



DAVINCI

ACADEMY

DaVinci Academy REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL FOR HVAC REPLACEMENTS

**2033 Grant Ave.
2221 Grant Ave.
215 E. 22nd St.
Ogden, UT 84401**

April 7, 2026

The DaVinci Academy of Science and the Arts (hereafter “DaVinci”) is requesting proposals for the replacement of HVAC equipment deemed in the most needed repair. This RFP is for all three of our Ogden Locations.

- Big DaVinci – 2033 Grant Ave. Ogden, UT
- Middle DaVinci – 215 E. 22nd St. Ogden, UT
- Little DaVinci – 2221 Grant Ave. Ogden, UT

The school is requesting competitive proposals from responsible and qualified contractors.

The purpose of this RFP is to solicit sufficient information regarding this project so that the School may accurately evaluate the proposals received. This RFP contains sufficient detail regarding the project.

A required pre-submittal meeting is to be scheduled with the contact below at your earliest convenience to review the locations and assess the need of which units to replace.

Any questions concerning this project should be directed to:

Simon Post
DaVinci Academy
Office: 801-409-0708
Email: simon.post@davinciacademy.org

*No other members of the school should be contacted concerning this RFP during the selection process. Failure to comply with this requirement may result in disqualification.

An electronic copy of the proposal shall be submitted to Simon Post @ simon.post@davinciacademy.org

Proposals are due no later than **3:00 pm MST Tuesday, April 21st, 2026**. Proposal **must** be signed by an official of the company authorized to bind the company and the proposal for a period of 30 days. Proposals submitted after this deadline will be rejected.

Upon review by DaVinci, the firm best meeting the needs of the project team will be awarded the contract to replace the most needed equipment amongst our three Ogden locations. The award will be based equally on fees as well as relevant experience. DaVinci reserves the right to accept or reject any or all proposals or any part of any proposal if it is deemed to be in the best interest of the school to do so.

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate DaVinci Academy to award a contract and reserves the right to cancel this RFP if it is in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or specifications may be rejected. Responding vendors must include the required information called for in this RFP. DaVinci Academy reserves the right to reject a proposal if required information is not provided or is not organized as directed. DaVinci Academy also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on DaVinci Academy’s Website under RFP’s. If it becomes necessary to revise this RFP in whole or in part, an

addendum will be provided to all bidders who received the original RFP.

Prospective Contractors desiring any explanation or interpretation of the solicitation must be received by **Friday April 17, 2026, by 3:00 p.m.** The request must be emailed to simon.post@davinciacademy.org.

All vendors are bound by the deadline and location requirements of this proposal application.

Vendors electing to respond to this proposal application are responsible for all costs incurred in the preparation and submission of the proposal or for anything in any way related to this proposal application. DaVinci Academy is not liable for any costs incurred by the vendor in response to this proposal and the vendor, including all related parties, disclaims and voluntarily and knowingly waives any and all rights to reimbursement for any such costs.

DaVinci Academy reserves the right to reject any or all proposals or any portion thereof and to select the proposal which, in its sole discretion, it judges to be in the best interest of the Academy. DaVinci Academy may waive minor informalities. DaVinci Academy further reserves the right to decrease the scope of work as necessary to meet budgetary constraints.

DaVinci Academy reserves the right to cancel or amend this RFP at any time. There is no guarantee that DaVinci Academy will place the requested services under an agreement.

DaVinci Academy reserves the right to investigate the qualifications of any vendor under consideration including proposed subcontractors and parties otherwise related to the vendor and require confirmation of information furnished by a vendor or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this proposal application.

DaVinci Academy reserves the right to disclose information contained in the proposal to the public, if required by applicable law.

All materials submitted with the response will become the property of DaVinci Academy. No materials will be returned to the respondent.

DaVinci Academy reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.

By the submission of a proposal, each Respondent accepts and agrees to execute a written agreement in substance and form acceptable to DaVinci Academy.

