

Event Summary - Custom Signage (Central / Eastern Iowa Region)

Vendor:	American Marking Inc	Type	RFB - Request for Bids
Number	005-RFB-0682-2024	Stage Title	-
Organization	DASlowa	Currency	US Dollar
Exported on	1/22/2024	Exported by	Michael Bradbury
Payment Terms	-	Sealed Bid	Yes
Intend to Submit	Yes	Bid Total	1,423.25 USD

Event Dates

Time Zone	CDT/CST - Central Standard Time (US/Central)
Released	-
Open	12/20/2023 8:00 AM CST
Close	1/19/2024 2:00 PM CST
Submission Date	1/17/2024 2:03 PM CST
Sealed Bid	1/19/2024 2:00 PM
Question Submission Close	1/10/2024 12:00 AM CST

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 2/1/2023 and end on 1/31/2024.

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 (Central / Eastern Iowa)

Stage Description

The State of Iowa desires to contract with one or more firms to provide interior signage in the central to eastern part of the State. 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 are current signage providers, but none on the eastern side of the state.

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

005-RFB-0682-2024 - Custom Signage (Central - Eastern IA).pdf	005-RFB-0682-2024 - Custom Signage (Central - Eastern IA).pdf	../Attachments/005-RFB-0682-2024 - Custom Signage (Central - Eastern IA).pdf
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Vendor Attachments

Custom ADA Signage	IMG_6093.jpg	../SupplierAttachments/SupplierAttachments/IMG_6093.jpg
ADA Signage		https://americanmarkinginc.com/product/ada-braille-signage/

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)
Name: Tyler LaFave Phone Number: 515-282-0495 Email: Tyler@americanmarkinginc.com Shipping Address: 846 5th Ave, Des Moines, IA 50309
- 1.2 Enter the Bidder's State or Foreign Country of Residence. ★
Text (Single Line)
IA
- 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)
50
- 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)
Put together, our employees have nearly two centuries of valuable experience making quality products while proudly serving Iowans. We not only know how to make exceptional signs and eye-catching graphics, but how to best put them to use for your business or enterprise. Our signage experts have met many custom challenges, researching sources to find the best materials, colors and prices for our clients in Des Moines and beyond. Our acrylic wall art and large vinyl graphics can command attention in any reception area, meeting room or training area. The staff at American Marking Inc. is ready to provide other important tools to help improve your business' visibility, including badges, nameplates, plaques, banners, yard signs and more.
- 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)
We provide goods and services to many local hospitals, businesses, construction companies, architects, and local businesses. Further documents uploaded in the vendor attachment section.
- 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)

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)

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)

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)

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)

Terms and Conditions for GOODS - ../Attachments/QuestionAttachments/GOODS Terms and
- 2.6** Bidder shall read the Federal Terms and Conditions and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Federal Terms and Conditions - ../Attachments/QuestionAttachments/FEDERAL 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)

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

Yes

- 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
- Yes
- 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
- Yes
- 4.4 Discount percentage the Bidder is willing to extend from MSRP pricing? ★
- Numeric Text Box
- 9.00

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

Product Line Items

★ Required Product Line Items

Group P1: Custom Acrylic Signage

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

#	Item Name, Commodity Code, Description	Allow Alternate s	Qty.	UOM	Requested Delivery	Unit Price (USD)	Total Unit Price (USD)	Total Price (USD)	Estimated Delivery
1	Item 1 Description	Alt 1	10	kg	2024-01-15	1.2	12.00	12.00	2024-01-20
2	Item 2 Description	Alt 2	5	kg	2024-01-15	2.5	12.50	12.50	2024-01-20
3	Item 3 Description	Alt 3	15	kg	2024-01-15	0.8	12.00	12.00	2024-01-20
4	Item 4 Description	Alt 4	8	kg	2024-01-15	1.5	12.00	12.00	2024-01-20
5	Item 5 Description	Alt 5	12	kg	2024-01-15	1.0	12.00	12.00	2024-01-20
6	Item 6 Description	Alt 6	7	kg	2024-01-15	1.7	11.90	11.90	2024-01-20
7	Item 7 Description	Alt 7	9	kg	2024-01-15	1.3	11.70	11.70	2024-01-20
8	Item 8 Description	Alt 8	6	kg	2024-01-15	2.0	12.00	12.00	2024-01-20
9	Item 9 Description	Alt 9	11	kg	2024-01-15	1.1	12.10	12.10	2024-01-20
10	Item 10 Description	Alt 10	4	kg	2024-01-15	3.0	12.00	12.00	2024-01-20

Group P5: Additional Hardware Mount Options Add-on Cost

[illegible]

Service Line Items

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

[illegible]