



Board of Education

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Request for Bid

RFB24-002 - Piano Tuning

Due: October 13, 2023

Ogden School District Piano Tuning

September 5, 2023

Submission Guidelines & Requirements

1. Company Name, Contact Person, Address, Email, Phone number
2. Introduction and background of your work and experience
3. Include two references and if available, include a school or college reference
4. Include rate of pay for each piano, hourly rate for other related work or specific cost per item (pedal repairs, adjustments, damper repairs, string replacement, action adjustments, replacement of missing key tops, piano bench repairs, broken hammer repairs, etc.)
5. Bids must be signed by a representative who is authorized to commit bidder's company.
6. If you have a standard set of terms and conditions, please submit them with your bid. All terms and conditions will be subject to negotiation.
7. Include total bid amount for annual tuning (minimum 23 pianos at 16 locations)
8. Bids must be received on or prior to October 13, 2023 to be considered.
9. Bids must remain valid through June 30, 2024
10. Accepting questions through October 12, 2023 via email maxsonc@ogdensd.org
11. Submit bids to Carrie Maxson maxsonc@ogdensd.org

Project Scope

1. 10 Elementary Schools (1 piano each per year)
2. 3 Junior High Schools (2 pianos each per year)
3. 2 High Schools (3 pianos each per year)
4. 1 Alternative High School (1 piano each year)
5. Special request tuning for festivals and guest artist performances

Project Timelines

The Request for Bids timeline is as follows:

Bids due by 5:00 pm	10/13/2023
Review bids	10/16/2023- 10/19/2023
Notification to Top Bidder / Notification to Unsuccessful Bidders	10/20/2023
Completion of Contract	10/27/2023
Contract Period	10/27/2023- 06/30/2023
Negotiation to Renew Contract	7/1/2024