

Informal Competitive Solicitation  
for  
Herbicide Application & Ground Sterilization  
CH25012

**INTRODUCTION**

In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code rule 118.9, the Department of Health and Human Services (Agency) is seeking a qualified individual or entity (Service Provider) to provide herbicide application for weed control on the grounds of the Cherokee Mental Health Institute (CMHI) and Civil Commitment Unit (CCUSO) at 1251 W Cedar Loop, Cherokee, IA 51012. The Agency anticipates that the term of any resulting service contract will begin on 4/11/2025 with up to six (6) – one (1) year renewal options.

Bidders interested in providing these services should submit proposals to the Cherokee Mental Health Institute by email to [CHEMHIPurchasing@hhs.iowa.gov](mailto:CHEMHIPurchasing@hhs.iowa.gov) no later than 2:00 PM Central Time on 3/17/2025. Any proposals received after this deadline will be rejected. Proposals and any other communications shall not be delivered in person.

Proposals should include the Bidder's cost proposal and sufficient information regarding the Bidder's ability to perform the services sought to enable the Agency to make a judgement about the Bidder's ability to perform the work identified in the Scope of Services.

The Agency reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and to cancel this Informal Competitive Solicitation at any time prior to the execution of a written contract.

All information submitted by a Bidder may be treated as a public record by the Agency unless the Bidder properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its proposal is submitted.

The cost of preparation and delivery of the bid proposal are solely the responsibility of the Bidder.

By submitting a proposal, the Bidder agrees that the Agency may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

By submitting a proposal, the Bidder agrees that it will not bring any claim or have any cause of action against the Agency based on any misunderstanding concerning the information provided herein or concerning the Agency's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this Informal Competitive Solicitation.

**TIMETABLE**

The dates set forth below are for informational purposes only. The Agency reserves the right to change these dates:



Kim Reynolds, Governor  
Chris Cournoyer, Lieutenant Governor

Kelly Garcia, Director

2/24/2025	Submit Informal Competitive Solicitation to TSB web page.
2/26/2025	Submit Informal Competitive Solicitation to potential bidders.
3/17/2025	Proposals due.
3/20/2025	Send Notice of Intent to Award naming successful Bidder.
4/11/2025	Target date to execute contract.

## RESTRICTION ON COMMUNICATION

From the date of issuance of this Informal Competitive Solicitation until the announcement of the successful Bidder, Bidders may not contact any employee of the State of Iowa other than the identified contact person about this Informal Competitive Solicitation. Bidders may only contact Katelyn Meyers, Purchasing Agent II, by email at [Katelyn.meyers@hhs.iowa.gov](mailto:Katelyn.meyers@hhs.iowa.gov) with questions related to the interpretation of this Informal Competitive Solicitation and the procurement process. Written responses to all questions received will be provided to all potential Bidders. If a Bidder or someone acting on a Bidder's behalf attempts to discuss this Informal Competitive Solicitation orally or in writing with any members of the evaluation committee, or any employee of the State of Iowa, other than Katelyn Meyers, the Bidder may be disqualified.

## SCOPE OF SERVICES

The Cherokee Mental Health Institute is seeking a qualified Service Provider to provide herbicide application and ground sterilization services to the grounds at the Cherokee Mental Health Institute and Civil Commitment Unit located at 1251 W Cedar Loop, Cherokee, Iowa 51012.

Maps of the Cherokee Mental Health Institute grounds are attached to this solicitation. While an on-site visit is not mandatory, it is strongly recommended that any interested Bidders survey the property before preparing a proposal.

Herbicide application for the purpose of weed control will be applied to green space directly surrounding buildings (Attachment 1), inside the secured CCUSO yard (Attachment 2), and the green space in the cemetery (Attachment 3). This service will be provided at a minimum of once per year with the option to add additional applications as needed.

