

Event Summary - Custom Signage

Vendor:	KJ Signs LLC	Type	Request for Bids
Number	005-RFB-0538-2024	Stage Title	-
Organization	DASlowa	Currency	US Dollar
Exported on	9/13/2023	Exported by	Michael Bradbury
Payment Terms	0% 0, Net 60	Sealed Bid	Yes
Intend to Bid	Yes	Bid Total	1,810.41 USD

Event Dates

Time Zone	CDT/CST - Central Standard Time (US/Central)
Released	-
Open	8/20/2023 9:00 AM CDT
Close	9/12/2023 2:00 PM CDT
Submission Date	9/11/2023 10:48 AM CDT
Sealed Bid	9/12/2023 2:00 PM
Question Submission Close	8/26/2023 2:00 PM CDT

Event Users

Contacts

Michael Bradbury

michael.bradbury@iowa.gov

Phone +1 515-823-9327

Description

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.

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).

Description of Goods and Services:

Multiple awards may be offered. Regional vendor awards.

Contract Term

The term of the contract will begin on 9/1/2023 and end on 8/30/2024.

The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to five (5) annual extensions. The resulting contract will be available to all State Agencies.

Regional

Stage Description

The State of Iowa desires to contract with one or more firms to provide interior signage. The purpose of this competitive procurement process is to assist the State in selecting a bidder, or bidders, who will best meet the State's needs. The RFB provides bidders with a means to present their services and abilities for an objective review.

The State of Iowa is processing changes occurring across multiple Agencies. These agencies may require new department and/or staff signage.

Bidder must enter a price or a discount percentage price for each of the commodity lines below. Bidder must attach a current catalog with MSRP pricing or a price list as a Vendor Attachment to this bid.

There is no current contract to provide custom signage at this time.

Prerequisites

★ Required to Enter Bid

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★ Instructions To Vendor :
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Vendor Must Also Upload a File:
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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

Addendum 1 - Closing Date
Change.pdf

Addendum 1 - Closing Date
Change.pdf

../../Attachments/Addendum 1 -
Closing Date Change.pdf

Vendor Attachments

Iowa 005-RFB-0538-2024.pdf

Iowa 005-RFB-0538-2024.pdf

../SupplierAttachments/SupplierAttachments/Iowa
005-RFB-0538-2024.pdf

Questions

★ Vendor Response Is Required

Page1

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)
KJ Signs LLC dba Signarama Ankeny 6990 NE 14th Street, 1A Ankeny, IA 50023 515.216.1240
- 1.2 Enter the number of years the Bidder has been in business in the text box. ★
Numeric Text Box
7.00
- 1.3 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)
7
- 1.4 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)
We have 7 years experience in providing and installing interior acrylic and ADA compliant signs for multi-family projects and offices.
- 1.5 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)
ADA compliant signs produced and installed Room ID signs produced and installed Directory Signs produced and installed Reception/Lobby area signs designed, produced and installed
- 1.6 Is the Bidder requesting confidential treatment of specific information? ★
Yes/No
No
- 1.7 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
No response.
Form 22 - ../../Attachments/QuestionAttachments/Form 22 -11.22.pdf
- 1.8 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 & Conditions (submit exceptions question)
Bidder agrees

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 (submit exceptions question)
Bidder agrees

Definitions - ../Attachments/QuestionAttachments/Definitions 11.22.pdf

- 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 (submit Exceptions question)

Bidder agrees

Administrative Terms - ../Attachments/QuestionAttachments/Administrative Terms 11.22.pdf

- 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 (submit exceptions question)

Bidder agrees

Contract Terms & Conditions - ../Attachments/QuestionAttachments/Contract Terms and Conditions

- 2.4** Bidder shall read the Specification Terms and enter a response. ★

Dropdown List (Pick One)

Bidder agrees

Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Bidder agrees

Specifications - ../Attachments/QuestionAttachments/Specifications 11.22.pdf

- 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 (submit exceptions question)

Bidder agrees

Terms and Conditions for GOODS - ../Attachments/QuestionAttachments/GOODS Terms and

- 2.6** Bidder shall read the Terms and Conditions for SERVICES and enter a response. ★

Dropdown List (Pick One)

Bidder agrees

Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Bidder agrees

Terms and Conditions for SERVICES - ../Attachments/QuestionAttachments/SERVICES Terms and

- 2.7** Bidder shall read the Insurance Requirements and enter a response. ★

Dropdown List (Pick One)

Bidder agrees

Bidder does NOT accept the Insurance Requirements (submit exceptions question)

Bidder agrees

Insurance Requirements - ../Attachments/QuestionAttachments/Insurance Requirements RFB.pdf

- 2.8** 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 (submit exceptions question)

Bidder agrees

- 2.9** Nonprofit Entities - The resulting Contract will be made available to nonprofit entities that qualify under I.R.S. § 501 (c) provisions. Bidder shall enter a response. ★

