



## 005-RFB-2997-2027 – Snow Removal and Lawn Care at 6200 Park Ave.

### REQUEST FOR BIDS

#### RFB COVER SHEET

|                                                                                                                                                                                                          |                                                  |                     |                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------|----------------------------------------------|
| <b>RFB Number</b>                                                                                                                                                                                        | 005-RFB-2928-2027                                | <b>Title of RFB</b> | Snow Removal and Lawn Care at 6200 Park Ave. |
| <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                              |
| Site Visit                                                                                                                                                                                               |                                                  |                     | September 2, 2026 at 2:00PM                  |
| RFB written questions, requests for clarification, and suggested changes from Bidders due (no questions accepted or responded to after this date)                                                        |                                                  |                     | September 10, 2026 at 3:00PM                 |
| Bids Due                                                                                                                                                                                                 |                                                  |                     | September 17, 2026 at 3:00PM                 |
| <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> . |                                                  |                     |                                              |
| <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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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. Snow Event**

A Snow Event is a single accumulation of snow that begins and ends without a two-hour break and needs removal. The snowfall amount for any snow event will be determined by readings made by the National Weather Service Snowfall Analysis site (<https://www.weather.gov/crh/snowfall>). This source will be required by the contractor to recognize the accumulation resource for invoicing.

An example of a Snow Event is:

Snowfall begins at 3:00AM and accumulates for 4 ½ hours. Whatever the snowfall total is in inches, would be the event pricing.

If a new snowfall begins within 1 hour and 59 minutes of the end of the original snowfall, the Snow Event would be considered one event.

If a second snowfall begins 2 or more hours after the first snowfall ends, this would be considered a “new event” and would be billed as a separate event based on the above snowfall amount in inches of the new event.

In the event snow falls or continues to fall throughout the day, the contractor must be available to do driving lanes, driveways, or full site cleanup if called to do so. If this is needed, the Agency will contact the contractor.

Vendors are to provide pricing for snow removal, excluding salting, per snow event definition note above, using a one-inch (1”) trigger, for the following events:

- 1”- 3”
- 3.1”- 6”
- 6.1”- 9”
- 9.1”+

**1.1. Drifting Event**

A drifting event results from wind-driven snow accumulation occurring outside of a snow event. This will be priced on an hourly rate event and not a measurable snow event.

**1.2. Salt and Sand Treat (No Snow Removal)**

Salt and Sand Treatment of the parking lot and walkways when conditions are icy but there is no snow accumulation.

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**1.3. Spray Pre-Treatment**

In the event of anticipated ice accumulation. Contractor shall provide pricing for a preventative pre-treatment option of the parking lot and walkways, which can be coordinated between the contractor and facilities manager in advance of forecasted ice accumulation

**2. Lawncare Requirements**

Bidder must have Landscaping Services available April 1 – October 30 annually, or at other times mutually agreed upon. Landscaping Service first and last dates to be determined by the participating Agency.

Grass shall be maintained at a height according to species and variety. Mowing shall occur one (1) time per business week or as needed due to varying weather conditions and will be decided at the discretion of the participating Agency at the location. Equipment with a mulching type blade needs to be used and grass is to be mulched - no debris/ discharge. Clean-up of walkways, sidewalks and parking lots must occur after mowing and trimming work is completed. Lawn mowing and string trimming shall occur inside and outside security fence, around curbing, islands, building, downspouts, trees, shrubs/bushes, fences, posts, sidewalk and parking lot cracks. Removal of weeds and small trees growing within chain link fencing needs to occur with each mowing and trimming. Contractor must dispose of debris off-site.

**2.1. Tree Trimming, Bush Pruning, and Flower Beds**

Needs to occur for the entire facility once per year in the spring or additionally at the request of the facility. This includes pruning of trees with a focus on dead, excessive or low-lying tree limbs and saplings growing from the roots and trimming of bushes with the Contractor disposing of all debris.

Spring maintenance or maintenance at the request of the facility includes: heading of any shrubs, plants, and the spring cut back for ornamental grasses. All trash, debris, and weeds (pulled from the root) will be removed from flower beds. Beds will be kept tidy and neat. Contractor must dispose of debris off-site.

**2.2. Fertilizer Application and Herbicide Application**

In the spring the Contractor will apply a fertilizer and pre-emergent mix to all mowed areas at the appropriate time.

In the fall the Contractor will apply a fertilizer and post-emergent mix to all mowed areas at the appropriate time.

**2.3. Lawn Care Aeration**

Performed by Contractor once at the appropriate time in spring to all mowed areas.

**2.4. Additional Special Landscaping maintenance as requested**

Contractor must provide written quote before performing any of the following services. Services may include, but are not limited to; spring clean-up, fall clean-up, targeted



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weed control, leaf removal, garbage/debris removal, application of hardwood or cedar mulch, steel blade edging, island maintenance, over seeding, weeding, soil sterilant for sidewalk and parking lot cracks.