

Event Summary - Sprinkler Systems - Installation, Inspection, Testing and Maintenance Services

Type	Request for Bids	Number	005-RFB-0369-2023
Stage Title	Sprinkler Systems - Installation, Inspection, Testing and Maintenance Services	Organization	DASlowa
Currency	US Dollar	Event Status	Open
Department	Administrative Services	Exported on	4/4/2023
Exported by	Jennifer Zepeda	Estimated Value	-
Payment Terms	0% 0, Net 60		

Bid and Evaluation

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

Visibility and Communication

Visible to Public Yes


Enter a short description for this public event

The State of Iowa is seeking qualified vendors to provide sprinkler installation, inspection, testing and maintenance services at state owned and leased locations throughout Iowa.

Commodity Codes

Commodity Code	Description
93633	Fire Protection Equipment and Systems Including Fire Hydrants, Fire Sprinkler Systems, Smoke Detectors, Jaws of Life, Fire Protection Material Treatment, Firestop and Fire Barriers, etc. Inspection, Maintenance and Repair

Event Dates

Time Zone	CDT/CST - Central Standard Time (US/Central)
Released	-
Open	3/8/2023 11:00 AM CST
Close	4/5/2023 2:00 PM CDT
Sealed Until	4/5/2023 2:00 PM
	 Show Sealed Bid Open Date to Vendor
Q&A Close	3/24/2023 4:00 PM CDT

Description

Purpose

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

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for 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 the submission of a comprehensive Bid.

Overview

The State of Iowa is seeking qualified vendors to provide sprinkler installation, inspection, testing and maintenance services at state owned and leased locations throughout Iowa. Services under this agreement may include, but are not limited to, inspection, testing and repairs of existing systems, additions to existing systems, installation of new systems or annual maintenance agreements.

The resulting contracts may be used for services with an estimated value below the competitive bid threshold ([Iowa Code 314.1B\(2\)](#)). [NOTE: The competitive bid threshold is currently \$196,000.] Services with an estimated value above the competitive bid threshold must be awarded through a separate competitive selection process. All design work will be done by the Owner or third party; engineer plans and specifications may be provided. The State does not accept design-build approach.

The State intends to award contracts to the 2 lowest bidders for Zone 1-4 services and the 3 lowest bidders for Zone 5 services. Evaluation of Bids, and award of contracts, shall be based on the sum of the proposed hourly rate (during regular business hours).

Contract Term

The contract shall have an initial term of two (2) years, beginning on the date of the contract execution (the "Effective Date). The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to two (2) 2-year extensions. The resulting contract will be available to all State Agencies.

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

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

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

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

Prerequisites

★ Required to Enter Bid

1 ★ Instructions To Vendor :

Bidder shall read and make certifications of the their Bid.

Certification

Bidder certifies that they have read and agree to the terms.

Vendor Must Also Upload a File:

No

Prerequisite Content:

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

Certification of Independence

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

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

Certification Regarding Debarment

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

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

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

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

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

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

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

2 ★ **Instructions To Vendor :**

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

Certification

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

Vendor Must Also Upload a File:

No

Prerequisite Content:

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

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

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

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

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

Buyer Attachments

Exceptions Form RFB.docx	Exceptions Form RFB.docx	../Attachments/Exceptions Form RFB.docx
005-RFB-0369-2023 Sprinkler Systems - Pricing Worksheet.docx	005-RFB-0369-2023 Sprinkler Systems - Pricing Worksheet.docx	../Attachments/005-RFB-0369-2023 Sprinkler Systems - Pricing Worksheet.docx

Questions

★ Vendor Response Is Required

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Group 1: Form of Bid

- | | | |
|------|--|---|
| 1.1 | Enter the Bidder's contact name, telephone number, email address, and shipping address for questions regarding this solicitation.
Text (Multi-Line) | ★ |
| 1.2 | Enter the Bidder's State or Foreign Country of Residence.
Text (Single Line) | ★ |
| 1.3 | Bidder shall enter the Resident Preference given by the State or Foreign Country of the Bidder's residence. Enter the resident preference in the text box or indicate "no preference".
Text (Single Line) | ★ |
| 1.4 | Enter the number of years the Bidder has been in business in the text box.
Numeric Text Box | ★ |
| 1.5 | Enter the number of years of experience the Bidder has with providing the types of goods and/or services sought by the solicitation.
Text (Single Line) | ★ |
| 1.6 | Describe the level of technical experience in providing the types of goods and/or services sought by the solicitation. Enter the information in the the text box or upload a document to the Vendor Attachments Section and enter "see attached" in the text box.
Text (Multi-Line) | ★ |
| 1.7 | List all goods and/or services similar to those sought by this solicitation that the Bidder has provided to business or government entities. Fill out the text box or upload a document to the Vendor Attachments Section and enter "see attached" in the text box.
Text (Multi-Line) | ★ |
| 1.8 | The Bidder shall provide 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. Enter a contact person, telephone number and email address for each reference. Fill out the text box. If the Bidder wants to upload reference letters to the Vendor Attachments Section, enter "see attached" in the text box.
Text (Multi-Line) | ★ |
| 1.9 | Bidder shall read, fill-out and upload the Terminations, Litigation and Debarment document.
File Upload | ★ |
| 1.10 | Is the Bidder requesting confidential treatment of specific information?
Yes/No | ★ |
| 1.11 | A Bidder requesting confidential treatment of specific information shall fully complete the form attached. In the Items Section, mark each good or service upon which the Bidder believes confidential information appears.
File Upload | ★ |
| 1.12 | The State of Iowa requires shipping to be FOB Destination, Freight Prepaid. Does the Bidder agree to the terms?
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms
Bidder agrees but will submit exceptions | ★ |

Group 2: Terms and Conditions

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

- 2.10** Quarterly Sales Report - The Bidder shall provide a detailed quarterly report in Microsoft Excel on ALL sales made under the resulting Contract via e-mail to the Iowa Department of Administrative Services. Bidder shall enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT except the Terms
Bidder agrees but will submit exceptions
- 2.11** Administrative Fee - In addition to the approved discounts or prices specified in the solicitation herein, the Bidder shall pay to the Agency a 1.00% Administrative Fee on all sales made against the resulting Contract. The fee shall be paid quarterly to the Iowa Department of Administrative Services. Bidder shall enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder agrees but will submit exceptions
Bidder does NOT accept the Terms

Group 3: Payment Terms

- 3.1** Payment Terms - Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder. Does the Bidder agree to the terms? ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT except the Terms
Bidder agrees but will submit exceptions
- 3.2** What discount will the Bidder give for payment in 15 days? Enter the discount in the text box. If none, enter zero. ★
Numeric Text Box
- 3.3** What discount will the Bidder give for payment in 30 days? Enter the discount in the text box. If none, enter zero. ★
Numeric Text Box
- 3.4** Terms of Pcard Acceptance - The State of Iowa prefers to pay Bidders using its Purchasing Card Program (Pcard) whenever possible. Bidders accepting Pcard payments shall comply with the Terms of Pcard Acceptance. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT Except the Terms
Bidder agrees but will submit exceptions

Group 4: Scope of Work Specifications

- 4.1** Respondent shall furnish complete installation, testing and inspections of the sprinkler equipment and related devices covered by this document. Equipment or devices found not to be operating properly are to be corrected immediately, when possible, on a time-and-material basis. ★
Yes/No
- 4.2** If requested by an agency, maintenance agreement shall include the following:
a.) Provide and keep current a check chart suitable for each system, to indicate the status of all scheduled inspections and work performed and the date of performance. The chart shall be posted at the sprinkler system riser or other location convenient to each system. The Respondent shall initial and date the chart to indicate that the work has been accomplished.
b.) Quarterly Services: Weekly/Monthly inspections required by the National Fire Protection Association (NFPA) shall also be conducted during the quarterly inspections.
c.) Annual Services in addition to the requirements of NFPA: Evaluate the adequacy of the design of the installed systems if this not a part of the periodic inspections. ★
Yes/No
- 4.3** If installing a new system, Respondent shall provide a system that permits labor for future service and maintenance to be competitively bid. ★
Yes/No

- 4.4 The systems shall be maintained to original design, conditions and performance characteristics. If equipment has obsolete parts, with no current direct replacement, the parts shall be replaced with new non-proprietary parts so as to maintain the systems original design and performance characteristics. ★
Yes/No
- 4.5 If the scope of the project necessitates, Respondent shall submit fire suppression drawings, calculations, etc. to the State Fire Marshall for review and approval. The submission date shall coincide with the fire protection shop drawings being submitted to the designer of record for approval. Any fees associated with this review process shall be the responsibility of the Respondent. ★
Yes/No
- 4.6 For Construction projects as defined in Iowa Code Chapter 26, the following additional items will be required:
a.) In addition to the master agreement terms and conditions, the project will require a ConsensusDocs 802 Agreement. A sample agreement is available at <https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc802.pdf>. ★
b.) Contractor must provide Performance and Payment Bonds in accordance with Section 10.8 of the ConsensusDocs 802 Agreement.
Yes/No
- 4.7 If a project requires special equipment or requirements such as but not limited to fire stopping and sealants when needed, Respondent shall provide a written cost estimate to the requesting department for approval. ★
Yes/No
- 4.8 Response Time – The Respondent shall respond timely to service requests. Respondents are required to respond within twenty-four (24) hours after notification of an emergency call. Emergency Service call work shall be completed /scheduled as the Facility Manager or designee deems as necessary. Respondent 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. ★
Yes/No
- 4.9 Materials – The Respondent shall have sufficient inventory of materials to meet usual and customary commercial contract. Respondent must possess sufficient resources and be capable of handling more than one State job at a time. State Agencies reserve the right to furnish materials required in the completion of work under this contract. ★
Yes/No
- 4.10 Qualifications/Standards –Respondent will be required to obtain and maintain all required permits. All labor, parts and materials shall comply with NFPA standards. All work performed by the Respondent shall comply with the current Iowa Occupational Safety and Health Standards. Respondents are required to inform the Issuing Officer of any and all OSHA violations during the term of the contract. The State of Iowa shall be indemnified and held harmless from any claims or liability arising from any violation(s). ★
Yes/No
- 4.11 Respondent are to include in their bid documentation to validate experience, competency, and license, along with three business references. The Department of Administrative Services reserves the right, without protest, to reject any worker that in the estimation of the State is not qualified or performing in an acceptable manner and/or is unable to obtain security clearance.
Text (Single Line)
- 4.12 Lockout/Tagout Policy - All work performed by Respondent shall be in compliance with the Lockout/ Tagout Policy. 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. ★
Yes/No

