

INFORMAL REQUEST FOR QUOTATION (RFQ)
IOWA DEPARTMENT OF PUBLIC DEFENSE
STATE FISCAL OFFICE; BLDG 3465 (W41), CAMP DODGE
7105 NW 70TH AVE, JOHNSTON IA 50131-1824

TITLE OF RFQ: HAZMAT STORAGE FAIRFIELD FMS
RFQ #: FAIRFIELDHZMT23
Issue Date: **MARCH 13, 2023**
Quotations Due: 2 PM (Local Time) on **MARCH 27, 2023**

CONTRACTING OFFICER: Jocelyn Brincks, Contracting Officer
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515-252-4522

I. INTRODUCTION. The Iowa Department of Public Defense ("Owner"), on behalf of the Iowa Army National Guard, is seeking bids for the **Hazmat Storage Buildings Various Sites** project as listed; and identified as described in the attachments.

II. DESCRIPTION. Contractor shall provide a free-standing, relocatable chemical storage and containment structure, to include the components for storage of flammable or combustible liquids and other hazardous materials as outlined in **Exhibit A - Specifications** to this RFQ.

Owner has a need for one structure as described herein, at each of four different locations within the State of Iowa, for a total of four (4) structures. Project will include the delivery and installation of a structure at each address listed in **Section III. Location(s)**.

Owner reserves the right to award a single contract or any combination of location / contract if it is in the best interest of the Owner. Bidders may submit pricing for one Location or multiple, as indicated on the **Bid Form**.

III. LOCATION. Goods / Services to be delivered to:

Iowa Army National Guard Field Maintenance Shop #12
505 W Carpenter Ave
Fairfield, Iowa 52556

IV. SCOPE OF WORK. The Contractor shall provide the specified structure / hazmat building or an equivalent "as approved equal" structure per Specifications outlined in **Exhibit A**. Contractor shall provide a turn-key product to include services as outlined below:

Provide delivery and all offloading services to rig, hoist and anchor the specified structure, to include the recommended static grounding rod installation with lug and clip installation to the structure. No electrical work is required for this project.

Bids should include freight to jobsite, as well as labor and materials to complete the following:

- Rig and place the building into final resting spot;
- Anchor building into concrete;
- Install shelving and ramp; and
- Provide and install all grounding materials.

V. FREQUENCY OF SERVICE. This is a one-time purchase of goods and services – delivery to be scheduled upon award of Bid.

VI. TERM OF CONTRACT. This is a one-time purchase of goods and services; a Contract will be issued to cover the duration of the project as outlined in the Bid documents, which will become part of the Contract documents.

VII. CONTRACT DOCUMENTS.

A. Contract Documents consist of:

1. Bid Instructions, including any referenced Exhibits, Attachments, Etc.
2. Bid Form and Contractors Response to Bid.
3. Form of Agreement (Contract) between the Owner and Contractor.
4. Conditions of the Contract (General Terms and Conditions for Service Contracts, additional Conditions as provided in the Bid documents).
5. Drawings and Specifications (if issued).
6. Addenda issued prior to execution of the Contract.
7. Modifications issued after execution of the Contract.
8. Other documents listed in the Contract.

B. The Department of Public Defense general terms and conditions for services are incorporated by reference and found here: <https://dpd.iowa.gov/sco/doc/terms/050116%20terms%20services.pdf>

By submitting a Bid, Contractor acknowledges its acceptance of the terms and conditions of the RFQ and the General Terms and Conditions without change. No Contractor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Contractor and the Owner.

VIII.INSURANCE. \$1,000,000 General Liability minimum coverage is required of the Contractor upon award of the Contract. A copy of the Certificate of Insurance should be sent to the Owner upon execution of the awarded contract. An example of the Certificate of Insurance is attached as **EXHIBIT B**.

IX. EVALUATION AND SELECTION. Bids will be evaluated and ***the bid awarded to the responsible Contractor submitting the lowest priced Bid.*** The selection will be subject to the final approval of the Owner. Owner reserves the right to award a single contract or multiple contracts if it is in the best interest of the State / Owner. If there is a tie for lowest priced Bid and only one of the Contractors is an Iowa business, the Iowa business shall be given preference over the out-of-state Contractors.

X. SECTION 889 REPRESENTATION. The awarded Contractor(s) will be required to complete a Section 889 Representation Form. This form is required by the Federal Government (as the Iowa Department of Public Defense is a recipient of federal funds, this rule applies to the Owner). Section 889 Part B of the FY 2019 National Defense Authorization Act (NDAA) prohibits the Federal Government from entering into, extending, or exercising an option with any vendor who utilizes prohibited telecommunications and video surveillance equipment or services. Requirement will be waived if Owner has a current form on file for the Contractor(s).

XI. FORM AND CONTENT OF BIDS. Failure to adhere to the Bid format may result in rejection of the Bid.

B. Bid Packets shall include the following:

1. **Attachment 1 – Bid Form.** Contractor must submit pricing on the Bid Form provided. Bid must reflect the following:
 - a. All-inclusive not to exceed, total cost in U.S. Dollars, to provide the requested goods and services (by location) as outlined in this RFQ.
 - b. All pricing to be FOB Destination, freight cost included
 - c. Pricing based on Net 60 Days Payment Terms
 - d. All fees expected for payment are to be included in this Bid
 - e. All purchases are tax exempt
2. **Additional supporting documentation describing Bid, if necessary (not required).**

C. Bids must be delivered via email.

1. Faxed, Mailed or Delivery Service Bids will not be considered.
2. Attach all bid documents to an email addressed to the **Contracting Officer** listed on this RFQ.
3. Subject line of the email shall be: **RFQ FAIRFIELDHZMT23 - (Vendor's Name)**

The Owner must receive the Bid at the Issuing Officer's email address **prior to the date/time listed in the header on page 1 of this RFQ.** Late Bids will not be accepted. It is the Contractor's responsibility to ensure that the Bid is received prior to the deadline. Owner shall not be responsible for misdirected packages or technical issues (for electronically submitted Bids).

XII. MISCELLANEOUS.

- A.** Contractors are invited to submit written questions and requests for clarifications regarding the RFQ to the **Contracting Officer**. Questions or requests for clarifications must be in writing (i.e. via email).
- B.** Site visits are not required for this RFQ.
- C.** The costs of preparation and delivery of the Bid(s) are solely the responsibility of the Contractor.
- D.** All Bids become the property of the Owner and shall not be returned to the Contractor.
- E.** Owner does not guarantee any minimum level of purchases under the Contract.
- F.** Owner reserves the right to reject any or all bids without penalty and to waive minor deficiencies and informalities, if, in the judgement of the Owner, its best interests will be served.