

Response Due Date 10/20/2016		Time 1:00 PM	Location 800 Lincoln Way, Ames, IA	
Proposal Number 17637	Description Snow Removal for Mason City, IA District 2			
Contract Begin Date 10/28/2016	Contract Completion Date 4/15/2017	Bid Bond NA	Performance Bond (Y/N) N	Liquidated Damages \$0.00
Purchasing Agent Assigned Laura Linduski	E-Mail Address laura.linduski@dot.iowa.gov	Phone 515-239-1429	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

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 or purchase order. **Faxed or email responses will be accepted.**

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 a supplier or service provider. The Iowa DOT reserves the right to accept the response which is deemed to be in the best interest of the state. Any unauthorized changes, additions, or conditional responses including any ties to other solicitations 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 (30) days from the due date indicated above.

Method of Award: Award shall be made to the lowest responsible, responsive responder whose response meets the requirements of the solicitation unless otherwise specified. An Iowa responder will be given preference over an out-of-state responder 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.

Contracts: Successful contractor(s) may be sent either a formal contract or a purchase order. The contractor may not assign the contract to another party without written authorization from the Iowa DOT Purchasing Section.

Pricing and Discount: Unit prices shown in the response shall be quoted as the price per unit (e.g., gal., case, each, etc.) as stated in the solicitation. If there is a discrepancy between the unit prices, extended price, or total amount of response, the unit price 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.

We certify that all materials, equipment, goods and/or services offered meet or exceed the specifications and requirements and will be supplied in accordance with the entire contents of this solicitation including delivery schedules.

Signed: _____

Date: _____

Schedule of Prices

Project Description: Snow Removal for Mason City, IA District 2

Project Number: NHSN-122-1(17)--2R-17

Item No.	Description	Quantity	Cost for Snow Removal per event	Cost for Sand/Salt
1	Vendor to provide snow removal for Right of Way Property Parcel 99 Located: 507 5th Street SE, Mason City, IA Area: 50' x 4' County: Cerro Gordo	1 Event	\$ _____	\$ _____
2	Vendor to provide snow removal for Right of Way Property Parcel 103 Located: 513 5th Street SE, Mason City, IA Area: 50' x 4' County: Cerro Gordo	1 Event	\$ _____	\$ _____
3	Vendor to provide snow removal for Right of Way Property Parcel 94 Located: 416 6th Street SE, Mason City, IA Area: 231' x 4' County: Cerro Gordo	1 Event	\$ _____	\$ _____
4	Vendor to provide snow removal for Right of Way Property Parcel 84 Located: 408 6th Street SE, Mason City, IA Area: 66' x 4' County: Cerro Gordo	1 Event	\$ _____	\$ _____

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

Contact Person: _____

(Print Name)

Contractor number: _____

Authorized
Signature: _____

Company: _____

Address: _____

(City) (State) (Zip Code)

Phone No: _____

Email: _____

Fax No.: _____

I acknowledge receipt of addendums: _____

Instructions To Bidders

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 and described further in Section 3 of this RFB. The Iowa DOT may renew the contract(s) for up to the number of annual renewals as indicated. Any contract(s) resulting from the RFB shall not be an exclusive contract.

1.1 General

1.2.1 The owner of these projects is the Iowa Department of Transportation, 800 Lincoln Way, Ames, IA 50010

1 Project Location

Right of Way properties in Mason City, Iowa County: Cerro Gordo:

Item 1: Parcel 99, located at 50705th Street SE

Item 2: Parcel 103, located at 513 5th Street SE

Item 3::Parcel 94, located at 416 6th Street SE

Item 4: Parcel 84, located at 408 6th Street SE

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 contractor).

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. Contractors may be disqualified if they contact any state employee other than the Issuing Agent. *Exception: Contractors may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses. See Section 2.32.*

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 Contractor verbally shall not be considered part of that Contractor's proposal. Only written communications from the Contractor and received by the Department shall be accepted.

With the exception of the written Bid Response which must be submitted by Contractors in accordance with Section 2 herein, communications between the Issuing Agent and Contractors 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 Bid Proposal 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 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. **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 contractor.

Contractors 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 be accepted.

Contractors 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 Contractor shall not be considered part of the Contractor's Bid Response.

2.5 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 Contractors; 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 Contractor from full compliance with RFB specifications or other contract requirements if the Contractor is awarded the contract. The determination of materiality is in the sole discretion of the Iowa DOT.

2.6 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 Contractor's qualifications and the qualifications of any subcontractor identified in the bidders Bid Response.

2.7 Information From Other Sources

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

2.8 Consideration of Bids

2.8.1 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.

2.8.2 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.

General Requirements

3.1 Purpose

The Iowa DOT is seeking qualified bidders to provide snow removal services. We currently own and maintain Right of Way Properties in District 2. Snow removal service will be needed for each listed property.

Scope of Work:

- Snow Removal will be needed for the sidewalks and entry ramps at each property.
- **City Ordinance Compliance:** Snow Removal Service should occur after the snow event but within the guidelines specified in the city ordinance.
- **De-icing Agents/Abrasives:** There is to be no de-icing agents or abrasives applied without approval first. The winning bidder will be given the contact information for the agent in charge of the listed properties and will need to contact the agent for approval before any application.
- **Adding or Removing Properties:** The Iowa DOT reserves the right to add or delete properties as listed on the schedule of prices at any time. The DOT will notify the successful bidder of property changes as soon as the information is available.
- All items are tied.
- See attached photos and plot plan for each area.

Contract Terms and Conditions

4.1 Contract Award

It is the intent of the Iowa DOT to award the contract to the responsible bidder whose submitted quotation is the most advantageous to the Iowa DOT, cost and other factors considered. Other factors include, but are not limited to: meeting or exceeding mandatory requirements, proposed staffing, and meeting required time schedule.

Bid price will include all requirements listed in Section 3 to complete this proposed project. Protests of award recommendations shall be made in accordance with Paragraph 761--20.4(6)"e", Iowa Administrative Code.

4.2 Contract Period

See Bid Proposal timeline for dates. The date of completion shall be stated in calendar days on the Bidder's Bid Response, and if necessary, adjusted by mutual agreement between the Iowa DOT and successful bidder prior to executing the contract documents.

4.3 Contract Renewals

The contract may be renewed, upon mutual agreement, for a total of three (3) years in twelve (12) month increments. Contract renewals form shall be sent to Contractor for signature.

- Compensation payable to the Contractor hereunder shall be fixed for the first twelve (12) months of this contract.
- If the Contract is renewed upon mutual agreement, the Contractor must provide updated Insurance Certificates.

4.4 Revisions

The Iowa DOT reserves the right to revise the work schedule and to make other changes within this proposal as may be deemed necessary to best serve the interests of the State. Changes in compensation will be negotiated and shall be documented by formal amendment to the contract. All changes shall be in writing.

4.5 Remedies Upon Default

- The Iowa DOT will decide any and all questions which may arise concerning contract language, the responsibilities of the Contractor and the quality and acceptability of all work performed under this contract.
- The appearance of the property listed in General Requirements, as well as satisfactory performance of all obligations of the contract, reflect upon the image of the Iowa DOT and the State of Iowa. In the event of a breach or deficiency in the performance of any of the provisions of the contract, including but not limited to the contract specifications, which shall be considered material terms of the contract, the Iowa DOT shall retain the right to seek any and all remedies provided by law or under the provisions of the contract.
- When a deficiency in contract performance is discovered by the Iowa DOT through routine inspections, the appointed DOT representative will explain the problem to the Contractor and what steps should be taken to correct the situation.
- If the same or a similar problem occurs again, the Iowa DOT may, at its option, terminate the contract upon the Contractor's receipt of said notice.

4.6 Payments and Completion of Contract

4.6.1 Payments on contract will be made monthly by means of state warrants. The Contractor will submit an invoice on or near the first of each month for services rendered during the previous month. Invoices must be submitted promptly. All work performed must be signed off as acceptable by DOT Representative prior to releasing invoices for payment. Payment terms: Net 30 Days.

