

INFORMAL REQUEST FOR PROPOSAL (Informal RFP)
for
Routine Janitorial Services for DNR Field Office 6, Washington Iowa
No. 21ESDFSBCIIAM-0004

The Department of Natural Resources (DNR) is seeking a Service Provider to provide routine janitorial services for DNR's Environmental Services Regional Office, Field Office 6, located at 1023 West Madison, Washington, Iowa. DNR anticipates that the term of any resulting contract will be January 1, 2021 through June 30, 2023. **Service Providers may not contact any employee of the State of Iowa about this Informal RFP other than the DNR Issuing Officer:**

DNR Christina Iiams, Management Analyst 3
Iowa Department of Natural Resources – Field Services and Compliance Bureau
502 East 9th Street
Des Moines, IA 50319
Fax: 515-725-8202
E-mail: christina.iiams@dnr.iowa.gov

If a Service Provider or someone acting on a Service Provider's behalf attempts to discuss this Informal RFP 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 Proposals: Service Providers interested in providing the services described under the "Description of Work and Scope of Services" shall submit proposals to the **DNR Issuing Officer** no later than **12:00 pm CST on December 4, 2020**. Any proposal received after this deadline shall not be considered.

Proposals will be accepted only if they are in written format received via e-mail.

Proposals shall include the Service Provider's cost proposal and sufficient information regarding the Service Provider's ability to perform the work identified in the Description of Work and Scope of Services: Section 5.1 Statement of Work," below, to enable the DNR to make a judgment about the Service Provider's ability to perform. Proposals shall include the following "Service Provider Cost Proposal – DNR Informal RFP #21ESDFSBCIIAM-0004".

Service Providers may submit written questions regarding this Informal RFP and the procurement process to the DNR Issuing Officer at the above address through 12:00 pm CST on November 30, 2020. Written responses to any questions received will be provided no later than December 1, 2020 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:

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

Deliverables	Interval
Task 1: Weekly Cleaning Services, on Weekends Description: Perform the following cleaning services every week, on weekends: <ul style="list-style-type: none">• Clean floors:<ul style="list-style-type: none">○ Vacuum carpets, including under chairs, tables and mats, then return chairs, tables and mats to their original positions;○ Vacuum mats;	

<ul style="list-style-type: none"> ○ Remove carpet stains or spots; ○ Sweep and mop all vinyl floors (in bathrooms, lab, break room and office entry); ● Dust community office areas by hand, using disinfectant spray where appropriate, including all open desk top areas, counters, bookcases, computer tops, partition tops and bases, file cabinets, etc. (this does not include individual staff offices); ● Clean restrooms: <ul style="list-style-type: none"> ○ Scour and disinfect bathroom sinks, toilets, and shower; ○ Clean floors, mirror, walls, partitions and doors ● Clean and disinfect sink, tables and counters in break area, library and lab; ● Clean office entry door, including glass and door handles; ● Trash: <ul style="list-style-type: none"> ○ Empty and clean all trash cans; ○ Replace garbage bags if needed; ○ Return trash cans to designated offices; ○ Place garbage bag in trash can outside the interior SE exit door. 	<p>This Task shall be completed on a weekly basis, on the weekends. If there is a conflict and the Contractor needs to clean at a different time, they may submit a request for consideration of a schedule change to the DNR Project Manager.</p>
<p>Task 2: Weekly Cleaning Services, Midweek Description: Perform the following cleaning services every week, on Wednesday:</p> <ul style="list-style-type: none"> ● Empty trash cans; ● Vacuum heavily traveled areas; ● Clean bathrooms, kitchen and lab areas. 	<p>This Task shall be completed on a weekly basis, on Wednesday, after regular business hours. If there is a conflict and the Contractor needs to clean at a different time, they may submit a request for consideration of a schedule change to the DNR Project Manager</p>
<p>Task 3: Periodic Cleaning Services, Every 8 weeks Description: Perform the following cleaning services every 8 weeks, on the weekends:</p> <ul style="list-style-type: none"> ● Clean windows; ● Remove any collected dust or cobwebs from office, including walls and ceilings; ● Wipe down chair bottoms; ● Wipe down molding on bottoms of partitions; ● Remove smudges or other dirt or marks from cabinets, partitions and other areas 	<p>This Task shall be completed every 8 weeks, on weekends. If there is a conflict and the Contractor needs to clean at a different time, they may submit a request for consideration of a schedule change to the DNR Project Manager.</p>

Source of Funding: The source of funding for the Contract entered into from this Informal RFP is the General Fund, DNR Cost Center 7490.

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 Informal RFP 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 Informal RFP, to abandon the need for such Informal RFP, and to cancel this Informal RFP 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 unless at the time its response is submitted, 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. Costs proposals may not be treated as confidential information.

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 the informal competitive bidding opportunity 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 Informal RFP.

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 Informal RFP 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: Proposals will be reviewed by an evaluation committee and ***the contract awarded to the responsible Service Provider submitting the best proposal. The lowest priced proposal is not necessarily the best proposal.***

The evaluation committee will make its technical recommendation using the following technical criteria, which are listed in no particular order:

- a. Brief Company Overview including your capacity to complete the Statement of Work;
- b. Past performance of work that is identical or similar to the Statement of Work identified;
- c. Experience and references that demonstrate, to the satisfaction of DNR, the expertise and ability of the Service Provider to provide the Statement of Work described in the Informal RFP;
- d. The capacity of the Service Provider to complete responsibilities described in the Statement of Work;

After the technical proposals are evaluated and scored, the evaluation committee will score Service Provider Cost Proposals submitted on the attached "DNR Informal RFP #21ESDFSBCIIAM-0004" form.

Service Provider Cost Proposal – DNR Informal RFP #21ESDFSBCIIAM-0004

The Service Provider Bid 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.

Costs for Tasks:

Task	Year 1 (1/21-6/21), Service Cost	Year 2 (7/21-6/22), Service Cost	Year 3 (7/22-6/23), Service Cost	Grand Total Service Cost
Task 1: Weekly Cleaning Services, on Weekends	\$ _____ Total Annual Cost (Total weekly x 26)	\$ _____ Total Annual Cost (Total weekly x 52)	\$ _____ Total Annual Cost (Total weekly x 52)	\$ _____ (Total 2 ½ Year Cost)
Task 2: Weekly Cleaning Services, Wednesday	\$ _____ Total Annual Cost (Total weekly x 26)	\$ _____ Total Annual Cost (Total weekly x 52)	\$ _____ Total Annual Cost (Total weekly x 52)	\$ _____ (Total 2 ½ Year Cost)
Task 3: Periodic Cleaning Services, on Weekends, Every 8 weeks	\$ _____ Total Annual Cost (Total costs for every 8 weeks x 3)	\$ _____ Total Annual Cost (Total costs for every 8 weeks x 6)	\$ _____ Total Annual Cost (Total costs for every 8 weeks x 6)	\$ _____ (Total 2 ½ Year Cost)
	Year 1, Total Quote: \$ _____ Year 1 services	Year 2, Total Quote: \$ _____ Year 2 services	Year 3, Total Quote: \$ _____ Year 3 Services	Grand Total Quote: \$ _____ (Grand Total 2 ½ - Year Cost)

Signature: _____

Date: _____

Printed Name and

Title: _____

Name of Contractor

Organization: _____

Address: _____

Phone: _____

E-mail: _____