



REQUEST FOR PROPOSAL

BUILT-IN CABINETRY AT MALAN'S PEAK HIGH SCHOOL (YIC)

RFP24-017

Project Needs to be Completed by June 30, 2024

**Proposals must be uploaded by 9:00 a. m. MST on April 18, 2024
to the Utah Public Procurement Place (U3P) Website**

Ken Crawford, Director of Support Services/Athletics
Ogden School District Purchasing Department
1950 Monroe Boulevard, Building #5
Ogden, Utah 84401

GENERAL INFORMATION

Ogden City School District (the "District") is soliciting the services of qualified companies to provide custom cabinetry at Malan's Peak High School which serves Youth In Care students.

Intent of Request for Proposal (RFP)

The purpose of this Request for Proposal is to solicit competitive sealed submissions from qualified, reputable, and experienced companies to design, manufacture, and install workspace and storage cabinetry and countertops for various offices and work rooms at Malan's Peak High School (YIC). This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting the minimum requirements, but is not intended to limit a proposal's content or exclude any relevant proposal. Respondents are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

Background

Malan's Peak High School is part of the Ogden School District and sits inside Mill Creek Youth Center (YIC) for Boys with a current enrollment of 45 students. It is a secured facility that requires individuals to pass through a security check upon entry to the building, going through metal detectors, and completing the sign in and out form specifying time and date of entry and exit of the building.

Scope of Work

The company chosen will work directly with the Malan's Peak management team to design cabinetry for select offices and work spaces.

- a. Replace cabinets in several rooms throughout the school to bring them up to code according to the State of Utah Juvenile Justice & Youth Services (JJYS), including:
 - i. Main and Administrative Office
 - ii. Counseling Office (1)
 - iii. Counseling Office (2)
 - iv. Faculty Lounge
 - v. Science Classroom
 - vi. Art Classroom
- b. Cabinets must be constructed from commercial grade melamine material and contain safety locks with Edge Pool handles.
- c. The bid MUST be all inclusive, with no hidden charges that would be brought up before, during or after the project was completed.
- d. Project must be completed by the June 30th deadline.
- e. The selected company agrees to provide all labor, supervision, material, and equipment necessary to complete the scope of work identified in this RFP.
- f. The selected company agrees to comply with current OSHA regulations and proven procedures pertaining to all work performed on location.
- g. The selected company agrees to provide all forms of insurance required by law and shall maintain the same in force for the duration of the contract, including:
 - i. Workers Compensation

- ii. Commercial General Liability
- iii. Automobile Liability
- iv. Umbrella Liability
- h. Personnel supplied by the selected company are not, for any purpose, to be considered employees or agents of the District.
- i. Personnel supplied by the selected company must be able to pass a BCI background check.

Safety/Security Requirements

Due to the nature of Malan's Peak being a Youth in Care facility, vendors/workers entering the premises must be aware of and adhere to the following:

- Daily strict security check upon entry of the facility.
- Majority of material will need to be pre-cut and ready to install with limited tool access.
- Tools allowed into the facility will have a strict security check.
- JJYS may require a separate background check in addition to one the individual may already have.
- Installation may need to be after school hours when students are down in their rooms.
- Cleanup **MUST** be completed as the project goes on throughout the day to prevent misplacement of tools, screws, etc.
- Tools cannot be left unattended.
- No cell phones will be allowed into the facility.

Expense of Proposal

Any expenses for preparation of proposals throughout the selection process, shall be at the sole expense of the company and shall not be any responsibility of the District.

The selected company must maintain an office in the State of Utah from the time of the full execution of the resulting contract of this RFP through the completion of the negotiated contract services.

Mandatory Pre-bid Walk-through

A mandatory pre-bid walk-through will be held on April 1, 2024 at 9:00 a.m. at Malan's Peak, 790 West 12th Street, Ogden Utah . Attendance by a representative of any company interested in submitting a proposal is required and is a prerequisite for submitting a responsive proposal. Any necessary documentation will be provided during this meeting. All safety and security requirements noted above will be enforced during the walk-through.

