



MHTN
ARCHITECTS

Addendum No. 04

Issued: **5 March 2026**

Project Name: **SJSD Monticello High School**

Project No.: 2023554.01

Addendum No. 04 to the Construction Contract for the above-referenced project:

All Contractors submitting proposals on the above-captioned project shall be governed by the following changes and explanations to the Bid Documents, dated February 10, 2026, and shall submit their bids in accordance therewith:

A. Changes to the Project Manual

Changes to attached Specification Sections are indicated in red text with deleted text, if applicable, removed from the Section. Where articles, paragraphs, or subparagraphs are inserted or deleted, renumber successive articles, paragraphs, or subparagraphs accordingly.

- 4.1 Document 001116 – Invitation For Bids:
 - 1. Revise Bid Due Date and Time as indicated.
- 4.2 Document 004113 – Bid Form:
 - 1. Revise Bid Due Date and Time as indicated.

B. Changes to the Drawings

None

End of Addendum 04

DOCUMENT 001116 – INVITATION FOR BIDS

Invitation for Bids
for
Monticello High School Security Upgrades For
San Juan School District

Pre-bid Conference Date and Time: 25 February 2026, 9:00 AM
Deadline for Registering for the Pre-bid Conference: 24 February 2026, Noon
Deadline for Questions Date and Time: 3 March 2026, 4 PM
Questions to be submitted through U3P
Bid Due Date and Time: 6 March 2026, 9 AM
Bid Submission: Through U3P
Presentation to School Board for Approval: 10 March 2026
Notice to Proceed Pending School Board Approval: 11 March 2026
Date of Commencement: 16 March 2026

A. Background/Purpose Statement

This Invitation for Bids (IFB) is issued in accordance with the Utah Procurement Code and applicable administrative rules of the Utah Administrative Code. If any provision of this IFB conflicts with the Utah Procurement Code or Utah Administrative Code, then the Utah Procurement Code or Utah Administrative Code will take precedence.

The purpose of this IFB is to enter into a contract award to the lowest cost responsive and responsible Bidder proposing to provide building alterations required by developing administration area security upgrades within an existing single story area of the Monticello High School, Construction Type IIB, for the San Juan School District, Blanding, Utah. (Procurement Unit).

B. Pre-bid Conference (Optional)

There will be an optional pre-bid conference at the project site, 148 South 200 West, Monticello, Utah 84535, on the date and time listed above. Attendees are to meet at the main building entrance. To attend the pre-bid conference, Bidders must email Todd Freebairn, MHTN Architects, Salt Lake City, Utah / todd.freebairn@mhtn.com, no later than the date and time indicated above.

An attendance log will be maintained including the name of each attendee, the entity the attendee is representing, and the attendee's contact information. Minutes of the pre-bid conference, and copies of any documents distributed by the conducting procurement unit to the attendees shall be published as an addendum to the solicitation. Any verbal modifications made to any of the solicitation documents during the site visit shall be reduced to writing and will be published as an addendum to the solicitation.

C. Term

The contract resulting from this IFB will be for a one (1) time purchase.

D. Communications and Question and Answer Period

1. Bidders are prohibited from communications regarding this IFB with the Procurement Unit staff, evaluation committee members, or other associated individuals EXCEPT the procurement officer overseeing this IFB.

2. The Question and Answer period closes on the date and time specified above. All questions must be submitted as described above during the Question and Answer period. Questions may include notifying the Procurement Unit of any ambiguity, inconsistency, scope exception, excessively restrictive requirement, or other errors in this IFB. Questions are encouraged.

Answers from the Procurement Unit will be posted on U3P. Questions may be answered individually or may be compiled into one document.

Questions may also be answered via an addendum. An answered question or an addendum may modify the specification or requirements of this IFB. It is the responsibility of the Bidders to submit their bids as required by this IFB, including any requirements contained in an answered question and/or addenda.

Bidders should periodically check U3P for answered questions and addendums before the closing date. It is the responsibility of the Bidders to submit their bids as required by this IFB, including any requirements contained in an answered question and/or addendums.

E. Addenda

Prior to the closing date, the Procurement Unit may, at its sole discretion, issue addenda. Addenda may modify any minimum requirement or specification of this IFB. It is the responsibility of the Bidders to submit their bids as required by this IFB, including any requirements contained in addenda issued by the Procurement Unit.

Addenda shall be distributed within a reasonable time to allow prospective Bidders to consider the addenda in preparing bids. After the due date and time for submitting bids, at the discretion of the Procurement Unit, addenda to this IFB may be limited to Bidders that have submitted bids, provided the addenda does not make a substantial change to this IFB.

F. Instructions to Bidders

1. The Procurement Unit reserves the right and may reopen this solicitation, or create a new solicitation if it determines there may be more competition for the procurement item than when the original solicitation was posted.

2. Protected Information

Bidders may request that part of its bid be protected by submitting a Claim of Business Confidentiality Form.