Invoices will be sent to Iowa Department of Transportation, Property Management, 800 Lincoln Way, North Annex, Ames, IA 50010, Attention Patti Simons, for the area where the services are rendered.

4.6.2 No notification of payment being processed, no payment made to the Contractor, no partial payment, nor the entire use or occupancy of the work by the Iowa DOT shall be held to constitute an acceptance, in whole or in part, by the Iowa DOT prior to making the final payment and acceptance in full completion of the contract.

4.6 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

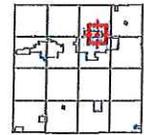
The Contractor(s) shall require all subcontractor(s) meet the above insurance requirements.

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



Overview



Legend

- × Parcel Point
- Parcels
- Corporate Limits
- Political Township

Parcel ID	071033100200	Alternate ID	n/a	Owner Address	STATE OF IOWA
Sec/Twp/Rng	10-96-20	Class	R		800 LINCOLN WAY
Property Address	507 5TH ST SE	Acreage	n/a		AMES IA 50010
	MASON CITY				
District	01001				
Brief Tax Description	L 23 BLK 2 ST FRANCIS PARK				
	(Note: Not to be used on legal documents)				

Item 1

Date created: 8/15/2016

 Developed by
The Schneider Corporation

NNSN-122-1(17) --2R-17
Parcel # 99

50'x4' = 200' 

IOWA DEPARTMENT OF TRANSPORTATION
PROJECT DEVELOPMENT
PLOT PLAN

171220201\svr\17122017\115EDP\Parcel\ 99

PARCEL NO.: 99

OWNER: JOLENE R. PECK

SECTION: 10 T 96 N-R 20 W.

SCALE: 1" = 100'

