

Request for Bid
for
Underground Fuel Tank Monitoring System
CH26001

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 the supply and installation of a new underground fuel tank monitoring system at the Cherokee Mental Health Institute (CMHI), located at 1251 W Cedar Loop, Cherokee, Iowa. The Agency anticipates that the term of any resulting contract will be one contract for the entire scope of work.

Bidders interested in providing these services should submit proposals to the Cherokee Mental Health Institute by email to CHEMHIPurchasing@hhs.iowa.gov no later than 2:00 PM Central Time on July 10, 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 facilitation 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.

Kim Reynolds, Governor
Chris Cournoyer, Lieutenant Governor

Kelly Garcia, Director

TIMETABLE

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

6/23/2025	Submit Request for Bid to TSB web page.
6/26/2025	Submit Request for Bid to potential bidders.
7/7/2025	Site Visit at 10:00 am (HIGHLY RECOMMENDED)
7/10/2025	Proposals are due.
7/16/2025	Send Notice of Intent to Award naming successful Bidder.
8/1/2025	Target date to execute contract.

RESTRICTION ON COMMUNICATION

From the date of issuance of this Request for Bid 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 solicitation. Bidders may only contact Jill Peterson, Budget Analyst II, by email at jill.peterson@hhs.iowa.gov with questions related to the interpretation of this Request for Bid 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 Request for Bid orally or in writing with any members of the evaluation committee, or any employee of the State of Iowa, other than Jill Peterson, the Bidder may be disqualified.

QUESTIONS AND ANSWERS

Any questions related to this Request for Bid must be emailed to CHEMHIPurchasing@hhs.iowa.gov . The Agency will have a response to any questions within a 2 business day time window back to the bidder. Also, if a potential bidder has a list of questions, please bring the questions to the site visit and they can be answered at that time.

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SCOPE OF SERVICES

CMHI is seeking a contractor to do the following:

Supply and Installation of a new tank monitoring system to include the following: Probes and Float kits for 2 each 2,000 gallon E10 fuel tanks and 1 each 1,000 gallon diesel underground storage tanks.

CMHI currently has a non-functioning tank monitoring system that will need to be removed.

Underground wiring is believed to be functional and will not be replaced.

Provide and replace 1 fill port tube in E10 spill bucket.

A site visit is scheduled for 10:00 AM CST on July 9, 2025; and is highly recommended prior to submitting a bid on the project.

EVALUATION CRITERIA

The Agency intends to award this Request for Bid to the Bidder that meets all the minimum criteria as outlined in this solicitation at the lowest proposed cost. Please include the following elements, if applicable, in your proposal:

1. Cost.
2. Timeline for implementation.
3. The capacity of the Bidder to complete the responsibilities described in the Scope of Services.
4. Past performance of work that is identical or similar to the Scope of Services identified;
5. Experience and references that demonstrate, to the satisfaction of the Agency, the expertise and ability of the Bidder to provide the Scope of Services described in the Informal Competitive Solicitation.

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 July 19, 2025. The Notice of Intent to Award is subject to the execution of a written contract and, as a result, does not constitute the formation of a contract between the Agency and apparent successful Bidder.

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ACCEPTANCE PERIOD

Negotiation and execution of the contract shall be completed no later than August 1, 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.