Ground sterilization will be applied to gravel parking lots (Attachment 4), walking trail (Attachment 5), perimeter of the CCUSO yard (Attachment 6), CMHI playground (Attachment 7), rock area of cemetery (Attachment 8), and identified gravel area at rear entrance (Attachment 9). This service will be provided at a minimum of once per year with the option to add additional applications as needed.

The successful Bidder will:

1. Be licensed by the Department of Agriculture & Land Stewardship in the State of Iowa as a pesticide applicator in the appropriate category or categories.
2. Provide all necessary chemicals.

3. Provide all materials, and equipment necessary to complete the job.
4. Provide a minimum of 24-hour notice in advance of chemical application.
5. Provide notice if areas should be avoided for any length of time after chemical application.

## **EVALUATION CRITERIA**

The Agency will utilize an evaluation committee made up of employees of the Agency to evaluate proposals. The evaluation committee will review proposals and consider all information provided in the proposal when making its recommendation and may consider relevant information from other sources. The evaluation committee will award the contract to the responsible Bidder submitting the best proposal. The lowest priced proposal is not necessarily the best proposal.

The evaluation committee's selection will be subject to the final approval of the Agency. The proposals will be evaluated, and a recommendation will be made using the following criteria, which are listed in no particular order:

1. Cost, itemizing herbicide application and ground sterilization services separately.

## **TERMS AND CONDITIONS**

The State of Iowa Standard Terms and Conditions are found at <https://das.iowa.gov/vendor-resources/procurement-terms-and-conditions>.

## **NOTICE OF INTENT TO AWARD**

Notice of Intent to Award will be sent by email to all Bidders submitting a timely bid proposal no later than 3/20/2025. The Notice of Intent to Award is subject to execution of a written contract and, as a result, does not constitute the formation of a contract between the Agency and apparent successful Bidder.

## **ACCEPTANCE PERIOD**

Negotiation and execution of the contract shall be completed no later than 4/11/2025. If the apparent successful bidder fails to negotiate and execute a contract, in its sole discretion, the Agency may revoke the award and award the contract to the next highest ranked bidder or withdraw the Informal Competitive Solicitation. The Agency further reserves the right to cancel the award at any time prior to the execution of a written contract.

## **REVIEW OF NOTICE OF DISQUALIFICATION OR NOTICE OF INTENT TO AWARD DECISION**

Kim Reynolds, Governor  
Chris Cournoyer, Lieutenant Governor

Kelly Garcia, Director

Bidders may request reconsideration of either a notice of disqualification or notice of intent to award decision by submitting a written request to the Agency:

Bureau Chief  
c/o Bureau of Service Contract Support  
Department of Health and Human Services  
Lucas State Office Building  
321 E 12<sup>th</sup> Street  
Des Moines, Iowa 50319-0075  
email: [reconsiderationrequest@dhs.state.ia.us](mailto:reconsiderationrequest@dhs.state.ia.us)

The Agency must receive the written request for reconsideration within five calendar days of the date of either a disqualification notice or a notice of intent to award, exclusive of Saturdays, Sundays, and legal state holidays. The written request may be emailed or delivered by postal service or other shipping service. Do not deliver any requests for reconsideration to the office in person. It is the Bidder's responsibility to ensure that the request for reconsideration is received prior to the deadline. Postmarking or submission to a shipping service by the due date shall not substitute for actual receipt of a request for reconsideration by the Agency.

The request for reconsideration shall clearly and fully identify all issues being contested by reference to the page and section number of the RFP. If a Bidder submitted multiple Proposals and requests that the Agency reconsider a notice of disqualification or notice of intent to award decision for more than one Proposal, a separate written request shall be submitted for each. At the Agency's discretion, requests for reconsideration from the same Bidder may be reviewed separately or combined into one response. The Agency will expeditiously address the request for reconsideration and issue a decision. The Bidder may choose to file an appeal with the Agency within five calendar days of the date of the decision on reconsideration, exclusive of Saturdays, Sundays, and legal state holidays, and in accordance with 441 Iowa Admin. Code Ch. 7.