



**Request for Bid
For**

**Image Conversion Services
Issued by:**

IOWA DEPARTMENT OF TRANSPORTATION
Purchasing Section
Proposal No. **17269**

Bid Opening Date: October 5, 2016

Bids must be received on or before 1:00 PM Central Time of the bid opening date. Bids received after this date will be rejected

**For information about this solicitation
contact:**

Jean Gustafson
800 Lincoln Way
Ames, Iowa 50010
Phone: 515-239- 1173
Fax: 515-239-1538
E-Mail: jean.gustafson@dot.iowa.gov

**Issued addenda and all other correspondence
will be posted to Iowa DOT's website:**

<http://www.iowadot.gov/purchasing>

Procurement Timetable

The following dates are set forth for informational and planning purposes. The Iowa DOT reserves the right to revise the dates as needed. All times listed are Central Time.

Event/Dates	Section Reference	Date/Time
Issue RFB	cover	09/22/16
Number of Copies of Bid Responses Required 1-Hard Copy and 1-removable media		
Bidders Conference (Pre-Bid) <input type="checkbox"/> <i>Box will be checked when attendance is mandatory</i> Location:		N/A
DOT Response from Bidder's Conference Questions		N/A
Bidder Questions, Requests for Clarification, & Changes <i>(no later than)</i>	2.2/2.5	9/27/2016
DOT Response to Questions Issued <i>(no later than)</i>	2.2/2.5	9/30/2016
Bid Opening/Proposal Due	2.8	10/5/2016
Presentations & Demonstrations "Short list" <i>(by invitation only)</i>		N/A
Announce Successful Bidder Intent to Award* <i>see note below</i>	2.21	10/25/2016
Completion of Contract Negotiations & Execution of the Contract	2.21	11/4/2016
Contract Begin Date	4.2	11/8/2016
Contract Length Start – End Date -- Renewals	4.2	Start: 11/8/2016 End: 11/7/2017 Renewals: 5

*Intent to Award - See Section 2.22

It is intended that Bid Responses will be evaluated and a notice of "intent to award" will be issued within thirty (30) days of the bid opening date. Bid Responses prices, terms and conditions must be held firm for a 180-day period from the date of the notice of "intent to award".

Response Due Date 10/5/2016		Time 1:00 PM	Location 800 Lincoln Way, Ames, IA	
Proposal Number 17269	Description Image Conversion Services			
Contract Begin Date 11/8/2016	Contract Completion Date 11/7/2017	Bid Bond NA	Performance Bond (Y/N) N	Liquidated Damages \$0.00
Purchasing Agent Assigned Jean Gustafson	E-Mail Address jean.gustafson@dot.iowa.gov	Phone 515-239-1173	Fax 515-239-1538	

RESPONDER INFORMATION				
Company Name			Federal Tax ID	
Street Address		City	State	Zip Code
Contact Name	E-Mail Address		Phone	Fax
Responder agrees to sell goods/services or both at the same prices, terms and condition to any other Iowa state agency, Regent or Political Subdivision upon request. Please check Yes or No. <input type="checkbox"/> YES <input type="checkbox"/> NO			Responder is an Iowa Targeted Small Business? <input type="checkbox"/> YES <input type="checkbox"/> NO	

GENERAL INFORMATION

This solicitation includes the Solicitation Response cover page, Schedule of Prices, Standard Terms and Conditions, Supplemental terms (if any), Specifications, Plans and Drawings, mailing label and all other information needed to prepare and submit a response to the solicitation. Information in the "Solicitation Response" above must be typed or completed in ink, signed, and returned in a flat style envelope along with any other information required in the solicitation prior to the response due date and time. Please use the furnished mailing label, or label the response as "Iowa Department of Transportation, proposal number and response due date on the outside of the return envelope. Responders may personally deliver, mail, or select a carrier that ensures timely delivery. **Faxed or e-mail responses will not be accepted.**

If required, each response must be accompanied by a bid bond in an accepted form, in the percent amount indicated above. Refer to the Standard Terms and Conditions for the accepted forms in which the bid bond requirement may be fulfilled. **Responses without a required bid bond will not be considered for award.** If the intended awarded responder fails to enter into a formal contract within fifteen (15) days after award is made for any reason on their part, the bid bond may be retained by the State.

The entire contents of this solicitation, Addendums, Schedule of Prices, Specifications, Plans and Drawings, Supplemental Terms and Conditions, Standard Terms and Conditions, shall become part of the contract.

We certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a response; that this response has been independently arrived at without collusion with any other responder, competitor, or potential competitor; and that this response has not been knowingly disclosed prior to the opening of responses to any other responder or competitor.

We certify that all materials, equipment goods and/or services proposed meet or exceed the specifications and will be supplied in accordance with the entire contents of this solicitation including delivery schedules. We promise to complete the contract within the contract period, or pay any liquidated damages, if stipulated, for each calendar day as set forth in the solicitation documents.

Signed: _____

Date: _____

**Iowa Department of Transportation
Schedule of Prices
Proposal No: 17269**

SECTION 3 RESPONDER(S) BID RESPONSE

1. Bid responses must be clearly labeled with the section number the Bidder(s) is responding to.
2. If a Bidder cannot provide the cost in the unit of measure requested in Part 1 Cost sections for all Groups, the Bidder must provide pricing structure with details on how this will be charged. The Iowa DOT will determine if the alternative pricing structure provided is in the best interest of the Iowa DOT.
3. Answer all questions in the sequence they are asked.

Group 1 -- Scanning Services

Part 1- Costs

A. Provide pricing for the following scanning services for each of the following below.

<u>Service</u>	<u>ANSI & ARCH Size</u>	<u>Price</u>
1. B/W - all same size	A or B	\$ _____/1000 images @ Contractor Site
2. Mixed B/W	A & B	\$ _____/1000 images @ Contractor Site
3. B/W - all same size	C, D or E	\$ _____/1000 images @ Contractor Site
4. Color – all same size	A or B	\$ _____/1000 images @ Contractor Site
5. Mixed Color	A & B	\$ _____/1000 images @ Contractor Site
6. Color- all same size	C, D or E	\$ _____/1000 images @ Contractor Site
7. Photographic/ Grayscale	A & B	\$ _____/1000 images @ Contractor Site
8. Photographic/ Grayscale	C, D, or E	\$ _____/1000 images @ Contractor Site
9. Document Prepping	All	\$ _____/ hour @ Contractor Site
10. Document Indexing	All	\$ _____/ hour @ Contractor Site
11. Grayscale/Color	35mm slide	\$ _____/1000 images @ Contractor Site
12. Grayscale/Color film	up to 5x7 film	\$ _____/1000 images @ Contractor Site

B. Provide an estimated lead time in days that it would take to do an average run length from time of request of service to time of delivery completion.

<u>Item</u>	<u>ANSI & ARCH Size</u>	<u>Estimated Annual Volume</u>	<u>Average Run Length</u>	<u>Lead Time # Days</u>
1.1 B/W	A or B	250,000	25,000	_____
1.2 Mixed B/W	A & B	150,000	25,000	_____
1.3 B/W	C, D or E	100,000	2,000	_____
1.4. Color	A or B	50,000	1,000	_____
1.5 Mixed Color	A & B	50,000	1,000	_____
1.6 Color	C, D or E	50,000	1,000	_____

1.7 Photographic/ Grayscale	A or B	20,000	500	_____
1.8 Photographic/ Grayscale	C, D or E	5,000	500	_____

C. Provide pricing for the following services associated with this group:

- 13. Document Indexing
 - Manual Data Entry \$ _____ / keystroke
 - Double Key\Validation \$ _____ / validation
 - Create and Insert Page Break or Document Break \$ _____ / page
- 14. CD-ROM / DVD Creation for Storage – Per Set
 - CD _____ /set w/cases
 - DVD _____ /set w/cases
- 15. CD-ROM / DVD Duplication
 - CD _____ /each w/case
 - DVD _____ /each w / case
- 16. Retrieval Per Request \$ _____ / request
- 17. Pick-up and Deliver Back to Iowa DOT
 - Std Capacity Truck _____ /Request ____ Truck Capacity**
 - Larger Capacity Truck _____ /Request ____ Truck Capacity

** Capacity is the total number of banker boxes the Bidder(s) standard delivery truck can carry. If the Bidder(s) has a delivery truck that can handle larger capacity this must be noted in the proposal.

D. If the Bidder has additional services not requested, provide these costs in the Additional Pricing provided below.

18. Additional Pricing not provided above, provide below:

<u>Description of Function</u>	<u>Cost</u>	<u>Unit of Measure</u>
a. _____	\$ _____ /	_____
b. _____	\$ _____ /	_____
c. _____	\$ _____ /	_____
d. _____	\$ _____ /	_____

Part 2 -- Questionnaire

Provide responses to these questions. If the Bidder(s) wants to provide additional information that has not been requested but feels it is a value to the Iowa DOT, this may be added at the end of the questions. Provide headings and continue the numbering sequence, for any additional information provided.

1. Provide a summary of the workflow steps taken for all services provided in this group.
 - a. How will this work be completed? Will it be performed by the Bidder(s) or a subcontractor? If the Bidder(s) plans to use a subcontractor(s), provide subcontractor(s) information such as; who, what, experience. Has the Bidder(s) used this subcontractor(s) for other jobs?
 - b. A detailed flowchart would be acceptable including the tasks and steps to demonstrate a complete understanding of the projects.
 - c. Provide representative, and project manager's names, years of experience in this field.
2. If the Bidder(s) is awarded this group, and had a subcontractor(s) do some of the work, would the subcontractor(s) get project information? How would the Bidder(s) oversee the subcontractor(s) work?
3. Who determines the methods by which assignments are performed?
 - a. How are they prioritized?
 - b. Who determines when a job will be done, when the Bidder(s) has others jobs to do from other firms?
4. What precautions will be taken to preserve the original documents?
 - a. Some documents may show deterioration special handling will need to be taken to avoid any damage. How will this be handled?
5. Describe the security measures that are taken while the documents are being processed.
6. Describe the back-up services or safeguards the Bidder(s) has in place for system failures.
7. Describe how the quality control is performed.
 - a. What steps are taken to avoid any errors?
8. If errors occur, how will this be corrected?
 - a. What actions will be taken to correct this?
 - b. What are the time lines for correcting errors?
9. How is the priority established for Iowa DOT work vs. other contracted work?
10. If time lines are not met, what corrective steps are taken?
 - a. How will the Bidder(s) avoid timelines not being met?
 - b. Provide the % of time the Bidder(s) company has completed jobs on schedule.
11. Provide site locations where the requested services will be performed.
 - a. How will the logistics be established for pick up and delivery?
12. What time lines will be guaranteed for these services performed?
 - a. How many other contracts does the Bidder(s) have with 'like services'?
 - b. How will this affect lead times for the Iowa DOT work?

13. How will the Bidder(s) track the scan jobs as they are provided? Explain.
14. Is the Bidder(s) currently doing all types of service required in this group?
15. If the Bidder(s) is awarded this group, could the Bidder(s) start as soon as the contract is signed? What kind of lead time would the Bidder(s) need to get a job started?
16. What types of reports can provide e.g., status or progress reports?
17. List the type of image capture software, equipment, make and model and quantity that the Bidder(s) plans to use to do this job if the Bidder(s) is awarded this contract.
18. Does the Bidder(s) provide similar services for other state agencies? Other companies? If so explain, who and what the Bidder(s) provides for service.
19. Explain the index process. How will the Bidder(s) do this? Provide the formula used for pricing the index requirement.
20. Can the Bidder(s) provide any additional cost discounts for services provided in this group? If yes, provide the service, quantity and price breakdown.

Group 2 -- Microfilming Services

Part 1- Costs

A. Provide pricing for the following microfilming services for each of the following:

<u>Service</u>	<u>Price</u>
1. Convert 16mm film to digital	\$ _____ / 1000 images @ Contractors Site
2. Convert 35mm film to digital	\$ _____ / 1000 images @ Contractors Site
3. Convert Aperture to digital Site	\$ _____ / 1000 images @ Contractors Site
4. Convert fiche to digital Site	\$ _____ / 1000 images @ Contractors Site
5. Duplicating 16 mm Rolls	\$ _____ / roll @ Contractors Site
6. Duplicating 35mm Rolls	\$ _____ / roll @ Contractors Site
7. Convert hard copy to 16mm Film	\$ _____ / 2 rolls @ Contractors Site
8. Convert hard copy to 35mm Film	\$ _____ / 2 rolls @ Contractors Site
9. Document Preparation for all items, excluding 2.4 and 2.5	\$ _____ / 1000 images @ Contractors Site

B. Provide an estimated lead time in days it would take to do an average run length from time of request service to time of delivery.

