

Invitation for Bids (“IFB”) For School Furniture

This IFB is Being Issued by:

Wallace Stegner Academy

2671 Stegner Way*
West Valley City, Utah
Ph: 801-456-9570

Date of IFB Issue: March 12, 2021

Deadline to Submit Bids: March 22, 2021 by 3:00 p.m.

* Located at approximately 5950 West and Parkway Blvd

I – KEY DATES

- A. Date of IFB Issue: March 12, 2021.
- B. Deadline to Submit Bids: March 22, 2021 by 3:00 p.m.
- C. Opening of Bids: March 22, 2021 at 3:00 p.m. at Wallace Stegner Academy’s Salt Lake City Campus located at 980 Bending River Road, Salt Lake City, Utah, 84014.
- D. Anticipated Contract Award Date: March or April 2021.
- E. Delivery and Installation of Furniture: By August 6, 2021.

II – GENERAL INFORMATION

- A. Background of Wallace Stegner Academy. Wallace Stegner Academy (“WSA” or the “School”) is a Utah nonprofit 501(c)(3) corporation and public charter school with two campuses in Utah, one in Salt Lake City that has been in operation since 2016 and another that is currently being constructed in West Valley City, with the construction expected to be completed in August 2021. WSA’s campuses serve grades K-8. WSA’s Salt Lake City campus enrolls close to 800 students each year and its West Valley City campus is expected to enroll up to about 550 students in its first year and close to 800 students after a few years of operation.
- B. Purpose of IFB. The purpose of this IFB is to solicit bids from furniture suppliers to provide, have delivered, and to assemble and install the furniture items described below for the School’s West Valley City Campus. Bids should include all costs (using the form provided at the end of this IFB) to provide, deliver, assemble, and install the following furniture items at the School’s West Valley City Campus:

Activity Tables 30x60 inches	416
Blue K-1 Chairs 14 inch	192
Blue 2-3 Chairs 16 inch	192
Blue 4-8 Chairs 18 inch	320
White Board 4x8 feet	29
Bulletin Board 4x4 feet	58
Bulletin Board 4x8 feet	58
Butcher Paper Rack	1
Teacher Desks electrically adjustable height	30
Teacher Chairs	35

The School does not have a preference on furniture brands or manufacturers. Bidders’ bids may include pricing from multiple brands and/or manufacturers if they desire. Bidders must provide pictures and information for each furniture item above that they are submitting a bid for. Sample pictures of some of the furniture items above are attached to this IFB.

- C. Questions. Questions about the furniture, this project, or this IFB in general should be directed to WSA's Co-Director, Adam Gerlach, at agerlach@wsacharter.org or 801-456-9570.
- D. Award of Contract. The contract will be awarded to the responsible bidder who meets all objective criteria set forth in this IFB and submits the lowest bid.
- E. Contract Documents. The successful bidder selected by WSA's Board pursuant to this IFB will be required to enter into a written contract consistent with the acceptable services, terms, and conditions outlined in the successful bid and the requirements set forth in this IFB.

III – GENERAL BID INFORMATION

- A. **Bids must be submitted by email or in person in compliance with Section V of this IFB. Bids received by telephone, fax, or any other unapproved form are not acceptable and may not be considered.**
- B. **The content of a bid must address the requirements stated in Section V of this IFB.**
- C. As stated above, bids will be opened publicly at Wallace Stegner Academy's Salt Lake City Campus on March 22, 2021 at 3:00 p.m. Bids will be opened so as to avoid disclosure of contents to competing bidders during the process of negotiation. Only the names of bidders who submitted bids will be identified at the opening of bids.
- D. WSA may, for the purpose of assuring full understanding of and responsiveness to the IFB's requirements, enter into discussions or conduct interviews with, or attend presentations by, bidders who submit bids.
- E. Bidders acknowledge that WSA's issuance of this IFB does not obligate WSA to accept any of the bids submitted in response to this IFB, nor does it guarantee that WSA will in fact accept any of the said bids. To the extent permitted by law, WSA and its Board reserves the right to accept or reject any or all bids and/or to waive any or all formalities in any bid or in the bid process deemed to be in the best interest of WSA. No agreement exists on the part of WSA and any bidder until a written contract is approved and executed by WSA's Board.
- F. This IFB does not obligate WSA to pay for any costs of any kind whatsoever that may be incurred by a bidder or any third parties in connection with a bid. All submitted bids, responses, and supporting documentation shall become property of WSA. Further, WSA shall not be liable to any bidder, person, or entity for any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the bidder responding to the IFB.

IV – SERVICE REQUIREMENTS

Expectations for WSA

- A. WSA controls the building in which the furniture will be installed. WSA will allow the winning bidder to have adequate access to the building to complete the work described in this IFB. In addition, WSA officials or representatives will be reasonably available to consult with and advise the winning bidder throughout the term of the contract.

