



RFB 005

0214005018

ABOVE RFB NUMBER MUST APPEAR ON ALL
CORRESPONDENCE.

STATE OF IOWA
REQUEST FOR BID
THIS IS NOT AN ORDER

DATE: 10/11/13
PAGE: 1 OF 4
FUNCTION: New
PHASE: Draft
DUE DATE: 2013-10-23
DUE TIME: 14:00:00

NOTICE: DIRECT ALL QUESTIONS TO THE FOLLOWING:

RANDALL STAPP
Randall.Stapp@iowa.gov
515-242-5005 EXT : FAX : 515-725-0160

REQUEST FOR BID (RFB)

REQUEST FOR BID DOCUMENTS MUST BE SUBMITTED IN PAPER FORM, MUST BE SIGNED, AND ARRIVE IN AN ENVELOPE MARKED WITH THE RFB NUMBER AND DUE DATE. LATE BIDS WILL NOT BE CONSIDERED. THE STATE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

RFB DOCUMENTS MUST BE SENT BY MAIL OR COURIER SERVICE ADDRESSED TO THE BID RECEIVING LOCATION LISTED BELOW:

BID RECEIVING LOCATION: ADMINISTRATIVE SERVICES DEPT OF
RANDALL STAPP/PROCUREMENT SERVICES
HOOVER STATE OFFICE BLDG, LEVEL A
1305 E WALNUT
DES MOINES, IA 50319-0105

SOLICITATION DESCRIPTION

Abatement and Remediation Services

The bidder accepts the following unless otherwise specified:	Approved By: Authorized Signature	
FOB Destination/	Company	
Payment terms	Address	
Bid is valid for 120 Days	City, St, Zip	
Delivery Date	Phone Fax	
FEIN #	E-mail Address	



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LINE NO	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST	EXT COST / CONTRACT AMT
1		962		\$	\$
MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)					
		962		\$	\$

2013-11-01 2014-10-31

Abatement and Remediation services

State term contract(s) for Abatement Services, for small projects, upon request, at State of Iowa locations throughout the State. The resulting contracts may be used for projects with an estimated value of \$30,000 or less. Projects with an estimated value above \$30,000 must be awarded through a separate competitive selection process. The State reserves the right to award a contract to up to 3 vendors (the lowest priced, and responsive to the bid specifications) for each of 5 designated geographic areas (per Exhibit A) of the State. The 5 areas being roughly each quadrant of the state and also the Greater Des Moines area. Bidder may bid on one, or more, of the 5 areas. Any design work will be done by others. Contract is subject to the terms outlined in the attached Exhibit A. We are awarding to multiple vendors to insure ready availability for urgent work (construction projects reveal contaminated areas).

The state of Iowa is exempt from state and local sales and use taxes (including local option). Taxes shall "not" be included in your bid response.

A contractor, who is not registered with the labor commission, as required by chapter 91c of the Iowa code, shall not be given a contract to perform work for the State.

Your contractor registration number: _____.

The provisions of this contract will be extended to political

Sub-divisions: ___yes ___no.

Bidder agrees this bid shall remain valid and shall

not be withdrawn for a period of 30 calendar days after the date for receipt of bids.

Questions and requests for clarifications must be submitted by email at least 4 working days before bids are due.

Acknowledgement of receipt of addenda (if issued):

Addenda ___/___, date ___/___.

Bidder is to include in their bid submittal a minimum of 3 commercial business references (name and phone number) that they have provided abatement services for, over the past two years. Include for each reference the approximate total value of the work, and the number of jobs.

Contractor shall only permit personnel who have the proper training, qualifications, certification, license, and authorization to perform the particular work assigned.

Has Bidder, in the last 3 years had a contract cancelled due to Bidders non- performance? _____. If yes, provide explanation:

Is Bidder currently debarred from doing work for any Government entity? _____.

Financial reference (Bank or Accountant) name and phone number: _____.

All work shall comply with the Iowa State Building Code.

