

**REQUEST FOR PROPOSAL – IOWA DEPARTMENT OF NATURAL RESOURCES**  
**RFP COVER SHEET**

**Administrative Information**

**RFP Number** 27ESDFSBCIIAM-0003      **Title of RFP** Routine Janitorial Services for DNR Field Office 1  
**Agency** Iowa Department of Natural Resources (DNR)

**DNR Issuing Officer**

Name: Christina Iiams  
Phone: 515-240-6467      E-mail: christina.iiams@dnr.iowa.gov

**PROCUREMENT TIMETABLE:** *The dates provided below are for informational and planning purposes. If the DNR changes any of the Respondent’s deadlines, the DNR will issue an addendum to the RFP.*

| <b>PROCUREMENT TIMETABLE - Event or Action</b>  | <b>Date/Time<br/>(Central Time)</b> |
|---|-------------------------------------|
| DNR Posts Notice of RFP on the TSB website  | 6/1/2026 @ 10AM                     |
| DNR Issues RFP  | 6/3/2026 @ 10AM                     |
| RFP written questions, requests for clarification, and suggested changes from Respondents due   | 6/10/2026 @ 12PM                    |
| Site Visit Location and Address: <u>1101 Commercial Court, Suite 10 Manchester, IA 52057</u><br>Is a Site Visit mandatory? <b>NO</b>                                | 6/8/2026; 9-11AM                    |
| DNR follow-up RFP written questions, requests for clarification, and suggested changes from Respondents due (no questions accepted or responded to after this date) | 6/11/2026 @ 4PM                     |
| Proposals Due   | 6/12/2026 @ 10AM                    |

**Relevant Websites**

- Internet website where RFP, Addenda, and Questions and Answers to this RFP will be posted: [State of Iowa Bid Opportunities](#)
- Internet website where DNR Contract General Conditions and DNR Contract Special Conditions - Informal are posted: [Iowa DNR Solicitations & Construction Bid Lettings](#)

## SECTION 1 INTRODUCTION

- 1.1 Purpose.** The purpose of this Request for Proposals (RFP) is to solicit proposals from Responsible Respondents to provide the goods and/or services identified on the RFP cover sheet and further described in Section 4 of this RFP to the Iowa Department of Natural Resources (DNR). The DNR intends to award a Contract(s) for the initial period identified on the RFP cover sheet, and may extend the Contract(s) for up to the number of annual extensions identified on the RFP cover sheet.
- 1.2 Definitions.** For the purposes of this RFP and the resulting contract, the following terms shall mean:
- “**Contract**” means the contract(s) entered into with the successful Respondent.
- “**Contractor**” means the awardee to provide the contractual services agreed upon.
- “**DNR Service Contract General Conditions**” means the General Conditions for Service Contracts as referenced on the RFP cover page.
- “**DNR Service Contract Special Conditions - Informal**” means the Special Conditions for Service Contracts as referenced on the RFP cover page.
- “**Proposal**” means the Respondent’s proposal submitted in response to the RFP.
- “**Respondent**” means the company, organization or other business entity submitting a proposal.
- “**Responsible Respondent**” means a Respondent that has the capability in all material respects to perform the scope of work and specifications of the Contract. In determining whether a Respondent is a Responsible Respondent, the DNR may consider various factors including, but not limited to, the Respondent’s competence and qualifications to provide the services requested, the Respondent’s integrity and reliability, the Respondent’s past performance relative to the quality of goods and services and the best interest of the DNR.
- “**Responsive Proposal**” means a Proposal that complies with the material provisions of this RFP.
- “**RFP**” means this informal Request for Proposals and any attachments, exhibits, schedules or addenda hereto.
- 1.3 Overview of the RFP Process.** This RFP is designed to provide Respondents with the information necessary for the preparation of competitive Proposals. The RFP process is for the DNR’s benefit and is intended to provide the DNR with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Respondent is responsible for determining all factors necessary for the submission of a comprehensive Proposal.
- It is the DNR’s intention to evaluate Proposals from all Respondents that submit timely Responsive Proposals, and award the Contract(s) in accordance with the evaluation and selection criteria provided in this RFP.
- 1.4 Objectives.** The Iowa DNR seeks to purchase routine janitorial services for the Environmental Services Field Office located at 1101 Commercial Court, Suite 10 in Manchester, Iowa.
- 1.5 Background.** Iowa DNR Field Office 1 (FO#1) is located at 1101 Commercial Court, Suite 10 in Manchester, Iowa. One of six regional environmental services offices; staff in this office assist citizens, business and industry in 15 NE Iowa counties achieve compliance with Iowa’s environmental programs.
- The office space, approximately 5,696sf, consists of 18 cubicles, 2 restrooms, a small break room, a small and a large conference room, entryway, two testing station rooms, a sample lab, and a file room.