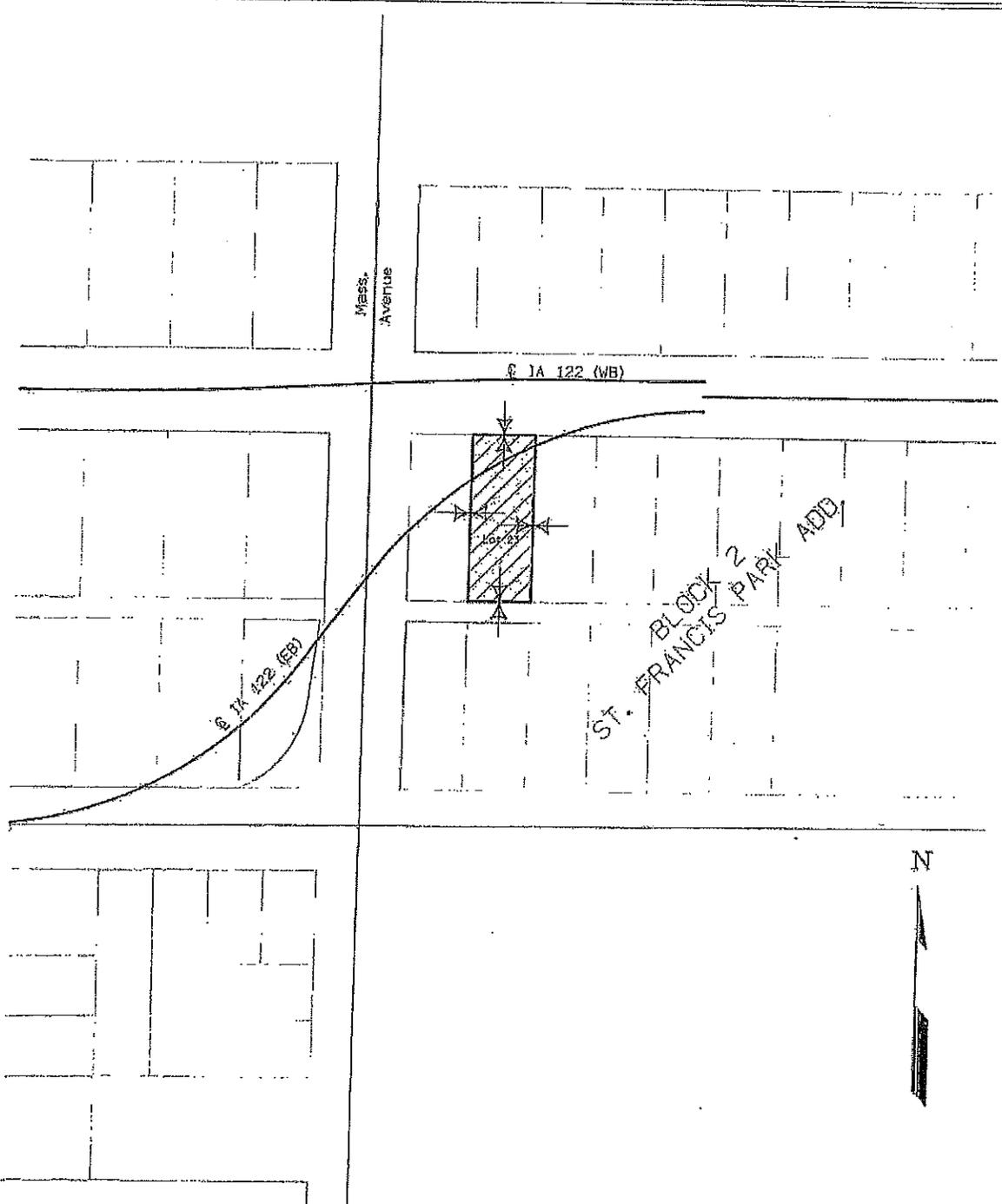
LEGEND

W.D. OR EASEMENT LINE: 

ACCESS LOCATION POINT: 

PROPERTY LINE: 

CITY OF MASON CITY

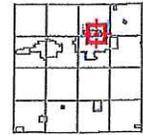


COUNTY: CERRO GORDO

PROJECT NO.: NHSN-122-1(17)-2R-17



Overview

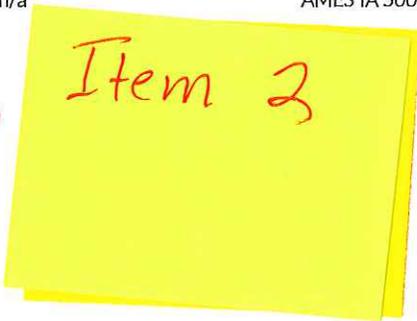


Legend

- × Parcel Point
- Parcels
- Corporate Limits
- Political Township

Parcel ID	071033100300	Alternate ID	n/a	Owner Address	STATE OF IOWA
Sec/Twp/Rng	10-96-20	Class	R		800 LINCOLN WAY
Property Address	513 5TH ST SE	Acreeage	n/a		AMES IA 50010
	MASON CITY				

District 01001
 Brief Tax Description L 22 BLK 2 ST FRANCIS PARK
 (Note: Not to be used on legal documents)



Date created: 8/15/2016

 Developed by
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513 5th St SE
 NNSN-122-(117)--2R-17
 Parcel #103 50' x 4' = 200

IOWA DEPARTMENT OF TRANSPORTATION
PROJECT DEVELOPMENT
PLOT PLAN

112200117041122011030103

PARCEL NO.: 103

OWNER: LACI D. BETTS

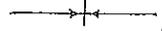
SECTION: 10 T 96 N-R 20 W.

