

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

**RFB #:** 10032023-1  
**RFB TITLE:** Maintenance and Service for Intrusion Detection Equipment  
**Issue Date:** 10/06/2023  
**Questions due:** 10/18/2023 by 2 PM – All questions must be submitted in writing  
**Q&A posted:** 10/20/2023  
**Bids Due:** 2 PM ON October 30, 2023

1. **ISSUING OFFICER.** The Issuing Officer identified here is the sole point of contact regarding the RFB from the date of issuance until a Notice of Intent to Award the Contract is issued.

**STATE ISSUING OFFICER:** Evan Schatz, Purchasing & Contracting Manager  
Bldg 3465 (W41), Camp Dodge  
7105 NW 70<sup>th</sup> Ave.  
Johnston, IA 50131  
Evan.schatz@iowa.gov  
515-252-4522

2. **RESTRICTION ON COMMUNICATION.** From the issue date of this RFB until a Notice of Intent to Award the Contract is issued; Contractors may contact only the Issuing Officer. The Issuing Officer will respond only to written questions. Respondents may be disqualified if they contact any State employee other than the Issuing Officer about the RFB except that Respondents may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

This section shall not be construed as restricting communications related to the administration of any contract currently in effect between a Contractor and the Agency.

3. **DESCRIPTION OF WORK AND SCOPE OF SERVICES.** The Iowa Department of Public Defense (Agency) is seeking a service provider (Contractor) to provide the labor and parts required to meet the specifications outlined in the attached Scope of Work.
4. **LOCATION.** Goods / Services to be provided / delivered to:  
Iowa Army National Guard Facilities Statewide
5. **FREQUENCY OF SERVICE.** Services / Installation to be coordinated with Services Manager once contract is awarded.

6. **TERM OF CONTRACT.** The contract will be awarded initially for a 2-year period and has the potential to be renewed for 4 more years.

**Contract Begin/End Dates (approximate):** November 10, 2023 – potentially through November 9, 2029

7. **CONTRACTUAL TERMS AND CONDITIONS.** The Contract that the Agency expects to award as a result of this RFB shall comprise the specifications, terms and conditions of the RFB, written clarifications or changes made by the Agency to the RFB through an amendment to the RFB in accordance with the provisions of the RFB, the General Terms and Conditions, the offer of the successful Contractor contained in its Bid, and any other terms deemed necessary by the Agency. No objection or amendment by a Contractor to the provisions or terms and conditions of the RFB or the General Terms and Conditions shall be incorporated into the Contract unless Agency has explicitly accepted the Contractor's objection or amendment in writing.

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

<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf>  
<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf>

**By submitting a Bid, Contractor acknowledges its acceptance of the terms and conditions of the RFB and the General Terms and Conditions without change. Agency will not sign any form of agreement issued by Contractor.** 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.

8. **INSURANCE.** \$1,000,000.00 General Liability minimum coverage is required of the Contractor, and a Certificate of Insurance reflecting coverage must be included with bid.
9. **EVALUATION AND SELECTION.** Bids 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 Contractor(s).
10. **FORM AND CONTENT OF BIDS.** Failure to adhere to the Bid format may result in rejection of Bid.
- a. **Bid Packets shall include 1 copy of each of the following:**
- i. Completed **Attachment 1 – Scope of Work / Mandatory Specifications**
  - ii. Completed **Attachment 1a – Scope of Work / Mandatory Specifications Checklist**
  - iii. 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 goods and services outlined in this RFB
    - Pricing based on Net 60 Days Payment Terms
    - All fees expected for payment are to be included in this Bid
    - All purchases are tax exempt
  - iv. Completed **Attachment 3 - 889 form** to be completed if the company is not registered on Sam.gov
  - v. **Certificate of Insurance** with appropriate coverage (1 copy)
  - vi. Additional supporting documentation describing proposal if necessary
- b. **Bids must be delivered via email or hand-delivered.**
- i. Bid documents should be delivered in a sealed envelope. All documents may be delivered in the same sealed envelope.
    - Bid envelope shall be labeled as follows:  
**RFB Number: 10032023-1**  
**RFB Title: Maintenance and Service for Intrusion Detection Equipment**  
**Attn: Evan Schatz**  
**Department of Public Defense**
    - If the Bid is emailed, the should be emailed to the Issuing Officer in section 1.

The Agency must receive the Bid at the Issuing Officer's physical address **no later than the date/time listed in the header on page 1 of this RFB**. Late bids will not be accepted. It is the Contractor's responsibility to ensure that the Bid is received by the deadline. The Agency shall not be responsible for misdirected packages.

