



Missouri Music Educators Association

An affiliate of the National Association for Music Education

July, 2023

To Whom It May Concern:

Your company is invited to submit a bid for the piano services for the Missouri Music Educators Association In-Service Workshop/Conference to be held at Tan-Tar-A Conference Center, Osage Beach, Missouri. You may bid for both acoustic **and** digital pianos, or a single bid for one or the other. **The bid will be for the next TWO YEARS with the dates to be: January 22-27, 2024, and January 27-Feb 1, 2025**

The successful bidder for acoustic pianos will provide the following services:

- a. Supply the following acoustic pianos for the listed performance venues:
 1. 6' 10" or larger grand piano with bench for Salon C-The ideal size is a 9' grand. (This piano will stay on the floor level between the conductor and the choir who are both on platform risers)
 2. 5' 7" or larger grand piano with bench for Salon A-The ideal size is a 6' 10" grand. (This piano will stay on the floor level.)
 3. Acoustic upright piano with bench in the Compass Rose Ballroom (will be moved within the room only)
 4. Acoustic upright piano with bench in Parasol 2 (will be moved within the room only)
 5. Acoustic upright piano with bench in Room 60-61 (will be moved within the room only)
- b. Deliver, set-up and tune the two grand pianos in Salon A and Salon C by 5:30 p.m. on Monday of the conference, with delivery and set up of the remaining pianos also on Monday afternoon. The Compass Rose piano must be tuned by 8:30 a.m. on the Wednesday of the conference, with all remaining pianos tuned by 2:00 p.m. also on Wednesday.
- c. Maintain proper tuning of the pianos daily (early morning or late at night) on a schedule provided by the conference manager in collaboration with the selected vendor.
- d. Remove pianos at the completion of the conference on Saturday.
 1. Upright pianos may be removed after 12:00 noon Saturday.
 2. Grand pianos may be removed after 4:30 p.m. on Saturday. Arrangements for a later pick-up may be made through Tan-Tar-A Conference Center.

The successful bidder for digital pianos will provide the following services:

- a. Provide 88-key weighted action pianos for the following performance venues:
 1. One digital piano with bench in LandShark
 2. One digital piano with bench in Nautical Wheeler
 3. One digital piano with bench in Room 63-64
 4. One digital piano with bench in Room 70-73
 5. One digital piano with bench in Room 74-77
- b. Deliver and set-up all digital pianos on Monday afternoon of the conference.
- c. Remove pianos at the completion of the conference. Digital pianos may be removed after 12:00 noon on Saturday of the conference. Arrangements for a later pick-up may be made through Tan-Tar-A Conference Center.

Compensation

- a. Exhibit Space: One exhibit space will be provided in the conference exhibit area. Additional exhibit spaces may be purchased at conference pricing. Exhibiting at the conference is optional.
- b. Lodging: The following accommodations will be provided for the successful bidder/s:
One room lodging for Monday, Tuesday, Wednesday, Thursday and Friday of the conference.
One additional room for company representative/s (i.e. piano tuner) may be purchased at conference pricing for Monday, Tuesday, Wednesday, Thursday and Friday of the conference.
- c. Meals: No meal expenses will be provided.

Please submit your proposal online through the MMEA Website

<https://mmea.net/mmea-piano-services-bid-proposal>

DEADLINE: August 3, 2023

Proposals will be reviewed, and the successful bidder(s) selected at the August 12, 2023 MMEA Board of Directors meeting. All bidders will be notified of the results soon afterwards. If you have questions, please contact me at the phone or e-mail listed above.

Thank you for your interest.

Sincerely,

Brian Reeves
MMEA Conference Manager
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