

Date: April 4, 2016

**ADDENDUM NO. 1
to the
Iowa Department of Transportation
Bid No. 16283
For
Basic Adult First Aid, CPR & AED Training
Letting Date: April 14, 2016**

Notice To Bidders:

This Addendum is issued to incorporate the following additions, deletions, corrections, and/or clarifications to the terms or specifications and shall hereby be considered a part of the final contract documents. This Addendum shall supersede, modify and/or change all statements to the contrary in the bid proposal and shall take precedence over previous terms or specifications.

CHANGE: Remove page 7-11 and replace with attached pages:

**Section 1 Introduction & Bidding Information,
Section 2 General Requirements & Specifications
Section 3 Supplemental Terms & Conditions**

All Bidders must sign and return this Addendum for the bid opportunity referenced above. Failure to do so may subject the Bidder to disqualification. If a bid response has already been submitted, this Addendum shall be signed and emailed or faxed to the Purchasing Section prior to the scheduled Letting Date.

Company Name (*please print*)

Date

Signature

Sincerely,

Rhonda Ruark, Purchasing Agent III
Phone No. 515-239-1285 Fax No. 515-239-1538
rhonda.ruark@dot.iowa.gov

Section 1 Introduction & Bidding Information

1.1 Purpose

The purpose of this Request for Bid (RFB) is to solicit bids from responsible, responsive bidders to provide the goods and/or services identified and described below and specifically in Section 2 of this solicitation.

Overview

The Iowa Department of Transportation (IA DOT) is seeking proposals from certified individuals or firms to provide American Heart Association (AHA) Adult Heartsaver® First Aid, Cardiopulmonary Resuscitation (CPR), Automatic External Defibrillators (AEDs) with no additional options training to employees throughout the State.

1.2 General

1.2.1 Issuing Agent

The Issuing Agent, identified on the Bid Response page is the sole point of contact regarding the RFB from the date of issuance until the notice of intent to award is issued (selection of the successful Bidder).

1.2.2 RFB posted on the Internet

Bidders are required to visit the Iowa DOT's website at www.iowadot.gov/purchasing/lettingschedule periodically for any and all addendums or other pertinent information regarding this solicitation.

The Iowa DOT must receive bids either **electronically, faxed or by standard mail on or before** the deadline on the Bid Response cover page. Any quotations or bids received after this deadline may be rejected.

Bidders must furnish all information necessary to be considered for award. Bids that fail to meet the mandatory requirements of the RFB will be disqualified. Verbal information provided by Bidders shall not be considered part of the Bidder's bid response.

1.2.3 Clarification

If additional information is needed to interpret specifications found in Section 2 or any other part of the solicitation, written questions sent electronically or by standard mail will be accepted by the issuing office until the date and time bid are to be submitted. The Iowa DOT reserves the right to contact Bidders after receiving bids for the purpose of clarification to ensure mutual understanding.

1.2.4 Responsiveness

The detailed requirements set forth in Section 2 shall be considered mandatory unless indicated otherwise.

1.2.5 No Minimum Guaranteed Purchase

The Iowa DOT anticipates that the successful Bidder will provide goods and/or services as requested in the solicitation. The Iowa DOT will not guarantee any minimum compensation will be paid to the Contractor; estimated quantity is based on

previous purchases. It is understood that the Iowa DOT considers this a best estimate only of requirements and makes no firm quantity commitment.

1.2.6 Incurring Costs

The costs of preparation and delivery of a bid are solely the responsibility of the Bidder. No payments shall be made by the Iowa DOT to cover costs incurred by any Bidder for the preparation of any bid.

Section 2 General Requirements & Specifications

2.1 Purpose & Scope of Work

The Iowa Department of Transportation (IA DOT) is seeking proposals from certified individuals or firms to provide American Heart Association Adult Heartsaver® First Aid, Cardiopulmonary Resuscitation (CPR), Automatic External Defibrillators (AEDs) with no additional options training to employees throughout the State.

The IA DOT may request statewide training for up to 700 attendees per year, but considers this an **estimate** only and makes **no** firm quantity commitment.

Classes may be scheduled throughout the contract year as needed in varying state locations. Dates selected would be mutually agreed upon by the IA DOT personnel and trainer. A minimum of 24 hour notice must be provided if cancellation of a class is required by either party.

The IA DOT reserves the right to terminate contract(s) if a contractor does not show for a scheduled class or is unprepared with enough instructors' for the number of students as identified prior to the class.

