



MPS COVER PAGE

(Fill out and provide under Tab A)

REQUEST FOR PROPOSAL: RFP 992 for Musical Instrument Repair and Maintenance

This Request for Proposal (RFP) consists of: this document; all attachments, appendices, schedules and exhibits; any addenda issued in the future; and the current “MPS Terms and Conditions for Requests for Proposal” found at <http://mps.milwaukee.k12.wi.us/en/District/Vendors-Contractors/Vendors/Terms--Conditions.htm>.

Milwaukee Public Schools (MPS) is soliciting competitive sealed proposals from qualified professional firms or individuals to, in accordance with all the terms and conditions of this RFP, provide Musical Instrument Repair and Maintenance.

Proposals will be accepted no later than 2:00 p.m., Central Time, Thursday, August 09, 2018. Proposals must be submitted in the manner set forth in § 4.3 and in the format set forth in § 7.

By signing below, respondent’s representative certifies on behalf of the Respondent, that:

- I have the legal authority to bind the Respondent responding to this RFP and to provide the services identified herein;
- I have fully read this RFP and all incorporated documents and submit for consideration the attached proposal;
- I have read and understand the Contract Compliance Services (CCS) requirements, and that any proposed HUB and or Student Engagement participation is binding, real and substantial as defined in § 1.3 of the RFP;
- The fees in the attached proposal have been arrived at independently and have not been divulged, discussed, or compared with the proposals of other respondents. No attempt has been made, nor will be made, to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition; and
- I agree that the attached proposal will remain open and its pricing will remain firm until execution of a contract for the services which are the subject of this RFP.

Respondent

Telephone Number

Address

Fax Number

City, State, Zip Code

Email Address

Signatory’s Full Name and Title

Signature

Date

1. OVERVIEW

It is expected that the successful respondent will establish a strong partnership with MPS. As a strong partner, respondent will need to become fully acquainted with the business of MPS: educating Milwaukee's children. A full description of MPS, its mission, demographics and vision can be found at <http://mps.milwaukee.k12.wi.us>.

1.1 Summary

Project Name: Musical Instrument Repair and Maintenance
RFP Number: RFP 992
RFP Release Date: Friday, July 20, 2018
Question Due Date: 2:00 p.m. Central Time, Thursday, July 26, 2018
RFP Due Date: 2:00 p.m. Central Time, Thursday, August 09, 2018

1.2 Definitions

Contractor: the successful respondent awarded the contract resulting from this RFP.

District: Milwaukee Public Schools.

Historically Underutilized Business (HUB): a for-profit business that is 51% or more owned, controlled and managed by minority, women, disadvantaged, emerging, SBA-8A or other MPS-targeted business owners who have been certified as such by an MPS-recognized agency.

Proposal: any response provided pursuant to this RFP.

Respondent: a firm or individual submitting a response to this RFP.

Student Engagement: a method of further educating MPS students through required MPS contractor involvement in career education and employment opportunities for students.

Subcontractor: a person or entity performing, or proposed to perform, any portion of the Contractor's contract.

1.3 Contract Compliance Services (CCS) Requirements

1.3.1 Summary

In educating the children and youth of Milwaukee, MPS is also a primary purchaser of goods and services in the Milwaukee marketplace. MPS believes it is obligated to display, in its own operations, the values of excellence, diversity and economic responsibility that it strives to teach its students. To that end, many MPS contracts require the use of HUB firms and the engagement of the Contractor in Student Employment and/or Student Career Education activities.

HUB participation must be "commercially useful"; *i.e.*, the goods or services to be provided by the HUB firm are a direct function of the scope of services described in this RFP and resulting contract. The HUB participation requirement may be met by respondent in several ways:

- (1) By identifying your firm as a certified HUB vendor that intends to perform a minimum of the required HUB participation for this RFP;
- (2) By engaging in a joint venture with a certified HUB firm;
- (3) By subcontracting with one or multiple certified HUB firm(s); or
- (4) By making second-tier purchases from one or multiple certified HUB firm(s).

Respondents are free to meet HUB participation requirements with any certified HUB vendor as long as proof of HUB certification is provided. Respondents may also contact MPS's Office of Contract Compliance Services for a list of MPS-registered HUB firms. **NO CREDIT FOR PARTICIPATION WILL BE GRANTED UNTIL MPS-RECOGNIZED HUB FIRM CERTIFICATION DOCUMENTATION IS RECEIVED.**

The Student Engagement program seeks to maximize Contractor involvement in career education and employment opportunities for students. Student Engagement has two separate components: (1) career education activities that directly involve MPS students; and (2) paid student employment hours that provide one or more MPS students with an actual, meaningful employment experience. To meet student employment hours, the Contractor-employed students must be MPS students, registered through MPS's Office of Contract Compliance Services. Once hired by the Contractor, students will be paid, at a minimum, the current Living Wage Rate as identified by the City of Milwaukee Ordinance 310-13. Under no circumstances will students work under conditions that would be considered a hazardous work environment.

