



**REQUEST FOR QUOTE OF FURNITURE FOR HILLCREST ELEMENTARY IN THE  
OGDEN CITY SCHOOL DISTRICT**

**RFQ25-007  
(Request for Quote)**

**Quotes must be received by 2:00 p.m. MST on Tuesday, December 17, 2024.  
via UP3 Utah Public Procurement Place ([Bonfire](#))**

**Prepared by Ken Crawford**

## **Introduction**

Ogden City School District is soliciting quotes for furniture only from vendors who are on the current Utah State purchasing contract and/or the Davis School District Cooperative Contract to furnish the new Hillcrest Elementary.

Attached is a matrix showing the requested quantity, design basis, and other additional information. If you are interested, please fill out the attached pricing matrix with a quote for your product that is equivalent or greater to what is being specified along with the last page of this RFQ and submit it through U3P ([Bonfire](#)) no later than Tuesday, December 17, 2024, by 2:00 pm. Based on that information, we may have follow-up requests from some of the vendors to provide samples and/or to do a more in depth technical evaluation of those finalists. Once we have narrowed it down to 1 vendor, we will work with them to finalize the actual order and purchase. The quote should include all furniture, shipping, and installation pricing on or around July 1, 2025, to the new school located at **1121 Vitt Drive, Ogden, UT 84404**. Please submit any questions through U3P.

## **Quote Submission**

RFQ25-007 and supplemental information will be accepted by the Ogden City School District only through [Bonfire](#) until 2:00 p.m. MST on Tuesday, December 17, 2024. Quotes submitted after the date and time listed will not be considered. The submitting vendors shall provide one (1) electronic copy uploaded to [Bonfire](#).

Questions, interpretations, clarifications, or communications regarding RFQ25-007 must be submitted through Bonfire by noon MST on Wednesday, December 11, 2024, 12:00 p.m. Responses to any postings shall be the responsibility of Ken Crawford, Executive Director of Support Services. Contact with other Ogden City School District personnel may be grounds for disqualification.

RFQ25-007 will be posted on [Bonfire](#), where any addenda to this solicitation will be posted up to 24 hours before the closing of the solicitation. It is the sole responsibility of all interested offerors to ensure submittals reflect all details of the solicitation in its entirety.

You can either download the PDF in the publication under the File(s) tab for the Hillcrest Furniture Breakdown or use the [link](#) to make a copy of the Google Sheet. Submit it with your quote.

## **Licensure**

Offerors and their employees, representatives, agents, consultants, subcontractors, and sub-consultants shall comply with all of the federal and local licensing and certification laws, codes, rules, and guidelines applicable in the State of Utah.

## **Indemnification**

The selected vendor shall defend, indemnify, hold harmless, and protect Ogden City School District and its employees, representatives, agents, and volunteers from and against any and all liability, loss, damage, expense, cost (including without limitation to costs and fees of litigation and attorney's fees) of every nature arising out of or in connection with the vendor's, or any of its employees, representatives, agents, consultants, subcontractors, or sub-consultants performance of the professional services to be provided hereunder or failure to comply with any of its obligations contained in the Agreement, except as to such loss or damage which was caused by the sole negligence or willful misconduct of Ogden City School District.

The review committee will be composed of individuals from the Ogden City School District and others deemed appropriate by the Ogden City School District. The review committee will evaluate the quotes submitted and determine if any vendors will be requested to provide additional information and/or interview with the committee.

Note: Any contact by interested firms made directly to selection committee members related to this RFQ may be grounds for disqualification for this selection and potential future selections.

### **Confidentiality**

Ogden City School District is subject to the Government Records and Access Management Act (GRAMA) requirements as a state governmental entity. Utah Code Ann. §63G-2-309 provides that the Ogden City School District may classify information in your proposal as "protected" if you provide the Ogden City School District with a written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality and the request meets the parameters set forth in §63G-2.

Please provide the Ogden City School District with a determination of what, if any, information in the proposal warrants business confidentiality and a concise statement of reasons supporting the claim of business confidentiality for that information. A claim of business confidentiality for the information contained within your proposal may be based upon:

1. "Trade Secrets," which are statutorily defined as "information, including a formula, pattern, compilation, program, device, method, technique, or process, that:
  - a. derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
  - b. is the subject of efforts that are reasonable under the circumstances to maintain its secrecy;" or
2. Commercial information, if the disclosure of the information could reasonably be expected to result in unfair competitive injury to your company, and your company has a greater interest in prohibiting access than the public in obtaining access.

**Pricing may not be classified as confidential or protected and will be considered public information after the contract is awarded.**

### **Technical evaluations and/or Interviews :**

If it is determined that the Ogden City School District will proceed with a technical evaluation, a short list of finalists will be developed. This would allow the vendor to demonstrate their capabilities in the following areas: 1. products, 2. qualifications, 3. experience, 4. past performance, 5. innovations in the design of 21st-century furniture, 6. management plan, 7. billing procedures, etc.

If interviews are done, it will provide an opportunity for the selection committee to seek clarification from the vendor. Based on the above evaluation criteria, submitters may be invited to make an oral presentation during the interview. Oral presentations would be evaluated based on clarity of presentation, ability to answer technical and application questions, and ability to meet the needs of the Ogden City School District.

Instructions for the technical evaluation and oral presentation will only be provided to those finalists invited to participate and present. If vendors are selected to interview, they will be notified of the interview date, time, and place.

The Ogden City School District Board of Education will determine any offerors selected.

### **Reserved Rights**

The Ogden City School District reserves the right to reject any or all submittals or to waive any formality or technicality in any submittal in the best interests of Ogden City School District while still complying with Utah State procurement code and all other federal, state, and local laws, codes, rules and guidelines. While the Ogden City School District intends to proceed with this appointment, this solicitation in no way obligates the Ogden City School District to enter into a contractual agreement.

**Please submit this page with your pricing sheet.**

---

Printed Name of Vendor

---

Printed Name of Authorized Representative

---

Signature of Authorized Representative

---

email address of the Authorized Representative

---

Phone number of Authorized Representative

---

Date