

**Competitive Bid  
INSTRUCTIONS AND BID FORM  
BUILDING W-41 P&C Office Renovation  
CAMP DODGE, JOHNSTON IOWA  
RFB# 04172024-1**

**1. INTRODUCTION**

1.1. The Iowa Department of Public Defense (“Owner”), on behalf of the Iowa Army National Guard is seeking bids for the BUILDING W-41 P&C Office Renovation project, at Camp Dodge, Johnston, Iowa as listed and identified as described in the attachments.

1.2. Point(s) of contact for this solicitation:

**Contracting Officer**

Evan Schatz  
Building 3465 (W-41), Camp Dodge  
7105 NW 70th Avenue  
Johnston, IA 50131-1824  
515-252-4522  
[evan.schatz@iowa.gov](mailto:evan.schatz@iowa.gov)

**Site Visit / Technical Questions**

Brian Duster, Project Manager  
Iowa Army National Guard  
515-252-4481  
[brian.p.duster.nfg@army.mil](mailto:brian.p.duster.nfg@army.mil)

**2. DESCRIPTION OF WORK**

**2.1. Base Bid**

Provide labor, materials, and equipment as required / needed to renovate the interior of Building W-41 Purchasing & Contracting Office, located at Camp Dodge, Johnston, Iowa. Scope of Work and detailed specifications are included in Exhibit 1 to this solicitation. The work complete or substantial completion date we are requesting for this project is June 30, 2024.

**3. ATTACHMENTS**

- 3.1. Exhibit 1: Project Manual
- 3.2. Exhibit 2: Form of Agreement (example)
- 3.3. Attachment A: Certification of Site Visit Form

**4. SUBMISSION AND AWARD CONDITIONS**

4.1. Contractors shall complete and submit the FORM OF BID and any additional documents as required by this RFB. Bids will be awarded based on the total low Base Bid listed below and any accepted Alternates for all locations. The Owner reserves the right to reject any or all bids without penalty and to waive minor deficiencies and informalities if, in the judgement of the Owner, it's best interests will be served.

**4.1.1. Required Documents**

- 1. **FORM OF BID** – completed and signed by authorized representative of Firm.
- 2. **Attachment A: Certification of Site Visit Form** – signed by authorized representative of Owner / Iowa National Guard.
- 3. **Bid Security** – If applicable; see Article 4.15.

4.2. There will not be a pre-bid meeting for this solicitation.

4.3. Site Visit is required for this solicitation. See Article 1.2 for Site Visit / Technical Questions contact information and to schedule site visit. Bidder is responsible for scheduling their own site visit.

4.3.1. Bidder must complete Attachment A: Certification of Site Visit Form included herein and submit with the Bid. Form must be signed by Owner representative.

- 4.4. **Questions** regarding the project specifications or bidding documents should be directed to the Contracting Officer listed under Article 1.2.
- 4.5. **Bids may be emailed or hand-delivered** to the Contracting Officer identified under Article 1.2. Bids must be received by **2:00 p.m. local time, Wednesday, May 8, 2024.**
- 4.5.1. Hand-delivered Bids must be placed in a sealed envelope, addressed as follows:
- DPD / Iowa National Guard  
Attn: Evan Schatz, Contracting Officer  
Bid Response # 04172024-1 – (Firm Name)**
- 4.5.2. Emailed Bids must include all required documents per Article 5.1.1., scanned and attached to the email.
- Subject line of email must read: **Bid Response # 04172024-1 – (Firm Name)**
- 4.6. Faxed, Mailed or Delivery Service Bids will not be considered.
- 4.7. It is the responsibility of the Bidder to ensure that the Bid is received by the due date and time. The Owner shall not be responsible for misdirected packages or technical issues (for emailed Bids).
- 4.8. **This is an Informal Bid Request, and Bids will not be opened publicly.** Bid results will be shared with all Bidders once the Contracting Officer has reviewed all bids received.
- 4.9. This project is **tax exempt**. Bidders are reminded that they should not include sales tax in their bids as the Iowa Department of Public Defense / Iowa National Guard is tax exempt. Davis Bacon wages will not apply to project.
- 4.10. Only those interpretations, corrections, revisions, and amendments confirmed by written addenda are binding. Bidders are cautioned to refrain from including in their Bid any interpretations, corrections, revisions, or amendments which are not confirmed by written addenda.
- 4.11. Any construction contractor performing work in Iowa (including out-of-state contractors) must comply with Chapter 91C of Iowa Code.
- 4.12. Bids must indicate the full name of the Bidder, must be signed in the firm or corporate name of the Bidder, and must bear the longhand signature of a principal duly authorized to execute contracts for the Bidder. Bids signed by an agent of the Bidder must be accompanied by evidence of the agent's authority to execute contracts for the Bidder. Type or print below the signature the name of each person signing the Bid.
- 4.13. Bidders must comply with all affirmative action/equal employment opportunity provisions of the State of Iowa and the Federal Government.
- 4.14. The Iowa Department of Public Defense, Iowa Army National Guard, seeks to provide opportunities for Targeted Small Businesses in accordance with the provisions of Chapter 73 of the Code of Iowa.
- 4.15. In accordance with Iowa Code Chapters 26.8 and 573.2; for contracts equal to or exceeding twenty-five thousand dollars (\$25,000), each Bidder shall submit with their Bid a bid security, in the form of a certified check drawn upon a solvent bank or bid bond executed by corporations authorized to contract as surety in Iowa, in the amount of five percent (5%) of the total bid and made payable to "Iowa Department of Public Defense", as a guarantee that the accepted bidder shall enter into a contract with the State of Iowa and file an approved surety company Performance and Payment Bond for the faithful performance thereof. Upon failure to comply, said check or bid bond shall become forfeited as liquidated damages.
- 4.16. All construction under this Contract must conform to the requirements of the Iowa State Building Code. Adhere to the provisions of the Iowa State Building Code which takes precedence over local governmental bodies' regulations. Perform work not regulated by the Iowa State Building Code in accordance with other applicable local regulations.
- 4.17. Awarded Contractor will be required to have a current 889 Representation Form on file with the Owner prior to Contract award.
- 4.18. **Bidders shall furnish 100% Performance and Payment Bond (submitted on AIA Document A312 – Performance and Payment Bond) and Certificate of Insurance, after contract award and prior to commencing work.**
- 4.19. Submittal Exchange will not be used for the awarded Contract.

