

**INFORMAL REQUEST FOR PROPOSAL (Informal RFP)**  
**for**  
**Routine Janitorial Services for DNR Field Office 1, Manchester Iowa**  
**No. 19ESDFSBMCLOV-0005**

The Department of Natural Resources (DNR) is seeking a Service Provider to provide routine janitorial services for DNR's Environmental Services Regional Office, Field Office 1, located at 909 West Main, Suite 4, Manchester, Iowa. DNR anticipates that the term of any resulting contract will be July 1, 2018 through June 30, 2020. **Service Providers may not contact any employee of the State of Iowa about this Informal RFP other than the DNR Issuing Officer:**

Maggie Clover, Executive Officer  
Iowa Department of Natural Resources – Field Services and Compliance Bureau  
502 East 9th St  
Des Moines, IA 50319  
Fax: 515-725-8202  
E-mail: [maggie.clover@dnr.iowa.gov](mailto:maggie.clover@dnr.iowa.gov)

If a Service Provider or someone acting on a Service Provider's behalf attempts to discuss this Informal RFP orally or in writing with any members of the DNR, any employee of the State of Iowa, or anyone other than the named DNR Issuing Officer, then the Service Provider may be disqualified.

**Submission of Proposals:** Service Providers interested in providing the services described under the section "Description of Work and Scope of Services: Section 5.1 Statement of Work," below, shall submit proposals to the **DNR Issuing Officer** no later than **4:30 PM CST on June 4, 2018**. Any proposal received after this deadline shall not be considered.

Proposals will be accepted only if they are in written format and are received via **hand delivery, hard copy mail or email**.

Proposals shall include the Service Provider's cost proposal and sufficient information regarding the Service Provider's ability to perform the work identified in the "Description of Work and Scope of Services: Section 5.1 Statement of Work," below, to enable the DNR to make a judgment about the Service Provider's ability to perform. Proposals shall include the following identifying information: "Service Provider Cost Proposal – DNR Informal RFP #19ESDFSBMCLOV-0005."

Service Providers may submit written questions regarding this Informal RFP and the procurement process to the DNR Issuing Officer at the above address through **4:30 PM CST on May 23, 2018**. Written responses to any questions received will be provided no later than **May 30** to all potential Service Providers via the State of Iowa Bid Opportunities / Hosted Bids website: <http://bidopportunities.iowa.gov/>.

**Description of Work and Scope of Services:**

**5.1 Statement of Work.** Contractor shall perform the following Tasks, to be completed at the following regular intervals, using supplies and equipment provided by the Contractor :

Deliverable	Interval
<p><b>Task 1: Weekly Cleaning Services</b>  <b>Description:</b> Contractor shall perform the following cleaning services on a weekly basis:</p> <ul style="list-style-type: none"> <li>• General office area:                             <ul style="list-style-type: none"> <li>○ Vacuum floors;</li> <li>○ Remove carpet stains or spots;</li> <li>○ Clean entry way door and glass;</li> <li>○ Clean phones, including receivers;</li> <li>○ Dust cupboards, desktops, file cabinet tops, tables, countertops and office equipment;</li> </ul> </li> <li>• Individual staff offices: Dust desktops, avoiding disturbance to items or papers, including dusting behind monitors;</li> <li>• Restrooms: Clean and disinfect restrooms, including stall partition walls, floors, sinks, faucets, mirrors, urinals, toilets, tile walls, and any other areas of the restrooms;</li> <li>• Sink areas/counters not in the restrooms: Clean and disinfect all sinks and counters located outside the restrooms, including the conference/ break room area;</li> <li>• Trash:                             <ul style="list-style-type: none"> <li>○ Empty, clean and reline recycling and waste baskets and recycling baskets in the restrooms, the central filing room, and the break room/lab;</li> <li>○ Take the collected recyclables and waste to the appropriate parking area dumpster.</li> </ul> </li> </ul>	<p>This Task shall be completed on a weekly basis, on Thursday evenings after regular business hours. If there is a conflict and the Contractor needs to clean at a different time, they may submit a request for consideration of a schedule change to the DNR Project Manager.</p>
<p><b>Task 2: Monthly Cleaning Services</b>  <b>Description:</b> Contractor shall perform the following cleaning services on a monthly basis:</p> <ul style="list-style-type: none"> <li>• Dust windows, including woodwork;</li> <li>• Clean interior window glass;</li> <li>• Remove any collected dust or cobwebs from office, including walls and ceilings;</li> <li>• Remove smudges or other dirt or marks from cabinets, partitions and other areas.</li> </ul>	<p>This Task shall be completed on a monthly basis, on the last Thursday evening of the month after regular business hours. If there is a conflict and the contractor needs to clean at a different time, they may submit a request for consideration of a schedule change to the DNR Project Manager.</p>

**Source of Funding:** The source of funding for the Contract entered into from this Informal RFP is the General Fund, DNR Cost Center 7490.

