



Kim Reynolds, Governor

Adam Gregg, Lt. Governor

Kelly Garcia, Director

To: All Potential Respondents

Subject: 407MC2412801

Request for Bid

The State of Iowa is conducting a Request for Bid for a contractor to replace twenty-six windows in a housing unit. In addition to replacing the windows, the contractor shall dispose of old windows, leaving no garbage behind. The contractor must facilitate all of their own tools and equipment.

The housing unit is located on the Cherokee Mental Health Institute grounds at 1251 W Cedar Loop, Cherokee 51012. The specific housing unit is located at 1214 W Cedar Loop, Cherokee, IA 51012.

To be considered, all bids must meet the following criteria:

1. Contractors must survey the site and take measurements at the housing unit between May 8, 2024 and May 23, 2024, Monday – Friday during the hours of 8:00 AM (CT) and 3:00 PM (CT). Attendance during this period is mandatory and will be verified with a sign-in sheet. Contractors will check-in at Patient Accounts in the main lobby of the Cherokee Mental Health Institute before gaining access to the housing unit.
2. The windows must meet, at a minimum, the following specifications:
 - a. Double-hung
 - b. Double-glazed
 - c. White interior and exterior coloring
 - d. Metal or vinyl clad
3. Bids must be itemized, listing cost of materials and labor separately.
4. Bids must be received by email at CHEMHIPurchasing@dhs.state.ia.us no later than 2:00 PM (CT) on May 24, 2024.

All questions regarding this solicitation must be received by email (CHEMHIPurchasing@dhs.state.ia.us) by 2:00 PM (CT) on May 20, 2024.

This solicitation will result in a Purchase Order. By submitting a bid, respondent agrees to the terms and conditions available at:

<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf>