

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: Modernization of Crane Brake System
RFQ #: 58221003705
Issue Date: 10/14/2020
Questions due: 10/28/2020 by 10 AM – All questions must be submitted in writing
Q&A posted: 10/29/2020
Quotations Due: NO LATER THAN 2 PM ON October 30, 2020

STATE ISSUING OFFICER: Carlos Fuentes
Purchasing Agent 3
carlos.fuentes@iowa.gov

1. **DESCRIPTION OF WORK AND SCOPE OF SERVICES.** The Iowa Department of Public Defense (Agency) is seeking a service provider (Contractor) to provide all labor, materials, tools, and equipment necessary to modernize current brake system on 20 Ton Abell Howe Crane System located at Building S-34 at Camp Dodge Training Center. Please see ATTACHMENT 1 for specifications and additional information.
2. **LOCATION.** Services to be provided / delivered to:
Iowa Army National Guard
Camp Dodge, Building S-34
7105 NW 70th Ave
Johnston, IA 50131
3. **TERM OF CONTRACT.** This is a one-time purchase to be ordered via Purchase Order and paid upon completion/delivery of goods/services.
4. **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%20services.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.
5. **INSURANCE.** \$1,000,000 General Liability minimum coverage is required of the Contractor upon award of the Contract.
6. **EVALUATION AND SELECTION.** Quotes will be evaluated and ***the contract awarded to the responsible Contractor submitting the lowest priced Bid per location(s).*** 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.

7. 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 #2 – Bid Form. Contractor's Bid shall include:

- All-inclusive not to exceed, total cost in U.S. Dollars, to provide the requested services outlined in this RFQ.
- 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. Certificate of Insurance

iii. Additional supporting documentation describing proposal if necessary

iv. Appendix 1, filled out and signed by Dept of Public Defense representative.

b. Bids must be delivered via email

i. Attach all bid documents to an email addressed to the State Issuing Officer(s) listed on this RFQ.

ii. Subject line of the email shall be: RFQ 58221003705 – Modernization of Crane Brake System – (Vendor's Name)

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).

8. MISCELLANEOUS.

- a. Contractors are invited to submit written questions and requests for clarifications regarding the RFQ to the State Issuing Officer(s) listed on this RFQ. The questions or requests for clarifications must be in writing via email.**
- b. Site visits are MANDATORY for this RFQ and are available by appointment on Tuesday, October 27, 2020.**
- 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.**

ATTACHMENT 1(RFQ 58221003705)