<u>Service</u>	<u>Volume/ Image</u>	<u>Avg. Run Length</u>	<u>Lead Time # Days</u>
2.1. Convert 16mm film to digital	100,000	10,000	_____
2.2. Convert 35mm film to digital	10,000	2,000	_____
2.3. Convert Aperture to digital	150,000	15,000	_____
2.3a Convert fiche to digital	150,000	15,000	_____
2.4. Duplicating 16 mm Rolls	30,000	5,000	_____
2.5. Duplicating 35mm Rolls	20,000	4,000	_____
2.6. Convert hard copy to 16mm Film	250	50	_____
2.7. Convert hard copy to 35mm Film	100,000	10,000	_____

C. Provide pricing for the following services associated with this group:

- 10. Document Indexing
 - Manual Data Entry \$ _____ / keystroke
 - Double Key\Validation \$ _____ / validation
 - Create and Insert Page Break or Document Break \$ _____ / page
- 11. CD-ROM / DVD Creation for Storage – 2/Set CD _____ /set w/cases
 DVD _____ /set w/cases
- 12. Retrieval Requests \$ _____ / request
- 13 **Pick-up and Deliver Back** to Iowa DOT within Iowa
 - Std Capacity Truck _____ /Request _____ Truck Capacity**
 - Larger Capacity Truck _____ /Request _____ Truck Capacity

** Capacity is the total number of banker boxes the Bidder(s) standard delivery truck can carry. If the Bidder(s) has a delivery truck that can handle larger capacity this must be noted in the proposal.

D. If the Bidder(s) has additional services not requested, provide these costs in the Additional Pricing provided below.

14. Additional Pricing not provided above, provide below:

<u>Description of Function</u>	<u>Cost</u>	<u>/</u>	<u>Unit of Measure</u>
a. _____	\$ _____	/	_____
b. _____	\$ _____	/	_____
c. _____	\$ _____	/	_____
d. _____	\$ _____	/	_____

Part 2 -- Questionnaire

E. Provide responses to these questions. If the Bidder(s) wants to provide additional information that has not been requested but feels it is a value to the Iowa DOT, this may be added at the end of the questions. Provide headings and continue the numbering sequence for any additional information provided.

1. Provide a summary of the workflow steps taken for all services provided in this group.
 - a. How will this work be completed? Will it be performed by the Bidder(s) company or a subcontractor? If the Bidder(s) plans to use a subcontractor, provide subcontractor information such as who, what, experience. Has the Bidder(s) used this subcontractor for other jobs?
 - b. A detailed flowchart would be acceptable, including the tasks and steps to demonstrate a complete understanding of the projects.
 - c. Provide representative, and project manager's names, years of experience in this field.
2. If the Bidder(s) is awarded this group, and had a subcontractor do some of the work, would the subcontractor get any training? How would the Bidder(s) oversee the subcontractors work?
3. Who determines the methods by which assignments are performed?
4. What precautions will be taken to preserve the original documents?
 - a. Some documents may show deterioration; special handling will be needed to be taken to avoid any damage. How will this be handled?
5. Describe the security measures that are taken while the documents are being scanned and after the documents are entered.
6. Describe the back-up services or safeguards the Bidder(s) have in place for system failures.
7. Describe how the quality control is performed.
 - a. What steps are taken to avoid any errors?
8. If errors occur, how will this be corrected?
 - a. What actions will be taken to correct this?
 - b. What are the time lines for correcting errors?
9. How is the priority established for Iowa DOT work vs. other contracted work?
 - b. Who determines when a job will be done when the Bidder(s) has others to do from other firms?
10. If timelines are not met, what corrective steps are taken?
 - a. How will the Bidder(s) avoid timelines not being met?
 - b. Provide the % of time the Bidder(s) company has completed jobs on schedule.
11. Provide site locations where the requested services will be performed.
 - a. How will the logistics be established for pick-up and delivery?

12. What timelines will be guaranteed for these services performed?
 - a. How many other contracts does the Bidder(s) have with 'like services'?
 - b. How will this affect lead times for the Iowa DOT work?
13. Is the Bidder(s) currently doing all types of service required in this group?
14. If the Bidder(s) is awarded this group, could the Bidder(s) start as soon as the contract is signed? What kind of lead time would the Bidder(s) need to get a job started?
15. What types of reports can the Bidder(s) provide e.g., status or progress reports?
16. List the type of software, equipment, including make and model, and quantity that the Bidder(s) plans to use to do this job if awarded this contract.
17. Does the Bidder(s) provide similar service for other state agencies? Other companies? If so, explain who and what service the Bidder(s) provides.
18. Explain the index process including how it will be done. Provide the formula used for pricing the index requirement.
19. Can the Bidder(s) provide any additional cost discounts for services provided in this group? If yes, provide the service, quantity and price breakdown.
20. Provide any additional information that may be of value to the Iowa DOT that has not been asked or specified in this proposal for this Group.

Group 3 – Digital Image Conversion Services

Part 1- Costs

A. Provide pricing for the following microfilming services for each of the following:

<u>Service</u>	<u>Price</u>
1. Convert 8mm film to digital file	\$ _____ / ft @ Contractors Site
2. Convert 16mm film to digital file	\$ _____ / ft @ Contractors Site
3. Convert VHS tape to digital file	\$ _____ / minute @ Contractors Site
4. Convert from digital format to another	\$ _____ / per file @ Contractors Site
5. Image enhancement	\$ _____ / frame @ Contractors Site
6. Film Mending/Splicing	\$ _____ / hourly @ Contractors Site
7. Convert audio tape to digital file	\$ _____ / ft @ Contractors Site

B. Provide an estimated lead time in days it would take to do an average run length from time of request service to time of delivery.

<u>Service</u>	<u>Volume/</u>	<u>Avg.</u> <u>Run Length</u>	<u>Lead Time</u> <u># Days</u>
3.1. Convert 8mm film to digital	5	2-10 minutes	_____
3.2. Convert 16mm film to digital	15	3-5 minutes	_____
3.3. Convert VHS tape to digital	5	30 minutes	_____
3.4. Convert audio tape to digital	10	15 minutes	_____

C. Provide pricing for the following services associated with this group:

- 8. Document Indexing
 - Manual Data Entry \$ _____ / keystroke
 - Double Key/Validation \$ _____ / validation
- 9. CD-ROM / DVD Creation for Storage \$ _____ /each w/cases
- 10. Retrieval Requests \$ _____ / request

11 **Pick-up and Deliver Back** to Iowa DOT within Iowa
 Std Capacity Truck _____ /Request ___ Truck Capacity**

** Capacity is the total number of banker boxes the Bidder(s) standard delivery truck can carry. If the Bidder(s) has a delivery truck that can handle larger capacity this must be noted in the proposal.

D. If the Bidder(s) has additional services not requested, provide these costs in the Additional Pricing provided below.

14. Additional Pricing not provided above, provide below:

<u>Description of Function</u>	<u>Cost</u> / <u>Unit of Measure</u>
a. _____	\$ _____ / _____
b. _____	\$ _____ / _____
c. _____	\$ _____ / _____
d. _____	\$ _____ / _____

Part 2 -- Questionnaire

- E. Provide responses to these questions. If the Bidder(s) wants to provide additional information that has not been requested but feels it is a value to the Iowa DOT, this may be added at the end of the questions. Provide headings and continue the numbering sequence for any additional information provided.
1. Provide a summary of the workflow steps taken for all services provided in this group.
 - a. How will this work be completed? Will it be performed by the Bidder(s) company or a subcontractor? If the Bidder(s) plans to use a subcontractor, provide subcontractor information such as who, what, experience. Has the Bidder(s) used this subcontractor for other jobs?
 - b. A detailed flowchart would be acceptable, including the tasks and steps to demonstrate a complete understanding of the projects.
 - c. Provide representative, and project manager's names, years of experience in this field.
 2. If the Bidder(s) is awarded this group, and had a subcontractor do some of the work, would the subcontractor get any training? How would the Bidder(s) oversee the subcontractors work?
 3. Who determines the methods by which assignments are performed?
 4. What precautions will be taken to preserve the original documents?
 - a. Some documents may show deterioration; special handling will be needed to be taken to avoid any damage. How will this be handled?
 5. Describe the security measures that are taken while the documents are being scanned and after the documents are entered.
 6. Describe the back-up services or safeguards the Bidder(s) have in place for system failures.
 7. Describe how the quality control is performed.
 - a. What steps are taken to avoid any errors?
 8. If errors occur, how will this be corrected?
 - a. What actions will be taken to correct this?
 - b. What are the time lines for correcting errors?
 9. How is the priority established for Iowa DOT work vs. other contracted work?
 - b. Who determines when a job will be done when the Bidder(s) has others to do from other firms?
 10. If timelines are not met, what corrective steps are taken?
 - a. How will the Bidder(s) avoid timelines not being met?
 - b. Provide the % of time the Bidder(s) company has completed jobs on schedule.
 11. Provide site locations where the requested services will be performed.
 - a. How will the logistics be established for pick-up and delivery?
 12. What timelines will be guaranteed for these services performed?
 - a. How many other contracts does the Bidder(s) have with 'like services'?
 - b. How will this affect lead times for the Iowa DOT work?
 13. Is the Bidder(s) currently doing all types of service required in this group?

14. If the Bidder(s) is awarded this group, could the Bidder(s) start as soon as the contract is signed? What kind of lead time would the Bidder(s) need to get a job started?
15. What types of reports can the Bidder(s) provide e.g., status or progress reports?
16. List the type of software, equipment, including make and model, and quantity that the Bidder(s) plans to use to do this job if awarded this contract.
17. Does the Bidder(s) provide similar service for other state agencies? Other companies? If so, explain who and what service the Bidder(s) provides.
18. Explain the index process including how it will be done. Provide the formula used for pricing the index requirement.
19. Can the Bidder(s) provide any additional cost discounts for services provided in this group? If yes, provide the service, quantity and price breakdown.
20. Provide any additional information that may be of value to the Iowa DOT that has not been asked or specified in this proposal for this Group.

I hereby certify that this Bid Response meets or exceeds the minimum requirements including specifications and addendums.

Contact Person: _____

 (Print Name)

Authorized Signature: _____

Company: _____

Address: _____

 (City) (State) (Zip Code)

Phone No: _____

Email: _____ Fax No.: _____

I acknowledge receipt of addendums: _____



Iowa Department of Transportation
Standard Terms and Conditions

For

Submission of Quotations, Bids or Proposals

-FORMAL-

Formal is the procurement process required by Iowa law when the estimated, aggregate amount of the purchase equals or exceeds \$50,000.

The entire contents of this solicitation shall become a part of a contract or purchase order. In case of a discrepancy between the contents of the solicitation documents, the following items listed by descending order shall prevail:

- Addendums to the solicitation
- Solicitation
 - Schedule of Prices
 - Specifications
 - Plans and Drawings
- Supplemental Terms and Conditions
- Standard Terms and Conditions

(Example - if a statement in the specifications contradicts a statement in the Standard Terms and Conditions, the statement in the specifications shall apply)

Preparation of Solicitation or Bid Response: All responses must clearly address all aspects of the solicitation. Responses must be typed or completed in ink and submitted on the forms supplied by the Iowa DOT.

Responses must be signed and received prior to the opening date and time indicated on the Solicitation Response page or other specified areas throughout the solicitation document. The Responder's signed Response shall become the official Response to be considered for award.

No email, fax or web link bid Responses will be accepted. Responses must be signed, sealed and delivered in person or by a mail courier that ensures timely delivery.