## SECTION 2 ADMINISTRATIVE INFORMATION

- 2.1 Issuing Officer.** The Issuing Officer identified in the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until a Notice of Intent to Award the Contract is issued.
- 2.2 Restriction on Communication.** From the issue date of this RFP until a Notice of Intent to Award the Contract is issued, Respondents may contact only the Issuing Officer. The Issuing Officer will respond only to written questions regarding the procurement process. Oral questions related to the interpretation of this RFP will not be accepted. Questions related to the interpretation of this RFP must be submitted as provided in Section 2.4. Respondents may be disqualified if they contact any DNR employee other than the Issuing Officer about the RFP.
- 2.3 Downloading the RFP from the Internet.** If the Respondent downloaded the RFP from the Internet; the Respondent is advised to check the website periodically for addenda or updates to the RFP as the Respondent may not automatically receive them. It is the Respondent's sole responsibility to check for addenda to posted documents.
- 2.4 Questions, Requests for Clarification, and Suggested Changes.** Respondents are invited to submit written questions and requests for clarification regarding the RFP; these must be emailed to the Issuing Officer on or before the date and time listed. If the questions or requests for clarifications pertain to a specific section of the RFP, Respondent shall reference the page and section number(s). Oral questions will not be permitted; the DNR assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP through an addendum. The DNR will provide written responses to questions, requests for clarifications, or suggestions received from Respondents on or before the date listed on the RFP cover sheet.
- 2.5 Amendment to the RFP.** The DNR reserves the right to amend the RFP at any time using an addendum. The Respondent shall acknowledge receipt of all addenda in its Proposal.
- 2.6 Submission of Proposals.** Respondents must submit the Proposal to the Issuing Officer's email before the "Proposals Due" date and time listed on the RFP cover sheet. **This is a mandatory specification and will not be waived. Any Proposal received after this deadline will be rejected.** It is the Respondent's responsibility to ensure that the Proposal is received prior to the deadline. The costs of preparation and delivery of the Proposal are solely the responsibility of the Respondent. Respondents must furnish all information necessary to enable the DNR to evaluate the Proposal. Oral information provided by the Respondent will not be considered unless it is reduced to writing. Hard copy mail and faxed Proposals will not be accepted.
- The Respondent may amend or withdraw and resubmit its Proposal at any time before the Proposals are due. Amended Proposals must be updated and resubmitted following the submission requirements. Respondents must notify the Issuing Officer in writing prior to the due date for Proposals if they wish to completely withdraw their Proposals.
- 2.7 No Commitment to Contract.** The DNR reserves the right to reject any or all Proposals received in response to this RFP, cancel this RFP, or advertise a new RFP at any time prior to the execution of the Contract. Issuance of this RFP in no way constitutes a commitment by the DNR to award a contract.
- 2.8 Rejection of Proposals.** The DNR may reject outright and not evaluate a Proposal for reasons including, without limitation, that the Respondent:
- 2.9.1** Fails to deliver the Cost Proposal as a separate file.
  - 2.9.2** Proposal limits the rights of the DNR.
  - 2.9.3** Fails to include information necessary to substantiate ability to meet a specification of the RFP.
  - 2.9.4** Fails to timely respond to the DNR's request for information, documents, or references.
  - 2.9.5** Fails to include any signature, certification, authorization, stipulation, disclosure or guarantee required.
  - 2.9.6** Fails to comply with the specifications of this RFP.
  - 2.9.7** Lacks sufficient evidence (including evidence submitted and obtained from other sources) to satisfy the DNR that the Respondent is a Responsible Respondent.