Request for Proposal Submittal Requirements

The complete proposal for Built-In Cabinetry at Malan's Peak High School (YIC) **must be submitted as two separate documents; a technical proposal and a cost proposal**, and shall be limited to 10 pages maximum for the technical proposal. The submittal must be organized in the following order:

- a. **Technical Proposal** - 1st attachment

- i. Cover Page - Should include the RFP name and project number as well as the submitting company's name. The cover page may have a picture on it with a brief description of the picture.
 - ii. Letter of Introduction - Must include point of contact information containing name of individual authorized to represent the organization, email, phone number and address.
 - iii. Organizational Chart – Include team resumes of company principals and team leaders.
 - iv. Statement of Qualifications – The Statement of Qualifications is a short document that indicates the experience and qualification of the firm, the project manager and other critical members of the company team. It describes what talents each team member brings to the project, how their knowledge of the subject will provide benefit to the process, how the team has been successful in the past and how that relates to this project. It should include information on similar projects. Include a statement regarding what distinguishes the firm from other potential respondents.
 - v. Past Performance and References – The firm is required to provide at least three references that include:
 - Point of Contact: Person who will answer any customer satisfaction questions.
 - Phone Number: Phone number of the contact we will be surveying.
 - Client: Name of Agency that purchased the services.
 - Project Name: Name of the project.
 - Address: Street, city and state where the work was performed.
 - Type: Type of facility (i.e.: School, offices, warehouse, etc.)
 - vi. Termination and Debarment Statement and Miscellaneous Information.
- b. **Cost Proposal** - 2nd attachment (***This must be submitted as a separate attachment from the Technical Proposal. The entire proposal will be deemed non-responsive and will not be scored if not submitted as two separate attachments.***)
- i. See Schedule B.

6. Other Requirements

To be considered acceptable, proposals must be complete and conform to all RFP instructions and conditions.

- a. Proposals submitted in a Timely Basis. Proposals must be submitted electronically through the Utah Public Procurement Place (U3P) website <https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> no later than 9:00 a.m. MST, Thursday, April 18, 2024. Proposals received after that deadline will be *deemed non-responsive and will not be considered for evaluation*. Proposals must be submitted as two attachments, the Technical Proposal and the Cost Proposal. If they are combined into one attachment, *the proposal will be deemed non-responsive and will not be scored*.
- b. Non-Discrimination. The Respondent must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County, and City anti-discrimination laws, ordinances, rules and regulations. Any violation of this provision shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination, or suspension.

7. Questions and Addenda

- a. All questions must be submitted through the U3P website. <https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>. Questions must be submitted by Friday, April 12, 2024 by 12:00 p.m. MST. Any contact with other District personnel or School Board members regarding this request during the selection process is grounds for disqualification.
- b. Any addenda may be posted up to 24 hours prior to the close of this solicitation. Firms must acknowledge any addenda that are posted on the bid form to qualify as a responsive bid.

8. Return of Proposal

Once received, proposals become the property of the District.

9. Protected / Proprietary Information (optional)

Protected information should be clearly identifiable and included in the Detailed Discussion section of the proposal. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing readers to the specific area of this Protected Information Section.

The Government Records Access and Management Act (GRAMA), UCA § 63G-2-305, provides in part that:

- a. The following records are protected if properly classified by a government entity:
 - i. Trade secrets as defined in Section 13-24-2, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 63G-2-309 (Business Confidentiality Claims);
 - ii. Commercial information or non-individual financial information obtained from a person if: (a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future; (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and (c) the person submitting the information has provided the governmental entity with the information specified in UCA § 63G-2-309; and
 - iii. Records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to § (1) and (2), that this § (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties.

Pricing may not be classified as confidential or protected and will be considered public information after award of the contract.