A. Solicitation

1. **Opening:** The openings of responses are made public and conducted at the Iowa DOT, Ames complex unless otherwise specified. Responses received after the time of the opening will be returned unopened and considered non-compliant.
2. **Communications:** Questions concerning this solicitation should be directed to the purchasing agent listed on the Solicitation Response page. Inquiries can be written, phoned, or faxed. In all cases, written communication will take precedence over verbal communication.
3. **Bid Bond:** If required, the Solicitation Response page will indicate the fixed percent of the bid security based on the amount of the Bidder's bid. A Bid Bond can be supplied in one of the following ways: **(1)** Certified check or credit union certified share draft, cashier's check, or bank draft, drawn on a solvent bank or credit union. Certified checks and certified share drafts shall be drawn and endorsed in the amount indicated. Checks or drafts shall be made payable either to the Iowa Department of Transportation (Iowa DOT) or to the bidder. If payable to the bidder, the check or draft shall be endorsed without qualifications to the Iowa DOT by the bidder or an authorized agent. **(2)** An insurance or surety company may be retained to provide a bond in fulfillment of the Bid Bond requirement. A properly completed and signed copy of the Bid Bond (*Form 131084*) must accompany the bid. **The Iowa DOT's Bid Bond form must be used; no other forms or formats will be accepted.**

4. **Pricing and Discount:** Unit prices shown in the response shall be quoted as the price per unit (e.g., gal., case, each, etc.) as requested in the solicitation. If there is a discrepancy between the unit bid prices, extended price, or total amount of response, the unit prices shall prevail. Unless otherwise indicated, prices shall be firm for the duration of the contract or purchase order. Discounts for early payment are allowed, but not considered in award of the contract.
5. **Acceptance/Rejection:** The Iowa DOT reserves the right to accept or reject any or all responses and to waive irregularities or technicalities, provided such waiver does not substantially change the offer or provide a competitive advantage to any supplier(s) or provider. The Iowa DOT also reserves the right to accept that response which is deemed to be in the best interests of the state. Any unauthorized changes, additions, or conditional response including any ties to another response or any reservations about accepting an award or entering into a contract, may result in rejection of the response. Responses must remain available for award for thirty (30) days from opening date and time.
6. **Results & Disclosure:** Tabulation results will be posted on the Iowa DOT website at www.iowadot.gov/purchasing under the *Bid Award* link referencing the proposal number with an award recommendation indicated. At the conclusion of the selection process, the contents of all received responses will be placed in the public domain and be open to inspection by interested parties, according to state law. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the response.
7. **Quality of Goods:** All material shall be new and of first quality. Items which are used, demonstrators, refurbished, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the Iowa DOT.
8. **Recycled Content:** The Iowa Code encourages purchase of products and materials with recycled content, including but not limited to paper products, oils, plastic products, compost materials, aggregate, solvents, and rubber products. Recycled items or alternatives must be noted in the Solicitation Response, if known.
9. **Shipping Terms:** Deliveries shall be F.O.B. Destination unless otherwise specified. All deliveries shall be accompanied by a packing slip indicating the Supplier, quantities shipped, and the purchase order number(s). All delivery charges shall be included in the response price and paid by the Supplier. No collect C.O.D. deliveries shall be accepted. When entering into a contract, the Supplier shall notify the freight company that all freight and delivery charges are to be prepaid by the Supplier. Goods delivered to the Iowa DOT Distribution Center at 800 Lincoln Way, Ames, IA shall be received between the hours of 7:00 a.m. and 3:00 p.m. on any day except Saturday, Sunday, or a holiday. For deliveries to other Iowa DOT locations, the Supplier may contact the destination location for available times to deliver as not all Iowa DOT locations have the same business hours. The Iowa DOT will not be liable for any freight claims or unpaid freight bills arising from contract or purchase order issues.

B. Award

The binding agreement (award) may be issued in the form a purchase order or contract or both depending on the requirements and complexity of the agreement.

1. **Method of Award:** Award shall be made to the responsible, responsive Responder whose Quotation, Bid or Proposal meets the requirements of the solicitation and is the most advantageous to the Iowa DOT. An Iowa company or individual will be given preference over an out-of-state company or individual when responses are equal in all aspects and are tied in price. By virtue of statutory authority preference will be given to products and provisions grown and coal produced within the State of Iowa.
2. **Award Protests:** Protests of award recommendations are to be addressed to the Director of Purchasing, and shall be made in accordance with paragraph 761--20.4(6)"e" of the Iowa Administrative Code.
3. **Contracts:** Successful Contractor(s) may be sent either a formal Contract, Notification of Award or Purchase Order as confirmation of acceptance and award. Any of these binding agreements shall be for the term stated in the solicitation or on a purchase order and may be renewed for additional period(s) under the same terms and conditions upon mutual agreement as defined. The successful Contractor may not assign a contract to another party without written authorization from the Iowa DOT Purchasing Section. The Iowa DOT may offer a contract extension to the Contractor when a scheduled target date cannot be met.

4. **Consumer Price Index (CPI-U):** A CPI may be allowed as specified in the terms of the solicitation and at the discretion of the Iowa DOT based on currently posted CPI-U, US City Average, All Items – non seasonally adjusted unless otherwise specified. This applies each of any subsequent renewals, extensions, amendments issued under the contract for the duration of the contract.
5. **Payment Terms:** The Iowa DOT typically pays properly submitted invoices within thirty (30) days of receipt, providing goods and/or services have been successfully delivered, installed or inspected (if required), and accepted. Invoices presented for payment must be only for quantities received by the Iowa DOT and must reference the purchase order number or contract number to be submitted for processing.
6. **Default (Supplier):** Failure of the Supplier to adhere to specified delivery schedules or to promptly replace rejected materials shall render the Supplier liable for all costs in excess of the bid price when alternate procurement is necessary. This shall not be the exclusive remedy and the Iowa DOT reserves the right to pursue other remedies available to it by law or under the terms of the binding agreement.
7. **Default (Contractor):** Failure of a Contractor other than a Supplier to meet any specified project completion deadline shall render the Contractor liable for all costs incurred by the Iowa DOT that were: a) necessary to meet said deadline; or b) necessary to complete said project after said deadline. This shall not be the exclusive remedy and the Iowa DOT reserves the right to pursue other remedies available to it by law or under the terms of the agreement.

C. General

1. **Administrative Rules:** For additional details on the rules governing the actions of the Iowa DOT Purchasing Section, refer to 761 IAC, Chapter 20, Iowa Administrative Code, entitled “Procurement of Equipment, Materials, Supplies and Services”.
2. **Affirmative Action:** The Contractor (and also subcontractor, vendor, service provider or supplier) is prohibited from engaging in discriminatory employment practices forbidden by federal and state law, executive orders and rules of the Iowa Department of Management, pertaining to equal employment opportunity and affirmative action. Contractor may be required to have on file a copy of their affirmative action program, containing goal and time specifications. Contractors doing business with Iowa in excess of \$5,000 annually and employing 50 or more full time employees may be required to file with the Iowa Department of Management a copy of their affirmative action plan. Failure to fulfill these non-discrimination requirements may cause the contract to be canceled and the contractor declared ineligible for future state contracts or subject to other sanctions as provided by law or rule.
3. **Applicable Law:** The contract shall be governed under the laws of the State of Iowa. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of a contract and which in any manner affect the work or its conduct. Any legal action relating to a contract shall only be commenced in the Story County, Iowa, District Court or the United States District Court for the Southern District of Iowa.
4. **Conflict of Interest:** No state or county official or employee, elective or appointive shall be directly or indirectly interested in any contract issued by the Iowa DOT, see Code of Iowa 314.2.
5. **Debarment and Vendor Suspension:** By submitting a response, the contractor is certifying that it and its principals and/or subcontractors are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the State of Iowa or any Federal department or agency.
6. **Equal Opportunity:** Responders to the solicitation must be an “Equal Opportunity Employer” as defined in the Civil Rights Act of 1964 and in Iowa Executive Order Number Thirty-four.
7. **Indemnification-Goods:** To the extent the goods are not manufactured in accordance with Iowa DOT’s designs, Supplier shall defend, indemnify and hold harmless Iowa DOT, its assignees, and other users of the goods from and against any claim of infringement of any letters patent, trade names, trademarks, copyright or trade secrets by reason of sale or use of any articles purchased. Iowa DOT shall promptly notify Supplier of any such claim.
8. **Infringement:** Goods shall be delivered free of the rightful claim of any third party by way of infringement. Contractor shall indemnify and save harmless the State of Iowa and the Iowa DOT against all claims for infringement of, and/or royalties claimed under, patents or copyrights on materials and equipment furnished under this bid.

9. **Iowa Open Records Law:** All Solicitation Responses are subject to terms and provisions of Iowa Code Chapter 22 Examination of Public Records (Open Records), specifically 22.7- Confidential Records.
10. **Records Audit:** The contractor agrees that the Auditor of the State of Iowa or any authorized representative of the state, and where federal funds are involved, the Comptroller General of the U.S. Government, shall have access to and the right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the contractor relating to orders, invoices, or payments of a contract or purchase order.
11. **Targeted Small Businesses:** The Iowa DOT seeks to provide opportunities for women and/or minority small business enterprises. To apply for certification as an Iowa Targeted Small Business, contact the Iowa Department of Inspection and Appeals (515-281-5796). Contractors shall take documented steps to encourage participation from Targeted Small Businesses for the purpose of subcontracting and supplying of goods or services or both.
12. **Taxes:** Prices quoted shall not include state or federal taxes from which the state is exempt. Exemption certificates will be furnished upon request.
13. **Termination:**
 - **Termination Due to Lack of Funds or Change in Law**

The Iowa DOT shall have the right to terminate this Contract without penalty by giving thirty (30) days written notice to the vendor as a result of any of the following:

 - Adequate funds are not appropriated or granted to allow the Iowa DOT to operate as required and to fulfill its obligations under contract.
 - Funds are de-appropriated or not allocated or if funds needed by the Iowa DOT, at the Iowa DOT's sole discretion, are insufficient for any reason.
 - The Iowa DOT's authorization to operate is withdrawn or there is a material alteration in the programs administered by the Iowa DOT.
 - The Iowa DOT's duties are substantially modified.

Following a 30 day written notice, the Iowa DOT may terminate a binding agreement in whole or in part without the payment of any penalty or incurring any further obligation to the Responder. Following termination upon notice, the Responder shall be entitled to compensation upon submission of invoices and proper proof of claim for goods and services under contract up to and including the date of termination.

Section 1 Introduction

1.1 Purpose & Overview of the RFB Process

The purpose of this Request for Bid (RFB) is to solicit Bid Responses from responsible, responsive Bidders to provide the goods and/or services identified on the RFB cover page and described further in Section 3 of this RFB. The Iowa DOT intends to award a contract(s) beginning and ending on the dates listed on the Procurement Timetable. The Iowa DOT may renew the contract(s) for up to the number of annual extensions identified on the Procurement Timetable at the sole discretion of the Iowa DOT. Any contract(s) resulting from the RFB shall not be an exclusive contract.

Bidders will be required to submit Bid Responses according to the Procurement Timetable. The Iowa DOT will evaluate all responsible Bidders that submit timely responsive Bid Responses to be considered for award.

1.2 Definitions

The terms used in individual sections of this document are intended to be consistent with those commonly used in the application field in question. When responding, use the terms and acronyms used in this document, and define any terms or conditions that require further clarification.

1.2.1 “Bid Response” means the bid document submitted by the bidder in response to the RFB.

1.2.2 “Contract” or “Resulting Contract” means the contract(s) entered into with the successful Bidder(s) as described in section 4.

1.2.3 “Bidder” means individual, company or entity submitting a response in response to the RFB.

1.2.4 “Iowa DOT” means the Iowa Department of Transportation.

1.2.5 “Participating Agency” or “Participating Agencies” means the all state boards, and commissions, and any political subdivisions as identified on the RFB cover sheet as Participating Agencies and any other agency that decides to utilize the executed contract.

1.2.6 “Procurement Timetable” (*on the page immediately following the RFB cover*) provide timeline, event and date information.

1.2.7 “Purchase Order” means the documentation issued by the State to the Contractor for a purchase of goods and/or services in accordance with the terms and conditions of the Contract. It may include an identification of the items to be purchased, the delivery date and location, the address where the supplier should submit the invoices, and any other requirements deemed necessary by the State. Any preprinted contract terms and conditions included on Bidder’s forms or invoices shall be null and void.

1.2.8 “Responsible Bidder” means a bidder that has the capability in all respects to perform the requirements of the solicitation specifications. In determining whether a Bidder is a responsible, responsive Bidder, the Iowa DOT may consider various factors including, but not limited to, the Bidder’s competence and qualifications to provide the goods or services requested, the Bidder’s integrity and reliability, the past performance of the Bidder relative to the quality of the goods or services offered by the Bidder, the proposed terms of delivery, and the best interest of the Iowa DOT and Participating Agencies.

1.2.9 “RFB” means Request for Bid and any attachments, exhibits, schedules or addenda hereto. A written response by a Bidder shall be considered a bid and referred to as a Bid Response.

1.2.10 “State” means the Iowa DOT, State of Iowa, and Participating Agencies identified on the title page and all state agencies, boards, and commissions, and any political subdivisions making purchases off of the resulting Contract as permitted by this RFB.

1.2.11 “Subcontractor” Includes every person furnishing material, equipment or performing labor as a sublet of any part of contract.

1.2.12 Acronyms the following list contains acronyms used in the RFB.

Iowa Department of Transportation (Iowa DOT)

Electronic Records Management System (ERMS)

1.3 General

1.3.1 Owner:

Iowa DOT is seeking a qualified Solution Provider that demonstrates the capabilities, experience, and resources required to provide **the services as outlined in section 3 of this proposal.**

1.4 Bidding Documents

1.4.1 Addenda

- Addenda, if issued, will be posted to the Iowa DOT’s website. All addendums must be acknowledged by bidders and included in the Bid Response.
- All addenda so issued shall become part of the contract documents.

Section 2 Administrative Information

2.1 Issuing Agent

The Issuing Agent, identified on the cover 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).

2.2 Restriction on Communication

From the issue date of this RFB until the notice of intent to award is issued (announcement of the successful bidder), bidders may contact only the Issuing Agent.

The Issuing Agent will respond only to questions regarding the procurement process. Questions related to the interpretation of this RFB must be submitted in writing to the Issuing Officer by the deadline found in the Procurement Timetable listed immediately after the cover sheet. Verbal questions related to the interpretation of this RFB will not be accepted. Questions related to the interpretation of this RFB must be submitted as provided in section 2.5. Bidders may be disqualified if they contact any state employee other than the Issuing Agent. *Exception: Bidders may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.*

In NO CASE shall verbal communication override written communications. Only written communications are binding on the State.

The Iowa DOT assumes no responsibility for representations concerning conditions made by its officers or employees prior to the execution of a contract, unless such representations are specifically incorporated into this RFB. Verbal discussions pertaining to modifications or clarifications of this RFB shall not be considered part of the RFB unless confirmed in writing. All such requests for clarification shall be submitted in writing. Any information provided by the Bidder verbally shall not be considered part of that Bidder's proposal. Only written communications from the Bidder and received by the Department shall be accepted.

With the exception of the written Bid Response which must be submitted by Bidders in accordance with Section 2 herein, communications between the Issuing Agent and Bidders may be conducted by regular prepaid US mail, courier service, e-mail or facsimile transmission.

2.3 Downloading the RFB from the Internet

All correspondence for this solicitation will be posted on the Iowa DOT's website at www.iowadot.gov/purchasing/lettingschedule. **Bidders are required** to visit the Iowa DOT's home page periodically for any and all addendums or other pertinent information regarding this bid opportunity.

2.4 Procurement Timetable

The dates listed in the Procurement Timetable (on the page immediately following the RFB cover) are set forth for informational and planning purposes; however, the Iowa DOT reserves the right to change the dates. If a change is made to any of the deadlines for Bidder submission, the Iowa DOT will issue an addendum to the RFB. All times listed are Central Times.

2.5 Questions, Requests for Clarification, and Suggested Changes

Bidders are invited to submit written questions and requests for clarifications regarding the RFB during the time indicated in the Procurement Timetable. Bidders may also submit suggestions for changes to the requirements of this RFB. The questions, requests for clarifications or suggestions must be in writing and received by the Issuing Agent on or before the deadline stated in the Procurement Timetable. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFB must be referenced.

Written responses to questions, requests for clarifications or suggestions will be posted on or before the deadline stated in the Procurement Timetable and posted on the Iowa DOT's website (see Section 2.3) If the Iowa DOT decides to adopt a suggestion, the Iowa DOT will issue an addendum to the RFB.

The Iowa DOT assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFB.

Each bidder must inform themselves fully of the conditions relating to the proposal. Failure to do so will not relieve a successful bidder of their obligation to furnish all services required to carry out the provisions of his contract. Insofar, as possible, the Bidder, in carrying out the work, must employ such methods or means as will not cause any interruption of, or interference with the work of any other contractor.

If a bidder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFB, the bidder should immediately notify the Issuing Agent in writing of such error and request modification or clarification of the RFB document.

2.6 Revisions to Bidder Bid Response

Bidders who submit Bid Responses in advance of the bid opening date may withdraw, modify, and resubmit their Response at any time prior to the bid opening date and time. Bidders must notify the Issuing Agent in writing if they wish to withdraw their Bid Response. A Bidder shall not withdraw its Bid Response or its prices prior to the end of the one hundred and eighty (180) day period immediately following the notice of intent to award a contract.

2.7 Submission of Bid Responses

The Iowa DOT must receive Bid Responses addressed to the Department of Transportation, Purchasing Section, 800 Lincoln Way, Ames, Iowa 50010 before the deadline stated in the Procurement Timetable. **This is a mandatory requirement and will not be waived by the Iowa DOT.** Any Bid Response received after this deadline will be rejected and returned unopened to the bidder.

Bidders mailing Bid Responses must allow ample mail delivery time to ensure receipt by the Iowa DOT on or before the due date. Postmarking by the due date will not substitute for actual receipt of the Bid Response.

Electronic mail and faxed Bid Responses will not be accepted.

Bidders must furnish all information necessary to evaluate the Bid Response. Bid Responses that fail to meet the mandatory requirements of the RFB will be disqualified. Verbal information provided by the Bidder shall not be considered part of the Bidder's Bid Response.

2.8 Bid Opening Date

The Iowa DOT will open Bid Responses on the date and time stated in the Procurement Timetable. Bid Responses will remain confidential until a bid tabulation has been posted on the Iowa DOT's website for all bidders to view the results in the form of "Intent to Award" See Iowa Code Section 72.3.

The names of the Bidders who submit compliant Bid Responses within the time frame permitted will be available for public review after the contract has been awarded.

2.9 Costs of Preparing the Bid Response

The costs of preparation and delivery of a Bid Response are solely the responsibility of the Bidder.

No payments shall be made by the State to cover costs incurred by any Bidder in the preparation of or the submission of this RFB or any other associated costs.

2.10 Reasonable Accommodations

Upon request, the Iowa DOT will provide reasonable accommodations, including the provision of informational material in an alternative format, for individuals with disabilities. If accommodations are required at time of a bid opening, contact the Issuing Agent designated on the cover page.

2.11 Rejection of Bid Responses

The Iowa DOT reserves the right to reject any or all Bid Responses, in whole or in part, received in response to this RFB at any time prior to the execution of a written contract. Issuance of this RFB in no way constitutes a commitment by the Iowa DOT to award a contract. This RFB is designed to provide Bidders with the information necessary to prepare a competitive Bid Response. This RFB process is for the Iowa DOT benefit and is intended to provide the Iowa DOT with competitive information to assist in the selection of a Bidder to provide services.

It is not intended to be comprehensive and each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid Response.

The Iowa DOT reserves the right to negotiate the terms of the contract, including the award amount, with the awarded Bidder prior to entering into a contract. If contract negotiations cannot be concluded successfully, the Iowa DOT reserves the right to negotiate a contract with the next lowest Bidder.

2.12 Disqualification

The Iowa DOT may reject outright and shall not evaluate proposals for any one of the following reasons:

2.12.1 The Bidder states that a requirement of the RFB cannot be met.

2.12.2 The Bidder's Bid Response materially changes a requirement of the RFB or the Bid Response is not compliant with the requirements of the RFB.

2.12.3 The Bidder's response limits the rights of the Iowa DOT.

2.12.4 The Bidder fails to include a Bid Bond also known as bid security, *if required*. See Bid Response cover page.

2.12.5 The Bidder fails to include any signature, certification, authorization, stipulation, disclosure or guarantee (if required).

2.12.6 The Bidder presents the information requested by this RFB in a format inconsistent with the instructions of the RFB or otherwise fails to comply with the requirements of this RFB.

2.12.7 The Bidder initiates unauthorized contact regarding the RFB with state employees.

2.12.8 The Bidder provides misleading or inaccurate responses.

2.12.9 The Bidder fails to attend the mandatory Bidders Conference or Pre-Bid meeting.

2.12.10 The Bidder's Bid Response is materially unbalanced.

2.12.11 There is insufficient evidence (including evidence submitted by the Bidder and evidence obtained by the Iowa DOT from other sources) to satisfy the Iowa DOT that the Bidder is a "Responsible Bidder".

2.12.12 The Bidder alters the solicitation language in any way.

2.13 Nonmaterial and Material Variances

The Iowa DOT reserves the right to waive or permit cure of nonmaterial variances in the Bidder's Bid Response 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 Bidders; that do not change the meaning or scope of the RFB; 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 RFB requirements or excuse the Bidder from full compliance with RFB specifications or other contract requirements if the Bidder is awarded the contract. The determination of materiality is in the sole discretion of the Iowa DOT.

2.14 Reference Checks

The Iowa DOT reserves the right to contact any reference to assist in the evaluation of the Bid Response, to verify information contained in the Bid Response and to discuss the Bidder's qualifications and the qualifications of any subcontractor identified in the bidders Bid Response.

2.15 Information From Other Sources

The Iowa DOT reserves the right to obtain and consider information from other sources concerning a Bidder, such as the Bidder's capability and performance under other contracts, the qualifications of any subcontractor identified in the Bidder's Bid Response, specifically, the Bidder's financial stability, past or pending litigation, and publicly available information.

2.16 Verification of Bid Response Contents

The content of a Bid Response submitted by a Bidder is subject to verification. Misleading or inaccurate responses shall result in disqualification and rejection of the Bid Response.

2.17 Bid Response Clarification Process

The Iowa DOT reserves the right to contact a Bidder after the submission of Bid Response for the purpose of clarification to ensure mutual understanding.

This contact may include written questions, interviews, site visits, a review of past performance if the Bidder has provided goods or services to the Iowa DOT or any other

political subdivision wherever located, or requests for corrective pages in the Bidder's Bid Response. The Iowa DOT will not consider information received if the information materially alters the content of this solicitation or alters the type of goods and services the Bidder is offering to the Iowa DOT. An individual authorized to legally bind the Bidder shall sign responses to any request for clarification. Responses shall be submitted to the Iowa DOT within the time specified in the Iowa DOT request. Failure to comply with requests for additional information may result in rejection of the Bid Response as non-compliant.

2.18 Disposition of Bid Responses

At the conclusion of the selection process, the contents of all Bid Responses will be in the public domain and be open to inspection by interested parties except for information for which Bidder properly requests confidential treatment or is subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

2.19 Public Records and Requests for Confidential Treatment

The Iowa DOT may treat all information submitted by a Bidder as public information following the conclusion of the Intent to Award. Iowa DOT release of information is governed by Iowa Code chapter 22. Bidders are encouraged to familiarize themselves with chapter 22 before submitting a Bid Response. The Iowa DOT will copy and produce public records as required to comply with the public records laws.

2.20 Release of Claims

By submitting a Bid Response, the Bidder agrees that it will not bring any claim or cause of action against the Iowa DOT based on any misunderstanding concerning the information provided herein or concerning the Iowa DOT failure, negligent or otherwise, to provide the Bidder with pertinent information as intended by this RFB.

2.21 Award Notice and Acceptance Period

Notice of intent to award will be posted on the Iowa DOT's website at www.iowadot.gov/purchasing/bidaward. Final negotiation and execution of the contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award or such other time as designated by the Iowa DOT.

If the successful Bidder fails to negotiate and deliver an executed contract by that date, the Iowa DOT in its sole discretion may cancel the award and redirect the contract to the next lowest bidder meeting the specifications.

2.22 No Contract Rights until Execution

The full execution of a written contract shall constitute the making of a contract for services and no Bidder shall acquire any legal or equitable rights relative to the contract services until the contract has been fully executed by the successful Bidder and the Iowa DOT.

2.23 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Bidders are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

The laws of Iowa provide that it is a felony to offer, promise, or give anything of value or benefit to a state employee with the intent to influence that employee's acts, opinion,

judgment or exercise of discretion with respect to that employee's duties. Evidence of violations of this statute will be submitted to the proper prosecuting attorney.

2.24 No Minimum Guaranteed

The Iowa DOT anticipates that the selected Bidder will provide services as requested by the Iowa DOT. The Iowa DOT will not guarantee any minimum compensation will be paid to the Bidder or any minimum usage of the Bidder's services.

2.25 Conflicts Between Terms

The Iowa DOT reserves the right to accept or reject any exception taken by the Bidder to the terms and conditions contained in this RFB. Should the Bidder take exception to the terms and conditions required by the Iowa DOT, the Bidder's exceptions may be rejected and the entire proposal declared nonresponsive. The Iowa DOT may elect to negotiate with the Bidder regarding contract terms that do not materially alter the substantive requirements of the request for proposals or the contents of the Bidder's Bid Response.

2.26 News Releases

No news releases or other materials pertaining to this procurement, or any part of this proposal, will be made available to the media or the public, the Bidder's clients or potential clients without the prior written approval of the Iowa DOT.

2.27 Pre-Bid Conference

If the Procurement Timetable indicates a Bidder's Pre-Bid Conference will be held in conjunction with this RFB, it will be held at the date, time, and location listed on the Procurement Timetable immediately following the cover page. If Attendance at the Bidder's Pre-Bid Conference is a mandatory requirement to submit a Bid Response, it will be indicated on the Procurement Timetable. The purpose of the Pre-Bid conference is to discuss with prospective Bidders the work to be performed and allow prospective Bidders an opportunity to ask questions regarding the RFB. Verbal discussions at the Pre-Bid conference shall not be considered part of the RFB unless confirmed in writing by the Iowa DOT and incorporated into this RFB. The conference may be recorded. Questions asked at the conference that cannot be adequately answered during the conference may be deferred.

A copy of the questions and answers will be posted on the DOT website for viewing.

In an effort to seek competitive bids the DOT reserves the right to schedule a second pre-bid meeting in the event only one or no vendors are in attendance at the scheduled mandatory pre-bid. The Potential bidder in attendance at the scheduled pre-bid will not be required, but is welcome to attend the second pre-bid if they choose.

