

SIoux FALLS SCHOOL DISTRICT 49-5
1101 North Western Avenue
Sioux Falls, South Dakota 57104

SPECIAL CONDITIONS

TITLE: Music Instruments 2024-25

DATE OF ISSUE: April 15, 2024

TIME AND DATE DUE: 11:00 a.m., Monday, May 13, 2024

LOCATION OF BID OPENING:

SEND BID DOCUMENTS TO: Purchasing Department
Central Services Center
1101 North Western Avenue
Sioux Falls, South Dakota 57104-1200
or email sfsdpurchaseorders@k12.sd.us

1. **DELIVERY:** The successful bidder guarantees delivery not later than 60 days after receipt of purchase order(s). If the delivery date cannot be met, indicate your estimated date of delivery on an attached sheet and submit with bid, referencing the item number.

The bid price of all items is to be on the basis of delivery F.O.B. schools of the district as shown on the purchase order. **String, brass & woodwind instruments are not to be dropped shipped but received, inspected, and prepped by the successful bidder prior to delivery to schools.** Please issue separate invoices for instruments delivered to each building.

2. **CONTRACT PRICING:** The prices bid by the vendors must include outfits (instrument, hard case & bow) for all string instruments, and (instrument, mouthpiece and a hard case) for all brass and woodwind instruments.

3. **STRING INSTRUMENT SPECIFICATIONS:** All string instruments bid must meet **MENC Specifications**. In March, 1952, the Music Educators National Conference announced adoption of a statement of Minimum Standards for String Instruments in the Schools — a statement which has been developed by its own Committee on String Instruction. This action lent support and impetus to improving the whole field of string instrument playing and teaching, by giving students the opportunity to learn to play on an instrument which would be satisfying as to tone quality and ease of playing, an important factor in developing and maintaining interest. All Lewis or other well-established maker instruments must meet or exceed the Minimum Standards of MENC, as presented in condensed form in the following chart.

Bass	Cello	Viola	Violin	Body Length
Standard (4/4)	14"	Lg.: 16-1/2" and up Med.: 15-3/4" to 16-1/2" Sm.: 15" to 15-3/4"	29-5/8"	3/4: 43-1/4" to 44-1/2"
Intermediate (3/4)	13-1/4"	14"	27-5/16"	1/2: 41-1/4"

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Junior (1/2)	12-7/16"	13-1/2"	25-1/2"	3/8: 36-5/8"
Fingerboard Height (above top of instrument)				
Full (4/4)	19.5 to 20.5mm	24 to 25mm	62 to 65mm	9.5 to 11cm (all)
Bridge Height				
Bridge Height (distance between strings and fingerboard)	(E) 1/8"	(A) 3/16"	(A) 1/4"	(G) 7/16"
	(G) 3/16"	(C) 1/4"	(C) 5/16"	(E) 11/16"
Bridge Thickness, Top	1/16"	1/16"	3/32"	3/16"
String Spacing (top of bridge)	7/16"	1/2"	5/8"	1-1/8"
Soundpost Diameter	1/4"	1/4"	7/16"	11/16"
Bow Length				
Standard	29-1/4"	29-5/8"	28-1/8"	French Model, 28-1/16"
Intermediate	27"	29-3/16"	26-7/16"	German Model, 30-3/8"
Junior	24-9/16"	27-1/2"	24-1/2"	

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4. **AWARDING OF CONTRACT:** A contract will be awarded to the lowest responsible bidder whose total bid, per item, or group of items, is lowest, whichever is in the best interest of the District. The District shall have the right to accept Alternates that may be in the District's best interest, and to determine the lowest responsible bidder on the basis of total bid, per item, and Alternates accepted. The School Board reserves the right to reject any or all bids, waive irregularities and make award(s) as deemed to be in the best interest of the District.

5. **WARRANTY:** All equipment bid shall be warranted for 100% parts and labor for a minimum of one (1) year following the date of delivery.

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6. **ADDITIONAL QUANTITIES:** The successful bidder shall deliver additional quantities of any item during the period beginning August 1, 2024, and ending June 30, 2025, if the district finds it necessary to order additional quantities and providing the successful bidder is able and willing to fill the order. It is presumed that the contractor will do all he can to fill all additional orders at the contract price. It is understood, however, that the contractor is merely urged to hold to the bid price if he can possibly do so.

7. **ALTERNATES:** The equipment described in the bidding documents establishes a standard of required function, dimension, appearance, and quality to be met by bidders. Where the phrase “or equal” occurs in the bid documents, do not assume that the equipment will be approved as equal unless the item has been specifically approved in writing by the Specification and/or Addendum. **No alternate item will be considered unless the Coordinator of Fine Arts for the District has received a written request for approval and sample of the proposed alternate item.** Such requests shall include the brand name and model number of the alternate and a complete description of the proposed alternate including specifications, performance and test data, and other information necessary for an evaluation. Samples may be picked up by the bidder following examination. **The School Board reserves the right to reject any bid where the bidder does not furnish the Coordinator of Fine Arts with a sample of the proposed alternate item and the requested documentation as herein required.** The burden of proof of the merit of the proposed alternate is upon the bidder. The Coordinator of Fine Arts decision of approval or disapproval of a proposed alternate shall be final. If the proposed alternate is approved prior to deadline for receipt of bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.

8. **ADDITIONAL INFORMATION:** If bidders desire additional information concerning the various specifications, please contact Missy Braak, Purchasing Supervisor, Central Services Center, 1101 North Western Avenue, Sioux Falls, SD 57104-1200, Phone: (605) 367-7901.

9. **IDENTIFICATION OF BID:** If you are submitting your bid via email, please indicate the bid title in the subject line of your email and attach the Bid Proposal Form to the email. Please email your bid to sfsdpurchaseorders@k12.sd.us by the time and date due. If you are submitting your bid via mail please indicate the bid title on the outside of the envelope and mail it to Central Services, Purchasing Department Attn: Missy Braak, 1101 N Western Ave, Sioux Falls, SD 57104 by the time and date due.

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Todd Vik
Business Manager

By: Missy Braak
Supervisor Purchasing