**2.9 Nonmaterial Variances.** The DNR reserves the right to determine if a Proposal substantially complies with the requirements of this RFP. Nonmaterial variances are not necessarily disqualifying. The determination of materiality is in the sole discretion of the DNR.

**2.10 Proposal Clarification Process.** The DNR reserves the right to contact a Respondent after the submission of Proposals for the purpose of clarification. Information received will not be considered if the information materially alters the content of the Proposal or the type of services the Respondent is offering. Failure to comply with requests for additional information, within the time specified, may result in the rejection of the Proposal.

**2.11 Public Records and Requests for Confidential Treatment.** Requests for treatment of information as confidential must comply with *561 Iowa Administrative Code chapter 2*. **Any Proposal marked “Confidential” or “Proprietary” on every page may be disqualified.**

The DNR will copy and produce public records upon request as required to comply with *Iowa Code Chapter 22* and will treat all information submitted as non-confidential records unless the Respondent properly requested confidential treatment at the time of the submission **AND the information is deemed confidential under Iowa or other applicable law.**

**2.12 Release of Claims.** By submitting a Proposal, the Respondent agrees that it will not bring any claim or cause of action against the DNR based on Respondent’s misunderstanding concerning the information provided in the RFP or concerning the DNR’s failure, negligent or otherwise, to provide the Respondent with complete, pertinent, or accurate information in this RFP.

**2.13 Opening and Evaluation.** The DNR will open Proposals after the deadline for submission has passed. The opening of timely submitted Proposals does not mean that an individual Proposal has been deemed technically compliant or accepted for evaluation. Proposals that are timely submitted and are not rejected will be reviewed in accordance with Section 5 of the RFP.

**2.14 Award Notice and Acceptance Period.** Notice of Intent to Award the Contract(s) will be sent to all Respondents submitting a timely Proposal. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award or such other time as designated by the DNR. If the successful Respondent fails to negotiate and deliver an executed Contract by that date, the DNR may cancel the award and award the Contract to the remaining Respondent the DNR believes will provide the best value.

**2.15 No Contract Rights until Execution.** No Respondent shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Respondent and the DNR.

**2.16 Choice of Law and Forum.** This RFP and the Contract shall be governed by the laws of the State of Iowa. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

**2.17 Appeals.** A Respondent whose Proposal has been timely filed and who is aggrieved by the Notice of Intent to Award of the DNR may appeal the decision by emailing a written notice of appeal (in accordance with 11—Chapter 117.20, Iowa Administrative Code) to the Director of the Department of Administrative Services and copy to the Issuing Officer. The notice must be filed within five (5) days of the date of the Notice of Intent to Award issued by the Department, exclusive of Saturdays, Sundays, and legal state holidays. The written notice may be filed by fax transmission to 515.725.2064 or emailed to the Director of the Department of Administrative Services. The notice of appeal must clearly and fully identify all issues being contested by reference to the page, section and line number(s) of the RFP and/or the Notice of Intent to Award. A notice of appeal may not stay negotiations with the apparent successful Respondent.

**3.1 Instructions.** These instructions describe and define the format and content of the Proposal. They are designed to facilitate a uniform review process. The preference is that all responses are typed but the Respondent may write in responses, scan, and email the Proposal. Failure to adhere to the Proposal format and illegible or indecipherable responses may result in the rejection of the Proposal.

**3.1.1** The Proposal shall be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as separate files. The files shall be labeled with the following information:

**RFP 27ESDFSBCIIAM-0003 - Respondent Name - Technical Proposal**

**RFP27ESDFSBCIIAM-0003 - Respondent Name - Cost Proposal**

**3.1.2** Files shall be attached to the Respondent's submission emailed to the Issuing Officer.

**3.1.3** If the Respondent designates any information in its Proposal as confidential, the Respondent shall also submit a public copy Proposal with confidential information excised as provided in Section 2.