**11. ADDENDA.** All Addenda, including Q&A, shall be posted here: <http://bidopportunities.iowa.gov>

**12. MISCELLANEOUS.**

- a. Contractors are invited to submit written questions and requests for clarifications regarding the RFB to the **State Issuing Officer** listed on this RFB. The questions or requests for clarifications must be in writing.
- b. Site visits are not required for this RFB.
- c. The costs of preparation and delivery of the Bid(s) are solely the responsibility of the Contractor.
- d. All Bids become the property of the State and shall not be returned to the Contractor.
- e. The Agency does not guarantee any minimum level of purchases under the Contract.
- f. The Agency reserves the right to reject any & all Bids.

## Attachment 1a - MANDATORY SPECIFICATIONS Checklist

### RFB 10032023-1

#### Maintenance and Service for Intrusion Detection Equipment

##### A.1.1 Overview

The successful Contractor shall provide the goods and/or services to the Agency using the Contract in accordance with the specifications as provided in this Section. The Contractor shall address each specification in this Attachment and indicate whether or not it will comply with the specification. If the context requires more than a yes or no answer or the section specifically indicates, Contractor shall explain how it will comply with the specification. Bid Responses must address each specification. Merely repeating the specifications may be considered non-responsive and may disqualify the Contractor. Bids must identify any deviations from the specifications of this RFB or specifications the Contractor cannot satisfy. If the Contractor deviates from or cannot satisfy the specification(s) of this section, the Agency may reject the Bid.

##### A.1.2 Mandatory Specifications

All items listed in this section are Mandatory Specifications. Contractors must mark either “yes” or “no” to each specification in the chart below. By indicating “yes” a Contractor agrees that it shall comply with that specification throughout the full term of the Contract, if awarded. If the Agency determines the responses and supportive materials do not demonstrate the Contractor will be able to comply with the Mandatory Specifications, the Agency may reject the Bid.

	Indicate Yes / No
<b>Contractor Requirements:</b>	
1. Contractor can supply all documentation and labor required to implement this contract?	
2. Contractor supplied equipment and materials will be consistent with existing equipment and manufacturers.	
3. Contractor can secure all tools and materials daily at the close of business.	
4. Contractor can protect all materials from exposure to elements?	
5. Contractor shall make no public disclosures of work being performed under this contract?	
6. Video and digital photos taken during the execution of this contract shall be turned over to the SM with their associated files and provided with the As-Built Drawings. Digital photographs shall be submitted to the SM on compact discs in Joint Photographic Experts Group (JPEG) format. Contractor shall destroy all associated files from their records.	
<b>Resources:</b>	
1. Contractor shall provide the management staff, material and financial resources, documentation, and technical expertise to perform all the tasks included in this RFB. Contractor shall manage the total work effort associated with all services required herein contract to assure full and timely completion of these services. Included in this function are a full range of duties including, but not limited to, planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control.	
2. Contractor is able provide sufficient manpower to support all maintenance requirements. The Contractor can provide the dedicated work force (2) personnel to support the IANG locations possessing the skills, knowledge and training to satisfactorily perform the services required by this contract.	
3. Contractor understands all personnel utilized by the Contractor in the performance of this contract shall not be construed to be employees of the IANG.	
<b>Personnel and Background Requirements:</b>	
1. All personnel utilized by the Contractor in the performance of this contract shall be legal US Citizens and residents of the United States and maintain the required	