4.20. By submitting a bid, Bidder's agree to guarantee their bid for a period of thirty (30) calendar days after the bid date identified above.

## 5. INSURANCE REQUIREMENTS

5.1. The awarded Contract will require the successful Contractor to maintain insurance coverage(s) of the type and in the amounts set forth in **Exhibit 4 – Supplementary Conditions**.

5.2. The requirements of this Section shall apply with equal force, whether the work is performed by persons employed directly by the Contractor(s) including a subcontractor, persons employed by subcontractor(s), or by an independent contractor(s).

## 6. TERMS AND CONDITIONS

6.1. Terms and Conditions are outlined in **Exhibit 3 - General Conditions**, and **Exhibit 4 - Supplementary Conditions**.

## 7. CONTRACT DOCUMENTS

7.1. Contract Documents consist of:

7.1.1. Bid Instructions, including any referenced Exhibits, Attachments, Etc.

7.1.2. Bid Form and Contractors Response to Bid.

7.1.3. Form of Agreement (Contract) between the Owner and Contractor.

7.1.4. Conditions of the Contract (General Terms and Conditions for Service Contracts, additional Conditions as provided in this RFB).

7.1.5. Drawings.

7.1.6. Specifications

7.1.7. Addenda issued prior to execution of the Contract.

7.1.8. Modifications issued after execution of the Contract.

7.1.9. Other documents listed in the Contract.

**FORM OF BID  
FOR CONSTRUCTION**

**1. RFB NO.: 04172024-1**

**BIDS DUE: May 8, 2024**

**RFB TITLE:** BuildingW-41 P&C Renovation

2:00 p.m. Local Time

**PROJECT LOCATION:** Camp Dodge, Johnston, Iowa

**OWNER:** State of Iowa Department of Public Defense / Iowa Army National Guard

**2. ACKNOWLEDGEMENT**

2.1. The undersigned Bidder, in response to your Request for Bids for the above named construction project, having examined the Drawings, Specifications, and other Bidding Documents and the site of the proposed work, and being familiar with all of the conditions surrounding the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to complete the project in accordance with the proposed Contract Documents within the time set forth therein and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the proposed Contract Documents of which this bid is a part.

2.2. Accompanying this bid are the following required documents:

2.2.1. The Bid Security..... (Contractor provided document).

2.3. Bidder acknowledges receipt of the following Addenda which are a part of the Bidding Documents:

Numbers , , , .

**3. BIDS**

3.1. Bidder agrees to perform all of the work described for the Sum of:

**BASE BID:** \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

3.2. **Prepare Bids on an exact copy of this "Bid Form". Fill in all applicable blank spaces, typewritten or in ink. The amount must be in both words and figures. If words and figures do not agree, the amount as written in words shall govern.**

**4. SCHEDULE** (Note: Not a bid award determining factor.)

4.1. Estimated: Start Date \_\_\_\_\_(mm/dd/yyyy)

Completion Date \_\_\_\_\_(mm/dd/yyyy)

**5. BIDDER'S REPRESENTATION**

By submitting a Bid, each Bidder represents and certifies:

5.1. Bidder has read and completely understands the Bidding Requirements and Contract Documents.

5.2. Bidder has familiarized himself/herself with Federal, State, and Local laws, ordinances, rules, and regulations affecting performance of the Work.

5.3. Bidder hereby certifies: (a) that his bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; (b) that Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) that Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; (d) that Bidder has not sought by collusion to obtain any advantage over any other bidder or over Owner; (e) individual submitting this form is authorized to legally bind Firm.

*(continued on next page)*

**6. CONTRACTOR SIGNATURE**

Respectfully Submitted:

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Official Address: \_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_\_  
EMAIL: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(if different from above)

\_\_\_\_\_

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
(Title)

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

Federal ID No.: \_\_\_\_\_

Iowa Contractor Registration No.: \_\_\_\_\_