

005-RFB- 3144-2027 – Electrician Services - Zone 3

SECTION 1 - INTRODUCTION

1.1 Background Information

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for the Lead Agency's and Participating Agencies' benefit and is intended to provide the Lead Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid.

The State of Iowa is seeking bidders to provide electrician services at State owned and leased locations exclusively within Zone 3.

The resulting contract(s) is an Indefinite Delivery/Indefinite Quantity (IDIQ) contract for electrician services. The Bidder must furnish labor, materials, equipment, supervision, testing, and incidentals for task orders issued under this Contract. Individual task orders will define specific work locations, drawings (if any), quantities, schedules, and deliverables.

The parties understand and agree that for any portion of the goods or services constituting a "public improvement" as defined in Iowa Code section 26.2, the Purchasing Entity may only engage Contractor under this Contract for purchases at or below the competitive bid threshold established in Iowa Code section 314.1B. All purchases under this Contract related to a "public improvement" must comply with Iowa Code chapters 26 and 573, as applicable. Any project exceeding this threshold, including all new system installations or full replacements, must be awarded through a separate competitive selection process.

All design work will be done by the Owner or a third party; engineer plans and specifications may be provided. The State does not accept design-build approach.

Work Zone 3: SW – Iowa School for the Deaf, Clarinda

Counties: Adair, Adams, Audubon, Cass, Clarke, Decatur, Fremont, Guthrie, Harrison, Mills, Montgomery, Page, Pottawattamie, Ringgold, Shelby, Taylor, Union

* Large facilities are listed within each zone as an example. All zones include other state facilities and political subdivision locations.

1.2 Site Visit

There will be no site visit for this solicitation.

1.3 Contract Term

The term of the contract will begin 12/01/2026 and end on 11/30/2027.

The Contract may be renewed by mutual agreement of both parties for up to five (5) years.

SECTION 2 – SPECIFICATIONS

All items listed in this Section are Bid Specifications. A successful Bidder must be able to satisfy all these specifications to be deemed a Responsible Bidder.

2.1 Qualifications/Standards Requirements

Bidder must employ or designate a State of Iowa Licensed Master Electrician to supervise all work performed under the contract. The Master Electrician shall ensure reliable transportation to and from all designated work sites, using a safe and legally compliant means of travel as required to fulfill contract duties.

All labor, parts and materials must comply with the American Society for Testing and Materials (ASTM), the American National Standards Institute (ANSI), the NFPA 70 National Electrical Code, Iowa Department of Inspections, Appeals and Licensing administrative rules, including Building and Fire Marshal Administrative Rule 661.504, and Iowa Utilities Commission Administrative Rule 199.25, at the following link, which provides the State adopted electrical safety code:

<https://www.legis.iowa.gov/docs/iac/chapter/199.25.pdf>

- 2.1.1 Vendor shall obtain and maintain all required permits.
- 2.1.2 All work performed by the Contractor must comply with the current Federal Occupational Safety and Health Standards (OSHA).
- 2.1.3 The State of Iowa shall be indemnified and held harmless from any claims or liability arising from any violation(s).
- 2.1.4 Vendor must possess sufficient resources (staffing, tools, equipment, capacity) sufficient to meet all required response times and service requirements.
- 2.1.5 The Vendor will have the personnel report to work site with all tools and equipment required for the work to be performed.
- 2.1.6 If requested, the Vendor will furnish the Department of Administrative Services documentation demonstrating technicians' licensure classification and status of all technicians assigned to perform work under this contract.
- 2.1.7 Bidders must maintain a physical, non-residential facility within Zone 3. The State may consider Bidder facility's bordering zone 3 and cities in adjacent States (i.e. Omaha, NE. and Council Bluffs, IA. or Davenport, IA. and Moline, IL.).
- 2.1.8 The Department of Administrative Services reserves the right, without protest, to reject any worker who fails to meet State-defined performance and security requirements, or safety standards.

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2.1.9 Bidders must provide 24/7/365 coverage to ensure service availability outside of standard business hours and during holidays.

- Standard business hours defined as Monday–Friday, 7:00 AM – 5:00 PM

2.1.10 Response Time

The Contractor must respond timely to service requests. Contractors are required to respond via phone/electronic acknowledgement within one (1) hour after notification of an emergency call. Emergency Service call work must be completed/scheduled as the Facility Manager or designee deems necessary.