Career Education activities include, but are not limited to, the following:

- (1) Classroom presentations at MPS project sites or various contractor career-specific activities.
- (2) Full classroom or small group tours of office environments. If a contractor is going to provide this type of activity, all required permission slips/arrangements must be made with the school by following normal field trip procedures.
- (3) Classroom skill development project activities in conjunction with teacher lesson plans such as math, science, reading, writing, etc.
- (4) Other CCS-approved contractor provided options.

Student Employment participation includes, but is not limited to, the following options:

- (1) Employment placement within prime contractor's establishment.
- (2) Student summer employment placement.
- (3) Student after-school and weekend placement, where appropriate.
- (4) Alternative placement. (An alternative placement arrangement is an available option for contractors with documented age restrictions or capacity and location limitations.)
- (5) Other CCS-approved provided options.

Further additional information relating to HUB participation requirement and the Student Engagement requirement can be found at <http://mps.milwaukee.k12.wi.us/en/District/About-MPS/School-Board/Contract-Compliance-Services.htm>. For any other questions related to MPS's HUB program, contact MPS's Office of Contract Compliance Services via email at 505@milwaukee.k12.wi.us.

1.3.2 *Requirements*

The HUB participation requirement for the contract to be awarded pursuant to this RFP is:

0% per 12-month term.

The Student Engagement requirement for the contract to be awarded pursuant to this RFP is:

200 hours of Student Employment per 12-month term; and 10 hours of Career Education per 12-month term.

A respondent's status as a 501(c)(3) tax-exempt nonprofit organization does not excuse it from fulfilling these requirements.

1.3.3 *Forms*

Respondent must complete and return those forms checked below with its proposal or it will fail as to that minimum proposal requirement. The required forms are attached to this RFP as appendices and schedules. Fillable versions of these same forms can also be found at <http://mps.milwaukee.k12.wi.us/en/District/About-MPS/School-Board/Contract-Compliance-Services.htm> (click on Forms and Schedules, then click on Vendors). The fillable version of the forms must be printed, signed and attached to respondent's proposal.

- Appendix A - HUB Utilization Plan (If box is checked, current certification document, with NAICS code, must be submitted with RFP response.)
 - Appendix B - Prime Vendor Information Sheet
 - Schedule H1-B - Student Career Awareness/Education Plan/Commitment

 - Schedule H1-A - Student Employment Commitment
- OR** Either Schedule H1-A or Schedule H1-C must be returned.
- Schedule H1-C - Alternative Placement Request Student Employment

Even if there are no HUB or Student Engagement requirements identified in § 1.3.2, respondents must still fill out "Appendix B - Prime Vendor Information Sheet". The information disclosed in this form will not be used in evaluating a respondent's proposal and is solicited solely for reporting purposes to the Board of School Directors.

1.3.4 *Evaluation and Award*

MPS's Manager of Contract Compliance Services, or his/her designated staff, will be the sole judge of the suitability and completeness of the returned CCS forms and will assign a "pass" or "fail" determination accordingly as to that minimum proposal requirement. MPS reserves the right to award the contract to the respondent who submits a meaningful utilization plan that provides a real opportunity for HUB involvement.

Even if this RFP does not identify CCS requirements in § 1.3.2, MPS reserves the right to award up to ten additional points to respondents who will utilize a certified HUB or commit to Student Engagement hours. To be eligible to receive these points, respondent must detail in its proposal what role(s) the proposed HUB subcontractor will be responsible for in the scope of services or specify what engagement MPS students will take place within a 12-month contract term. Forms can be found as identified in § 1.3.3 and must be completed and returned with a proposal for consideration. MPS's Manager of Contract Compliance Services, or his/her designated staff, will be the sole judge of the suitability of the proposed participation and will assign points accordingly.

Within 20 business days after a contractor receives MPS Board approval of its contract, it must submit copies of all executed HUB firm subcontracts and all supporting and associated HUB documentation to the Office of Contract Compliance Services. Falsification of any information related to a subcontract, including, but not limited to, subcontractor's name or actual work to be performed by HUB firms is prohibited. No HUB firm substitutions or scope of work reductions shall occur without the expressed

written consent of MPS's Manager of Contract Compliance Services or his/her designated staff.

