

The purpose of this Request for Bids (RFB) is to solicit bids from qualified providers to provide the goods and/or services described further in this RFB to the Lead Agency and any Participating Agencies. The Lead Agency intends to award a contract(s) beginning and ending on the dates listed in the solicitation, and the Lead Agency may extend the contract(s) for up to the number of annual extensions identified in the solicitation at the sole discretion of the Lead Agency. Any contract(s) resulting from the RFB shall not be an exclusive contract.

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for the Lead Agency's and Participating Agencies' benefit and is intended to provide the Lead Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for the submission of a comprehensive Bid.

**It is advised to "Save Progress" often and especially after uploading documents.**

**NOTE: Anytime the Bidder opens their bid after the initial submission, they MUST certify and resubmit. No information will be lost from the initial submission.**

**NOTE: Bidder must approve and resubmit their bid after an amendment has been posted by the Issuing Officer. If the bid was submitted before the amendment, all information will be saved. The Bidder only needs to read and acknowledge the amendment.**

**Instructions for Amendments:** Answer the newly posted question in the Questions Section, and CERTIFY and SUBMIT your bid again (if previously submitted).

### **Contract Term**

The term of the contract will begin upon award and will be for one year.

The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to five annual extensions.

**Site Visit - Is NOT mandatory, but is HIGHLY recommended**

**Site Visit Date: Monday, June 10<sup>th</sup> @ 10:00AM**

**Site Visit Location 6200 Park Ave. Des Moines, IA. 50321**

The State of Iowa is conducting a Request for Bids (RFB) for lawncare, snow and ice removal services at the 6200 Park Ave., Des Moines, IA. 50321 Facility. The 6200 Park location houses the following agencies: The Iowa Board of Nursing, Iowa Board of Inspections, Appeals, and Licensing, and The Iowa Board of Medicine. The facility has a parking lot and various walkways that encircle the building.

### **1.0 Snow Event**

A Snow Event is a single accumulation of snow that begins and ends without a two-hour break and needs removal. The snowfall amount for any snow event will be determined by readings made by the National Weather Service Snowfall Analysis site

(<https://www.weather.gov/crh/snowfall>). This source will be required by the contractor to recognize the accumulation resource for invoicing.

An example of a Snow Event is:

Snowfall begins at 3:00AM and accumulates for 4 ½ hours. Whatever the snowfall total is in inches, would be the event pricing.

If a new snowfall begins within 1 hour and 59 minutes of the end of the original snowfall, the Snow Event would be considered one event.

If a second snowfall begins 2 or more hours after the first snowfall ends, this would be considered a “new event” and would be billed as a separate event based on the above snowfall amount in inches of the new event.

In the event snow falls or continues to fall throughout the day, the contractor must be available to do driving lanes, driveways, or full site cleanup if called to do so. If this is needed, the Agency will contact the contractor.

Vendors are to provide pricing for snow removal, excluding salting, per snow event definition note above, using a one-inch (1”) trigger, for the following events:

**1.0.1** 1”- 3”

**1.0.2** 3.1”- 6”

**1.0.3** 6.1”- 9”

**1.0.4** 9.1”+

## **1.1 Drifting Event**

A drifting event results from wind-driven snow accumulation occurring outside of a snow event. This will be priced on an hourly rate event and not a measurable snow event.

## **1.2 Salt and Sand Treat (No Snow Removal)**

Salt and Sand Treatment of the parking lot and walkways when conditions are icy but there is no snow accumulation.

## **1.3 Spray Pre-Treatment**

In the event of anticipated ice accumulation. Contractor shall provide pricing for a preventative pre-treatment option of the parking lot and walkways, which can be coordinated between the contractor and facilities manager in advance of forecasted ice accumulation

## **2.0 Lawncare Requirements**

Bidder must have Landscaping Services available April 1 – October 30 annually, or at other times mutually agreed upon. Landscaping Service first and last dates to be determined by the participating Agency.

Grass shall be maintained at a height according to species and variety. Mowing shall occur one (1) time per business week or as needed due to varying weather conditions and will be decided at the discretion of the participating Agency at the location. Equipment with a mulching type blade needs to be used and grass is to be mulched - no debris/ discharge. Clean-up of walkways, sidewalks and parking lots must occur after mowing and trimming work is completed. Lawn mowing and string trimming shall occur inside and outside security fence, around curbing, islands, building, downspouts, trees, shrubs/bushes, fences, posts, sidewalk and parking lot cracks. Removal of weeds and small trees growing within chain link fencing needs to occur with each mowing and trimming. Contractor must dispose of debris off-site.

### **2.1 Tree Trimming, Bush Pruning, and Flower Beds**

Needs to occur for the entire facility once per year in the spring or additionally at the request of the facility. This includes pruning of trees with a focus on dead, excessive or low-lying tree limbs and saplings growing from the roots and trimming of bushes with the Contractor disposing of all debris.

Spring maintenance or maintenance at the request of the facility includes: heading of any shrubs, plants, and the spring cut back for ornamental grasses. All trash, debris, and weeds (pulled from the root) will be removed from flower beds. Beds will be kept tidy and neat. Contractor must dispose of debris off-site.

### **2.2 Fertilizer Application and Herbicide Application**

In the spring the Contractor will apply a fertilizer and pre-emergent mix to all mowed areas at the appropriate time.

In the fall the Contractor will apply a fertilizer and post-emergent mix to all mowed areas at the appropriate time.

### **2.3 Lawn Care Aeration**

Performed by Contractor once at the appropriate time in spring to all mowed areas.

### **2.4 Additional Special Landscaping maintenance as requested**

Contractor must provide written quote before performing any of the following services. Services may include, but are not limited to; spring clean-up, fall clean-up, targeted weed control, leaf removal, garbage/debris removal, application of hardwood or cedar mulch, steel blade edging, island maintenance, over seeding, weeding, soil sterilant for sidewalk and parking lot cracks.

**005-RFB-1041-2024**

**Snow Removal and Lawncare at 6200 Park Ave.**