Proposal Content

The Academy will accept proposals from Contractors who are capable of providing all of the work described in Scope of Work. Applicants shall include qualifications for work set forth in the Scope/Specification for which it is proposing to provide services. Each proposal must include, at a minimum, the following information:

1. Name, address and telephone number of firm submitting along with the name of the contact person responsible throughout the contract duration;
2. Business license and professional registration numbers;
3. Length of time vendor has been in business.
4. Certificate of Liability Insurance; Auto Insurance; and Workman's Compensation Insurance endorsements.
5. Outline of Vendor's plan to meet the Academy's expectations as established in the Scope of Work, including a complete Schedule of Costs.
6. Description of firm's ability or solutions for adhering to provided schedule and responding to call-backs;
7. Completed proposal sheets;
8. Additional information at the discretion of the Contractor.

Submittal Review and Assessment

DaVinci Academy will perform the evaluation of the submittals with a team consisting of approximately 3 people. All criteria will be reviewed at the sole discretion of the Academy. Criteria used in evaluating the proposals will include but may not be limited to the following:

- a. Contractor experience and scope of various projects similar to Academy's request;
- b. Costs;
- c. Firm's solutions to adhere to provided schedule and be responsive to Academy's needs;
- d. Ability to provide indicated insurance;
- e. Ability of the company to complete services up to and including invoicing in a timely manner;
- f. Client recommendations.

A Selection Committee will evaluate each submittal according to the criteria set forth above. The Selection Committee will select a Contractor based on the submittals received, no formal interviews are anticipated, however the Selection Committee reserves the right to ask for interviews as needed. The Academy may perform a due diligence process on the Contractor

receiving the highest evaluation.

Contractor's Obligation to Verify Employment Status

Contractor shall register and participate in the Status Verification System and comply with Utah Code. Section 63G-11-103 of the Utah Identity Document and Verification Act.

Insurance Requirements

Contractor shall procure and maintain for the duration of the service agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in Contractor's proposal. The amount of insurance shall not be less than:

Commercial General Liability: \$1,000,000 combined single limit per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury and property damage. Policy include coverage for premises and operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractors' liability (if applicable) written on an occurrence form.

Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage for owned, non-owned and hired autos.

Workers' Compensation and Employers' Liability: Workers' compensation limits as required by the labor code of the State of Utah and employers' liability with limits of \$1,000,000 per accident.

Insurance is to be placed with insurers acceptable to and approved by the Academy. Contractor's insurer must be authorized to do business in Utah at the time the contract is executed (and throughout the period the contract is maintained), unless otherwise agreed in writing by the Academy. Failure to maintain or renew coverage or to provide evidence of renewal will be treated by Academy as a material breach of contract.

Limits of liability amounts must meet contract requirements before contract is initiated.

The Academy, and its faculty and school board are to be named as additional insureds with primary coverage and not contributing.

The Academy shall be furnished with original certificates of insurance and endorsements affecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by DaVinci Academy before work commences.

Contractor shall include all subcontractors and insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein.

Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractor's performance of the work covered under this Agreement.

Contract

Any adjustment or amendment to the contract will not be effective unless approved by DaVinci Academy. The Academy will be given the immediate benefit of any decrease in the market, or allowable discount.

Contractor will only be allowed to invoice for the cost of services/goods in compliance with his/her proposal as accepted by DaVinci Academy.

- a. Invoices must contain a complete description of the work or service that was performed, the contract price for each service, the purchase order number, and address of service location or delivery address.
- b. Upon the Award of Contract, Contractor may receive a request to process payments

electronically.

c. If offered by Contractor, DaVinci Academy seeks a discount for early payment. The Academy shall only take such a discount if earned.

d. Invoices shall be sent to the following address:

- DaVinci Academy, 2033 Grant Ave. Ogden, UT 84401
- Or emailed to invoice@davinciacademy.org

Quality Assurance/Contractor Performance

All work is to be completed by the Contractor and is subject to the general inspection of the Academy's project manager. The Academy shall decide all questions which may arise as to the quality and acceptability of materials furnished, work performed, rate of progress of work, interpretation of plans and specifications of all questions as to the acceptable fulfillment of the contract on the part of the Contractor.