Failure to meet CCS requirements may result in financial sanctions up to, or exceeding, 70% of the value of the awarding contract and will be assessed against contractor invoices. Sanction dollars will be released on subsequent invoices as compliance documentation is provided.

2. SERVICES REQUESTED

2.1 Scope of Services

MPS seeks proposals for instrument repair and maintenance to ensure the quality of district-owned musical instruments. This includes repair and maintenance of musical instruments for school-based Band and Orchestra Programs, Traveling Music Teacher Programs, and Saturday Music Lessons Program. Vendors may submit their services and pricing on any or all the groups of instruments listed in the following categories:

Woodwinds

- Repairs (minor and major)
- Full Re-pad
- Standard Cleaning

Brass

- Repairs (minor and major)
- Standard Cleaning

Percussion

- Repairs (minor and major)

Strings

- Repairs (minor and major)
- Bridge Replacement

Electronic

- Repairs (minor and major)

MPS seeks quality and convenient repair of musical instruments. All repair services, as well as replacement parts and accessories, shall be provided on an as needed basis.

All repairs shall be done in 5 business days unless it is a major repair and/or parts need to be ordered. Respondent must notify the Instrument Specialist and Music Teacher if the repair(s) will take longer than 5 business days. Respondent will communicate expected timeframe for repair.

2.2 Minimum Respondent Qualifications

- a. Respondent must issue all invoices to the Instrument Specialist in the Music Department;
- b. Respondent must be able to provide a warranty policy for parts and labor on all musical instruments;
- c. Respondent must submit invoices within 10 days following the repair to be considered for payment.

3. MPS CONTRACT TERMS AND CONDITIONS

3.1 Resulting Contract

The successful respondent agrees to enter into MPS's standard Professional Services Contract (PSC), a current version of which can be found at <http://mps.milwaukee.k12.wi.us/en/District/Vendors-Contractors/Vendors/Forms.htm> under "Professional Services Contract Long Form". MPS will not sign any form or contract offered by respondent.

Any exception to the terms and conditions set forth in the PSC, or any additional terms or conditions proposed by respondent to be incorporated in the PSC, must be provided as set forth in this § 3.1 to be considered.

Only those additional contract terms or conditions specifically set forth in Tab E of a proposal will be considered by MPS. Any exception or proposed additional contract term or condition not set forth in Tab E will neither be considered nor accepted. It is insufficient for respondent to cite to a document or incorporate a document by reference. Any such citation or incorporation will be disregarded.

MPS's Director of Procurement & Risk Management, or his/her designated staff, will review any exceptions or proposed additions to determine if their nature or extent precludes ultimate agreement on a contract between MPS and respondent and will assign a "pass" or "fail" determination accordingly as to that minimum proposal requirement.

A "pass" as to the minimum proposal requirement does not mean that all the exceptions or proposed additions will be agreed to by MPS, but merely that they will be a point of discussion should respondent and MPS enter into contractual negotiations.

3.2 Proposals to Remain Open

By submitting a proposal, respondent is agreeing that its proposal will remain open and its pricing will remain firm until execution of a contract for the services which are the subject of this RFP.

3.3 Award

MPS reserves the right to award multiple contracts under this RFP to as many contractors as MPS determines is in its best interests.

Contract awards are subject to review by the MPS Administration and Board of School Directors.

3.4 Contract Period

It is anticipated that a contract resulting from this RFP will be for a period of one year from October 1, 2018 through September 30, 2019 with the possibility of two one-year extensions. MPS will base its

renewal decisions on the following performance metrics to be rated by MPS personnel. A contractor must attain a minimum score of 90 points to be eligible for contract renewal; however, 90 points does not guarantee renewal.

Performance Metrics	Points
Quality of Repairs	40
Customer Service	20
Accuracy of Invoicing and Bookkeeping	20
Timeliness of Repairs	20
Total	100

4. INSTRUCTIONS

4.1 Communication/Questions

The only permissible communication regarding this RFP with MPS staff, including any and all questions and requests for clarification, must be directed, in writing via email, to mpsrfps@milwaukee.k12.wi.us. The subject line of the email must be labeled “RFP 992 - Question.” Any other communication to, or contact with, a MPS staff member regarding this RFP by respondent will be considered unauthorized and a cause for rejection of a respondent’s proposal.

Any such communications must be received by 2:00 p.m. Central Time, Thursday, July 26, 2018 or will be disregarded.

