



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Karl Roeder for piano tunings and maintenance services for the Rosemary Duffy Larson (RDL) Classical Music Series and Music Program during the Spring 2025 semester. Estimated Contract Spend Amount: \$675.00, Estimated Cumulative Amount: \$0.00, Estimated Contract Revenue: \$0.00

Presenter(s): Jeffrey Guild, Vice Provost of Academic Affairs

1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space. Fees for piano tuning services provided by Karl Roeder, a piano technician certified to work on Steinway pianos. Karl Roeder is a licensed Steinway technician. All warranties on Steinway pianos are void unless serviced by a Steinway technician. The Steinway concert grand piano in Bailey Hall is used for the Rosemary Duffy Larson Classical Music series, a series of classical music concerts performed for the benefit of our students as well as the College community and the greater South Florida area.

2. Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver. The procurement process Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used. There are no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. Additionally, one quote was obtained, identifying the best value for the required commodity or service.

3. Describe business rationale for the purchase and how it was procured.

(A) What is the benefit of the purchase. If there is an ROI, describe the ROI and how calculated. The return on investment will be met upon the performance of the contract.

(B) How does the purchase support the Strategic Business Plan. To provide students with a best-in-class learning environment.

(C) If applicable, what is the rationale for the use of piggybacks, existing contract extensions, bid waivers in lieu of the College conducting a competitive solicitation. Not applicable.

(D) If a competitive solicitation process was conducted by the College, describe the process. Not applicable.

This Executive Summary is approved by:

Jeffrey Guild, Vice Provost of Academic Affairs



**EXHIBIT "A" to Purchase Order
STATEMENT OF WORK**

Project Title: Piano tuning for Rosemary Duffy Larson Concert Series

Date of Service: February-April 2025

Location: Central Campus/Bailey Hall, 3501 Davie Rd., Davie, FL 33314

Service Provider: Karl Roeder, piano technician

Project Overview

Karl Roeder will provide piano tuning and maintenance services for RDL Classical Music Series on February 23, March 22 and April 6, 2025.

Scope of Work: Tuning, regulation and maintenance of Steinway grand piano in Bailey Hall

Deliverables: Professional tuning of VPA's Steinway D grand piano.

Responsibilities

- **Karl Roeder:** Tune, regulate and perform annual maintenance of Steinway grand piano.
- **Visual & Performing Arts Department:** Schedule and facilitate venue arrangements

Total Consideration Payable for the Services: \$675.00

Karl M. Roeder
139 SE 3rd Ave.
Pompano Beach, FL 33060
954-788-5332
karl@a440.us

QUOTE

QUOTE #1
DATE: NOVEMBER 22, 2024

TO:
Broward College
3501 SW Davie Road
Davie, FL 33314
(954) 201-6840

FOR:
Piano Tuning

DESCRIPTION	AMOUNT
Tune Steinway D on February 23, 2025	225.00
Tune Steinway D on March 22, 2025	225.00
Tune Steinway D on April 6, 2025	225.00
	\$00
TOTAL	\$675.00

If you have any questions concerning this quote, contact
Hannah Roeder

Thank you for your business!

DATE 10/22/2024

From

Name Karl Roeder

Address 139 SE 3rd Ave. Pompano Beach, FL

Phone 954-788-5332

To

Broward College

3501 SW Davie Rd.

Davie, FL 33314

I, Karl Roeder, am exempt from carrying workers compensation insurance by the State of Florida because I work for myself as a freelance worker. At no time during the period of contract with Broward College will I employ more than three employees such that we will no longer qualify for this exemption. If I should need to employ more than three employees, we will immediately notify Broward College and provide proof of statutorily compliant workers' compensation insurance in the form of a Certificate of Insurance.

Kindly,

