



## Generator Maintenance and Repair

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Generator Maintenance and repair at State Facilities

<b>Open</b>	10/18/2023 4:00 PM CDT	<b>Type</b>	Request for Bids
<b>Close</b>	11/7/2023 2:00 PM CST	<b>Number</b>	005-RFB-0660-2024
		<b>Currency</b>	US Dollar

**Sealed Until** 11/7/2023 2:00 PM CST

### Contacts

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### Commodity Codes

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Commodity Code	Description
93639	Generators, Portable and Stationary, Including Parts and Accessories Maintenance and Repair
6036	Electrical Accessories: Alternators, Ammeters, Distributors, Generators, Regulators, Starters, etc.
92838	Electrical, Alternator and Generator, Battery, Ignition System, Lights, etc. Maintenance and Repair

## Description

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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).

## Background

Iowa Department of Administrative Services (DAS) is seeking qualified Provider(s) who can maintain and repair various brands and sized generators.

## Contract Term

The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to 6 annual extensions. The resulting contract will be available to all State Agencies.

## Prerequisites

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## Buyer Attachments

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There are no Buyer Attachments added to this event.

## Questions

★ Required Questions

### Group 1: Form of Bid

**Instructions:** Bidder shall read and answer the following questions. If you have exceptions to the Terms and Conditions, submit an question(s) in the Question and Answer Section with your exception(s).

- |      |   |   |
|------|---|---|
| 1.1  | Enter the Bidder's contact name, telephone number, email address, and shipping address for questions regarding this solicitation.   | ★ |
| 1.2  | Enter the number of years the Bidder has been in business in the text box.  | ★ |
| 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.  | ★ |
| 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.   | ★ |
| 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.   | ★ |
| 1.6  | Bidder shall read, fill-out and upload the Terminations, Litigation and Debarment document.   | ★ |
| 1.7  | Financial Statements -The Bidder must provide the following financial information: Submit audited financial statements for the last three (3) years. Provide a minimum of three (3) financial references. If the Bidder wants to upload the statements to the Vendor Attachments Section, enter "see attached" in the text box. | ★ |
| 1.8  | Is the Bidder requesting confidential treatment of specific information?  | ★ |
| 1.9  | 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.   | ★ |
| 1.10 | The State of Iowa requires shipping to be FOB Destination, Freight Prepaid. Does the Bidder agree to the terms?   | ★ |

### Group 2: Specifications

**Instructions:**

- |     |   |   |
|-----|---|---|
| 2.1 | Generator Maintenance and repair at State facilities as requested by local facility staff who are responsible for generators. | ★ |
| 2.2 | Bidder must be able to maintain and repair a variety of commercially available generator brands.                              | ★ |
| 2.3 | Bidder will only assign certified/authorized technicians.   | ★ |
| 2.4 | Bidder will provide 24/7/365 emergency services.  | ★ |
| 2.5 | In the event of an emergency, bidder will provide a four (4) hour response time.  | ★ |
| 2.6 | Bidder must have the ability to travel to and provide onsite maintenance and repair services.                                 | ★ |
| 2.7 | Work shall comply with State Building Code, OSHA Regulations, and conform to generally accepted industry standards.           | ★ |
| 2.8 | Bidder will provide a one (1) year warranty on all parts and labor.   | ★ |

### Group 3: Terms and Conditions

**Instructions:** Bidder shall read and answer the following questions. If you have exceptions to the Terms and Conditions, submit an question(s) in the Question and Answer Section with your exception(s).

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|-----|---|---|
| 3.1 | Bidder shall read the RFB Definitions and enter a response.   | ★ |
| 3.2 | Bidder shall read the Administrative Terms and enter a response.  | ★ |
| 3.3 | Bidder shall read the Contract Terms & Conditions and enter a response.   | ★ |
| 3.4 | Bidder shall read the Specification Terms and enter a response.   | ★ |
| 3.5 | Bidder shall read the Terms and Conditions for SERVICES and enter a response.   | ★ |
| 3.6 | Bidder shall read the Federal Terms and Conditions and enter a response.  | ★ |
| 3.7 | Bidder shall read the Insurance Requirements and enter a response.  | ★ |
| 3.8 | 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. | ★ |
| 3.9 | 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.  | ★ |

- 3.10 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. ★
- 3.11 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. ★
- 3.12 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. ★

**Group 4: Payment Terms**

**Instructions:** Bidder shall read and answer the following questions. If you have exceptions to the Terms and Conditions, submit an question(s) in the Question and Answer Section with your exception(s).

- 4.1 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? ★
- 4.2 What discount will the Bidder give for payment in 30 days? Enter the discount in the text box. If none, enter zero. ★
- 4.3 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. ★
- 4.4 Required Use of Pcard - All payments, by State of Iowa agencies, against the resulting Contract(s) will require use of the State of Iowa Pcard. Does the Bidder agree? ★

## Product Line Items

★ Product Line Items

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There are no Items added to this event.

1 Bid Specifications. Bidder must satisfy all the specifications to be deemed a Responsible Bidder

#	Item Name, Commodity Code, Description	Allow Alternates	Qty.	UOM	Requested Service Delivery
S1	Technician Labor - Standard Hourly Rate Hourly rate during normal business hours.	★	1	HR - Hour	
S2	Technician Labor - Overtime Hourly Rate Hourly rate outside normal business hours.	★	1	HR - Hour	
S3	Technician Labor - Double Time Hourly Rate Hourly rate during Holidays	★	1	HR - Hour	
S4	Trip Fee / Service Charge Fee assessed for trip/service call.	★	1	MILE - Mile	