

INFORMAL REQUEST FOR QUOTATION (RFQ)
IOWA DEPARTMENT OF PUBLIC DEFENSE
STATE FISCAL OFFICE; BLDG 3465 (W41), CAMP DODGE
7105 NW 70TH AVE, JOHNSTON IA 50131-1824

TITLE OF RFQ: Hotel, Meals and Conference Rooms for Family Services
RFQ #: MM245820027
Issue Date: 12/22/2024
Questions due: 1/3/2024 by 10 AM – All questions must be submitted in writing
Q&A posted: 1/5/2024 by end of day
Quotations Due: NO LATER THAN 2 PM ON January 8, 2024

STATE ISSUING OFFICER: Carlos Fuentes
Purchasing Agent 3
carlos.fuentes@iowa.gov

1. DESCRIPTION OF WORK AND SCOPE OF SERVICES. The Iowa Department of Public Defense (Agency) is seeking a service provider (Contractor) to provide all labor, materials, and equipment necessary for hosting the Iowa National Guard Warrior & Family Services Annual Retreat. Please see ATTACHMENT 1 for specifications/requirements.

2. LOCATION. Cedar Falls, IA, Waterloo, IA or surrounding areas (within 15 miles)

3. TERM OF CONTRACT. This is a one-time purchase to be ordered via Purchase Order and paid upon completion of the services provided.

4. CONTRACTUAL TERMS AND CONDITIONS.

The General Terms and Conditions will be incorporated into the Contract and can be found here:

<https://das.iowa.gov/media/2077/download?inline>

By submitting a Bid, Contractor acknowledges its acceptance of the terms and conditions of the RFQ and the General Terms and Conditions without change. No Contractor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Contractor and the Agency.

5. INSURANCE. \$1,000,000 General Liability minimum coverage is required of the Contractor upon award of the Contract.

6. EVALUATION AND SELECTION. Quotes will be evaluated and ***the contract awarded to the responsible Contractor submitting the lowest priced Bid.***

The selection will be subject to the final approval of the Agency. If there is a tie for lowest priced Bid and only one of the Contractors is an Iowa business, the Iowa business shall be given preference over the out-of-state Contractors.

7. FORM AND CONTENT OF BIDS. Failure to adhere to the Bid format may result in rejection of the Bid.

a. Bid Packets shall include the following:

i. Completed ATTACHMENT 2 – Bid Form. Contractor's Bid shall include:

- All-inclusive not to exceed, total cost in U.S. Dollars, to provide the requested services outlined in this RFQ. Pricing shall be per location.
- Pricing based on Net 60 Days Payment Terms
- All fees expected for payment are to be included in this Bid

- All purchases/services are tax exempt
- ii. Certificate of Insurance
- iii. Additional supporting documentation describing proposal if necessary
- b. Bids must be delivered via email**
 - i. Attach all bid documents to an email addressed to the **State Issuing Officer(s)** listed on this RFQ.
 - ii. Subject line of the email shall be: RFQ MM245820027 – Hotel, Meals, and Conference Rooms for Family Services – (Vendor's Name)

The Agency must receive the Bid at the Issuing Officer's email address **prior to the date/time listed in the header on page 1 of this RFQ.** Late bids will not be accepted. It is the Contractor's responsibility to ensure that the Bid is received prior to the deadline. The Agency shall not be responsible for misdirected packages or technical issues (for electronically submitted Bids).

8. MISCELLANEOUS.

- a. Contractors are invited to submit written questions and requests for clarifications regarding the RFQ to the **State Issuing Officer(s)** listed on this RFQ. The questions or requests for clarifications must be in writing via email.
- b. The Issuing Officer identified in the RFQ cover sheet is the sole point of contact regarding the RFQ from the date of issuance until a Notice of Intent to Award the Contract is issued. Respondents may contact only the Issuing Officer.
- c. Communication (questions pertaining to the bid) with personnel other than the Issuing Officer may result in non-responsive bid and bid will be rejected.
- d. The costs of preparation and delivery of the Bid(s) are solely the responsibility of the Contractor.
- e. All Bids become the property of the State and shall not be returned to the Contractor.
- f. The Agency does not guarantee any minimum level of purchases under the Contract.
- g. The Agency reserves the right to reject any & all Bids.