

KONE Inc.
501 SW 7th St
Des Moines IA 50309
Dir 402-504-8056



Elevators Escalators

April 3, 2020

RE: Proposal for State of Iowa Elevator Maintenance

Bobbi,

Thank you for the opportunity to provide a proposal for the elevator and escalator maintenance for the State Of Iowa. Kone has priced this proposal according to the RFP Specifications. In addition to our price offering in the RFP Kone will provide elevator phone monitoring and Kone Online at no additional cost. Kone Online is an efficient way of monitoring the return on investment in regards to your elevator and escalator maintenances with one touch access to all call out information, billing information, and reports. Please see the attached form for the many benefits KONE offers. KONE manufactured, installed, and has always performed service on many of the units in the State of Iowa There is no other company that can take care of your equipment better than Kone. Please feel free to contact me with any questions regarding our proposal.

Sincerely,
KONE Inc.

Matt Murphy
General Manager Service and Solutions

RFB1820005090 ELEVATOR MAINTENANCE, INSPECTIONS, AND REPAIRS
ELEVATOR LIST

Facility	Facility Location	Facility Contact	Facility Contact Info	Building	Traction or Hydraulic	Passenger or Freight	Year Installed	Number of Floors of Travel	Controller (Solid State or Relay Logic)	Elevator Manufacturer	Service Interval	Annual Cost
Alcoholic Beverages Division	1918 SE Hulsizer Rd, Ankeny, IA 50021	Matt Wharff	wharff@iowaabdc.com (515) 281-7400	Metal and Fabricated Brick/Stone Building	Hydraulic	Passenger	1980 New Hydraulic Pump Installed 2014	2	Solid State	Dover	Monthly	\$1,080.00
Anamosa State Penitentiary	406 N High St, Anamosa, IA 52205	Jill Kennebeck	jill.kennebeck@iowa.gov (319) 462-3504 x2719	Kitchen	Hydraulic	Passenger	2008	3	Solid State	Otis	Every other month	\$1,500.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Ginzberg	Traction	Passenger	2005	1	Relay Logic	Wheelover	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Ginzberg	Hydraulic	Passenger	1979	4	Solid State	Schumacher	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Kitchen - Dumbwaiter State ID 6004	N/A	N/A	?	2	?	?	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main	Traction	Passenger	2005	1	Relay Logic	Wheelover	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main (4 Corners)	Hydraulic	Passenger	1977	4	Relay Logic	Dover	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main (CCUSO)	Hydraulic	Passenger	2007	4	Solid State	Otis	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main (Front)	Traction	Passenger	1904	5	Relay Logic	Otis	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main (Kitchen)	Hydraulic	Passenger	1977	2	Relay Logic	Corbett	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main (North)	Hydraulic	Passenger	2001	4	Solid State	Schindler	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main (Storeroom)	Hydraulic	Freight	1950	2	Relay Logic	Kimball	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Voldeng	Hydraulic	Freight	1930	3	Relay Logic	Schumacher	Monthly	\$1,440.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.haer@iowa.gov (712) 542-5634	CCF	Hydraulic	Passenger	1995	2	Relay Logic	Dover	Monthly	\$1,560.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.haer@iowa.gov (712) 542-5634	MHI Center Hall	Hydraulic	Passenger	1981	5	Relay Logic	Polly	Monthly	\$1,560.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.haer@iowa.gov (712) 542-5634	MHI Hayloft	Hydraulic	Passenger	1960	2	Relay Logic	Thyssen Krupp	Monthly	\$1,560.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.haer@iowa.gov (712) 542-5634	MHI Kitchen	Hydraulic	Passenger	1963	2	Relay Logic	Montgomery	Monthly	\$2,700.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.haer@iowa.gov (712) 542-5634	MHI NE 5-9	Hydraulic	Passenger	1950	4	Relay Logic	Globe	Monthly	\$1,560.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.haer@iowa.gov (712) 542-5634	MHI Storeroom	Hydraulic	Freight	1960	2	Relay Logic	Rotary Lift Co.	Monthly	\$1,560.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.haer@iowa.gov (712) 542-5634	MHI SW 1-4	Hydraulic	Passenger	1980	3	Relay Logic	Dover	Monthly	\$1,560.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.haer@iowa.gov (712) 542-5634	MHI SW 5-9	Hydraulic	Passenger	1950	4	Relay Logic	Globe	Monthly	\$1,560.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	101 Building #4330	Hydraulic	Passenger	1982	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	102 Building #2509	Hydraulic	Passenger	1978	5	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	103 Building #2510	Hydraulic	Passenger	1978	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	104 Building #1409	Hydraulic	Passenger	2005	2	Solid State	Elevator Controls	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	111 Building #3430	Hydraulic	Passenger	1980	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	115 Building #3496	Hydraulic	Passenger	1980	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	119 Building #4163	Hydraulic	Passenger	1981	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	120 Building #3497	Hydraulic	Passenger West	1981	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	120 Building #3498	Hydraulic	Passenger East	1981	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	121 Building #5088	Hydraulic	Passenger	1981	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	212 Building #2981	Hydraulic	Passenger	1971	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	213 Building #2982	Hydraulic	Passenger	1972	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	214 Building #2983	Hydraulic	Passenger	1979	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	317 Building #3499	Hydraulic	Passenger	1981	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	705 Building #3431	Hydraulic	Passenger	1980	2	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	708 Lacy Building #1405	Hydraulic	Passenger	2005	3	Solid State	Elevator Controls	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	710 Building #2507	Hydraulic	Passenger East	1978	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	710 Building #4162	Hydraulic	Passenger West	1981	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	717 Building #4331	Hydraulic	Passenger	1982	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	718 Building #2508	Hydraulic	Passenger North	1978	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	718 Building #4161	Hydraulic	Passenger South	1980	3	Relay Logic	Dover	Monthly	\$1,080.00
Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334-2583	Reynolds Center	Traction	Passenger	1930	6	Relay Logic	Otis	Monthly	\$1,200.00
Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334-2583	Reynolds Dumbwaiter	Traction	Passenger	1950s	2	Relay Logic	Otis	Quarterly	\$600.00
Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334-2583	Reynolds North	Hydraulic	Passenger	1978	4	Relay Logic	Schumacher	Monthly	\$1,200.00
Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334-2583	Reynolds Staircase Chairlift	Hydraulic	Passenger	1995	2	Relay Logic	Econol Elevator Lift Corp	Semi-Annually	\$1,200.00
Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334-2583	State Store	Hydraulic	Passenger	1962	2	Relay Logic	Otis	Monthly	\$1,200.00

Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334 – 2583	Witte Northwest (#2)	Hydraulic	Passenger	1954	3	Relay Logic	Globe Hoist	Monthly	\$2,400.00
Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334 – 2583	Witte Southeast (#1)	Hydraulic	Passenger	1954	3	Relay Logic	Globe Hoist	Monthly	\$600.00
Iowa Correctional Institution of Women	420 Mill St SW, Mitchellville, Iowa 50169	Nels Westvold	nels.westvold@iowa.gov (515) 725-5029	H - A	Hydraulic	Passenger	2013	2	Solid State	Schindler	Monthly	\$1,080.00
Iowa Correctional Institution of Women	420 Mill St SW, Mitchellville, Iowa 50169	Nels Westvold	nels.westvold@iowa.gov (515) 725-5029	H - B	Hydraulic	Passenger	2013	3	Solid State	Schindler	Monthly	\$1,080.00
Iowa Correctional Institution of Women	420 Mill St SW, Mitchellville, Iowa 50169	Nels Westvold	nels.westvold@iowa.gov (515) 725-5029	P	Hydraulic	Passenger	2015	3	Solid State	Schumacher	Monthly	\$1,080.00
Iowa Law Enforcement Academy	Camp Dodge, Bldg 4640 - Burma Road, 7105 NW 70th Ave, Johnston, IA 50131	Judy Bradshaw	judy.bradshaw@iowa.gov (515) 725-9600	ILEA	Hydraulic	Passenger	1974	3	?	Montgomery	Quarterly	\$900.00
Iowa Lottery	13001 University Ave, Clive, IA 50325	Terry Brown	tdbrown@ialottery.com (515) 725-7877	Lottery	Hydraulic	Passenger	2005	3	?	Thyssen Krupp	Quarterly	\$900.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#1 North Laundry (4604)	Hydraulic	Passenger	1983	2	Solid State	Meco	Monthly	\$1,560.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#2 Kitchen Elevator (197)	Hydraulic	Passenger	Refurbished 2012	2	Solid State	Schumacher	Monthly	\$1,560.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#3 North Duplex (196)	Hydraulic	Passenger	Refurbished 2012	3 (5 opening)	Solid State	Schumacher	Monthly	\$1,968.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#4 South Duplex (195)	Hydraulic	Passenger	Refurbished 2012	3 (5 opening)	Solid State	Schumacher	Monthly	\$1,968.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#5 Spec Needs (11932)	Hydraulic	Passenger	2007	4	Solid State	Kone	Monthly	\$1,800.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#6 Spec Needs (11931)	Hydraulic	Passenger	2007	4 (7 opening)	Solid State	Kone	Monthly	\$1,800.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#7 Spec Needs (11933)	Hydraulic	Passenger	2007	3	Solid State	Kone	Monthly	\$1,800.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#8 Powerhouse Freight (11241)	Hydraulic	Freight	2005	2	Solid State	VMI	Monthly	\$1,680.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#9 Powerhouse Pass (11242)	Hydraulic	Passenger	2005	3	Solid State	Kone	Monthly	\$1,800.00
Iowa Public Employees' Retirement System (IPERS)	7401 Register Drive, Des Moines, IA 50321	Suzan Stuchel	suzan.stuchel@ipers.org (515) 281-0090	IPERS	Hydraulic	Passenger	1997	2	Solid State	Otis	Quarterly	\$900.00
Iowa State Patrol District 15	5912 NW 2nd Ave, Des Moines, IA 50313	Lt. Richard Pierce	pierce@dps.state.ia.us (712) 269-0730	Communications	Hydraulic	Freight	?	2	Relay Logic	Langley Power Lift	Quarterly	\$900.00
Iowa State Patrol District Four	3710 Hwy 30 E, Denison, IA 51142	Lt. Robert Borelli	borelli@dps.state.ia.us (319) 2529-3967	Dist 4	Hydraulic	Passenger Wheelchair/ Porch-lift	1998/99	3	?	Access Industries	Quarterly	\$600.00
Iowa State Patrol District One	260 NW 48th Pl, Des Moines, IA 50313	Lt. Nathan Ludwig	nludwig@dps.state.ia.us (515) 745-2863	Dist 1	Hydraulic	Passenger	1999	2	Solid State	Montgomery Kone	Quarterly	\$900.00
Iowa State Patrol District Two	1619 Truru Pavement, Osceola, IA 50213	Lt. Brad Pollard	pollard@dps.state.ia.us (641) 342-2109	Dist 2	Hydraulic	Passenger	2001	2	?	Schindler	Quarterly	\$900.00
Iowa State Patrol Post 12	22365 20th Ave, Stockton, IA 52769	Lt. Brian Votroubek	votroube@dps.state.ia.us (563) 284-9501	Post 12	Hydraulic-wet	Passenger	1995	2	Relay Logic	MELO Miprom SL	Quarterly	\$1,560.00
Iowa State Penitentiary	3 John Bennett Dr, Fort Madison, IA 52627	Sonya Freeman	sonya.freeman@iowa.gov (319) 372-5432 x41818	Admin Bldg	Hydraulic	Passenger	2001	5	Solid State	Kone	Quarterly	\$1,800.00
Iowa State Penitentiary	3 John Bennett Dr, Fort Madison, IA 52627	Sonya Freeman	sonya.freeman@iowa.gov (319) 372-5432 x41818	JBC	Hydraulic	Passenger	2001	5	Solid State	Kone	Quarterly	\$1,800.00
Iowa State Penitentiary	3 John Bennett Dr, Fort Madison, IA 52627	Sonya Freeman	sonya.freeman@iowa.gov (319) 372-5432 x41818	Old Admin Bldg	Hydraulic	Passenger	1960	4	Relay Logic	Montgomery	Quarterly	\$1,800.00
Iowa State Penitentiary	3 John Bennett Dr, Fort Madison, IA 52627	Sonya Freeman	sonya.freeman@iowa.gov (319) 372-5432 x41818	Storeroom	Traction	Freight	1940	3	Relay Logic	Hollister-Whitney	Quarterly	\$2,592.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Dack	Traction	Passenger	1979	5	Solid State	Dover	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Dack	Traction	Passenger	1979	5	Solid State	Dover	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Dack	Traction	Passenger	1979	5	Solid State	Dover	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Fox	Hydraulic	Passenger	2009	2	Solid State	Dover	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Heinz	Hydraulic	Passenger	1982	3	Relay Logic	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Heinz	Hydraulic	Passenger	1982	3	Relay Logic	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Loftus	Hydraulic	Passenger	1995	3	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Malloy	Traction	Passenger	2010	5	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Malloy	Traction	Passenger	2010	5	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Malloy	Traction	Passenger	2010	5	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Malloy	Traction	Passenger	2010	5	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Malloy Dietary	Hydraulic	Passenger	1999	2	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Sheeler	Hydraulic	Passenger	2007	4	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Sheeler	Hydraulic	Passenger	2007	4	Solid State	Schumacher	Monthly	\$1,440.00

Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Sheeler	Hydraulic	Freight	?	2	Relay Logic	Kimball	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Ulrey	Hydraulic	Passenger	2009	2	Solid State	Dover	Monthly	\$1,440.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	#18	Traction	Passenger	2014	4	Relay Logic	Schumacher	Monthly	\$1,800.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	#20	Traction	Passenger	1951	4	Solid State	Wagner	Monthly	\$1,800.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	#20	Traction	Freight	1950	2	Solid State	Montgomery	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	A	Traction	Passenger	2016	4	Solid State	Schumacher	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	B	Traction	Passenger	1956-60	4	Solid State	Montgomery	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	C	Traction	Passenger	1956-60	4	Solid State	Montgomery	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	D	Traction	Passenger	1956-60	4	Solid State	Montgomery	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	MWU	Traction	Passenger	1951	4	Solid State	Wagner	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	Northcore	Hydraulic	Passenger	1984	6	Solid State	Polly	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	School	Hydraulic	Passenger	1976	4	Solid State	Montgomery	Monthly	\$3,360.00
Newton Correctional Facility	307 S 60th Ave W, Newton, IA 50208	Mike Philby	michael.philby@iowa.gov (641) 792-7552	CRC	Hydraulic	Passenger	1990	2	Relay Logic	O'Keefe	Monthly	\$1,080.00
State Training School	3211 Edgington Ave, Eldora, IA 50627	Mike Boege	mboeage@dhs.state.ia.us (641) 858-5402 x4103	Admin	Traction	Passenger	1974	3	Solid State	Earl's Chairlift	Quarterly	\$900.00
State Training School	3211 Edgington Ave, Eldora, IA 50627	Mike Boege	mboeage@dhs.state.ia.us (641) 858-5402 x4103	School	Hydraulic	Passenger	1999	2	Solid State	Schindler	Quarterly	\$900.00
Terrace Hill	2300 Grand Ave, Des Moines, IA 50312	Diane Becker	diane.becker@iowa.gov (515) 242-5841	Terrace Hill	Hydraulic	Passenger	1975	4	Relay Logic	Montgomery	Quarterly	\$900.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Birches	Hydraulic	Passenger	1971	3	Relay Logic	Chenoweth Kern	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Dietary	Hydraulic	Passenger Facility does not allow people to ride	1959 Assuming installed when building built	2	Relay Logic	Globe	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Grandwood	Hydraulic	Passenger	1980	3	Relay Logic	Montgomery	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Hemlock	Hydraulic	Passenger	1973	3	Relay Logic	Dover	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Larches	Hydraulic	Passenger	1972	3	Relay Logic	Chenoweth Kern	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Linden Court a-b	Hydraulic	Passenger	1980	3	Relay Logic	Montgomery	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Linden Court c-d	Hydraulic	Passenger	1980	3	Relay Logic	Montgomery	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Maple Lodge	Hydraulic	Passenger	1947	3	Solid State	Montgomery	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Medical Center	Hydraulic	Passenger	1963	3	Relay Logic	Esco	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Supply Depot	Hydraulic	Passenger	1963	3	Relay Logic	Dover	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Westwood	Hydraulic	Passenger	1972	3	Relay Logic	Chenoweth Kern	Monthly	\$1,200.00

Repairs			
Hourly Rate	\$200.00	Material Mark-up	25%

REQUEST FOR BIDS

RFB COVER SHEET

Administrative Information:

RFB Number	RFB1820005090	Title of RFB	Elevator Maintenance, Inspection, and Repair Services (Facilities)	
Agency	Iowa Department of Administrative Services (DAS)			
Initial term of Contract				
Number of years of the initial term of the Contract		3	Number of possible extensions	One 3-year extension
State Issuing Officer: Bobbi Pulley Phone: 515-725-2893 E-mail: bobbi.pulley@iowa.gov				
Mailing Address: Iowa Department of Administrative Services Hoover State Office Building, Level 3 1305 East Walnut Street Des Moines, IA 50319-0105				
PROCUREMENT TIMETABLE—Event or Action				Date/Time (Central Time)
State Posts Notice of RFB on TSB website				March 2, 2020
State Issues RFB				March 4, 2020
RFB written questions, requests for clarification, and suggested changes from Bidders due				March 16, 2020/2:00pm
Site Visit Location and Address: Site visits are available upon request; contact the Issuing Officer to schedule. Is Site Visit mandatory? No				Upon Request
Bids Due				April 3, 2020/2:00pm
Relevant Websites				
Internet website where Addenda to this RFB will be posted http://bidopportunities.iowa.gov				
Internet website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf				
Number of Copies of Bids Required to be Submitted: 1 Original & 1 Digital				
Firm Bid Terms The minimum number of days following the deadline for submitting Bids that the Bidder guarantees all Bid terms, including price, will remain firm is 120 Days.				

Section 1 - INTRODUCTION

1.1 Purpose

The purpose of this Request for Bids (RFB) is to solicit bids from qualified Bidders to provide the goods and/or services identified on the RFB cover sheet and described further in Section 4 of this RFB to the Lead Agency and any Participating Agencies identified on the RFB cover sheet. The Lead Agency intends to award a contract(s) beginning and ending on the dates listed on the RFB cover sheet, and the Lead Agency may extend the contract(s) for up to the number of annual extensions identified on the RFB cover sheet at the sole discretion of the Lead Agency. Any contract(s) resulting from the RFB shall not be an exclusive contract.

1.2 Definitions

For the purposes of this RFB and the resulting contract, the following terms shall mean:

“Bid” means the Bidder’s bid submitted in response to the RFB.

“Bidder” or “Contractor” means (as the context requires) either vendors submitting Bids in response to this RFB or the provider of the goods and services under the Resulting Contract.

“Buyer” means the individual state agency or political subdivision making a purchase pursuant to the Resulting Contract.

“Contract” or “Resulting Contract” means the contract(s) entered into with the successful Bidder(s) as described in Section 3.2.2.

“Lead Agency” means the agency is the chief coordinator and issuer of the RFB. The lead agency will also execute the Resulting Contract.

“Participating Agency” or “Participating Agencies” means the agency or agencies that decides to utilize the Resulting Contract.

“Public Entities” means cities, counties, and educational institutions.

“Purchase Instrument” means the documentation issued by the State to the Bidder for a purchase of goods and/or services in accordance with the terms and conditions of the Contract. It may include an identification of the items to be purchased, the delivery date and location, the address where the Bidder should submit the invoices, and any other requirements deemed necessary by the State. Any pre-printed contract terms and conditions included on Bidder’s forms or invoices shall be null and void.

“Responsible Bidder” means a Bidder that has the capability in all respects to perform the requirements of the Resulting Contract. In determining whether a Bidder is a Responsible Bidder, the Lead Agency may consider various factors including, but not limited to, the Bidder’s competence and qualifications to provide the goods or services requested, the Bidder’s integrity and reliability, the past performance of the Bidder relative to the quality of the goods or services offered by the Bidder, the proposed terms of delivery, and the best interest of the Lead Agency and Participating Agencies.

“Responsive Bid” means a Bid that complies with each of the provisions of this RFB.

“RFB” means this Request for Bids and any addenda hereto.

“State” means the State of Iowa, the state agency identified on the Contract Declarations & Execution Page(s), and all state agencies, boards, and commissions, and any political subdivisions making purchases off of the Resulting Contract as permitted by this RFB.

1.3 Overview of the RFB Process

Bidders will be required to submit their Bid packages in hardcopy and on digital media (USB drive). It is the Lead Agency’s intention to evaluate Bids from all Responsible Bidders that submit timely Responsive Bids, and award the contract(s) in accordance with Section 5, Evaluation and Selection.

1.4 Background Information

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for the Lead Agency’s and Participating Agencies’ benefit and is intended to provide the Lead Agency 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 submission of a comprehensive Bid.

The State of Iowa is seeking bidders to provide Elevator Maintenance, Inspection, and Repair Services at facility locations throughout Iowa.

The intent of this RFB is to identify a contractor to assume all responsibility associated with the elevator equipment and associated parts located within state facilities (see Excel document titled RFB1820005090 Elevator List). The work to be performed by the contractor under the specifications shall consist of furnishing all material, labor, supervision, tools, supplies, and other expenses necessary to provide full service maintenance, and repairs of every description, including inspections, adjustments, test and replacement of parts as specified herein for all equipment covered under this RFB. Full elevator modernization or replacement is not part of this RFB.

The State intends to award a single contract to the responsible bidder that offers the lowest annual maintenance costs.

Section 2 – ADMINISTRATIVE INFORMATION

2.1 Issuing Officer

The Issuing Officer identified in the RFB cover sheet is the sole point of contact regarding the RFB from the date of issuance until selection of the successful Bidder.

2.2 Restriction on Communication

From the issue date of this RFB until announcement of the successful Bidder, Bidders may contact only the Issuing Officer. The Issuing Officer will respond only to electronic questions regarding the procurement process. Questions related to the interpretation of this RFB must be submitted as provided in the solicitation. Oral questions related to the interpretation of this RFB will not be accepted. Bidders may be disqualified if they contact any State employee other than the Issuing Officer about the RFB except that Bidders may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

The Agency assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFB through an addendum.

2.3 Downloading the RFB from the Internet

The RFB will be posted at <http://bidopportunities.iowa.gov/> and all Addenda will be posted at the website listed on the RFB cover sheet. The Bidder is advised to check the website periodically for Addenda to this RFB, particularly if the Bidder downloaded the RFB from the Internet as the Bidder may not automatically receive Addenda. It is the Bidder's sole responsibility to check daily for Addenda to posted documents.

2.4 Amendment to the RFB

The Agency reserves the right to amend the RFB at any time using an addendum. The Bidder shall acknowledge receipt of all addenda in its Bid.

It is the Bidder's sole responsibility to check daily for addenda to posted documents.

2.5 Bid Amendment and/or Withdrawal

The Bidder may amend or withdraw and resubmit its Bid at any time before the Bids are due. The amendment must be in writing, signed by the Bidder and received by the time set for the receipt of Bids. Electronic mail and faxed amendments will not be accepted. Bidders must notify the Issuing Officer in writing prior to the due date for Bids if they wish to completely withdraw their Bid.

2.6 Submission of Bids

The Agency must receive the Bid at the Issuing Officer's address identified on the RFB cover sheet before the "Bids Due" date and time listed on the RFB cover sheet. **This is a mandatory specification and will not be waived by the Agency. Any Bid received after this deadline will be rejected and returned unopened to the Respondent.** Bidders sending Bids must allow ample mail delivery time to ensure timely receipt of their Bids. It is the Bidder's responsibility to ensure that the Bid is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the Bid. Electronic mail and faxed Bids will not be accepted.

Bidders must furnish all information necessary to enable the Agency to evaluate the Bid. Bids that fail to meet the requirements of the RFB may be rejected. Oral information provided by the Bidder shall not be considered part of the Bidder's Bid unless it is in writing.

2.7 Bid Opening

The Agency will open Bids after the deadline for submission of Bids has passed. However, the names of Bidders who submitted timely Bids will be publicly available after the Bid opening. See Iowa Code Section 72.3. The announcement of Bidders who timely submitted Bids does not mean that an individual Bid has been deemed technically compliant or accepted for evaluation.

2.8 Costs of Preparing the Bid

The costs of preparation and delivery of the Bid are solely the responsibility of the Bidder.

2.9 Rejection of Bids

The Agency reserves the right to reject any or all Bids, in whole and in part, received in response to this RFB at any time prior to the execution of a written Contract. Issuance of this RFB in no way constitutes a commitment by the Agency to award a Contract. This RFB is designed to provide Bidders with the information necessary to prepare a competitive Bid. This RFB process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection of a Bidder to provide goods and/or services. It is not intended to be comprehensive and each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid.

2.10 Disqualification

The Agency will reject outright and will not evaluate Bids if the Bidder fails to deliver the Bid by the due date and time. The Agency may reject outright and may not evaluate Bids for any one of the following reasons:

- The Bidder acknowledges that a requirement of the RFB cannot be met.
- The Bidder's Bid materially changes a requirement of the RFB or the Bid is not compliant with the requirements of the RFB.
- The Bidder's Bid limits the rights of the Agency.
- The Bidder fails to include information necessary to substantiate that it will be able to meet a requirement of the RFB.
- The Bidder fails to timely respond to the Agency's request for information, documents, or references.
- The Bidder fails to include bid security, if required.
- The Bidder fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested.
- The Bidder presents the information requested by this RFB in a format inconsistent with the instructions of the RFB or otherwise fails to comply with the requirements of the RFB.
- The Bidder initiates unauthorized contact regarding the RFB with state employees.
- The Bidder provides misleading or inaccurate responses.
- The Bidder's Bid is materially unbalanced.
- There is insufficient evidence (including evidence submitted by the Bidder and evidence obtained by the Agency from other sources) to satisfy the Agency that the Bidder is properly responsive and responsible to satisfy the requirements of the RFB.

- The Bidder alters the language in Certification Letter or Authorization to Release Information Letter.
- The Bidder is a “scrutinized company” included on a “scrutinized company list” created by a public fund pursuant to Iowa Code section 12J.3.

2.11 Nonmaterial Variances

The Agency reserves the right to waive or permit cure of nonmaterial variances in the Bid if, in the judgment of the Agency, it is in the Agency’s best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Bidders, that do not change the meaning or scope of the RFB, or that do not reflect a material change in the requirements of the RFB. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFB requirements or excuse the Bidder from full compliance with RFB specifications or other contract requirements if the Bidder is awarded the contract. The determination of materiality is in the sole discretion of the Agency.

2.12 Reference Checks

The Agency reserves the right to contact any reference to assist in the evaluation of the Bid, to verify information contained in the Bid and to discuss the Bidder’s qualifications and the qualifications of any subcontractor identified in the Bid.

2.13 Information from Other Sources

The Agency reserves the right to obtain and consider information from other sources concerning a Bidder, such as the Bidder’s capability and performance under other contracts, the qualifications of any subcontractor identified in the Bid, the Bidder’s financial stability, past or pending litigation, and other publicly available information.

