

REQUEST FOR QUOTES (RFQ)
for
Garbage Service for Ledges State Park
19CRDPBABART-0014

The Department of Natural Resources (DNR) is seeking a Service Provider to provide garbage removal services at Ledges State Park. DNR anticipates that the term of any resulting contract will be January 1, 2019 through December 31, 2019.

Service Providers may not contact any employee of the State of Iowa about this Informal RFP other than the DNR Issuing Officer:

Andy Bartlett, Park Manager
Iowa Department of Natural Resources – State Parks Bureau
1515 P Avenue
Madrid, IA 50156
Phone: 515-432-1852
E-mail: andy.bartlett@dnr.iowa.gov

If a Service Provider or someone acting on a Service Provider’s behalf attempts to discuss this RFQ orally or in writing with any members of the DNR, any employee of the State of Iowa, or anyone other than the named DNR Issuing Officer, then the Service Provider may be disqualified.

Submission of Quotes: Service Providers interested in providing the services described under the “Description of Work and Scope of Services” shall submit quotes to the **DNR Issuing Officer** no later than **12:00 pm** CST on **December 5, 2018**. Any quote received after this deadline shall not be considered.

Only written quotes received via hand delivery, e-mail, fax or hard copy mail using the form labeled “Service Provider Cost Proposal – DNR RFQ #19CRDPBABART-0014” included in this RFQ will be accepted.

Service Providers may submit written questions regarding this RFQ and the procurement process to the DNR Issuing Officer at the above address through **12:00 pm** CST on November 26, 2018. Written responses to any questions received will be provided no later than November 28, 2018 to all potential Service Providers via the State of Iowa Bid Opportunities / Hosted Bids website: <http://bidopportunities.iowa.gov/>.

Description of Work and Scope of Services:

Statement of Work. Contractor shall perform the following Tasks, to be completed at the following regular intervals.

Deliverables	Interval
<p>Task 1: Winter Garbage Service Description: Contractor shall empty one (1) 4-foot dumpster located at the park office for the months of January – March and November and December.</p>	<p>This Task shall be completed once per week on a day agreed upon by the DNR and Contractor during Contract negotiation, between the hours of 7AM and 6 PM. In the event of inclement weather that prevents the Contractor from collecting waste on a Wednesday, the Contractor shall collect the waste as soon as possible thereafter.</p>
<p>Task 2: Spring and Fall Garbage Service Description: Contractor shall empty eleven (11) 4-foot dumpsters during the months of April, May, September, and October at the following locations:</p> <ul style="list-style-type: none"> • Ten (10) at the campground. • One (1) at the park office. 	<p>This Task shall be completed once per week on Mondays (or a day agreed upon by the DNR and Contractor during Contract negotiation) between the hours of 7AM and 6 PM. In the event of inclement weather that prevents the Contractor from collecting waste on a Wednesday, the Contractor shall collect the waste as soon as possible thereafter.</p>
<p>Task 3: Summer Garbage Service Description: Contractor shall empty eleven (11) 4-foot dumpsters during the months of June, July, and August at the following locations:</p>	<p>This Task shall be completed twice per week on Mondays and Fridays (or days agreed upon by the DNR and Contractor during Contract negotiation) between the hours of 7AM and 6 PM. In the event</p>

<ul style="list-style-type: none"> • Ten (10) at the campground. • One (1) at the park office. 	of inclement weather that prevents the Contractor from collecting waste on a Wednesday, the Contractor shall collect the waste as soon as possible thereafter.
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Source of Funding: The source of funding for the Contract entered into from this RFQ is General Fund monies.

Acceptance of Contract Terms and Conditions: By submitting a response, each Service Provider acknowledges its acceptance of the terms and conditions of the contract template “DNR Standard Contract Conditions” and “General Conditions” found at <http://www.iowadnr.gov/About-DNR/RFP-Bid-Lettings>.

If a Service Provider takes exception to a contract provision, then the Service Provider must state the specific exception and the reason for the exception, and must attach to its “Service Provider Cost Proposal” the specific contract language it proposes to include as an alternative to the provision. Contract provision exceptions that materially change the terms or the requirements of this informal bidding process may be deemed non-responsive by the DNR, as determined in its sole discretion, resulting in possible disqualification of the Service Provider’s quote. With regard to the “DNR Standard Contract Conditions,” DNR and the successful Service Provider may agree to modifications to the terms of the “DNR Standard Contract Conditions” as necessary to negotiate the terms of a contract. A Service Provider’s failure to state an exception to any contract provision and propose alternative language may be deemed by the DNR to constitute the Service Provider’s acceptance thereof. The State reserves the right to refuse to enter into a contract with the successful Service Provider for any reason, even after delivery of notice of selection or intent to award a contract.

Additional information: The costs of preparation and delivery in response to this RFQ are solely the responsibility of the Service Provider.

DNR reserves the right to reject any or all submitted responses, in whole or in part, to advertise a new RFQ, to abandon the need for such RFQ, and to cancel this RFQ opportunity at any time prior to the execution of a written contract.

All information submitted by a Service Provider may be treated as a public record by the DNR.

By submitting a response, a Service Provider agrees that it will not bring any claim or have any cause of action against DNR or the State of Iowa based on any misunderstanding concerning the information provided within this RFQ or concerning the DNR or the State of Iowa’s failure, negligent or otherwise, to provide the Service Provider with pertinent information as intended by this RFQ.

If the apparent successful Service Provider fails to negotiate and deliver an executed contract within a reasonable period of time following selection, then the DNR may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service Provider.

The DNR shall have the sole option to amend the contract resulting from this RFQ for subsequent periods, adding up to no more than six years total from the beginning date of the original contract, by executing a signed amendment prior to the expiration of the original contract.

Evaluation Criteria: Quotes will be evaluated and *the contract awarded to the responsible Service Provider submitting the lowest priced quote.*

Service Provider Cost Proposal – DNR RFQ #19CRDPBABART-0014

The Service Provider quote shall include an all-inclusive, total cost in U.S. Dollars (including all travel, expenses, etc.) to provide the requested services. All pricing to be FOB Destination, freight cost included; and based on Net 60 Days Payment Terms. All fees expected for payment are to be included in this bid.

Quote for Tasks:

Task (should match task in section 4- SOW)	Unit Cost	Time Frame	Total Costs
Task 1: Winter Garbage Service	Quantity: <u>5 months</u> \$ _____ / <u>month</u>	January – March, November, and December	\$ _____
Task 2: Spring and Fall Garbage Service	Quantity: <u>4 months</u> \$ _____ / <u>month</u>	April, May, September, and October	\$ _____
Task 3: Summer Garbage Service	Quantity: <u>3 months</u> \$ _____ / <u>month</u>	June, July, and August	\$ _____
Grand Total Quote			\$ _____

Signature: _____

Date: _____

Printed Name and Title: _____

Name of Contractor Organization: _____

Address: _____

Phone: _____ **E-mail:** _____