If a vendor has specific concerns regarding any aspect of the CCS process, including requirements, how requirements may be met or other, questions in writing may be submitted in writing directly to CCS at 505@milwaukee.k12.wi.us. However, the deadline for these questions remains the same. Any questions submitted to CCS must be received not later than 2:00 p.m. Central Time on 7/26/2018.

It is incumbent upon respondents to point out any possible discrepancies, omissions or ambiguities in the RFP using this question process. This includes alerting MPS that the RFP services or pricing requested are non-standard in the industry. By failing to do so, a respondent waives the right to claim any provision of this RFP is ambiguous.

4.2 Answers/Addendum

Answers to submitted questions, as well as any additional information or clarifications to the RFP, will be provided in the form of addenda posted at <http://mps.milwaukee.k12.wi.us/en/District/Vendors-Contractors/Vendors/Bids-RFPs.htm>. CCS may engage in vendor-specific conversations regarding requirements, but any general information relevant to all vendors generated by these conversations will be published in the addendum.

It is the sole responsibility of respondents to check that site for any addenda that may be issued. Addenda will not be otherwise communicated to prospective respondents and no other response to the emailed questions will be received by the sender.

In the event of any conflict with the RFP, addenda shall govern.

4.3 Submission of Proposals

Respondent must submit one original proposal, clearly marked as such with an original signature, and 7 copies, for a grand total of 8 items. Each proposal – original and copies – must be collated and bound in a manner to make each individual proposal readily apparent and complete.

Each proposal must be clearly marked “RFP 992”. The proposals must be collectively packaged and sealed. The package should show the following information on the outside: respondent’s name, address, and “RFP 992 – Musical Instrument Repair and Maintenance”. The package must be delivered to:

Milwaukee Public Schools
Department of Procurement & Risk Management
5225 W. Vliet St., Room 160
Milwaukee WI 53208

Proposals are due by 2:00 p.m. Central Time, Thursday, August 09, 2018. Proposals received after this time will fail as to that minimum proposal requirement.

Proposals shall be deemed received by MPS when: (1) time-stamped in the Department of Procurement & Risk Management; or (2) delivered to the Department of Procurement & Risk Management with proof that a common carrier delivered the proposal to the central mail room at 5225 W. Vliet Street, Milwaukee, WI 53208 and it was signed for by an MPS employee no later than 2:00 p.m., Thursday, August 09, 2018.

Electronic proposals will not be accepted.

4.4 Clarifications

After receipt of proposals, it may be necessary for MPS to contact respondent with clarification questions. MPS will do so via the email address of the signatory provided on the respondent’s submitted Cover Page (Tab A). Clarification questions often need imminent answers and short deadlines for response may be necessary. It is the respondent’s responsibility to monitor the contact email identified at all times during the RFP process. Failure to timely respond to a clarification question submitted to the contact email may result in the rejection of the proposal.

4.5 Award Notification

Upon final approval by the Milwaukee Board of School Directors, MPS will post the results of the RFP at <http://mps.milwaukee.k12.wi.us/en/District/Vendors-Contractors/Vendors/Tabulations--Awards.htm>. No individual communications will be sent out to respondents. It is the sole responsibility of respondents to check the site for any contract award that may be issued. Respondents may not contact MPS to inquire about the status of an award prior to the posting of the results.

5. MINIMUM PROPOSAL REQUIREMENTS

MPS will determine whether proposals have met the seven minimum proposal requirements set forth below. Only those proposals passing all of these minimum proposal requirements, unless waived, will be passed on for evaluation according to the criteria set forth in § 6.1.

Minimum Proposal Requirements	
Timeliness – Submitted by the due date and time. <i>See</i> § 4.3.	Pass/Fail
Signed Cover Page (Tab A)	Pass/Fail
Cost Proposal Form (Tab C) – Cost is set forth on the Cost Proposal Form provided as Exhibit 2 to this RFP.	Pass/Fail
CCS Forms (Tab D) – Suitability and completeness of the returned CCS forms. <i>See</i> § 1.3.4.	Pass/Fail
Exceptions to Contract Terms and Conditions (Tab E) – <i>See</i> § 3.1.	Pass/Fail
Minimum Respondent Qualifications (Tab F) – Respondent meets the minimum respondent qualifications. <i>See</i> § 2.2.	Pass/Fail
Completeness – The proposal otherwise complies with the format and content parameters. <i>See</i> § 7.	Pass/Fail

MPS reserves the right, in its sole discretion and if deemed in the best interest of MPS, to: waive a minimum proposal requirement; waive irregularities in any proposal; reject all proposals received in response to this RFP; accept late proposals or improperly formatted proposals; and make a partial award or not make any award.