2.28 Bidders Responsibilities

2.28.1 Codes, Laws and Regulations

The laws of the State of Iowa in relation to and pertaining to public improvements shall apply to these projects. All construction, materials and methods shall comply with the State and Local Building Codes and with Local Ordinances, except where plans and specifications establish a higher standard.

2.28.2 Licenses, Permits and Inspections

The Bidders shall comply with all codes, laws, ordinances, rules and regulations of any public authority having jurisdiction that bears on the performance of its work. Bidders shall pay for all licenses, permits and inspection fees required for its work. Bidders must furnish copies of all approved inspection certificates and approvals from authorities having jurisdiction in a timely fashion upon completion of the work.

2.29 Consideration of Bids

2.29.1 Rejection of Bids

The Iowa DOT reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Iowa DOT that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein.

Conditional bids will not be accepted.

2.29.2 Qualification of Bidder

The Iowa DOT may make such investigations as they deem necessary to determine the ability of the Bidder to perform the required work, and the bidder shall furnish to the Iowa DOT all such information and data for this purpose as the Iowa DOT may request.

Section 3 General Requirements

3.1 Purpose

The Iowa DOT is seeking qualified Responders that demonstrate the capabilities, experience and resources required to provide Scanning, Microfilming, Indexing and Imaging Services for various projects for the Iowa DOT managed by the Electronic Records Management Support Team (ERMS) in Ames, IA.

3.2 Project Overview

Responders will provide image conversion services to the ERMS support team for project tasks that are identified by the IADOT. The ERMS project manager will coordinate the requirements for conversion and schedule timelines with the image conversion project manager on a project to project basis.

3.3 Objective

The services required will allow Bidder(s) to convert hard copy documents and microfilm media to digital images. These digital images will be indexed as an archival file to allow internal and external customers to view and edit files when needed.

The data, specifications and administrative requirements outlined herein are intended to serve as a guideline for each proposal submitted. Conversion documentation shall include image count and accuracy verification. Each bidder is required to submit a fully detailed proposal that adequately describes the functions, process, advantages or benefits that can be provided to the Iowa DOT for acceptance of its proposal.

The Bidder(s) must comply with all requirements regarding to the transportation, care and safekeeping, security, duplication and custody of all original paper documents, electronic, microfilm delivered and/or returned by the successful Bidder(s).

3.4 Current Environment

The ERMS staff will enter the image conversion files into an enterprise content management system using standardized archive image formats and metadata. Image format, data field and metadata requirements will be provided to the image conversion project manager at the onset of each project. Examples of image conversion formats include but are not limited to: PDF, TIF group 4, JPG, MP3 and WAV. Examples of metadata include but are not limited to: date, string values and pick list values. The maximum number of data fields is 31 with the maximum character count of 255 for each field.

3.5 Bidder Information

- a. Provide a brief description of the Bidder(s) firm including the name(s) of its owner(s) and/or principal officer(s), the date of origin and/or incorporation and the length of time the company has been in the business of providing Scanning, Microfilming, and Indexing Services.
- b. Provide the logistics of the Bidder(s) firm and how it will work with the Iowa DOT's locations. Where is the Bidder(s) firm located and how will the deliveries be handled?
- c. Does the Bidder(s) currently have accounts for which it provide products and/or services similar to those specified in this RFP? If so, please explain. Provide a list of others to whom the Bidder(s) provides services and what % of work the Bidder(s) does for them. The Iowa DOT is particularly interested in any government facilities the Bidder(s) firm is currently servicing.

3.6 Requirements

This section will provide detailed specifications for each group a Bidder may want to bid for services. Bidder must provide all services for Groups 1, 2 and 3. If a Bidder cannot provide all services for Groups 1, 2 and 3 they are proposing, they will be considered non-responsive.

Document Sizes:

<u>ANSI</u>	<u>ARCH</u>
A- 8.5 x 11"	A- 9x12"
B- 11 x 17"	B- 12x18"
C- 17 x 22"	C- 18x24"
D - 22 x 34"	D- 24x36"
E - 34 X 44"	E- 36x48"

Group 1 – Scanning Services

A. Scanning Requirements

- a. The Bidder(s) will provide scanning and image conversion services according to the specifications indicated in the proposal. Each project may require different needs. The Iowa DOT will provide instructions for services required for each project.
- b. Successful Bidder(s) are responsible to meet all services performed according to specifications in the RFB.
- c. Successful Bidder(s) need to count and verify all images scanned for each project. This information must be provided on the invoice.
- d. If any additional services required for this group during the contract period not included in this proposal, may be negotiated with the awarded Bidder(s). A contract amendment shall be provided with these additional services
- e. Setup costs to make ready scanning equipment for image conversion jobs will not be charged to the Iowa DOT

B. Scanning Services shall include but may not be limited to;

- a. Scanning and converting various sizes of black and white and color hard copy documents to digital files.
- b. Standard and large format black and white, grayscale and color scanning from a minimum size of 2" x 3" up to 36" x 48". Projects may contain mixed size hard copy pages that need to be combined into a single document. This must be kept in order by project and page sequence, not page size.
- c. The costs provided by the Bidder shall include the highest quality scan possible from the original source documents, black border removal, image cropping, blank page deletion, hole punch removal and image deskew.
- d. All hard copy documents will be scanned at 300 dpi, in single page TIFF Group 4 file format for all images, unless otherwise specified by the Iowa DOT.
- e. All photographic material from slides and film negatives or positives shall be scanned using a 2:3 aspect, the image sized to 4"x6" with 600 dpi resolution unless otherwise specified by the Iowa DOT.

- f. Successful Bidder(s) shall include image count and accuracy verification for all conversion services provided.

C. Estimated Annual Scanning Volumes by Item

- a. Volumes shown are estimated and represent an annual volume for images to be scanned.
- b. Quantity volumes cannot be guaranteed, these volumes are estimates only. The contract will be based on approved annual funds.
- c. Costs for these services will be charged per image or per hour. See Section 3, Group 1, Part 1 for the unit of measure specified for each item of service required. If a Bidder can offer quantity volume discounts this needs to be provided in proposal.
- d. The estimated annual volume is listed below by Item.

<u>Item</u>	<u>ANSI & ARCH Size</u>	<u>Estimated Annual Volume</u>	<u>Average Run Length</u>
1.1 B/W	A or B	250,000	25,000
1.2 Mixed B/W	A & B	150,000	25,000
1.3 B/W	C, D or E	100,000	2,000
1.4 Color	A or B	50,000	1,000
1.5 Mixed Color	A & B	50,000	1,000
1.6 Color	C, D or E	50,000	1,000
1.7 Photographic/ Grayscale/Color	A or B	20,000	500
1.8 Photographic/ Grayscale/Color	C, D or E	5,000	500
1.9 Photographic/ Grayscale/Color	film, slide, print	100,000	1,000

D. Process of services provided by Bidder(s) to include the following:

a. Document Preparation

- 1. The successful Bidder(s) may be responsible for document preparation. The Iowa ERMS Project Manager will indicate if this function is required for each project.
 - I. The prepping process includes removal of staples, and repair torn sheets, and may require creating and inserting lead sheets.
 - II. If a Bidder can provide this service, dependent on time, and costs, the Iowa ERMS Project Manager may request prepping to be done by the successful Bidder(s).
 - III. Provide an hourly rate cost to perform this service at successful Bidder's site.

b. Scanning Requirements

- 1. Vendors are required to use image Capture software and and export the required data in a comma separated text format for each job as a deliverable to the Iowa DOT for each Image Conversion requests.

2. Instructions will be provided from the ERMS Project Manager on how the documents need to be scanned, file format required, identifying single page or multi page format, and any special instructions.
3. If documents have low contrast between the background and text, the successful Bidder(s) will adjust the contrast setting and if necessary make a photocopies or use another technique to provide high of quality scanned imagery.
4. Illegible originals should be stamped or imprinted to indicate that the quality of the source document is marginal and that the scan represents the highest possible quality.
5. All scanned documents shall be scanned and rotated so that the images are right reading, (top of page should be scanned and viewed in the same orientation) image orientated correctly, all noise removed, hole punch filter applied, black borders removed, auto detect duplex pages, blank pages of a two sided original are not scanned or billable deskewing applied, invert image applied as required for negative images, cropping may be required. If blank pages are scanned, they shall be deleted. Blank pages are not billable and will not be charged to the Iowa DOT.
6. Any handwritten comments from the hard copy documents must be preserved. Enhancements may need to be done by the successful Bidder(s) so the handwriting can be viewed electronically.
7. Documents that show deterioration will be placed between clear sheets or some type of protective method to prevent further document handling damages. If damage is done to any documents, the successful Bidder(s) may be charged for damages. See Insurance Requirements section for details.
8. If any the quality of scanned images cannot be corrected, this must be flagged by the successful Bidder(s) and noted of the problem for project manager to review. When this problem is detected, the successful Bidder(s) must contact the project manager. The project manager will determine what is acceptable.
9. Successful Bidder(s) need to count and verify all images scanned for each project. This information must be provided on the invoice.

c. Quality Control

1. During the scanning process, the successful Bidder(s) will be responsible for the initial quality control of services performed. All images must be viewable. The successful Bidder(s) responsibility is to make sure all images scanned according to specifications.
2. The quality of the scanned image shall be the same quality from the original. All documents not meeting the quality of the original, the successful Bidder(s) must notify the ERMS Project Manager of the problem. These issues will be discussed and a mutual agreement will be determined what is acceptable.
3. The standard for quality control accuracy shall not exceed 2% accuracy. If more than two (2) out of one hundred (100) are found to not meet quality expectations, such as missing pages, duplicated pages, illegible images,

incorrect image orientation, etc. known as otherwise defective, the successful Bidder(s) will rescan the project in its entirety at no additional cost to the Iowa DOT, within a reasonable time frame, approved by the ERMS project manager. This rework will be at no additional charge to the Iowa DOT.

4. If quality control is not accepted or exceeds 2% accuracy, a monetary penalty of 15% of the project cost may be deducted from the invoice scanning cost. If any repeat problem of quality occurs, the Iowa DOT will request a meeting with the successful Bidder(s) and discuss the option for additional penalty charges or the option to void the contract for all services.

d. Disposal of Documents

1. The ERMS Project Manager will determine at time of completion if the scanned documents will be returned or disposed.
2. If the documents are to be returned, the project manager will determine when the return may occur and where the successful Bidder(s) will deliver these documents.
3. If disposal occurs at the successful Bidder(s) site, the successful Bidder(s) shall store all documents for a minimum of thirty (60) days prior to disposal. At this time, the ERMS Project Manager will send a signed disposal agreement to the successful Bidder(s) indicating when disposal may occur.

Indexing

1. The ERMS Project Manager may request indexing to be done by the successful Bidder(s). The ERMS Project Manager will provide the fields and indexing information for each project. The successful Bidder(s) shall use this indexing information to organize the digital images in an electronic filing system as required by Iowa DOT. A standard set of acceptable abbreviations will be provided to the successful bidder for use with project indexing.
 - I. Bidder(s) will provide these costs to prepare and insert lead sheets in the appropriate sections. Provide this cost in Section 3.1 .

e. CD or DVD Storage

1. The successful Bidder(s) may be required to provide the electronic files on either CD or DVD media dependent on file size.
2. These files will be provided in Multipage PDF or Single page Tiff group 4 file format unless otherwise specified by Iowa DOT. One copy of CD or DVD media in clear protective cases will be required per project. Provide these costs in Section 3.1. Costs shall include all shipping and handling charges.
3. The CD or DVD will be labeled with the following information:
 - Company Name
 - Iowa DOT project number
 - Project name
 - Project description or range
 - Date.

- f. **Retrieval Requests from originals located at successful Bidder(s) site.**
 - 1. While documents are in the possession of the successful Bidder(s), the Iowa DOT may require retrieval of a document(s).
 - 2. Retrievals shall be requested via email with a response time within four (4) working hours from time of initial request.
 - 3. The retrieved document(s) shall be scanned and emailed or provided electronically to the requesting ERMS Project Manager. If the request is too large to be submitted by email other arrangements may be determined.
 - 4. Provide the cost per retrieval in the Section 3.1.

Group 2 - Microfilm Services

A. Microfilming Requirements

- a. The Bidder(s) will provide according to specifications indicated in proposal:
 - 1. Converting from analog to digital from different types of media (Items 2.1 thru 2.3)
 - 2. Film duplicating from roll film (Items 2.4 and 2.5)
 - 3. Converting documents from hard copy to 16mm or 35mm film. (Items 2.6 and 2.7)
- b. Successful Bidder(s) are responsible to meet all services performed according to specifications in the RFB.
- c. Successful Bidder(s) shall count and verify all images scanned for each project. This information must be provided on the invoice.
- d. Any additional services required for this group during the contract period not included in this proposal, may be negotiated with the awarded Bidder(s). A contract amendment shall be provided with these additional services.

