

# Event Summary - Iowa PBS and Heartland AEA Landscaping, Snow Removal and Ice Treatment Services

|               |                                                                                 |                 |                   |
|---------------|---------------------------------------------------------------------------------|-----------------|-------------------|
| Type          | Request for Bids                                                                | Number          | 005-RFB-0372-2023 |
| Stage Title   | Iowa PBS and Heartland AEA Landscaping, Snow Removal and Ice Treatment Services | Organization    | DASlowa           |
| Currency      | US Dollar                                                                       | Event Status    | Approved          |
| Department    | Administrative Services                                                         | Exported on     | 3/24/2023         |
| Exported by   | Jennifer Zepeda                                                                 | Estimated Value | -                 |
| Payment Terms | 0% 0, Net 60                                                                    |                 |                   |

## Bid and Evaluation

|                  |          |                         |    |
|------------------|----------|-------------------------|----|
| Respond by Proxy | Disallow | Use Panel Questionnaire | No |
| Sealed Bid       | Yes      | Auto Score              | No |
|                  |          | Cost Analysis           | No |
| Alternate Items  | No       | Confidential Pricing    | No |

## Visibility and Communication

Visible to Public Yes

Enter a short description for this public event

*Iowa PBS and Heartland Area Education Agency seeking qualified vendors to provide landscaping, snow removal and ice treatment services.*

## Commodity Codes

| Commodity Code | Description                                                                      |
|----------------|----------------------------------------------------------------------------------|
| 98836          | Grounds and Roadside Maintenance: Mowing, Edging, Plant, Not Tree Trimming, etc. |
| 96872          | Snow and Ice Removal Services                                                    |

## Event Dates

|              |                                              |
|--------------|----------------------------------------------|
| Time Zone    | CDT/CST - Central Standard Time (US/Central) |
| Released     | -                                            |
| Open         | 3/27/2023 8:00 AM CDT                        |
| Close        | 4/19/2023 2:00 PM CDT                        |
| Sealed Until | 4/19/2023 2:00 PM                            |
|              | Show Sealed Bid Open Date to Vendor          |
| Q&A Close    | 4/10/2023 4:00 PM CDT                        |

## Event Users

### Event Creator

Jennifer Zepeda

[jennifer.zepeda@iowa.gov](mailto:jennifer.zepeda@iowa.gov)

Phone +1 515-336-9070

### Event Owners

Jennifer Zepeda

[jennifer.zepeda@iowa.gov](mailto:jennifer.zepeda@iowa.gov)

Phone +1 515-336-9070

# Description

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## Purpose

The purpose of this Request for Bids (RFB) is to solicit bids from qualified providers to provide the goods and/or services described further in this RFB to the Lead Agency and any Participating Agencies. The Lead Agency intends to award a contract(s) beginning and ending on the dates listed in the solicitation, and the Lead Agency may extend the contract(s) for up to the number of annual extensions identified in the solicitation at the sole discretion of the Lead Agency. Any contract(s) resulting from the RFB shall not be an exclusive contract.

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for the Lead Agency's and Participating Agencies' benefit and is intended to provide the Lead Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for the submission of a comprehensive Bid.

## Overview

Iowa PBS and Heartland Area Education Agency (AEA) are seeking qualified vendors to provide landscaping, snow removal and ice treatment services.

The following addresses to be serviced in this program are located at:

|                  |                                     |                     |
|------------------|-------------------------------------|---------------------|
| 1. Iowa PBS      | 6450 Corporate Drive Johnston, Iowa | 178,000 square feet |
| 2. Iowa PBS      | 6535 Corporate Drive Johnston, Iowa | 41,000 square feet  |
| 3. Heartland AEA | 6445 Corporate Drive Johnston, Iowa | 108,069 square feet |
| 4. Heartland AEA | 6500 Corporate Drive Johnston, Iowa | 114,229 square feet |

The quantities specified are estimates. Site map in Buyer Attachments.

## Site Visit\* Location Address

**Iowa PBS 6450 Corporate Drive Johnston, Iowa 50131**

**April 6th 1:00pm - 2:30pm**

**Vendors must check at main front door located by tower.**

\*The site visit is optional.

## Contract Terms

The contract shall have an initial term of two (2) years, beginning on the date of the contract execution (the "Effective Date). The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to four (4) 1-year extensions.

