

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: 2-Sided Twin Mattress
RFQ #: 190030412
Issue Date: 08/31/2021
Questions due: 09/03/2021 @ 11:00 a.m.
Q&A posted: 09/07/2021 @ 11:00 a.m.
Quotations Due: NO LATER THAN 3:00 p.m. ON September 13, 2021

STATE ISSUING OFFICER: Evan Schatz, Purchasing Agent 3
evan.schatz@iowa.gov
(515) 252-4556

DESCRIPTION OF WORK AND SCOPE OF SERVICES. The Iowa Department of Public Defense (Agency) is seeking to purchase the following for delivery to Camp Dodge – Johnston, IA.

Specifications:

-2-Sided Plush Twin Mattress with alternating rows of coils

-Innerspring

-Dimension: 9.5H x 38W x 75D

Quoted product should be equivalent and comparable with Omaha Bedding Patriot 2-sided twin mattress

1. LOCATION. Goods to be delivered to:

Iowa Army National Guard
Camp Dodge: Attn. Building W7
7105 NW 70th Ave
Johnston, Iowa 50131

2. TERM OF CONTRACT. This is a one-time purchase to be ordered via Purchase Order and paid upon delivery and acceptance of goods.

3. CONTRACTUAL TERMS AND CONDITIONS.

The General Terms and Conditions will be incorporated into the Contract and can be found here:
<https://dpd.iowa.gov/sco/doc/terms/050116%20terms%20goods.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 Agency.

4. EVALUATION AND SELECTION. Quotes 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 Contractors.

6.3 Tied Score and Preferences

- 6.3.1 An award shall be determined by a drawing when responses are received that are equal in all respects and tied in price. Whenever it is practical to do so, the drawing will be held in the presence of the Respondents who are tied in price. Otherwise the drawing will be made in front of at least three non-interested parties. All drawings shall be documented.
- 6.3.2 Notwithstanding the foregoing, if a tied score involves an Iowa-based Respondent or products produced within the State of Iowa and a Respondent based or products produced outside the State of Iowa, the Iowa Respondent will receive preference. If a tied score involves one or more Iowa Respondents and one or more Respondents outside the state of Iowa, a drawing will be held among the Iowa Respondents only.
- 6.3.3 In the event of a tied score between Iowa Respondents, the Agency shall contact the Iowa Employer Support of the Guard and Reserve (ESGR) committee for confirmation and verification as to whether the Respondents have complied with ESGR standards. Preference, in the case of a tied score, shall be given to Iowa Respondents complying with ESGR standards.
- 6.3.4 Second preference in tied scores will be given to Respondents based in the United States or products produced in the United States over Respondents based or products produced outside the United States.
- 6.3.5 Preferences required by applicable statute or rule shall also be applied, where appropriate.

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

a. Bid Packets shall include the following:

- i. Completed **Attachment 1 – 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 RFQ.
 - All pricing to be FOB Destination, freight cost include
 - 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
- ii. Warranty information
- iii. Additional supporting documentation describing proposal if necessary

b. Bids must be delivered via email or fax

- i. Attach all bid documents to an email addressed to the **State Issuing Officer** listed on this RFQ.
- ii. Subject line of the email shall be: RFQ # 190030412 – (Vendor's Name)
- iii. Mailed or Hand-delivered bids should be addressed to the **State Issuing Officer** listed on this RFQ.
- iv. Bid should be in a sealed envelope, clearly marked with RFQ # 190030412 – (Vendor's Name) – place this envelope *inside* mailing envelope.

The Agency 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. The Agency shall not be responsible for misdirected packages or technical issues (for electronically submitted Bids).

6. MISCELLANEOUS.

- a. Contractors are invited to submit written questions and requests for clarifications regarding the RFQ to the **State Issuing Officer** listed on this RFQ. The questions or requests for clarifications must be in writing.
- 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 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.
- g. The Agency has the right to request samples, if applicable
 - 6.g.1.** Providing samples does not guarantee any minimum level of purchasing.