B. Microfilm Services shall include but not limited to;

- a. The majority of the microfilm services for film, aperture cards, or micro fiche will be converted to digital images.
- b. All conversion or duplicated work performed shall include image count and accurate verification by the successful Bidder(s).
- c. The costs provided by the Bidder(s) shall include the best quality conversion scan or duplication possible from the original source documents.
- d. The Bidder(s) will provide microfilming services but may not be limited to the following media types for all items (2.1 - 2.7) which are listed below.

<u>Item #</u>	<u>Function</u>
2.1	Converting 16mm roll film, GCOM to a digital file.
2.2	Converting 35mm roll film, GCOM to a digital file.
2.3	Converting aperture cards to a digital file
2.3 a	Converting fiche to digital file
2.4	16mm Film duplicating
2.5	35mm Film duplicating
2.6	Converting hard copy documents to 16mm film
2.7	Converting hard copy document to 35mm film

C. Estimated Annual Microfilm Services Volumes by item:

- a. Volumes shown are estimated and represent a volume to be scanned, duplicated or microfilmed.
- b. Quantity volumes cannot be guaranteed, these are estimates only. The contract will be based on approved annual funds.
- c. Costs for these services will be charged per image or per hour. See Section 3, Group 3, Part 1 for the unit of measure specified for each item of service required. If a Bidder can offer quantity volume discounts this needs to be provided in proposal.
- d. Estimated annual volume listed below by Item;

<u>Service</u>	<u>Volume/ Image</u>	<u>Avg. Run Length</u>
2.1 Convert 16mm film to digital	100,000	10,000
2.2 Convert 35mm film to digital	10,000	2,000
2.3 Convert Aperture to digital	150,000	15,000
2.3a Convert fiche to digital	150,000	15,000
2.4 Duplicating 16 mm Rolls	30,000	5,000
2.5 Duplicating 35mm Rolls	20,000	4,000
2.6 Convert hard copy to 16mm Film	65,000	5,000
2.7 Convert hard copy to 35mm Film	100,000	10,000

D. Process of services provided by Bidder(s) to include the following:

a. Document Preparation for Items 2.1-2.7

- 1. The successful Bidder(s) may be responsible for all document preparation. The ERMS Project Manager will indicate if this function is required for each project.
- 2. If the Bidder(s) can provide this service, dependent on time, and costs, the ERMS Project Manager may request prepping to be done by the Successful Bidder(s). Provide costs in Section 3, Group 2, Part 1.
 - I. The prepping process for items 2.6 and 2.7 will include removal of staples, and repair to torn sheets, and may require creating and inserting lead sheets.
- 3. If documents have little contrast between background and text, the successful Bidder(s) will adjust the image quality and deliver the best quality image possible. This will be reviewed and approved by the ERMS Project Manager.
- 4. If the images do not meet approval, the successful Bidder(s) will be required to rework this project at no additional cost to the Iowa DOT.
- 5. Any handwritten comments on the hard copy documents must be preserved. Enhancements may need to be done so handwriting is legible.
- 6. Microfilm quality must adhere to all ANSI standards.
- 7. Media that shows deterioration provide an explanation on how these will be handled to avoid damages.
- 8. Bidder(s) shall provide costs to perform these services at Bidder's site in Section 3, Group 2 Part 1.

b. Scanning 16mm and 35mm film, aperture card and fiche to digital, Items 2.1-2.3a

1. All microfilm media will be scanned to a digital file at 300 dpi, in single page Tiff group 4 files and assembled into multipage PDF documents as required.
2. All fiche media provided to convert to digital shall be 2 channel 35mm jackets or 5 channel 16mm jackets. Aperture cards may be single or multi framed and converted to single page TIFF group 4 files and assembled into multipage PDF documents as required.
3. These scanned documents shall be the same orientated direction, (top of page should be scanned and viewed as the same orientation) image orientated. If these additional features can be done while scanning; all noise removed, 3 hole punch filter applied, remove black borders, deskewing, reverse image when needed, or cropping, this must be explain in proposal.
4. Instructions will be provided from the ERMS Project Manager.
5. If any scanned images cannot be corrected, this must be flagged by Bidder(s) and the problem noted for project manager to review.

c. Quality Control for services provided for all Items, 2.1-2.7, in this group

1. The successful Bidder(s) are required to perform the initial quality control for all services performed. The successful Bidder(s) must make sure all images are viewable.
2. The quality of the scanned image shall be the same quality as the original. For all documents that are not the same quality as the original, the successful Bidder(s) shall notify the ERMS Project Manager of the problem.
3. The standard for quality control accuracy shall not exceed 2%. If more than two (2) out of one hundred (100) are found to not meet quality expectations, missing, duplicated, illegible, otherwise defective, the Bidder(s) will rework images at no additional cost to the Iowa DOT, in a reasonable time frame, as negotiated by the ERMS project manager.
4. If quality control exceeds 2% accuracy, a monetary penalty of 15% of the project cost may be deducted from the invoice initial cost. If any repeat problem of quality occurs, the Iowa DOT will request a meeting with the successful Bidder(s) and discuss the option to void the contract.
5. All microfilm quality must adhere to all ANSI standards.

d. Disposal of Documents

1. The ERMS Project Manager will determine at time of completion if the scanned documents will be returned or disposed.
2. If the documents are to be returned, the project manager will determine when the return may occur and where the successful Bidder(s) will deliver these documents.
3. If disposal occurs at the successful Bidder(s) site, the successful Bidder(s) shall store all documents for a minimum of thirty (60) days prior to disposal. At this

time, the ERMS Project Manager will send a signed disposal agreement to the successful Bidder(s) indicating when disposal may occur.

e. Indexing Requirements

1. Indexing Requirements for Items 2.1 - 2.3a, Film to Digital File
 - a. The Iowa DOT may provide the indexing information for each project. The information will also be provided with the documents that are to be converted to digital image or roll film. The successful Bidder(s) shall use this indexing information to organize the images.
 - b. The Bidder(s) will provide ASCII text comma-delimited document containing the index of scanned images. The format of this file should contain metadata as well as image data: *Date processed, file name, field values etc.*
 - c. Indexing requirements are as follows:
 1. Index and data entry services
 - a. Data entry services shall include file naming and index data validation services.
 2. Manual indexing and data entry
 3. Double Key / Validation
 4. Database and spreadsheet reporting to include metadata and image data
2. Indexing Requirements for Microfilm for Items 2.4 and 2.5, film duplicating, 2.6 and 2.7 for paper to film conversion
 - a. Fields defined Rolls provided by Bidder must be clearly labeled with the following information:
 1. Roll - Group of documents (unique integer for each batch of documents)
 2. Blip - Sequence number within roll for each document
 3. Document - Document number provided either by sticker affixed to document or OCR'd off document
 4. Date processed - The date the document was scanned

f. CD or DVD Storage

1. The successful Bidder(s) may be required to provide the electronic files on CD or DVD dependent on file size.
2. These files will be provided in single page, Tiff group 4 file formats. One (1) copies will be required per project request. Clear cases will come with each CD or DVD. Provide these costs with and without a case in Section 3, Group 2, Part 1.
3. These costs shall include all shipping and handling charges.
4. The CD or DVD will be labeled with the following information:
Company Name, Iowa DOT project number, range of project, and date.

g. CD or DVD Duplication

1. CD-ROM and/or DVD may need to be duplicated.
2. Duplication requests will normally be for one (1) copies per project request. Additional quantities may be requested. Provide cost per each with a case in Section 3, Group 2, Part 1.
3. This cost shall include all shipping and handling charges.
4. The CD or DVD will be labeled with the following information:
Company Name, Iowa DOT project number, range of project, and date.

i. Retrieval requests from originals located at successful Bidder(s) site.

1. While documents are in the possession of the successful Bidder(s), the Iowa DOT may require retrieval of document (s).
2. This shall be requested via email with a response time within four (4) working hours from time of initial request.
3. The retrieved document(s) shall be scanned and emailed or provided electronically to the requesting ERMS Project Manager. If the request is too large to be submitted by email other arrangements may be determined.
4. Provide this cost per retrieval in the Section 3, Group 2, Part 1.

Group 3 – Media Conversion Services

A. Conversion Requirements

- a. The Bidder(s) will provide high quality image conversion services according to the specifications indicated in the proposal. Each project may have different requirements.
- b. The Iowa DOT will provide instructions for services required for each project.
- c. Successful Bidder(s) are responsible to meet all services performed according to specifications in the RFB.
- d. Successful Bidder(s) need to verify the length of media for each project. This information must be provided on the invoice.
- e. If any additional services required for this group during the contract period not included in this proposal, may be negotiated with the awarded Bidder(s). A contract amendment shall be provided with these additional services.
- f. Setup costs to make ready scanning equipment for image conversion jobs will not be charged to the Iowa DOT.

B. Conversion Services shall include but may not be limited to;

- a. Converting 8mm or 16mm film to digital files
- b. Converting ¼ ' audio files to digital files
- c. Converting VHS tapes to digital files
- d. Converting digital files from an existing format to a standard format such as MPEG4, MOV or WAV format
- e. Hourly rates for film repair
- f. The costs provided by the Bidder shall include the highest image quality conversion possible from the original source media

C. Estimated Annual Conversion Volumes by Item

- a. Volumes shown are estimated and represent an annual volume for images to be scanned.
- b. Quantity volumes cannot be guaranteed, these volumes are estimates only. The contract will be based on approved annual funds.
- c. Costs for these services will be charged per image or per hour. See Section 3.1, Group 3 Part 1 for the unit of measure specified for each item of service required. If a Bidder can offer quantity volume discounts this needs to be provided in proposal.
- d. The estimated annual volume is listed below by Item

<u>Item</u>	<u>Estimated Annual Volume</u>	<u>Average Run Length</u>
1.1 16mm 2" core	150	2-10 minutes
1.2 16mm Small reels	20	3-5 minutes
1.3 Reel to Reel ¼" mono 7" reels	20	10-60 minutes
1.4. 16mm published program	100	10-30 minutes
1.5 VHS conversion	50	10-60 minutes
1.6 File Conversion	1500	10-60 minutes

D. Process of services provided by Bidder(s) to include the following:

a. Media Preparation

- 1. The successful Bidder(s) may be responsible for document preparation. The ERMS Project Manager will indicate if this function is required for each project.
 - i. The prepping process includes repair film as needed for conversion.
 - ii. If a Bidder can provide this service, dependent on time, and costs, the ERMS Project Manager may request prepping to be done by the successful Bidder(s).
 - iii. Provide an hourly rate cost to perform this service at successful Bidder's site.

b. Conversion Requirements

- 1. Vendors are required to use video conversion software and export metadata in a comma delimited text file as a deliverable to the Iowa DOT for each image conversion request.
- 2. Instructions will be provided from the ERMS Project Manager on how the video needs to be converted, along with any special instructions.
- 3. If film or media is dirty or image enhancement is necessary, levels of effort and quality will be determined before conversion begins.
- 4. Illegible media shall not be converted and be stamped or imprinted to indicate that the quality of the source document is marginal and returned to the ERMS project manager.
- 5. All image conversions shall be rotated so that the images are right reading.

6. Any handwritten comments provided with the media must be preserved as indexed metadata unless determined to be transitory at the onset of the project.
7. If any the quality of scanned images cannot be corrected, this must be flagged by the successful Bidder(s) and noted of the problem for project manager to review. When this problem is detected, the successful Bidder(s) must contact the project manager. The project manager will determine what is acceptable.
8. Successful Bidder(s) need verify all converted images for each project. This information must be provided on the invoice.

c. Quality Control

1. During the scanning process, the successful Bidder(s) will be responsible for the initial quality control of services performed. All images must be viewable. The successful Bidder(s) responsibility is to make sure all images scanned according to specifications.
2. The quality of the scanned image shall be the same quality from the original. All media not meeting the quality of the original, the successful Bidder(s) must notify the ERMS Project Manager of the problem. These issues will be discussed and a mutual agreement will be determined what is acceptable.
3. The standard for quality control accuracy shall not exceed 2% accuracy. This means if more than two (2) out of one hundred (100) are found to not meet quality expectations, such as poor quality conversions, etc. known as otherwise defective, the successful Bidder(s) will rework this project at no additional cost to the Iowa DOT, within a reasonable time frame, approved by the ERMS project manager. This work will be at no additional charge to the Iowa DOT.
4. If quality control is not accepted or exceeds 2% accuracy, a monetary penalty of 15% of the project cost may be deducted from the invoice cost. If any repeat problem of quality occurs, the Iowa DOT will request a meeting with the successful Bidder(s) and discuss the option for additional penalty charges or the option to void the contract for all services.

d. Disposal of Documents

1. All media is to be returned.

e. Indexing

1. The ERMS Project Manager may request indexing to be done by the successful Bidder(s). The ERMS Project Manager will provide sample indexing information for each project and the required data fields. The successful Bidder(s) shall use this indexing information to organize the digital images in an electronic filing system. A standard set of acceptable abbreviations will be provided to the successful bidder for use with project indexing.

f. CD or DVD Storage

1. The successful Bidder(s) may be required to provide the electronic files on either CD or DVD media dependent on file size. If other storage media is required for transferring files, it will be arranged with the ERMS project manager at the onset of the project.
2. These files will be provided in MPEG4, MOV or WAV file format unless otherwise specified by the Iowa DOT. One copy of media will be required per project. Clear cases will come with each CD or DVD. Provide these costs in Section 3, Group 3, Part 1. These costs shall include all shipping and handling charges.
3. The CD or DVD will be labeled with the following information:
 - Company Name
 - Iowa DOT project number
 - Project name
 - Project description or range
 - Date.

g. Retrieval Requests from originals located at successful Bidder(s) site.