I. Project Description

DaVinci desires to replace HVAC Equipment at our Ogden locations. The equipment in most need will be listed below with model number information. Based on the proposals and the associated cost will determine the total amount of units that are replaced. The equipment most needing replacement will be prioritized in order. Warranty options for the bids will also be a part of the consideration.

II. Equipment List (needing replacement prioritized)

Asset	Make	Model No	Serial No	Location	Asset Type
RTU 12	Trane	YSC036A4RHA01B2	537100202L	Middle D 218	Rooftop Unit (RTU)
RTU 18	Trane	YSC036A4RHA1YA10000000200B	537100352L	Middle D	Rooftop Unit (RTU)
RTU 19	Trane	YSC036A4RHA01B2	537100350L	Middle D 207	Rooftop Unit (RTU)
RTU 9	Trane	YSC036A4RHA1YA10000000200	537100348L	Middle D	Rooftop Unit (RTU)
RTU 1	Carrier	48TME008-A-601	5104G11374	Big D	Rooftop Unit (RTU)
RTU 18 Carrier	Carrier	48TME008-A-601	3305G40725	Big D 110	Rooftop Unit (RTU)
RTU 2 Carrier	Carrier	48TME008-A-601	5104G20462	Big D	Rooftop Unit (RTU)
RTU 20	Carrier	48TME008-A-601	5104G20460	Big D	Rooftop Unit (RTU)
RTU 21	Carrier	48TMF004-A-601	0305G30163	Big D Kitchen	Rooftop Unit (RTU)
RTU 23	Carrier	4BTHF007---601-	3105G50347	Big D Cafeteria	Rooftop Unit (RTU)
RTU 24	Carrier	48TMF007---601	3305G20414	Big D Ceramic	Rooftop Unit (RTU)
RTU 3 Carrier	Carrier	48TME008-A-601	5104G20461	Big D	Rooftop Unit (RTU)
RTU 4 Carrier	Carrier	48TMF004-A-601	0305G30162	Big D Office	Rooftop Unit (RTU)
RTU 5 Carrier	Carrier	48TME008-A-601	5104G11371	Big D	Rooftop Unit (RTU)
RTU 6 Carrier	Carrier	48TME009---601	5004G40481	Big D 107	Rooftop Unit (RTU)
RTU 7 Carrier	Carrier	48TMF006-A-601	0305G30136	Big D 111	Rooftop Unit (RTU)
RTU 11 Carrier	Carrier	48TMF006-A-601	0305G30137	Big D	Rooftop Unit (RTU)
RTU 19	Carrier	48TCEA06A2A5A0A0A0	4011C59587	Big D 116	Rooftop Unit (RTU)

III. Scope of Work

Qualified Contractor will furnish material, labor, equipment and supervision to replace the roof top package units as shown in Exhibit A. This will include all electrical, crane, roof curb adaptors as needed, terminating existing controls, start up and warranty. Contractor will remove old units and dispose of all hazardous waste per EPA Standards.

All new units must have the OPTION of hail guards included. All new units must also be priced with the option of adding economizers to the units.

The work will be performed per current industry standards and completed in a timely and skillful manner. Warranty must include a one-year labor and materials in complete. Please provide additional information on Manufactures extended warranty.

IV. Schedule

- April 7, 2026 RFP Released and advertised
- April 21, 2026 Responses due no later than 3:00 PM MT
- April 28, 2026 Final selection and approval
- May 25, 2026 Replacement of RTU's commences (preferred date)

V. Evaluation Criteria

Please note that the Contractor should submit **two separate documents**. The first document should be the narrative portion of the RFP explaining contractor qualifications, and the second document should be the cost proposal including specifications of the equipment to replace the old equipment. Failure to submit them separately could result in a disqualification from consideration.

Criteria Unrelated to Cost

- Experience and qualifications of offeror, as it pertains to charter schools (40 pts)
- Ability to meet the requirements of the RFP (20 pts)

Criteria Related to Cost

- The criteria in this section is based on price range, type of roof system and any warranties that may be included. (40 pts)

*Note: Total points available based on Evaluation Criteria: 100 pts