**RFP 27ESDFSBCIIAM-0003 - Respondent Name - Public Copy**

**3.1.4** Proposals shall not contain promotional or display materials.

**3.2 Technical Proposal.** Any information provided in the Technical Proposal is subject to consideration, evaluation, and scoring. The following shall be included in the Technical Proposal in the order given below:

**3.2.1 Executive Summary.** The Respondent shall prepare an executive summary and overview of the services it is offering, including all of the following information:

- An overview of the Respondent's plans for complying with the specifications described in Section 4 of this RFP. The explanation should include equipment, cleaning supplies, and supportive information that indicates the Respondent's understanding of the required level of detail needed to comply with the specifications.
- For any "yes" responses to A2.1 on Attachment 2, the Respondent shall provide the following information for the past five (5) years:
  - Terminated contract for services for any reason? Provide full details regarding the termination.
  - Damages or penalties assessed against or dispute resolution settlements entered into by the Respondent? Provide full details regarding the circumstances, including dollar amount of damages, penalties and settlement payments.
  - Provide details for any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Respondent to engage in any business, practice or activity.
- Any other summary information the Respondent deems to be pertinent.

**3.2.2 Background Information and Experience.** The Respondent must provide *Attachment 1 – Background Information & Experience* with the Technical Proposal submission. Additional pages should be labeled accordingly.

**3.2.3 Acknowledgments.** The Respondent must provide *Attachment 2 - Acknowledgement Form* with the Technical Proposal submission. Additional pages should be labeled accordingly.

**3.2.4 Exceptions.** The Respondent must provide *Attachment 3 - Exceptions Form* with the Technical Proposal submission. Additional pages should be labeled accordingly.

**3.3 Cost Proposal.** The Respondent shall provide its Cost Proposal in a separate file for the proposed services. All costs associated with complying with such DNR Service Contract Special - Informal and General Conditions should be included in any pricing quoted by the Respondent. All prices are quoted pursuant to the terms and conditions of this RFP. Respondent's Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel, expenses, etc. in prices) for the proposed services. Cost proposals shall be submitted on the form included in this RFP.

**SECTION 4 SPECIFICATIONS**

**Overview.** The successful Respondent shall provide the services to the DNR in accordance with the specifications provided in this Section. All items listed in this section are Mandatory Specifications and the Respondent agrees that it shall comply with the specifications throughout the full term of the Contract, if the Respondent is successful.

Merely repeating the specifications may be considered non-responsive and may disqualify the Respondent. If the DNR determines the responses and supportive materials do not demonstrate the Respondent will be able to comply with the Mandatory Specifications, the Agency may reject the Proposal.

**4.1 Description of Statement of Work.** The successful Respondent (Contractor) will provide routine janitorial services on a weekly basis with some items being done on a monthly or annual basis only. All janitorial services are to take place at 1101 Commercial Court, Suite 10 in Manchester, Iowa.

**4.2 Statement of Work Deliverables**

**Statement of Work.** Contractor must perform the following Tasks by the Task Milestone Dates set out in the following table. Requests for consideration of change to the Task Milestone confirmed DAY due to an unforeseen conflict can be submitted to the DNR Project Manager.

