

REQUEST FOR PROPOSAL (RFP)

Campus Public Address (PA) & Intercom System Replacement

The Ranches Academy Charter School

7789 N Tawny Owl Circle, Eagle Mountain, Utah 84005

SECTION I: SOLICITATION OVERVIEW

The Ranches Academy, a K-6 public charter school located in Eagle Mountain, Utah, is formally requesting proposals from qualified, licensed integration vendors to design, provision, install, and configure a comprehensive replacement Public Address (PA) and Intercom system.

The purpose of this project is to upgrade classroom communication, campus-wide broadcasting, and emergency notification capabilities to maximize student safety and operational efficiency.

SECTION II: SELECTION TIMELINE

Milestone Event	Date & Deadline
RFP Release Date	July 13, 2026
Deadline for Vendor Questions	July 18, 2026, by 5:00 PM MDT
Proposal Submission Deadline	July 19, 2026, by 12:00 AM (Midnight) MDT
Evaluation Period	July 20
Anticipated Contract Award	July 20

SECTION III: SUBMISSION INSTRUCTIONS

All submissions must comply strictly with the state-mandated guidelines outlined below:

- **Format:** Proposals must be submitted electronically in **PDF format** via email to the Designated Contact Person.
- **Separation of Costs:** In strict compliance with the **Utah Procurement Code (\$63\text{G}-6\text{a}-707\$)**, the submission must consist of **two (2) separate PDF files**:
 1. *Technical Proposal:* Containing all design specs, vendor qualifications, timeline, and system descriptions. **No pricing information may be listed here.**
 2. *Cost Proposal:* Clearly labeled and containing the complete, itemized cost breakdown.
- **Email Subject Line:** Must read: **RFP Response: PA System Replacement - [Vendor Name]**
- **Designated Contact Person:**
Stephanie Colson
 Phone: 801-822-9997
 Email: scolson@theranchesacademy.com

SECTION IV: SCOPE OF WORK & TECHNICAL SPECIFICATIONS

The proposed PA/Intercom system must provide seamless, campus-wide coverage for the K-6 facility. The selected vendor will be responsible for a turn-key solution including the removal of old components, installation of new hardware, software provisioning, and staff training.

Core Capabilities Required:

- **Two-Way Classroom Intercom:** Ability for classrooms to initiate a call to the front office and for administrative staff to call directly into individual classrooms.
- **Zoned Broadcasting:** Ability to split audio broadcasts by zones (e.g., individual wings, entire indoor facility, outdoor playground/blacktop, cafeteria).
- **Bell Scheduling Software:** User-friendly, network-accessible software allowing administrative staff to program, modify, and manage daily and alternative bell schedules.
- **Emergency Integration:** One-touch automated triggers for emergency procedures (Lockdown, Lockout, Evacuate, Shelter) integrating with pre-recorded announcements and visual alerts if applicable.
- **Hardware Deliverables:**
 - Centralized head-end system equipment.
 - Administrative desktop consoles/master stations for front-office staff.
 - Indoor ceiling or wall-mount speakers for all classrooms, hallways, offices, and common spaces.
 - Weatherproof horn speakers for outdoor student areas and playgrounds.

SECTION V: UTAH PROCUREMENT CODE COMPLIANCE

As a public charter school, The Ranches Academy operates as an educational procurement unit and is bound by the **Utah Procurement Act (\$63\text{G}-6\text{a}\$)** and **Utah Administrative Code R33**.

1. **Protected Records:** All materials submitted in response to this RFP will become the property of the school. If the offeror intends to protect trade secrets or proprietary commercial information, they must submit a formal *Claim of Business Confidentiality* under the Utah Government Records Access and Management Act (GRAMA).
2. **Best and Final Offers:** As provided under Section 63G-6-707.5, the evaluation committee reserves the right to request Best and Final Offers from responsible bidders who meet the minimum criteria.
3. **Artificially Dividing Purchases:** The contract will be awarded as a comprehensive project. Vendors are strictly prohibited from suggesting or restructuring proposals to artificially split invoices.
4. **Anti-Kickback & Ethics:** By submitting a proposal, the vendor certifies that no school employee or board member has received or been offered any financial or material gratuity in connection with this procurement.

The Ranches Academy reserves the right to reject any or all proposals, or to waive any informality or technicality in any proposal, in the best interest of the school.