**Request for Quotes**

**Inspection of Fairmount Cemetery Mausoleum in Davenport, Iowa**

The Iowa Insurance Division (the “Division”) is currently serving as a receiver of the Fairmount Cemetery and Crematory (the “Cemetery”) pursuant to an order of the Iowa District Court in Polk County, Case EQCE081800. The Cemetery is located at 3902 Rockingham Road, Davenport, IA 52802.

A community mausoleum located at the Cemetery has visible damage. Through this Request for Quotes, the Division is seeking a contractor (the “Contractor”) to assist the Division by performing professional services regarding inspection of the Cemetery’s Mausoleum (the “Mausoleum”).

1. Services.
2. Inspection.

The Contractor, at the direction of and in consultation with the Division, shall conduct an above-grade visual inspection of the interior and exterior of the Mausoleum.

1. The inspection shall include assessment of at least the following:
2. Safety for workers and visitors of the Mausoleum.

b. Access to the site and building, including ADA compliance.

c. Quality and current condition of building construction related to the interior and exterior finishes.

d. Caulking, grout and tuck-pointing.

e. Roof, windows and doors.

f. Lighting.

g. Mechanical and ventilation systems.

h. Crypt and niche hanging system.

i. The extent of necessary ongoing maintenance of the Mausoleum after repair work is finished.

1. The Contractor shall conduct the inspection in accordance with any procedures and standards specified by the Division.
2. The inspection does not include any structural, sub-surface investigation. Physical testing of mechanical and electrical systems will be excluded.
3. If it is determined that additional consultants are necessary, Contractor can provide such additional services or subcontract for such services upon written approval from the Division.
4. Report.

The Contractor shall prepare and provide to the Division three copies of a written report, which shall include at least the following:

1. The Contractor’s recommendations of work that is necessary or advisable to bring the Mausoleum within reasonable repair and safety.

2. Photographs and diagrams, narrative explanations, descriptions and supplemental information necessary to provide an adequate understanding of any issues and recommended repairs or improvements identified in the report.

3. A description of required materials and potential vendors to secure the needed materials and repairs of the Mausoleum, with cost estimates.

1. Availability.
2. The Contractor shall be available in person or by telephone at the request of the Division and at a time and place to be determined by the Division to discuss progress with or problems encountered in the implementation of the Contract.
3. The Division shall make available to the Contractor a staff person to serve as consultant and as primary contact with the Division during the inspection and report-drafting process. (The Contact Person is listed in section IV.).
4. Schedule.

The Contractor shall perform the services according to the following schedule, which may be amended upon agreement between the parties:

1. A Letter of Intent to Quote must be submitted to the Division before 4:00 p.m. on Friday, November 3, 2017.
2. A Quote Proposal shall be submitted to the Division before 4:00 p.m. on Monday, November 6, 2017.
3. The Contractor chosen by the Division shall complete the inspection of the Mausoleum (described in section I.A) and shall submit the report (described in section I.B) on or before March 30, 2018.
4. Effect of Executed Contract.
5. The Contract executed as a result of this Request for Quotes will not be exclusive and the Division will reserve the right to select other vendors to provide services similar or identical to the services under the Contract.
6. Providing inspection work under Contract with the Division shall not exclude Contractor from eligibility to submit a quote or bid to the Division for repair of the Mausoleum.
7. Quotes.

A vendor interested in this project must provide to the Division (to the Contact Person listed in section IV) the following:

1. A Letter of Intent to Quote, before 4:00 p.m. on Friday, November 3, 2017.
2. A Quote for services described in section I, before 4:00 p.m. on Monday, November 6, 2017, which shall include:
3. The Quote submitter’s relevant experience, and technical and professional qualifications.
4. The amount and type of any fees and expenses to be charged, in detail, for the requested services (including travel expenses and appropriate insurance for the project listing the Division as named insured).
5. The Quote submitter’s ability to meet the requested timeline.
6. Contact Person.

The Division’s contact person and his contact information for this Request for Quotes is:

Dennis Britson

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