



**CITY SCHOOL DISTRICT OF NEW ROCHELLE**  
515 NORTH AVENUE  
NEW ROCHELLE, NEW YORK 10801-3416

**DR. BRIAN OSBORNE**  
SUPERINTENDENT OF SCHOOLS

**JEFFREY T. WHITE**  
ASSISTANT SUPERINTENDENT  
BUSINESS AND ADMINISTRATION

**MEILISA ARLT**  
PURCHASING AGENT

**PURCHASING**  
TEL: (914) 576-4250  
FAX: (914) 576-4218

April 27, 2018

Lee Schwartz Prof. Piano Service  
2 Bronxville Road  
Bronxville, NY 10708

Bid#: PN 4444-17 Service & Repairs of Musical Instruments  
Currently Expires: May 31, 2018

The terms and conditions for this public notice bid contract allow for the yearly extension of contract provided both The City School District and the Contractor agree to the extension.

If you wish to extend this contract until May 31, 2019 at the same contract terms, conditions and rates, please sign and date form below and return to:

Meilisa Arlt, Purchasing Agent  
Purchasing Department, 515 North Avenue  
New Rochelle, NY 10801

FIRM NAME: Lee Schwartz Prof. Piano Service

ADDRESS: 2 Bronxville Road, Bronxville, NY 10708

SIGNATURE: *Lee Schwartz* TITLE: owner

PRINT NAME: LEE SCHWARTZ DATE: 5.1.18

TERM EXTENDED TO: May 31, 2019

If you do *not* wish to extend/renew this contract, please return this form stating same so that we may schedule rebid. Please fax your response to (914) 576-4218 and forward hard copy in mail.

Kindly return this form by: **Friday, May 11, 2018**

Thank you.

NEW ROCHELLE, N.Y.

2018 APR 30 PM 2:33

RECEIVED  
PURCHASING DEPT.



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April 27, 2018

Ardley Musical Instrument Service  
219 Sprain Road  
Scarsdale, NY 10583  
Attn: Michael Pagliaro

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New Rochelle, NY 10801

FIRM NAME: Lee Schwartz Prof. Piano Service

ADDRESS: 2 Bronxville Road, Bronxville, NY 10708

SIGNATURE: [Signature] TITLE: President

PRINT NAME: MICHAEL PAGLIARO DATE: 5/1/18

TERM EXTENDED TO: May 31, 2019

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**NOTICE OF CONTRACT AWARD PN 4444-17**

**SERVICE & REPAIRS TO MUSICAL INSTRUMENTS**

**ITEM NO. I PIANO SERVICE \$90 Hourly Rate**

Lee Schwartz Prof. Piano Service  
2 Bronxville Road  
Bronxville, N.Y. 10708

PH/FAX: 914-337-5665  
EMERGENCY 914-439-5665

**ITEM NO. II INSTRUMENTAL SERVICE \$44 Hourly Rate**

Ardley Musical Instrument Service  
219 Sprain Road  
Scarsdale, NY 10583  
Contact: Michael Pagliaro

PH. 914-693-6639  
Fax 914-693-6974  
Emer. 914-674-1275  
E-mail: mike@ardsleymusic.com

**ITEM NO. III STRING SERVICE \$44 Hourly Rate**

Ardley Musical Instrument Service  
219 Sprain Road  
Scarsdale, NY 10583  
Contact: Michael Pagliaro

PH. 914-693-6639  
Fax 914-693-6974  
Emer. 914-674-1275  
E-mail: mike@ardsleymusic.com

**ITEM NO. IV PRICE LIST DISCOUNT 20%**

Ardley Musical Instrument Service  
219 Sprain Road  
Scarsdale, NY 10583  
Contact: Michael Pagliaro

PH. 914-693-6639  
Fax 914-693-6974  
Emer. 914-674-1275  
E-mail: mike@ardsleymusic.com

**IMPORTANT;**

**Please add this note to all requisitions: "Certificates of Insurance naming the City School District of New Rochelle as an "Additionally Insured" are required prior to the start of any service on this contract".**

**Prices firm: June 1, 2017 THROUGH May 31, 2018 (with option to extend)**

P.N. #4444-17  
SERVICE & REPAIR OF MUSICAL INSTRUMENTS

SPECIAL REQUIREMENTS

TERM: JUNE 1, 2017 THROUGH MAY 31, 2018 (w/option to extend one year)

SCOPE: It is the intent of this bid proposal to provide for skilled repair persons on an **Hourly basis** for various regular and routine repairs of Pianos, Band Instruments, and String Instruments for the City School District of New Rochelle, NY. This contract will be used by the City School District on an "AS NEEDED" (if at all) basis.

The labor rate is to be inclusive of all costs, overhead, and profit. All materials/parts used for repairs are to be fully itemized as to what was actually used on final invoices (no lump sums are to be billed for either labor costs or materials)

TOTAL COST: It is assumed that the total cost per man hour shall include all charges incidental to supplying labor; no other charges will be claimed or made. Please note: no surcharges, i.e., additional fuel or travel time will be permitted.

QUALIFICATIONS: See following *Special Requirements for Piano, Instrument and String repair details, sheets A & B.*

EMERGENCY REPAIRS: Upon request, response time to "emergency" service calls must not exceed 24 hours during days when schools are in session. Note: some repairs may need to be "on site" repairs.