The contractor shall conduct its work in strict conformance with all safety and security policies applicable to the respective facility, and all OSHA rules and regulations.

Services rendered pursuant to this contract shall be performed in a professional and workmanlike manner in accordance with the terms of this bid and with generally acceptable industry standards of performance for similar tasks and projects.

The State of Iowa shall not guarantee any minimum total annual purchases under a resulting contract.

Hourly labor rates:

Asbestos Abatement \$ _____

Lead paint abatement\$ _____

Mold Remediation \$ _____

Bid is for the following geographic areas: _____.

Explanation of overtime: _____.

The State does not anticipate using these contracts for Sunday or Holiday work.

Percentage Mark-up (on common materials used for abatement services) from contractor é Ös cost

_____.%. The State reserves the right to decline this line item offer if the percentage exceeds the normal range.

A Trip Charge based solely on 39 cents per mile for distance traveled (round trip) from Bidder é Ös shop to the work site is allowed.

The State understands it is customary to charge for workers time to travel from the shop to work site. The State shall limit the allowable charge to the actual time up to a maximum of 2 man hours (round trip) times the worker é Ös hourly rate (for up to 3 workers).

The State will not reimburse for hotels, or meals.

The proposed hourly labor rates must include the costs for truck, tools, and equipment.

Shipping terms are F.O.B. Destination. Vendor bears freight charges.

Federal Id# _____



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BILL TO:

SHIP TO :

FOB FOB Dest, Freight Prepaid

DELIVERY DATE:

DELIVERY TYPE:



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TERMS AND CONDITIONS

Terms & Conditions Service

The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement.

General Terms and Conditions for service contracts are posted at: http://das.gse.iowa.gov/terms_services.pdf

Exhibit A, RFB0214005018

WORK SPECIFICATIONS AND ADDITIONAL INFORMATION

This is a term contract for abatement/remediation services, for State facilities (at owner's option or voluntary participation) for various projects throughout the State.

Contractor shall only permit personnel who have the proper training, qualifications, certification, license, and authorization to perform the particular work assigned.

Services rendered pursuant to this contract shall be performed in a professional and workmanlike manner in accordance with generally acceptable industry standards of performance for similar tasks and projects.

Contractors are required to respond (live communication) within three (3) hours after notification of an emergency call.

The contractor must sign in upon arrival at the jobsite and sign out when leaving the site for any reason. Upon completion of work and prior to leaving the site, the contractor must submit a work ticket that documents the hours worked, work performed, and the materials used.

Special note: Correctional facilities have specific security policies and procedures established which must be adhered to at all times, per their instructions. Contractor's personnel shall provide to the using State Agency's designated representative the following information in advance of being admitted to job site: name, date of birth, social security number, driver's license number (if have), and photo id. In addition, background checks may be required.

All abatement contractors working on Capitol Complex shall be under the control of DAS Capitol Complex Maintenance. It will be the duty of the contractor to notify and brief CCM in regard to each job the contractor is performing 48 hrs in advance. All work is also subject to all applicable safety standards such as OSHA. All work is subject to inspection by CCM who will determine safety and general acceptance by the State. Capitol Complex contact is Customer Service, (515)-242-5120 option 3 (hours 8:00 am-4:30 pm).

All work must be performed in a safe manner. The contractor shall at its sole expense immediately correct any dangerous condition (s) caused by or as a result of the contractor's work.

The contractor shall be held solely responsible for any damage to existing structures, systems, equipment and/or site caused by contractor's employees and shall repair or replace same to its original condition at no additional cost to the using State Agency. The contractor shall store all materials, tools and equipment only in areas designated by the using Agency. The contractor shall keep those areas clean and clear of combustible or hazardous waste.

The contractor shall be solely responsible for damage, loss or liability due to theft or vandalism of his materials, tools and equipment.

