

INFORMAL REQUEST FOR QUOTATION (RFQ)
IOWA DEPARTMENT OF PUBLIC DEFENSE
STATE FISCAL OFFICE; BLDG 3465 (W41), CAMP DODGE
7105 NW 70TH AVE, JOHNSTON IA 50131-1824

TITLE OF RFQ: Lawn Maintenance for Outstate Facilities
RFQ #: ML235820033
Issue Date: 2/28/2023
Questions due: 3/17/2023 by 12 PM–All questions must be submitted in writing
Q&A posted: 3/21/2023 by end of day
Quotations Due: NO LATER THAN 2 PM ON March 24, 2023

STATE ISSUING OFFICER: Carlos Fuentes
Purchasing Agent 3
(515)252-4166
carlos.fuentes@iowa.gov

1. **DESCRIPTION OF WORK AND SCOPE OF SERVICES.** The Iowa Department of Public Defense (Agency) is seeking a service provider (Contractor) to provide all labor, materials, tools, and equipment necessary for lawn maintenance (mowing) services at various Iowa National Guard facilities located throughout the State of Iowa. Please see ATTACHMENT 1 for specifications/scope of work.
2. **LOCATION.** Various locations listed on ATTACHMENT 2 – BID FORM and ATTACHMENT 2A – SITE PLANS FOR LAWN MAINTENANCE.
3. **FREQUENCY OF SERVICE.**
 - a. **Regular Mowing.** (1) Mow per week during mowing season (Mowing Season: April 15th to October 31st every year) or upon written/email request from site Field Engineer (FE).
 - b. **Rough Mowing / Additional Areas.** Some locations may require mowing of “rough” areas, which will not require regular or weekly mowing. Mowing of these areas will be scheduled as needed, in writing from the site Field Engineer.
4. **TERM OF CONTRACT.**

Contract Begin/End Dates: April 1, 2023 – March 31, 2026
Term of the contract: 3 year
Possible contract renewals: (1) additional 3 year term for a total of 6 years
5. **CONTRACTUAL TERMS AND CONDITIONS.**

The General Terms and Conditions will be incorporated into the Contract and can be found here:
<https://dpd.iowa.gov/sco/doc/terms/050116%20terms%20services.pdf>

By submitting a Bid, Contractor acknowledges its acceptance of the terms and conditions of the RFQ and the General Terms and Conditions without change. No Contractor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Contractor and the Agency.
6. **INSURANCE.** \$1,000,000 General Liability minimum coverage is required of the Contractor upon award of the Contract.
7. **EVALUATION AND SELECTION.** Quotes will be evaluated and ***the contract awarded to the responsible Contractor submitting the lowest priced Bid.***

The selection will be subject to the final approval of the Agency. If there is a tie for lowest priced Bid

and only one of the Contractors is an Iowa business, the Iowa business shall be given preference over the out-of-state Contractors.

- 8. FORM AND CONTENT OF BIDS.** Failure to adhere to the Bid format may result in rejection of the Bid.
- a. Bid Packets shall include the following:**
- i. Completed **ATTACHMENT 2 – Bid Form**. Contractor's Bid shall include:
 - All-inclusive not to exceed, total cost in U.S. Dollars, to provide the requested services outlined in this RFQ. Pricing shall be per location.
 - Pricing based on Net 60 Days Payment Terms
 - All fees expected for payment are to be included in this Bid
 - All purchases/services are tax exempt
 - ii. Completed **ATTACHMENT 3 – Section 889 Representation Form**
 - This form is required by the Federal Government (as the Iowa Department of Public Defense is a recipient of federal funds, this rule also applies to the Agency).
 - Section 889 Part B of the FY 2019 National Defense Authorization Act (NDAA) prohibits the Federal Government from entering into, extending, or exercising an option with any vendor who utilizes prohibited telecommunications and video surveillance equipment or services.
 - iii. Certificate of Insurance
 - iv. Additional supporting documentation describing proposal if necessary
- b. Bids must be delivered via email**
- i. Attach all bid documents to an email addressed to the **State Issuing Officer(s)** listed on this RFQ.
 - ii. Subject line of the email shall be: RFQ ML235820033 – Lawn Maintenance for Outstate Facilities – (Vendor's Name)

The Agency must receive the Bid at the Issuing Officer's email address **prior to the date/time listed in the header on page 1 of this RFQ.** Late bids will not be accepted. It is the Contractor's responsibility to ensure that the Bid is received prior to the deadline. The Agency shall not be responsible for misdirected packages or technical issues (for electronically submitted Bids).

9. MISCELLANEOUS.

- a. Contractors are invited to submit written questions and requests for clarifications regarding the RFQ to the **State Issuing Officer(s)** listed on this RFQ. The questions or requests for clarifications **must be in writing via email.**
- b. 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. Respondents may contact only the Issuing Officer.
- c. Communication (questions pertaining to the bid) with personnel other than the Issuing Officer may result in non-responsive bid and bid will be rejected. Communication is allowed for scheduling of site visit(s).
- d. Site visits are **OPTIONAL** for this RFQ and are available upon request by contacting the assigned Field Engineer (See ATTACHMENT 2). Site visits must be scheduled with assigned Field Engineer.
- e. **As these are military locations/facilities, unplanned site visits are not allowed.**
- f. The costs of preparation and delivery of the Bid(s) are solely the responsibility of the Contractor.
- g. All Bids become the property of the State and shall not be returned to the Contractor.
- h. The Agency does not guarantee any minimum level of purchases under the Contract.
- i. The Agency reserves the right to reject any & all Bids.
- j. Upon Notice of Award, Contractor must provide any additional paperwork or documentation to the State Issuing Officer within ten (10) calendar days of request.
- k. Selected Contractor must, within thirty (30) calendar days after receiving Notice of Award, enter into a written contract with the Agency.