Pricing may not be classified as confidential or protected and will be considered public information.

Process for Requesting Non-Disclosure: To protect information under a Claim of Business Confidentiality, a Bidder must complete the Claim of Business Confidentiality form, at the time the bid is submitted, with the following information:

- Include a concise statement of reasons supporting the claim of business confidentiality (Subsection 63G-2-309(1)).
- Submit an electronic “redacted” (excluding protected information) copy of the bid. Copy must clearly be marked “Redacted Version.”

The Claim of Business Confidentiality form may be accessed at:

<https://purchasing.utah.gov/wp-content/uploads/Business-Request-for-GRAMA-Business-Confidentiality-Claim.pdf>

An entire bid cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY”.

Redacted Copy: If a Bidder submits a bid that contains information claimed to be confidential or protected, the Bidder **MUST** submit two separate bids: one redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and one non-redacted version for evaluation purposes clearly marked as "Protected Business Confidential."

All materials submitted become the property of the Procurement Unit. Materials may be evaluated by anyone designated by the Procurement Unit as part of the evaluation committee. Materials submitted may be returned only at the Procurement Unit's option.

3. Wherever in this IFB an item is defined by using a trade name, brand name, or a manufacturer and/or model number, it is required that the bidder provide the product, one of the products listed, or a product by one of the manufacturers listed, or a comparable product as directed by Section 016000 Product Requirements, contained in the Project Manual.
4. Bidders may be required to submit product samples to assist the Procurement Unit in evaluating whether a Procurement Item meets the specifications and other requirements set forth in the IFB. Product samples must be furnished free of charge unless otherwise stated in the solicitation, and if not destroyed by testing, will upon written request within any deadline stated in the invitation for bids, be returned at the Bidder's expense. Samples must be labeled or otherwise identified as specified in the solicitation by the Procurement Unit.
5. Terms and Conditions

The Standard Terms and Conditions (General and Supplementary Conditions contained within the Project Manual), will not be negotiated. The Utah Procurement Code requires that a bid will be rejected if it is not responsive or responsible. A bid that is not responsive includes a bid that: (a) is conditional; (b) attempts to modify the bid requirements; (c) contains additional terms or conditions; or (d) fails to conform with the requirements or specifications of the invitation for bids.

A bid that contains exceptions and/or additions to the Standard Terms and Conditions will be rejected and disqualified from this IFB. The Procurement Unit will not allow a Bidder to remove or withdraw exceptions and/or additions from the Standard Terms and Conditions from a bid. However, a Bidder may request an exception and/or addition to the Standard Terms and Conditions during the Question and Answer period.

The Procurement Unit will not allow a Bidder's terms and condition to become part of a contract that results from this IFB. If a Bidder's terms and conditions are attached, referenced, or embedded into a bid, whether intentionally or inadvertently, then the Bidder's terms and conditions shall be null and void and will not become part of a contract that results from this IFB. If a Bidder is awarded a contract and the Bidder requests that its terms and conditions become part of the contract, then the Bidder's bid will immediately be disqualified and the Bidder will not be awarded a contract.

- G. Scope of Work: As described by the Construction Documents.

H. Mandatory Minimum Requirements

Bidders must demonstrate the ability to meet or exceed the mandatory minimum requirements outlined below by providing a narrative point by point response, in the order listed, to each requirement.

The following mandatory minimum requirements must be met in order for a Bid to be considered responsive:

1. Bidder must have a minimum of 5 years experience in construction and installation of site improvements similar to the scope of Work indicated.

All of the items described in this section are non-negotiable.

If it is determined that a bid does not meet these requirements, at any time during the solicitation process, the bid will be deemed non-responsive and disqualified from further consideration.

If a bid is considered responsive, then it will be considered for award.

I. Evaluation of Bids

Each bid received shall be evaluated for responsiveness as outlined in the Utah Procurement Code. This IFB shall be evaluated by the objective criteria described in this IFB. Bids submitted must comply with requirements of the IFB. Any bid that does not comply with the requirements will be deemed non responsive and will be rejected.

Multiple or alternate bids will not be accepted, unless otherwise specifically required to allowed in the invitation for bids. If a bidder submits multiple or alternate bids that are not requested in this IFB, the head of the Procurement Unit will only accept the Bidder's primary bid and will not accept any other bids constituting multiple or alternate bids.

Any exceptions to the content of this IFB, must be protested in writing to the Procurement Unit during the question and answer period.

J. Evaluation of Costs

Bids will be evaluated using the following methodology to determine the lowest Bidder.

Award will be made to the responsive and responsible Bidder with the lowest stipulated sum price.

If a Bidder fails to provide a cost, then its bid will be considered non-responsive and the bid will be rejected.

