

Vanguard Academy  
Purchasing  
Procurement Checklist for Purchases above \$1,000

Prepared by	Reviewed by	Date	Date	Date	Packet Ref	Ln#	Description	Budgeted Hours	Actual Hours	Review Time	Difference
							FY24				
							u of u "MUSIC HALL" Purchases between \$1,000-\$5000				
NA	NA	NA				1	Verify Purchase request form was submitted to Google forms.				
						2	Check if desired vendor is on State Contract (Yes it is or No it's not)				
						3	Verify with Supervisor & Curriculum that we want to move forward with the Quote / Purchase Request (Date Verified: )				
						4	Complete Quotes for Small Purchases form.				
						5	Verify the amount and item is within the budget for the school year				
						6	Verify there is no relationship conflicts				
						7	Verify there are the required number of bids on the Quotes for small Purchases form.				
						8	Verify the required specifications have been included or stated on the form.				
						9	Send to Compliance for review				
						10	First Review By				
						11	Send to obtain Director/Assistant Director review and signature.				
						12	Create and send QuickBooks PO to vendor				
						13	Submit Quotes for Small Purchases form to finance committee for review				
						14					
							Purchases between \$5,000 - \$50,000				
						15	Verify Purchase request form was submitted to Google forms. Line 344				
						16	Check if desired vendor is on State Contract (Yes it is or No it's not)				
						17	Verify with Supervisor & Curriculum that we want to move forward with the Quote / Purchase Request (Date Verified: )				
						18	Complete Quotes for Small Purchases form.				
						19	Verify the amount and item is within the budget for the school year and List Program/Grant on Purchase Form MUSIC				
						20	Verify there are the required number of bids on the Quotes for small Purchases form.				
						21	Verify the required specifications have been included or stated on the form.				
						22	Verify there is no relationship conflicts				
						23	Send to Compliance for review				
						24	First Review By				
						25	Send to Evaluators the "RFP Evaluator Conflict of Interest/Confidentiality Statement" to obtain signatures				
						26	Send to obtain Director/Assistant Director review and signature.				
						27	Submit Quotes for Small Purchases form to finance committee for review				
						28	Create and send QuickBooks PO to vendor				
						29					
							Services Requested				
						30	Verify Purchase request form was submitted to Google forms.				
						31	Check if desired vendor is on State Contract (Yes it is or No it's not)				
						32	Complete Quotes for Small Purchases form.				
						33	Verify the amount and item is within the budget for the school year and List Program/Grant on Purchase Form				
						34	Verify there are the required number of bids on the Quotes for small Purchases form.				
						35	Verify the required specifications have been included or stated on the form.				
						36	Send to Compliance for review				
						37	First Review By				
						38	Send to obtain Director/Assistant Director review and signature.				
						39	Verify there is no relationship conflicts				
						40	Submit Quotes for Small Purchases form to finance committee for review				
						41	Create and send QuickBooks PO to vendor				
							Request for Proposal				
						42	Is the vendor on the state procurement list? If yes complete the section for Purchases between \$5,000 & \$50,000				
						43	If the vendor is not on the state procurement list complete the following steps.				
						44	Prepare the request for proposal with the state assistance if needed				
						45	Post request for proposal on the public procurement place				
						46	Verify there is no relationship conflicts between staff & evaluators & Vendors				
						47	Determine who will evaluate the RFP and have them sign the conflict of interest form.				
						48	Evaluate the RFP based on stated criteria and rating system and include with RFP form.				
						49	Obtain finance committee approval signature				
						50	Award the contract				
						51					

## QUOTES FOR SMALL PURCHASES: RULES and PROCEDURE

NOTE: See "General Information" for pertinent information and instructions in obtaining quotations.

