

Event Summary - IVH Headstone Setting, Installation and Maintenance

Type	Request for Bids	Number	005-RFB-0514-2023
Stage Title	-	Organization	DASlowa
Currency	US Dollar	Event Status	Open
Department	Administrative Services	Exported on	6/20/2023
Exported by	Julie Janssen	Estimated Value	-
Payment Terms	0% 0, Net 60		

Bid and Evaluation

Respond by Proxy	Allow	Use Panel Questionnaire	No
Sealed Bid	Yes	Auto Score	No
		Cost Analysis	No
Alternate Items	No	Confidential Pricing	No

Visibility and Communication

Visible to Public Yes


Enter a short description for this public event

The Iowa Veterans Cemetery is seeking to solicit bids from a qualified bidder to provide headstone installation, setting and maintenance for the Iowa Veterans Cemetery in Adel, Iowa.

Commodity Codes

Commodity Code	Description
95214	Cemetery Services, Including Operation, Management, and Maintenance
57819	Cemetery Equipment and Supplies, Including Lots and Vaults
93620	Cemetery Maintenance Services
95820	Cemetery Management Services

Event Dates

Time Zone	CDT/CST - Central Standard Time (US/Central)
Released	-
Open	6/20/2023 12:00 AM CDT
Close	7/7/2023 2:00 PM CDT
Sealed Until	7/7/2023 2:00 PM
	 Show Sealed Bid Open Date to Vendor
Q&A Close	6/27/2023 1:00 PM CDT

Event Users

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Contacts**Julie Janssen**

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Stakeholders

There is no user added to group

Description

Purpose

The purpose of this Request for Bids (RFB) is for the Iowa Department of Administrative Services on behalf of the Iowa Veterans Cemetery is seeking to solicit bids from a qualified bidder to provide headstone installation, setting and maintenance for the Iowa Veterans Cemetery.

Iowa Veterans Cemetery intends to award a contract(s) beginning and ending on the dates listed in the solicitation, and Iowa Veterans Cemetery may extend the contract(s) for up to the number of annual extensions identified in the solicitation at the sole discretion of Iowa Veterans Home. Any contract(s) resulting from the RFB shall not be an exclusive contract.

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for Iowa Veterans Cemetery and Participating Agencies' benefit and is intended to provide Iowa Veterans Cemetery 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 the submission of a comprehensive Bid.

It is advised to "Save Progress" often and especially after uploading documents.

NOTE: Anytime the Bidder opens their bid after the initial submission, they MUST certify and resubmit. No information will be lost from the initial submission.

NOTE: Bidder must approve and resubmit their bid after an amendment has been posted by the Issuing Officer. If the bid was submitted before the amendment, all information will be saved. The Bidder only needs to read and acknowledge the amendment.

Instructions for Amendments: Answer the newly posted question in the Questions Section, and CERTIFY and SUBMIT your bid again (if previously submitted).

Contract Term

The term of the contract will begin upon award and end on 07/31/2026. The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to one three year extension. The resulting contract will be available to all State Agencies.

Background

It was identified that the Iowa Veterans Cemetery is out of compliance with getting headstones placed within 60 days of interment. "National Cemetery Administration's goal is to set permanent headstones/markers in VA national cemeteries within 60 calendar days of the interment. Ideally, headstones/markers will be set within 10 workdays of receipt/inspection/acceptance." See Exhibit A – National Cemetery Administration National Shrine Commitment Operational Standards and Measures.

<https://www.cem.va.gov/>

Currently Iowa Veterans Cemetery has 5000 headstones and 7000 niche covers to be cleaned, maintained and adjusted at the Agency's discretion. Historically there has been an estimated 450 headstones to be installed and settled annually. The Agency current has 107 headstones to correct to NCA standards and measurements per a Grave Assessment Inspection. The Agency has 32 headstones on order and due for installation upon arrival.

There are no past or current contracts providing these services to the State. The State guarantees no volume of sales on the resulting Master Agreement(S). Request for services shall be placed by Agency staff for as-needed basis to serve current needs.

Stage Description

No description available.

Prerequisites

★ Required to Enter Bid

F ★ Instructions To Vendor :

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Á Á Á Certification

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Á Vendor Must Also Upload a File:

Á P[

Á Prerequisite Content:

Bidder certifies that the contents of this Bid submitted are true and accurate. Bidder also certifies that Bidder has not knowingly made any false statements in its Bid.

Certification of Independence

I certify that I am a representative of Bidder expressly authorized to make the following certifications on behalf of Bidder. By submitting a Bid in response to the RFB, I certify on behalf of the Bidder the following:

1. The Bid has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Bid has been developed independently, without consultation, communication or agreement with any other Bidder or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Bid has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Bidder to induce any other Bidder to submit or not to submit a Bid for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Bidder and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

I certify that, to the best of my knowledge, neither Bidder nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Bid been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Bid had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Bidder knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2013)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Bidders to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Bid in response to the (RFB), the Bidder certifies the following:

- Bidder is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; **OR**
- Bidder is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in *Iowa Code subsections 423.1(47) and (48)*.

