

**Invitation for Bids (“IFB”)
For
Furniture
(Sunset Campus)**

This IFB is Being Issued by:

Wallace Stegner Academy

980 S. Bending River Rd.
Salt Lake City, Utah 84104
Tel. 801.456.9570

Date of IFB Issue: July 22, 2025

Deadline to Submit Bids: July 28, 2025 by 3:00 p.m.

I – KEY DATES

- A. Date of IFB Issue: July 22, 2025.
- B. Questions about this project or this IFB should be directed to Gabe Clark, in writing, at gabe@academicawest.com. All questions must be submitted by July 23, 2025 at 5:00 p.m. Any questions submitted after this deadline may not be answered. There is no mandatory site visit for this project.
- D. Deadline to Submit Bids: July 28, 2025 by 3:00 p.m.
- E. Opening of Bids: July 28, 2025 at 3:00 p.m. at Academica West located at 290 N. Flint. Street, Kaysville, UT 84037. ***Bidders are not required or expected to be present.***
- F. Anticipated Contract Award Date: March 2025.
- G. Completion of Delivery and Installation: Equipment must be installed and assembled no later than August 8, 2025, unless another completion date is agreed upon by the School.

II – GENERAL INFORMATION

- A. Background. Wallace Stegner Academy (“WSA” or the “School”) is a Utah nonprofit 501(c)(3) corporation and public charter school with campuses located in Salt Lake City, West Valley City, and Kearns, Utah. The School is also opening a new campus in Sunset Utah in August 2025. WSA began operations in 2008 and enrolls over 1,400 students in grades K-8. ***The equipment that is the subject of this RFP is for the Sunset Campus located at 160 W. 2525 N., Sunset, UT 84015.***
- B. Purpose of IFB. The purpose of this IFB is to solicit bids for the purchase, delivery, installation, and assembly of furniture as identified in the attached Exhibit A. Bids should identify all warranties and maintenance services associated with the identified equipment.
- C. 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.
- D. Contract Documents. The successful bidder selected by the School 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.
- E. Reduction in Scope of Work. The School reserves the right, in its sole discretion, to alter or reduce the scope of goods and services described herein.

III – GENERAL BID INFORMATION

- A. **Bids must be submitted by email in compliance with Section V of this IFB. Bids received by regular mail, hand delivery, 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 Academica West on July 28, 2025 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. ***Bidders are not required or expected to be present.***

- D. The School 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.

IV – REQUIREMENTS

A. Expectations for the School

1. The School will allow the winning bidder to have adequate access to its property and buildings as necessary to complete the work described in this IFB. In addition, the School's officials or representatives will be reasonably available to consult with and advise the winning bidder throughout the term of the contract. The School will pay for this project with its existing funds.

B. Expectations for Bidders

1. Bidders must hold current licensure (if applicable) to engage in the work described in this IFB.
2. Bidders that utilize subcontractors must ensure the subcontractors have current licensure (if applicable) to engage in the work described in this IFB.
3. Bidders must have adequate financing to fund their business and work obligations during the term of the contract.
4. Bidders must have sufficient general liability and workers comp insurance as well as auto insurance on all vehicles used in their business.
5. Bidders must have significant experience in delivering and installing audio equipment projects equivalent to what is solicited in this IFB.
7. Bidders should comply with and follow instructions in this IFB.
8. The winning bidder must enter into a written contract with the School within a reasonable deadline required by the School.
9. The winning bidder must be able to complete the delivery, installation, and assembly of the equipment no later than August 8, 2025.
10. It is expected that the winning bidder will, upon request, agree to a reasonable liquidated damages amount for each day the project goes beyond the scheduled completion date.

C. Expectations Regarding Bid Pricing

1. Bids must include a total anticipated guaranteed maximum price to be charged by the bidder to complete the project. Cost must include all applicable costs and fees for delivery, installation, and warranties of the identified equipment.

2. Final pricing to be charged by the winning offeror will be agreed upon after the final plans, products, and scope of the project is agreed upon by the parties. WSA reserves the right to change or reduce the scope of this project, including altering the specifications of the equipment identified in Exhibit A.

V – BID REQUIREMENTS

- A. **Delivery of Bids.** Bids must be emailed to Gabe Clark at gabe@academicawest.org by July 28, 2025 at 3:00 p.m.
- B. **Content of Bids.** Bidders must submit the following:
 1. **Make, model, and specifications, including warranty information proposed for each item of equipment identified in Exhibit A.**
 2. **Pricing information that shows all charges to deliver, install, assemble, and warranty each item of equipment identified on Exhibit A and any additional fees or charges. Pricing should be provided in the format of Exhibit A with items in the same order.**
- 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 the School 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 the School 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, the School 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 the School, 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, the School 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.

EXHIBIT A

Item	Description	Qty.	Price/Unit	Total Price
Student Chairs	14 in.	128		
Student Chairs	16 in.	128		
Student Chairs	18 in.	320		
Cafeteria Tables	8 ft. long	90		
Tables	48 in. x 30 in.	368		
Assembly and Installation				
Delivery				
Warranty				
Other				
Other				
Other				
Other				
TOTAL				