SCALE: 1" = 100'

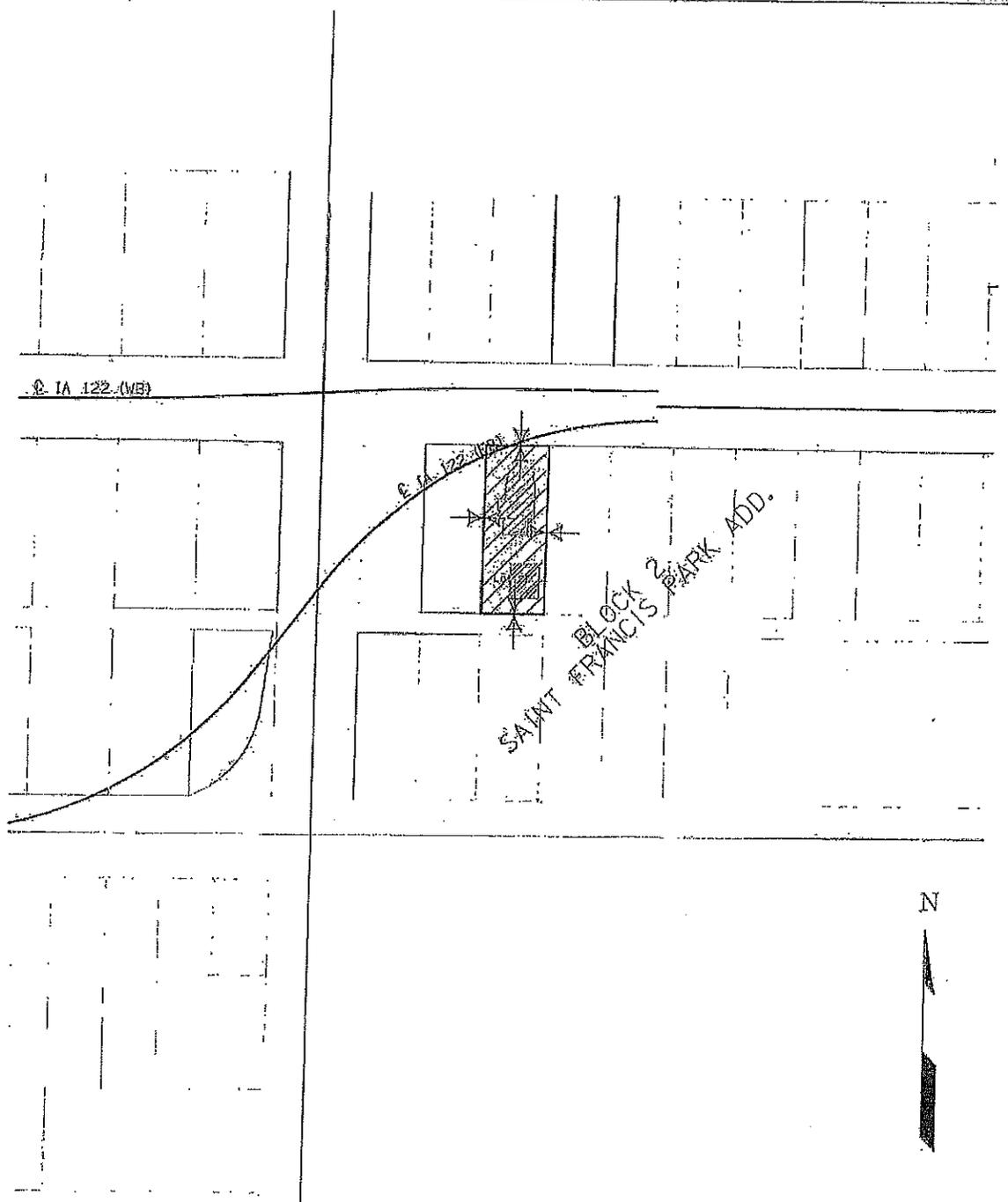
LEGEND

W.D. OR EASEMENT LINE: 

ACCESS LOCATION POINT: 

PROPERTY LINE: 

CITY OF MASON CITY

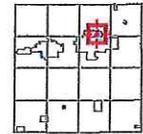


COUNTY: CERRO GORDO

PROJECT NO.: NHSN-122-1(17)--2R-17



Overview



Legend

- × Parcel Point
- Parcels
- ▭ Corporate Limits
- ▭ Political Township

Parcel ID	071033000900	Alternate ID	n/a	Owner Address	ALLE PROPERTIES, LLC
Sec/Twp/Rng	10-96-20	Class	R		20614 265TH ST
Property Address	416 6TH ST SE	Acres	n/a		MASON CITY IA 50401
	MASON CITY				

