



INVITATION FOR BIDS

DATE ISSUED:

May 3, 2021

DESCRIPTION OF REQUESTED ITEM(S):

Wasatch Charter School is seeking grounds and lawn care services, including mowing, leaf removal, and annual upkeep activities, as well as winter snow removal from drives, parking lots, and walks.

INSTRUCTIONS FOR SUBMITTING A BID:

Bids shall include:

- Relevant administrative, management, and financial capabilities as well as technical skills, qualifications and experience necessary and appropriate to the evaluation of their ability to successfully complete the proposed services;
- At least 3 references;
- Detailed cost structure, including any expected annual increases to the contracted prices.

All bids shall be submitted by email to Emily Merchant, Executive Director, at emerchant@wasatchwaldorf.org. Any question may also be directed to Emily Merchant by email or phone at 801-871-3950.

DEADLINE FOR SUBMITTING BIDS:

May 21, 2021

EVALUATION PROCESS:

All bids received shall be sent to Wasatch Charter School's Finance Committee. The Finance Committee shall review bids and determine if it would be prudent to also arrange for an interview with a representative of the companies submitting bids.

The Governing Board of Wasatch Charter School shall review the bids submitted, the recommendations of the Finance Committee, and interview representatives of the companies submitting, if recommended in a public Board Meeting. Decisions on whom to engage for services shall be made by a vote of the School's Governing Board in a public board meeting in June 2021 which shall be posted, as required, on the School's Website and the Public Notice Website.

The name of the winning bidder shall be announced in the public meeting and recorded in the meeting minutes.

TERMS & CONDITIONS TO BE INCLUDED IN CONTRACT:

Wasatch Waldorf Charter School shall require all companies providing services on school property to provide proof of the following:

- The company's current liability insurance
- Background checks for any contract employees that will be on school grounds during any hours in which students may be in attendance at school
- It is expected that the winning bidder will comply with all applicable federal statutes and Americans With Disabilities Act (ADA) regulations
- It is expected that the winning bidder will provide a statement that employees are legal to work in the United States. Proof of e-verify use is preferred.