

INFORMAL COMPETITIVE SOLICITATION

for

Kitchen Cabinets for Cottages

INTRODUCTION

In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code rule 118.9, the Department of Human Services (the Agency) is seeking to Wall and base cabinet in distinct dimensions in a hard wood grain to replace damaged cabinets in five of the Student Cottage kitchens.

Bidders interested in providing these services should submit quotes to the Boys State Training School, 3211 Edgington Av, Eldora, IA 50627, by e-mail to rwarrin@dhs.state.ia.us no later than 3:00 p.m. (local time), **14 February, 2022**. Any proposal received after this deadline will be rejected and returned to the Bidder.

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

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 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 costs of preparation and delivery of the bid proposal are solely the responsibility of the Bidder.

By submitting a bid, the Bidder 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 bid, 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.

TIMETABLE

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

2/2/2022	Submit Informal Competitive Solicitation to TSB web page
2/4/2022	Submit Informal Competitive Solicitation to three potential Bidders
2/14/2022	Bids due
2/16/2022	Select successful Bidder
5/31/2022	Deadline for executing contract

RESTRICTION ON COMMUNICATION

From the date of issuance of this Informal Competitive Solicitation until announcement of the successful Bidder, Bidders may not contact any employee of the State of Iowa other than the identified contact person about this Informal Bid Solicitation. Bidders may contact **Robert Warrington, Boys State Training School, 3211 Edgington Avenue, Eldora, IA 50627**, in writing or by e-mail rwarrin@dhs.state.ia.us 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 Bidders. If a Bidder or someone acting on a Bidder'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 Robert Warrington, the Bidder may be disqualified.

SCOPE OF SERVICES

The successful Bidder will provide wall and base cabinets with flush mounted door and drawers. The State Training School will need to include locks on the doors/Drawers for this reason. Each individual base cabinet will have two doors and one drawer and a countertop that will fit the required dimensions. See attachment 1 for a breakout of sizes. The wall and base cabinets are in the following sizes:

1. The bidder will provide Wall Cabinets: 6 each 40" wide x 30" high x 12.75 deep, two doors each
2. The Bidder will conduct Wall Cabinets: 9 each 32" wide x 30" high x 12.75 deep two doors each
3. The Bidder will provide Base Cabinets: 6 each 40" wide x 35" high x 23.75" deep. Two doors and one drawer each. The Bidder will provide 2 each countertop for two sets of 120" total length base cabinets
4. The Bidder will provide Base Cabinets: 9 each 32" wide x 35" high x 23.75" deep, two doors and one drawer each. The bidder will provide 3 each countertop for three sets of 96" total length base cabinets
5. The Bidder will provide Base Cabinets: 7 each 36" wide x 35" high x 23.75" deep. The bidder will provide a countertop for each of these standalone base cabinets.
6. The Bidder will provide Base Cabinet: 1 each 24" wide x 84" high x 23.75 deep – two doors

7. The wall and base cabinets will be either an oak or hickory grain.

EVALUATION CRITERIA

The Agency will utilize an evaluation committee made up of employees of the Agency to evaluate the bids. The evaluation committee will review proposals. 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 Bidder submitting the best bid. The lowest priced proposal is not necessarily the best bid.**

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;
3. 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; and
4. The capacity of the Bidder to complete the responsibilities described in the Scope of Services.

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

NOTICE OF INTENT TO AWARD

Notice of Intent to Award will be sent by e-mail to all bidders submitting a timely bid proposal no later than **14, February, 2022**. The Notice of Intent to Award is subject to execution of a written contract and, as a result, the Notice does not constitute the formation of a contract between the Agency and the apparent successful bidder.

ACCEPTANCE PERIOD

Negotiation and execution of the contract shall be completed no later than 31 May, 2022. 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 Bid Solicitation.

- ♦ The Agency further reserves the right to cancel the award at any time prior to the execution of a written contract.

REVIEW OF NOTICE OF DISQUALIFICATION OR NOTICE OF INTENT TO AWARD DECISION

Bidders may request reconsideration of either a notice of disqualification or notice of intent to award decision by submitting a written request to the Agency:

Bureau Chief
c/o Bureau of Service Contract Support
Department of Human Services
Hoover State Office Building, 1st Floor
1305 E. Walnut Street
Des Moines, Iowa 50319-0114
email: reconsiderationrequest@dhs.state.ia.us

The Agency must receive the written request for reconsideration within five days from the date of the notice of disqualification or notice of intent to award decision. The written request may be mailed, emailed, or delivered. It is the Bidder's responsibility to assure timely delivery of the request for reconsideration. The request for reconsideration shall clearly and fully identify all issues being contested by reference to the page and section number of the Agency's solicitation. If a bidder submitted multiple bid proposals and requests that the Agency reconsider a notice of disqualification or notice of intent to award decision for more than one bid proposal, a separate written request shall be submitted for each. At the Agency's discretion, requests for reconsideration from the same bidder may be reviewed separately or combined into one response. The Superintendent will expeditiously address the request for reconsideration and issue a decision. The bidder may choose to file an appeal with the Agency within five days of the date of the decision on reconsideration in accordance with 441 IAC 7.

DEFINITION OF CONTRACT

The full execution of a written contract shall constitute the making of a contract for services and no bidder shall acquire any legal or equitable rights relative to the contract services until the contract has been fully executed by the apparent successful bidder and the Agency.