

Kim Reynolds, Governor Adam Gregg, Lt. Governor Kelly Garcia, Director

**INFORMAL COMPETITIVE SOLICATION**

**for**

**PROPANE BACK-UP SYSTEM SERVICE AGREEMENT**

**GL-21-012**

**INTRODUCTION**

In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code rule 118.9, the Glenwood Resource Center (the Agency) is seeking a certified inspection contractor (Service Provider) to annually inspect, service and maintain Agencies Propane Back-up System. The Agency anticipates that the term of any resulting contract will be 1 year beginning on July 1, 2020 with five (5) 1-year optional renewals.

Service Providers interested in providing these services should submit proposals to the Glenwood Resource Center, 711 South Vine, Glenwood, IA 51534, no later than 2:00 p.m. (local time), May 4, 2020. Any proposal received after this deadline will be rejected and returned to the Service Provider.

***Proposals should include the Service Provider’s cost proposal and sufficient information regarding the Service Provider’s ability to perform the services sought to enable the Agency to make a judgment about the Service Provider’s ability to perform the work identified in the Scope of Services. The Service Provider should also include references with its proposal.***

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

04/02/20 Submit Informal Competitive Solicitation to TSB web page

04/04/20 Submit Informal Competitive Solicitation to three potential Service Providers

04/15/20 Mandatory Site Visit for all interested bidders, 10:00AM, Glenwood Resource Center, 711 S. Vine, Glenwood, IA 51534. Please call 712-525-1381 to confirm attendance.

05/04/20 Proposals due

05/08/20 Select successful Service Provider

06/15/20 Deadline for executing contract

The Agency will utilize an evaluation committee made up of employees of the Agency to evaluate the proposals. **From the date of issuance of this Informal Competitive Solicitation until announcement of the successful Service Provider, Service Providers may not contact any employee of the State of Iowa other than the identified contact person about this Informal Competitive Solicitation**. Service Providers may contact Karen Callaway, Purchasing Agent 2, 711 South Vine, Glenwood, IA 51534 in writing 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 Service Providers. If a Service Provider or someone acting on a Service Provider’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 Karen Callaway, the Service Provider may be disqualified.

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 the written contract.

All information submitted by a Service Provider may be treated as a public record by the Agency unless the Service Provider 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 costs of preparation and delivery of the bid proposal are solely the responsibility of the Service Provider.

By submitting a proposal, the Service Provider 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 Service Provider 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.

Notice of intent to award the contract will be sent by mail to all Service Providers submitting a timely proposal. Negotiation and execution of contract with the successful Service Provider shall be completed no later than June 15, 2020. If the apparent successful Service Provider fails to negotiate and deliver an executed contract by that date, the Agency may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service Provider.

**SCOPE OF SERVICES**

The successful Service Provider will inspect, service and maintain the Propane Back-Up System located at the Powerhouse. This is a back-up system for Agencies natural gas system and consists of an 18,000 gallon tank with an atomizer system. The Agency is seeking a cost for the annual inspection, cost for labor and parts. Such services shall include, but are not limited to, the following:

1. **Month of September 2020:** 
   1. Determine the condition of the existing equipment on the Agency’s Propane Back-up System. What is working and what is not.
   2. Create a list of parts and/or equipment that must be replaced to ensure the system is functional. Provide a proposal to Agency’s Operations Manager of replacement parts and/or equipment for approval to repair.
   3. Work directly with the Agency’s Operations Manager in creating start-up procedures for Agency staff to follow.
   4. Start-up and test run the propane back-up system for a minimum of four hours.
   5. Start-up and test run the propane back-up system for a minimum of four hours.
   6. Start-up and test run the propane back-up system for a minimum of four hours.• Return system back to natural gas operations.
2. **Month of December 2020:** 
   1. Return when the building has a much larger heat load. Work with the Agency’s Plant Operation's team to start up the Back-Up Propane System.
   2. After start-up, return to the Agency’s laundry area and record a combustion Analysis.
   3. Run for a period of time until the propane mixture has reached the residential area that Agency has determined.
   4. Provide a combustion analysis for the residential unit.
   5. Record the approximate time it took for the propane to reach the residential unit.
   6. Return system back to natural gas operations.
3. **Years 2-5: Description of Services:**For years Two thru Five the scope of work is as follows:  
   **Month of September:**
   1. Determine the condition of the existing equipment on the Agency’s Propane Back-up system. What is working and what is not.
   2. Create a list of parts and/or equipment that must be replaced to ensure the system is functional. Provide a proposal to Agency’s Operation Manager of replace the parts and/or equipment for approval to repair
   3. Start-up and test run the propane back-up system for a minimum of four hours.
   4. Provide a combustion analysis in the Agency’s laundry area to determine if the gases are mixing correctly.
   5. Return system back to natural gas operations.

**PERFORMANCE MEASURE:** Inspect system and provide Agency with list of replacement parts/equipment for approval to repair.

**MONITORING:** When services are completed, the Directory of Environmental Services will verify services by supporting documentation itemizing work performed; the Contract Manager will verify invoices and supporting documentation prior to payment.

**AWARDED BIDDER SHALL:**

1. Provide all labor, tools and materials to complete inspection and service.
2. Comply with OSHA regulations
3. Abide by Agency contractor guidelines while working on the campus.
4. Complete project in a professional manner and in compliance with all building codes and other applicable laws.
5. Employees performing work shall be duly licensed and authorized by law to perform said work if required.
6. Clean up and remove all construction debris from project, leaving area as found
7. Complete background forms for all employees completing project and return them to Karen Callaway, purchasing. Employees must be approved before project can be started. A letter will be sent to vendor with approved employees. Contractor shall reference Iowa code 218.13 on record checks. (copy available from agency on request) In the event the vendor is not able to provide a technician that can pass a background check, the Director of Environmental Services will review the circumstances.
8. Check in at Environmental Services department on each day of service

**EVALUATION CRITERIA**

Proposals will be reviewed by the evaluation committee. The committee will 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 Service Provider 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;
2. Past performance of work that is identical or similar to the scope of services identified;

c. Experience and references that demonstrate, to the satisfaction of the Agency, the expertise and ability of the Service Provider to provide the Scope of Services described in the Informal Competitive Solicitation; and

d. The capacity of the Service Provider to complete responsibilities described in the Scope of Services.

If there is a tie for the best proposal and only one of the Service Providers is an Iowa business, the Iowa business shall be given preference over the out of state Service Providers.