Modernization of Crane Brake System

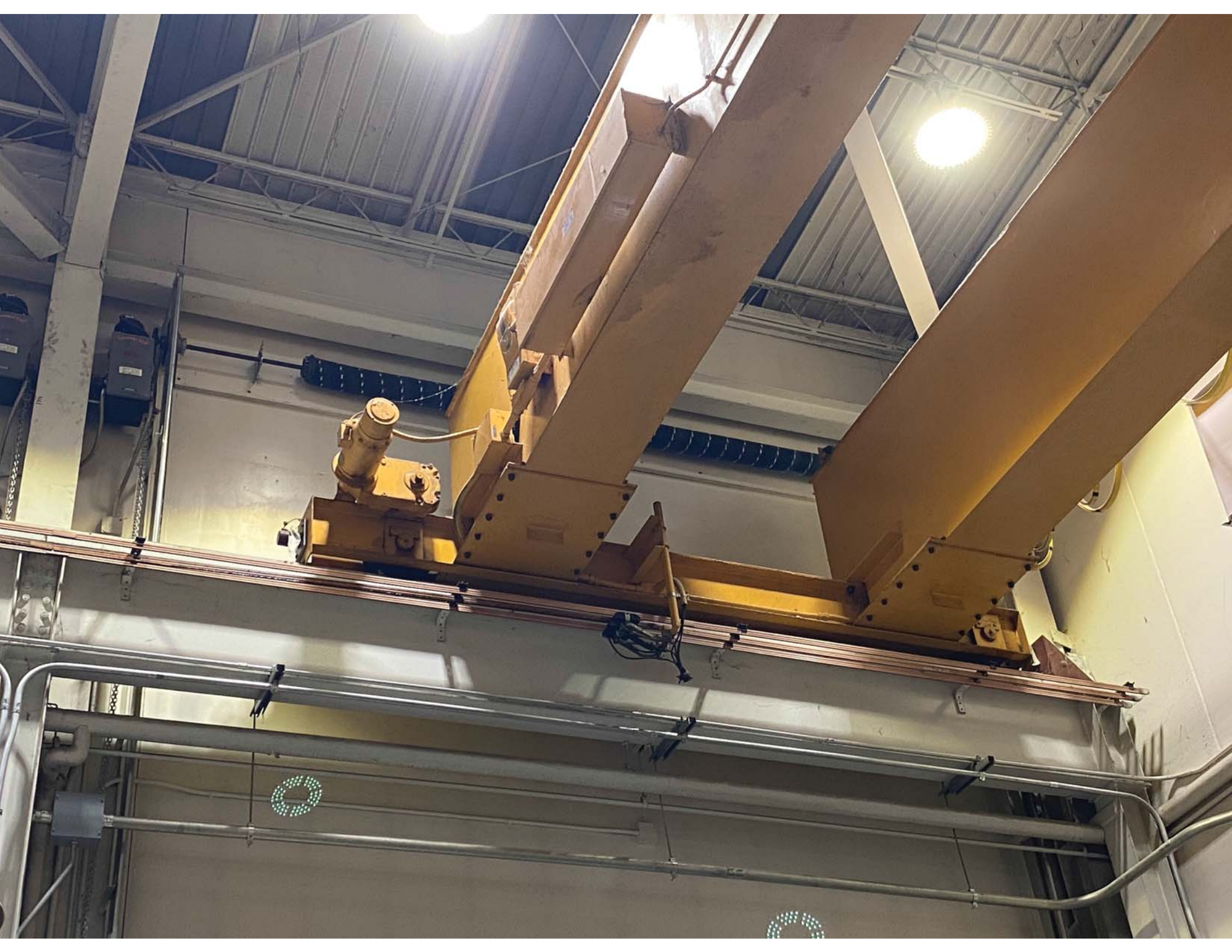
Contractor must provide all labor and materials to modernize/update current brake system for 20 ton crane located at Building S-34. Crane is currently inoperable due to brake system not working properly.