2.14 Verification of Bid Contents

The content of a Bid submitted by a Bidder is subject to verification. If the Agency in its sole discretion determines that the content is in any way misleading or inaccurate, the Bidder may be disqualified.

2.15 Bid Clarification Process

The Agency reserves the right to contact a Bidder after the submission of Bids for the purpose of clarifying a Bid to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the Bidder has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Bidder’s Bid. The Agency will not consider information received if the information materially alters the content of the Bid or alters the type of goods and/or services the Bidder is offering to the Agency. An individual authorized to legally bind the Bidder shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency’s request. Failure to comply with requests for additional information may result in rejection of the Bid as non-compliant.

2.16 Disposition of Bids

All Bids become the property of the Agency and shall not be returned to the Bidder at the conclusion of the selection process, the contents of all Bids will be in the public domain and be available for inspection by interested parties except for information for which Bidder properly

requests confidential treatment according to exceptions provided in *Iowa Code Chapter 22* or other applicable law.

2.17 Public Records and Requests for Confidential Treatment

The Agency's release of public records is governed by Iowa Code chapter 22. Bidders are encouraged to familiarize themselves with Chapter 22 before submitting a Bid. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Bidder as non-confidential records unless Bidder requests specific parts of the Bid be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

2.17.1 Form 22 Request for Confidentiality

FORM 22 MUST BE COMPLETED AND INCLUDED WITH BIDDER'S BID. COMPLETION AND SUBMITTAL OF FORM 22 IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE BID CONSIDERED NON-RESPONSIVE AND NOT EVALUATED.

2.17.2 Confidential Treatment Is Not Requested

A Bidder not requesting confidential treatment of information contained in its Bid shall complete Section I of Form 22 and submit Form 22 with the Bid.

2.17.3 Confidential Treatment of Information is Requested

A Bidder requesting confidential treatment of specific information shall: (1) fully complete Section II of Form 22, (2) conspicuously mark the outside of its Bid as containing confidential information, (3) mark each page upon which the Bidder believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a "Public Copy" from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Bidder: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Bidder to respond to inquiries by the Agency concerning the confidential status of such material.

The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFB. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Bid as possible.

Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Bidders may not request confidential treatment with respect to pricing information and transmittal letters. A bidder's request for confidentiality that does not

comply with this section or a bidder's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting bidder's Bid as non-responsive. Requests to maintain an entire Bid as confidential will be rejected as non-responsive.

If Agency receives a request for information that Bidder has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, Bidder shall, at its sole expense, appear in such action and defend its request for confidentiality. If Bidder fails to do so, Agency may release the information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Bidder fails to comply with the request process set forth herein, if Bidder's request for confidentiality is unreasonable, or if Bidder rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

2.18 Copyrights

By submitting a Bid, the Bidder agrees that the Agency may copy the Bid for purposes of facilitating the evaluation of the Bid or to respond to requests for public records. The Bidder consents to such copying by submitting a Bid and warrants that such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in the Bids.

2.19 Release of Claims

By submitting a Bid, the Bidder agrees that it will not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided herein or concerning the Agency's failure, negligent or otherwise, to provide the Bidder with pertinent information in this RFB.

2.20 Bidder Presentations

At the sole discretion of the State, Bidders may be required to make a presentation of the Bid. The presentation may occur at the Agency's offices or at the offices of the Bidder. The determination as to need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the Agency. The presentation may include slides, graphics and other media selected by the Bidder to illustrate the Bidder's Bid. The presentation shall not materially change the information contained in the Bid.

2.21 Evaluation of Bids Submitted

Bids that are timely submitted and are not subject to disqualification will be reviewed in accordance with the RFB.

2.22 Preference

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa. Preference application: Tied responses to solicitations, regardless of the type of solicitation, are decided in favor of Iowa products and Iowa-based businesses per 11 IAC 117.

2.23 Determination of Responsible Bidder & Responsive Bid

All Bids will be first evaluated to determine if they comply with the bid requirements (i.e. to determine if the Bidder is a Responsible Bidder submitting a Responsive Bid). To be deemed a Responsible Bidder and a Responsive Bid, the Bid must comply with the bid format instructions and answer “Yes” to all parts and include information demonstrating the Bidder will be able to comply with the bid requirements.

2.24 Evaluation Criteria

The Agency will evaluate the Responsive Bids submitted by Responsible Bidders to determine the lowest responsible bidder(s) and will award the Contract(s) to the Bidder(s) submitting the lowest responsible bid(s) based on price.

2.25 Award Notice and Acceptance Period

Notice of Intent to Award the Contract(s) will be sent to all Bidders submitting a timely Bid. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award. If the apparent successful Bidder fails to negotiate and deliver an executed contract by that date, the Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Bidder the Agency believes will provide the best value to the State.

2.26 Definition of Contract

The full execution of a written contract shall constitute the making of a contract for the goods and/or services requested by the RFB and no Bidder shall acquire any legal or equitable rights relative to the contract for goods and/or services until the contract has been fully executed by the successful Bidder and the Agency.

2.27 Choice of Law and Forum

This RFB and the Contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Bidders are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFB shall be brought in the appropriate Iowa forum.

2.28 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Bidders are responsible to determine the applicability of Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to Iowa Code Section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

2.29 Appeals

Appeals of the Notice of Intent to Award are governed by the Agency’s Bidder appeal process. Bidders may obtain information about the appeal process from the Issuing Officer and at Iowa Administrative Code chapter 11-117.

2.30 Unit Price

If a discrepancy between the unit price and the item total exists, the unit price prevails.

2.31 Price Adjustments to Term Contract(s)

Bid prices shall remain firm the first year of the contract. Price adjustments may be taken into consideration during the contract renewal process. The State reserves the right to accept or reject any proposed price(s) changes. Requested price changes should be submitted to the Iowa Department of Administrative Services – Central Procurement, sixty (60) days prior to the contract anniversary date.

2.32 Registration

The successful Bidder will be required to register to do business in Iowa before payment can be made. For Bidder registration documents, go to:

https://vss.iowa.gov/webapp/VSS_ON/AltSelfService

2.33 Site Visit

Site visits are available upon request. Oral discussions at the site visit shall not be considered part of the RFB unless confirmed in writing by the Agency and incorporated into this RFB.

2.34 Questions and Requests for Clarification

Bidders are invited to submit written questions and requests for clarifications regarding the RFB. The questions and requests for clarifications must be received by the Issuing Officer by the date and time listed on the RFB cover sheet. Oral questions will not be permitted. If the questions and requests for clarifications pertain to a specific section of the RFB, the page(s) and section number(s) must be referenced. Written responses to questions and requests for clarifications will be issued in the form of an addendum and posted at <http://bidopportunities.iowa.gov/>.

Section 3 – BID CONTENTS

3.1 Instructions

These instructions prescribe the format and content of the Bid. They are designed to facilitate a uniform review process. Failure to adhere to the Bid format may result in the disqualification of the Bid.

- 3.1.1** The Bid must be sealed in an envelope. The envelopes shall be labeled with the following information:

RFB1820005090

Bobbi Pulley

Iowa Department of Administrative Services

Hoover State Office Building, Level 3

1305 East Walnut Street

Des Moines, IA 50319-0105

[Bidder's Name and Address]

The Lead Agency shall not be responsible for misdirected packages or premature opening of Bids if a Bid is not properly labeled.

- 3.1.2** One (1) original and one (1) digital copy of the Bid shall be timely submitted to the Issuing Officer.
- 3.1.3** If the Bidder designates any information in its Bid as confidential pursuant to Section 2.17, the Bidder must also submit one (1) copy of the Bid from which confidential information has been excised as provided in Section 2.17.
- 3.1.4** Bids shall not contain promotional or display materials.
- 3.1.5** Attachments shall be referenced in the Bid.
- 3.1.6** If a Bidder proposes more than one method of meeting these requirements, each shall be labeled and submitted separately. Each will be evaluated separately.

3.2 Bid Contents

The Bidder shall sign and submit with the Bid, the documents included as Attachment #1 (Form of Bid), Attachment #2 (Cost Worksheet), Attachment #3 (Certification Letter), Attachment #4 (Authorization to Release Information Letter), Attachment #5 (Exceptions Form, if applicable), and Attachment #6 (Form 22).

Section 4 – SPECIFICATIONS

Overview

The successful Bidder shall provide the goods and/or services to the Lead Agency and to Buyers issuing Purchase Instruments against the Resulting Contract in accordance with the technical specifications defined in this Section. All items listed in this Section are Requirements. A successful Bidder must be able to satisfy all these requirements to be deemed a Responsible Bidder. By indicating “yes” in response to Section 3.2.4, a Bidder agrees that it shall comply with the requirements in this Section throughout the full term of the Resulting Contract, if the Bidder is successful.

4.1 General

- 4.1.1** The service shall consist of furnishing all supervision, labor, equipment, parts, tools, and to provide inspection, repair, service and a complete preventive maintenance program to maintain the elevators included in the Excel document titled **RFB18200050960 Elevator List** in a safe and efficient operating condition. Full elevator modernization or replacement is not part of this bid and will be addressed as needed through separate competitive solicitations. If an elevator awarded under this RFB is subsequently modernized or replaced, the contractor must agree to release it from the contract.
- 4.1.2** Normal inspections and lubrication shall be provided in accordance with Section 8.6 American Society of Mechanical Engineers. Routine examinations and maintenance of each elevator shall be made per the time intervals shown on the Excel document titled **RFB18200050960 Elevator List**, and shall include all necessary adjustments, lubrication, supplies, and parts to keep the equipment in good operation.
- 4.1.3** Inspection and Testing shall be in accordance with ASME A.17.1 or the current State of Iowa elevators codes and shall include the annual no-load test and the 5 year full load test. The contractor may be held responsible for damage to the elevator or building if tests are not conducted properly. Annual no load safety tests on hydraulic elevators are required. Results of tests must be submitted to the respective facility contact.
- 4.1.4** The contractor shall comply with all statutes in Chapter 89A Elevators of the Iowa Code with the Bureau of Labor.
- 4.1.5** Service call work other than emergency type shall be accomplished during hours of regularly scheduled working days. These hours are 7:30 a.m. to 5:00 p.m., Monday through Friday except State observed holidays. Repair calls after 3:30 PM may be subject to overtime. Overtime status must be approved in advance by the facility contact or authorized designee. All employees are to check in with the receptionist or designee at each facility before you begin work and check out when you are finished. It is the contractor’s responsibility to respond to non-emergency calls in 2 to 4 hours.
- 4.1.6** Emergency Service call work shall be completed/scheduled as the facility contact or designee deems as necessary. It is the responsibility of the contractor to respond to a request from the Agency by telephone or other means for emergency service within sixty (60) minutes. Invoice for emergency call-back service on work (including overtime) that has been requested by authorized personnel must be submitted to the facility contact, and include the following information:
 - Date and time of call
 - Time mechanic arrived on job
 - Name of person originating call
 - Nature of trouble
 - Corrective action

- Total time (man hours) spent on job
 - Amount of billing, if any
- 4.1.7** All maintenance repairs, adjustments, installation of equipment and procedures shall be in conformance with all applicable state or local codes and the State of Iowa Elevator Code as enforced by the Bureau of Labor. All bidders will make themselves cognizant of these codes.

4.2 Competence of Contractor

Each bidder will be required to represent evidence of experience, qualifications, and ability to carry out the terms of the contract.

- 4.2.1** Contractor must have satisfactorily maintained, for a period of at least five (5) years, elevator and equipment of the type and character covered by the RFB. The State of Iowa may take into consideration the skill, facilities, capacity, experience, ability, responsibility, previous work, financial standing of bidder and the amount of other similar work being carried on by the bidder.

The contractor shall have in direct employment the necessary organization and proper facilities to properly fulfill all the services required. They must employ on the job only skilled, competent and trained elevator personnel and must provide evidence that they have a thorough working knowledge of the engineering data, wiring, layout and materials of the specific elevator and equipment covered by the Request for Bids, to properly fulfill the requirements of the specifications. The contractor shall only permit personnel who have the proper training, qualifications, certification, license, and authorization to perform the particular work assigned.

All service tickets (whether paper or electronic), including all call backs, must be signed and approved by the facility contact or designee. The facility contact will provide the designee name/phone number if delegating to someone else.

The State of Iowa reserves the right prior to making any award to request any contractor to supply the State of Iowa with additional data and information relative to the facilities and personnel which the contractor has available to provide maintenance service for these elevators. The State of Iowa reserves the right to consider the relative service facilities of the probable contractor and the effect of such service on the probable maintenance efficiency to the State of Iowa in making the award of the contract.

The contractor must have their employees wear uniforms that include the company logo. Before entering a correctional facility each employee must pass a background check that is submitted to that facility. Each employee working on the elevators must be familiar with the security regulations for each facility.

The successful vendor may not charge extra for mileage or a fuel surcharge for the extent of this contract.

- 4.2.2** The contractor shall maintain a continuous telephone service where they can be reached twenty-four (24) hours each day, seven (7) days each week, Saturdays and Sundays and holidays included.

4.3 Extent of Work – Full Maintenance

- 4.3.1** The extent of work to be performed by the contractor shall include regularly scheduled examinations (per time interval on the individual facility sheets, and in compliance with Elevator Code 89A and ASME). Work shall include, but not limited to, examinations and preventative maintenance procedures, callback service when requested, maintenance of complete records, cleaning and lubricating, testing, adjusting, repairing, furnishing and replacement of parts including spares, furnishing all equipment for testing as required by applicable codes.

