

REQUEST FOR QUOTES (RFQ)
for
Cleaning at Rathbun Fish Hatchery
18CRDFBDCASH-0002

The Department of Natural Resources (DNR) is seeking a Service Provider to provide weekly cleaning services. DNR anticipates that the term of any resulting contract will be March 16, 2018 through March 13, 2020. **Service Providers may not contact any employee of the State of Iowa about this RFQ other than the DNR Issuing Officer:**

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Iowa Department of Natural Resources – Fisheries Bureau
15053 Hatchery Place
Moravia, IA 52544
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If a Service Provider or someone acting on a Service Provider’s behalf attempts to discuss this RFQ orally or in writing with any members of the DNR, any employee of the State of Iowa, or anyone other than the named DNR Issuing Officer, then the Service Provider may be disqualified.

Submission of Quotes: Service Providers interested in providing the services described under the “Description of Work and Scope of Services” shall submit quotes to the **DNR Issuing Officer** no later than **4:00 PM CST on March 2, 2018**. Any quote received after this deadline shall not be considered.

Only written quotes received via hand delivery, e-mail, fax or hard copy mail using the form labeled “Service Provider Cost Proposal – DNR RFQ #18CRDFBDCASH-0002” included in this RFQ will be accepted.

Service Providers may submit written questions regarding this RFQ and the procurement process to the DNR Issuing Officer at the above address through 4:00 PM CST on February 27, 2018. Written responses to any questions received will be provided no later than February 28, 2018 to all potential Service Providers.

Description of Work and Scope of Services:

The successful Service Provider shall perform the following Tasks, to be completed at the following regular intervals.

Deliverable	Interval
<p>Task 1: Weekly Cleaning Description: Contractor shall complete the following cleaning duties on a weekly basis:</p> <ul style="list-style-type: none"> • Restrooms. In each of the seven restrooms: 1) clean the urinals, toilets, sinks and mirrors; 2) fill paper towel, toilet paper and soap dispensers; and 3) remove cobwebs. • Trash Collection. From the seven restrooms, Break Room, and all offices: 1) collect trash; 2) replace all trash bags as needed in all trash receptacles; and 3) dispose of collected trash in commercial dumpsters located behind the hatchery building. • Lobby Cleaning. For the Visitor Lobby area: 1) wash inside and outside of windows in lobby; 2) wash aquarium glass and the ledge; 3) clean display cabinet glass; and 4) clean glass on door connecting Visitor Center lobby to Hatchery office area. 	<p>This Task shall be completed on a weekly basis. Day and time should be mutually agreeable between Site Supervisor and Contractor.</p>

<ul style="list-style-type: none"> • Dust and Wet Mopping. Dust and wet mop the following areas: 1) Visitor Lobby including the gallery; 2) seven restrooms; 3) Crew Room; and 4) all offices and hallways that have hard surface floors. • Other Cleaning. Other cleaning duties include, 1) clean all window sills in Dormitory and Lounge; and 2) clean door glass (inside and outside) of employee entrance. 	
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Source of Funding: The source of funding for the Contract entered into from this RFQ is from the Department of Natural Resources Fish and Wildlife Trust Fund.

Acceptance of Contract Terms and Conditions: By submitting a response, each Service Provider acknowledges its acceptance of the terms and conditions of the contract template “DNR Standard Contract Conditions” and “General Conditions” found at <http://www.iowadnr.gov/InsideDNR/RFPBidLettings.aspx>.

If a Service Provider takes exception to a contract provision, then the Service Provider must state the specific exception and the reason for the exception, and must attach to its “Service Provider Cost Proposal” the specific contract language it proposes to include as an alternative to the provision. Contract provision exceptions that materially change the terms or the requirements of this informal bidding process may be deemed non-responsive by the DNR, as determined in its sole discretion, resulting in possible disqualification of the Service Provider’s quote. With regard to the “DNR Standard Contract Conditions,” DNR and the successful Service Provider may agree to modifications to the terms of the “DNR Standard Contract Conditions” as necessary to negotiate the terms of a contract. A Service Provider’s failure to state an exception to any contract provision and propose alternative language may be deemed by the DNR to constitute the Service Provider’s acceptance thereof. The State reserves the right to refuse to enter into a contract with the successful Service Provider for any reason, even after delivery of notice of selection or intent to award a contract.

Additional information: The costs of preparation and delivery in response to this RFQ are solely the responsibility of the Service Provider.

DNR reserves the right to reject any or all submitted responses, in whole or in part, to advertise a new RFQ, to abandon the need for such RFQ, and to cancel this RFQ opportunity at any time prior to the execution of a written contract.

All information submitted by a Service Provider may be treated as a public record by the DNR.

By submitting a response, a Service Provider agrees that it will not bring any claim or have any cause of action against DNR or the State of Iowa based on any misunderstanding concerning the information provided within this RFQ or concerning the DNR or the State of Iowa’s failure, negligent or otherwise, to provide the Service Provider with pertinent information as intended by this RFQ.

If the apparent successful Service Provider fails to negotiate and deliver an executed contract within a reasonable period of time following selection, then the DNR may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service Provider.

The DNR shall have the sole option to amend the contract resulting from this RFQ for subsequent periods, adding up to no more than six years total from the beginning date of the original contract, by executing a signed amendment prior to the expiration of the original contract.

Evaluation Criteria: Quotes will be evaluated and *the contract awarded to the responsible Service Provider submitting the lowest priced quote.*

Service Provider Cost Proposal – DNR RFQ #18CRDFBDCASH-0002

The Service Provider quote shall include an all-inclusive, total cost in U.S. Dollars (including all travel, expenses, etc.) to provide the requested services. All pricing to be FOB Destination, freight cost included; and based on Net 60 Days Payment Terms. All fees expected for payment are to be included in this bid.

Quote for Tasks:

Task	Unit Cost	Time Frame	Total Costs
Task 1: Weekly Cleaning	Quantity: <u> 1 </u> \$ <u> </u> / week	Weekly, March 16, 2018 through March 13, 2020	\$ <u> </u> (104 weeks)
Grand Total Quote			\$ <u> </u>

Signature: _____

Date: _____

Printed Name and Title: _____

Name of Vendor Organization: _____

Address: _____

Phone: _____

Email: _____