**It is advised to "Save Progress" often and especially after uploading documents.**

**NOTE: Anytime the Bidder opens their bid after the initial submission, they MUST certify and resubmit. No information will be lost from the initial submission.**

**NOTE: Bidder must approve and resubmit their bid after an amendment has been posted by the Issuing Officer. If the bid was submitted before the amendment, all information will be saved. The Bidder only needs to read and acknowledge the amendment.**

**Instructions for Amendments:** Answer the newly posted question in the Questions Section, and CERTIFY and SUBMIT your bid again (if previously submitted).

1 ★ **Instructions To Vendor :**

Bidder shall read and make certifications of the their Bid.

**Certification**

Bidder certifies that they have read and agree to the terms.

**Vendor Must Also Upload a File:**

No

**Prerequisite Content:**

Bidder certifies that the contents of this Bid submitted are true and accurate. Bidder also certifies that Bidder has not knowingly made any false statements in its Bid.

#### **Certification of Independence**

I certify that I am a representative of Bidder expressly authorized to make the following certifications on behalf of Bidder. By submitting a Bid in response to the RFB, I certify on behalf of the Bidder the following:

1. The Bid has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Bid has been developed independently, without consultation, communication or agreement with any other Bidder or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Bid has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Bidder to induce any other Bidder to submit or not to submit a Bid for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Bidder and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

#### **Certification Regarding Debarment**

I certify that, to the best of my knowledge, neither Bidder nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Bid been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Bid had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Bidder knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

#### **Certification Regarding Registration, Collection, and Remission of Sales and Use Tax**

Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2013)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Bidders to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Bid in response to the (RFB), the Bidder certifies the following:

- Bidder is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; **OR**
- Bidder is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in *Iowa Code subsections 423.1(47) and (48)*.

Bidder also acknowledges that the Agency may declare the Bidder's Bid or resulting contract void if the above certification is false. The Bidder also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

2 ★ **Instructions To Vendor :**

Bidder shall read and authorize to release information for their Bid.

**Certification**

Bidder certifies that they have read and agree to the Authorization to Release Information.

**Vendor Must Also Upload a File:**

No

**Prerequisite Content:**

**Bidder** hereby authorizes the Iowa Department of Administrative Services ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Bids (RFB).

The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.

The Bidder hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Bidder in response to the RFB.

The Bidder authorizes representatives of the Agency to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Bid submitted in response to RFB.

The Bidder further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Bidder's Bid. The Bidder hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Bidder that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency in the evaluation and selection of a successful Bidder in response to RFB.

## Buyer Attachments

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|                                          |                                          |                                                         |
|------------------------------------------|------------------------------------------|---------------------------------------------------------|
| Exceptions Form RFB.docx                 | Exceptions Form RFB.docx                 | ../Attachments/Exceptions Form RFB.docx                 |
| 005-RFB-0372-2023 Site Map.pdf           | 005-RFB-0372-2023 Site Map.pdf           | ../Attachments/005-RFB-0372-2023 Site Map.pdf           |
| 005-RFB-0372-2023 Pricing Worksheet.xlsx | 005-RFB-0372-2023 Pricing Worksheet.xlsx | ../Attachments/005-RFB-0372-2023 Pricing Worksheet.xlsx |