6. EVALUATION

6.1 Criteria

The criteria below, weighed as indicated, will be used to evaluate those proposals that meet all minimum proposal requirements.

Criteria	Description	%
Experience, Qualifications and Financial Stability	Information set forth in Section 1 of Tab B.	30%
Quality of Proposed Solution and Ability to Meet MPS’s Needs	Information set forth in Section 2 of Tab B.	50%
Cost	Pricing of Proposed Services.	20%

6.2 Process

6.2.1 Committee

An evaluation committee will be established to evaluate the proposals according to the criteria identified in § 6.1. Proposals should be complete on their face. However, after opening of responses, MPS reserves the right to request supplemental information from any or all of the respondents and to factor any additional information into the evaluation. MPS may require oral presentations of a group of finalists in person or on the telephone and may request further information from those finalists.

6.2.2 Best and Final Offer

MPS reserves the right to involve one or more respondents in a Best and Final Offer (“BAFO”) process. BAFO may be used when no single response addresses all the specifications, when the costs submitted by all respondents are too high, when two or more respondents are virtually tied after the evaluation process or when all proposals are unclear or deficient in one or more areas. If BAFO is utilized, respondents may

be required to submit revisions to their proposals. MPS will send out a BAFO request to invited respondents that will set forth the areas of the proposal to be covered and the date and time by which the BAFO must be returned. All respondents will be treated equally and, during the process, no information will be transmitted to any respondent about any other respondent's offer. MPS reserves the right, in BAFO, to apply additional criteria not listed in the original RFP, but any additional criteria will be disclosed to respondents in the BAFO request.

6.2.3 *Negotiation*

MPS will open negotiations with the highest-ranked respondent after evaluation, interviews or BAFO process. MPS reserves the right to open negotiations with the second highest-ranked vendor if negotiations with the highest-ranked vendor are not successful. MPS reserves the right to delete or add services until the final contract signing.

7. PROPOSAL FORMAT AND CONTENT

Proposals are to be formatted and tabbed in the form and sequence described in this § 7. Only information provided in the tabs set forth below will be considered. Elaborate proposals, *e.g.*, expensive artwork, beyond that sufficient to present a complete and effective response are not necessary. Quality, not quantity, is desired.

7.1 Tab A: Signed Cover Page

The MPS cover page must be signed by a representative of respondent authorized to bind respondent and submitted as Tab A of the proposal. Please include all contact information.

7.2 Tab B: Response to Request for Services

7.2.1 Section 1: Respondent's Experience, Qualifications and Financial Stability

With specific reference to the services identified in § 2.1, detail respondent's experience and qualifications. Provide specific descriptions of like projects Proposer has done in environments comparable to MPS.

Provide at least three specific client references, including the names and contact information of the individual(s) you would propose MPS contact. MPS reserves the right to contact or visit any party listed as a reference. MPS also reserves the right to use other sources to obtain information about respondent's experience.

Describe respondent, including, at a minimum: number of employees; number of years in business; type of services provided; and legal status, *i.e.* corporation, partnership, limited liability company.

Detail respondent's approach to customer service and provide brief resumes of all team members or employees who would be assigned to work with MPS.

Provide documentation to verify respondent possesses adequate financial support, assets, and organization to provide the products and services required in this RFP. This may take the form of financial statements, credit ratings, a line of credit, or other financial arrangements.

7.2.2 Section 2: *Quality of Proposed Solution and Ability to Meet MPS's Needs*

Please indicate which instrument group(s) you are providing a response. If you are responding to more than one group please provide answers/responses to each group individually, i.e. Tab B 7.2.2 Woodwinds, Tab B 7.2.2 Percussion, etc.

Describe respondent's capacity to ensure that MPS will timely and competently receive all the services requested, taking into consideration all other commitments of the respondent.

Be as specific as possible in describing respondent's plan for providing the services described in § 2.1. Please provide a listing of the included service in a standard cleaning, re-pad, bridge replacement, minor repair and major repair (as applicable) to the instrument group

Provide the address of your repair center(s) and indicate if you offer pick-up and delivery service from this site(s).

Indicate your ability to provide replacement parts for musical instruments and if so, which types of instruments.

Detail your repair guarantee/warranty policy.

7.3 Tab C: Cost Proposal Form

Exhibit 1, attached hereto, must be completed and submitted as Tab C of the proposal. This is the only place cost/pricing should be referenced in the proposal.