Routine Service Request

Defined as minor adjustments, planned updates, basic moves, adds, changes, or non-disruptive maintenance.

- **Acknowledgment:** Contractor must acknowledge the request within twenty-four (24) hours.
- **On-Site Arrival & Scheduling:** Contractor must provide a firm project start date and schedule the work to begin within three (3) business days of the initial Agency request.

Emergency Service Request

Defined as life-safety hazards, total power outages, critical system failures impacting security/heating, or situations risking immediate property damage.

- **Acknowledgment:** Contractor must digitally or verbally acknowledge the emergency notification within thirty (30) minutes of dispatch.
- **On-Site Arrival:** Technicians must physically arrive at the specified State Agency facility within a strict window of two (2) hours from the initial notification time, inclusive of travel time.
- **Resolution:** Work must proceed continuously without interruption until the emergency condition is stabilized, safely isolated, or fully repaired as deemed necessary by the Facility Manager.

Urgent Service Requests

Defined as partial system failures or localized operational issues that do not threaten life safety but degrade facility operations.

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- **Acknowledgment:** Contractor must acknowledge the notification within two (2) hours.
- **On-Site Arrival & Scheduling:** Contractor must arrive on-site and begin work within twenty-four (24) hours of the initial request, or as mutually scheduled with the facility contact.

2.2 Scope of Work

2.2.1 Purpose

The State of Iowa is seeking Bidders to provide electrician services for maintenance, repairs, and when allowed for public improvements per Iowa Code Chapters 26, 314.1B(2), and 573. The work scope will include, but not limited to installation, maintenance, troubleshooting, and repair of, all electrical, power supply and distribution systems at State facilities upon request.

Examples of Work will include, but not be limited to:

480 V

- Main Switchgears
- Breakers
- Feeder Cables
- Transformers
- Motor Controls
- Work will involve interior and outside/underground

208/120 V

- Feeder Panels
- Branch circuit Panel
- Transformers
- Breakers
- Wiring
- Work will involve interior and outside/underground

Basic Moves, Adds, and Changes

- Floor Duct System
- Lighting (internal and external)
- Raceways and boxes for low voltage cabling

Electrical Locates

- Locating
- Tracing
- Marking

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2.2.2 Materials

- The Contractor must have sufficient inventory of materials to meet usual and customary commercial contract.
- Materials furnished by Vendor shall be delivered in new condition, in original packaging, with manufacturer documentation.

2.2.3 Lockout/Tagout Policy

All work performed by Contractors must be compliant with the Lockout/ Tagout Policy. This policy includes but is not limited to tagging, labelling and identification of designated breakers, outlets, or other power sources before and after completion of assigned work.

2.2.4 Confined Space Policy

All work performed by Bidders must be compliant with the Confined Space Policy.

2.2.5 Warranty

Contractors shall warranty all work performed under this contract award for a period of one (1) year from service. If during that one (1) year period of warranty, any part installed under the contract fails or does not function properly due to any fault in material or workmanship, the contractor must, under notice from the Agency representative, promptly proceed to repair or replace the faulty item without the Agency incurring any additional expense. If the Contractor fails to repair or replace the faulty item within a reasonable time after notice, the Agency may hire another vendor to repair or replace the faulty item and charge the cost to the Contractor.

2.2.6 Subcontractors

Subcontractors must be approved in advance by the Agency.

2.3 Work Rules

2.3.1 Facility Rules

The Contractor shall comply with all facility-specific security, safety, and operational policies and procedures established by the State Agency.

Prior to accessing any facility or work site, the Contractor shall provide the Agency's designated contact with all information required for site access and security clearance, including but not limited to employee name, date of birth, Social Security number, driver's license number, and a description and location of the work to be performed. Background checks may be required.

2.3.2 Site Conditions

The Contractor shall perform all work in a safe manner and in accordance with all applicable federal, state, and local safety regulations.

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The Contractor shall immediately correct, at its sole expense, any unsafe or hazardous conditions caused by the Contractor's operations, employees, subcontractors, or equipment.

The Contractor shall be solely responsible for damage to existing structures, grounds, systems, equipment, or property resulting from the performance of the work by the Contractor, its employees, agents, or subcontractors. The Contractor shall repair or replace damaged property to its original condition at no additional cost to the State.

The Contractor shall coordinate all required service interruptions or utility shutdowns with the Agency in advance of any shutdown.