The contractor shall provide regular and systematic examinations and preventative maintenance service, making examinations per the time intervals shown on the Excel document titled **RFB1820005090 Elevator List**, at which time shall take necessary actions to restore the elevators to satisfactory and safe service and by using preventative maintenance methods, furnish and install parts prior to their breakdown point when possible, all as necessary to keep the elevators in good running order at all times. The contractor shall also maintain the efficiency, the safeties and the speeds as specified for the elevator and as designated by the manufacturer of the equipment, at all times, including acceleration, deceleration, speed in feet per minute, with and without full load, floor to floor door opening and closing time, and industry-accepted elevator leveling. Contractor shall perform all necessary examinations adjustments and work necessary to initially adjust and maintain elevators at the hereinbefore specified speed, adjust and replace all safety devices including governors, examine and equalize tension of all hoisting, compensating and governor ropes, all to insure maintenance of adequate safety factor in accordance with these specifications.

- 4.3.2** The preventative maintenance program shall include cleaning, painting, lubricating, adjusting, calibrating, repairing, furnishing, and replacing of parts and equipment and the furnishing of all equipment necessary in the performance thereof, all as required in these specifications to include, but not limited to the following: bearings, brake magnet coils, relays, brakes, buffers, counterweights, bar safety devices, controllers, controllers parts, commutations, coils, contacts, cams, car and hoist-way door hangers, control panel, corridor position indicators, car door operators, car operating panels, car door safety edges, door operating devices, car lights(except bulbs and fluorescent tubes), door operating devices, tracks and guide, electric wiring, fuses, gears, generators, guide shoes, gate hangers, governors, hall lanterns, heaters for oil reservoirs, hoist machine, interlocks, indicators, leveling devices, lamp bulb replacements in all fixtures (except general car lighting), including emergency lighting systems, exhaust fans, magnet frames motor, motor generator sets, coiling devises, rotating elements, pumps and valve for hydraulic elevators, packing for pistons, push buttons, resistors for motor and controllers, relays, sheaves, selectors, switches on car and in hoistway, starters, signal bell, signal systems, thrusts, tension frames, telephone cables, terminal and slow down devices, traveling cables, under car safety worm gears, windings, wire ropes, cables, and smoke detectors in hoist ways and lobbies, (not a part of the building fire alarm system). The State of Iowa will replace all area lighting bulbs assessable in the cars. All other bulbs, ballasts and light sockets shall be the responsibility of the successful contractor. This shall include maintenance, care and upkeep of all air vents, fans and motors.

The contractor shall, per industry standards, clean and properly lubricate all sheave bearings and hoist-way ropes, repack machine stuffing box and bearings and hoist-way ropes, repack

machine stuffing box and bearings on motor operated brakes and refill gear cases and guide lubricators when required/needed. All oil reservoirs shall be kept properly sealed to prevent leakage. The contractor shall only use lubricants recommended by the manufacturer of the equipment or as being equal to the manufacturer's lubricant. The contractor shall keep the guide rail clean and properly lubricated, except when roller type guides and dry gibs are involved, no rail lubrication shall be used. The contractor shall supply, when necessary, the following parts and supplies: oil, grease, rope preservative, hydraulic fluid, cleaning compound, wiping cloths, paints, etc. All lubricants shall be of the grade recommended by the manufacturer for the purpose used. All lubricants shall be stored in a contractor furnished metal cabinet in each machine room. The motor windings are to be periodically treated with proper insulation compound.

Contractor shall renew all wire ropes as often as necessary to maintain safety; to equalize the tensions on all hoisting ropes, repair or replace conductor cables and hoist-way and machine room elevator wiring. Any frayed/damaged cables must be replaced immediately.

- 4.3.3** The contractor shall remove all used waste and extraneous material from the work site and shall be responsible for its appropriate disposal.

Replacement ropes shall meet all code and any applicable ASME requirements and to be equal to or better than the original ropes in design, material, contraction and strength as specified by the elevator manufacturer. When necessary the contractor shall replace guide shoes or rollers necessary to maintain standards of cleanliness, the contractor shall brush lint and dirt from the guide rails overhead sheaves, and beams, counterweight frames, car tops, bottoms of platforms and remove and dispose of all dirt and trash from machine room floors and bottoms of hoist-ways and hoist-ways.

4.4 Spare Parts

The contractor shall have sufficient inventory of parts locally (in Iowa) to meet usual and customary business needs and the ability to obtain any special part not in local inventory from a supplier via air.

4.5 Job Material Storage

All replacement parts, lubricants, etc., shall be kept in suitable contractor furnished metal cabinet at the elevator machine room.

4.6 Records and Reporting

The contractor's representative shall report to the facility contact or designee prior to performing any work specified. Contractor shall provide and keep current a suitable chart posted in the machine room of the elevators on which entries shall be made to indicate the status of all servicing and maintenance work performed, and status reports shall be submitted to the facility contact or designee. Contractor shall be able to provide detailed documentation of all maintenance and service completed. The contractor shall maintain a complete, orderly and chronological file including drawings, parts lists, and wiring diagrams for each elevator in each machine room. These files are the property of the State of Iowa and shall not be removed from premises by contractor. The creation of wiring diagrams not presently in the owner's custody will be done at contractor's expense.

4.7 Reporting Defects

The Contractor shall immediately notify the facility contact or designee (in writing) of the existence or the development of any defects in, or repairs required to the elevators which the contractor considers outside the responsibilities of the terms of the contract, and shall furnish a written estimate of the cost to make necessary repairs. The contracting officer reserves the right to make final determination as to responsibility.

4.8 State's Right to Inspection, Test, and Cancellation

The State of Iowa reserves the right to make such inspection and tests as deemed necessary to ascertain that the requirements of these specifications are being fulfilled. Should it be found that the standards herein specified are not being met, the State will notify the contractor with specifics and expectations. If the contractor fails to correct in a timely manner, the State of Iowa, may, by thirty (30) days written notice to the Contractor terminate their right to proceed further with the work. In such event, the State may take over the work and pursue it to completion, by contract or otherwise, and the contractor and his sureties shall be liable to the State of Iowa for any excess cost occasioned by this.

4.9 Inspections for Elevator Operating Permits

The contractor shall, pursuant to Iowa Code Chapter 89A Elevators, coordinate all required annual (and other periodic) inspections and conduct all required tests for all elevators. The contractor will correct all safety order items that are part of this contract, within five (5) days upon receiving a copy of the safety order unless parts need to be ordered. If parts need to be ordered, written documentation from the manufacturer must be provided to the State of Iowa advising when parts can be expected. Certification will be supplied to the appropriate facility contact annually by the Contractor.

The facility contact will provide the contractor with current permit status upon the start of the contract.

State of Iowa Agencies will only use the Bureau of Labor for compliance inspecting services. All permit fees and inspection fees will be paid by the respective Agency. All re-inspection fees will be back charged to the contractor and appropriate amount deducted from monthly payment.

All inspection dates and times will need to be reviewed (and possibly changed) to standardize on a date for all the elevators' inspections to come due and be performed. This should be done for each facility. The contractor shall be responsible for coordinating this with the Bureau of Labor.

Contractor will pay for all re-inspections.

The contractor will furnish, as needed, the frames and glass for proper permit display.

The contractor shall not be considered in default under this agreement, nor shall liquidated damages be assessed, if performance is delayed or made impossible by an act of nature, or such other event that is beyond the reasonable control of the contractor. In each such case, the delay or impossibility shall be beyond the reasonable control and without the fault or negligence of the contractor. A strike by the contractor's employees or a "lockout" by the contractor shall not be considered "beyond" the reasonable control of the contractor.

4.10 Service Contracting

4.10.1 Accountable Government Act

The enactment of the Accountable Government Act created a new Iowa Code Section 8.E that requires that the terms and conditions of services contracts shall include the following:

- The amount or basis for paying consideration to the party based on the party's performance under the service contract.
- Methods to effectively oversee the party's compliance with the services contract by the department or establishment receiving the services during performance, including the delivery of invoices itemizing work performed under the service contract prior to payment.
- Methods to effectively review performance of a service contract.

4.10.2 Project Monitoring and Performance Review

The State shall monitor the progress of the work and review the performance of the contractor, documenting the same in periodic reports. At the discretion of the State, all or a portion of payments may be withheld for unsatisfactory progress or performance, as further described in this section.

Project Monitoring: During the term of this contract, the State and the contractor shall meet in person or by phone, to review the services being provided under this contract. During the review meetings, the State and the contractor shall discuss progress made by the contractor in the performance of this contract. Each party shall maintain records of such reports and other communications issued in writing during the course of performance of this contract.

- Status Reports – Within five (5) business days after each scheduled meeting, contractor shall provide a Status Report setting forth activities undertaken, or to be undertaken, to resolve identified problems, together with anticipated completion dates of such activities. Any party may recommend alternative courses of action or changes that will facilitate problem resolution.
- Omission in Status Report – The State's receipt of a Status Report shall not relieve contractor of any obligation under this contract or waive any other remedy under this contract. The State's failure to identify the extent of a problem or the extent of damages incurred as a result of a problem shall not act as a waiver of performance under the contract.

Performance Review: During the term of this contract, the State shall review performance of the contractor. The review will be based on the contractor's compliance with the scope of work, cost, and schedule defined in the contract, resolution of Status Reports, and the quality of the results. Review shall occur on an annual basis.

4.11 Work Rules

4.11.1 Facility Rules

State facilities have specific security and safety policies and procedures established which must be adhered to at all times, per their instructions. Contractor's personnel shall provide to the facilities designated contact(s) the following information in advance of being admitted in site: name, date of birth, social security number, driver's license

number (background checks may be required), location and description of work to be performed.

4.11.2 Site Conditions

All work must be performed in a safe manner. The contractor shall at its sole expense immediately correct any dangerous condition caused by or as a result of the contractor's work. The contractor shall be held solely responsible for any damage to existing structures, grounds, systems, equipment, or parts, caused by him or his employees and shall repair or replace same to its original condition at no additional cost to the using State Agency. If any shutdown of services is required, the contractor must contact the using Agency prior to shutdown. The contractor shall keep the site clean, and swept on a daily basis, or more often if required to keep premises clean and safe. The contractor must remove all materials, and debris from the work site on a daily basis. The contractor shall at its sole expense, replace, repair, or otherwise remedy any damage made to the existing grounds or buildings by the contractor in the performance of their work. Existing walks, driveways and parking areas are to be kept free and clean at all times. Parking spaces should be arranged with the Agency. All parking costs are the responsibility of the contractor.

4.11.3 Proper Conduct

The contractor shall adhere to proper conduct at all times. Proper conduct is meant to include, but shall not be limited to the following: There shall be no weapons, drugs or alcohol on the premises. No smoking on the premises unless there is a designated smoking area and the smoking is conducted in such area. No exterior doors left open or unlocked. The contractor shall conduct business in a professional manner at all times.

Section 5 - EVALUATION AND SELECTION

5.1 Introduction

This section describes the evaluation process that will be used to determine which Bid(s) provide the lowest cost to the Lead Agency and Participating Agencies.

5.2 Determination of Responsible Bidder & Responsive Bid

All Bids will be first evaluated to determine if they comply with the Requirements described in *Section 4* (i.e. to determine if they the Bidder is a Responsible Bidder submitting a Responsive Bid). To be deemed a Responsible Bidder and a Responsive Bid, the Bid must comply with the bid format instructions and answer "Yes" to Attachment #1, section 4. Specifications.

5.3 Preferences

5.3.1 Preference to Iowa Products and Services

In accordance with the provisions of Iowa Code § 73.1 a preference will be given to products and provisions grown and coal produced within the State of Iowa, when they are found in marketable quantities in the State and are of a quality reasonably suited to the purpose intended, and can be secured without additional cost over foreign products or products of other states. Preferences required by applicable statute or rule shall also be applied, where appropriate.

5.3.2 Tied Bid

Whenever a tie involves an Iowa Bidder and a Bidder outside the state of Iowa, the Iowa Bidder will receive preference. Whenever a tie involves one or more Iowa Bidders and one or more Bidders outside the state of Iowa, the drawing will be held among the Iowa Bidders only. Tied bids involving Iowa-produced or Iowa-manufactured products and items produced or manufactured outside the state of Iowa will be resolved in favor of the Iowa product.

In the event of a tied bid between Iowa Bidders, the department shall contact the Iowa Employer Support of the Guard and Reserve (ESGR) committee for confirmation and verification as to whether the Bidders have complied with ESGR standards. Preference, in the case of a tied bid, shall be given to Iowa Bidders complying with ESGR standards.

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 Bidders 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.

5.4 Evaluation Criteria

The Lead Agency will evaluate the Responsive Bids submitted by Responsible Bidders to determine the lowest responsible bidder(s) and will award the Contract(s) to the Bidder(s) submitting the lowest responsible bid(s) based on price.

**Attachment #1
Form of Bid**

Bidder is to complete the following. Fill out items with blanks. Indicate "yes" or "no" on items requesting agreement. If a "no" response is indicated, exception must be noted on Attachment #5.

1. Bidder Information

Business Name: KONE Inc.

Official Address: 501 SW 7th Street, Suite E, Des Moines, IA 50309

Firm's State or Foreign Country of Residence: Iowa

Sales contact: Brittany Reece

Telephone Number: 515-782-7121

Email: brittany.reece@kone.com

2. Contract Terms and Conditions

The contract(s) that the Lead Agency expects to award as a result of this RFB will be based upon the final Bid submitted by the successful Bidder and the RFB. The contract between the Lead Agency and the successful Bidder shall be a combination of the specifications, terms and conditions of the RFB, the contract terms and conditions contained at the web-address indicated on the RFB cover sheet, the offer of the Bidder contained in the final Bid submitted by the Bidder, written clarifications or changes made in accordance with the provisions of the RFB, and any other terms deemed necessary by the Lead Agency, except that no objection or amendment by a Bidder to the RFB requirements shall be incorporated by reference into the Contract unless the Lead Agency has explicitly accepted the Bidder's objection or amendment in writing.