| Deliverable   | Task Milestone Date   |
|---|---|
| <p><b>Task 1: Weekly Cleaning Services</b><br/> <b>Description:</b> Perform the following cleaning services on a weekly basis.</p> <ul style="list-style-type: none"> <li>● General office areas:                             <ul style="list-style-type: none"> <li>○ Vacuum floors;</li> <li>○ Remove carpet stains or spots;</li> <li>○ Clean entry way door and glass;</li> <li>○ Clean phones, including receivers;</li> <li>○ Dust cupboards, desktops, file cabinet tops, tables, countertops and office equipment;</li> </ul> </li> <li>● Restrooms: Clean and disinfect restrooms, including the floors, sinks, faucets, mirrors, toilets, tile walls, and any other areas of the restrooms;</li> <li>● Sink areas/counters not in the restrooms: Clean and disinfect all sinks and counters located outside the restrooms, including the lab and break room areas;</li> <li>● Trash:                             <ul style="list-style-type: none"> <li>○ Empty, clean and reline recycling and waste baskets and recycling baskets in the restrooms, the central filing room, conference rooms, break room and lab;</li> <li>○ Take the collected recyclables and waste to the appropriate parking area dumpster.</li> </ul> </li> </ul> | <p>This Task shall be completed on a weekly basis, on {confirmed DAY} after regular business hours.</p>   |
| <p><b>Task 2: Monthly Cleaning Services</b><br/> <b>Description:</b> Perform the following cleaning services on a monthly basis.</p> <ul style="list-style-type: none"> <li>● Dust windows, including woodwork;</li> <li>● Clean interior window glass;</li> <li>● Remove any collected dust or cobwebs from office, including walls and ceilings;</li> <li>● Remove smudges or other dirt or marks from cabinets, partitions and other areas.</li> </ul>   | <p>This Task shall be completed on a weekly basis, on {confirmed DAY} after regular business hours.</p>   |
| <p><b>Task 3: Annual Carpet Cleaning Services</b><br/> <b>Description:</b> Perform the following cleaning services on an annual basis.</p> <ul style="list-style-type: none"> <li>● Vacuum floors, including under chairs, tables and mats;</li> <li>● Remove carpet stains or spots;</li> <li>● Vacuum mats;</li> <li>● Steam/Shampoo floors and return all items to their original positions</li> </ul>   | <p>This Task shall be completed on a yearly basis, during the timeframe of June 25<sup>th</sup> – June 30<sup>th</sup>. Contractor shall contact the DNR Project Manager by June 15<sup>th</sup> to establish a date of services.</p> |

## SECTION 5      EVALUATION AND SELECTION

- 5.1 Introduction.** This section describes the evaluation process that will be used by the DNR. The DNR will not necessarily award the Contract to the Respondent offering the lowest cost. Instead, the DNR will award to the Respondent whose Responsive Proposal will provide the best value to the DNR.
- 5.2 Evaluation Committee.** The DNR will use an evaluation committee to conduct a comprehensive, fair, and impartial evaluation of Technical Proposals received in response to this RFP. The evaluation committee will fully evaluate and score all Responsive Proposals submitted by Responsible Respondents in accordance with this Section. The evaluation committee will recommend an award based on the results of their evaluation.
- 5.3 Technical Proposal Evaluation and Scoring.** All Technical Proposals will be evaluated to determine if they comply with the Mandatory Specifications. In addition to other RFP requirements, to be deemed a Responsive Proposal, the Technical Proposal must:
- Answer all parts of *Attachment 1 and Attachment 2*; and
  - Include supportive materials as required to demonstrate the Respondent will be able to comply with the Mandatory Specifications in Section 4.
- 5.4 Evaluation Criteria.** Evaluation of proposals will be based on the following criteria, which are not listed in any particular order of importance.
- 5.4.1 Cost. 25 pts**
  - 5.4.2 Respondent’s professional experience, performance record, and reference. 30 pts**
  - 5.4.3 Compliance and thoroughness of Respondent’s response to RFP Technical Proposal submittal. 15pts**
  - 5.4.4 Respondent’s references demonstrate/identify the expertise and ability of the Respondent to provide the goods and/services sought in the Statement of Work. 30 pts**
- Must score a minimum of 40 points for a cost proposal to be opened.
- 5.5 Cost Proposal Scoring.** Cost Proposals will remain sealed during the evaluation of the Technical Proposals. After the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and scored. The cost proposal for each respondent will be evaluated in comparison with the other cost proposals received.
- 5.6 Tied Score and Preferences.** An award shall be determined by a drawing when responses are received that are equal in all respects and tied in price. The drawing will be held in the presence of the Respondents who are tied. If Respondents are unavailable, the drawing will be made in front of at least three non-interested parties. All drawings shall be documented.