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Group 1: Form of Bid

- 1.1 Enter the Bidder's contact name, telephone number, email address, and shipping address for questions regarding this solicitation. ★  
Text (Multi-Line)
- 1.2 Enter the Bidder's State or Foreign Country of Residence. ★  
Text (Single Line)
- 1.3 Bidder shall enter the Resident Preference given by the State or Foreign Country of the Bidder's residence. Enter the resident preference in the text box or indicate "no preference". ★  
Text (Single Line)
- 1.4 Enter the number of years the Bidder has been in business in the text box. ★  
Numeric Text Box
- 1.5 Enter the number of years of experience the Bidder has with providing the types of goods and/or services sought by the solicitation. ★  
Text (Single Line)
- 1.6 Describe the level of technical experience in providing the types of goods and/or services sought by the solicitation. Enter the information in the the text box or upload a document to the Vendor Attachments Section and enter "see attached" in the text box. ★  
Text (Multi-Line)
- 1.7 List all goods and/or services similar to those sought by this solicitation that the Bidder has provided to business or government entities. Fill out the text box or upload a document to the Vendor Attachments Section and enter "see attached" in the text box. ★  
Text (Multi-Line)
- 1.8 The Bidder shall provide references from three (3) previous customers or clients knowledgeable of the Bidder's performance in providing goods and/or services similar to the goods and/or services described in this solicitation. Enter a contact person, telephone number and email address for each reference. Fill out the text box. If the Bidder wants to upload reference letters to the Vendor Attachments Section, enter "see attached" in the text box. ★  
Text (Multi-Line)
- 1.9 Bidder shall read, fill-out and upload the Terminations, Litigation and Debarment document. ★  
File Upload  
Terminations, Litigation and Debarment Document -
- 1.10 Is the Bidder requesting confidential treatment of specific information? ★  
Yes/No
- 1.11 A Bidder requesting confidential treatment of specific information shall fully complete the form attached. In the Items Section, mark each good or service upon which the Bidder believes confidential information appears. ★  
File Upload  
Form 22 - ../Attachments/QuestionAttachments/Form 22 -11.22.pdf
- 1.12 The State of Iowa requires shipping to be FOB Destination, Freight Prepaid. Does the Bidder agree to the terms? ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT accept the Terms  
Bidder agrees but will submit exceptions



## Group 2: Terms and Conditions

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- 2.1** Bidder shall read the RFB Definitions and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT agree to the Definitions  
Bidder agrees but will submit exceptions  
Definitions - ../Attachments/QuestionAttachments/Definitions 11.22.pdf
- 2.2** Bidder shall read the Administrative Terms and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT accept the Terms & Conditions  
Bidder agrees and will submit exceptions  
Administrative Terms - ../Attachments/QuestionAttachments/Administrative Terms 11.22.pdf
- 2.3** Bidder shall read the Contract Terms & Conditions and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT accept the Terms & Conditions  
Bidder agrees and will submit exceptions  
Contract Terms & Conditions - ../Attachments/QuestionAttachments/Contract Terms and Conditions
- 2.4** Bidder shall read the Specification Terms and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder agrees but will submit exceptions  
Bidder does NOT accept the Terms  
Specifications - ../Attachments/QuestionAttachments/Specifications 11.22.pdf
- 2.5** Bidder shall read the Terms and Conditions for GOODS and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder agrees but will submit exceptions  
Bidder does NOT accept the Terms  
Terms and Conditions for GOODS - ../Attachments/QuestionAttachments/GOODS Terms and Conditions
- 2.6** Bidder shall read the Terms and Conditions for SERVICES and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder agrees but will submit exceptions  
Bidder does NOT accept the Terms  
Terms and Conditions for SERVICES - ../Attachments/QuestionAttachments/SERVICES Terms and
- 2.7** Bidder shall read the Insurance Requirements and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder agrees but will submit exceptions  
Bidder does NOT accept the Insurance requirements  
Insurance Requirements - ../Attachments/QuestionAttachments/Insurance Requirements RFB.pdf
- 2.8** The Bidder hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Bidder, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Bidder for the performance of the resulting Contract. Bidder shall enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
The Bidder does NOT except the Terms  
Bidder agrees but will submit exceptions

- 2.9 Quarterly Sales Report - The Bidder shall provide a detailed quarterly report in Microsoft Excel on ALL sales made under the resulting Contract via e-mail to the jennifer.zepeda@iowa.gov. Bidder shall enter a response. ★  
 Dropdown List (Pick One)  
 Bidder agrees  
 Bidder does NOT except the Terms  
 Bidder agrees but will submit exceptions
- 2.10 Administrative Fee - In addition to the approved discounts or prices specified in the solicitation herein, the Bidder shall pay to the Agency a 1.00% Administrative Fee on all sales made against the resulting Contract. The fee shall be paid quarterly to the Iowa Department of Administrative Services. Bidder shall enter a response. ★  
 Dropdown List (Pick One)  
 Bidder agrees  
 Bidder agrees but will submit exceptions  
 Bidder does NOT accept the Terms

**Group 3: Payment Terms**

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- 3.1 Payment Terms - Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder. Does the Bidder agree to the terms? ★  
 Dropdown List (Pick One)  
 Bidder agrees  
 Bidder does NOT except the Terms  
 Bidder agrees but will submit exceptions
- 3.2 What discount will the Bidder give for payment in 15 days? Enter the discount in the text box. If none, enter zero. ★  
 Numeric Text Box
- 3.3 What discount will the Bidder give for payment in 30 days? Enter the discount in the text box. If none, enter zero. ★  
 Numeric Text Box
- 3.4 Terms of Pcard Acceptance - The State of Iowa prefers to pay Bidders using its Purchasing Card Program (Pcard) whenever possible. Bidders accepting Pcard payments shall comply with the Terms of Pcard Acceptance. ★  
 Dropdown List (Pick One)  
 Bidder agrees  
 Bidder does NOT Except the Terms  
 Bidder agrees but will submit exceptions  
 P-Card Acceptance - ../Attachments/QuestionAttachments/Terms of Pcard Acceptance 11.22.pdf

**Group 4: Landscaping Specifications**

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- 4.1 Bidder shall provide Mowing and Landscaping Services meeting the below listed specifications. ★  
 Yes/No
- 4.2 Grass shall be maintained at a height according to species and variety. Mowing shall occur every one (1) time per business week or as needed due to varying weather conditions and will be decided at the discretion of the Facilities Manager at each location. ★  
 Yes/No
- 4.3 All elements of the lawn maintenance shall be completed the same day they are started. No partial mowing will be allowed unless the weather forces delay. If rain or wet turf conditions exist, contractor shall finish the cycle as soon as favorable conditions return. ★  
 Yes/No
- 4.4 Respondent shall include all labor, equipment and materials for each service in the all-inclusive cost on the bid response. ★  
 Yes/No

- Landscaping shall include:
- 4.5 a.)Lawn mowing, shrub trimming and pruning around curbing islands, building, downspouts, trees, shrubs/bushes, fences, posts, sidewalk and parking lot cracks shall be done each time area is mowed ★  
 b.)Edging around curbing islands, building, downspouts, trees, shrubs/bushes, fences, posts, sidewalk and parking lot cracks  
 c.)Curbs, walkways, sidewalks and parking lots are to be cleaned with mechanical blowers and/or brooms to maintain a neat appearance  
 d.)Debris to be collected and removed from the job site at the end of each visit. Clippings are not to be left overnight for removal the following day. The use of bagging attachments is recommended but not required  
 Yes/No
- 4.6 Mowing shall occur April 1 - November 30 annually, or at other times mutually agreed upon. ★  
 Yes/No
- 4.7 Respondent shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period. ★  
 Yes/No
- 4.8 Herbicide Application shall include:  
 a.)Pre-emergent herbicide to control crabgrass, weedy grass and broadleaf weeds applications in Spring, Summer and Fall at all locations ★  
 b.)Targeted Weed Control for spot treatment as needed  
 Yes/No
- 4.9 Fertilizers shall be applied upon request in the Spring, Summer, Fall at all locations. ★  
 Yes/No
- 4.10 Respondent shall provide all Commercial Pesticide Applicator and Herbicide Licenses. Respondent shall attach copies of all licenses and certifications in the Vendor Attachments. ★  
 Yes/No
- 4.11 Respondent shall have all required licenses, bonding, facilities, equipment, and trained personnel necessary to perform the requirements specified in this Bid. Respondent shall provide documentation upon request. ★  
 Yes/No
- 4.12 Respondent shall meet and maintain all relevant OSHA and Federal and State Laws and Regulations standards. Respondents are required to inform the Issuing Officer of any and all OSHA violations during the term of the contract. The State of Iowa shall be indemnified and held harmless from any claims or liability arising from any violation(s). ★  
 Yes/No
- 4.13 Landscaping Maintenance – Optional services at the request of the Facilities Manager at each location shall include:  
 a.)Irrigation Winterization  
 b.)Irrigation System Maintenance  
 c.)Grub Control Application  
 d.)Leaf Removal: Dates: April 1 - November 30 ★  
 e.)Flower Bed Maintenance  
 f.)Garbage/Debris Clearance  
 g.)Mulch  
 h.)Spring Clean Up  
 i.)Fall Clean Up  
 j.)Other Landscaping Maintenance  
 Yes/No

**Group 5: Snow Removal Specifications**

- 5.1 Bidder shall provide Snow Removal Services meeting the below listed specifications. ★  
 Yes/No

- 5.2 Respondent shall furnish all supervision, labor, materials, tools, and equipment in accordance with these specifications to efficiently clear snow from outside steps, sidewalks, entryways, drives, parking lots and loading dock areas of both facilities specified ★  
Yes/No
- 5.3 Respondent shall provide snow and ice removal services automatically after each snowfall accumulating one (1) inch or more occurs to allow for business to continue. ★  
Yes/No
- 5.4 Respondent shall provide snow and ice removal services when requested by the Facilities Manager. Once notified Respondent shall guarantee two (2) hours response time. ★  
Yes/No
- 5.5 All services for the stated areas shall be completed before leaving the work site areas, no partial cleaning of areas will be allowed. ★  
Yes/No
- 5.6 Respondent shall clean all outside steps, sidewalks, entryways, drives, parking lots and loading dock areas at the time the snow removal is requested or automatically after one (1) inch or more of snowfall occurs during business hours of 7am to 5pm otherwise at the completion of the storm. ★  
Yes/No
- 5.7 Respondent shall pile snow in areas designated by the Facilities Manager. ★  
Yes/No
- 5.8 Sidewalks shall be cleaned by snow blower or hand shoveled. Steps must be hand shoveled. All sidewalks, curb lines, handicap parking spaces and immediate paths to sidewalks/ADA ramps must be sanded and/or have salt or ice melt (granular or liquid) in all cases. ★  
Yes/No
- 5.9 Snow removal around Iowa PBS mobile units shall be done by hand to prevent any damage to electrical connections. ★  
Yes/No
- 5.10 Application of rock salt/sand mix on parking lots and walkways shall occur only upon request of the Facilities Manager. ★  
Yes/No
- 5.11 Sand applications shall not be accepted in place of snow removal, unless specifically requested by the Facilities Manager. ★  
Yes/No
- 5.12 Respondent shall have snow removal service completed by:  
a.) 6:00 A.M. CT Monday through Friday  
b.) If snowfall occurs on weekend, lot to be cleaned no later than 6:00 A.M. CT Monday morning, unless specifically requested by Facilities Manager. ★  
Yes/No
- 5.13 Respondent shall have a full back-up of power equipment and man power so there is never a time for service not to be completed by (no later than) 6:00 A.M. or after one (1) inch of snowfall. ★  
Yes/No
- 5.14 Respondent shall be allowed to store heavy equipment used for snow removal purposes on site at their own risk. Equipment storage will only be available during snow removal season in locations designated by Agency. ★  
Yes/No

**Group 6: Ice Treatment Specifications**

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- 6.1 Respondent shall furnish all supervision, labor, materials, tools and equipment for de-icing when specifically requested by Facilities Manager. ★  
Yes/No
- 6.2 Respondent shall provide salt and sand/ice melt over all sidewalks, building entrances, parking lots and loading docks as needed or upon request of Agency. ★  
Yes/No
- 6.3 Areas shall be cleaned sufficiently to aid in the prevention of ice including the refreezing of melting snow or ice. Any refreezing from melting snow or ice may be requested by the Facilities Manager to be mitigated. ★  
Yes/No
- 6.4 In the event of an ice storm, all locations shall be treated with de-icer or sand by 6:00 AM CT or when requested by Facilities Manager. The use of rock salt may be requested by the Facilities Manager. Ice Storm is defined as "Freezing Rain" when forecasted by the Local Weather Authorities including the Iowa DOT. ★  
Yes/No
- 6.5 Salt shall be of a type that is non-damaging to paved surfaces. ★  
Yes/No

#### **Group 7: Snow Removal - Ice Treatment Payments & Logs**

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- 7.1 Respondent shall provide an itemized breakdown by each location of all hourly charges to include truck use, sidewalk clearing, sanding and rock salt treatment. ★  
Yes/No
- 7.2 The snow removal logs shall be completed after each service and a copy shall accompany each invoice and provided to the Facilities Manager upon request. ★  
Yes/No
- 7.3 Payments for services shall be based on the billable hours approved by Facilities Manager. ★  
Yes/No

#### **Group 8: Service Inspection**

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- 8.1 All services shall be inspected by the Agency Facility Manager at each location after completion. ★  
Yes/No
- 8.2 If the services are rejected because of variations from the defined scope of work, it shall be the Respondent responsibility to arrange to have the necessary work done or an approved schedule set within twenty-four (24) hours (exclusive of Saturdays, Sundays and holidays) after receipt of written notification. Otherwise; Agency may make the necessary corrections at the Bidder's expense. ★  
Yes/No
- 8.3 If variations from the defined scope of work exist, the Agency may withhold up to 20% of the contract price until the Respondent has made all necessary corrections. Payment will not be processed on services delivered to the Agency that still require servicing by the Bidder. The Agency may withhold the full amount of the service price if, in its opinion, the service contains major deviations from specification. ★  
Yes/No

#### **Group 9: Customer Service Requirements**

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- 9.1 Respondent shall establish and maintain an effective communication system with the Agency. ★  
Yes/No
- 9.2 Respondent shall notify the Agency by phone or email when a service will be delayed. This notification will be made no later than 8:00 A.M. the day of service. ★  
Yes/No

9.3 Respondent shall provide the main customer service contact, phone number and email address for use by the Agency. ★  
Text (Multi-Line)

9.4 Respondent shall respond to inquiries from the Agency within forty-eight (48) hours of receipt of inquiry (exclusive of Saturdays, Sundays and holidays). ★  
Yes/No

#### Group 10: Safety and Proper Conduct

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10.1 Respondent shall ensure that all work is performed in a safe manner. ★  
Yes/No

10.2 Respondent shall provide Safety Records upon request. ★  
Yes/No

10.3 Respondent shall adhere to proper conduct at all times. Proper conduct is meant to include, but shall not be limited to the following: There shall be no weapons, drugs or alcohol on the premises. No smoking on the premises unless there is a designated smoking area and the smoking is conducted in such area. The Respondent shall conduct business in a professional manner at all times. ★  
Yes/No

#### Group 11: Damaged Property

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11.1 Respondent shall at its sole expense immediately correct any dangerous condition caused by or as a result of the Respondent's work. ★  
Yes/No

11.2 Respondent shall be held solely responsible for any damage to existing structures or grounds, caused by Respondent's employees and shall repair or replace same to its original condition at no additional cost to the using State Agency. ★  
Yes/No

11.3 Respondent shall at its sole expense, replace, repair, or otherwise remedy any damage made to the existing grounds or buildings by the Respondent in the performance of their work. ★  
Yes/No

11.4 Respondent shall provide their customer/client process for repairing any injured or damaged property that occurs in course of performance of services. Attach process documentation if necessary in Vendor Attachments. ★  
Text (Multi-Line)

11.5 Respondent shall provide main contact repair/restoration/replacement for injured/damaged property. ★  
Text (Multi-Line)

#### Group 12: Invoicing

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12.1 Respondent shall invoice Iowa PBS and Heartland AEA directly with separate invoices for each of the 4 properties unless instructed differently by the authorized user. ★  
Yes/No

12.2 The invoices shall use the Respondents letterhead that includes at a minimum the name, address and telephone number of the Respondent. ★  
Yes/No

12.3 The following information shall appear on each invoice: ★  
•State's Contract Number  
•Bidder FEIN (Federal Employee Identification Number) number  
•Agency Billing Code  
•Ordering Organization- Delivery address of the order  
•Invoice to include billing per Master Agreement, date of service and Total Price  
Yes/No

- 12.4** Respondent shall respond to invoicing disputes and provide a plan for resolution within forty-eight (48) hours of notice to the State Contract Manager and/or the State. The Respondent shall provide status updates on resolution as requested. ★  
Yes/No
- 12.5** Respondent shall notify the Issuing Officer, in writing, of any unresolved dispute or problem that has been outstanding for more than thirty (30) working days. ★  
Yes/No

## Service Line Items

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### Group S1: Iowa PBS and Heartland AEA Landscaping and Snow Removal

| #    | Item Name, Commodity Code, Description | Qty. | UOM | Target Price | Allow Alternates | Requested Service Delivery |
|------|----------------------------------------|------|-----|--------------|------------------|----------------------------|
| S1.1 | Landscaping and Snow Removal Services  | 1    | -   | -            |                  | -                          |

98836 - Grounds and Roadside Maintenance: Mowing, Edging, Plant, Not Tree Trimming, etc. / Respondent shall provide its Bid for the proposed goods and services on the Pricing Worksheet. Upload the completed Pricing Worksheet under Vendor Attachments. The blank form is available to download in Buyer Attachments section.

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