

## Event Summary - Cafe and Catering Services

Type	RFP - Request for Proposal	Number	005-RFP-1572-2025
Organization	DASlowa	Currency	US Dollar
Event Status	Approved	Department	Administrative Services - DAS
Exported on	3/18/2025	Exported by	Katelyn Howells
Estimated Value	-	Payment Terms	0% 0, Net 60

## Bid and Evaluation

Respond by Proxy	Allow	Use Panel Questionnaire	No
Sealed Bid	Yes	Auto Score	No
		Cost Analysis	No
Alternate Items	No		

## Visibility and Communication

Visible to Public Yes


Enter a short description for this public event

*This RFP seeks proposals from qualified Contractors for catering services at the State Historical Building.*

## Commodity Codes

Commodity Code	Description
96219	Cafeteria and Restaurant Services
96115	Concessions, Catering, Vending: Mobile and Stationary (See Class 905 for Airport Concessions)

## Event Dates

Time Zone	CDT/CST - Central Standard Time (US/Central)
Released	-
Open	3/20/2025 8:00 AM CDT
Close	4/22/2025 2:00 PM CDT
Sealed Until	4/22/2025 2:00 PM
	 Show Sealed Bid Open Date to Vendor
Q&A Close	4/7/2025 4:00 PM CDT

## Event Users

Event Creator

Katelyn Howells

[katelyn.howells@iowa.gov](mailto:katelyn.howells@iowa.gov)

Phone +1 515-721-7856

## Description

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This RFP seeks proposals from qualified Contractors for (i) for catering services for daytime facility rentals held at the State Historical Building and (ii) exclusive catering services for evening events and/or events serving alcohol to be held at the State Historical Building and (iii) right to use kitchen space, storage areas and office space. Contractors can choose to submit a proposal for one of the above requests, or all three. Contractors who do wish to rent office/storage space must also submit a proposal for exclusive evening catering services.

**It is advised to "Save Progress" often and especially after uploading documents.**

**NOTE: Anytime the Respondent opens their bid after the initial submission, they MUST certify and resubmit. No information will be lost from the initial submission.**

**NOTE: Respondent must approve and resubmit their Proposal after an amendment has been posted by the Issuing Officer. If the Proposal was submitted before the amendment, all information will be saved. The Respondent only needs to read and acknowledge the amendment.**

**Instructions for Amendments:** Answer the newly posted question in the Questions Section, and CERTIFY and SUBMIT your proposal again (if previously submitted).

### Contract Term

The term of the contract will begin September 1, 2025 and end on August 31, 2026

The Contract may be renewed by mutual agreement of both parties for up to five (5) annual extensions.

**A MANDATORY Pre-Proposal Conference and Site Visit** will be held on April 1st and April 2nd at 11:00 AM at the State Historical Building at 600 E. Locust St. Des Moines, IA 50319. Potential Respondents **MUST** attend at least one site visit.

F ★ Instructions To Vendor :

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Certification

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Vendor Must Also Upload a File:

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Prerequisite Content:

### **Certification of Independence**

I certify that I am a representative of Respondent expressly authorized to make the following certifications on behalf of Respondent. By submitting a Proposal in response to the RFP, I certify on behalf of the Respondent the following:

1. The Proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Proposal has been developed independently, without consultation, communication or agreement with any other Respondent or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Proposal has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Respondent to induce any other Respondent to submit or not to submit a Proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Respondent and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

### **Certification Regarding Debarment**

I certify that, to the best of my knowledge, neither Respondent nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Respondent knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

### **Certification Regarding Registration, Collection, and Remission of Sales and Use Tax**

Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2016)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Respondents to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Proposal in response to the (RFP), the Respondent certifies the following: (check the applicable box)

- Respondent is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; or
- Respondent is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in *Iowa Code subsections 423.1(47) and (48)(2016)*.

Respondent also acknowledges that the Agency may declare the Respondent's Proposal or resulting contract void if the above certification is false. The Respondent also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

2 ★ **Instructions To Vendor :**

Respondent shall read and authorize to release information for their Proposal.

**Certification**

I certify that I have read and agree to the Authorization to Release Information above.

**Vendor Must Also Upload a File:**

No

**Prerequisite Content:**

Respondent hereby authorizes the Iowa Department of Administrative Services ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Respondent in response to RFP.

The Respondent acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Respondent acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Respondent is willing to take that risk.

The Respondent hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to the RFP.

The Respondent authorizes representatives of the Agency or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Proposal submitted in response to RFP.

The Respondent further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Respondent's Proposal. The Respondent hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Respondent that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to RFP.

**Buyer Attachments**

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005-RFP-1572-2025 Cafe and Catering Services.pdf	005-RFP-1572-2025 Cafe and Catering Services.pdf	../Attachments/005-RFP-1572-2025 Cafe and Catering Services.pdf
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## Page 1

### Group 1: Form of Response

- |     |  |   |
|-----|--|---|
| 1.1 | Confidential Treatment of Information - Is Respondent requesting confidential treatment of specific information?<br>Yes/No<br>Form 22 - RFP - ../Attachments/QuestionAttachments/RFP - Form 22 rev..pdf  | ★ |
| 1.2 | A Respondent requesting confidential treatment of specific information shall: (1) fully complete and sign Part 2 of Form 22, (2) conspicuously mark the outside of its Proposal as containing confidential information, (3) mark each page upon which the Respondent believes confidential information appears and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION, and (4) submit a "Public Copy" from which the confidential information has been excised.<br>File Upload<br>Form 22 - RFP - ../Attachments/QuestionAttachments/RFP - Form 22 rev.(1).pdf | ★ |
| 1.3 | Respondent must attach separate Technical Proposal file.<br>File Upload  | ★ |
| 1.4 | Respondent must attach separate Cost Proposal file.<br>File Upload   | ★ |