## SECTION 6      DNR CONTRACT SPECIAL AND GENERAL CONDITIONS

- 6.1 Contract Terms and Conditions.** The Contract that the DNR expects to award as a result of this RFP shall comprise the specifications, terms and conditions of the RFP, written clarifications or changes made by the Agency to the RFP through an amendment to the RFP in accordance with the provisions of the RFP, the DNR Service Contract Special and General Conditions as referenced on the RFP cover page, the offer of the successful Respondent contained in its Proposal, and any other terms deemed necessary. No objection or amendment by a Respondent to the provisions or terms and conditions of the RFP or the DNR Service Contract Special – Informal and General Conditions shall be incorporated into the Contract unless the DNR has explicitly accepted the Respondent’s objection or amendment in writing.
- 6.2 DNR Service Contract Special and General Conditions - No Material Changes/Non-Negotiable.** Notwithstanding anything in this RFP to the contrary, Respondent may not take exception to or propose including language in any resulting contract that conflicts with or is otherwise inconsistent with the following:
- 6.2.1 Indemnification.** A clause that intends to seek indemnification from the State of Iowa, whether or not the clause contains the words “indemnity” or “indemnify,” is not a clause to which the State may agree. The

State will not agree to any clause that includes the language “to the extent permitted by law” because, as explained, the State cannot indemnify Respondents to any extent.

- 6.2.2 Limitation of Liability.** Iowa Code section 8A.311(22) and 11 Iowa Admin. Code Chapter 120 establishes the rules to allow for the State of Iowa to agree to a contractual limitation of vendor liability clause in limited circumstances. Any request by Respondent for the State to limit damages not in accordance with Iowa law or administrative rules is a request with which the State cannot agree.
- 6.2.3 Jurisdiction and Venue.** Iowa Code chapter 13 establishes that the Iowa Attorney General is the State of Iowa’s attorney for all purposes, including management of litigation and claims against the state. The State may not preempt the Attorney General’s authority by agreeing in advance to control the way litigation may be managed in the event of a dispute. Likewise, the State cannot agree to the jurisdiction or laws of another state or its courts, cannot agree to venue in another state, and cannot agree to participate in any form of alternative dispute resolution.
- 6.2.4 Confidentiality.** All Iowa state agencies are subject to Iowa public records laws. The State cannot agree to contractual terms that attempt to prevent it from disclosing or disseminating records that constitute public records under Iowa Code chapter 22.
- 6.2.5 Unliquidated Expenses (i.e., Attorney Fees, Add-ons, or Cost Increases).** The State may not agree to clauses which may obligate it to pay for claims that might exceed its current funding appropriation. The State may only obligate those funds that have been appropriated to it by the Iowa Legislative Assembly and may only obligate those funds for the purposes for which the funds were appropriated.

#### **Special Conditions listed in this RFP**

- 6.2.6 Term Length.** The Contract shall have an initial term beginning on the date of contract execution (the “Start Date”). However, the Contract shall not begin until the Contract Start has occurred or the Contract has been signed by both parties, whichever is later. At the end of the Contract’s initial term, the Agency shall have the option, in its sole discretion, to renew the Contract on the same conditions, not to exceed a total Contract term of six (6) years from the Start of the Original Contract by executing a signed Amendment prior to the expiration of the Contract.
- 6.2.7 Payment Terms**
- 6.2.7.1 Payment Methods.** The State of Iowa, in its sole discretion, will determine the method of payment for services as part of the Contract. **This information will not be scored as part of the Cost Proposal or evaluated as part of the Technical Proposal.**
- **Electronic Funds Transfer (EFT) by Automated Clearing House (ACH).** Payments are deposited into the financial institution of the claimant’s choice three working days from the issue date of the direct deposit.
  - **State Warrant.** Paper check drawn by the Treasurer for the State of Iowa. The warrant is issued upon receipt of proper documentation from the issuing department.
- 6.2.7.2 Payment Terms.** Per Iowa Code 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Contractor.
- 6.2.8 Insurance.** The Contract will require the successful Respondent, at their own expense, to maintain insurance coverage(s) in full force and effect, for work performed during the entire term of the Contract. The Contractor’s insurance shall be with companies licensed by the State of Iowa, and shall insure against all general liabilities, personal injury, and property damage. Where applicable, the Contractor shall ensure it has any necessary workers’ compensation and employer liability insurance as required by Iowa law.

