

REQUEST FOR PROPOSAL
Spectrum Academy
Request for Proposal (RFP) for CO2 Detection Systems

DATE OF RFP ISSUE: November 4, 2019

- Closing Date for Submission and Receipt: November 30, 2019 by (no later than) 5:00 p.m. local time. Proposals must be received by this time.
- Proposals are to be submitted by an electronic copy sent to Brad Nelson via email at the address immediately below.

Contracting Agency: Spectrum Academy
Contact Name: Brad Nelson
Title: Director of Finance
Address: 575 Cutler Dr.
North Salt Lake, UT 84054
Telephone: 801-936-0318 Ext. 4009
Email: bnelson@spectrumcharter.org

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request for proposal is to enter into a contract with a qualified firm to provide and install CO2 detection systems in three existing buildings. It is anticipated that this RFP may result in a contract award to a single contractor.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

BACKGROUND

Spectrum Academy Charter School has been in operation since 2006 when they were awarded a charter by the Utah State Board of Education to teach 200 students in grades K-8. The school has expanded to over 1400 students in two campuses and is a leader in the education of students with Autism Spectrum Disorder (ASD).

The specific terms outlined in this RFP must be met. The proposal must include all items included with the bid and any exclusions to the specifications.

If interested, a complete copy of Spectrum Academy's State Charter and expansion documents can be obtained by contacting Brad Nelson at bnelson@spectrumcharter.org (801) 936-0318 Ext 4009. **All questions regarding proposals shall be directed to Mr. Nelson and a tour of the sites are welcomed and encouraged.**

SUBMITTING YOUR PROPOSAL

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

LENGTH OF CONTRACT

The desired date for commencement of work under the contract is on or about **December 20, 2019 and continue to completion by January 5, 2020**. Terms will be Deposit upon the issuance of the contract and balance in cash at completion and approved inspection by the Office of the State Fire Marshal.

STANDARD CONTRACT TERMS AND CONDITIONS

Any contract resulting from this RFP will include, but not be limited to, the State's standard terms and conditions.

DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the Spectrum Academy. However, Spectrum Academy may award a contract based on the initial proposals received without discussion with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals

CONFIDENTIALITY

All documents submitted by bidders shall become the property of Spectrum Academy. Proposal information is proprietary and as such shall be treated as confidential. Information pertaining to Spectrum Academy obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from Spectrum Academy via a Government Records Access and Management Act (GRAMA) request.

DETAILED SCOPE OF WORK

The design, permitting and installation of a CO 2 detection system according to all current codes and State Statutes specified in Utah Code 15A-5-204 in the following buildings:

575 Cutler North Salt Lake, UT

Sq Ft:	13,720
Stories:	1
Classrooms:	13
Gym/General Purpose:	1
Offices:	6
Library:	1
Kitchen:	1

665 Cutler North Salt Lake, UT

Sq Ft:	32,040
Stories:	2
Classrooms:	27
Gym/General Purpose:	1
Offices:	8
Library:	1
Kitchen:	1

867 S. 800 W. Pleasant Grove, UT Phase I

Sq Ft:	48,061
Stories:	2
Classrooms:	32
Gym/ General Purpose:	1
Offices:	11
Library:	1
Kitchen:	1

- It is expected that the winning bidder will meet all legal requirements of charter school or school construction in the State of Utah and will comply with all applicable building codes, statutes and rules governing charter school or school construction.
- It is expected that the winning bidder will obtain all necessary and appropriate approvals, permits and authorizations to commence construction in the location as indicated.
- It is expected that bidders will have knowledge of and comply with construction reporting requirements for public schools in Utah and will provide Spectrum Academy's

Building Officer with the necessary reporting information, including Construction Inspection Reports on a timely basis throughout building process.

PROPOSAL RESPONSE FORMAT

All proposals must include:

1. **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Protected information requests should be identified in this section.

PROPOSAL EVALUATION CRITERIA/PROCESS

- Bids will be reviewed in a public meeting after the due date and time with the name (name only) of the bidder announced and recorded in the meeting minutes.
- Bid will be awarded to the firm whose proposal is determined to be the most advantageous to Spectrum Academy after consideration of all criteria. The criteria for evaluation will focus primarily on
 - Cost
 - Demonstrated ability to meet the scope of work
 - Qualification and expertise of staff proposed for this project.
 - Demonstrated ability to complete project within required time
- The winning bidder will receive the award in writing.
- Spectrum Academy reserves the right to reject any or all proposals or to waive any formality or technicality in the best interest of Spectrum Academy, subject to Utah State procurement laws.