7.4 Tab D: CCS Forms

Complete and submit all required CCS forms, identified in § 1.3.3, as Tab D of the proposal.

7.5 Tab E: Contract Terms and Conditions

Pursuant to the directions in § 3.1, identify any exceptions to the terms and conditions contained in MPS's Professional Services Contract or additional proposed terms and conditions.

7.6 Tab F: Minimum Respondent Qualifications

Exhibit 2, attached hereto, must be completed and submitted as Tab F of the proposal.

7.7 Tab G: Miscellaneous

Any additional materials, brochures or other documentation may be submitted as Tab G. Only relevant and necessary information should be included.

7.8 Tab H: Confidential or Proprietary Information

If respondent wishes to designate any portion of its proposal as confidential or proprietary, respondent may fill out and submit a "Request to Designate Information as Confidential or Proprietary" as Tab H. This form is found at <http://mps.milwaukee.k12.wi.us/en/District/Vendors->

[Contractors/Vendors/Forms.htm](#). The Board is bound by Wisconsin statutes regarding public records (Wis. Stat. § 19.21, *et seq.*) and, as such, all of the terms of the contract resulting from this RFP will be public.

8.0 Appeals

Appeals regarding MPS's procurement process are handled by the Office of Accountability and Efficiency. Details on appeals can be found at http://mps.milwaukee.k12.wi.us/MPS-English/OBG/OAE/Policies-and-Laws/Bid_RFP-Appeals-Form.pdf.

EXHIBIT 1 to RFP 992: Musical Instrument Repair and Maintenance - Woodwinds

COST PROPOSAL WORKSHEET

Respondent Name: _____

DELIVERABLE	Max Cost Minor Repair	Max Cost Major Repair	Cost Full Re-pad	Cost Standard Cleaning
Piccolo	\$	\$	\$	\$
Flute	\$	\$	\$	\$
Oboe	\$	\$	\$	\$
English Horn	\$	\$	\$	\$
Bassoon	\$	\$	\$	\$
Eb Clarinet	\$	\$	\$	\$
Bb Clarinet	\$	\$	\$	\$
Alto Clarinet	\$	\$	\$	\$
Bass Clarinet	\$	\$	\$	\$
Contra-Alto Clarinet	\$	\$	\$	\$
Contrabass Clarinet	\$	\$	\$	\$
Soprano Sax	\$	\$	\$	\$
Alto Sax	\$	\$	\$	\$
Tenor Sax	\$	\$	\$	\$
Baritone Sax	\$	\$	\$	\$

*Cost submitted shall be all-inclusive, including but not limited to, any and all administration expenses, overhead expenses, staffing costs, etc.

Any modification to this form will be considered non-compliance with the format and content parameters. Any supplemental pricing information attached or referenced will not be considered.

EXHIBIT 1 to RFP 992: Musical Instrument Repair and Maintenance - Brass

COST PROPOSAL WORKSHEET

Respondent Name: _____

DELIVERABLE	Max Cost Minor Repair	Max Cost Major Repair	Cost Standard Cleaning
Trumpet/Cornet	\$	\$	\$
French Horn	\$	\$	\$
Trombone	\$	\$	\$
Bass Trombone	\$	\$	\$
Baritone	\$	\$	\$
Euphonium	\$	\$	\$
Tuba	\$	\$	\$

*Cost submitted shall be all-inclusive, including but not limited to, any and all administration expenses, overhead expenses, staffing costs, etc.

Any modification to this form will be considered non-compliance with the format and content parameters. Any supplemental pricing information attached or referenced will not be considered.

EXHIBIT 1 to RFP 992: Musical Instrument Repair and Maintenance - Percussion

COST PROPOSAL WORKSHEET

Respondent Name: _____

DELIVERABLE	Max Cost Minor Repair	Max Cost Major Repair
Batter Percussion	\$	\$
Mallet Percussion	\$	\$
Auxiliary Percussion	\$	\$
Marching Percussion	\$	\$

*Cost submitted shall be all-inclusive, including but not limited to, any and all administration expenses, overhead expenses, staffing costs, etc.

Any modification to this form will be considered non-compliance with the format and content parameters. Any supplemental pricing information attached or referenced will not be considered.

EXHIBIT 1 to RFP 992: Musical Instrument Repair and Maintenance - Strings

COST PROPOSAL WORKSHEET

Respondent Name: _____

DELIVERABLE	Max Cost Minor Repair	Max Cost Major Repair	Bridge Replacement
Violin	\$	\$	\$
Viola	\$	\$	\$
Cello	\$	\$	\$
Bass	\$	\$	\$

*Cost submitted shall be all-inclusive, including but not limited to, any and all administration expenses, overhead expenses, staffing costs, etc.