It shall be the responsibility of the Contractor to keep the respective insurance policies and coverages current and in force during the life of this Contract. Contractor shall be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Contractor shall have no claim or other recourse against the State or DNR for any costs or loss attributable to any of the foregoing, all of which shall be borne solely by the Contractor. Notwithstanding any other provision of this Contract, the Contractor shall be fully responsible and liable for meeting and fulfilling all of its obligations under this section of the Contract.

**ATTACHMENT #1 – BACKGROUND INFORMATION & EXPERIENCE  
RFP 27ESDFSBCIIAM-0003**

A response is required for each item and should be included with the Technical Proposal submittal. (Add additional pages if necessary).

Any information provided in the Technical Proposal is subject to consideration, evaluation, and scoring.

**BACKGROUND INFORMATION**

**A1.1** Provide the following information regarding the Respondent

**Respondent Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**A1.2** What is the Type/Form of business entity:

**Corporation**       **Limited Liability Company (LLC)**       **Partnership**       **Proprietorship**

**A1.3** What is the state of incorporation, formation, or organization: \_\_\_\_\_

**A1.4** How many employees are employed with the Respondent: \_\_\_\_\_

**A1.5** Are there any d/b/a's or assumed names or other operating names of the Respondent?       **Yes**  **No**

If yes, please identify the other name(s), local addresses and phone numbers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A1.6** Are there any other Respondent offices or facilities that will relate to the Respondent's performance under the terms of this RFP?  **Yes**  **No**

If yes, please provide their addresses and phone numbers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A1.7** Will subcontractors be involved with the Respondent's performance of this RFP?       **Yes**  **No**

If yes, please provide their name, contact information, nature of services being used, and qualifications.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A1.8** Provide the following information regarding the Respondent's representative to contact regarding all contractual and technical matters concerning the Proposal.

**Name and Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**EXPERIENCE**

**A1.9** Number of Years in Business: \_\_\_\_\_

**A1.10** Number of Years of Experience providing services sought by this RFP: \_\_\_\_\_

**A1.11** Have services been provided at State of Iowa or other governmental entity locations?  **Yes**  **No**  
If yes, please list locations, including addresses and the number of years of service.

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**A1.12** List three (3) previous or current customers/clients knowledgeable of the Respondent's performance in providing services similar to those described in this RFP. Each listed reference must include a valid contact person and telephone number.

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The DNR reserves the right to request resumes for all key personnel or subcontractors who will be involved in providing services contemplated by this RFP. The DNR may contact any reference to assist in the evaluation of the qualifications of any subcontractor or employee identified in the Proposal.

**ATTACHMENT #2 – ACKNOWLEDGMENT FORM  
RFP 27ESDFSBCIIAM-0003**

A response is required for each item and should be included with the Technical Proposal submittal.

**A2.1 Termination, Litigation, and Debarment.** In the past five (5) years, has the Respondent had:

- A contract for services terminated for any reason?      **Yes**  **No**
- Any damages or penalties assessed against or dispute resolution settlements entered into by Respondent under any existing or past contracts for services?      **Yes**  **No**
- Any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Respondent to engage in any business, practice or activity?  **Yes**  **No**

**A2.2 Criminal History and Background Investigation.** The Respondent hereby authorizes the DNR to conduct criminal history and/or other background investigation(s) of the Respondent, its officers, directors, shareholders, partners and managerial and supervisory personnel who will be involved in the performance of the Contract.

**Respondent had read and agrees:**                                      **Yes**  **No**

**A2.3 References.** The DNR reserves the right to contact any reference to assist in the evaluation of the Proposal, to verify information contained in the Proposal and to discuss the Respondent’s qualifications and the qualifications of any subcontractor identified in the Proposal.

**Respondent had read and agrees:**                                      **Yes**  **No**

**A2.4 Mandatory Specifications.** The Respondent understands that the specifications in Section 4 are mandatory. The DNR has the right to determine whether the supportive information and materials submitted by the Respondent demonstrate that the Respondent will be able to comply with the Mandatory Specifications. By submission of the Proposal, the Respondent agrees that it can and will comply with the specifications in Section 4 of the RFP throughout the full term of the resulting Contract, if the Respondent is successful.