Service/repairs may be requested at the following locations:

NEW ROCHELLE HIGH SCHOOL .....	265 Clove Road
ISAAC E. YOUNG MIDDLE SCHOOL.....	270 Centre Avenue
ALBERT LEONARD MIDDLE SCHOOL.....	25 Gerada Lane
BARNARD MAGNET SCHOOL.....	129 Barnard Road
COLUMBUS MAGNET SCHOOL.....	275 Washington Avenue
DAVIS ELEMENTARY SCHOOL.....	80 Iselin Drive
JEFFERSON ELEMENTARY SCHOOL.....	131 Weyman Avenue
TRINITY ELEMENTARY SCHOOL.....	180 Pelham Road
WARD ELEMENTARY SCHOOL.....	311 Broadfield Road
WEBSTER ELEMENTARY SCHOOL.....	95 Glenmore Drive
CAMPUS SCHOOL.....	50 Washington Avenue

P.N. #4444-17  
SERVICE & REPAIR OF MUSICAL INSTRUMENTS

SPECIAL REQUIREMENTS

AWARD OF CONTRACT: The award of this contract shall be made to the lowest, reliable, responsible bidder, **BASED ON THE PROPOSED HOURLY RATE** who, in the opinion of the City School District is qualified to perform the work. All work performed under this contract shall be done by skilled repair persons with the necessary experience to perform such service. Please do not bid any other term. This contract shall be awarded for a 1-year term, June 1, 2017 through May 31, 2018, with an option to renew the agreement for one (1) additional, one (1) year upon the mutual consent of both the vendor and School District.

WHOLE LOT AWARD or PARTIAL AWARD: The district reserves the right to award Part I, Part II, and Part III on proposal sheet separately if such a split award would be in the district's own best interest **BASED ON THE PROPOSED HOURLY REPAIR RATE**.

TERMS OF PROPOSAL AND NOTICE FOR CANCELLATION: This bid proposal shall remain effective until May 31, 2018. The owner, however, shall have the right based on reason of poor, or non-performance to cancel the contract by serving a ten (10) day written notice to the contractor at his place of business. The District shall be the sole judge of what constitutes satisfactory or unsatisfactory service on the part of the contractor.

INVOICES:

Contractor is to keep accurate record of time and materials used for each repair. Labor to be billed at the bid hourly rate; the repair parts/materials to be billed by description of each item used in repair of instruments. Lump sum billing will not be acceptable. All invoices must be submitted with a detailed labor and parts breakdown and must include all of the following information. Any individual quoted part that is valued at \$500.00 or more will require documentation from vendor verifying the manufacturers' suggested retail price or the vendor's supplier's cost.

- Date(s) of Service with the School Location of Instrument(s)
- Description of instrument(s) repaired with repair parts itemized (if any)
- Back-up for all individual material items valued in excess of \$500.00 each
- Staffing Hours multiplied by bid hourly rate, per hour or parts thereof

When invoicing is submitted for payment, vendor must reference a City School District purchase order number. Absolutely **no** invoices will be paid for work performed prior to the issuance of School District's purchase order. **(No additional surcharges, fuel charges, or travel to be added.)**

**P.N. #4444-17**  
**SERVICE & REPAIR OF MUSICAL INSTRUMENTS**

**SPECIAL REQUIREMENTS**

**INSTRUMENT DETAILS**

**Piano**

The following specifications apply to piano tuning and repair:

1. Must have at least 15 years experience.
2. Must be a graduate of an accredited school for piano tuning and repair.
3. Must have concert hall experience.
4. Recommendations from other school districts.
5. Must be able to repair, regulate, re-string and re-build all varieties of acoustic pianos.
6. Must be willing to examine and assess pianos which are offered as a donation to the schools in a timely manner.
7. Must be willing to do a written inventory of district wide pianos giving an estimate of potential longevity and/or replacement needs.

**Instrumental**

The following specifications apply to Band musical instrument repair and tuning:

1. Inspect and test a variety of musical instruments and parts.
2. Disassemble and reassemble instruments and parts to repair, clean, or tune them.
3. Repair or replace broken or worn parts, pads, springs, or bars, etc., regulation of pads to eliminate all leaks.
4. Repair cracks, dents, or breaks in the bodies of instruments.
5. Clean and polish instruments. Wash metal instruments in solutions to remove lacquer and tarnish.
6. Use a variety of tools, depending on the instrument worked on. Use hand and power tools, cutting and filing tools, woodworking machines, and tuning devices.
7. Ability to assemble new instruments according to specifications.
8. Remove and replace drumhead of drum.
9. Solder or weld frame of mallet instruments and metal drum parts.
10. Clean, sand, and paint parts of percussion instruments, following specifications.
11. Adjustment of valves and slides to play smoothly.
12. Vendor to provide 24-hour pick up for emergency repairs with delivery as soon as completion of repairs

**P.N. #4444-17**  
**SERVICE & REPAIR OF MUSICAL INSTRUMENTS**

**SPECIAL REQUIREMENTS**

**INSTRUMENT DETAILS (CONT.)**

**String Repair Specifications**

The following specifications apply to string repairs:

1. The string repair person should be a bona fide string instrument Luthier (a person who could construct a violin from scratch, and could do any kind of repair, major or minor).
2. Upon request, vendor must be willing to pick-up and deliver instruments in need of repairs on a weekly scheduled basis.
3. Horsehair must be used on all bow re-hairings.
4. ON SITE: Certain repairs need to be able to be done on-site by vendor.  
For example but not limited to: Loosening stuck end-pins for cellos or basses, lowering a bridge by shaving the top slightly, fixing or replacing stuck pegs, replacing stripped eyelets or screws in bows, setting or replacing a sound post, replacing broken tail-guts, etc.
5. The string repair person must be able to repair all kinds of cracks or openings.  
For example but not limited to: sound post crack, weather crack, F-hole crack, bass bar crack, and close all open seams for all bouts, etc.
6. The repair person should be able to do minor repairs on cases.
7. The repair person should be able to install an extension on a string bass if required.
8. The repair person should be able to plane a warped fingerboard.
9. Vendor to provide 24-hour pick up for emergency repairs with delivery as soon as completion of repairs