Any modification to this form will be considered non-compliance with the format and content parameters. Any supplemental pricing information attached or referenced will not be considered.

EXHIBIT 1 to RFP 992: Musical Instrument Repair and Maintenance - Electronics

COST PROPOSAL WORKSHEET

Respondent Name: _____

DELIVERABLE	Max Cost Minor Repair	Max Cost Major Repair
Keyboard (up to 76 keys, unweighed)	\$	\$
Digital Piano (examples include Casio Privia, Clarinove, etc.)	\$	\$
Guitar Amp	\$	\$
Bass Amp	\$	\$

*Cost submitted shall be all-inclusive, including but not limited to, any and all administration expenses, overhead expenses, staffing costs, etc.

Any modification to this form will be considered non-compliance with the format and content parameters. Any supplemental pricing information attached or referenced will not be considered.

Exhibit 2 to RFP 992: Musical Instrument Repair and Maintenance

MINIMUM RESPONDENT QUALIFICATIONS

1. Respondent must issue all invoices to the Instrument Specialist in the Music Department;
2. Respondent must be able to provide a warranty policy for parts and labor on all musical instruments;
3. Respondent must submit invoices within 10 days following the repair to be considered for payment;

Does respondent meet, or will it comply, with all minimum respondent qualifications as identified above?

Yes No

If “no” is checked, MPS will fail respondent as to this minimum proposal requirement.

APPENDIX B

Prime Vendor Information Sheet

This form should be filled out by the **PRIME** vendor with prime vendor company information regardless of whether there is a HUB participation requirement listed.

Prime HUBs must identify the actual percentage of service/product they will provide. Only that percentage of service/product actually provided by the HUB prime will count toward HUB participation.

You are also encouraged to fill out additional forms for each of your subcontractors. The information in this appendix will be used for statistical reporting purposes only.

Are you a certified MBE firm? Yes No Certifying Agency _____

Are you a certified WBE firm? Yes No Certifying Agency _____

Are you a certified SBA-8A SBE, DBE, DVSOB firm? Yes No Certifying Agency _____

Total number of all employees within your company: _____

Number of minority employees within your company: _____

Number of women employees within your company: _____

1. Please include a copy of each firm's [prime and subcontractor] Affirmative Action Statement.
2. Please provide the following information for each individual assigned as a team member on the MPS project (both prime vendor team and subcontractor team): Name, project assignment, ethnicity, gender, resident (r) or non-resident (nr) of Milwaukee, and hours/percent of project dollars.

<u>Name of Team Member</u>	<u>Project Assignment</u>	<u>Ethnicity</u>	<u>M/F</u>	<u>Resident/ Non-resident</u>	<u>% of Project Dollars</u>



SCHEDULE H1-A Student Employment Commitment

Project/Contractor Information

CONTRACTOR COMPANY NAME MPS SITE MPS PROJECT

Name of Employment Liaison Contact

CONTACT PERSON PHONE FAX E-MAIL

Number of required hours: _____

Options

Place an "X" below to indicate how you plan to fulfill your student employment requirement.

- ALTERNATIVE PLACEMENT SITE AFTER SCHOOL SUMMER YOUTH APPRENTICESHIP OTHER

Employment Plan - Use additional pages if necessary. Plan must meet hours required.

From _____ to _____

Table with 2 rows: List month, Number of employment hours

Provide a detailed description of your employment plan for this project.

Blank lines for detailed description of employment plan

I hereby declare and affirm that I, _____ am a duly authorized representative of _____ located in _____

and that I have personally reviewed the material and facts describing our proposal regarding student employment. I agree to provide an employment partnership experience for the MPS student. (HIC is required to be submitted as well). If a contractor is non-compliant, MPS may impose one or more identified sanctions, and require proof of corrective action by the contractor.

SIGNATURE OF AUTHORIZED COMPANY OFFICER TITLE DATE

For Office Use Only

SIGNATURE OF CCS REPRESENTATIVE TITLE DATE



Schedule H1-C
Alternative Placement Request
Student Employment

Please submit the following form identifying your election for Alternative Placement. The Office of Contract Compliance Services is the sole approver for alternative placement and will assist with referrals of available sites.