For procurement item(s) costing more than \$5,000 with a maximum total of \$50,000, "a procurement unit shall obtain a minimum of two competitive quotes that include minimum specifications and shall purchase the procurement item from the responsible vendor offering the lowest quote that meets the specifications." Administrative Rules R33-5-104, R33-5-107

REQUESTED BY: <i>Betsy Andrews</i>	DEPARTMENT: <i>Music</i>
PURCHASE ORDER #:	REQUIRED DELIVERY DATE: <i>10/9/23</i>
SUPERVISOR: <i>Charles Reynolds</i>	
REQUIRED SPECIFICATIONS (Attach sheet if more room is needed): <i>400 Students,</i>	
<i>See attached specifications &amp; needs</i>	

	Vendor #1	Vendor #2	Vendor #3	Vendor #4
Vendor Name:	<i>U of U</i>	<i>AbraVauvel</i>	<i>West Valley Arts Center</i>	<i>Kingsbury</i>
Sales Person:	<i>David Fox</i>		<i>Does not</i>	<i>Kevin Myhre</i>
E-mail Address:	<i>David.A.Fox@Utah.edu</i>		<i>Seat 350</i>	<i>Kevin.Myhre@Utah.edu</i>
Telephone:	<i>801-585-6972</i>		<i>Students they said their may is 180 choral</i>	<i>801-581-8152</i>
Date/Time of Quote:				
Vendor Quote Number:				

Quantity Needed	Description of Product(s) / Service(s) to be Purchased	Vendor #1* Quote	Vendor #2* Quote	Vendor #3* Quote	Vendor #4* Quote
	<i>Concert Hall</i>	<i>1950.00</i>	<i>3610.00</i>	<i>Cheap but cant handle our student numbers.</i>	<i>3000.00</i>
	<i>Staging Fees</i>	<i>500.00</i>	<i>500.00</i>		<i>500.00</i>
		<i>X 3 =</i>	<i>X 3 =</i>		<i>X 3 =</i>
		<i>\$7,350.00</i>	<i>12,330.00</i>		<i>10,500.00</i>
<b>TOTAL: To UPDATE total RIGHT click in the column and choose "Update Field"</b>		<i>\$7,350.00</i>	<i>\$12,330.00</i>	<i>\$0.00</i>	<i>\$1,000</i>

\*Ask the vendor if the delivery cost is included in the quote provided. If it is not, add delivery cost as another procurement item.

AWARDED TO:		COMMENTS:	
DIRECTOR/ASSISTANT DIRECTOR APPROVAL: (Purchases over \$1,000)	<i>Charles Reynolds</i>	DATE:	<i>9/28/23</i>
FINANCE REVIEW (Purchases \$1,001-\$5,000)		DATE:	
POC APPROVAL (Purchases over \$5,000)	<i>[Signature]</i>	DATE:	<i>10/7/2023</i>

This request for quotation sheet must be attached to the payment for auditing and GRAMA purposes. The buyer is encouraged to read Utah Procurement Code 63G-6a-506 Small purchases and Administrative Rule R33-5-104 Small Purchases and R33-5-107 Quotes for Small Purchases.

The Cost of Booking the University of Utah  
will span for the entire year.

We will be booking the Hall for the 3 Music Concerts  
of the

The tentative Dates are as follows

October 9 <sup>th</sup>	12:00 - 9:00 pm.
December 19 <sup>th</sup>	12:00 - 9:00 pm.
May 20 <sup>th</sup>	12:00 - 9:00 pm.

Specification	#3 Abravanel	Vendor U of U - Libby Hall	#2 Kingsbury Hall
Designed to facilitate sound without a sound system	x	x	x
Choir tiers	x	x	x
Choir Loft for 2 level Choirs		x	x
Accommodate for 350 Singers in the choir	x	x	x
Holding Rooms for Band, Choir and Strings ensembles	x	x	x
Lighting and Stage Crew	x	x	x
Piano	x	x	x
Audience of 350 + Students	x	x	x
Parking and walking 5 min or less away		x	x
Parking and walking 10 min or less away		x	x
Cost	3610.00	1950.00	3000
Staging fees	500	500	500

Vanguard Academy Mail - Fwd: Use of Libby Gardner Concert Hall for May Choral/Orchestral concert

Amber Stowell <amber.stowell@vanguardcharter.org>

Fwd: Use of Libby Gardner Concert Hall for May Choral/Orchestral concert

Betsy Andrews <betsy.andrews@vanguardcharter.org>  
To: Amber Stowell <amber.stowell@vanguardcharter.org>

We are providing the details for the choral concert on MAY 10th 6:30 pm  
Call time 6:20 pm. The total cost is \$1,950 I am submitting a payment request ; )  
See the previous email to understand the details.