security clearances as defined in the contract (Secret Clearance is required).	
2. Contractor acknowledges all technicians assigned to the awarded Contract must obtain a favorable National Agency Check (NAC) prior to their start date, at the expense of the Agency.	
3. Contractor will coordinate with the Iowa National Guard Provost Marshal (PM) at 515-252-4374, for required forms. Contractor will also coordinate the Secret Clearance (Tier 3) investigations through the Provost Marshal Office upon award of the contract. Individuals convicted of domestic violence are not eligible for hire or retention as technicians under the awarded Contract. Technicians must meet the requirements of AR 190-56, as well as appropriate security clearance requirements of AR 380-67. The Contractor will be required to furnish the Program Manager and PM a record of each security screening results prior to entry on duty and to resolve any discrepancies in the investigations to the satisfaction of the PM..	
4. Contractor shall be responsible to maintain all personnel records to include; background and training certificates as deemed necessary by Agency in order for Contractor to meet the requirements of this Contract.	
<b>Certification and Training:</b>	
1. Contractor can make sure any individual performing technician services including the specification, design, engineering, maintenance, installation, or testing of ARNG-I&E ESS Systems must complete certification training for the ESS they will be working on. Certification training is normally conducted at the ARNG-I&E ESS Program Office School House (Schroeder Hall), at Camp Robinson, North Little Rock, Arkansas. <b>Two slots are reserved at the ESS Program Office School House November 13 through 17 with travel dates the 13<sup>th</sup> and 17<sup>th</sup> and certification class dates the 14<sup>th</sup> through the 16<sup>th</sup>.</b>	
2. Contractor understands they will be responsible for paying lodging meals, and transportation for any Certification Training.	
3. Contractor acknowledges each person working on a specific ESS approved solution (Elk M1 Gold IDS system) must complete certification training for the ESS solution they will be assigned to perform work effort on.	
4. Contractor's acknowledges technicians shall be able to configure, troubleshoot and repair communication equipment within the entire ESS system to include system infrastructure. The SM reserves the right to waive this requirement (at the time of initial award) by substituting additional experience and requiring the technicians to attend the necessary ARNG-IES ESS Program IDS Certification course	
5. Contractor acknowledges they shall be required to maintain the NGB ESS Certification by attending the recertification classes as required (typically every 3 years).	
<b>Labor:</b>	
1. The Contractor acknowledges they must not utilize temporary contract labor (i.e., not utilize personnel from a temporary help supplier) in the performance of this work. All personnel must either be employees of the Contractor or bona fide subcontractor personnel.	
2. Contractor acknowledges any Subcontractors must meet the same qualifications and experience requirements as set forth for the Contractor. Furthermore, the requirements for the submission of resumes, license documents, valid driver's license, etc., shall be the same for the Subcontractor as for the Contractor with the exception that transmittal and initial reviews and approvals shall be accomplished by the Contractor. The Contractor's submission, regarding a Subcontractor, shall include, but is not limited to, at least two (2) references from clients for whom operation, inspection, consultation, training, maintenance and repair have been performed on systems similar to those upon which the Subcontractor will be performing under the terms of this contract.	
3. Contractor acknowledges that all individuals performing technician services shall be US citizens and legal residence of the United States. The contractor shall have each employee submit his or her full name, Date of Birth, and Driver's License Number to the Project Manager within two (48 hours) working days after award. At minimum, all personnel working at the site under this contract shall have a favorable NCIC background check. The Contractor's work shall not be above a classification of "SECRET".	

4. Contractor acknowledges that during the execution of this contract, if there is a change in personnel from those designated in Contractor's proposal, Contractor shall notify the Services Manager (SM). Contractor shall provide documentation to show that the new personnel have the training and certifications required by this PWS. Notifying the Services Manager and providing documentation shall be done within 10 business days of the change in personnel. Contractor shall meet requirements to access all installations covered under this contract.	
<b>Services Manager Responsibilities and Coordination:</b>	
1. Contractor acknowledges the SM will provide the Contractor and its subcontractors with access to the sites five (5) days a week, 0800 to 1700, at a minimum, excluding US Federal holidays. The sites may also provide access at other times to include weekends and after duty hours after receipt of 24-hour request notice or as requested for trouble calls.	
2. Contractor acknowledges the SM will provide all necessary ELK system repair parts to complete all required maintenance.	
<b>Maintenance and Service.</b> Contractor shall perform Preventative Maintenance (PM) for the existing IDS as described in this Scope of Work:	
Does your firm agree to the following, to be included in your bid pricing?	
1. Contractor shall perform all Preventative Maintenance (PM) activities consistent with the operational requirements to ensure continuous operation and 95% reliability of the systems.	
2. Contractor acknowledges all equipment is to be maintained per the manufacturer's recommendations.	
3. Contractor acknowledges as a minimum all possible alarms and entry control shall be exercised to confirm operability to include intrusion, tamper, loss of power or communication, proper annunciation, and graphics call-up. It shall also include proper voltage readings for equipment.	
4. Contractor acknowledges it is to ensure that the ESS Service Agreements (SA) and software licenses are up-to-date and current with the labor for this effort included as part of the preventive maintenance. * These agreements and licenses may be purchased at a later date under a service order.	
5. <u>Contractor acknowledges corrections that can be accomplished without additional parts (except minor screws or wire) such as loss or broken wires, misalignments, cleaning, tightening, and adjustments shall be provided under the PM and no additional service order (SO) shall be required.</u>	
6. <b>Inspection &amp; Testing Frequencies:</b> Testing and documentation methods shall comply with the referenced codes, standards and manufacturer's recommendations. Where there are no records indicating last test performance, Contractor shall assume no test was performed, and schedule accordingly. Inspections and testing shall be conducted during the service year and per manufacturer's minimum maintenance recommendations whichever is more frequent: a) All Servers and Head-end Equipment - <b>Semi-Annual</b> b) All IDS Components & IDS Communications Equipment - <b>Semi-Annual</b> c) All CCTV Equipment – <b>Annual</b>	
<b>Corrective Maintenance (CM) issues identified while performing the contracts PM.</b>	
1. Contractor acknowledges Corrective Maintenance (CM) process as identified in the scope of work. (23)(24)	
<b>Service Orders (SO).</b> Service Orders will be used for corrective maintenance, parts, and materials.	
1. Contractor acknowledges the Service Order processes (SO) as outlined in the scope of work. (25)	
2. Contractor acknowledges all new equipment and materials provided shall be compatible with existing infrastructure and ESS systems and must be installed by trained and certified technicians in accordance with ARNG-I&E ESS Program criteria, standards, typicals and be compliant with the ARNG-IES Hardware (HW)/Software	

