

VENDORS  
(Beginning Band/Orchestra Instruments)

Procedures for Choosing Vendor for Beginning Band/Orchestra Instruments

Any vendor wishing to be considered to present their rental and screening program to interested beginning band students and parents will be evaluated using the following criteria:

1. Overall services offered by the particular company.
2. Quality and brand of the instruments being sold.
3. Price of the instruments.
4. Inventory maintained by the company.
5. Quality of repair service.
6. Expense of repair service.
7. Whether the company offers delivery service.
8. Leasing and rental service offered.
9. References from other schools on behalf of the company, concerning ethical business procedures.
10. Make available the credentials of the company staff who would be involved at the band orientation program and throughout the year.
11. Competitive and/or lowest price on school-purchased instruments and accessories.
12. An adequate stock of percussion instrument parts and accessories including specific brands of drum heads, sticks, mallets, rods, lugs, etc., used by staff.
13. All necessary and ad hoc visitation to our schools for needs of all schools in the District.
14. Provide our District with educational testing materials.
15. Ability to make available recruiting films at no charge.
16. Assist with the evening recruitment meeting for parents and students.
17. Help with the physical checking, aptitude testing and fitting of instruments as needed on school premises, directly following parent meeting.
18. Make available all printed/digital materials as needed.
19. An adequate stock of band/orchestra parts and accessories.

Final determination of vendor to be selected shall be made by the Hilliard Band staff, upon consideration of the stated criteria.

All applying vendors will be notified which vendor will make presentations.

(Approval date: August 14, 2001)  
(Re-approval date: May 11, 2015]