



## 005-RFB-2995-2027 – As-Needed Landscaping Services in the Des Moines Metro Area

### REQUEST FOR BIDS

#### RFB COVER SHEET

##### Administrative Information

|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |                     |                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------|-------------------------------------------------------------|
| <b>RFB Number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | 005-RFB-2995-2027                                | <b>Title of RFB</b> | As-Needed Landscaping Services in the Des Moines Metro Area |
| <b>Agency</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           | Iowa Department of Administrative Services (DAS) |                     |                                                             |
| <b>State Issuing Officer:</b><br>Katelyn Howells<br>Phone: 515-721-7856<br>E-mail: Katelyn.Howells@das.iowa.gov                                                                                                                                                                                                                                                                                                                                         |                                                  |                     |                                                             |
| <b>PROCUREMENT TIMETABLE—Event or Action</b>                                                                                                                                                                                                                                                                                                                                                                                                            |                                                  |                     | <b>Date/Time (Central Time)</b>                             |
| State Posts Notice of RFB on the TSB website                                                                                                                                                                                                                                                                                                                                                                                                            |                                                  |                     | August 24, 2026                                             |
| State Issues RFB                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                  |                     | August 26, 2026                                             |
| Follow-up RFB written questions, requests for clarification, and suggested changes from Bidders due (no questions accepted or responded to after this date)                                                                                                                                                                                                                                                                                             |                                                  |                     | September 2, 2026 at 3:00PM                                 |
| Bids Due                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                  |                     | September 10, 2026 at 2:00PM                                |
| <b>Relevant Websites</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                  |                     |                                                             |
| Internet website where the Addenda to this RFB will be posted <a href="http://bidopportunities.iowa.gov">http://bidopportunities.iowa.gov</a> and <a href="#">IMPACS Electronic Procurement System</a> .                                                                                                                                                                                                                                                |                                                  |                     |                                                             |
| Internet website where contract terms and conditions are posted<br><a href="https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf">https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf</a><br><a href="https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf">https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf</a> |                                                  |                     |                                                             |
| <b>Firm Bid Terms</b><br>The minimum number of days following the deadline for submitting bids that the Bidder guarantees all terms, including price, will remain firm is 120 Days.                                                                                                                                                                                                                                                                     |                                                  |                     |                                                             |

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**SECTION 1 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.

**1.1. Bidder Requirements**

- 1.1.1.** All work performed by the Bidder must comply with the current Iowa Occupational Safety and Health Standards. Bidders are required to inform the Lead Agency of any and all OSHA violations during the term of the contract
- 1.1.2.** Bidder must be a licensed contractor with the Iowa Department of Inspections, Appeals, and Licensing (DIAL) at the time of bid.
- 1.1.3.** Bidder must maintain appropriate Commercial Pesticide Applicator License(s) from the Iowa Department of Agriculture and Land Stewardship for pesticide/fertilizers used to complete services included in this contract at the time of bid.
- 1.1.4.** Bidder will have to report to work site with all tools and equipment required for the work to be performed.
- 1.1.5.** Bidder will be required to obtain and maintain all required permits.
- 1.1.6.** When applicable, Bidder must follow the Capitol Complex Ground Penetration Process as specified on [this form](#).
- 1.1.7.** Bidder must respond timely to service requests. Bidder is expected to respond and schedule work within 24 hours of Agency request.
- 1.1.8.** Bidder shall have sufficient inventory of materials to meet usual and customary commercial contract needs. State Agencies reserve the right to furnish materials required in the completion of work under this contract.
- 1.1.9.** Bidder must possess sufficient resources and be capable of handling more than one State job at a time.
- 1.1.10.** Bidder must have all the necessary personnel and equipment to safely work on systems and have the required certifications and licenses.
- 1.1.11.** Bidder shall maintain Safety Data Sheets for all chemicals stored on State property.

**1.2. Scope of Work**

Bidder is to provide as-needed landscaping services at the Iowa Capitol Complex and other State-owned facilities in the Des Moines Metro Area.

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**1.2.1. Service Requirements**

Bidder must complete services including, but not limited to, the following:

- 1.2.1.1. Weeding, hand-pruning, mulch replenishment, and edging of landscape beds.
- 1.2.1.2. Pruning of shrubs and ornamental plants.
- 1.2.1.3. Tree work, including routine inspection, minor pruning, and (if authorized) removal.
- 1.2.1.4. Soil testing and providing fertilizer, compost, and lime as needed.
- 1.2.1.5. Insect and pest management.
- 1.2.1.6. Seasonal cleanups in spring and fall.
- 1.2.1.7. Planting of annuals and shrub/small tree replacements.

**1.2.2. Installation**

Installation of any landscape materials shall be the Respondent's responsibility and expense, as shall be the removal of such equipment and/or software 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 fully assumed by the Bidder at all times pertinent to the contract.

**1.2.3. Subcontractors**

Subcontractors must be approved in advance by the Agency.

**1.3. Planting Requirements**

Bidder shall plant according the following minimum standards:

**1.3.1. Zone**

Plants suitable for USDA Zones 4–6 (Iowa). All material shall be nursery-grown, healthy, free of pests/disease, true-to-name, meeting ANSI Z60.1 standards.

**1.3.2. Submittals**

Species list, plant tags photos, nursery origin, root type (balled and burlapped, container, bare-root), and certifications for native/declared invasive status.

