1 Scope of Work

1.1 The State of Iowa seeks qualified contractors to provide preventive maintenance, corrective repairs, and annual safety inspections for aerial lifts located at the State of Iowa Capital Complex in Des Moines, Iowa. Equipment may include boom lifts, scissor lifts, articulating lifts, trailer-mounted lifts, and other equipment identified in Attachment A.

1.2 The Contractor shall furnish all necessary labor, qualified technicians, tools, equipment, materials, replacement parts, testing, and related services required to maintain and restore covered equipment to safe operating condition in accordance with applicable OSHA requirements, ANSI A92 standards, manufacturer specifications, and State facility safety requirements.

1.3 Services shall include scheduled preventive maintenance, annual safety inspections, equipment diagnostics, corrective repairs, required functional testing, and documentation of services performed. The Contractor shall promptly notify the Agency of safety-critical deficiencies, provide written inspection and repair reports, and identify recommended corrective actions.

1.4 The Contractor shall meet established service response and completion requirements, obtain Agency authorization for corrective repairs as required, and provide applicable maintenance schedules, inspection reports, repair documentation, and annual service summaries.

1.5 The resulting contract will establish an indefinite delivery/indefinite quantity (IDIQ) arrangement for services ordered by the Agency during the contract term. Equipment may be added or removed in accordance with the contract's established procedures.

2 Mandatory Requirements

2.1 All work performed by the Bidder(s) shall comply with the current Iowa Occupational Safety and Health Standards. Bidder(s) are required to inform the Issuing Officer of any, and all, OSHA violations during the term of the contract.

2.2 Bidder(s) must possess sufficient resources and be capable of handling more than one contracted job at a time. Bidder(s) must have all the necessary personnel and equipment to safely work on systems and have the required certifications and licenses.

2.3 The Bidder(s) shall report to work site, providing all labor, tools, materials, equipment and certified personnel necessary to perform certified annual safety compliance inspections and routine preventative maintenance on all contracted items.

2.4 Bidder(s) must disclose any subcontractors and will remain prime responsible for performance. Subcontractors are subject to Agency written pre-approval.

2.5 State facilities have site-specific security and safety policies and procedures established which must be adhered to at all times. Background checks may be required per location and description of work to be performed. In advance of technician arrival at these secured location(s), Bidder shall provide, upon request of the facility, the following information: technician/employee name,

date of birth, social security number and driver's license number for completion of background check.

2.6 The Bidder(s) must respond timely to service requests.

2.6.1 Repair Service Requests
Bidder must acknowledge the request and schedule the service within 24 hours of Agency request. Bidder must complete the service repair quest within 5 business days of acknowledgement of Agency request.

2.6.2 Preventative Maintenance and/or Annual/Competent-Person Safety Inspection Requests
Bidder(s) shall complete PM or Annual Inspection Requests within 30 calendar days of date of Agency request.

2.7 Service Requirements:
Bidder(s) services must include, but are not limited to, the following:

2.7.1 Preventive Maintenance (PM)
Per OEM manufacturer intervals (e.g., 50/250/500/1,000 hours) and monthly/quarterly checks.

2.7.2 Annual/Competent-Person Safety Inspections
Full inspection and written report per OSHA 1910/1926, ANSI A92 series, and manufacturer requirements.

2.7.3 Corrective Repairs
Diagnose and repair faults affecting safety or operation. Bidder shall provide labor and OEM replacement, or non-OEM parts with written Agency pre-approval, as required to complete repair.

2.7.4 Load Testing and Functional Tests
As required by OEM manufacturer or following major repair.

2.7.5 Parts
Provide OEM or equivalent parts. Non-OEM parts require written pre-approval.

2.8 Technician Qualifications, Service Standards, and Documentation Requirements

2.8.1 Bidder shall provide qualified technicians certified on aerial lift maintenance and inspection; at least one technician with ANSI/OSHA competent-person training and OEM manufacturer-specific training for covered models.

2.8.2 Bidder shall carry all required licenses, insurance, and provide certificates on request.

2.8.3 Bidder shall furnish all necessary tooling, testing equipment, safety gear, and consumables.

2.8.4 Bidder shall maintain written procedures ensuring work follows OEM specifications, OSHA, ANSI, and local code.

2.8.5 Bidder shall tag equipment following service/inspection with date, technician, next service date due, and any restrictions.

2.8.6 Bidder shall submit inspection and repair reports within 5 business days of service, including photos of defects/repairs, parts used, and estimated remaining life if applicable.

2.9 Performance Standards and Response Times

2.9.1 Preventive Maintenance
Complete per schedule agreed upon between Bidder and Agency within the monthly window specified.

2.9.2 Repair Service Completion
Services completed within 5 business days of acknowledgement of service request.

2.9.3 Workmanship

Repairs must restore equipment to OEM safe-operating condition. All replaced parts must be new unless remanufactured parts are pre-approved by State.

2.9.4 Cleanliness
Work areas are left clean. Waste and hazardous materials must be removed from the site per local regulations.

2.10 Deliverables

2.10.1 Pre-scheduled Preventative Maintenance (PM) calendar and confirmation notices.

2.10.2 Inspection reports (PDF) including checklist, deficiencies, recommended corrective actions, and photos.

2.10.3 Repair orders with parts list and labor hours.

2.10.4 Annual summary report to include services performed, downtime by unit, recurring defects, recommended capital replacements.

2.10.5 Equipment service tags applied to each unit.

2.11 Safety and Compliance

2.11.1 Bidder must follow OSHA, ANSI A92 series, manufacturer safety procedures, and agency site rules.

2.11.2 Bidder to use of fall protection, machine lockout/tagout, and authorized personnel only.

2.11.3 Bidder to provide MSDS for consumables used and properly dispose of used hydraulic fluids, batteries, and other hazardous waste per law.

3 Acceptance Criteria

3.1 Inspection and repair reports are accepted when complete, legible, and include required photos and signatures.

3.2 Site acceptance of completed corrective work after functional test and agency confirmation.

3.3 Rework when defects are identified within 30 days of service at no additional labor cost.

4 Performance Metrics

4.1 PM completion rate ≥ 95%

4.2 Emergency response SLA compliance ≥ 95%

4.3 Report delivery within 5 business days ≥ 95%

5 Agency Responsibilities

5.1 Agency shall provide access to equipment and facility-areas during normal business hours (or schedule after-hours if required).

5.2 Agency shall notify Bidder of special hazards (e.g., confined space, hazardous materials).

5.3 Agency shall coordinate any required lift relocations and provide lifts fueled/charged as requested for testing.