

STATE OF IOWA
IOWA DEPARTMENT OF EDUCATION
INFORMAL COMPETITIVE BID POSTING

Procurement Title: Iowa USDA Foods DF Food Show

Procurement Reference #: ED100424KS001

Description of Bid Opportunity (Scope of Work):

The Iowa Department of Education is seeking Proposals from Venues to provide meeting space for a 1-day Food Show, in Central Iowa, which can accommodate approximately 200 participants and 30 food vendors. The food show will occur between February 24, 2025 and April 11, 2025 (date to be negotiated after contract award, prefer early March or early April), on a weekday within a timeframe of 6am-4:30pm on the agreed upon date. Schedule and layout for the show will be arranged after the contract is awarded. This food show will be held in conjunction with SNAI who may contract directly with the awarded vendor for meeting space the afternoon prior and day of the food show.

Vendor must provide the following:

Registration Space: a space, preferably outside of the presentation space, for participant registration, one 8-foot table with a cloth and skirt, chairs, and a waste basket.

Presentation Space: a presentation area with enough space for 200 participants, one small table/podium for speaker supplies, drop-down projector screens for viewing from all over the room, microphone (either wireless or handheld), wireless internet, use of projector system for presentation, and staff to assist with computer/projector set up, as needed.

Food Vendor Space: approximately 30 8-foot vendor tables with back tables, cloth and skirt for each vendor table; electrical access-at least 120v/10 amps-for each table (with amp boxes, extension cords /power strips and cord covers); 2 chairs for each table; 5-10 large trash cans; staff available to periodically empty and change trash; water stations with cups, to be periodically checked and restocked.

Kitchen Space Access: food vendor access to kitchen space throughout the day

*Minimum Kitchen Space needs: five Convection Ovens, one Combi Oven, two Steamers (additional combi ovens could be substituted for either the convection oven or steamer); access to hot water or a stove top; permission for vendors to bring their own hot boxes; permission for vendors to store items in freezer or refrigerator.

**If minimum kitchen space needs cannot be met, consideration may be given to a vendor who can permit food vendors to bring their own cooking equipment into the space. In this instance, additional electrical access may be needed.

It is preferred that the food show space and presentation space be separated by either a partition or separate rooms completely.

Proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

Ability to meet all needs, as outlined.

Cost of meeting all needs, as outlined.

Site visit, by Education Program Consultant.

Proposals submitted should include the Vendor's Cost Proposal and sufficient information regarding the Vendor's ability to perform the services as identified in the Scope of Work. The Vendor should also include references with its Proposal.

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From the issue date of this Informal Bid until announcement of the successful bidder, Vendors may contact **ONLY** the Issuing Officer. The Issuing Officer will only respond to questions regarding the procurement process. Vendors shall be disqualified if they contact any State employee other than the Issuing Officer.

All information submitted by a Vendor may be treated as public record, unless the Vendor properly requests that the information be treated as confidential in accordance with the public records laws of the State of Iowa (Iowa Code Chapter 22) at the time the Proposal is submitted.

The costs of preparation and delivery of the Proposal are solely the responsibility of the Vendor.

Proposals must be emailed to oias@iowa.gov by the close of business day on: October 31, 2024

1. Projected timeframe of awarded contract: From February 24, 2025 to April 11, 2025

Any questions for clarification should be in writing to the Issuing Officer listed below and responses will be provided to all who have contacted the Issuing Officer with regards to this bid opportunity.

First and Last Name of the Issuing Officer for this Procurement:

First Name: Jill Last Name: Borgeson

Phone Number of the Issuing Officer for this Procurement: (515) 205-4764

Email Address of the Issuing Officer for this Procurement: oias@iowa.gov

The Iowa Department of Education reserves the right to:

- **Reject any and/or all Proposals, in whole or in part;**
- **Advertise for new Proposals;**
- **Abandon the need for such services; and/or**
- **Cancel this Informal Competitive Bid at any time prior to the execution of the written contract.**