**1.3.3. Inspection**

Agency may reject material not meeting specs at delivery.

**1.3.4. Soil, Backfill, and Amendments****1.3.4.1. Topsoil**

Clean loam, pH 6.0–7.5, organic matter ≥3%, and free of roots/debris. Particle size <1".

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**1.3.4.2. Backfill Mix**

70% topsoil + 30% compost (or approved equal). No rock >1".

**1.3.4.3. Fertilizer**

Starter slow-release fertilizer applied per manufacturer rates at planting.

**1.3.4.4. Soil compaction**

Do not place heavy loads on loosened planting beds after placement.

**1.3.4.5. Removal**

When necessary, clay/poor soil from holes dug is to be removed from site not spread around.

**1.3.5. Planting Procedure (minimum)**

1.3.5.1. Excavate hole 2–3 times rootball diameter. Keep depth so root flare is at or 1" above finished grade.

1.3.5.2. Set plant, remove burlap/wire from top ⅓ of balled and burlapped rootball and loosen circling roots on container stock.

1.3.5.3. Backfill with specified mix in lifts and tamp lightly while avoiding over-compaction.

1.3.5.4. Create a surface saucer to retain water.

1.3.5.5. Mulch shall be 2–3" shredded hardwood or approved alternative. Keep mulch 3–4" clear of trunks/crowns.

1.3.5.6. Watering to include deep irrigations at installation follow up irrigation until established.

**1.3.6. Staking and Guying**

1.3.6.1. Stake trees over 2.5" caliper with two straps or a single stake system and use flexible ties that protect the bark.

1.3.6.2. Remove stakes after 12 months or when tree is stable. Record staking details on submittal.

**1.3.7. Irrigation and Establishment****1.3.7.1. Temporary Irrigation**

Provide drip or soaker system for 12 months minimum or until 90% survival.

**1.3.7.2. Typical Schedule**

Deep soak 1–2×/week during establishment (adjust for rainfall/season).

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- 3.1.1.1** Contractor responsible for initial 30-90 day monitoring and watering. Provide winter protection for young stock as necessary.

**1.3.8. Maintenance and Warranty**

**1.3.8.1. Warranty**

Bidder responsible for a minimum of one year from final acceptance for perennials/shrubs/annuals and two years for shade trees. Replace failures at Contractor expense.

**1.3.8.2. Performance**

Replacements must be like-kind and meet original specs.

**1.3.8.3. Maintenance**

Pruning, weeding, fertilization, irrigation adjustments, and pest control included during warranty period.

**1.3.9. Substitutions**

Substitutions require written approval with nursery source, photos, and sample. The proposed substitute must match size, habit, growth rate, and be non-invasive/native-preferred.

**1.3.10. Plant Selection**

Plants must be climate appropriate (cold-hardy) for Iowa.

**1.3.11. Measurement and Acceptance Criteria**

**1.3.11.1. Measurement Standard**

ANSI A300/ANSI Z60.1 for caliper, height, and rootball.

**1.3.11.2. Acceptance**

Plant must be alive, healthy, and show active growth at end of warranty. Dead, missing, or diseased plants replaced at Bidder's cost within 14 days of notification.

**1.4. Work Rules**

**1.4.1. Facility Rules**

State facilities have specific security and safety policies and procedures established which must be adhered to at all times, per 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.

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**1.4.2. 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 as a result 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 shutdown. The bidder shall keep the site clean, and swept on a daily basis, 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.

**1.4.3. 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 the 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.

**1.4.4. 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.

**1.4.5. 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.

**1.4.6. Hazardous Materials**

Where the Bidder encounters suspected areas of hazardous materials such as asbestos, Bidder shall immediately cease operations and notify the Agency. No work shall proceed until the Agency 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

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to protect all personnel from same, holding harmless the Agency, his or her employees, and the Designer from any claims against them by the Bidder, his or her employees or third parties. The Agency shall advise the Bidder of any verified hazards. The Agency 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.

**1.5. Standard of Quality****1.5.1. 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, and to Manufacturer’s latest published specifications unless otherwise provided.

**1.5.2. 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.

**1.5.3. Personnel and Subcontractors**

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

**1.5.4. Inspection, Testing, and Acceptance**

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

**1.5.5. Nonconforming Deliverables & Remedies**

On notice of nonconformance, Bidder shall, within 10 days, at its expense, repair, replace, or re-perform the Deliverable to conform. If Bidder fails to timely cure, Buyer may correct or procure replacement and charge Bidder for costs, without prejudice to other remedies.

**1.5.6. 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.

**1.5.7. Certification, Records, and Traceability**

Upon request, 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).

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**1.5.8. 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.

**1.5.9. Remedies Cumulative**

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

**1.6. Performance Monitoring****1.6.1. Performance Metrics**

The Bidder shall maintain the following minimum performance standards:

- Weed tolerance: <5% visible weeds in planting beds.
- Pruning standard: maintain natural form; no topping.
- Response times: within 3 business days.
- Monthly site inspection reports with photos. Corrective action plan within 5 business days for deficiencies.

**1.6.2. Service Level Failures**

Failure to meet performance standards for two (2) consecutive months or three (3) months within any twelve (12) month period may result in contract termination or other remedies as specified in the contract terms and conditions.

**1.7. Invoicing and Supporting Documentation**

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

**1.7.2.** 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.

**1.7.3.** Documentation to support invoicing is compliant with the contract must be provided when requires.

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