### Group 2: Respondent Background Information

- |     |   |   |
|-----|---|---|
| 2.1 | Enter the name, address and telephone number of the Respondent's representative to contact regarding all contractual and technical matters concerning the Proposal.<br>Text (Multi-Line)  | ★ |
| 2.2 | Enter the Respondent's contact name, address, telephone number, fax number and e-mail address including all d/b/a's or assumed names or other operating names of the Respondent and any local addresses and phone numbers.<br>Text (Multi-Line) | ★ |
| 2.3 | Enter the Respondent's State or Foreign Country of Residence.<br>Text (Single Line)   | ★ |
| 2.4 | Respondent shall enter the Resident Preference given by the State or Foreign Country of the Respondent's residence. Enter the resident preference in the text box or indicate "no preference".<br>Text (Single Line)                            | ★ |
| 2.5 | Enter the Respondent's Form of business entity, e.g., corporation, partnership, proprietorship, or LLC.<br>Text (Single Line)   | ★ |
| 2.6 | Enter the Respondent's state of incorporation, state of formation, or state of organization.<br>Text (Single Line)  | ★ |
| 2.7 | Respondent shall provide the location(s) including address and telephone numbers of the offices and other facilities that relate to the Respondent's performance under the terms of this RFP.<br>Text (Multi-Line)                              | ★ |
| 2.8 | Enter the number of employees employed by Respondent.<br>Text (Single Line)   | ★ |
| 2.9 | Enter Respondent's type of business.  | ★ |

Text (Single Line)

- 2.10 Enter the name, contact information and qualifications of any subcontractors who will be involved with this project the Respondent proposes to use and the nature of the goods and/or services the subcontractor would perform. ★

Text (Multi-Line)

### Group 3: Termination, Litigation, and Debarment

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- 3.1 Has the Respondent had a contract for goods and/or services terminated for any reason? ★  
Yes/No

- 3.2 Describe any damages or penalties assessed against or dispute resolution settlements entered into by Respondent under any existing or past contracts for goods and/or services. Provide full details regarding the circumstances, including dollar amount of damages, penalties and settlement payments. ★

Text (Multi-Line)

- 3.3 Provide a list and summary of all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Respondent or its officers have been a party. ★

Text (Multi-Line)

### Group 4: Terms and Conditions

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- 4.1 Respondent shall read the Contract Terms & Conditions and enter a response. ★  
Dropdown List (Pick One)

Respondent accepts the Terms & Conditions  
Respondent does NOT accept the Terms & Conditions  
Respondent has Exceptions to the Terms & Conditions

Contract Terms and Conditions - RFP - ../Attachments/QuestionAttachments/Contract Terms and

- 4.2 Respondent shall read the Terms and Conditions for SERVICES and enter a response. ★  
Dropdown List (Pick One)

Respondent accepts the Terms & Conditions  
Respondent has Exceptions to the Terms & Conditions  
Respondent does NOT accept the Terms & Conditions

SERVICES Terms and Conditions 05.1.16 - ../Attachments/QuestionAttachments/SERVICES Terms and Conditions 05.1.16.pdf

- 4.3 Service Terms and Conditions - The Contract(s) that the Agency expects to award as a result of this solicitation will be based upon the Proposal submitted by the successful Respondent and the solicitation. The contract between the Agency and the successful Respondent shall be a combination of the specifications, terms and conditions of the solicitation, the contract terms and conditions in this solicitation, the offer of the Respondent contained in the Proposal submitted by the Respondent, written clarifications or changes made in accordance with the provisions of the solicitation, and any other terms deemed necessary by the Agency, except that no objection or amendment by a Respondent to the provisions or terms and conditions of the solicitation shall be incorporated into the Contract unless the Agency has explicitly accepted the Respondent's objection or amendment in writing. The contract terms and conditions contained in this solicitation will be incorporated into the Contract. ★

Yes/No

General Terms and Conditions for Service Contracts/Solicitations Effective 5/1/2016 - ../Attachments/QuestionAttachments/050116 terms services.pdf

- 4.4 If a Respondent takes exception to a provision, it must state the reason for the exception using the attached "Exceptions Form" and the specific contract language it proposes to include in place of the provision. Exceptions that materially change these terms or the requirements of the solicitation may be deemed non-responsive by the State, in its sole discretion, resulting in possible disqualification of the Proposal. The Agency reserves the right to either award a Contract(s) without further negotiation with the successful Respondent or to negotiate contract terms with the selected Respondent if the best interests of the Agency would be served. ★

File Upload

Exceptions Form - RFP - ../Attachments/QuestionAttachments/RFP - Exceptions Form.pdf

**4.5** The Respondent hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Respondent, its officers, directors, shareholders, partners and managerial and supervisory personnel who will be involved in the performance of the Contract. ★

Dropdown List (Pick One)

Respondent agrees

Respondent does NOT agree to the Terms

Respondent agrees and will submit Exceptions

**4.6** Awarded Respondent will be required to register to do business in Iowa before payments can be made. ★  
For Contractor registration documents, go to:  
<https://das.iowa.gov/procurement/vendors/how-do-business>  
Yes/No