District 01001
 Brief Tax Description L 7 BLK 2 PARKER & FOSTERS 2ND ADD
 (Note: Not to be used on legal document)

Item 3

Date created: 8/15/2016

 Developed by
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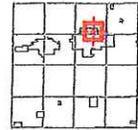
NNSN-122-(17)-ZR-17
 Parcel # 94

66' x 4'
 Side Lot
 165' x 4'

 231' x 4' = 924



Overview



Legend

- × Parcel Point
- Parcels
- Corporate Limits
- Political Township

Parcel ID	071033001000	Alternate ID	n/a	Owner Address	ALLE PROPERTIES, LLC
Sec/Twp/Rng	10-96-20	Class	R		20614 265TH ST
Property Address		Acres	n/a		MASON CITY IA 50401
District	01001				
Brief Tax Description	BEG AT NW COR L 8 BLK 2 PARKER & FOSTERS 2ND ADD TO SOUTH MASON CITY TH E 62.8' TH S 07°45.5' W 62.8' TH CONT 93.1' ALG A 87.8' RAD CURVE CONCAVE NWLY HAVING A CORD BEAR S 38°07.5' W 88.8' TH N 00°15' E 132.1' TO POB CONTAIN 6279 SQ FT				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 8/23/2016
 Last Data Uploaded: 5/17/2016 8:04:27 PM

 Developed by
 The Schneider Corporation

IOWA DEPARTMENT OF TRANSPORTATION
PROJECT DEVELOPMENT
PLOT PLAN

11/20/2017 10:17:22 AM

PARCEL NO.: 94

OWNER: ALLE PROPERTIES, LLC.

SECTION: 10 T 96 N-R 20 W.

SCALE: 1" = 100'

LEGEND

W.D. OR EASEMENT LINE: 

ACCESS LOCATION POINT: 

PROPERTY LINE: 

CITY OF MASON CITY

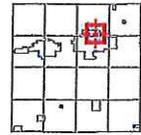


COUNTY: CERRO GORDO

PROJECT NO.: NHSN-122-1(17)--2R-17



Overview



Legend

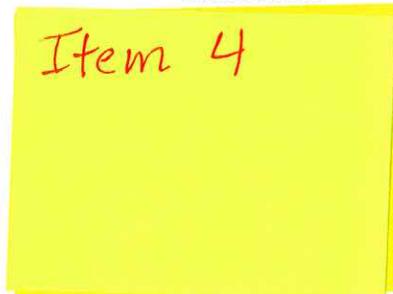
- × Parcel Point
- Parcels
- ▭ Corporate Limits
- ▭ Political Township

Parcel ID 071033000800
 Sec/Twp/Rng 10-96-20
 Property Address 408 6TH ST SE
 MASON CITY

Alternate ID n/a
 Class R
 Acreage n/a

Owner Address STATE OF IOWA
 800 LINCOLN WAY
 AMES IA 50010

District 01001
 Brief Tax Description L 6 BLK 2 PARKER & FOSTERS 2ND ADD
 (Note: Not to be used on legal documents)



Date created: 8/15/2016

 Developed by
 The Schneider Corporation

408 6th St SE
 Mason City
 MNSN = 122-1(17) - 2R-17
 Parcel # 84

66' x 4' = 264' 