K. Attachments: Construction Documents dated 6 February 2026 prepared by MHTN Architects, Inc., Salt Lake City, Utah.

END OF INVITATION FOR BIDS

DOCUMENT 004113 – BID FORM

Bid Date, Time and Location: 6 March 2026, 9 AM submitted to U3P.

Name of Bidder: _____

Full Address: _____

Contractor's License #: _____

Phone: _____

E-mail: _____

Project: Monticello High School Security Upgrades
148 South 200 West
Monticello, Utah 84534

Bid to: San Juan School District
200 North Main Street
Blanding, Utah, 84511
Tyrel Pemberton, Business Administrator
Phone: 435-678-1234

Architect: MHTN Architects, Inc.
208 South 400 West, Suite 250
Salt Lake City, Utah 84101
Phone: 801-595-6700
Project No.: 2023554.01

Addenda Noted: ☐ NONE ☐ ALL # _____

BASE BID (in case of discrepancy between written amount and numerals, written amount will govern):

THIS PROJECT IS SALES TAX EXEMPT – BIDDER HAS NOT INCLUDED SALES TAX
Owner will provide Exemption Certificate form TC-721 to be filed with each vendor.

A. Lump Sum Contingency Allowance No. 1 Included in Total Base Bid Amount (as defined in Section 012100):

Amount equal to 4% of Sub-total Base Bid Amount:

Amount (written): _____

Amount (numerical): \$ _____

B. Quantity Allowance No. 2 Included in Total Base Bid Amount (as defined in Section 012100):

Provide 2 non-rated wall and 1 non-rated ceiling access doors:

Amount (written): _____

Amount (numerical): \$ _____

C. Total Base Bid Amount (written): _____

D. Total Base Bid Amount (numerical): _____

ALTERNATE BIDS (as defined in Section 012300). Circle whether the alternate is and ADD or DEDUCT to the Base Bid:

A. Alternate No. 1; Toilet Room Alterations:

1. Base Bid: No Work regarding demolition and alteration Work at 2 new multiple occupant toilet rooms.
2. Alternate: Provide demolition and alteration Work as required to develop 2 new multiple occupant toilet rooms as indicated on Drawings, including all applicable building systems:
 - a. Women A120.
 - b. Men A121.

Amount (written): _____

Amount (numerical): \$ _____ ADD /DEDUCT

B. Alternate No. 2; Laminated Security Film Glazing:

1. Base Bid: No Work regarding laminated security film glazing.
2. Alternate: Provide laminated security film glazing where indicated on Drawings.

Amount (written): _____

Amount (numerical): \$ _____ ADD /DEDUCT

ADDITIONAL BIDDING REQUIREMENTS (Failure to respond where required may result in disqualification of bid):

- A. Bids shall be valid for forty-five (45) days.
- B. Bids shall be priced as a stipulated sum to furnish and/or install all material and/or equipment as required by the Construction Documents.
- C. The construction duration of this project is as follows from the date of commencement to and including the date of Substantial Completion; liquidated damages are \$1,000 per day:

1. High School Existing Interior Remodel Area: 01 August 2026 (139 days from 16 March 2026 date of commencement and 62 days from 01 June 2026 site access).
- D. COST OF PAYMENT AND PERFORMANCE BOND: \$_____
(This amount is to be included within the Total Base Bid Amount.)
- E. The Bidder's Experience Modifier ("E-mod") rate for worker's compensation insurance is _____. (This information is available from your worker's compensation insurance carrier.)
- F. The Owner reserves the right to accept or reject any and all proposals or alternates with or without cause for any reason determined to be in the Owner's best interest and to waive any bidding informality or irregularity.
- G. The undersigned bidder, having examined the Drawings, Specifications and related documents in their entirety, and the site of the proposed work, and being familiar with all of the conditions surrounding the proposed project, including the availability of labor, hereby proposes to complete the work listed above in accordance with the Contract Documents and within the time set forth, at the price stated above. The above price is to cover all expenses incurred in performing the work required under the Contract Documents.
- H. CONTRACTOR'S QUALIFICATION STATEMENT: Upon request, the low Bidder shall submit AIA Document A305 Contractor's Qualification Statement. Failure to show a statement satisfactory to the Owner will be reason to reject the bid as non-responsive. Past performance on similar projects, the demonstrated ability to complete work on schedule and ability to perform the Work on this project to the satisfaction of the Owner will be a priority.

By ITS SIGNATURE, BIDDER acknowledges that THE BID DOCUMENTS ARE A COMPLETE PACKAGE. BIDDER CERTIFIES IT HAS REVIEWED ALL BID DOCUMENTS TO DETERMINE ITS TOTAL SCOPE OF WORK AND HAVE INCLUDED ALL RELATED COSTS.

Name of Bidder (Company): _____

Date: _____

Authorized Signature: _____

Print Name: _____

Value Engineering Alternates (Optional)

Include a description of each value engineering proposal and the cost impact that each would have on the bid items listed above (attach a separate sheet if necessary):