Thank you!  
Betsy

----- Forwarded message -----

From: Claudia Ann Horton <claudia.horton@vshs.edu>  
Date: Fri, Feb 11, 2022 at 8:58 AM  
Subject: Fwd: Use of Libby Gardner Concert Hall for May Choral/Orchestral concert  
To: betsy.andrews@vanguardcharter.org <betsy.andrews@vanguardcharter.org>

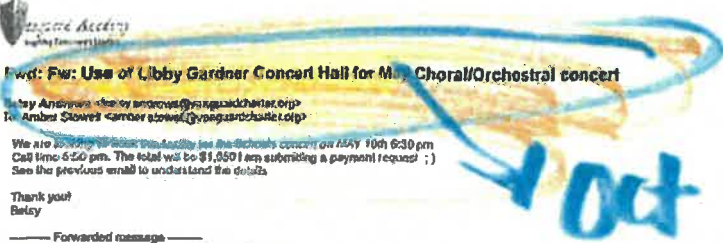
Hi Betsy,  
Please see the other email I tried to send earlier.  
I will be sending another shortly.  
Thanks,  
Claudia Horton

From: Claudia Ann Horton  
Sent: Thursday, December 16, 2021 4:16 PM  
To: betsy.andrews@vanguardcharter.org <betsy.andrews@vanguardcharter.org>  
Subject: Use of Libby Gardner Concert Hall for May Choral/Orchestral concert

Hi Betsy,  
We have the following dates available for an evening concert:  
May 2, 2022 - Not available for the morning rehearsal because of finals.  
Available for evening concert.  
Monday, May 9, 2022 - Available for rehearsal 9:00 AM - 11:00 AM  
Concert: 6:30 PM  
Tuesday, May 10, 2022 - Available for morning rehearsal and concert.  
Wednesday, May 11, 2022 - Available for the morning rehearsal and concert.

Filing:  
Use of Libby Gardner Concert Hall: (non-ticketed concert) - \$1,250.00  
Use of Choir risers - \$150.00  
Use of 7' grand piano - \$150.00  
Stage Manager - \$20.00 per hour - Approx. 5 hours - \$100.00  
Stage Set up - 2 hour  
Rehearsal - 2 hours  
Concert - 2 hours  
one cordless mic on stand - \$50.00  
Use of Band room - \$125.00  
Use of Choir Room - \$125.00  
total - \$1,950.00

Please let me know about dates at your earliest convenience.  
Sincerely,  
Claudia Horton  
Facilities Coordinator David Gardner Hall  
801-587-9544



Vendon # 7  
Thu, Feb 17, 2022 at 3:16 PM

Vendor #13.12



**MAURICE ABRAVANEL HALL**  
NONPROFIT VENUE RENTAL (SEPT. 1, 2021 - AUG. 31, 2022)



123 W. South Temple, SLC, UT 84101 | Phone: 385-468-1030 | Email: events@info.saltlakecountyarts.org | Web: saltlakecountyarts.org

**FULL HOUSE VENUE COSTS**

**SEATS: 2,768**

**VENUE RENTAL**

- Performance: \$3,610.00
- Second Performance (in a day): \$1,800.00
- Rehearsal/Tech/Load In or Out (no performance): \$1,080.00
- Dark Day: \$900.00

**SERVICES**

- Cleaning (per performance): \$500.00
- Patron Services Staff (per performance): \$635.00