The sites for training will be at (or within a 25 mile radius to) the following locations:

District 1

800 Lincoln Way
Ames, IA 50010

District 2

1420 Fourth St.
S.E.
Mason City, IA
50401

District 3

2800 Gordon Dr.
Sioux City, IA
51102

District 4

2210 E. Seventh
St.
Atlantic, IA
50022

District 5

307 W. Briggs
Fairfield, IA
52556

District 6

430 16th Ave.
S.W.
Cedar Rapids, IA
52406

Instructor(s)

Each Instructor(s) must be certified as an instructor by the American Heart Association (AHA).

Course Requirements

Course outline must cover all training as required by credentialing agency for First Aid, AED and CPR. All instruction shall be in person, hands-on. No website applications will be considered.

Course Certificates and Evaluations

Upon completion of each course, the Instructor will provide certificates or certification cards to those students who have successfully met the certification requirements as established by the certifying body.

Equipment

The Instructor is to provide all equipment required for student learning/demonstrations according to the standards established by the Instructor's certifying body. The DOT considers its contractors to be training professionals and expects its contractors to provide the equipment necessary to perform their work in a professional manner. Contractor shall supply all training manikins and is responsible to supply any other equipment required for training per the requirements established by the certifying body.

Course Materials

In keeping with the State of Iowa's Equal Opportunity, Affirmative Action, and Anti-Discrimination Policy, it is important that all course materials and instruction be gender-balanced and free of discriminatory content.

The DOT assumes that all contractors will adhere to all applicable laws and professional standards of excellence when using copyrighted materials. All printed materials required for the course shall be provided by the Instructor and the associated costs shall be included in the bid.

Nonmaterial and Material Variances

The Iowa DOT reserves the right to waive or permit cure of nonmaterial variances in the bid proposal if, in the judgment of the Iowa DOT, it is in the Iowa DOT best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other vendors; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the services. In the event the Iowa DOT waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the vendor from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of materiality is in the sole discretion of the Iowa DOT.

Section 3 Supplemental Terms & Conditions

3.1 Contract Award

It is the intent of the Iowa DOT to award the contract to the responsible bidder whose submitted quotation is the most advantageous to the Iowa DOT, cost and other factors considered. Other factors include, but are not limited to: meeting or exceeding mandatory requirements, proposed staffing, and meeting required time schedule. Three 12-month extension options may be offered by IA DOT.

3.2 Contractor's Insurance Requirements

The resulting Contract will require the successful Contractor to maintain insurance coverage(s) of the type and in the amounts set forth below.

It shall be the Contractor's responsibility to have liability insurance covering all of the project operations incident to contract completion and the Contractor(s) must have on file with the Contracting Authority a current "Certificate of Insurance" prior to award of contract. The certificate shall identify the insurance company firm name and address, contractor firm name, policy period, type of policy, limits of coverage, and scope of work covered (single contract or statewide). This requirement shall apply with equal force, whether the work is performed by persons employed directly by the Contractor(s) including a subcontractor, persons employed by a subcontractor(s), or by an independent contractor(s).

The liability insurance shall be written by an insurance company (or companies) qualified to do business in Iowa. For independent contractors engaged solely in the transportation of materials, the minimum coverage provided by such insurance shall be not less than that required by Chapter 325A, Code of Iowa, for such truck operators or contract carriers as defined therein. For all other contractors, subcontractors, independent contractors, and the Contracting Authority, the minimum coverage by such insurance shall be as follows:

- *General Liability* including Contractual Liability;
- Contingent Liability; Explosion, Collapse and Underground Drainage;
- Damage; Occurrence Basis Bodily Injury; Broad Form Personal Injury; Broad Form Property Damage.

Bodily Injury

The contractor will purchase and maintain throughout the term of this contract the following minimum limits and coverage:

- | | |
|----------------------------|-----------|
| • Each person | \$750,000 |
| • Each accident/occurrence | \$750,000 |
| • Workers Compensation | \$750,000 |
| • Statutory Limits | \$750,000 |
| • Employer's liability | \$750,000 |
| • Occupation Disease | \$750,000 |

Operations

Property Damage \$250,000 each occurrence

The Contractor shall require all subcontractors meet the above insurance requirements.

The Certificate of Insurance must include the following;

- Iowa Department of Transportation must be listed as an additional insured
- Proposal Number
- Proposal Description
- Bid opening date and contract period