The contract terms and conditions contained at the web-address indicated on the RFB cover sheet will be incorporated into the resulting contract. The contract terms and conditions may be supplemented at the time of contract execution and are provided to enable Bidders to better evaluate the costs associated with the RFB and the potential resulting contract. Bidders should plan on the contract terms and conditions contained at the web-address indicated on the RFB cover sheet being included in any contract awarded as a result of this RFB. All costs associated with complying with these requirements should be included in any pricing quoted by the Bidder.

By submitting a Bid, each Bidder acknowledges its acceptance of the solicitation terms and conditions without change except as otherwise expressly stated in Attachment #5. If a Bidder takes exception to a provision, it must state the reason for the exception and the specific contract language it proposes to include in place of the provision. Exceptions that materially change these terms or the requirements of the solicitation may be deemed non-responsive by the State, in its sole discretion, resulting in possible disqualification of the Bid. The Agency reserves the right to

either award a Contract(s) without further negotiation with the successful Bidder or to negotiate contract terms with the selected Bidder if the best interests of the Agency would be served.

Bidder has read and agrees to this section:

Yes



No

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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 following security measures:

- Bidder shall comply with the most current Payment Card Industry Data Security Standards (PCI DSS) to assure confidential card information is not compromised;
- Bidder shall adhere to Fair and Accurate Credit Transactions Act requirements that limit the amount of consumer and account information shared for greater security protection;
- When accepting orders online, Bidder shall ensure Internet orders are processed via secure websites, featuring Verisign, TRUSTe, BBBOnline, or "https" in the web address;
- When accepting orders by phone, Bidder shall send itemized receipts (excluding card numbers) to the cardholder by fax, email, or mail (with delivery);
- Bidder shall process payment for items when an order is placed only for items currently in stock and available for shipment, and only for services already rendered;
- Bidder shall confirm that the name of purchaser matches the name on the card;
- Bidder shall shred any documentation with credit card numbers.

For additional information, see the [State of Iowa Purchasing Card Policy and Procedures Manual](#), or visit the [State Pcard website](#).

Bidder has read and agrees to this section:

Yes



No

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4. Specifications

Bidder is able to provide specifications as specified in Section 4. By indicating "yes", a Bidder agrees that it shall comply with those requirements throughout the full term of the resulting Contract, if the Bidder is successful.

Bidder has read and agrees to this section:

Yes



No

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5. Bidder Experience

The Bidder must provide the following information regarding its experience:

- Number of years in business
- Number of years of experience with providing the types of goods and/or services sought by the solicitation.
- Describe the level of technical experience in providing the types of goods and/or services sought by the solicitation.
- List all goods and/or services similar to those sought by this solicitation that the Bidder has provided to other businesses or governmental entities.

Please find attachment detailing KONE's experience.

6. Terminations, Litigation, Debarment

The Bidder must provide the following information:

- During the last five (5) years, has the Bidder had a contract for goods and/or services terminated for any reason? If so, provide full details related to the termination.
- During the last five (5) years, describe any damages or penalties or settlements to resolve disputes entered into by Bidder under any of its existing or past contracts as it relates to goods and/or services performed that are similar to the goods and/or services contemplated by this RFB. If so, indicate the reason for the penalty or exchange of property, goods, or services and the estimated amount of the cost of that incident to the Bidder.
- During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Bidder to engage in any business, practice or activity.
- During the last five (5) years, list and summarize all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Bidder or its officers have been a party.
- The Bidder must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the Bid or termination of any subsequent Contract.
- This is a continuing disclosure requirement. Any such matter commencing after submission of a Bid, and with respect to the successful Bidder after the execution of a Contract, must be disclosed in a timely manner in a written statement to the Agency.

Please find attachment providing our response on Termination, Litigation and Debarment.

7. Bidder References

The Bidder shall provide the following general background information: References from three (3) previous customers or clients knowledgeable of the Bidder's performance in providing goods and/or services similar to the goods and/or services described in this solicitation and a contact person and telephone number for each reference.

Please find attachment detailing KONE's references.

8. Preference

The Bidder shall provide the following general background information: For an out-of-state Bidder, Bidder certifies the Resident Preference given by the State or Foreign Country of Bidder's residence. Enter the resident preference in the text box or indicate no preference.

Bidder's state has a preference law:

Yes

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No

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9. Open Competition

Where, in these specifications, reference is made to materials, trade names, or articles of certain manufacture, it is done for the purpose of establishing a base of comparative quality type, and style and not for the purpose of limiting competition. Other materials or brands may be accepted if, in the opinion of the State of Iowa, they are equal in quality and of a design in harmony with the intent of these specifications. Samples WILL or MAY be requested to determine acceptance.

Bidder has read and agrees to this section:

Yes

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No

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10. Silence of Specification

The apparent silence of these specifications as to any details or the omission from it of a detail description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail, and that only materials and/or workmanship of finest quality shall be used.

Bidder has read and agrees to this section:

Yes

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No

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11. FOB Destination, Freight Prepaid

Bidder has read and agrees to this section:

Yes

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No

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12. Administrative Fee

In addition to the approved discounts or prices specified in the Contract herein, the Bidder shall pay to the Agency a 1.00% Administrative Fee on all sales made against this Contract. The fee shall be paid quarterly to the Iowa Department of Administrative Services, Central Procurement; Attn: Chief Operating Officer, Level 3, Hoover State Office Building, 1305 E. Walnut Street, Des Moines, IA 50319-0105.

Bidder has read and agrees to this section:

Yes

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No

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13. Criminal History and Background Information

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 Contract.

Bidder has read and agrees to this section:

Yes

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No

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14. Insurance

The Contract will require the successful Bidder to maintain insurance coverage(s) in accordance with the contractual provisions. Bidder shall, at its sole expense, maintain in full force and effect,

with insurance companies admitted to do business in the State of Iowa and acceptable to the Agency, insurance covering its work of the type and in amounts required by this Contract. Bidder's insurance shall, among other things, insure against any loss or damage resulting from or related to Bidder's performance of this Contract regardless of the date the claim is filed or expiration of the policy. All insurance policies required by this Contract shall: (i) be subject to the approval of the Agency; (ii) remain in full force and effect for the entire term of this Contract; and (iii) not be canceled, reduced or changed without the Agency's prior written consent. The State of Iowa and Agency shall be named as additional insureds on all such policies, and all such policies shall include the following endorsement: "It is hereby agreed and understood that the State of Iowa and the Agency are named as additional insured, and that the coverage afforded to the State of Iowa and the Agency under this policy shall be primary insurance. If the State of Iowa or the Agency have other insurance which is applicable to a loss, such other insurance shall be on an excess, secondary or contingent basis. The amount of the insurer's liability under this policy shall not be reduced by the existence of such other insurance." Unless otherwise requested by the Agency, Bidder shall cause to be issued insurance policies with the coverages set forth below:

Type of Insurance	Limit	Amount
General Liability (including contractual liability) written on an occurrence basis	General Aggregate	\$2 million
	Products –	
	Comp/Op Aggregate	\$1 Million
	Personal injury	\$1 Million
	Each Occurrence	\$1 Million
Automobile Liability (including contractual liability) written on an occurrence basis	Combined single limit	\$1 Million
Excess Liability, umbrella form	Each Occurrence	\$1 Million
	Aggregate	\$1 Million
Errors and Omissions Insurance	Each Occurrence	\$1 Million
Property Damage	Each Occurrence	\$1 Million
	Aggregate	\$1 Million
Workers Compensation and Employer Liability	As Required by Iowa law	As required by Iowa law

14.1 Certificates of Coverage

At the time of execution of this Contract, Bidder shall deliver to the Agency certificates of insurance certifying the types and the amounts of coverage, certifying that said insurance is in force before the Bidder starts work, certifying that said insurance applies to, among other things, the work, activities, products and liability of the Bidder related to this Contract, certifying that the State of Iowa and the Agency are named as additional insureds on the policies of insurance by endorsement as required herein, and certifying that no cancellation or modification of the insurance will be made without at least thirty (30) days prior written notice to the Agency. All certificates of insurance shall be subject to approval by the Agency. The Bidder shall simultaneously with the delivery of the certificates deliver to the Agency one duplicate original of each insurance policy. Liability of Bidder Acceptance of the insurance certificates by the Agency shall not act to relieve Bidder of any obligation under this Contract. It shall be the responsibility of Bidder to keep

the respective insurance policies and coverages current and in force during the life of this Contract. Bidder shall be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Bidder shall have no claim or other recourse against the State or the Agency for any costs or loss attributable to any of the foregoing, all of which shall be borne solely by the Bidder. Notwithstanding any other provision of this Contract, Bidder shall be fully responsible and liable for meeting and fulfilling all of its obligations. Acceptance of the insurance certificates by the Department shall not act to relieve Bidder of any obligation under this Contract. Bidder shall be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Bidder shall have no claim or other recourse against the State or the Department for any costs or loss attributable to any of the foregoing, all of which shall be borne solely by the Bidder.

14.2 Waiver of Subrogation Rights

Bidder shall obtain a waiver of any subrogation rights that any of its insurance carriers might have against the Agency or the State. The waiver of subrogation rights shall be indicated on the certificates of insurance coverage supplied to the Agency. Filing of Claims In the event either the Agency or the State suffers a loss and is unable to file a claim under any policy of insurance required under this Contract, the Bidder shall, at the Agency's request, immediately file a proper claim under such policy. Bidder will provide the Agency with proof of filing of any such claim and keep the Agency fully informed about the status of the claim. In addition, Bidder agrees to use its best efforts to pursue any such claim, to provide information and documentation requested by any insurer providing insurance required hereunder and to cooperate with the Agency and the State. Bidder shall pay to the Agency and the State any insurance proceeds or payments in receives in connection with any such claim immediately upon Bidder's receipt of such proceeds or payments.

14.3 Proceeds

In the event the Agency or the State suffers a loss that may be covered under any of the insurance policies required, neither the Bidder nor any subsidiary or affiliate thereof shall have any right to receive or recover any payments or proceeds that may be made or payable under such policies until the Agency and/or the State have fully recovered any losses, damages or expenses sustained or incurred by it (subject to applicable policy limits), and Bidder hereby assigns to the Agency and the State all of its rights in and to any and all payments and proceeds that may be made or payable under each policy of insurance required under this Contract.

Bidder has read and agrees to this section: Yes ☒ No ☐

15. Defective Equipment

All equipment found to be defective within the manufacturer's warranty period shall be returned and replaced with new equipment at the successful Bidder's expense.

Bidder has read and agrees to this section: Yes ☒ No ☐

16. Standard of Quality

The item(s) specified in this program by brand name are intended to establish a standard of quality, which will be required. Similar item or items of manufacturers other than those listed which are included in the bids submitted will be considered if comparable in quality and function. It will be the responsibility of the Bidder to provide all technical information as to the acceptability of the alternate item(s). All products delivered shall be fully guaranteed to be free of defects, first quality no seconds or irregulars shall be accepted.

Bidder has read and agrees to this section:

Yes



No

☐**17. Quarterly Report**

The Bidder shall provide an electronic detailed quarterly report on ALL sales made under this Contract via e-mail to the Issuing Officer listed on the RFB cover page. The report file format shall be Microsoft Excel compatible format. The report at minimum shall include the date of sale, customer name and address, full product description, SKU Numbers, quantity, invoice number, unit and extended invoice prices. Bidder's Bid must include a sample report and a description of the reporting that will be provided. The State reserves the right to request more detailed information (ad-hoc reporting) at any time and on an individual or specific basis for a specific product, department, time frame, or for a range of products, departments or time frames.

Bidder has read and agrees to this section:

Yes



No

☐**18. Bidder Registration**

A Bidder doing business in Iowa shall register with the labor commissioner.

Bidder has read and agrees to this section:

Yes



No

☐**19. Firm Contract Pricing**

Any contract that results from this bid will have firm pricing for one year. Requests for increase must be submitted

Bidder has read and agrees to this section:

Yes



No

☐**20. Invoicing**

All invoicing will be submitted to the attention of "Accounts Payable" and addressed to the facility receiving the goods or services. The State shall pay the Contractor monthly, within the period of time provided for by applicable State statute, after receipt of the Contractor's invoice for the goods and/or services supplied by the Contractor in the prior calendar month. The invoice will be itemized with a description goods or services provided that corresponds directly to a line item on the Contractual Agreement or Master Agreement that results from this RFB. Each line should also list the quantity, unit of measure, price per unit of measure, line item totals and invoice total. The remit to address on the invoice must match the remit to address that was submitted with registration to do business with the State of Iowa. Payment terms on the invoice must match the payment terms agreed to in the RFB bid submission.

Bidder has read and agrees to this section:

Yes



No

☐

21. Best and Final Offers

The Issuing officer reserves the right to conduct discussions with Bidders for obtaining “best and final offers.” To obtain best and final offers from Bidders, the Issuing Officer may do one or more of the following: enter into pre-selection negotiations, including the use of an on-line auction; schedule oral presentations; and request revised Bids.

Bidder has read and agrees to this section:

Yes



No

☐

22. Adjustments in Pricing

Adjustments in pricing shall be at the discretion of the Issuing Officer.

- Original pricing shall remain firm and fixed for at least 365 calendar days after the effective date of the contract.
- Be the result of increases at the manufacturer’s level, incurred after contract commencement date.
- Not produce a higher profit margin than that on the original contract.
- Clearly identify the items impacted by the increase.
- Be filed with State Procurement Coordinator a minimum of 60 calendar days before the effective date of proposed increase.
- Be accompanied by documentation acceptable to the State Procurement Coordinator sufficient to warrant the increase.
- The Adjustment shall remain firm and fixed for at least 365 days after the effective date of the adjustment.
- Must not deviate from the contract pricing scheme/methodology.
- During the contract period, any price declines at the manufacturer’s level or cost reductions to Contractor shall be reflected in a reduction of the contract price retroactive to Contractor's effective date.
- During the term of this contract, should the Contractor enter into pricing agreements with other customers providing greater benefits or lower pricing, Contractor shall immediately amend the State contract to provide similar pricing to the State if the contract with other customers offers similar usage quantities, and similar conditions impacting pricing. Contractor shall immediately notify the State Procurement Coordinator of any such contracts entered into by Contractor.