1. While media is in the possession of the successful Bidder(s), the Iowa DOT may require retrieval.
2. This shall be requested via email and the materials returned to IDOT within 2 business days from time of initial request.
3. The retrieved document(s) shall be returned to the requesting ERMS Project Manager.
4. Provide this cost per retrieval in Section 3, Group 3, Part 1.

3.6 Ownership of Documents

All documents, film and electronic media services provided by the successful Bidder(s) shall become the property of the Iowa DOT and shall be delivered to the Iowa DOT designated location upon completion. All services performed shall become the property of the Iowa DOT upon completion of the services. All electronic files submitted shall conform to the specifications in the RFP. The Iowa DOT may reuse or make modifications to the electronic file provided by the successful Bidder(s).

3.7 References

- a. List a minimum of two (2) references for each service you can provide in Group 1, 2 and 3 and for which the Bidder(s) is proposing services
- b. The Iowa DOT may contact all references provided.
- c. The Iowa DOT reserves the right to check additional sources or make any further investigations deemed necessary.

3.8 Review Meetings

The Iowa DOT may request review meetings as deemed necessary at no additional cost to the Iowa DOT. These review meetings will be held quarterly at the Ames DOT location unless otherwise specified. During these meetings, the representative, and project managers from each party shall discuss progress made by the successful Bidder in performance of the contract. Each party shall provide a status report listing any problem

or concerns encountered. Records of such reports and other communications shall be issued in writing and kept on file by each party.

3.9 Project Time Lines

Time lines for project completion will be negotiated with ERMS Project Manager first, prior to any approval of work to be sent. Once established, if these time lines cannot be met, penalty charges will be assessed at 1% of the total project costs for every two (2) late working days.

Lead times are requested in Section 5 for each group. This response is based on the average run length of a project. This will be used as a base for normal projects. These may change dependent on each project's complexity.

3.10 Method for document tracking

The successful Bidder(s) will verify the number of original sheets collected from the Iowa DOT and the number of images converted electronically. If the successful Bidder(s) can supply a reporting file with documentation, this shall be explained in the proposal. This reporting shall include: DOT project name and number, DOT packing list number, CD/DVD# number, and description of services performed, broken down by costs, quantity, date work is performed, date work delivered, date work accepted.

3.11 Iowa DOT Locations

Most of the work will be picked up and delivered to the DOT Ames IA location. Some work may be at other locations throughout the state. A standard price shall be charged for all locations in the state of Iowa. Upon request, delivery costs may be adjusted upon Iowa DOT approval, due to unstable fuel cost, on an as-needed basis. Documentation to support any price increases may be requested.

3.12 Pick-up and Delivery of Projects

The Iowa DOT will provide all storage boxes to transport files. These boxes will be labeled with appropriate information along with packing slip. The successful Bidder(s) will be responsible for picking up boxes at a specified location and transporting to Bidder(s) site. The costs provided will be for all Iowa DOT locations. This trip cost will include both pick-up and delivery. The quantity for pickup or delivery may vary.

- i. The Bidder's shall specify the maximum capacity requirements and total number of banker boxes; a truck can hold. The Iowa DOT will not pool with other entities unless a discounted price is available. This must be provided in the proposal.
- ii. More than one project may be picked up at one time.
- iii. The number of boxes will be determined prior to pick up. If the Bidder(s) provides different truck costs, and the number of boxes being picked up meets a smaller truck size but a larger truck comes, the Iowa DOT will not pay for the larger truck costs.
- iv. If the Bidder can provide a cost structure for pick up only vs. pickup and delivery that could be advantageous to the Iowa DOT, this shall be in the proposal.

All projects will be assigned a Iowa DOT project number. All deliveries will require a delivery receipt indicating Iowa DOT project number, packing list number, name, quantity, and date delivered. A signature is required from ERMS Project Manager or assigned staff person

3.13 Invoicing

All projects need to be invoiced to:

Information Technology

ERMS Support Team

800 Lincoln Way

Ames, IA 50010

Invoices must state Iowa DOT project name and project number, Iowa DOT packing list number, CD/DVD# number, and description of services performed, broken down by costs, quantity, date work is performed.

3.14 On Site Audits

At any time the Iowa DOT may visit the successful Bidder(s) site to evaluate and audit the services provided during the contract period. If unauthorized services are being performed, actions may be taken for breach of contract.

3.15 DOT Responsibilities

The Iowa DOT will assign a project manager for the effort for the duration of the contract.

Section 4 Contract Terms & Conditions

4.1 Contract Award

Award will be made for any one group or combination of groups. All items within a group must be bid to be considered for a group award. A primary and secondary award will be made for each group to the responsive & responsible low bidders. If the Primary Contractor cannot provide the service required in the time line needed, the Secondary Contractor may be contacted to perform the work.

The Iowa DOT reserves the right to combine awards where it makes the most economical sense and is in the best interest of the State.

The Iowa DOT reserves the right to either award a contract(s) or Purchase order without further negotiation with the successful Contractor or to negotiate contract terms with the successful Contractor if the best interests of the State would be served.

4.2 Contract Period

The term of the Contract will begin and end on the dates indicated in the RFB Procurement Timetable, unless extended or terminated earlier in accordance with the termination provisions of this Contract. The Iowa DOT shall have the sole option to renew the Contract for up to the number of annual renewals specified on the Procurement Timetable.

4.3 Contractor Qualification Requirement

Prior to execution of a contract with a contractor, the contractor must qualify to do business with the State of Iowa.

4.4 Service Schedule

Upon award of a Contract, the Iowa DOT and the Contractor shall determine the service schedule if not already defined in the requirements section of the RFB.

4.5 Scope of Work (Services)

The services to be performed pursuant to and as a result of this contract by the contractor are described in Project Specifications, Section 3, and in the Appendices and are made a part hereof by this reference.

The contractor shall prepare and deliver specifications to the Iowa DOT which will detail the design, technical and functional capabilities, and other attributes related to the project, all as more fully described in Section 3.

Amendments to Scope of Services and Specifications. The parties agree that the Scope of Services and the specifications may be revised, replaced, amended or deleted at any time during the term of this Contract to reflect changes in service or performance standards upon the mutual written consent of the parties.

Industry Standards. Services rendered pursuant to this Contract shall be performed in a professional and workmanlike manner in accordance with the terms of this Contract and with generally acceptable industry standards of performance for similar tasks and projects. In the absence of a detailed specification for the performance of any portion of this Contract, the parties agree that the applicable specification shall be the generally accepted industry standard.

As long as the Iowa DOT notifies the contractor promptly of any services performed in violation of this standard, the contractor will re-perform the services, at no cost to Iowa DOT, such that the services are rendered in the above-specified manner.

Non-Exclusive Rights. This Contract is not exclusive. The Iowa DOT reserves the right to select other contractors to provide services similar or identical to the Scope of Services described in this Contract during the term of this Contract.

4.6 Labor Regulations

The Contractor shall give all notices and comply with all codes, laws, ordinances, rules and regulations of any public authority having jurisdiction that bears on the performance of its work.

All contractors, before entering into a contract with the Iowa Department of Transportation, must be registered with the Division of Labor in the Workforce Development Department, 515-281-3606 according to chapter 91C, Code 1993.

4.7 Contract Termination

It is imperative that the contractor consistently provides high quality services. Below are procedures that will be utilized in the event that the contract must be terminated due to the contractor's lack of ability to produce required results:

4.7.1 Immediate Termination by the Iowa DOT

The Iowa DOT may terminate this contract in writing for any of the following reasons effective immediately without advance notice:

4.7.1.1 In the event the contractor is required to be certified or licensed as a condition precedent to providing services, the revocation or loss of such license or certification will result in immediate termination of the Contract effective as of the date on which the license or certification is no longer in effect;

4.7.1.2 The Iowa DOT determines that the actions, or failure to act, of the contractor, its agents, employees or subcontractors have caused, or reasonably could cause, a client's life, health or safety to be jeopardized;

4.7.1.3 The contractor fails to comply with confidentiality laws or provisions;

4.7.1.4 The contractor furnished any statement, representation or certification in connection with this Contract or the RFP which is materially false, deceptive, incorrect or incomplete

4.7.2 Termination for Cause

The occurrence of any one or more of the following events shall constitute cause for the Iowa DOT to declare the contractor in default of its obligations under this Contract.

4.7.2.1 The contractor fails to perform to the Iowa DOT's satisfaction, per Section 3 Project Specification requirements.

4.7.2.2 The Iowa DOT determines that satisfactory performance of this Contract is substantially endangered or that a default is likely to occur.

4.7.2.3 The contractor fails to make substantial and timely progress toward performance and deliverables within the contract.

4.7.2.4 The contractor consistently misses deadlines agreed upon with the Iowa DOT project managers.

4.7.2.5 The contractor replaces key personnel with individuals who have less experience, knowledge and skills in the areas of their responsibilities.

4.7.2.6 The contractor staff's knowledge, skills, and experience are unacceptable to the Iowa DOT and do not reflect what the contractor represented the skill sets of their staff that would be assigned to this engagement.

4.7.2.7 The contractor's staff turnover is unacceptably high to Iowa DOT.

4.7.2.8 The contractor fails to effectively manage contractor staff time and/or assignments.

4.7.2.9 The contractor's quality of work is unacceptable to Iowa DOT (i.e. incorrect results, standards are not followed).

4.7.2.10 The contractor's quantity of work is unacceptable to Iowa DOT. The contractor fails to perform additional assignments as requested.

4.7.2.11 The contractor does not respond to critical issues and/or fails to participate in problem resolution when asked. This includes requests for support in the evenings and weekends.

4.7.2.12 The contractor's deliverable(s) cause a major outage to the Iowa DOT's IT infrastructure.

4.7.2.13 The contractor becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including bankruptcy laws; the contractor terminates or suspends its business; or the Iowa DOT reasonably believes that the contractor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law.

4.7.2.14 The contractor has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of this Contract.

4.7.2.15 The contractor has engaged in conduct that has or may expose the Iowa DOT to liability, as determined in the Iowa DOT's sole discretion.

4.7.2.16 The contractor has infringed any patent, trademark, copyright, trade dress or any other intellectual property right.

4.7.3 Notice of Default

If there is a default event caused by the contractor, the Iowa DOT shall provide written notice to the contractor requesting that the breach or noncompliance be remedied within the period of time specified in the Iowa DOT's written notice to the contractor. If the breach or noncompliance is not remedied by the date in the written notice, the Iowa DOT may either:

4.7.3.1 Immediately terminate the contract without additional written notice.

4.7.3.2 Enforce the terms and conditions of the contract and seek any legal or equitable remedies.

4.7.4 Termination Upon Notice

Following 30 days written notice, the Iowa DOT may terminate this Contract in whole or in part without the payment of any penalty or incurring any further obligation to the contractor.

Following termination upon notice, the contractor shall be entitled to compensation, upon submission of invoices and proper proof of claim, for services

provided under this Contract to the Iowa DOT up to and including the date of Termination.

4.7.5 Termination Due to Lack of Funds or Change in Law

The Iowa DOT shall have the right to terminate this Contract without penalty by giving thirty (30) days written notice to the contractor as a result of any of the following:

4.7.5.1 Adequate funds are not appropriated or granted to allow the Iowa DOT to operate as required and to fulfill its obligations under this Contract.

4.7.5.2 Funds are de-appropriated or not allocated or if funds needed by the Iowa DOT, at the Iowa DOT's sole discretion, are insufficient for any reason.

4.7.5.3 The Iowa DOT's authorization to operate is withdrawn or there is a material alteration in the programs administered by the Iowa DOT.

4.7.5.4 The Iowa DOT's duties are substantially modified.

4.7.6 Remedies of the Contractor in Event of Termination by the Iowa DOT

In the event of termination of this Contract for any reason by the Iowa DOT, the Iowa DOT shall pay only those amounts, if any, due and owing to the contractor for services actually rendered up to and including the date of termination of the contract and for which the Iowa DOT is obligated to pay pursuant to this Contract. Payment will be made only upon submission of invoices and proper proof of the contractor's claim. This provision in no way limits the remedies available to the Iowa DOT under this Contract in the event of termination. However, the Iowa DOT shall not be liable for any of the following costs:

4.7.6.1 The payment of unemployment compensation to the contractor's employees.

4.7.6.2 The payment of workers' compensation claims, which occur during the contract or extend beyond the date on which the contract terminates.