**Respondent had read and agrees:**                                      **Yes**  **No**

**A2.5 Exceptions.** The Respondent must document all exceptions in Attachment 3 of this RFP. If the Respondent takes exception to a provision in the RFP or the DNR Contract Special – Informal and General Conditions language, it shall identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific language it proposes to include in place of the provision. By executing and submitting its Proposal in response to this RFP, Respondent understands and agrees that the State may exercise its discretion not to consider any or all proposed modifications.

**Respondent has read and agrees:**                                      **Yes**        **No**

**A2.6 Contract Terms and Conditions.** The Contract that the DNR expects to award shall comprise the specifications, terms and conditions of the RFP, changes made by the DNR through an amendment, the DNR Service Contract Special - Informal and General Conditions as referenced, the offer of the successful Respondent contained in its Proposal, and any other terms deemed necessary. No objection or amendment by a Respondent to the provisions or terms and conditions of the RFP or the DNR Service Contract Special - Informal and General Conditions shall be incorporated into the Contract unless the DNR has explicitly accepted the Respondent’s objection or amendment in writing.

By submitting a Proposal, Respondent acknowledges its acceptance of the terms and conditions of the RFP and the “DNR Service Special Conditions - Informal” and the “DNR Service General Conditions” without change except as otherwise expressly stated in its Proposal. The Respondent also acknowledges that The DNR reserves the right to either award a Contract(s) without further negotiation with the successful Respondent or to negotiate Contract terms with the successful Respondent if the best interests of the State would be served.

**Respondent has read and agrees:**                                      **Yes**        **No**

**A2.7 Awarded Respondent.** Respondent acknowledges they will be required to register to do business in Iowa before payments can be made: <https://das.iowa.gov/procurement/vendors/how-do-business>

Respondent had read and agrees:

Yes  No

**ATTACHMENT #3 – EXCEPTIONS FORM**  
**RFP 27ESDFSB CIAM-0003**

Add additional pages if necessary

Please list any and all exceptions. The Respondent must also identify in their Proposal the specific RFP or DNR Service Contract Special and General Conditions language it proposes to include in place of the provision.

The DNR will evaluate all Proposals without regard to any proposed modifications to any terms and conditions of the RFP or DNR Service Contract Special - Informal and General Conditions. Prior to notifying Respondents of an Award recommendation, the DNR, in its sole discretion, may consider any proposed modifications to the terms and conditions of the RFP or DNR Service Contract Special and General Conditions identified in that Proposal. If Respondent's exceptions or proposed responses materially alter the RFP, or if the Respondent submits its own contract terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion.

If there are no exceptions, please identify None under #1. Identify the exception(s) by page and section number and state the reason for the exception here.

| Section | Reason for Exception |
|---------|----------------------|
| 1.      |                      |
| 2.      |                      |
| 3.      |                      |
| 4.      |                      |
| 5.      |                      |
| 6.      |                      |
| 7.      |                      |
| 8.      |                      |
| 9.      |                      |
| 10.     |                      |

**COST PROPOSAL  
RFP 27ESDFSBCEIAM-0003**

The following template is required. Please use additional pages to provide any additional narrative support for the costing information. A response is required for each item and should be included as the Cost Proposal submittal.

Will you accept credit card payment?  Yes  No

If yes, do you charge a service fee?  Yes  No      If yes, how much? \_\_\_\_\_

| Task                                    | Unit Costs            | Total Costs                      |
|---|-----------------------|----------------------------------|
| Task 1: Weekly Cleaning Services        | Weekly Cost \$ _____  | \$ _____<br>(Total weekly x 52)  |
| Task 2: Monthly Cleaning Services       | Monthly Cost \$ _____ | \$ _____<br>(Total Monthly x 12) |
| Task 3: Annual Carpet Cleaning Services | Annual Cost \$ _____  | \$ _____<br>(One-time Costs)     |
| <b>Grand Total</b>                      |                       | \$ _____                         |

**Confirmed DAY for Services.** Please indicate the proposed date of service for each Task identified below. Confirmed DAY will be established prior to the contract execution.

**Task 1 - Day of the Week:** \_\_\_\_\_

**Task 2 - Day of the Week:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

**Name of Respondent Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_