

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

RFB #: MM245820008
RFB TITLE: BUILDER System Management
Issue Date: 10/13/2023
Questions due: 10/26/2023 by 2 PM – All questions must be submitted in writing
Q&A posted: 10/31/2023
Bids Due: NO LATER THAN 2 PM ON November 15, 2023

1. **ISSUING OFFICER.** The Issuing Officer identified here is the sole point of contact regarding the RFB from the date of issuance until a Notice of Intent to Award the Contract is issued.

STATE ISSUING OFFICER: Carlos Fuentes, Purchasing Agent 3
Bldg. 3465 (W41), Camp Dodge
7105 NW 70th Ave.
Johnston, IA 50131
carlos.fuentes@iowa.gov
515-252-4166

2. **RESTRICTION ON COMMUNICATION.** From the issue date of this RFB until a Notice of Intent to Award the Contract is issued; Contractors may contact only the Issuing Officer. The Issuing Officer will respond only to written questions. Respondents may be disqualified if they contact any State employee other than the Issuing Officer about the RFB except that Respondents may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

This section shall not be construed as restricting communications related to the administration of any contract currently in effect between a Contractor and the Agency.

3. **DESCRIPTION OF WORK AND SCOPE OF SERVICES.** The Iowa Department of Public Defense (Agency) is seeking a service provider (Contractor) to provide the labor and parts required to meet the specifications outlined on ATTACHMENT 1 and other ATTACHMENTS for this RFB.
4. **LOCATION.** Goods / Services to be provided / delivered to:
Iowa Army National Guard Facilities Statewide
5. **FREQUENCY OF SERVICE.** Services to be provide monthly or per Scope of Work requirements.

6. **TERM OF CONTRACT.** The contract will be awarded with an initial 3-year term with option to renew for (3) three additional years.

Contract Begin/End Dates (approximate): December 1, 2023 – November 30, 2029

7. **CONTRACTUAL TERMS AND CONDITIONS.** The Contract that the Agency expects to award as a result of this RFB shall comprise the specifications, terms and conditions of the RFB, written clarifications or changes made by the Agency to the RFB through an amendment to the RFB in accordance with the provisions of the RFB, the General Terms and Conditions, the offer of the successful Contractor contained in its Bid, and any other terms deemed necessary by the Agency. No objection or amendment by a Contractor to the provisions or terms and conditions of the RFB or the General Terms and Conditions shall be incorporated into the Contract unless Agency has explicitly accepted the Contractor's objection or amendment in writing.

The General Terms and Conditions will be incorporated into the Contract and can be found here:

<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf>

<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf>

By submitting a Bid, Contractor acknowledges its acceptance of the terms and conditions of the RFB and the General Terms and Conditions without change. Agency will not sign any form of agreement issued by Contractor. 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 Agency.

8. **INSURANCE.** \$1,000,000.00 General Liability minimum coverage is required of the Contractor, and a Certificate of Insurance reflecting coverage must be included with bid.
9. **EVALUATION AND SELECTION.** Bids will be evaluated and ***the contract awarded to the responsible Contractor submitting the lowest priced Bid.*** The selection will be subject to the final approval of the Agency. 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 Contractor(s).
10. **FORM AND CONTENT OF BIDS.** Failure to adhere to the Bid format may result in rejection of Bid.
- a. **Bid Packets shall include 1 copy of each of the following:**
- Completed **ATTACHMENT 1 – Scope of Work / Mandatory Specifications**
 - Completed **ATTACHMENT 1A – Scope of Work / Mandatory Specifications Checklist**
 - Completed **ATTACHMENT 2 – Bid Form.** Contractor's Bid shall include:
 - All-inclusive not to exceed, total cost in U.S. Dollars, to provide the requested goods and services outlined in this RFB
 - Pricing based on Net 60 Days Payment Terms
 - All fees expected for payment are to be included in this Bid
 - All purchases are tax exempt
 - Completed **ATTACHMENT 3 – Section 889 form** to be completed if the company is not registered on Sam.gov
 - Certificate of Insurance** with appropriate coverage (1 copy)
 - Additional supporting documentation describing proposal if necessary
- b. **Bids must be delivered via email or hand-delivered.**
- Bid documents should be delivered in a sealed envelope. All documents may be delivered in the same sealed envelope.
 - Bid envelope shall be labeled as follows:
RFB Number: MM245820008
RFB Title: BUILDER System Management
Attn: Carlos Fuentes
Department of Public Defense
 - If the Bid is emailed, they should be emailed to the Issuing Officer in section 1.

The Agency must receive the Bid at the Issuing Officer's physical address **no later than the date/time listed in the header on page 1 of this RFB**. Late bids will not be accepted. It is the Contractor's responsibility to ensure that the Bid is received by the deadline. The Agency shall not be responsible for misdirected packages.

11. ADDENDA. All Addenda, including Q&A, shall be posted here: <http://bidopportunities.iowa.gov>

12. MISCELLANEOUS.

- a. Contractors are invited to submit written questions and requests for clarifications regarding the RFB to the **State Issuing Officer** listed on this RFB. The questions or requests for clarifications must be in writing.
- b. Site visits are not required for this RFB.
- 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 State and shall not be returned to the Contractor.
- e. The Agency does not guarantee any minimum level of purchases under the Contract.
- f. The Agency reserves the right to reject any & all Bids.