

May 9 2024

Request for Bid: APAGRAD24

American Preparatory Academy is requesting bids for an entertainment company to run our Graduation day events. Bids for the following projects categories will be accepted:

Campus Graduation Program

Details for each of the projects are outlined on subsequent pages. All bids need to be received no later than 7 days after posting.

Please observe these general requirements when bidding:

- Bids May include an attached price sheet.
- Vendors should note if a bundled discount will apply to a multiple category bid.
- Discounts requiring specific quantities or items to be purchased together should be noted.
- It is the school's preference to work with vendors who have agreements with Utah's state contracting department, but we will accept any qualifying bid.
- If discounts are being applied due to quantity or volume, please note and provide that data.

Bids will be considered based primarily on price, but other factors will include:

- Prior experience including past performance.

Please direct responses to:

Clarke Headlee
ATTN: APAGRAD24
cheadlee@apamail.org

Thank you for your interest,

Clarke Headlee
Chief Technology Officer



Duration: One year term. American Preparatory Academy reserves the option to renew for 2 additional one-year terms for a total of 3 years.

Scope: Graduation for our Draper 3 and West Valley 2 Campuses.
To include all necessary manpower, equipment, and services to run and livestream our graduation in our gymnasiums.

Lighting, Staging, Live streaming, Skirting, Cabling, Power, Setup and tear down, A/V.

Please direct any questions to:
Clarke Headlee
cheadlee@apamail.org