*Patron Services staff are required for all events. Rates include House Manager, Head Usher, Usher, and EMT, as appropriate by venue and event type. Salt Lake County Arts & Culture, at its sole discretion, will determine necessary staffing, based on event needs.*

**HALF HOUSE VENUE COSTS**

**SEATS: 1,800 (MAIN FLOOR ONLY)**

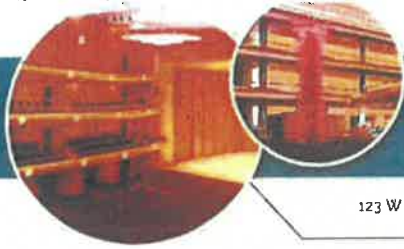
**VENUE RENTAL**

- Performance: \$2,340.00
- Second Performance (in a day): \$1,180.00
- Rehearsal/Tech/Load In or Out (no performance): \$1,080.00
- Dark Day: \$900.00

**SERVICES**

- Cleaning (per performance): \$425.00
- Patron Services Staff (per performance): \$335.00

*Patron Services staff are required for all events. Rates include House Manager, Head Usher, Usher, and EMT, as appropriate by venue and event type. Salt Lake County Arts & Culture, at its sole discretion, will determine necessary staffing, based on event needs.*



**MAURICE ABRAVANEL HALL**  
 NONPROFIT VENUE RENTAL [SEPT. 1, 2021 - AUG. 31, 2022]



123 W South Temple, SLC, UT 84101 | Phone 385-468-1030 | Email: events@info.saltlakecountyarts.org | Web saltlakecountyarts.org

**EQUIPMENT RENTAL**

EQUIPMENT	COST PER DAY	COST PER WEEK (3-7 DAYS)
Sound System	\$ 300.00	\$ 900.00
Dynamic Microphones & Direct Boxes	\$ 20.00	\$ 60.00
Standard Condenser Microphone	\$ 45.00	\$ 135.00
AKG 414 Microphone	\$ 60.00	\$ 180.00
Newmann KM 184 Microphone	\$ 60.00	\$ 180.00
Wireless Microphones	\$ 45.00	\$ 135.00
Portable Sound System	\$ 100.00	\$ 300.00
Lectern with Microphone	\$ 40.00	\$ 120.00
Follow Spot	\$ 100.00	\$ 300.00
Piano - First Tier Room	\$ 200.00	\$ 600.00
Tables - Draped (no food)	\$ 15.00	\$ 45.00
Tables - Undraped	No Charge	No Charge
Chairs	No Charge	No Charge
<b>Usage Fees</b>		
Lighting	\$ 25.00	\$ 75.00
<b>Internal Services</b>		
Telecom Charges (Additional Lines/Locations)	TBD	TBD
<b>Outside Payables</b>		
Piano Tuning @ Cost	At Vendor Cost	At Vendor Cost
Stage Labor Charges @ Cost	At Vendor Cost	At Vendor Cost
<b>Use of equipment is based on availability. Rental of equipment does not include labor to install or operate.</b>		

**Outside Equipment Rental**

Please seek external vendors for any items not included in Salt Lake County Arts & Culture equipment inventory. Contractor is responsible to secure and pay for use of equipment provided by outside vendors.

**Stage/Technical Labor**

Hiring of stage/technical labor is the responsibility of the Contractor and at Contractor's expense. Contractor must secure dedicated and qualified personnel for the operation of all equipment. Upon request, Salt Lake County Arts & Culture Technical Directors can provide guidance and coordination in securing proper stage/technical labor for the execution of Contractor's events. All stage/technical labor is at Contractor's expense.

Vendor ~~#1~~ #4



**KEVEN MYHRE** <Keven.Myhre@utah.edu>  
to me ▾

Hi Betsy

Please complete and return the attached form.

Kingsbury Hall building rental starts at \$3000 the adds labor, equipment and service charges

Thanks.

