage School District - Mr. Don Long - (816) 286-0453

19. Please attach a copy of your company's financial statement for the current fiscal year and the previous two (2) fiscal years.

Please see attached. Please contact Tom Meyer at (816) 309-1219 for additional information.

20. Please attach a sample copy of your company's rental agreement.

Please see attached.