Bidder has read and agrees to this section:

Yes



No

☐

23. Additional Items or Manufacturers

The State reserves the right to add additional items or manufacturers to the Contract during the life of the Contract, if it is to the best advantage to the State to do so. Items or manufacturers may only be added upon the agreement of the Department of Administrative Services, Procurement and the Contracted Supplier.

Bidder has read and agrees to this section:

Yes



No

☐

24. Substitution of Items During Term of Contract

Substitute brands or models may be considered during the contract period for discontinued models. The bidder shall not deliver any substitute item as a replacement to an awarded brand or model without express written consent of the Issuing Officer prior to such delivery. Substitute items must be of equal or better quality than the awarded item. Substitutes shall be considered

only in emergency situations and excessive substitution requests may be cause to cancel the contract.

Bidder has read and agrees to this section: Yes ☒ No ☐

25. Country of Origin

Bidder must be able to provide country of origin, if requested.

Bidder has read and agrees to this section: Yes ☒ No ☐

26. Reclaimed/Recycled Materials

Bidder must be able to provide a product content statement that describes the percentage of the content of the item that is reclaimed material, if requested.

Bidder has read and agrees to this section: Yes ☒ No ☐

27. Cost

The Bidder shall provide its Bid for the proposed goods and services on **Attachment #2 - Cost Worksheets**.

33.1 Payment Terms

Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder.

What discount will you give for payment in 15 days? _____

What discount will you give for payment in 30 days? _____

Bidder has read and agrees to this section: Yes ☒ No ☐

33.2 Pricing

Pricing must include all delivery, packaging and administrative costs including, but not limited to, any US import charges associated with the product. There shall be no minimum order quantities or total order amount required from the agency, by the respondent. All bid pricing must be rounded to the nearest hundredth (0.00), US currency.

Bidder has read and agrees to this section: Yes ☒ No ☐

33.3 Pricing Restrictions

Pricing restrictions shall be disclosed at the time of bid. Bidders with pricing restrictions will be taken into consideration for minimum order quantities or total order amount required from the ordering agency.

Bidder has read and agrees to this section: Yes ☒ No ☐

28. Signature

An individual authorized to legally bind the Bidder shall below.

Brittany Reese
Signature (required)

Sales Consultant
Title

March 31, 2020
Date

KONE Inc.
501 SW 7th St
Des Moines IA 50309
Dir 402-504-8056



Elevators Escalators

April 3, 2020

RE: Proposal for State of Iowa Elevator Maintenance

Bobbi,

Thank you for the opportunity to provide a proposal for the elevator and escalator maintenance for the State Of Iowa. Kone has priced this proposal according to the RFP Specifications. In addition to our price offering in the RFP Kone will provide elevator phone monitoring and Kone Online at no additional cost. Kone Online is an efficient way of monitoring the return on investment in regards to your elevator and escalator maintenances with one touch access to all call out information, billing information, and reports. Please see the attached form for the many benefits KONE offers. KONE manufactured, installed, and has always performed service on many of the units in the State of Iowa There is no other company that can take care of your equipment better than Kone. Please feel free to contact me with any questions regarding our proposal.

Sincerely,
KONE Inc.

Matt Murphy
General Manager Service and Solutions

Attachment #1- additional information to the attachment

1. Bidder Information

A. Company Name, Address & Telephone #

KONE Inc.
701 SW 7th st
Des Moines IA 50309

Phone #: (515) 782-7121

Contact: Brittany Reece Sales Consultant Brittany.reece@kone.com

B. Company History

KONE is one of the leading companies in the global elevator and escalator business. We develop, manufacture, install, modernize and service elevators, escalators and autowalks. Our company also seeks growth from servicing automatic building doors.

KONE Corporation was founded in Finland in 1910. Class B KONE shares have been quoted on the Helsinki Exchanges since 1967. An international expansion strategy based on business acquisitions, adopted in the 1960s, fueled KONE's development into a worldwide organization. We now have more than 35,000 employees and operations in some 800 locations in over 40 countries. KONE supplies 26,000 new elevators and escalators annually. We service 500,000 elevators and escalators.

C. Local Service Capabilities

KONE Inc State of Iowa

The State of Iowa of KONE, Inc. provides customers unmatched, local access to service technicians, parts, and support staff. During business hours the office is always staffed...this means there's always someone who knows your account to answer questions and dispatch technicians on trouble calls.

We have 4 branches that cover the state of Iowa. Council Bluffs, Sioux City, Des Moines and the Quad Cities.

KONE, Inc. offers one of the largest groups of IUEC/NEIP certified elevator technicians in the area. All of our technicians live and work in this area. Most have been with KONE, Inc. for more than 10 years. We all have ties to the community and take pride in servicing the equipment of our neighbors and friends.

We have a very experienced staff of technicians. Our technicians average 20 years of experience. Every one of our technicians has spent extended amounts of time in performing service, repairs, installation, modernization, or responding to trouble calls.

KONE, Inc. has maintained an office in Iowa since 1994. Prior to that, Montgomery Elevator Company had a local office to support our customers' elevator and escalator maintenance and repair needs for more than 40 years.

KONE, Inc. has an unparalleled parts supply. In addition to KONE Spares, we have an over 6,000 square feet, fully stocked warehouse. We keep more than \$200,000 worth of parts on the shelves. Representatives from MECA are welcome to view our inventory at any time. Between our on-site parts supply and our local warehouse, we have the ability to provide same day service for most elevator and escalator shutdowns

5. Bidder Experience—

Management Staff Qualifications

Currently, KONE US is organized into (3) regions. Each region is responsible for a specific geographic section of the United States, Within each region, smaller districts provide direct support to KONE's front line personnel.

The 4 branches in Iowa are supported by the Great Plains District Office in Kansas City and it is part of the West Region. KONE offers the following account management resources to your account.

- Senior Sales Consultant-Service/Repair/Modernization/New Construction- responsible for partnership development, continued maintenance growth and day to day account management including:
 - Service reporting , site inspections, repair proposals, cost estimates, invoicing and general questions relating to KONE's service.
 - Repair and retrofit assessments, proposals, estimates and project management of repair and modernization work.
 - New construction development, bid estimates, project management and new unit turnover.
- Service Superintendent- supervises and manages all operational aspects of the service/maintenance business to include:
 - Schedule of repairs/upgrades, safety training, installation/repair supervision, parts ordering and technical support, service route management/dispatching and coordination of inspections and safety tests to ensure code compliance on maintained equipment.
- Installation Supervisor-manages all operational and field duties required for the complete new installations and modernizations of vertical transportation.

- Scheduling of installations, safety training of technicians, supervising installations, parts ordering, and co-coordinating inspections and code issues with authorities.
- Modernization scheduling, safety training of technicians, supervising installations, parts ordering, coordination of inspections and address code related issues with all parties involved with the modernization project.
- Office Administrator – responsible for all clerical, payment processing, and office based work including:
 - Payroll, EEO reporting and/or monthly utilization reports, insurance certificates, bonds, accounts receivable/payable and close out documents.
- Branch Manager- handles all activities within an assigned branch. The branch manager can assist your account with any of the above duties as well as the following:
 - Concerns, questions, issues regarding labor relations with International Union of Elevator Constructors (IUEC), code issues, complaints, or compliments.

Omaha Team

Employee Name	Years of Service	Classification
Matt Murphy	6 Years	Branch Manager
Brittany Reece	3 Years	Senior Sales - Service
Josh Vogel	13 Years	Modernization
Jeremy Kiel	22 Years	Service Superintendent
Pete Fromm	3 Years	Installation Supervisor
Quinn Weossner	1 Years	Office Administrator

Omaha Team

Employee Name	Years of Service	Classification
Jeff Josoff	20 Years	Mechanic
John Kullman	21 Years	Mechanic
Ryan Tiarks	12 Years	Mechanic
Bobby Palidino	2Years	Mechanic
Nate Turner	5 Years	Mechanic
Ben Sieck	18 Years	Mechanic

QUAD CITIES SERVICE ROUTES

DAVE OTTEN	25 YEARS	FOREMAN
BILL HOEPER	24 YEARS	FOREMAN
KEVIN OTTEN	15 YEARS	SERVICE MECHANIC
CHRIS DANIELSEN	32 YEARS	SERVICE MECHANIC
JIM DURBIN	15 YEARS	SERVICE MECHANIC
RICK SMITH	28 YEARS	SERVICE MECHANIC
ADAM SMITH	23 YEARS	SERVICE MECHANIC
ROB POTRATZ	15 YEARS	SERVICE MECHANIC

CEDAR RAPIDS/IOWA CITY SERVICE ROUTES

TODD FOX	29 YEARS	SERVICE MECHANIC
JOHN KILLEAN	10 YEARS	SERVICE MECHANIC
RICH COOLING	20 YEARS	SERVICE MECHANIC
JOSH CRONK	12 YEARS	SERVICE MECHANIC

SERVICE ROUTES IN LOCAL SURROUNDING AREA

MIKE LUNDEEN	15 YEARS	BURLINGTON, IA
CRAIG MCCAWE	30 YEARS	DUBUQUE, IA

LOCAL REPAIR TEAMS

RYAN ANDERSON	17 YEARS	REPAIR MECHANIC
BRIAN REED	15 YEARS	REPAIR HELPER
JOHN CROW	35 YEARS	REPAIR MECHANIC
TRAVIS FEELER	2 YEARS	REPAIR HELPER

LOCAL CONSTRUCTION AND MODERNIZATION TEAMS

MARTY HIMMELMAN	TERRY BARRET	SCOTT SCALES
ZACH ACUFF	MICHAEL CHIRAFISI	JAKE MORROW
JEFF DUIN	TONY KLEITSCH	WES RAES
JON CARTON	KEN CASEY	AVERY MYNATT
KEN COFFEY	THAD WILSON	

Sioux City Team

Employee Name	Years of Service	Classification
Evan Studley	13 Years	Mechanic
Dave Lillo	35 Years	Mechanic
Brad Story	29 Years	Mechanic
Jason Story	22 Years	Mechanic
Monte Solma	26 Years	Mechanic
Bob Rice	35 Years	Mechanic

Technical Training and Equipment Familiarity

Currently, KONE partakes in U.S. KONE's Corporate Technical Training Program. This training center is based in Moline, Illinois. Every year, our technicians have the opportunity to advance their elevator and escalator knowledge through an assortment of different learning environments throughout this program. These environments include the following:

- Administrative, Classroom / Lab
- Technical On-Site, Classroom / Lab
- Self Study (booklet / video)
- On-line Virtual Classroom (facilitated)
- Off-site Classroom (facilitated)
- On-the-job (facilitated)
- Seminars / Workshops

Our service base in our Iowa branches consists of over 4100 elevators, escalators and other types of vertical transportation. Of these 4100 lifts, over 50% of them is equipment that was manufactured by our competitors. KONE prides themselves on maintaining all equipment to meet the OEM's standards. In our Omaha branch alone, we have a comprehensive maintenance program on the following OEM equipment:

- KONE
- Dover
- OTIS
- Thyssen
- Schindler
- Vertitron
- Montgomery
- Rotary
- Kimball
- Minnesota Elevator
- Motion Control

Employee Name	Years of Service	Classification
Mark Hoffman	25 Years	Adjuster
Ron Thomas	20 Years	Mechanic
Frank Hawk	10Years	Mechanic
Dustin Holmes	5 Years	Mechanic
Terry Barrett	10 Years	Mechanic
Dean Coobs	10 Years	Mechanic

Employee Name	Years of Service	Classification
Evan Studley	13 Years	Mechanic
Dave Lillo	35 Years	Mechanic
Brad Story	29 Years	Mechanic
Jason Story	22 Years	Mechanic
Monte Solma	26 Years	Mechanic
Bob Rice	35 Years	Mechanic

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- Off-site Classroom (facilitated)
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- Seminars / Workshops

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- KONE
- Dover
- OTIS
- Thyssen
- Schindler
- Vertitron
- Montgomery
- Rotary
- Kimball
- Minnesota Elevator
- Motion Control

- Vertitron
- Energy
- Lifts – American Stairlift, Concord, Access, Pflow, Wheel-o-Vator and many others

6. Terminations, Litigation, Disbarment-

- Yes, the elevator industry is based on contractual agreements and there are circumstances that lead to mutually agreeable terminations. Kone always makes every attempt to reconcile differences and rarely has to proceed to terminating agreements.
- No, we have not had penalties assessed against or dispute resolution settlements entered into by KONE under any existing or past contracts for goods or services.
- No, we have not had any order, judgment, decree of any Federal or State authority barring, suspending or otherwise limiting the right of KONE to engage in any business, practice or activity.
- No, we have not had any irregularities discovered in any of the accounts maintained by KONE on behalf of others.
- KONE has not had any of its owners, officers, or primary partners convicted of a felony.

7. Bidder Reference

Following are some of our customers with similar types of equipment to The State of Iowa/ Each of these customers has contracted with KONE, Inc. to maintain, repair and/or modernize their equipment.