IOWA DEPARTMENT OF TRANSPORTATION
PROJECT DEVELOPMENT
PLOT PLAN

1722(201)Vo-V1722(17)S(50)Form(1)1/17

PARCEL NO.: 84

OWNER: TYLER L. HUNGERFORD

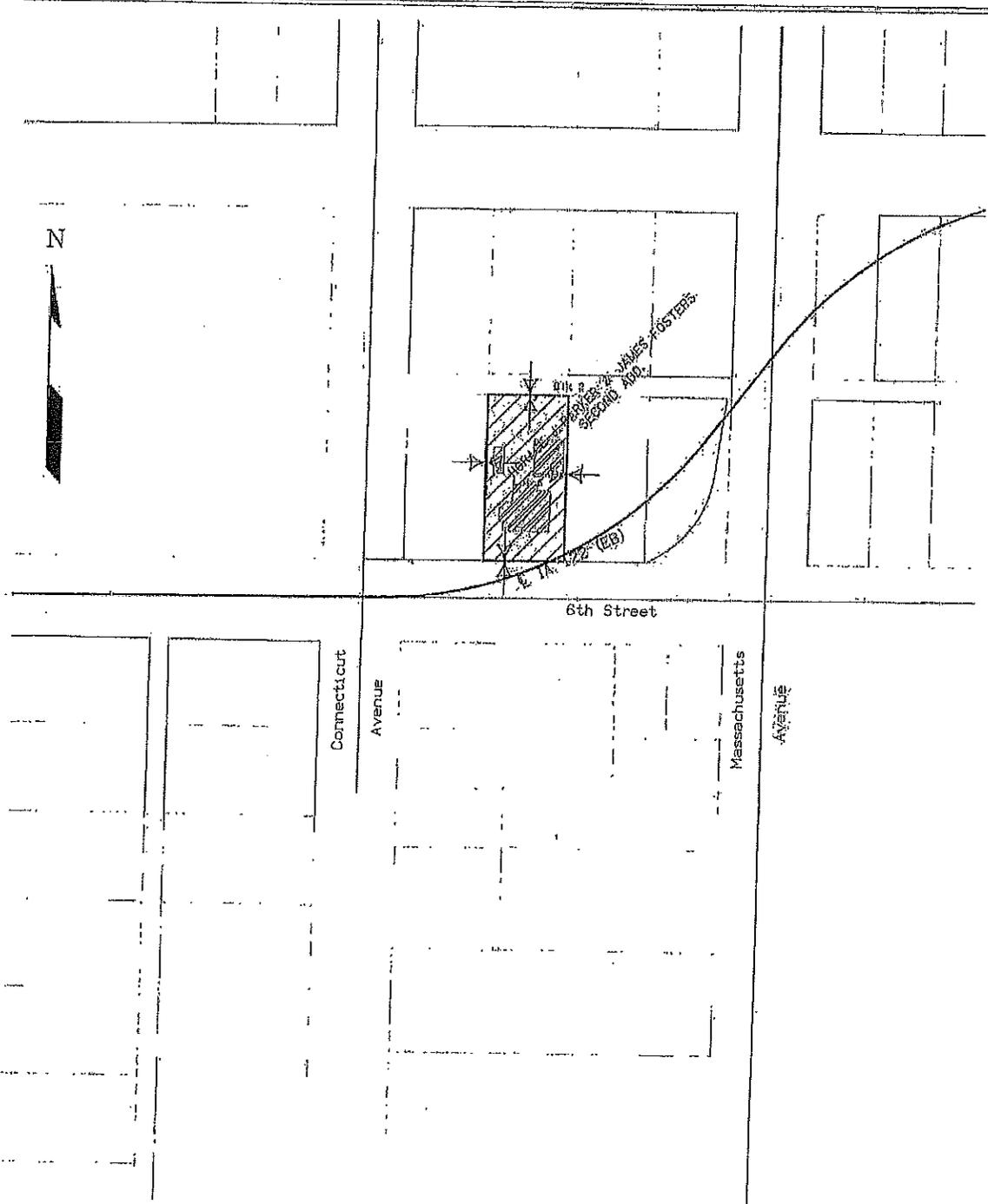
SECTION: 10 T 96 N-R 20 W.

SCALE: 1" = 100'

LEGEND:

- W.D. OR BASEMENT LINE: ————
- ACCESS LOCATION POINT: ← →
- PROPERTY LINE: —+—

CITY OF MASON CITY



COUNTY: CERRO GORDO

PROJECT NO.: NHSN-122-1(17)--2R-17