Process for Requesting Non-Disclosure: Any Offeror requesting that a record be protected shall include with the proposal a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

- a. Provide a written Claim of Business Confidentiality at the time the information (proposal) is provided to the state, and

- b. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).
- c. Submit an electronic “redacted” (excluding protected information) copy of the proposal. Copy must clearly be marked “Redacted Version.”

An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY”, and if so identified, shall be considered non-responsive unless the Offeror removes the designation.

Redacted Copy: If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror must submit two separate proposals: one redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and a non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

All materials submitted become the property of Ogden City School District. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District’s option.

10. Discretion of Ogden City School District

This is a Request for Proposal (RFP) and not a purchase order, contract, or offer. As such, the District is under no obligation to respondents. The District reserves the right to reject any or all proposals, to negotiate with any or all firms submitting proposals, and to enter into an agreement with any firm for any services mentioned in this request.

11. Written Agreement and Termination

The District will enter into a written agreement with the selected company. The selected company must agree to the District’s Standard Terms and Conditions.

Unless otherwise stated in the Special Terms and Conditions, this contract may be terminated, for cause by either party, in advance of the specified termination date, upon written notice being given the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. This contract may be terminated without cause, in advance of the specified expiration date, by either party, upon sixty (60) days prior written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to the date of termination.

12. Selection Criteria

The following criteria will be used in ranking each of the proposed Consultant Teams. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal. Weights have been assigned to each criteria in the form of points.

- a. References: 20 Points
- b. Perceived ability to perform work: 30 Points
- c. Fees proposal: 50 Points

13. Proposal Calendar

It is anticipated that the following schedule for this solicitation will be:

- a. March 26, 2024 - RFP released
- b. April 1, 2024 - Mandatory pre-bid walk-through
- c. April 12, 2024 - End of Q & A period
- d. April 18, 2024 - Proposals due
- e. April 18, 2024 - Evaluation of Proposals

Schedule A

CERTIFICATION OF PROPOSAL

I (We) have read the Ogden City School District Request for Proposal RFP24-017 Built-In Cabinetry at Malan's Peak High School (YIC) and fully understand its intent. I (We) certify that I (we) have adequate personnel and resources to fulfill the proposal requirements. I (we) further understand that our ability to meet the criteria and provide the required services shall be judged solely by Ogden City School District.

I (We) further certify that, since the receipt of this RFP, no contact, discussion, or negotiation has been made nor will be made regarding this proposal with any Ogden City School District employee or Board of Education Member other than the appropriate contact people identified in the Statement of Qualifications.

I (We) certify that all forms and addenda contained herein shall be considered part of the entire RFP response and that the complete documents submitted shall be considered a legally binding document. Furthermore, I (we) are prepared to comply with all requirements contained therein.

I (We) agree to hold the RFP amount(s) firm for sixty (60) days to give the District adequate time to evaluate this proposal.

I (We) agree that any knowledge, experience, process or product developed as a result of this scope of work may be replicated by the District for future use and/or projects.

Submitted By (please print):	
Legal Name of Submitting Firm:	
Authorized Signature:	
Name and Title:	
Telephone Number:	
E-Mail Address:	
Date:	

Schedule B

Cost Proposal for Bid Submission

Check any of the following addenda only if they are applicable:

Acknowledgment of Addenda #1	
Acknowledgment of Addenda #2	
Acknowledgment of Addenda #3	

Please list the following information to help us best determine a dollar value for the services you could provide based on the scope requested in this RFP, the mandatory pre-bid walk-through, Questions and Answers provided on U3P, and any addenda that may be posted:

Base project bid: The base bid shall include all work in the RFP24-017 Built-in Cabinetry at Malan’s Peak High School (YIC). I/We agree to perform this work for the sum of _____ Dollars

(\$_____)

In the case of discrepancy, the written amount shall govern.

Please use the remaining space on this page and attach any additional pages to share other service options your firm could provide: