

005-RFB-2970-2026 – Pump Maintenance and Repair Services

SECTION 1 - INTRODUCTION

1.1 Background Information

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 submission of a comprehensive Bid.

The State of Iowa is seeking bidders to provide pump repair and maintenance services to the Capitol Complex and State facilities in the Des Moines metro area.

The goal is to maintain a pump service program to maintain peak operating efficiencies and minimize maintenance and equipment replacement. Services for pumps may include, but not limited to, centrifugal, vertical turbine, submersible, and rotary pumps used in water/wastewater, HVAC, and utility operations. Work includes emergency repair, scheduled preventive maintenance (PM), corrective repair, parts replacement, complete pump replacement, testing, commissioning, and documentation.

The resulting contract(s) is an Indefinite Delivery/Indefinite Quantity (IDIQ) contract for pump repair and maintenance services. The Bidder shall furnish labor, materials, equipment, supervision, and incidentals for task orders issued under this Agreement. Individual task orders will define specific work locations, drawings (if any), quantities, schedules, and deliverables.

1.2 Contract Term

The term of the contract will begin October 1, 2026, and end on September 30, 2027.

The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to five (5) annual extensions.

1.3 Bid Closing Date

Bids must be received no later than **2:00pm CT, Friday, Sept 4th, 2026**. Late bids will not be considered. Bids shall be submitted on IMPACS Electronic Procurement System.

1.4 Questions and Requests for Clarification

Bidders are invited to submit written questions and requests for clarifications regarding the RFB. The questions and requests for clarification must be received by the Issuing Officer by date **Monday, August 24th, 2026, time 2:00 pm** (CT). Oral questions will not be permitted. If the questions and requests for clarifications pertain to a specific section of the RFB, the page and section number(s) must be referenced. Written responses to questions and requests for clarifications will be issued in the form of an addendum and sent to Bidders who received RFBs.

1.5 Site Visit – There will be no site visit associated with this solicitation.

SECTION 2 – SPECIFICATIONS

All items listed in this Section are Bid Specifications. A successful Bidder must be able to satisfy all these specifications to be deemed a Responsible Bidder.

2.1 Bidder Requirements

- 2.1.1** All labor, parts, and materials shall comply with the American Society for Testing and Materials (ASTM), the American National Standards Institute (ANSI), the State of Iowa's Building and Fire Codes, NFPA codes and standards, and all applicable Iowa Code including State Mechanical Code Chapter 61, and State Plumbing Code Chapter 25.
- 2.1.2** All work performed by the Bidder on State property must comply with the current Iowa Occupational Safety and Health Standards. Bidders are required to inform the Issuing Officer of all OSHA violations on State property during the term of the contract.
- 2.1.3** Manufacturer-authorized service provider for major pump brands or documented equivalent experience.
- 2.1.4** The State of Iowa shall be indemnified and held harmless from any claims or liability arising from any violation(s). Bidder will be required to obtain and maintain all required permits.
- 2.1.5** Bidder must possess sufficient resources and be capable of handling more than one State job at a time. Bidder must have all the necessary personnel and equipment to safely work on systems and have the required certifications and licenses.
- 2.1.6** The Bidder will have to report to work site with all tools and equipment required for the work to be performed.
- 2.1.7** The Department of Administrative Services reserves the right, without protest, to reject any worker that in the estimation of the State is not qualified or performing in an acceptable manner and/or is unable to obtain security clearance.

2.2 Response Times

The Bidder must respond to routine and emergency service requests. Emergency Service call work shall be completed /scheduled as the Facility Manager or designee deems as necessary.

2.2.1 Coverage

Bidders must provide 24/7/365 coverage to ensure service availability outside of standard business hours and during holidays.

2.2.1.1 Routine Service Request

Bidder must respond and schedule work within 24 hours of Agency request.

2.2.1.2 Emergency Service Request

Emergency Response - 24/7 dispatch in the event of failures.

Emergency Service call work shall be completed/scheduled as the Facility Manager or designee deems as necessary.

State Facility - Technicians must arrive at State Agency facility within four (4) hours plus travel time from the point of origin to point of service after notification of an emergency call.

Capitol Complex - Technicians must arrive at Capitol Complex locations within two (2) hours plus travel time from the point of origin to point of service after notification of an emergency call.

SECTION 3 – SCOPE OF WORK

3.1 Service Request

Bidder must provide preventive maintenance, corrective repairs, testing, and emergency response for facility pumps to ensure reliable operation, extend life, and meet performance requirements. Services shall include, but are not limited to, the following:

- 3.1.1** Preventive Maintenance (PM) - scheduled inspections, lubrication, coupling checks, alignment, belt/shaft checks, seal/packing checks, electrical terminations, and performance verification per manufacturer and industry standards.
- 3.1.2** Corrective Repair - diagnosis, disassembly/reassembly, shaft/impeller repair or replacement, mechanical seal replacement, bearing replacement, motor repair or coordination with motor vendor, piping/valve repairs as needed.
- 3.1.3** Performance Testing - pump curve verification, flow/pressure checks, vibration analysis, motor amp/load testing after repairs or PM.
- 3.1.4** Spare Parts Management - provide on-site critical spares or coordinate procurement with Owner approval.
- 3.1.5** Commissioning/Startup - post-repair testing and functional startup.
- 3.1.6** Documentation - provide work orders, test reports, parts used, photographs, root-cause analysis for failures, and PM records entered into Owner's CMMS (or supplied log).

3.2 Repairs

- 3.2.1** All repairs to use OEM parts or agency-approved equivalent. Provide part numbers and data sheets.
- 3.2.2** For in-shop rebuilds provide teardown report, parts replaced, balancing report, and warranty on workmanship.
- 3.2.3** For full replacements: provide submittals (manufacturer data, shop drawings, performance curve), lead time, and installation plan including civil/electrical work.
- 3.2.4** Bidder to coordinate shutdowns, provide bypass or temporary pumping if required, and restore site to equal or better condition.

3.3 Installation

Installation of any equipment shall be the Respondent's responsibility and expense, as shall the removal of such equipment upon completion of the contract or cancellation of the contract. The Bidder shall be responsible for all Bidder-owned equipment. The risk of loss and/or damage to Bidder-owned equipment shall be always assumed by the Bidder pertinent to the contract.

3.4 Maintenance and Support Services

Upon request, Bidder shall provide preventative maintenance, maintenance, calibration, and inspection of.

- Critical pumps
- Secondary pumps
- Non-critical/reserve

3.5 Deliverables

Upon request, Bidder shall provide the following:

- 3.5.1** Completed inspection checklist per unit.
- 3.5.2** Measured data: static/dynamic pressure, flow, RPM, motor amps/voltage, vibration (mm/s or ips), temperature.
- 3.5.3** Recommended actions and estimated costs for deficiencies.
- 3.5.4** Documentation with labor hours, parts used (OEM part numbers), and before/after photos.

3.6 Testing and Acceptance

- 3.6.1** Bidder to provide post-repair/replacement acceptance testing to include flow/pressure to verify against contract curve, motor amp draw within manufacturer spec, shaft alignment (laser-alignment report), vibration spectrum, and seal leakage check.

3.6.2 Bidder to provide stamped test certificates and signed acceptance form from Agency representative.

3.7 Training

Bidder shall provide any training necessary for State staff as operators of the equipment.

3.8 Materials

The Bidder shall have sufficient inventory of materials to meet usual and customary commercial contract. State Agencies reserve the right to furnish materials required in the completion of work under this contract.

3.9 Lockout/Tagout Policy

All work performed by Bidders shall be in compliance with the Lockout/Tagout Policy. This policy includes but is not limited to tagging, labeling, and identification of designated breakers, outlets, or other power sources before and after completion of assigned work.

3.10 Confined Space Policy

All work performed by Bidders shall be in compliance with the Confined Space Policy.

3.11 Warranty

Bidders shall warranty all work performed under this contract award for a period of one (1) year from service. If during that one (1) year period of warranty, any part installed under the contract fails or does not function properly due to any fault in material or workmanship, the Bidder shall, under notice from the Agency representative, promptly proceed to repair or replace the faulty item without the Agency incurring any additional expense. If the Bidder fails to repair or replace the faulty item within a reasonable time after notice, the Agency may hire another vendor to repair or replace the faulty item and charge the cost to the Bidder.

3.12 Work Rules

3.12.1 Facility Rules

State facilities have specific security and safety policies and procedures established which must be adhered to at all times, according to their instructions. Bidder's personnel shall provide to the facilities designated contact(s) the following information in advance of being admitted in site: name, date of birth, social security number, driver's license number (background checks may be required), location and description of work to be performed.

3.12.2 Site Conditions

All work must be performed in a safe manner. The Bidder shall at its sole expense immediately correct any dangerous condition caused by or because of the Bidder's work. The Bidder shall be held solely responsible for any damage to existing structures, grounds, systems, equipment, or parts, caused by Bidder's employees and shall repair or replace same to its original condition at no additional cost to the using State Agency. If any shutdown of services is required, the Bidder must contact the using Agency prior to shut

down. The bidder shall keep the site clean, and swept daily, or more often if required to keep premises clean and safe. The bidder must remove all materials and debris from the work site on a daily basis. The Bidder shall at its sole expense, replace, repair, or otherwise remedy any damage made to the existing grounds or buildings by the Bidder in the performance of their work. Existing walks, driveways and parking areas are to be kept free and clean at all times. Parking spaces should be arranged with the Agency. All parking costs are the responsibility of the Bidder.

3.12.3 Proper Conduct

The Bidder 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 smoking is conducted in such area. No secured doors left open or unlocked. The Bidder shall conduct business in a professional manner at all times.

3.12.4 Temporary Utilities

The Bidder shall have temporary use of electrical power from existing outlets as directed by the Agency. The Bidder shall furnish all connections and extensions from these outlets at its own expense.

3.12.5 Storage

The Bidder shall store all materials, tools and equipment only in areas designated by the Agency. The Bidder shall keep those areas clean and clear of combustible materials/waste. The Bidder shall provide adequate facilities for the storage of waste materials and rubbish prior to removal from the site. Debris, surplus materials, equipment, etc., may need to be removed periodically, depending on the Agency's needs. No ladders, tools or equipment shall be left unattended. The Bidder shall be solely responsible for damage, loss or liability due to theft or vandalism of his materials, tools and equipment.

3.12.6 Hazardous Materials

Where the Bidder encounters suspected areas of hazardous materials such as asbestos, Bidder shall immediately cease operations and notify the Owner. No work shall proceed until the Owner has the areas tested and has initiated an approved method of neutralizing or removing the hazard, as per E.P.A. requirements. The Bidder agrees to accept responsibility for notifying his or her employees of any hazard which exists and to protect all personnel from harm, holding the Owner, his or her employees, and the Designer from any claims against them by the Bidder, his or her employees or third parties. The Owner shall advise the Bidder of any verified hazards. The Owner will also advise the areas suspected as possible hazards. If the Bidder is required to work in the suspected hazardous area (but not in direct contact with the hazard), they will be required to accept responsibility and cost for notifying and protecting his or her personnel as though the area is contaminated. The Bidder will not be reimbursed for a reasonable delay in work caused by a hazard during the job.

3.13 Standard of Quality

3.13.1 Quality and Conformance

All goods, services, and work (collectively “Deliverables”) shall conform to the Contract, approved samples, and applicable laws, codes, and recognized industry standards (e.g., ASTM, ANSI, NFPA, ISO), and to Manufacturer’s latest published specifications unless otherwise provided.

3.13.2 Materials and Workmanship

Materials shall be new and of first quality unless expressly permitted otherwise. Workmanship shall be in accordance with best practices for the trade and equal to or better than similar completed projects.

3.13.3 Personnel and Subcontractors

Bidder shall employ qualified, licensed personnel and ensure subcontractors meet the same standards. Bidder remains fully responsible for subcontractor performance.

3.13.4 Inspection, Testing, and Acceptance

Agency has the right to inspect, test, and reject Deliverables that do not meet requirements. Inspection does not relieve Bidder of obligations. Final acceptance occurs only after successful completion of required tests and resolution of punch list items.

3.13.5 Nonconforming Deliverables & Remedies

On notice of nonconformance, Bidder shall, within 5 days, at its expense, repair, replace, or re-perform the Deliverable to conform. If Bidder fails to cure timely, Owner may correct or procure replacement and charge Bidder for costs, without prejudice to other remedies.

3.13.6 Material Warranties and Duration

Bidder warrants Deliverables for a minimum of 12 months from acceptance (or longer as specified). Warranties include latent defects, compliance with statutory requirements, and transferability of manufacturer warranties.

3.13.7 Certification, Records & Traceability

Bidder shall furnish material certificates, test reports, MSDS, test logs, and other required documentation prior to or upon delivery. Records must be retained for 3 years (or as required).

3.13.8 Change in Standards

If applicable standards or codes change between award and completion, Bidder shall notify the Agency and, where required, bring the Deliverables into compliance at no additional cost unless change order is approved.

3.13.9 Cumulative Remedies

Remedies for breach of quality are cumulative and include rejection, repair, replacement, price reduction, contract termination, and recovery of damages.

3.14 Performance Monitoring and Reporting

3.14.1 Work Reports

The Bidder shall provide comprehensive workmanship reports to the Agency upon completion of pump services.

Reports shall include, at minimum, all applicable details regarding the following:

- **Equipment Identification**
 - Pump model/serial number and asset tag
 - Location of the pump and date of service
- **Summary of work performed**
 - Detailed description of maintenance or repair activities.
 - Specific components inspected, replaced, or adjusted.
 - Any deviations from standard procedures.
- **Condition Assessment**
 - Current condition of major components (seals, bearings, impeller, motor, couplings)
 - Wear levels or failure indicators discovered
 - Photos of critical observations (if possible)
- **Measurement Date**
 - Vibration readings
 - Pressure and flow measurements
 - Alignment tolerances
 - Electrical readings (e.g., amperage draw for motor-driven pumps)
- **Materials and parts used**
 - List of replacement parts (with part numbers)
 - Consumables used (lubricants, seals, etc.)
- **Recommendations**
 - Suggest follow-up repairs or adjustments
 - Preventative maintenance recommendations
 - Estimated remaining useful life of components
- **Technician information**
 - Names and qualifications of personnel who performed the work
 - Signature or certification of completion

3.14.2 Performance Metrics

The Bidder shall be reviewed for the following performance standards:

- Emergency response compliance
- PM on-time completion rate
- First-time-fix rate
- Customer service

3.14.3 Service Level Failures

Failure to meet performance standards for two (2) consecutive quarters within any twelve (12) month period may result in contract termination or other remedies as specified in the contract terms and conditions.

3.14.4 Meetings

Review meetings with Owner as necessary.

3.15 Invoicing and Supporting Documentation

3.15.1 The Bidder shall provide detailed invoices itemizing all goods and services provided. When necessary, invoices shall be accompanied by supporting documentation.

3.15.2 Each invoice must reference the contract number, PO number, invoice number, invoice date, vendor remittance information, description of goods/services, quantity, unit price, list and discount price (when applicable) and line-item totals.

3.15.3 Invoices missing required fields or supporting documents may be returned and will not be considered received until corrected.

Attachment 1
Exceptions Form

Please list all exceptions to this RFB in this section. Include section and reason for exception: (Make additional pages if necessary)

<u>Section</u>	<u>Exception</u>
1. _____	_____ _____
2. _____	_____ _____
3. _____	_____ _____
4. _____	_____ _____
5. _____	_____ _____
6. _____	_____ _____
7. _____	_____ _____
8. _____	_____ _____
9. _____	_____ _____
10. _____	_____