**Keven Myhre**

Operations Director, UtahPresents

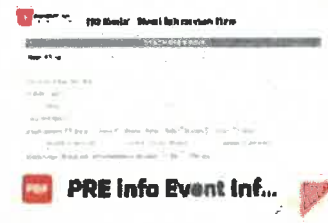
o 801-581-8452

[utahpresents.org](http://utahpresents.org)



[View our 2021-22 Season Brochure](#)

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Thank you so much! | Thank you, will do. | Thank you!



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
		Picture Re-take				
		FAFSA DAY FBLA Fall Leadership Conf	FAFSA DAY			
		College Week October 2-6				
8	9	10	11	12	13	14
	Concert 6:30 @ U of U SkillsUSA Fall Leadership Conference				Fire Drill All 11th English, Science, & Math teachers begin using Schmoop weekly for ACT Prep	Sweetest Day
		Prof U Fall break October 8-15				
15	16	17	18	19	20	21
	Boss's Day			Teacher Work Day No School	Fall Break - No School U of U Last Day to withdraw SLCC & Fall Break October 19-20	
				SLCC & Fall Break October 19-20		
22	23	24	25	26	27	28
	Start of Q2					
		Last day to withdraw from EE & CE@SLCC classes			Just day to withdraw from SNOW withdraw	
29	30	31				
		Halloween Spirit Day				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Intent to Return Forms Open <i>1st Day of Christmas... Decking of the 7, 8th's Tree</i>	2
	3	4	5	6	7 <i>The Golden Things</i> Instrumental Concert [Pending Venue Approval] U of U Last Day of class SLCC Last Day of class	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
	31					

U of U Finals wk December 11-15  
SLCC Finals wk December 9-14  
SNOW Finals wk December 20-19

TWD

Intent to Return  
Forms Due  
Concert 6:30

Musical Theater 6:30

Christmas Day  
Winter Break

New Year's Eve

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Student Government Elections	2 Student Government Elections U of U Commencement	3 U of U Commencement SLCC Commencement Snow Commencement	4
SLCC Finals Week April 29 - May 2nd Snow Finals Week April 29 - May 3rd						
5	6	7	8	9 Instrumental Concert [Pending Venue Approval]	10	11
Science End of Year State Testing Grades 7-10						
12 Mother's Day	13	14	15	16 Last Academic B Day	17 Last Academic A Day	18
	U of U Grades Due SLCC Summer Classes Begin	JR.High (LEAD) Battle of the Books Battle of the Brains	High School (Leadership) Battle of the Books Battle of the Brains	Locker Cleanout During Leadership	Locker Cleanout During Leadership	
19	20 Yearbook Passed Out Field Day Concert @ 6:30	21 Teacher Work Day	22 Professional Development	23 Awards Assembly 8:15 (Seniors) Graduation 5:30 Yearbook Signing School Cleanup out at 12:30 PM	24	25
26 Memorial Day	27	28	29	30	31	

2:45

5G

< Back

8 Messages



## Re: Information on Booking Kingsburry hall

Hi Betsy,  
Please complete and return the attached form.  
Kingsbury Hall building rental starts at \$3000 the adds labor, equipment and service charges.

Thanks,  
**Keven Myhre**  
Operations Director, UtahPresents  
o 801-581-8452  
utahpresents.org



pdf

PRE info Ev...Fillable.pdf  
210 KB

See More



**Betsy Andrews** 3/14/23  
Hello, I am trying to follow up to get...

**KEVEN MYHRE** 3/14/23



Re: How do I leave

## **REQUEST FOR PROPOSAL (RFP) CONFLICTS OF INTEREST AND CONFIDENTIALITY**

Your willingness to participate as a RFP evaluation committee member is an integral part of the procurement process. Vanguard Academy truly appreciates your assistance and expertise.

Your designation as a RFP evaluation committee member requires that you fully understand the policies regarding potential conflicts of interest and the confidential nature of the proposals and all that is contained therein. Under the Utah Administrative Code R33-24-101, "unlawful conduct shall be governed in accordance with the requirements set forth in Sections 63G-6a-2401 through 2407 [of the Utah Procurement Code]." Rule 33-24 of the Utah Administrative Code provides additional requirements and procedures and must be used in conjunction with the Utah Procurement Code.

**Confidentiality.** The competitive procurement process and the obligations imposed by Utah state law requires that Vanguard Academy ensures that the competitive process operates in a fair and equitable manner. As a RFP evaluation committee member, you may have access to information not generally available to the public and are charged with special professional and ethical responsibilities. This information may include information about proposers that is to be used only during the evaluation process, and for discussion only with fellow RFP evaluation committee members. You shall not communicate the evaluation, scoring, or status of any proposal or business entity at any time prior to, during, or after the procurement process. You shall not use such information obtained as a RFP evaluation committee member for either personal benefit, pecuniary or otherwise, or copy and/or disseminate any portion of any proposal at any time prior to, during, or after the procurement process.

**Conflict of Interest.** A conflict of interest or the appearance of a conflict of interest may occur if you are directly or indirectly involved with an organization that has submitted a proposal for evaluation. Prior to reviewing any proposals, you must inform the State of Utah Division of Purchasing of any potential conflicts of interest. If you become aware of any potential conflict of interest as you review a proposal, you must immediately notify Vanguard Academy. You may be disqualified as a RFP evaluation committee member if you conduct yourself in a way that could create the appearance of bias or unfair advantage with or on behalf of any competitive proposer, potential proposer, agent, subcontractor, or other business entity, whether through direct association with contract representatives, indirect associations, through recreational activities or otherwise. The Utah Administrative Code provides that a conflict of interest includes:

### R33-24-104. Socialization with Vendors and Contractors.

(1) A procurement professional shall not:

- (a) participate in social activities with vendors or contractors that will interfere with the proper performance of the procurement professional's duties;
- (b) participate in social activities with vendors or contractors that will lead to unreasonably frequent disqualification of the procurement professional from the procurement process; or
- (c) participate in social activities with vendors or contractors that would appear to a reasonable person to undermine the procurement professional's independence, integrity, or impartiality.

(2) If an executive branch procurement professional participates in a social activity prohibited under R33-24-104(1), or has a close personal relationship with a vendor or contractor, the procurement professional shall promptly notify their supervisor and the supervisor shall take the appropriate action, which may include removal of the procurement professional from the procurement or contract administration process that is affected.

### R33-24-105. Financial Conflict of Interests Prohibited.

**Vanguard Academy  
Procurement  
RFP Evaluator Conflict of Interest/Confidentiality Statement**

(1) A procurement conflict of interest is a situation in which the potential exists for an executive branch employee's personal financial interests, or for the personal financial interests of a family member, to influence, or have the appearance of influencing, the employee's judgment in the execution of the employee's duties and responsibilities when conducting a procurement or administering a contract.

(2) In order to preserve the integrity of the State's procurement process, an executive branch employee may not take part in any procurement process, contracting or contract administration decision:

(a) relating to the employee or a family member of the employee; or

(b) relating to any entity in which the employee or a family member of the employee is an officer, director or partner, or in which the employee or a family member of the employee owns or controls 10% or more of the stock of such entity or holds or directly or indirectly controls an ownership interest of 10% or more in such entity.

(3) If a procurement process, contracting or contract administration matter arises relating to the employee or a family member of the employee, the employee must advise his or her supervisor of the relationship, and must be recused from any and all discussions or decisions relating to the procurement, contracting or administration matter. The employee must also comply with all disclosure requirements in Utah Code Title 67 Chapter 16, Utah Public Officers' and Employees' Ethics Act.

**R33-24-106. Personal Relationship, Favoritism, or Bias Participation Prohibitions.**

(1) Executive branch employees are prohibited from participating in any and all discussions or decisions relating to the procurement, contracting or administration process if they have any type of personal relationship, favoritism, or bias that would appear to a reasonable person to influence their independence in performing their assigned duties and responsibilities relating to the procurement process, contracting or contract administration or prevent them from fairly and objectively evaluating a proposal in response to a bid, RFP or other solicitation. This provision shall not be construed to prevent an employee from having a bias based on the employee's review of a response to the solicitation in regard to the criteria in the solicitation.