Dropdown List (Pick One)

Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Bidder agrees

- 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 accept the Terms & Conditions (submit exceptions question)

Bidder agrees

- 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 does NOT accept the Terms & Conditions (submit exceptions question)

Bidder agrees

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 accept the Terms & Conditions (submit exceptions question)

Bidder agrees

- 3.2** 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

0.00

- 3.3** 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 Terms of Pcard Acceptance. ★

Dropdown List (Pick One)

Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Bidder agrees

P-Card Acceptance - ../../Attachments/QuestionAttachments/Terms of Pcard Acceptance 11.22.pdf

Group 4: Pricing and Discounts

- 4.1** The State is requesting a percentage discount by category for the Bidder's full line of their product catalog with unit pricing, discount percentage offered from MSRP. Bidder shall provide electronic copy of the most current effective, nationally published MSRP price list. Bidder may comply with the requirement for an electronic version by providing temporary access to a searchable electronic version of their catalog and price list. After Contract award, Bidder shall distribute updated MRSP lists in a timely manner as they become effective. ★

Yes/No

No

- 4.2** For purposes of cost comparison, discounts offered by Bidder above will be applied to the Bidder's MSRP price list. Bid response shall allow the State to apply the discounts offered to the current list MSRP lists in order to calculate net price to the State for any supplies in the current price list. The State will provide a market basket for the evaluation of the category discounts. ★

Yes/No

No

- 4.3 Failure by a Bidder to indicate a discount percentage for an item in the Bidder's catalog or price list may be cause for rejection of the Bid response or may be cause for the State to evaluate the item at the current catalog list price. ★

Yes/No

No

- 4.4 Discount percentage the Bidder is willing to extend from MSRP pricing? ★

Numeric Text Box

0.00

Group 5: Customer Service

- 5.1 Is online ordering an option – Is a page or can a page be put into place to process orders online? ★

Yes/No

No

- 5.2 Order confirmation must be sent by e-mail within 24hrs of order receipt. ★

Yes/No

Yes

- 5.3 Bidder must notify the ordering Agency within twenty-four (24) hours by email when an item or order is on backorder or out of stock once the Bidder is aware of the backorder. This email service must be available from all Bidders who accept orders. ★

Yes/No

Yes

- 5.4 Replacement of broken or damaged goods – If goods are received broken or damaged, notification will be provided immediately upon receipt. Pictures can be provided if deemed necessary to show the broken/damaged item(s). Bidder will at the best of their abilities repair or replace broken or damaged item(s). ★

Yes/No

Yes

Group 6: Amendments

There are no question(s) added to this group

★ Required Product Line Items

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Group P2: Two-Sided Printed Add-on Cost

Group P3: ADA Compliant Braille Sign Printing Add-on Cost

Group P4: Mounting Methods Add-on Cost

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#	Item Name, Commodity Code, Description	Allow Alternate s	Qty.	UOM	Requested Delivery	Unit Price (USD)	Total Price (USD)	Estimated Delivery
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Service Line Items

Group S1: Bid Specifications. Bidder must satisfy all the specifications to be deemed a Responsible Bidder

#	Item Name, Commodity Code, Description	Allow Alternate s	Qty.	UOM	Requested Service Delivery	Unit Price (USD)	Total Price (USD)	Estimated Service Delivery
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Q&A Board

Subject = Signage Height

Public Thread

Q: How high will these signs be going on the walls? Will a ladder do or will a scissor lift be required?

Question added by: Michael Bradbury

9/11/2023 10:33 AM CDT

A: The majority of the signs will be at/or around eye level. There will be some signs that will need to mount to the wall or hang from the ceiling high enough not impede people walking below them. A ladder would be sufficient to accomplish hanging signs in these instances.

Answered by: Michael Bradbury

9/11/2023 10:33 AM CDT

Subject = Vinyl Overlay or dimensional lettering on acrylic

Public Thread

Q: Can you tell me more about the acrylic signs and what the plan is for what's going on them? I see there are fonts listed and material colors.....are these for vinyl laying over the acrylic, or are you wanting dimensional lettering?

Question added by: Michael Bradbury

9/7/2023 8:55 AM CDT

A: Vinyl laying over acrylic for non-ADA signage. Dimensional Lettering for ADA compliant signage.

Answered by: Michael Bradbury

9/7/2023 8:55 AM CDT

Subject = Date Discrepancy

Public Thread

Q: We noticed a date discrepancy in the deadline for submission. DAS Bidding Opportunities states September 7, 2023 and IMPACS states September 17, 2023.

Question added by: Michael Bradbury

9/7/2023 8:31 AM CDT

A: Due to this discrepancy, addendum will be issued and the closing date will become 9/12/2023.

Answered by: Michael Bradbury

9/7/2023 8:31 AM CDT