The Contractor shall always maintain the work site in a clean and orderly condition. The Contractor shall remove all waste materials, debris, surplus materials, and equipment from the work site daily, or more frequently as necessary to maintain a safe environment.

The Contractor shall maintain all walkways, driveways, and parking areas in a clean and unobstructed condition during performance of the work.

The Contractor shall coordinate employee parking arrangements with the Agency. All parking fees or related costs shall be the responsibility of the Contractor.

2.3.3 Proper Conduct

The Contractor and its employees, agents, and subcontractors shall always conduct themselves in a professional manner while on State property.

The following activities are prohibited on State premises:

- a. Possession of weapons, illegal drugs, or alcohol
- b. Smoking, except in designated smoking areas authorized by the Agency
- c. Propping open, disabling, or leaving secured doors unsecured

2.3.4 Temporary Utilities

The Contractor shall have temporary use of electrical power from existing outlets as directed by the Agency.

The Contractor must furnish all connections and extensions from these outlets at its own expense.

2.3.5 Storage

The Contractor shall store all materials, tools and equipment only in areas designated by the Agency.

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The Contractor must keep those areas clean and clear of combustible materials/waste.

The Agency may require the periodic removal of debris, surplus materials, or unused equipment based on operational needs.

The Contract shall not leave ladders, tools, or equipment unattended in unsecured areas.

The Contractor shall be solely responsible for damage, loss or liability due to theft or vandalism of his materials, tools and equipment.

2.3.6 Hazardous Materials

Where the Contractor encounters suspected areas of hazardous materials such as asbestos, Contractor must immediately cease operations and notify the Owner. No work shall proceed until the Owner has the areas tested and has initiated an approved method of neutralizing or removing the hazard, as per E.P.A. requirements. The Contractor agrees to accept responsibility for notifying his or her employees of any hazard which exists and to protect all personnel from harm, holding the Owner, their employees, and the Designer from any claims against them by the Contractor, his or her employees or third parties.

The Owner shall advise the Contractor of any verified hazards. The Owner will also advise the areas suspected as possible hazards, if known.

If the Contractor is required to perform work in or adjacent to an area suspected of containing hazardous materials, but not involving direct disturbance of the hazardous material, the Contractor shall be responsible for notifying and protecting its employees, agents, subcontractors, and other personnel from potential exposure hazards.

2.3.7 Trip Fee & Travel Reimbursement

Contractor may charge a flat, all-inclusive Trip Fee per approved site visit to cover mobilization, fuel, and basic travel time. No additional hourly labor rates shall be billed while technicians are in transit. The Trip Fee shall be determined by the one-way distance from the Contractor's closest qualifying physical facility to the State Agency service site, based on the following tiered structure:

- **Tier 1 (0 to 30 miles):** Flat rate of \$[Bidder to Enter Amount]
- **Tier 2 (31 to 60 miles):** Flat rate of \$[Bidder to Enter Amount]
- **Tier 3 (61+ miles): Flat** rate of \$[Bidder to Enter Amount]

Restrictions: Only one Trip Fee may be invoiced per authorized Task Order or unique Emergency Call, regardless of the number of technicians or vehicles dispatched. No Trip Fee shall be paid for return trips required due to Contractor error, lack of standard tools, or unexcused delays.

2.4 Invoicing and Supporting Documentation

2.4.1 Invoices

- The Bidder shall provide detailed invoices itemizing all goods and services provided. When necessary, invoices must be accompanied by supporting documentation.
- Each invoice must reference any of the following that apply: contract number, PO number, DO number, invoice number, invoice date, vendor remittance information, description of goods/services, quantity, unit price, list and discount price line-item totals.
- Incomplete or unsupported invoices will be returned and unpaid until corrected.

2.4.2 Supporting Documentation

If requested by Agency, Bidder must provide original, unedited vendor documentation to verify the price invoiced for any line-item costing over \$2,500 or any line-item for rentals totaling \$1500 or more. The Agency reserves the right to reject any invoice lacking this evidence.

**Attachment 1
Exceptions Form**

Please list any and all exceptions to this RFB in this section. Include section and reason for exception:
(Make additional pages if necessary)

<u>Section</u>	<u>Exception</u>
1. _____	_____ _____
2. _____	_____ _____
3. _____	_____ _____
4. _____	_____ _____
5. _____	_____ _____
6. _____	_____ _____
7. _____	_____ _____
8. _____	_____ _____
9. _____	_____ _____
10. _____	_____