(2) If an executive branch employee has a personal relationship, favoritism, or bias toward any individual, group, organization, or vendor responding to a bid, RFP or other solicitation, the employee must make a written disclosure to the supervisor and the supervisor shall take appropriate action, which may include recusing the employee from any and all discussions or decisions relating to the solicitation, contracting or administration matter in question. This provision shall not be construed to prevent an employee from having a bias based on the employee's review of a response to the solicitation in regard to the criteria in the solicitation.

**R33-24-107. Professional Relationships and Social Acquaintances Not Prohibited.**

(1) It is not a violation for an executive branch employee who participates in discussions or decisions relating to the procurement, contracting or administration process to have a professional relationship or social acquaintance with a person, contractor or vendor responding to a solicitation, or that is under contract with the State, provided that there is compliance with Rule R33-24-105, Rule R33-24-106, the Utah Public Officers' and Employees' Ethics Act, The Governor's Executive Order (EO 002 2014) "Establishing an Ethics Policy for Executive Branch Agencies and Employees," and other applicable State laws.

Vanguard Academy  
Procurement  
RFP Evaluator Conflict of Interest/Confidentiality Statement

To assure the integrity of the RFP process, all RFP evaluation committee members, including any paid consultants, are required to complete the RFP Conflict of Interest/Confidentiality Statement.

I, Charles Reynolds Michael Clark,  
as a member of the RFP evaluation committee for Request for Proposal No. FY2024 for  
UofU Music Dept (Title of RFP) will perform the evaluation under the guidelines, procedures and requirements provided by the State of Utah Division of Purchasing.

Further, I represent as follows:

1. I, to the best of my knowledge, do not participate in social activities with vendors or contractors that: (a) will interfere with the proper performance of my duties; (b) will lead to unreasonably frequent disqualification of me from the procurement process; or (c) would appear to a reasonable person to undermine my independence, integrity, or impartiality.
2. I, to the best of my knowledge, do not have a conflict of interest with vendors or contractors in which the potential exists for my personal financial interests, or for the personal financial interests of a family member, to influence, or have the appearance of influencing my judgment in the execution of my evaluation committee duties and responsibilities.
3. I have not received any compensation from any employee, consultant, or anyone working for any vendor or contractor currently responding to a solicitation or who currently has a contract with Vanguard Academy.
4. I will not participate in any discussions or decisions relating to this RFP, if I have any type of personal relationship, favoritism, or bias that would appear to a reasonable person to influence my independence in performing my assigned evaluation committee duties and responsibilities, or prevent me from fairly and objectively evaluating a proposal.
5. I will conduct the evaluation in a manner that ensures a fair and competitive process and avoids the appearance of impropriety.
6. I understand that all information contained in the proposals and information regarding the evaluation process is protected and cannot be released or discussed in any manner with other offerors or individuals not involved in the evaluation process. I agree that I will not discuss or share any information provided in the proposals or interviews with anyone other than the selection committee members and Vanguard Academy procurement personnel prior to the completion of the evaluation and selection process and I will not discuss or disseminate the deliberations of the selection committee, the basis for the selection, or any information identified as protected.
7. I have read and understand the Utah Procurement Code and the applicable Utah Administrative Code rules concerning possible conflicts of interest and I understand that I am subject to the Utah Procurement Code and the applicable rules of the Utah Administrative Code at all times during my assigned evaluation committee duties and responsibilities, and the subsequent administration of the awarded contract(s).

I have read this document and understand my obligations as explained herein. I further understand that I must immediately advise Vanguard Academy, in writing, if a conflict currently exists or arises during my term of service as a RFP evaluation committee member. I further understand that I must sign and deliver this statement to Vanguard Academy prior to participating in the evaluation process.