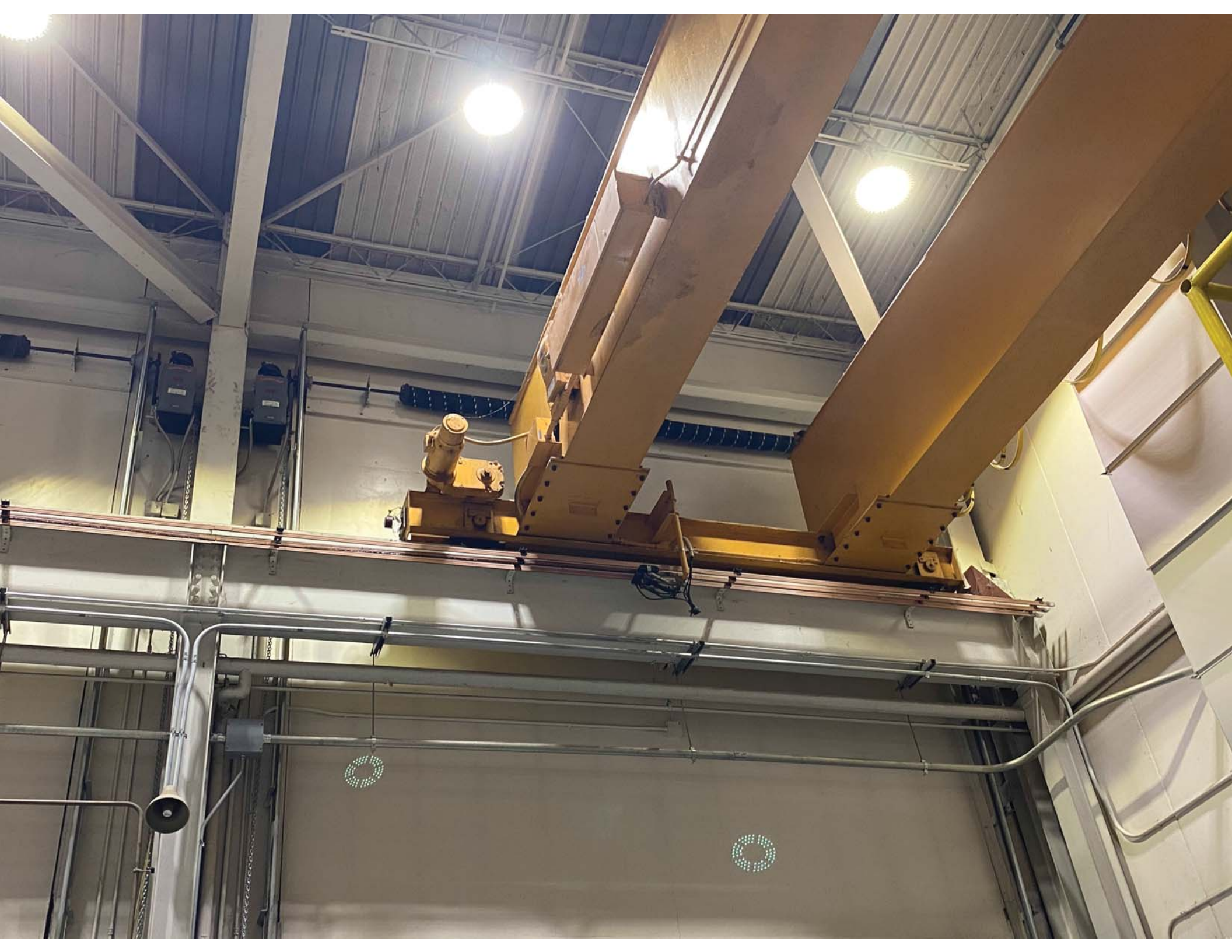
Upon completion of brake system modernization, the 20 Ton Abell Howe Crane System must be fully operable and meet all safety and regulatory requirements by OSHA and/or the Iowa Army National Guard.

Work must be performed on-site on Monday through Friday between the hours of 7:00 a.m. and 4:00 p.m.