Alternative Placement is available to MPS Contractors/Vendors with justified limitations which prevent actual student employment participation within their place of employment. Additionally, a company representative will be required to perform 2 alternative placement site visits for the duration of the project or per 12 month contract period (where applicable). "Alternative Placement" is defined as a work site other than that of the MPS Contractor/Vendor's worksite, identified as appropriate for work experience with MPS students in order to meet MPS Contractor/Vendor's Student Employment obligations under the DFMS Participation Plan for Contractors or MPS Professional Services Contract. Justifications for Alternative Placement include the following: company age restrictions, work-site capacity limitations and location limitations.

In limited circumstances, when the Contractor's place of employment is beyond the transportation resources available to students or when certain project circumstances exist that prevent student employment at the job site, the Contractor may subcontract with a third party who is currently providing services that were originally agreed upon between MPS and the Contractor for an "alternative placement" of students. In such cases, the contractor maintains responsibility for the student's work site and wages as well as ensuring a reasonably safe and meaningful work experience. Under this arrangement the contractor will be the "statutory employer" for all insurance purposes, including, but not limited to worker's compensation purposes, and is hereinafter referred to as "Contractor/Statutory Employer." The placement is hereinafter referred to as "Alternative Placement" or "Alternative Placement Site." The Contractor/Statutory Employer understands and agrees that financial responsibility for claims or damages to students/employees, shall rest with Contractor/ Statutory Employer. Contractor/ Statutory Employer shall effect and maintain any insurance coverage, including but not limited to, Workers' Compensation, Employers' Liability and Commercial General Liability.

A company representative will be required to perform 2 alternative placement site visits for the duration of the project or per 12 month contract period (where applicable). Each company must provide MPS with documentation of the alternative placement site visit and verification of site safety.

Project/Contractor Information

Form with fields for CONTRACTOR COMPANY NAME, MPS PROJECT NAME, BID/RFP NUMBER, CONTACT PERSON, PRIMARY PHONE, and E-MAIL.

Number of required project hours: _____

ALTERNATIVE PLACEMENT SITE ELECTION

Place an "X" below to indicate if you plan to fulfill your student employment requirement through an alternative placement site.

- Yes, I am requesting alternative placement.
No, I plan to employ the student employee within my organization.

Please list below justification for student employment request.

Four horizontal lines for providing justification for student employment request.

TO BE COMPLETED BY CONTRACTOR/VENDOR:

I hereby declare and affirm that [_____] is in agreement with the conditions for utilizing an
INSERT COMPANY NAME

Alternative Placement Site and that our company meets the standards for which an accommodation is granted. I also understand that it will be the responsibility of our company representative to complete the required site visits and report to MPS CCS a student status report which will contain signatures from the identified MPS alternative placement site liaison. I also agree to pay the student worker, at minimum, the City of Milwaukee's Living Wage Rate.

SIGNATURE OF AUTHORIZED COMPANY OFFICER

TITLE

DATE

SIGNATURE OF CCS REPRESENTATIVE

TITLE

DATE



SCHEDULE H1-B

Student Career Awareness/Education Plan/Commitment

Project/Contractor Information

_____	_____	_____
CONTRACTOR COMPANY NAME	MPS SITE/PROJECT NAME	NUMBER OF REQUIRED HOURS

Name of Education Liaison Contact

_____	_____	_____	_____
CONTACT PERSON	PHONE	FAX	E-MAIL

Place an "X" below to indicate how you plan to fulfill your career awareness/education requirement. This is a ten (10) hr. requirement unless otherwise listed in the project specifications. Preparation time of two (2) hours is allowed. Career awareness/education hours are counted by company, not by number of presenters. Interviews with students for fulfillment of student employment requirements and conversations with CCS personnel are not counted toward education activities.

- | | |
|---|--|
| <input type="checkbox"/> Classroom skill development/project activity | <input type="checkbox"/> Career-based learning & online career coach mentoring |
| <input type="checkbox"/> Student group tours/observations – job site | <input type="checkbox"/> Classroom presentation/demonstration |
| <input type="checkbox"/> Contractor provided option (Please provide description.) _____ | |

Provide a detailed description of your career awareness/education plans for this project.

I hereby declare and affirm that I, _____

am a duly authorized representative of _____

located in _____

STATE	COUNTY	CITY
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and that I have personally reviewed the material and facts describing our proposal regarding student career awareness/education. I agree to provide the experience(s) contained herein. If a contractor is non-compliant, MPS may impose one or more identified sanctions, and require proof of corrective action by the contractor.

_____	_____	_____
SIGNATURE OF AUTHORIZED COMPANY OFFICER	TITLE	DATE

For Office Use Only

_____	_____	_____
SIGNATURE OF CCS REPRESENTATIVE	TITLE	DATE