Bidder also acknowledges that the Agency may declare the Bidder's Bid or resulting contract void if the above certification is false. The Bidder also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

2 ★ **Instructions To Vendor :**

Bidder shall read and authorize to release information for their Bid.

Certification

Bidder certifies that they have read and agree to the Authorization to Release Information.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Bidder hereby authorizes the Iowa Department of Administrative Services ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Bids (RFB).

The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.

The Bidder hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Bidder in response to the RFB.

The Bidder authorizes representatives of the Agency to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Bid submitted in response to RFB.

The Bidder further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Bidder's Bid. The Bidder hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Bidder that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency in the evaluation and selection of a successful Bidder in response to RFB.

Buyer Attachments

Exhibit A- NCA National Shrine
Commitment Operational Standards
and Measures.pdf

Exhibit A- NCA National Shrine
Commitment Operational
Standards and Measures.pdf

../Attachments/Exhibit A- NCA
National Shrine Commitment
Operational Standards and
Measures.pdf

Page1

Group 1: Form of Bid

- | | | |
|------|--|---|
| 1.1 | Enter the Bidder's contact name, telephone number, and email address for questions regarding this solicitation.
Text (Multi-Line) | ★ |
| 1.2 | Enter the Bidder's contact name, telephone number, and email address for resulting Contract Services and billing department.
Yes/No | ★ |
| 1.3 | Enter the Bidder's State or Foreign Country of Residence.
Text (Single Line) | ★ |
| 1.4 | Bidder shall enter the Resident Preference given by the State or Foreign Country of the Bidder's residence. Enter the resident preference in the text box or indicate "no preference".
Text (Single Line) | ★ |
| 1.5 | Enter the number of years the Bidder has been in business in the text box.
Numeric Text Box | ★ |
| 1.6 | Enter the number of years of experience the Bidder has with providing the types of services sought by the solicitation.
Text (Single Line) | ★ |
| 1.7 | Describe the level of technical experience in providing the types of services sought by the solicitation. Enter the information in the the text box or upload a document to the Vendor Attachments Section and enter "see attached" in the text box.
Text (Multi-Line) | ★ |
| 1.8 | List all services similar to those sought by this solicitation that the Bidder has provided to business or government entities. Fill out the text box or upload a document to the Vendor Attachments Section and enter "see attached" in the text box.
Text (Multi-Line) | ★ |
| 1.9 | The Bidder shall provide references from three (3) previous customers or clients knowledgeable of the Bidder's performance in providing services similar to the goods and/or services described in this solicitation. Enter a contact person, telephone number and email address for each reference. Fill out the text box. If the Bidder wants to attach reference letters in the Vendor Attachments Section and enter "see attached" in the text box.
Text (Multi-Line) | ★ |
| 1.10 | Bidder shall read, fill-out and upload the Terminations, Litigation, Debarment document.
File Upload
Terminations, Litigation and Debarment Document - | ★ |
| 1.11 | Is the Bidder requesting confidential treatment of specific information?
Yes/No | ★ |
| 1.12 | A Bidder requesting confidential treatment of specific information shall fully complete the form attached. In the Items Section, mark each good or service upon which the Bidder believes confidential information appears.
File Upload
Form 22 - ../Attachments/QuestionAttachments/Form 22 -11.22.pdf | ★ |
| 1.13 | The State of Iowa requires shipping to be FOB Destination, Freight Prepaid. Does the Bidder agree to the terms? | ★ |

Dropdown List (Pick One)

Bidder agrees

Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Group 2: Terms and Conditions

- 2.1** Bidder shall read the RFB Definitions and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
Definitions - ../Attachments/QuestionAttachments/Definitions 11.22.pdf
- 2.2** Bidder shall read the Administrative Terms and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
Administrative Terms - ../Attachments/QuestionAttachments/Administrative Terms 11.22.pdf
- 2.3** Bidder shall read the Contract Terms and Conditions and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
Contract Terms and Conditions - ../Attachments/QuestionAttachments/Contract Terms and Conditions
- 2.4** Bidder shall read the Specification Terms and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
Specification Terms and Conditions - ../Attachments/QuestionAttachments/Specifications 11.22.pdf
- 2.5** Bidder shall read the Terms and Conditions for SERVICES and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
Terms and Conditions for SERVICES - ../Attachments/QuestionAttachments/SERVICES Terms and
- 2.6** Bidder shall read the Insurance Requirements and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
Insurance Requirements RFB - ../Attachments/QuestionAttachments/Insurance Requirements RFB.pdf
- 2.7** The Bidder hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Bidder, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Bidder for the performance of the resulting Contract. Bidder shall enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
- 2.8** Public Entities (Political Subdivisions) - The resulting Contract will be made available to Political Entities, i.e. cities, counties, and schools. Bidder shall enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Group 3: Payment Terms