Use of subcontractors is prohibited unless authorized in writing by the Department of Administrative Services- Procurement. In cases where subcontracting has been authorized, the following rules apply: all subcontractors provided by the awarded contractor shall hold all current appropriate licenses

and/or certifications and will be subject to the same scrutiny as if they were the contractor submitting the proposal. It is understood that the contractor listed on the contract award is solely responsible for their subcontractor's work.

An annual review of the contractor's performance may be conducted and made a part of the contract renewal decision process.

Contractor shall provide all labor, resources, fees, and permits to meet all osha, ahera, neshaps, dot, rcra, tsca, state, and landfill requirements for proper removal/disposal.

The contractor shall indemnify the owner from any fine, penalties and or violations that may result from the lack of the hazardous substance abatement or contractors non-conformance to regulations governing this work. The contractor shall make all required notifications to all appropriate agencies and issue a copy of these notifications to the owner (using Agency). The contractor shall conduct its work in strict conformance with all safety and job site rules applicable to the facility and to the project. Evidence of State of Iowa asbestos, or other hazardous substance involved, workers/supervisors license(s) will be required of the contractor's personnel prior to the start of work. The contractor shall provide documentation that the hazardous substance-containing materials have been disposed of in an approved landfill and that the material hauler, if different than the contractor, is properly licensed and insured. This documentation must be presented to the owner (using Agency). All barrels or bags shall be properly labeled before being transported from the building to the transport vehicle.

No work shall be performed under the contract until the using state agency has received a cost estimate and issued a purchase order for the specified work.

Slight price adjustments may be considered during the contract renewal process (annually).

INSURANCE REQUIREMENTS:

The Contractor shall not commence work under this contract until he or she has obtained all insurance required under this section and such insurance has been approved by the State, nor shall the Contractor commence work on his contract until all similar insurance of all subcontractors has been so obtained and approved. Such policy or policies shall become effective at the commencement of the work and shall remain in force for the full period of the contract.

1. Compensation Insurance

The Contractor shall take out and maintain during the life of his or her contract. Worker's Compensation Insurance for all his or her employees working at the site of the projects, and in the case where work is subcontracted, the prime contractor shall require the subcontractor to provide Worker's Compensation Insurance for all of the latter's employees so engaged unless such employees are covered by the protection afforded by the prime contractor.

2. Public Liability, Property Damage, and Contractor's Liability Insurance

The Contractor shall take out and maintain during the life of his or her contract, such public liability, property damage, and contractor's contingent insurance as shall protect him or her and any subcontractor performing work covered by this contract from claims for damages for personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operations be by themselves or by any subcontractor or by anyone directly or indirectly employed by either of them, and the amount of such insurance shall not be less than the following:

- a. Bodily injury liability insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to any person, and subject to the same limitation for each person, in an amount not less than \$2,000,000 on account of any one accident.
- b. Property damage insurance in an amount not less than \$1,000,000 for damages on account of any one accident.

3. Automobile Insurance

The Contractor shall take out and maintain during the life of this contract, automobile public liability insurance in amounts not less than \$500,000 and property damage in amounts not less than \$500,000, if any motor vehicles are engaged in the operation, within the terms of this contract, on the site of the work to be performed there under, covering the use of all such motor vehicles owned, rented, and non-owned.

LOCKOUT/TAGOUT POLICY:

All work performed by Contractors shall be in compliance with the Lockout/ Tagout Policy dated February 13, 1998 (attached). This policy includes but is not limited to tagging, labeling and identification of designated breakers, outlets, or other power sources before and after completion of assigned work.

LIST OF POTENTIAL WORK LOCATIONS (LARGE FACILITIES)

INDEPENDENCE TOLEDO MARSHALLTOWN ELDORA ANAMOSA	(NE QUADRANT)
FORT DODGE ROCKWELL CITY CHEROKEE	(NW QUADRANT)
CLARINDA GLENWOOD	(SW QUADRANT)
MT PLEASANT OAKDALE FT MADISON	(SE QUADRANT)
NEWTON MITCHELLVILLE WOODWARD JOHNSTON DES MOINES METRO	(GREATER DM AREA)

END