(SW)/Firmware (FW). Materials and equipment shall be installed in accordance with ARNG standardized drawings and with recommendations of the manufacturer to conform to the contract documents.	
3. Contractor acknowledges for any equipment currently under warranty, Contractor shall determine whether the fault is due to the warranted issues or other causes. If it is determined that the fault is due to other causes then Contractor shall repair the fault. If it is determined that it is warranted equipment then Contractor shall do the following: <ul style="list-style-type: none"> <li>• Contractor is to provide suspected faulty equipment information to the owner of the equipment.</li> <li>• The information shall include, as minimum, the location, model &amp; serial number of parts, and the troubleshooting tests that have been performed.</li> <li>• Contractor shall receive permission from the Services Manager (SM going forward) to repair warranted equipment.</li> <li>• If permission to repair is provided, then Contractor shall remove the warranted equipment and turn over to the SM for shipment of equipment for repair. Upon return of equipment Contractor shall re-install it. If the equipment has already been replaced with a spare, then the repaired equipment can be placed in the spare inventory.</li> </ul>	
<b>Response time and System availability:</b> <b>Electronic Security System (ESS) Availability</b> – The ESS is to be maintained for continuous availability. The system and associated applications must be available 24 hours a day, 7 days a week, with no unplanned outages.	
<b>Response Times:</b> Response and completion times for corrective maintenance shall be in accordance with the following definitions as described below (IDS Equipment):	
1. Contractor acknowledges it is their responsibility to monitor the maintenance and repair type work for efficiency, such as not allowing two people to work on the same job unless job circumstances would need more than one (1) technician on site.	
2. Contractor acknowledges that the <u>Repair Time</u> starts immediately after the telephone response.	
3. Contractor acknowledges the requirements as outlined in the <b>Routine Corrective Maintenance Service and Repair as outlined in the scope of work. (30)</b>	
4. Contractor acknowledges the requirements as outlined in the <b>Emergency Corrective Maintenance Service and Repair (31)</b>	
5. Contractor acknowledges the requirements as outlined in the scope of work for a <b>Customer Support Center (CSC). (32)</b>	
<b>Contractor Requirements with the Services Manager (SM)</b>	
1. Contractor acknowledges all tasks outlined in section (33, a-e) of the scope of work.	
2. Contractor acknowledges <b>Spare Parts Inventory</b> requirements in the scope of work. (34)	
3. Contractor acknowledges Replaced Equipment Disposition requirements in the scope of work. (35)	
4. Contractor acknowledges any Training or additional IDS/CCTV training required for their personnel will be provided under a SO. (36)	
5. Contractor acknowledges their personnel on duty shall wear identification badges that include, at a minimum, the company's name, and the name and photograph of the holder.	
6. Contractor acknowledges they must coordinate all work with the Services Manager. A route & schedule will be agreed upon by SM and Contractor and will be scheduled by SM. All work shall be performed during hours as coordinated with Services Manager. (38)	
7. Contractor acknowledges <b>Employee Termination Notice requirement:</b> The contractor shall immediately notify the SM when an employee that has access to government information systems or data terminates employment. The contractor shall ensure all common access cards issued to employees are returned to the SM upon termination of employment. (39)	

8. Contractor requires the <b>Deliverables</b> as outlined in the scope of work. (40)	
9. Contractor acknowledges the SM will perform QA of Contractor's performance under this contract. The SM will conduct QA inspections on all phases and types of work performed. The SM reserves the right to perform QA inspections at any time. (41)	