B. WSA will pay for all products provided and services performed.

Expectations for Bidders

- A. Bidders must hold current state licensure to engage in the work described in this IFB.
- B. Bidders must have adequate financing to fund their business and work obligations during the term of the service contract.
- C. Bidders must have previously provided, had delivered, assembled and installed school furniture for other public schools in Utah.
- D. Bidders must have general liability and workers comp insurance as well as auto insurance on all vehicles used in their business.
- E. Bidders must comply with and follow instructions in this IFB.
- F. The winning bidder must enter into a written contract with WSA's Board within a reasonable deadline required by WSA.
- G. The winning bidder must be able to complete the work by August 6, 2021.

V – BID REQUIREMENTS

- A. **Delivery of Bids.** Bids must be emailed to Adam Gerlach at agerlach@wsacharter.org or delivered in person to Wallace Stegner Academy's Salt Lake City Campus located at 980 Bending River Road, Salt Lake City, Utah, 84014 by 3:00 p.m. on March 24, 2021. Bids delivered in person must be in sealed envelopes.
- B. **Content of Bids.** Bidders must include the following in their bids:
 - 1. ***Experience, Qualifications, and Track Record.*** Provide information demonstrating that the bidder has the experience and qualifications necessary to provide the products and perform the services described in this IFB. The information may (but is not required to) include such things as:
 - a. **Resume(s);**
 - b. **Summaries/examples of bidder providing, delivering, assembling, and installing school furniture for district or charter schools in Utah; and**
 - c. **Copy of the bidder's valid Utah business license.**
 - 2. ***Photos.*** Provide pictures and information for all furniture items included in a bid.
 - 3. ***Pricing.*** Complete and sign the pricing sheet provided at the end of this IFB.
- C. **Selection.** The responsible bidder who submits the lowest responsive bid that meets the bidder service expectations/objective criteria described in this IFB will be selected by WSA to complete this project.

- D. Submission of Protected Information. Protection of disclosure of information submitted by a bidder in response to this IFB is governed by Utah's Government Records Access and management Act in Utah Code Ann. § 63G-2-101 *et seq.* and Utah Administrative Code Rules R33-7-105 and R33-7-106. A bidder that desires to request protected status of any information it submits to WSA in response to this IFB must specifically identify the information that it desires to protect and the reasons that the information should be afforded protected status under the law. In making this request, the bidder shall comply with the requirements in Utah Code Ann. § 63G-2-305, Utah Code Ann. § 63G-2-309, and Utah Administrative Code Rule R33-7-105. In turn, WSA will comply with Utah Code Ann. § 63G-2-309 and Utah Administrative Code Rule R33-7-106 with respect to disclosing such information. Submission of protected information in response to this IFB shall be deemed an acknowledgment and consent by the bidder that the bidder agrees with this paragraph and will indemnify, defend, and hold harmless WSA, its members, directors, officers, staff, and agents from any and all liability relating to the proper disclosure of information provided by the bidder in response to this IFB, even if the bidder requested protected or other confidential status for the information.
- E. Submission of Bids with Protected Business Confidential Information. In accordance with Utah Administrative Code Rule R33-7-107, if a bidder submits a bid that contains information claimed to be business confidential or protected information, the bidder must submit two separate bids:
1. One redacted version for public release, with all protected business confidential information either blacked-out or removed, and marked as "Redacted Version;" and
 2. One non-redacted version for evaluation purposes clearly marked as "Protected Business Confidential."

Note: Bid pricing may not be classified as business confidential and will be considered public information. In addition, an entire bid may not be designated as "protected," "confidential," or "proprietary" and shall be considered non-responsive unless the bidder removes the designation.

In addition, per Utah Administrative Code Rule R33-6-112, WSA is required to make available to each bidder and to the public a notice that includes (a) the name of the bidder to which the contract is awarded and the bidder's bid pricing; and (b) the names and the prices of each bidder to which the contract is not awarded.

PRICING FORM – FURNITURE FOR WSA WEST VALLEY CAMPUS

Bidders must complete and sign this pricing form. If a bidder wants to submit multiple bids (for example, bid out the furniture items from multiple manufacturers), each bid must be on a separate pricing form.

Item	Quantity	Price Per Item	Total Price
Activity Tables 30x60 inches	416		
Blue K-1 Chairs 14 inch	192		
Blue 2-3 Chairs 16 inch	192		
Blue 4-8 Chairs 18 inch	320		
White Board 4x8 feet	29		
Bulletin Board 4x4 feet	58		
Bulletin Board 4x8 feet	58		
Butcher Paper Rack	1		
Teacher Desks electrically adjustable height	30		
Teacher Chairs	35		
Delivery	N/A	N/A	
Assembly and Installation	N/A	N/A	
Other:			
Other:			
		Grand Total	

Bidder Signature _____

