

**Invitation for Bids (“IFB”)
For Gym Decor**

This IFB is Being Issued by:

North Davis Preparatory Academy

Elementary School Building
1765 W. Hill Field Road
Layton, UT 84041
Ph: 801-547-1809

Junior High Building
1591 W. Hill Field Road
Layton, UT 84041
Ph: 801-336-3601

Date of IFB Issue: November 9, 2023

Deadline to Submit Bids: November 27, 2023 by 1:00 p.m.

I – KEY DATES

- A. Date of IFB Issue: November 9, 2023.
- B. Posting of IFB: Posted on North Davis Preparatory Academy’s website (https://northdavisprep.org/request_for_proposals) from November 9, 2023 through November 27, 2023.
- C. **Mandatory Site Visit: November 14, 2023 at 12:00 p.m. A bidder’s failure to attend the mandatory site visit will result in the disqualification of the bidder.**
- D. Deadline to Submit Bids: November 27, 2023 by 1:00 p.m.
- E. Opening of Bids: November 27, 2023 shortly after 1:00 p.m. at the front office of North Davis Preparatory Academy’s junior high building.
- F. Anticipated Contract Award Date: December 6, 2023.
- G. Commencement of Work: As early as June 3, 2024.
- H. Completion of Work: No later than July 3, 2024, unless another completion date is agreed upon by North Davis Preparatory Academy.

II – GENERAL INFORMATION

- A. Background of North Davis Preparatory Academy. North Davis Preparatory Academy (“NDPA” or the “School”) is a Utah nonprofit 501(c)(3) corporation and public charter school located in Layton, Utah. NDPA has a Spanish language focus, where every student studies Spanish and experiences learning with international teachers. NDPA is Utah’s first International Spanish Academy. The School began operations in 2004 and has nearly 1,000 students in grades K-9. NDPA has an elementary school building and junior high school building. The services and work requested in this IFB are for both buildings.

For approximately two decades, NDPA has enjoyed a prominent and noteworthy place in the Spanish dual language immersion environment of Northern Utah, but as attending families grow beyond its 9th grade offering and new educational competition sets in the area, NDPA must demonstrate how it is distinct and attract interested pupils. Branding is an important part of establishing presence in the community. Organizations must present a variety of modalities to attract interest. Interest in NDPA translates to potential enrollment, which is critical to funding.

NDPA has a distinct history, purpose and feel. This is achieved through the deliberate infusion of iconic artifacts related to Spain, the language, the culture and the School’s vision of helping each student “develop a love of learning, experience high academic achievement, and enjoy high bi-literate proficiency” through an education that is unparalleled.

- B. **Purpose of IFB**. The School would like to use modern media methods and traditional artwork to create and maintain an identity among the public. More specifically, NDPA would like to install multiple large heat-adhesive murals on its junior high gym walls and two large vinyl banners on its elementary gym walls.

The purpose of this IFB is to solicit bids from graphic designers to install large heat-adhesive murals on the School's junior high gym walls and two large vinyl banners on its elementary gym walls. For purposes of this IFB, the size of the large heat-adhesive murals and vinyl banners will be as follows:

1. **Large heat-adhesive murals on junior high gym walls (3M 8624/8520 Matt-Concrete):**
 - a. **Side walls (2): each with a width of 1,107 inches and a height of 380 inches;**
 - b. **End walls by stage (2): each width of 180 inches and a height of 379 inches;**
 - c. **Wall above stage (1): width of 362 inches and height of 112 inches; and**
 - d. **Other end wall (1): width of 721 inches and height of 379 inches.**
2. **Large 18 oz. vinyl banners for elementary gym walls:**
 - a. **One banner with a width of 360 inches and a height of 144 inches; and**
 - b. **One banner with a width of 180 inches and a height of 96 inches.**

The School will select the design/artwork for the murals and banners, but bidders must do (and include in their bids) all the work to create and install the murals and banners.

- C. Change in Scope of Project. The School reserves the right to reduce or increase the scope of this project if the School, in its sole discretion, determines that it would be prudent for them to do so.
- D. Questions. Questions about this project or this IFB outside of the mandatory site visit should be directed to Ammon Campbell in writing at acampbell@northdavisprep.org. All such questions about this IFB must be submitted by November 20, 2023 at 11:59 p.m. Any questions submitted after this deadline may not be answered. By November 22, 2023, the School will post on its website (https://northdavisprep.org/request_for_proposals) answers to all substantive questions submitted before the deadline. The names of bidders or potential bidders who submit questions as described above will not be identified.
- E. 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.
- F. 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.

