

# ENTHEOS ACADEMY

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*Entheos Academy*

### REQUEST FOR PROPOSAL

#### **Maintenance and Repair Services**

4710 W 6200 S Kearns UT 84118

801-417-5444

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## SECTION I

### SELECTION SCHEDULE

**Notice of RFP:**

January 12, 2026 - March 6, 2026— published on the Entheos Academy website – [www.entheosacademy.org](http://www.entheosacademy.org)

**Submission Deadline:**

Friday, March 6, 2026, by 5:00 pm to Sue Talmadge at [sue.talmadge@entheosacademy.org](mailto:sue.talmadge@entheosacademy.org):  
Proposals must be submitted in compliance with Section IV of this RFP.

**Award Date:**

Friday, March 20, 2026.

## SECTION II

### INTRODUCTION

- A. Entheos Academy is requesting proposals for maintenance and repair services beginning in the 2026-27 school year. Entheos Academy serves approximately 1050 Kindergarten through 8th-grade students at two campuses on the west side of the Salt Lake Valley. Entheos has been providing a quality charter school education to students for over a

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decade and is currently seeking RFPs for maintenance and repair services to ensure that our buildings and grounds are maintained in good condition conducive to providing safe and high quality educational services to our students and families.

- B. AWARD OF CONTRACT. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to Entheos, taking into consideration the evaluation factors set forth in this RFP.

## **SECTION III**

### PROPOSAL INFORMATION

- A. Proposals must be submitted in compliance with Section IV of this RFP.
- B. The services required and offered in a proposal should meet the needs described below. Only one proposal from each offeror may be submitted and considered. Offerors may include any special or unique services they plan to provide.
- C. Proposals will be evaluated by a committee appointed by the Entheos Academy Governing Board. The school will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals to ensure a complete understanding of and responsiveness to the solicitation requirements.
- D. It is understood that Entheos' issuance of this RFP does not obligate Entheos to accept any of the proposals submitted in response to this RFP, nor does it guarantee that Entheos will, in fact, accept any of the said proposals. Accordingly, no agreement exists between Entheos and any offeror until a written contract is approved and executed by the Entheos governing board.
- E. This RFP does not obligate Entheos to pay for any costs of any kind whatsoever that may be incurred by an offeror or any third parties in connection with a proposal. All proposals, responses, and supporting documentation shall become the property of Entheos.
- F. At any time during the evaluation process, the evaluation committee may, with appropriate approval, request best and final offers as provided for in Section

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63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

## SECTION IV

### PROPOSAL REQUIREMENTS

- A. Proposals must contain a cover letter, which shall include the following:
  - a. A statement of the offeror's intent to provide the services outlined in this proposal
  - b. The legal company/provider name
  - c. Complete company/provider address
  - d. Company contact person's name, phone number, and email address
  - e. Company's website address if relevant
  - f. Signature and position/title of the company's authorized representative
  - g. The date of submission
- B. Proposals must address the Proposal Specifications outlined in Section V below.
- C. Proposals must include evidence of a current business license and insurance.
- D. Proposals must be emailed to Sue Talmadge at [sue.talmadge@entheosacademy.org](mailto:sue.talmadge@entheosacademy.org) on or before Friday, March 6, 2026, by 5:00 pm. Proposals should be in a PDF format. **All Cost information provided by the offeror must be contained in a separate pdf file and clearly identified as cost information.**
- E. **The subject line of the emailed proposal must include "Request for Proposal - Entheos Academy Maintenance."**
- F. Proposals must be signed by the offeror.

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## SECTION V

### SCOPE OF SERVICES

#### **Facilities Repair and Specialized Services**

Entheos Academy is seeking proposals from qualified vendors to provide **specialized repair and specialized services** for our school facilities. These services include work that cannot be handled by our on-site staff or routine service providers.

##### **1. Building Repairs & Improvements such as:**

- Painting, touch-ups, and protective coatings of interior and exterior surfaces.
- Plumbing repairs or installations beyond minor daily fixes.
- Electrical repairs or upgrades (outlets, lighting, switches, etc.).
- Carpentry, structural repairs, and other facility improvements.

##### **2. Specialized Grounds or Exterior Services**

- Tree trimming/removal or other specialized landscaping tasks beyond routine mowing and trimming.
- Hardscape repairs (walkways, fences, retaining walls, playground structures).
- Seasonal projects (e.g., outdoor safety improvements, protective coatings, minor construction).

##### **3. Emergency or As-Needed Services**

- On-call response for urgent facility or grounds issues (e.g., plumbing leak, structural concern).
- Clearly defined response time and communication procedures.

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## **4. Compliance and Safety**

- All work must comply with Utah state laws, local codes, and school safety policies.
- Safe handling of materials, chemicals, tools, and equipment at all times.

## **5. Securing Bids and Coordinating/Overseeing Larger Projects**

- When a project falls outside the vendor's capacity or scope, the vendor may be requested to assist the school in obtaining competitive bids for major maintenance or repair services.
- Upon district administrator request, coordinate and oversee larger projects from outside vendors.

## **6. Reporting & Documentation**

- Provide documentation of work performed, materials used, and completion dates.
- Notify school administration of potential safety hazards or recommended improvements.

## **7. Performance Standards**

- Coordination with school staff for scheduling to minimize disruption.
- Services must be performed professionally, safely, and according to agreed-upon timelines.
- Quality and adherence to specifications will be monitored and evaluated.

## **8. Time Requirements**

- Must be able to meet flexible time requirements depending on need.

## **9. Location of Services Rendered**

- Must be able to provide on-campus services for both the Entheos- Kearns and Entheos- Magna campuses.

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## **SECTION VI**

### EXPERIENCE AND QUALIFICATIONS

#### **Requirements:**

1. All providers are appropriately licensed.
2. All providers pass a clear background check.
3. Able to begin providing full services as of July 2025.
4. Quality References/history of delivering successful services.
5. Have a current business license and insurance.
6. At least 3 years of experience in providing maintenance and repair services.

## **SECTION VII**

### COST PROPOSAL FORMAT

Vendors must submit their cost proposal in the following format:

#### **1. Hourly Rates**

- Standard rate
- Overtime/after-hours rate
- Any call-out or minimum charges

#### **2. Material Costs**

- Percentage markup on parts and materials

#### **3. Any Additional Fees**

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- List any other charges the school should expect (e.g., trip fees)

## **SECTION VII**

### EVALUATION CRITERIA

#### **Criteria Unrelated to Cost**

- A. Scope of services (**18 points**); ability to fulfill the requirements listed in Section V.A.
- B. Experience and qualifications of the offeror (**24 points**); ability to meet licensing requirements, timeline, provide references, business license, and insurance, years of experience.

#### **Criteria Related to Cost\***

- C. This criterion is based on the cost proposed in section VII above (**42**).

Total points available based on Evaluation Criteria: **84 points**.

\*NOTE: Cost is evaluated and scored independently.