Evaluator Signature:  Date: 10/7/2023

Evaluator Signature:  Date: 10/7/2023

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Search Auctions

Keyword bus










In Category All Categories

Auctions Ending In No Limit or that Started In All

Price Range From \$ 0 To \$ 0  
(leave blank to see all auctions)

Located 300 miles from zip code 84119

In Region All

Auction ID	Title	Mileage	Image	Time Left	Current Price
3359807	2009 BLUEBIRD 77 PASSENGER BUS (09-1) <i>New Engine @ 90,735 miles</i>	<i>155,970</i>		ID 4 days 2 hours	\$566.00
3359813	2009 BLUEBIRD 77 PASSENGER BUS (09-2)	<i>161,489</i>		ID 4 days 2 hours	\$510.00
3359819	2009 BLUEBIRD 77 PASSENGER BUS (09-3)	<i>113,384</i>		ID 4 days 2 hours	\$495.00
3359822	2009 BLUEBIRD 77 PASSENGER BUS (09-4)	<i>111,884</i>		ID 4 days 2 hours	\$504.99
3365413	2009 Ford F450XL Dual Fuel Bus			UT 2 days 23 hours	\$499.00
3359431	2010 INTERNATIONAL 77 PASSENGER BUS (10-2)	<i>152,501</i>		ID 4 days 2 hours	\$760.00
3359435	2010 INTERNATIONAL 77 PASSENGER BUS (10-3)	<i>148,882</i>		ID 4 days 2 hours	\$610.00
3363834	Autoboss V30 Pro Super Diagnostic Tool			UT 2 days 16 hours	\$100.00
3366314	International 84 Passenger School Bus			UT 6 days 0 hours	\$2,500.00

[Hide Images | Show Images]





Today 4:00 PM

**You can have bus 951 (the one you guys are already driving) for \$4500. This is less than the price we actually paid to buy the bus (Our total cost has been about \$9100 so far). In the last 3 years we replaced the tires, the batteries, and a new mirror, plus regular maintenance. Let us know if you are interested.**

**This is from Micah and Carolyn**





Amber Stowell <amber.stowell@vanguardcharter.org>

**American Bus / Quote for 4003 2021 Thomas Saf-T-Liner EFX 84 Passenger - 4003**

1 message

raymond@americanbus.us <raymond@americanbus.us>  
To: amber.stowell@vanguardcharter.org

Mon, Sep 18, 2023 at 1:30 PM

**From:** amber stowell <postmaster@americanbussales.net>  
**Sent:** Tuesday, September 12, 2023 10:20 AM  
**To:** info@americanbus.us  
**Subject:** Quote Request for 4003 2021 Thomas Saf-T-Liner EFX 84 Passenger - 4003

**Product SKU**

4003

**Name**

amber stowell

**Email**

amber.stowell@vanguardcharter.org

**Phone**

(801) 641-7654

Ms. Stowell, below is the information for the bus you had inquired about. Let me know if I can answer any questions or if you need additional information. Look forward to hearing from you.

• **2021 Thomas Saf-T-Liner EFX 84 Passenger - 4003**

- **Price:** \$97,900.00
- **Mileage:** 30,000-40,000\*
- **Capacity:** 84 Passenger
- **Engine:** 6.7L Cummins (240 HP)
- **Transmission Model:** A2500 Automatic
- **Brakes:** Air
- **Warranty:** Extended warranty available upon request
- **Length:** 40 Foot
- **Wheels:** Powder coated black wheels
- **Fuel Tank Capacity:** 100 Gallon
- **Storage:** Accessory compartment over windshield
- **Chassis Options:** 11R22.5 Tires, 12V power outlet, Bendix air dryer w/ heat, Cruise control, Engine block heater, Mud flaps, Rear air ride suspension, Tow hooks
- **Exterior**

**Color:** White roof, Yellow

- **Driver's**

**Seat:** Air w/ arm rest

- **Seating**

**Style:** Standard S3B Seats

- **Entrance**

**Door:** Air

- **Body**