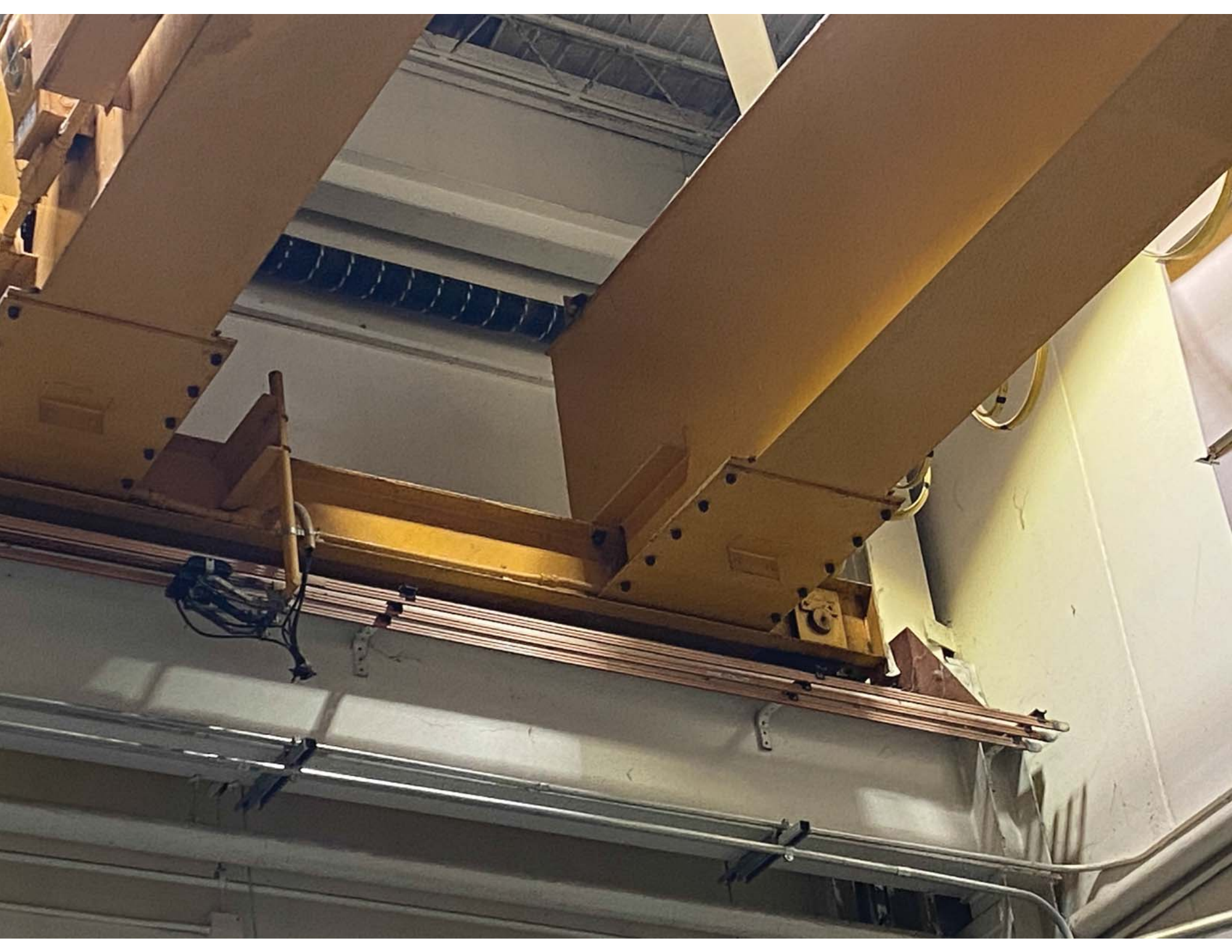
Contractor must provide labor and parts in the event of crane malfunction related to the updated/modernized brake system for a period of 30 days after completion.

Pictures of crane are attached. Please contact Purchasing Agent to schedule your site visit on October 27, 2020.