4.7.6.3 Any costs incurred by the vendor in its performance of the contract, including, but not limited to, startup costs, overhead or other costs associated with the performance of the contract.

4.7.6.4 Any taxes that may be owed by the contractor in connection with the performance of this Contract, including, but not limited to, sales taxes, excise taxes, use taxes, income taxes or property taxes.

4.7.7 Vendor Termination Duties

The contractor, upon receipt of notice of termination or upon request of the Iowa DOT, shall:

4.7.7.1 Cease work under this Contract and take all necessary and appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the contract, including, without limitation, results accomplished, conclusions resulting therein, any other matters the Iowa DOT may require.

4.7.7.2 Immediately cease using and return to the Iowa DOT any personal property or materials provided by the Iowa DOT to the contractor.

4.7.7.3 Comply with the Iowa DOT's instructions for the timely Transfer of any active files and work product produced by the contractor under this Contract.

4.7.7.4 Cooperate in good faith with the Iowa DOT, its employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement contractor.

4.7.7.5 Issue credit to the Iowa DOT for any payments made by the Iowa DOT for services that were inappropriately billed for services that were not rendered by the contractor.

4.7.7.6 Immediately deliver to the Iowa DOT any and all Deliverables for which the Iowa DOT has made payment (in whole or part) that are in the possession or under the control of the Contractor or its agents or subcontractors in whatever stage of development and form of recordation such property is expressed or embodied as that time.

4.7.8 Unacceptable Deliverables

The contractor shall be required to perform the work for each deliverable in accordance with the terms, conditions, and representations of this Contract.

4.8 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).

- In addition to the above, the Contracting Authority shall be included as an insured party, or a separate owner's protective policy shall be filed showing the Contracting Authority as an insured party.

- 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:

- Commercial General Liability including Contractual Liability;
- 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(s) shall require all subcontractor(s) 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
- Letting Date and Contract Period

4.9 Force Majeure

Neither Contractor nor the Iowa DOT shall be liable to the other for any delay or failure of performance of this Contract; and no delay or failure of performance shall constitute a default or give rise to any liability for damages if, and only to the extent that, such delay or failure is caused by a “force majeure”. As used in this Contract, “force majeure” includes acts of God, war, civil disturbance and any other causes which are beyond the control and anticipation of the party effected and which, by the exercise of reasonable diligence, the party was unable to anticipate or prevent.

Failure to perform by a subcontractor or an agent of the Contractor shall not be considered a “force majeure” unless the subcontractor or supplier is prevented from timely performance by a “force majeure” as defined in this Contract. “Force majeure” does not include: financial difficulties of the Contractor or any parent, subsidiary, affiliated or associated company of Contractor; claims or court orders which restrict Contractor’s ability to deliver the goods or services contemplated by this Contract.

If a “force majeure” delays or prevents Contractor’s performance, the Contractor shall immediately commence to use its best efforts to directly provide alternate, and to the extent possible, comparable performance. Comparability of performance and the possibility of comparable performance shall be reasonably determined solely by the Iowa DOT.

During any such period, the Contractor shall continue to be responsible for all costs and expenses related to alternative performance.

This Section shall not be construed as relieving the Contractor of its responsibility for any obligation which is being performed by a subcontractor or supplier of services unless the subcontractor or supplier is prevented from timely performance by a “force majeure” as described here.

4.10 Indemnification by Contractor

The Contractor agrees to defend, indemnify and hold the Iowa DOT, and the State of Iowa, its employees, agents, board members, appointed officials and elected officials, harmless from any and all demands, debts liabilities, damages, loss, claims, suits or actions, settlements, judgments, costs and expenses, including the reasonable value of time expended by the Attorney General’s Office, and the costs and expenses and attorney fees of other counsel required to defend the Iowa DOT or the State of Iowa related to or arising from: Any violation or breach of this Contract including without limitation any of the Contractor’s representations or warranties; or Any acts or omissions, including, without limitation, negligent acts or omissions or willful misconduct of

Contractor, its officers, employees, agents, board members, contractors, subcontractors, or counsel employed by Contractor in the performance of this Contract, or any other reason in connection with the goods and services provided under this Contract; or Claims for any violation of any intellectual property right including but not limited to infringement of patents, trademarks, trade dress, trade secrets, or copyrights arising from the any of the goods or service performed in accordance with this Contract; or The Contractor's performance or attempted performance of this Contract; or *Any failure by the Contractor to comply with all local, State and Federal laws and regulations*; or Any failure by the Contractor to make all reports, payments and withholdings required by Federal and State law with respect to social security, employee income and other taxes, fees or costs required by the Contractor to conduct business in the State of Iowa.

The Contractor's duty to indemnify as set forth in this section shall survive the expiration or termination of this Contract and shall apply to all acts taken in the performance of this Contract regardless of the date any potential claim is made or discovered by the STATE.

4.11 Indemnification by Iowa DOT

The State shall, only to the extent consistent with Article VII, Section 1 of the Iowa Constitution and Iowa Code Chapter 669, indemnify and hold harmless the Contractor from and against any and all costs, expenses, loses, claims, damages and liabilities arising directly out of the negligence or wrongful acts or omissions of any employee of the Iowa DOT while acting within the scope of the employee's office of employment in connection with the performance of this Contract.

At the option of the Iowa DOT, the Contractor shall be represented by the Attorney General of the State or special counsel retained by the Iowa DOT or the Attorney General of the State with respect to any litigation brought by or against the Contractor or such persons with respect to any claims, damages, judgments, liabilities or causes of action to which such persons may be subject and to which they are entitled to be indemnified hereunder.

Indemnification under this Section shall survive the termination of this Contract and shall include reasonable fees and expenses of counsel and expenses of litigation. If the Iowa DOT shall have made any indemnity payments pursuant to this Section and the person to or on behalf of whom such payments are made thereafter shall collect any of such amounts from others, such person shall promptly repay such amounts to the Iowa DOT, without interest.

4.12 Payment

Payments will be made for all successfully received services as they are completed throughout the term of the contract.

The Iowa DOT will not pay any additional costs, altered from Response price, unless this has been approved by the Iowa DOT, prior to work performed.

4.13 Care of Property

The contractor shall be responsible for the proper custody and care of any the State-owned tangible personal property furnished for the contractor's use in connection with the performance of the contract, and the contractor will reimburse the Iowa DOT for such property's loss or damage caused by the contractor, normal wear and tear excepted.

4.14 Contractor Conduct

The contractor shall adhere to State and other written established work rules. The Iowa DOT Workplace Environment Policies and Procedures will be provided to the contractor. These rules consist of commonly accepted, professional business conduct.

4.15 Public Contract Termination

The Provisions of Iowa Law as contained in Chapter 573A of the Code of Iowa, an Act to provide for termination of contracts for the construction of public improvements when construction or work thereon is stopped because of national emergency shall apply to and be a part of this Contract, and shall be binding upon all parties hereto including sub-contractors and sureties upon any bond given or filed in connection herewith.

Legislative Changes. The Contractor expressly acknowledges that the contracted Deliverables are subject to legislative change by either the federal or state government. Should either legislative body enact measures which alter the project, the Contractor shall not hold the Agency liable in any manner for the resulting changes. The Agency shall use best efforts to provide thirty (30) days' written notice to the Contractor of any legislative change. During the thirty (30) – day period, the parties shall meet and make a good faith effort to agree upon changes to the Contract to address the legislative change. Nothing in this Subsection shall affect or impair the Agency's right to terminate the Contract pursuant to the termination provisions.

Repayment Obligation. In the event that any State and/or federal funds are deferred and/or disallowed as a result of any audits or expended in violation of the laws applicable to the expenditure of such funds, the Contractor shall be liable to the Agency for the full amount of any claim disallowed and for all related penalties incurred. The requirements of this paragraph shall apply to the Contractor as well as any subcontractors.

4.16 Confidential Information

4.16.1 The Contractor's employees, agents and subcontractors may have access to confidential information maintained by the Iowa DOT to the extent necessary to carry out its responsibilities under the Contract.

The Contractor shall presume that all information received pursuant to this Contract is confidential unless otherwise designated by the Iowa DOT. The Contractor shall provide to the Iowa DOT a written description of its policies and procedures to safeguard confidential information. Policies of confidentiality shall address, as appropriate, information conveyed in verbal, written, and electronic formats. The Contractor must designate one individual who shall remain the responsible authority in charge of all data collected, used, or disseminated by the Contractor in connection with the performance of the Contract. The Contractor shall provide adequate supervision and training to its agents, employees and subcontractors to ensure compliance with the terms of this Contract. The private or confidential information shall remain the property of the Iowa DOT at all times.

4.16.2 No confidential information collected, maintained, or used in the course of performance of the Contract shall be disseminated by Contractor except as authorized by law and only with the prior written consent of the Iowa DOT, either during the period of the Contract or thereafter. Any data supplied by the Iowa DOT to the Contractor or created by the Contractor in the course of the performance of this Contract shall be considered the property of the Iowa DOT. The Contractor must return any and all data collected, maintained, created or used in the course of the performance of the Contract in whatever form it is maintained promptly at the request of the Iowa DOT. The Contractor may be held civilly or criminally liable for improper disclosure of confidential information.

4.16.3 In the event that a subpoena or other legal process is served upon the Contractor for records containing confidential information, the Contractor shall promptly notify the Iowa DOT and cooperate with the Iowa DOT in any lawful effort to protect the confidential information.

4.16.4 The Contractor shall immediately report to the Iowa DOT any unauthorized disclosure of confidential information.

4.16.5 The Contractor's obligations under this section shall survive termination or expiration of this Contract.

4.17 Contractor Warranties

Construction of Warranties Expressed in this Contract with Warranties Implied by Law. All warranties made by the Contractor in all provisions of this Contract and the Response by the Contractor, whether or not this Contract specifically denominates the Contractor's promise as a warranty or whether the warranty is created only by the Contractor's affirmation or promise, or is created by a description of the materials and services to be provided, or by provision of samples to the Iowa DOT shall not be construed as limiting or negating any warranty provided by law, including without limitation, warranties which arise through course of dealing or usage of trade. The warranties expressed in this Contract are intended to modify the warranties implied by law only to the extent that they expand the warranties applicable to the goods and services provided by the Contractor. The Contractor warrants that all the concepts, materials produced, the work product and the information, data, designs, processes, inventions, techniques, devices, and other such intellectual property furnished, used, or relied upon by the Contractor or the Iowa DOT will not infringe any copyright, patent, trademark, trade dress, or other intellectual property right of the Contractor or others. Any intellectual property provided to the Iowa DOT pursuant to the terms of this Contract, shall be wholly original with the Contractor or the Contractor has secured all applicable interests, rights, licenses, permits, or other intellectual property rights in such concepts, materials and work.

The Contractor represents and warrants that the concepts, materials and the Iowa DOT's use of same and the exercise by the Iowa DOT of the rights granted by this Contract shall not infringe upon any other work, other than material provided by the Iowa DOT to the Contractor to be used as a basis for such materials, or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm or corporation and that the concepts, materials and works will not infringe upon the copyright, trademark, trade name, literary, dramatic, statutory, common law or any other rights of any person, firm or corporation or other entity.

The Contractor warrants that all of the services to be performed hereunder will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable, trained and qualified personnel. The Contractor warrants that the deliverables under this Contract will operate in conformance with the terms and conditions of this Contract.

The Contractor warrants that it has full authority to enter into this Contract and that it has not granted and will not grant any right or interest to any person or entity, which might derogate, encumber, or interfere with the rights granted to the Iowa DOT.

The Contractor warrants that all obligations owed to third parties with respect to the activities contemplated to be undertaken by the Contractor pursuant to this Contract are or will be fully satisfied by the Contractor so that the Iowa DOT will not have any obligations with respect thereto.

The Contractor warrants that it is the owner of or otherwise has the right to use and distribute the software, the materials owned by the Contractor and any other materials, and methodologies used in connection with providing the services contemplated by this Contract.

The Contractor warrants that any software used in connection with the Internet Service shall not contain any Trojan horses, worms, viruses or other disabling devices.

The Contractor expressly warrants to the standards in the industry all aspects of the goods and services provided by it or used by the Contractor and the Iowa DOT in performance of this Contract.

Contractor warrants that during the term of this Contract and any extension or renewal term, the Contractor shall continually use and integrate the most current and up-to-date technology commercially available into the Internet Service and any components necessary for the Internet Service to function subject to the prior written approval of the

Bidder _____

SEALED BID

LETTING DATE: October 5, 2016
PROPOSAL NO: 17269
PROPOSAL DESCRIPTION: Image Conversion Services

Iowa Department of Transportation
PURCHASING - SEALED BID PROPOSAL
800 Lincoln Way
Ames, IA 50010