4.13 Warranty – Respondent shall warranty all work performed under this contract award for a period of one (1) year from service. If during that one (1) year period of warranty, any part installed under the contract fails or does not function properly due to any fault in material or workmanship, the Respondent shall, under notice from the Agency representative, promptly proceed to repair or replace the faulty item without the Agency incurring any additional expense. If the Respondent fails to repair or replace the faulty item within a reasonable time after notice, the Agency may hire another vendor to repair or replace the faulty item and charge the cost to the Respondent. ★

Yes/No

4.14 Invoices for service work (including overtime) that has been requested by authorized personnel shall 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

Yes/No

4.15 Submit samples of reports that will be used on this contract. Upload documents and attach under Vendor Attachments. ★
a.) Inspection Report
b.) Report of service calls
c.) Record to document work done on each system
d.) Report of major or safety related problems
e.) Estimate of repair cost report for repairs not covered by contract

Yes/No

Group 5: Work Rules

5.1 Facility Rules – State facilities have specific security and safety policies and procedures established which must be adhered to at all times, per their instructions. Respondent'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. ★

Yes/No

5.2 Site Conditions – All work must be performed in a safe manner. The Respondent shall at its sole expense immediately correct any dangerous condition caused by or as a result of the Respondent's work. The Respondent shall be held solely responsible for any damage to existing structures, grounds, systems, equipment, or parts, caused by Respondent's 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 Respondent must contact the using Agency prior to shut down. The Respondent shall keep the site clean, and swept on a daily basis, or more often if required to keep premises clean and safe. The Respondent shall remove all materials, and debris from the work site on a daily basis. The Respondent shall at its sole expense, replace, repair, or otherwise remedy any damage made to the existing grounds or buildings by the Respondent in the performance of their work. Existing walks, drive ★

Yes/No

5.3 Proper Conduct – The Respondent 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 secured doors left open or unlocked. The Respondent shall conduct business in a professional manner at all times. ★

Yes/No

5.4 Temporary Utilities - The Respondent shall have temporary use of electrical power from existing outlets as directed by the Agency. The Respondent shall furnish all connections and extensions from these outlets at its own expense. ★

Yes/No

5.5 Storage - The Respondent shall store all materials, tools and equipment only in areas designated by the Agency. The Respondent shall keep those areas clean and clear of combustible materials/waste. The Respondent shall provide adequate facilities for the storage of waste materials and rubbish prior to removal from the site. Debris, surplus materials, equipment, etc., may need to be removed periodically, depending on the Agency's needs. No ladders, tools or equipment shall be left unattended. The Respondent shall be solely responsible for damage, loss or liability due to theft or vandalism of his materials, tools and equipment. ★

Yes/No

5.6 Hazardous Materials – Where the Respondent encounters suspected areas of hazardous materials such as asbestos, Respondent shall immediately cease operations and notify the Owner. No work shall proceed until the Owner has the areas tested and has initiated an approved method of neutralizing or removing the hazard, as per E.P.A. requirements. The Respondent agrees to accept responsibility for notifying his or her employees of any hazard which exists and to protect all personnel from same, holding harmless the Owner, his or her employees, and the Designer from any claims against them by the Respondent, his or her employees or third parties. The Owner shall advise the Respondent of any verified hazards. The Owner will also advise the areas suspected as possible hazards. If the Respondent is required to work in the suspected hazardous area (but not in direct contact with the hazard), they will be required to accept responsibility and cost for notifying and protecting his or her perso ★

Yes/No

Group 6: Pricing Worksheet

6.1 Respondent shall provide its Bid for the proposed goods and services on the Pricing Worksheet. Upload the completed Pricing Worksheet under Vendor Attachments. The blank form is available to download in Buyer Attachments section. ★

Yes/No

Product Line Items

There are no Items added to this event.

Service Line Items

There are no Items added to this event.