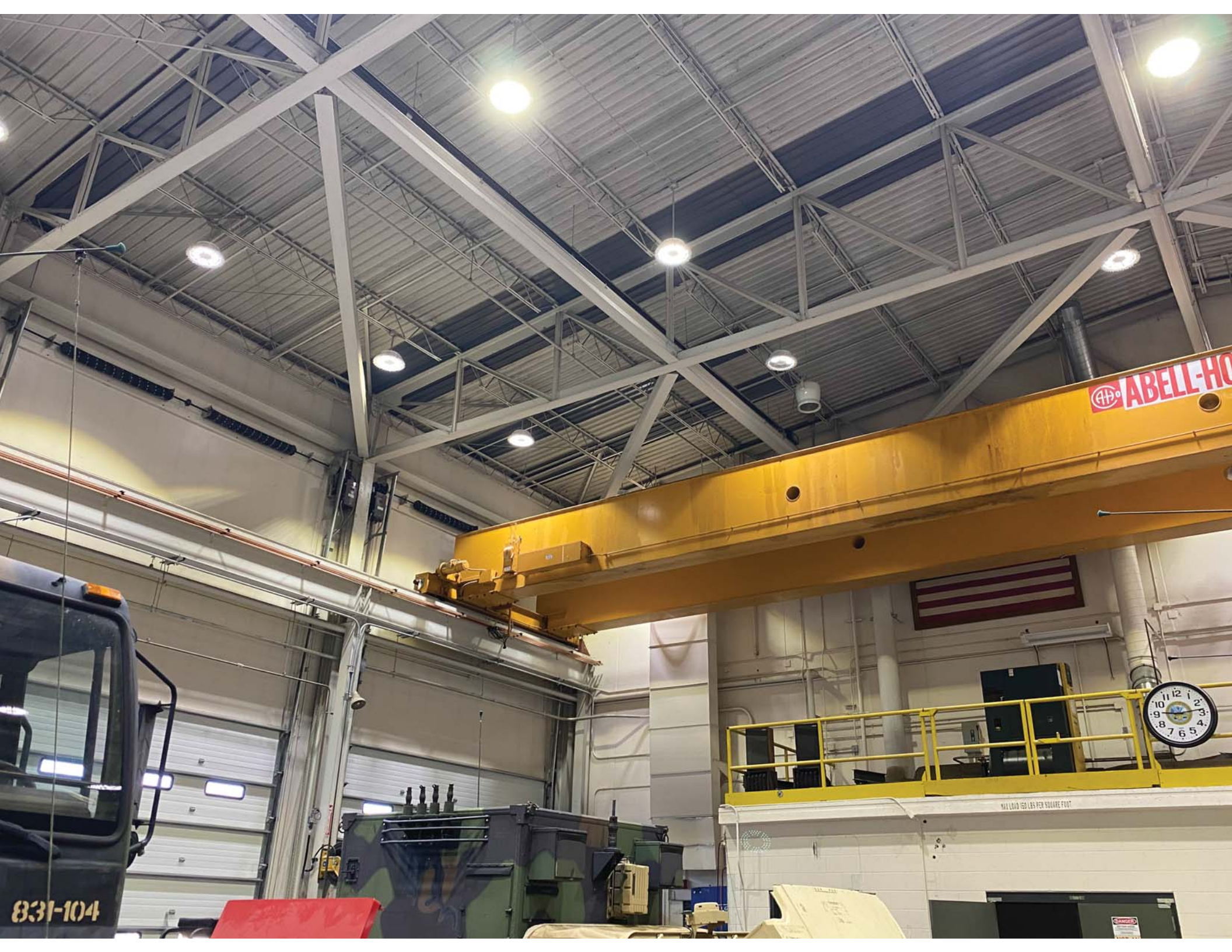












ABELL-HO



MAX LOAD 150 LBS PER SQUARE FOOT

831-104



ABELL-HOWE 20 TON



MAX LOAD 100 LBS PER SQUARE FOOT

EXIT

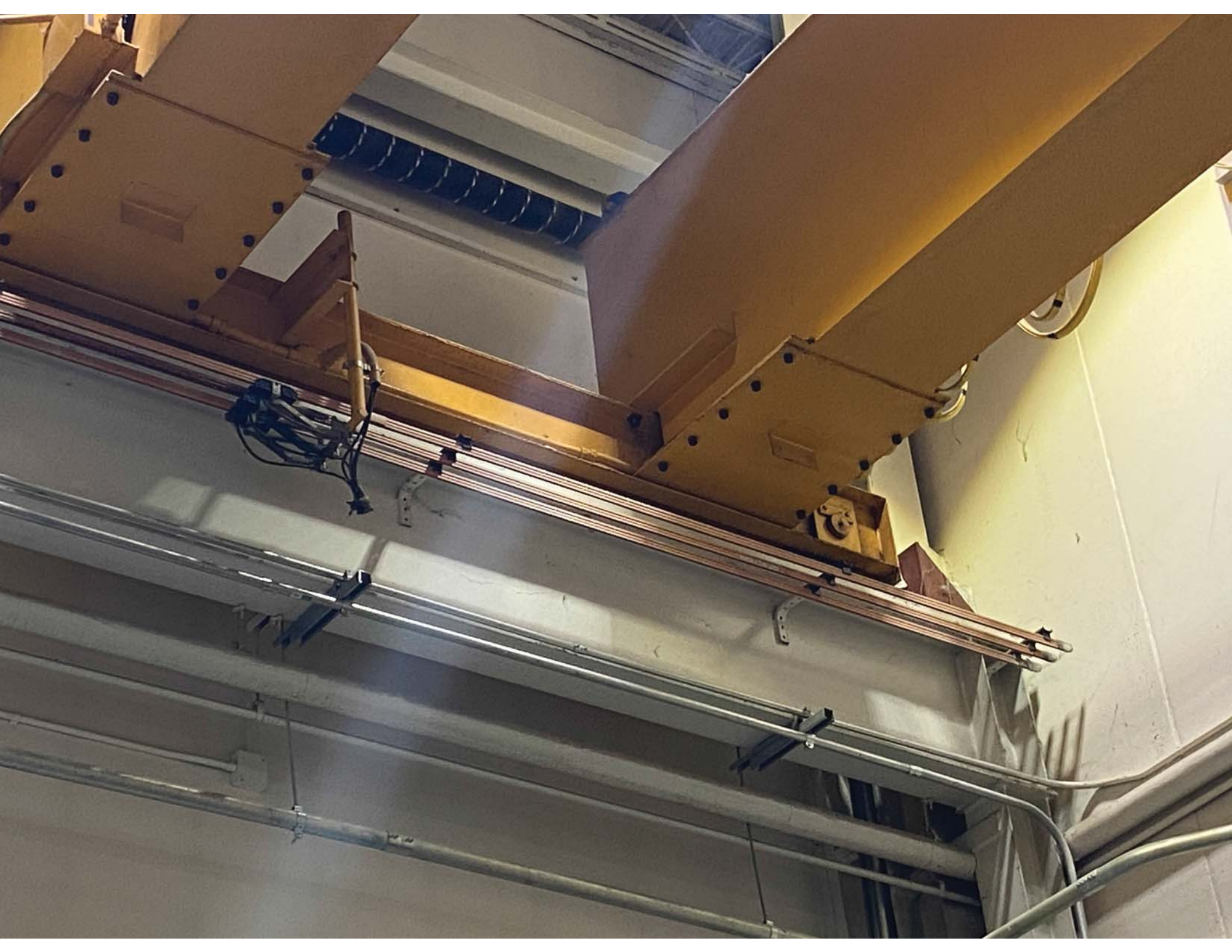


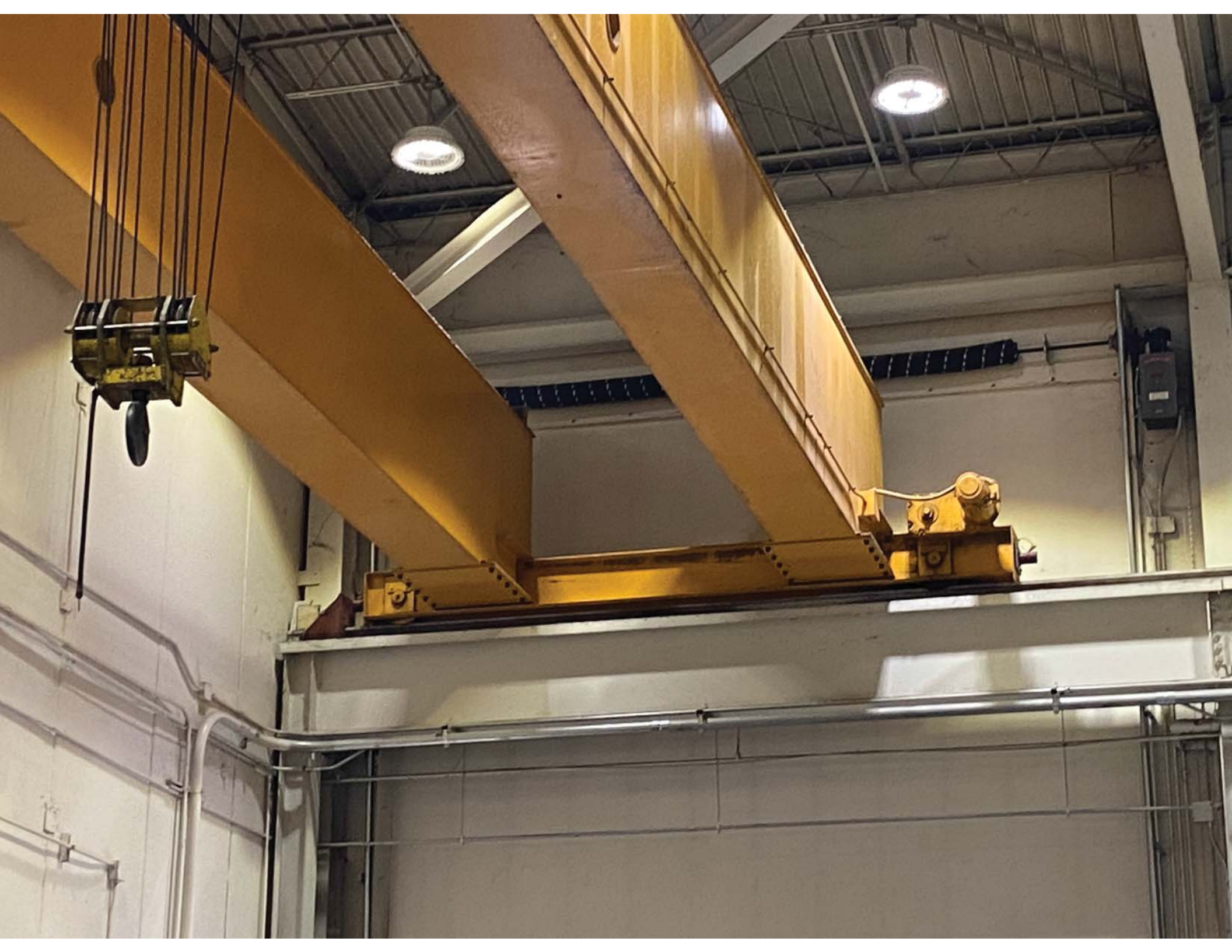
 **ABELL-HOWE** **20**
TON

DANGER
Do not stand under the crane









RFQ 58221003705
ATTACHMENT 2(BID FORM)

IMPORTANT: Quotes must be submitted on this form. You may also submit an attachment to this form describing your Proposal, if necessary.

CONTRACTOR INFORMATION	
Company Legal Name	
Company d/b/a if applicable	
Address	
Email	
Phone / Fax	
Federal Tax ID Number	
CONTACT INFORMATION FOR INDIVIDUAL SUBMITTING BID	
Name	
Email	
Phone / Fax	

Description of Service	Price <i>(in US Dollars)</i>
Total	



OFFICE OF THE COMPTROLLER
Camp Dodge – Building 3465
7105 NW 70th Avenue
Johnston, Iowa 50131-1824



CERTIFICATION OF SITE VISIT FORM

RFQ Number: 58221003705

RFQ Title: Modernization of Crane Brake System

This is to certify that the following individual has visited the job site of the above project on the date listed:

Signed:

(Contractor's Representative)

(Company Name)

(Address)

Date of Site Visit:

Witnessed By:

(Department of Public Defense Representative)