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, 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 in the front office of the School's junior high building on November 27, 2023 shortly after 1:00 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. 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.
- E. Bidders acknowledge that the School's issuance of this IFB does not obligate the School to accept any of the bids submitted in response to this IFB, nor does it guarantee that the School will in fact accept any of the said bids. To the extent permitted by law, the School 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 the School. No agreement exists on the part of the School and any bidder until a written contract is approved and executed by the School.
- F. This IFB does not obligate the School 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 the School. Further, the School 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 the School

- A. The School owns the building on which the work will take place. The School will allow the winning bidder to have adequate access to the School's building to complete the work described in this IFB. In addition, School officials or representatives will be reasonably available to consult with and advise the winning bidder throughout the project. The School will pay for this project with existing funds.

Expectations for Bidders

- A. Bidders must hold current licensure to engage in the work described in this IFB.
- B. Bidders that utilize subcontractors must ensure the subcontractors have current licensure to engage in the work described in this IFB. Subcontractors must sign an approved lien release form and have adequate insurance before bidders disburse payments to them.
- C. Bidders must have adequate financing to fund their business and work obligations during the term of the contract.
- D. Bidders must have sufficient general liability and workers comp insurance.
- E. Bidders must have significant experience performing the type of work described in this IFB for other public schools in Utah and must have completed a significant number of projects similar in scope to the one described in this IFB.
- F. Bidders must not have reviews or references from past public school customers that are concerning to the School.
- G. Bidders must comply with and follow instructions in this IFB.

- H. The winning bidder must act as an independent contractor for the School on this project.
- I. The winning bidder must enter into a written contract with the School within a reasonable deadline required by the School. In addition, the winning bidder must, upon request, agree to include a reasonable liquidated damages provision in the contract which requires an amount for each day the project goes beyond the scheduled completion date.
- J. The winning bidder must be able to begin the work described in this IFB as early as June 3, 2024 and complete the work by no later than July 3, 2024, unless another completion date is agreed upon by NDPA.

V – BID REQUIREMENTS

- A. **Delivery of Bids.** Bids must be emailed to Ammon Campbell at acampbell@northdavisprep.org by November 27, 2023 at 1:00 p.m.
- 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 perform the work described in this IFB. The information may (but is not required to) include such things as:
 - a. Reference to bidder’s website;
 - b. Photos of past large heat-adhesive murals and banners that bidder has done for other public schools; and
 - c. Copy of the bidder’s valid business license.
 - 2. ***Pricing.*** Complete and sign the pricing forms provided at the end of this IFB or bidders may submit their own pricing sheets/forms.
- 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.

PRICING FORM – MURALS FOR JUNIOR HIGH WALLS

Bidders must complete and sign this pricing form or submit their own pricing sheets/forms.

SIDE WALLS	QUANTITY	UNIT PRICE	TOTAL
Width of 1,107 inches and height of 380 inches	2		

END WALLS BY STAGE	QUANTITY	UNIT PRICE	TOTAL
Width of 180 inches and height of 379 inches	2		

WALL ABOVE STAGE	QUANTITY	UNIT PRICE	TOTAL
Width of 362 inches and height of 112 inches	1		

OTHER END WALL	QUANTITY	UNIT PRICE	TOTAL
Width of 721 inches and height of 379 inches	1		

INSTALLATION AND OTHER CHARGES (e.g. installation labor, lift rental costs, misc. costs, etc.)	TOTAL

GRAND TOTAL

Bidder Signature _____

___ Check here if bidder has attached separate pricing forms or sheets.

PRICING FORM – BANNERS FOR ELEMENTARY WALLS

Bidders must complete and sign this pricing form or submit their own pricing sheets/forms.

BANNER	QUANTITY	UNIT PRICE	TOTAL
Width of 360 inches and height of 144 inches	1		

BANNER	QUANTITY	UNIT PRICE	TOTAL
Width of 180 inches and height of 96 inches	1		

INSTALLATION AND OTHER CHARGES (e.g. installation labor, lift rental costs, misc. costs, etc.)	TOTAL

GRAND TOTAL

Bidder Signature _____

___ Check here if bidder has attached separate pricing forms or sheets.