**Acceptance of Contract Terms and Conditions:** By submitting a response, each Service Provider acknowledges its acceptance of the terms and conditions of the contract template “DNR Standard Contract Conditions” and “General Conditions” found at <http://www.iowadnr.gov/InsideDNR/RFPBidLettings.aspx>.

If a Service Provider takes exception to a contract provision, then the Service Provider must state the specific exception and the reason for the exception, and must attach to its “Service Provider Cost Proposal” the specific contract language it proposes to include as an alternative to the provision. Contract provision exceptions that materially change the terms or the requirements of this informal bidding process may be deemed non-

responsive by the DNR, as determined in its sole discretion, resulting in possible disqualification of the Service Provider's quote. With regard to the "DNR Standard Contract Conditions," DNR and the successful Service Provider may agree to modifications to the terms of the "DNR Standard Contract Conditions" as necessary to negotiate the terms of a contract. A Service Provider's failure to state an exception to any contract provision and propose alternative language may be deemed by the DNR to constitute the Service Provider's acceptance thereof. The State reserves the right to refuse to enter into a contract with the successful Service Provider for any reason, even after delivery of notice of selection or intent to award a contract.

**Additional information: Additional information:** The costs of preparation and delivery in response to this Informal RFP are solely the responsibility of the Service Provider.

DNR reserves the right to reject any or all submitted responses, in whole or in part, to advertise a new Informal RFP, to abandon the need for such Informal RFP, and to cancel this Informal RFP opportunity at any time prior to the execution of a written contract.

All information submitted by a Service Provider may be treated as a public record by the DNR unless at the time its response is submitted, the Service Provider properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa. Costs proposals may not be treated as confidential information.

By submitting a response, a Service Provider agrees that it will not bring any claim or have any cause of action against DNR or the State of Iowa based on any misunderstanding concerning the information provided within the informal competitive bidding opportunity or concerning the DNR or the State of Iowa's failure, negligent or otherwise, to provide the Service Provider with pertinent information as intended by this Informal RFP.

If the apparent successful Service Provider fails to negotiate and deliver an executed contract within a reasonable period of time following selection, then the DNR may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service Provider.

The DNR shall have the sole option to amend the contract resulting from this Informal RFP for subsequent periods, adding up to no more than six years total from the beginning date of the original contract, by executing a signed amendment prior to the expiration of the original contract.

**Evaluation Criteria:** Proposals will be reviewed by an evaluation committee and ***the contract awarded to the responsible Service Provider submitting the best proposal. The lowest priced proposal is not necessarily the best proposal.***

**Technical Proposal:** the evaluation committee will make its technical recommendation using the following technical criteria, which are listed in no particular order:

1. Brief Company Overview including your capacity to complete the Statement of Work;
2. Past performance of work that is identical or similar to the Statement of Work;
3. Experience and references that demonstrate, to the satisfaction of DNR, the expertise and ability of the Service Provider to provide the Statement of Work described in this Informal RFP; and
4. The capacity of the Service Provider to complete responsibilities described in the "Description of Work and Scope of Services: Section 5.1 Statement of Work," above.

**Cost Proposal:** after the technical proposals are evaluated and scored, the evaluation committee will score Service Provider Cost Proposals submitted on the "DNR Informal RFP #19ESDFSBMCLOV-0005" form (see attached form).

## Service Provider Cost Proposal – DNR Informal RFP #19ESDFSBMCLOV-0005

The Service Provider Bid shall include an all-inclusive, total cost in U.S. Dollars (including all travel, expenses, etc.) to provide the requested services. All pricing to be FOB Destination, freight cost included; and based on Net 60 Days Payment Terms. All fees expected for payment are to be included in this bid.

**Costs for Tasks:**

Task	Year 1, Service Cost	Year 2, Service Cost	Two-Year Grand Total Service Cost
<b>Task 1: Weekly Cleaning Services</b>	\$ _____ (Total Weekly Cost)	\$ _____ (Total Weekly Cost)	
	\$ _____ (Total Annual Cost)	\$ _____ (Total Annual Cost)	\$ _____ (Total 2-Year Cost)
<b>Task 2: Monthly Cleaning Services</b>	\$ _____ (Total Monthly Cost)	\$ _____ (Total Monthly Cost)	
	\$ _____ (Total Annual Cost)	\$ _____ (Total Annual Cost)	\$ _____ (Total 2-Year Cost)
	<b>Year 1, Total Quote:</b>  \$ _____ (Total Year 1 Cost for services)	<b>Year 2, Total Quote:</b>  \$ _____ (Total Year 2 Cost for services)	<b>Grand Total Quote, Years 1 and 2:</b>  \$ _____ (Grand Total 2-Year Cost)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

**Name of Vendor Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_