Prairie Meadows
Pam Nash 515 -967-1366
1 Prairie Meadows Drive, Altoona,
IA 50009

EMC
Cindy McCauley 515-650-0636
717 Mulberry Street, Des Moines, IA
50309

Wellmark –
Jennele Swalla – 515-494-7455
1331 Grand Avenue, Des Moines,
IA 50309

Drake
Aaron Edwards – 515-505-4305

1422 27th Street, Des Moines, IA
50311

St. Ambrose University

518 W. Locust Street, Davenport,
Iowa 52803 - Jim Hannon, Facilities
Director, 563-333-6359

City of Cedar Rapids

101 1st Street, SE Cedar Rapids,
Iowa 52401 - Diane Muench,
Purchasing Manager, 319-286-5023

City of Davenport,

226 W. 4th Street, Davenport, Iowa
52801, Iowa - Chris Dibbern,
Facilities Manager, 563-326-7891

Coe College

1220 1st Avenue, NE Cedar Rapids,
Iowa 52402 - Lisa Ciha, Facilities
Director

Ho Chunk

Mary Stock 712-277-7238

Tyson

800 Stevens Port Dr

Dakota Dues SD 57049

Daniel Barnhart

Facilities manager 605-235-2099

RFB1820005090 ELEVATOR MAINTENANCE, INSPECTIONS, AND REPAIRS
ELEVATOR LIST

Facility	Facility Location	Facility Contact	Facility Contact Info	Building	Traction or Hydraulic	Passenger or Freight	Year Installed	Number of Floors of Travel	Controller (Solid State or Relay Logic)	Elevator Manufacturer	Service Interval	Annual Cost
Alcoholic Beverages Division	1918 SE Hulsizer Rd, Ankeny, IA 50021	Matt Wharff	wharff@iowaabdc.com (515) 281-7400	Metal and Fabricated Brick/Stone Building	Hydraulic	Passenger	1980 New Hydraulic Pump Installed 2014	2	Solid State	Dover	Monthly	\$1,080.00
Anamosa State Penitentiary	406 N High St, Anamosa, IA 52205	Jill Kennebeck	jill.kennebeck@iowa.gov (319) 462-3504 x2719	Kitchen	Hydraulic	Passenger	2008	3	Solid State	Otis	Every other month	\$1,500.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Ginzberg	Traction	Passenger	2005	1	Relay Logic	Wheelover	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Ginzberg	Hydraulic	Passenger	1979	4	Solid State	Schumacher	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Kitchen - Dumbwaiter State ID 6004	N/A	N/A	?	2	?	?	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main	Traction	Passenger	2005	1	Relay Logic	Wheelover	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main (4 Corners)	Hydraulic	Passenger	1977	4	Relay Logic	Dover	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main (CCUSO)	Hydraulic	Passenger	2007	4	Solid State	Otis	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main (Front)	Traction	Passenger	1904	5	Relay Logic	Otis	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main (Kitchen)	Hydraulic	Passenger	1977	2	Relay Logic	Corbett	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main (North)	Hydraulic	Passenger	2001	4	Solid State	Schindler	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Main (Storeroom)	Hydraulic	Freight	1950	2	Relay Logic	Kimball	Monthly	\$1,440.00
Cherokee Mental Health Institute	1251 W Cedar Loop, Cherokee, IA 51012	Jill Peterson	jpeters2@dhs.state.ia.us (712) 225-6950	Voldeng	Hydraulic	Freight	1930	3	Relay Logic	Schumacher	Monthly	\$1,440.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.hauer@iowa.gov (712) 542-5634	CCF	Hydraulic	Passenger	1995	2	Relay Logic	Dover	Monthly	\$1,560.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.hauer@iowa.gov (712) 542-5634	MHI Center Hall	Hydraulic	Passenger	1981	5	Relay Logic	Polly	Monthly	\$1,560.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.hauer@iowa.gov (712) 542-5634	MHI Hayloft	Hydraulic	Passenger	1960	2	Relay Logic	Thyssen Krupp	Monthly	\$1,560.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.hauer@iowa.gov (712) 542-5634	MHI Kitchen	Hydraulic	Passenger	1963	2	Relay Logic	Montgomery	Monthly	\$2,700.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.hauer@iowa.gov (712) 542-5634	MHI NE 5-9	Hydraulic	Passenger	1950	4	Relay Logic	Globe	Monthly	\$1,560.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.hauer@iowa.gov (712) 542-5634	MHI Storeroom	Hydraulic	Freight	1960	2	Relay Logic	Rotary Lift Co.	Monthly	\$1,560.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.hauer@iowa.gov (712) 542-5634	MHI SW 1-4	Hydraulic	Passenger	1980	3	Relay Logic	Dover	Monthly	\$1,560.00
Clarinda Correctional Facility - Treatment Complex	1800 N 16th St, Clarinda, IA 51601	Jodi Hauer	jodi.hauer@iowa.gov (712) 542-5634	MHI SW 5-9	Hydraulic	Passenger	1950	4	Relay Logic	Globe	Monthly	\$1,560.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	101 Building #4330	Hydraulic	Passenger	1982	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	102 Building #2509	Hydraulic	Passenger	1978	5	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	103 Building #2510	Hydraulic	Passenger	1978	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	104 Building #1409	Hydraulic	Passenger	2005	2	Solid State	Elevator Controls	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	111 Building #3430	Hydraulic	Passenger	1980	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	115 Building #3496	Hydraulic	Passenger	1980	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	119 Building #4163	Hydraulic	Passenger	1981	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	120 Building #3497	Hydraulic	Passenger West	1981	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	120 Building #3498	Hydraulic	Passenger East	1981	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	121 Building #5088	Hydraulic	Passenger	1981	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	212 Building #2981	Hydraulic	Passenger	1971	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	213 Building #2982	Hydraulic	Passenger	1972	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	214 Building #2983	Hydraulic	Passenger	1979	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	317 Building #3499	Hydraulic	Passenger	1981	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	705 Building #3431	Hydraulic	Passenger	1980	2	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	708 Lacy Building #1405	Hydraulic	Passenger	2005	3	Solid State	Elevator Controls	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	710 Building #2507	Hydraulic	Passenger East	1978	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	710 Building #4162	Hydraulic	Passenger West	1981	4	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	717 Building #4331	Hydraulic	Passenger	1982	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	718 Building #2508	Hydraulic	Passenger North	1978	3	Relay Logic	Dover	Monthly	\$1,080.00
Glenwood Resource Center	711 S Vine St, Glenwood, IA 51534	Trevor Mayberry	tmayber@dhs.state.ia.us (712) 525-1507	718 Building #4161	Hydraulic	Passenger South	1980	3	Relay Logic	Dover	Monthly	\$1,080.00
Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334-2583	Reynolds Center	Traction	Passenger	1930	6	Relay Logic	Otis	Monthly	\$1,200.00
Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334-2583	Reynolds Dumbwaiter	Traction	Passenger	1950s	2	Relay Logic	Otis	Quarterly	\$600.00
Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334-2583	Reynolds North	Hydraulic	Passenger	1978	4	Relay Logic	Schumacher	Monthly	\$1,200.00
Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334-2583	Reynolds Staircase Chairlift	Hydraulic	Passenger	1995	2	Relay Logic	Econol Elevator Lift Corp	Semi-Annually	\$1,200.00
Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334-2583	State Store	Hydraulic	Passenger	1962	2	Relay Logic	Otis	Monthly	\$1,200.00

Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334 – 2583	Witte Northwest (#2)	Hydraulic	Passenger	1954	3	Relay Logic	Globe Hoist	Monthly	\$2,400.00
Independence Mental Health Institute	2277 Iowa Ave, Independence, IA 50644	Mike Cook	mcook@dhs.state.ia.us (319) 334 – 2583	Witte Southeast (#1)	Hydraulic	Passenger	1954	3	Relay Logic	Globe Hoist	Monthly	\$600.00
Iowa Correctional Institution of Women	420 Mill St SW, Mitchellville, Iowa 50169	Nels Westvold	nels.westvold@iowa.gov (515) 725-5029	H - A	Hydraulic	Passenger	2013	2	Solid State	Schindler	Monthly	\$1,080.00
Iowa Correctional Institution of Women	420 Mill St SW, Mitchellville, Iowa 50169	Nels Westvold	nels.westvold@iowa.gov (515) 725-5029	H - B	Hydraulic	Passenger	2013	3	Solid State	Schindler	Monthly	\$1,080.00
Iowa Correctional Institution of Women	420 Mill St SW, Mitchellville, Iowa 50169	Nels Westvold	nels.westvold@iowa.gov (515) 725-5029	P	Hydraulic	Passenger	2015	3	Solid State	Schumacher	Monthly	\$1,080.00
Iowa Law Enforcement Academy	Camp Dodge, Bldg 4640 - Burma Road, 7105 NW 70th Ave, Johnston, IA 50131	Judy Bradshaw	judy.bradshaw@iowa.gov (515) 725-9600	ILEA	Hydraulic	Passenger	1974	3	?	Montgomery	Quarterly	\$900.00
Iowa Lottery	13001 University Ave, Clive, IA 50325	Terry Brown	tdbrown@ialottery.com (515) 725-7877	Lottery	Hydraulic	Passenger	2005	3	?	Thyssen Krupp	Quarterly	\$900.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#1 North Laundry (4604)	Hydraulic	Passenger	1983	2	Solid State	Meco	Monthly	\$1,560.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#2 Kitchen Elevator (197)	Hydraulic	Passenger	Refurbished 2012	2	Solid State	Schumacher	Monthly	\$1,560.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#3 North Duplex (196)	Hydraulic	Passenger	Refurbished 2012	3 (5 opening)	Solid State	Schumacher	Monthly	\$1,968.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#4 South Duplex (195)	Hydraulic	Passenger	Refurbished 2012	3 (5 opening)	Solid State	Schumacher	Monthly	\$1,968.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#5 Spec Needs (11932)	Hydraulic	Passenger	2007	4	Solid State	Kone	Monthly	\$1,800.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#6 Spec Needs (11931)	Hydraulic	Passenger	2007	4 (7 opening)	Solid State	Kone	Monthly	\$1,800.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#7 Spec Needs (11933)	Hydraulic	Passenger	2007	3	Solid State	Kone	Monthly	\$1,800.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#8 Powerhouse Freight (11241)	Hydraulic	Freight	2005	2	Solid State	VMI	Monthly	\$1,680.00
Iowa Medical and Classification Center	2700 Coral Ridge Ave, Coralville, IA 52241	Carol Manternach	carol.manternach@iowa.gov (319) 626-4215	#9 Powerhouse Pass (11242)	Hydraulic	Passenger	2005	3	Solid State	Kone	Monthly	\$1,800.00
Iowa Public Employees' Retirement System (IPERS)	7401 Register Drive, Des Moines, IA 50321	Suzan Stuchel	suzan.stuchel@ipers.org (515) 281-0090	IPERS	Hydraulic	Passenger	1997	2	Solid State	Otis	Quarterly	\$900.00
Iowa State Patrol District 15	5912 NW 2nd Ave, Des Moines, IA 50313	Lt. Richard Pierce	pierce@dps.state.ia.us (712) 269-0730	Communications	Hydraulic	Freight	?	2	Relay Logic	Langley Power Lift	Quarterly	\$900.00
Iowa State Patrol District Four	3710 Hwy 30 E, Denison, IA 51142	Lt. Robert Borelli	borelli@dps.state.ia.us (319) 2529-3967	Dist 4	Hydraulic	Passenger Wheelchair/ Porch-lift	1998/99	3	?	Access Industries	Quarterly	\$600.00
Iowa State Patrol District One	260 NW 48th Pl, Des Moines, IA 50313	Lt. Nathan Ludwig	nludwig@dps.state.ia.us (515) 745-2863	Dist 1	Hydraulic	Passenger	1999	2	Solid State	Montgomery Kone	Quarterly	\$900.00
Iowa State Patrol District Two	1619 Truru Pavement, Osceola, IA 50213	Lt. Brad Pollard	pollard@dps.state.ia.us (641) 342-2109	Dist 2	Hydraulic	Passenger	2001	2	?	Schindler	Quarterly	\$900.00
Iowa State Patrol Post 12	22365 20th Ave, Stockton, IA 52769	Lt. Brian Votroubek	votroube@dps.state.ia.us (563) 284-9501	Post 12	Hydraulic-wet	Passenger	1995	2	Relay Logic	MELO Miprom SL	Quarterly	\$1,560.00
Iowa State Penitentiary	3 John Bennett Dr, Fort Madison, IA 52627	Sonya Freeman	sonya.freeman@iowa.gov (319) 372-5432 x41818	Admin Bldg	Hydraulic	Passenger	2001	5	Solid State	Kone	Quarterly	\$1,800.00
Iowa State Penitentiary	3 John Bennett Dr, Fort Madison, IA 52627	Sonya Freeman	sonya.freeman@iowa.gov (319) 372-5432 x41818	JBC	Hydraulic	Passenger	2001	5	Solid State	Kone	Quarterly	\$1,800.00
Iowa State Penitentiary	3 John Bennett Dr, Fort Madison, IA 52627	Sonya Freeman	sonya.freeman@iowa.gov (319) 372-5432 x41818	Old Admin Bldg	Hydraulic	Passenger	1960	4	Relay Logic	Montgomery	Quarterly	\$1,800.00
Iowa State Penitentiary	3 John Bennett Dr, Fort Madison, IA 52627	Sonya Freeman	sonya.freeman@iowa.gov (319) 372-5432 x41818	Storeroom	Traction	Freight	1940	3	Relay Logic	Hollister-Whitney	Quarterly	\$2,592.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Dack	Traction	Passenger	1979	5	Solid State	Dover	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Dack	Traction	Passenger	1979	5	Solid State	Dover	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Dack	Traction	Passenger	1979	5	Solid State	Dover	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Fox	Hydraulic	Passenger	2009	2	Solid State	Dover	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Heinz	Hydraulic	Passenger	1982	3	Relay Logic	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Heinz	Hydraulic	Passenger	1982	3	Relay Logic	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Loftus	Hydraulic	Passenger	1995	3	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Malloy	Traction	Passenger	2010	5	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Malloy	Traction	Passenger	2010	5	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Malloy	Traction	Passenger	2010	5	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Malloy	Traction	Passenger	2010	5	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Malloy Dietary	Hydraulic	Passenger	1999	2	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Sheeler	Hydraulic	Passenger	2007	4	Solid State	Schumacher	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Sheeler	Hydraulic	Passenger	2007	4	Solid State	Schumacher	Monthly	\$1,440.00

Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Sheeler	Hydraulic	Freight	?	2	Relay Logic	Kimball	Monthly	\$1,440.00
Iowa Veterans Home	1301 Summit St, Marshalltown, IA 50158	David Haines	david.haines@ivh.state.ia.us (641) 753-4411	Ulrey	Hydraulic	Passenger	2009	2	Solid State	Dover	Monthly	\$1,440.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	#18	Traction	Passenger	2014	4	Relay Logic	Schumacher	Monthly	\$1,800.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	#20	Traction	Passenger	1951	4	Solid State	Wagner	Monthly	\$1,800.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	#20	Traction	Freight	1950	2	Solid State	Montgomery	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	A	Traction	Passenger	2016	4	Solid State	Schumacher	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	B	Traction	Passenger	1956-60	4	Solid State	Montgomery	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	C	Traction	Passenger	1956-60	4	Solid State	Montgomery	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	D	Traction	Passenger	1956-60	4	Solid State	Montgomery	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	MWU	Traction	Passenger	1951	4	Solid State	Wagner	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	Northcore	Hydraulic	Passenger	1984	6	Solid State	Polly	Monthly	\$3,360.00
Mount Pleasant Correctional Facility	1200 E Washington, Mt. Pleasant, IA 52641	Kim Housh	kim.housh@iowa.gov (319) 385-9511 x2271	School	Hydraulic	Passenger	1976	4	Solid State	Montgomery	Monthly	\$3,360.00
Newton Correctional Facility	307 S 60th Ave W, Newton, IA 50208	Mike Philby	michael.philby@iowa.gov (641) 792-7552	CRC	Hydraulic	Passenger	1990	2	Relay Logic	O'Keefe	Monthly	\$1,080.00
State Training School	3211 Edgington Ave, Eldora, IA 50627	Mike Boege	mboeage@dhs.state.ia.us (641) 858-5402 x4103	Admin	Traction	Passenger	1974	3	Solid State	Earl's Chairlift	Quarterly	\$900.00
State Training School	3211 Edgington Ave, Eldora, IA 50627	Mike Boege	mboeage@dhs.state.ia.us (641) 858-5402 x4103	School	Hydraulic	Passenger	1999	2	Solid State	Schindler	Quarterly	\$900.00
Terrace Hill	2300 Grand Ave, Des Moines, IA 50312	Diane Becker	diane.becker@iowa.gov (515) 242-5841	Terrace Hill	Hydraulic	Passenger	1975	4	Relay Logic	Montgomery	Quarterly	\$900.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Birches	Hydraulic	Passenger	1971	3	Relay Logic	Chenoweth Kern	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Dietary	Hydraulic	Passenger Facility does not allow people to ride	1959 Assuming installed when building built	2	Relay Logic	Globe	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Grandwood	Hydraulic	Passenger	1980	3	Relay Logic	Montgomery	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Hemlock	Hydraulic	Passenger	1973	3	Relay Logic	Dover	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Larches	Hydraulic	Passenger	1972	3	Relay Logic	Chenoweth Kern	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Linden Court a-b	Hydraulic	Passenger	1980	3	Relay Logic	Montgomery	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Linden Court c-d	Hydraulic	Passenger	1980	3	Relay Logic	Montgomery	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Maple Lodge	Hydraulic	Passenger	1947	3	Solid State	Montgomery	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Medical Center	Hydraulic	Passenger	1963	3	Relay Logic	Esco	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Supply Depot	Hydraulic	Passenger	1963	3	Relay Logic	Dover	Monthly	\$1,200.00
Woodward Resource Center	1251 334th St, Woodward, IA 50276	Paul Clendenen	pclende@dhs.state.ia.us (515) 438-2600	Westwood	Hydraulic	Passenger	1972	3	Relay Logic	Chenoweth Kern	Monthly	\$1,200.00

Repairs			
Hourly Rate	\$200.00	Material Mark-up	25%

**Attachment #3
Certification Letter**

(Date) 3-31-2020

Bobbi Pulley, Issuing Officer
Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, IA 50319-0105

Re: RFB1820005082 Building Automation Products and Services - BID CERTIFICATIONS

Dear Bobbi Pulley:

I certify that the contents of the Bid submitted on behalf of **(Name of Bidder)** in response to **Iowa Department of Administrative Services** for RFB1820005082 for Building Automation Products and are true and accurate. I also certify 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) (2016)* 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: (check the applicable box)

- ☒ 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)(2016)*.

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.

Sincerely,

Brittany Reece
Signature

Brittany Reece Sales Consultant
Name and Title of Authorized Representative

3-31-2020
Date

Attachment #4
Authorization to Release Information Letter

(Date) 3-31-2020

Bobbi Pulley, Issuing Officer
Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, IA 50319-0105

Re: RFB1820005082 Building Automation Products and Services - AUTHORIZATION TO RELEASE INFORMATION

Dear Bobbi Pulley:

(Name of 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 RFB1820005082 Building Automation Products and Services.

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 or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Bidder'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 or the Evaluation Committee in the evaluation and selection of a successful Bidder in response to RFB.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,



Signature

Brittany Reece Sales Consultant

Name and Title of Authorized Representative

3-31-2020
Date

**Attachment #5
Exceptions Form**

Please list any and all exceptions to this RFB in this section. Include section and reason for exception:
(Make additional pages if necessary)

<u>Section</u>	<u>Exception</u>
1. _____	_____ _____
2. _____	_____ _____
3. _____	_____ _____
4. _____	_____ _____
5. _____	_____ _____
6. _____	_____ _____
7. _____	_____ _____
8. _____	_____ _____
9. _____	_____ _____
10. _____	_____ _____

Attachment #6
Form 22 – Request for Confidentiality
SUBMISSION OF THIS FORM 22 IS REQUIRED

THIS FORM 22 (FORM) MUST BE COMPLETED AND INCLUDED WITH YOUR BID. THIS FORM 22 IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE BID TO BE CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION. COMPLETE PART 1 OF THIS FORM IF NO INFORMATION BID DOES NOT CONTAIN CONFIDENTIAL INFORMATION. COMPLETE PART 2 OF THIS FORM IF THE BID DOES CONTAIN CONFIDENTIAL INFORMATION.

1. Confidential Treatment Is Not Requested

A Bidder not requesting confidential treatment of information contained in its Bid shall complete Part 1 of Form 22 and submit a signed Form 22 Part 1 with the Bid.

2. Confidential Treatment of Information is Requested

A Bidder requesting confidential treatment of specific information shall: (1) fully complete and sign Part 2 of Form 22, (2) conspicuously mark the outside of its Bid as containing confidential information, (3) mark each page upon which the Bidder believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a “Public Copy” from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Bidder: (1) enumerates the specific grounds in Iowa Code Chapter 22 or other applicable law that supports treatment of the information as confidential, (2) justifies why the information should be maintained in confidence, (3) explains why disclosure of the information would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Bidder to respond to inquiries by the Agency concerning the confidential status of such information.

The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFB. The confidential information must be excised in such a way as to allow the public to determine the general nature of the information removed and to retain as much of the Bid as possible.

Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Bidders may not request confidential treatment with respect to pricing information and transmittal letters. A Bidder’s request for confidentiality that does not comply with this form or a Bidder’s request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting Bidder’s Bid as non-responsive. Requests to maintain an entire Bid as confidential will be rejected as non-responsive.

If Agency receives a request for information that Bidder has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such information, Bidder shall, at its sole expense, appear in such action and defend its request for confidentiality. If Bidder fails to do so, Agency may release the information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Bidder fails to comply with the request process set forth herein, if Bidder’s request for confidentiality is unreasonable, or if Bidder rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

Part 1 – No Confidential Information Provided

Confidential Treatment Is Not Requested

Bidder acknowledges that Bid response contains no confidential, secret, privileged, or proprietary information. There is no request for confidential treatment of information contained in this Bid response.

This Form must be signed by the individual who signed the Bidder's Bid. The Bidder shall place this Form completed and signed in its Bid.

- ***Fill in and sign the following if you have provided no confidential information. If signing this Part 1, do not complete Part 2.***

KONE Inc.	1820005090	Elevator Maintenance, Inspection, and Repair Services (Facilities)
Company	RFB Number	RFB Title
<i>Brittany Reese</i>	Sales Consultant	3-31-2020
Signature (required)	Title	Date

(Proceed to the next page only if Confidential Treatment is requested.)

Part 2 - Confidential Treatment is Requested

The below information is to be completed and signed ONLY if Bidder is requesting confidential treatment of any information submitted in its Bid.

NOTE:

- **Completion of this Form is the sole means of requesting confidential treatment.**
- **A BIDDER MAY NOT REQUEST PRICING INFORMATION BE HELD IN CONFIDENCE.**

Completion of the Form and Agency's acceptance of Bidder's submission does not guarantee the agency will grant Bidder's request for confidentiality. The Agency may reject Bidder's Bid entirely in the event Bidder requests confidentiality and does not submit a fully completed Form or requests confidentiality for portions of its Bid that are improper under the RFB.

Please provide the information in the table below. Bidder may add additional lines if necessary or add additional pages using the same format as the table below.

RFB Section:	Bidder must cite the specific grounds in <i>Iowa Code Chapter 22</i> or other applicable law which supports treatment of the information as confidential.	Bidder must justify why the information should be kept in confidence.	Bidder must explain why disclosure of the information would not be in the best interest of the public.	Bidder must provide the name, address, telephone, and email for the person at Bidder's organization authorized to respond to inquiries by the Agency concerning the status of confidential information.

This Form must be signed by the individual who signed the Bidder's Bid. The Bidder shall place this Form completed and signed in its Bid. A copy of this document shall be placed in all Bids submitted including the Public Copy.

- ***If confidentiality is requested, failure to provide the information required on this Form may result in rejection of Bidder's submittal to request confidentiality or rejection of the Bid as being non-responsive.***
- ***Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Bid. If signing this Part 2, do not complete Part 1.***

Company

RFB Number

RFB Title

Signature (required)

Title

Date

**Attachment #7
Bid Checklist**

RFP REFERENCE SECTION	RESPONSE INCLUDED	
	Yes	No
One (1) original and one (1) electronic copy on digital media	✓	
One (1) Public Copy with Confidential Information Excised (optional)	✓	
Attachment #1 – Form of Bid	✓	
Attachment #2 – Cost Worksheet	✓	
Attachment #3 - Certification Letter	✓	
Attachment #4 - Authorization to Release Information	✓	
Attachment #5 - Exceptions Form, if applicable	✓	
Attachment #6 - Form 22	✓	
Signed Addendums	✓	



March 19, 2020

To: All Potential Respondents

From: Bobbi Pulley, Purchasing Agent

Subject: RFB1820005090 – Elevator Maintenance, Inspection, and Repair Services (Facilities)

Addendum One

The subject RFB is amended as follows:

Due to the ever fluid circumstances surrounding COVID-19, the State is amending the following sections of the RFB.

The RFB Cover Sheet currently states:

Number of Copies of Bids Required to be Submitted: 1 Original and 1 Digital Copy

The RFB Cover Sheet is amended to state:

Number of Copies of Bids Required to be Submitted: 1 Electronic Copy

Sections 3.1.1 and 3.1.2 currently state:

3.1.1 The Bid must be sealed in an envelope. The envelopes shall be labeled with the following information:

RFB1820005090

Bobbi Pulley

Iowa Department of Administrative Services

Hoover State Office Building, Level 3

1305 East Walnut Street

Des Moines, IA 50319-0105

[Bidder's Name and Address]

The Lead Agency shall not be responsible for misdirected packages or premature opening of Bids if a Bid is not properly labeled.

3.1.2 One (1) original and one (1) digital copy of the Bid shall be timely submitted to the Issuing Officer.

Sections 3.1.1 and 3.1.2 are amended to state:

3.1.1 The Bid shall be submitted to the Issuing Officer through the Iowa VSS electronic bidding system. The link to VSS is: https://vss.iowa.gov/webapp/VSS_ON/AltSelfService.

3.1.2 One (1) electronic copy of the Bid shall be timely submitted to the Issuing Officer.

Attachment #7 – Bid Checklist currently states:

One (1) original and one (1) electronic copy on digital media
One (1) Public Copy with Confidential Information Excised (optional)

Attachment #7 – Bid Checklist is amended to state:

One (1) electronic copy
One (1) electronic Public Copy with Confidential Information Excised (optional)

PROPOSAL SUBMITTAL INSTRUCTIONS

Respondent will submit an electronic copy of its Bid through Iowa Vendor Self-Serve (VSS). RFB1820005090 was re-created in VSS strictly for the purpose of electronic submittal. The link to VSS is: https://vss.iowa.gov/webapp/VSS_ON/AltSelfService.

Respondent will need to register regardless of whether it has already done business with the State of Iowa. Click the Register button on the left side of the VSS screen to start the registration process. If you have any issues with registration, please call the helpdesk at 515-281-6614. It is recommended that Respondent's complete the registration process today to ensure Bids can be submitted on the due date. Bid into several files if the bid exceeds the 10MB threshold. There is no limit on the number of files which can be uploaded. Please make sure the electronic documents submitted contain all of the required signatures in the RFB (Attachments 1, 3, 4, and 6 and the Addendum).

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your bid (do not send back separately).

I hereby acknowledge receipt of this addendum.

Matthew Murphy
Signature

4/3/20
Date

Matt Murphy
Typed or Printed Name