- 3.1** Payment Terms - Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder. Does the Bidder agree to the terms? ★

Dropdown List (Pick One)

Bidder agrees

Bidder does NOT accept the Terms & Conditions (submit exceptions question)

- 3.2 What discount will the Bidder give for payment in 30 days? Enter the discount in the text box. If none, enter zero. ★

Numeric Text Box

- 3.3 Terms of Pcard Acceptance - The State of Iowa prefers to pay Bidders using its Purchasing Card Program (Pcard) whenever possible. Bidders accepting Pcard payments shall comply with the Terms of Pcard Acceptance. ★

Dropdown List (Pick One)

Bidder agrees

Bidder does NOT accept the Terms & Conditions (submit exceptions question)

P-Card Acceptance - ../Attachments/QuestionAttachments/Terms of Pcard Acceptance 11.22.pdf

Group 4: Headstone Setting and Installation Specifications

- 4.1 Headstones must be unloaded and inspected by Agency employees before setting and installation. ★

Yes/No

- 4.2 Bidder must follow all National Cemetery Administration (NCA) standards for setting and installation. ★

Yes/No

- 4.3 Bidder must be responsible for all materials, supplies, equipment, tools, and labor for this service. ★

Yes/No

- 4.4 Bidder must have all headstones placed within 60 days of notice from Agency. ★

Yes/No

Group 5: Headstone Height & Alignment Maintenance

- 5.1 Maintenance under this category will consist of one of/or two methods: Raising or Realigning Headstones (R&R) OR Fine Tune Adjustments when existing headstones have shifted out of vertical or horizontal alignment. Both methods include checking then immediately reporting physical defects to the Agency contact. ★

Yes/No

- 5.2 Bidder must follow all National Cemetery Administration (NCA) standards for height and alignment maintenance. Headstones must be uniformly consistent in height and alignment while following the contour of the ground. ★

Yes/No

- 5.3 All headstones that need replacement will be ordered by the Agency. The Agency is responsible for ordering headstones, checking for proper wording and initial inspection for damages, when received. Any headstones damaged or broken must require identical replacement by the Agency. ★

Yes/No

- 5.4 Replacement for any breakage or damage in any form, due to the Bidder's negligence must be reported to the Agency immediately. ★

Yes/No

Procedure – Raise and Realignment (R&R)

A. Raise keystone(s) to proper height (24-26") and plumbed and aligned.

B. Run a tight top line and front line to each keystone.

- 5.5 C. Raise all stones to the top line.
D. Align all stones to the front line. ★

Agency contact will explain and train the procedure of using the top and side line.

Headstones may require additional Raise and Realignment adjustments throughout the year as directed by the Agency.

Yes/No

Procedure – Fine Tune Adjustment

- 5.6 Alignment of all headstones at the cemetery must be maintained at all times using the method of precision fine tune adjustment. This method requires the use of a tamper to visually adjust individual headstones back into vertical position both “front to back” and “side to side” with the alignment of the other adjacent headstones in the same rows and in adjacent columns of the burial section. After headstones have been adjusted back into position the ground surface is manually tamped to tighten it around the headstone. All headstones will be realigned laterally, transversely and diagonally in the same manner as new markers. ★

Yes/No

- 5.7 Headstones must be lifted and transported or set by at least two (2) personnel unless special one-man devices are approved by the Agency. ★

Yes/No

Group 6: Pressure Washing Headstones and Niche Covers

- 6.1 Bidder must follow NCA standards regarding monument cleaning. ★

Yes/No

- 6.2 Bidder must clean/pressure wash all headstones or niche covers with pressurized water removing any stains, dirt, grime, or foreign substances without damaging them. ★

Yes/No

- 6.3 Bidder must be responsible for all materials, supplies, equipment, tools, and labor for this service. ★

Yes/No

Group 7: Lawn Care Maintenance - Mow, Trim, Edge

- 7.1 The Cemetery including the headstone must be mowed, trimmed and edged to NCA standards. ★

Yes/No

- 7.2 All debris to be blown off day of Lawn Care maintenance operations. ★

Yes/No

- 7.3 Estimated 30 mow cycles annually. ★

Yes/No

- 7.4 Bidder must be responsible for all materials, supplies, equipment, tools, and labor for this service. ★

Yes/No

Service Line Items

★ Required Service Line Items

Group S1: Bid Specifications. Bidder must satisfy all the specifications to be deemed a Responsible Bidder

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Service Delivery
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Price Components

There are no Price Components added to this event.

Vendors

Mcall Monument

Progress Invitation Unaccepted

info@mccallmonument.com

Watts Vault and Monument

Progress Invitation Unaccepted

john@wattsvault.com

Des Moines Winterset Memorials

Progress Invitation Unaccepted

info@dmwmemorials.com

Priority Government Solutions

Progress Invitation Unaccepted

Tanner.Krusemark@prioritygovernementsolutions.com
