

Response Due Date 12/7/2016		Time 1:00 PM	Location 800 Lincoln Way, Ames, IA	
Proposal Number 17639	Description Cleaning services at the Fairfield District Offices			
Contract Begin Date 12/22/2016	Contract Completion Date 12/21/2017	Bid Bond NA	Performance Bond (Y/N) N	Liquidated Damages \$0.00
Purchasing Agent Assigned Laura Linduski	E-Mail Address laura.linduski@iowadot.us	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

Number	17639
Date Required	12/07/2016 1:00 PM

Title Cleaning services at the Fairfield District Offices
Delivery Location AMES, IA 50010
Shipping Terms FOB Destination/Freight Prepaid

Vendor
PA Name Laura J Linduski
Phone 515-239-1429
E-Mail laura.linduski@iowadot.us

Description

Product Availability Days: _____
Price Good Until: _____

All items must be bid.

Item	Qty	Unit	Descrip	Monthly Price	Total Price
1.1	12	MON	Provide cleaning services for District Office Building as per Janitor Task Schedule and specifications		
Comments:					
1.2	2	JOB	Provide Twice a Year Cleaning services for District Office Building as per the Janitorial Task Schedule and specifications. Bi-annual cleaning schedule with building contact.		
Comments:					
2.1	12	MON	Provide cleaning services for District Materials Office as per Janitor Task Schedule and specifications		
Comments:					
2.2	2	JOB	Provide Twice a Year Cleaning services for District Materials Offices as per the Janitorial Task Schedule and specifications. Bi-annual cleaning shedule with building contact.		
Comments:					
2.1	12	MON	Provide cleaning services for Maintenance Office as per Janitor Task Schedule and specifications		
Comments:					
1.2	2	JOB	Provide Twice a Year Cleaning services for District Office Building as per the Janitorial Task Schedule and specifications. Bi-annual cleaning schedule with building contact.		
Comments:					

I HEREBY CERTIFY THAT THIS PROPOSAL MEETS OR EXCEEDS THE MINIMUM REQUIREMENT INCLUDING SPECIFICATIONS AND ADDENDUMS.

Signature: _____ Date: _____



Iowa Department of Transportation
Standard Terms and Conditions
For
Submission of Quotations or Bids

-INFORMAL-

Informal - means a limited solicitation type of procurement where a sufficient number of responses from qualified sources are obtained and the aggregate amount of the purchase is less than \$50,000.

The entire contents of this bid 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 there is a statement in the Specifications that contradicts a statement in the Standard Terms and Conditions, the statement in the Specifications shall apply)

Preparation of Solicitation Response: All responses must 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 bid opening date and time indicated on the Solicitation Response page or other specified areas throughout the solicitation document. The signed, submitted quotation or bidder's proposal shall become the official response to be considered for award.

Responses may be sent by email, fax, weblink, or delivered by a courier that ensures timely delivery.

A. Solicitation

1. **Opening:** The opening 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 to the bidder 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. **Pricing and Discount:** Unit prices shown on 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 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.
4. **Acceptance/Rejection:** The Iowa DOT or provider 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). 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 date of opening.

5. **Bid Results & Disclosure:** Tabulation results will be sent to all responders and may 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.
6. **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.
7. **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.
8. **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 lowest responsible, responsive responder whose response meets the requirements of the solicitation unless otherwise specified. 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 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 responder 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 vendor 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 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 action of the Iowa DOT Purchasing Section, refer to 761IAC, 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 a copy of their affirmative action program on file, 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 Supplier. Following termination upon notice, the Supplier 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.

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

Project Location:

Iowa Department of Transportation

- 1. District Office 307 West Briggs, Fairfield, IA 52556**
- 2. District Materials Office 301 West Briggs, Fairfield, IA 52556**
- 3. District Maintenance Office 205 E 227th St, Fairfield, IA 52556**

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 Scope of Work

Successful Bidder shall be required to provide all materials, labor, and equipment necessary for janitorial services at the Iowa DOT's Fairfield Facility according to the scope of work and specifications. Buildings include District Office, District Materials Office and District Maintenance Office.

The work performed shall be of high quality keeping the aesthetic appearance of the buildings clean and neat as specified below.

The successful service provider shall be responsible for cleaning services within each building as outlined in section 3.2.

Other requirements shall include:

- Service Provider to provide all cleaning supplies.
- Service hours to be determined between service provider and Iowa DOT. Designated cleaning day to be determined.
- No visitors, wives, husbands, or children of the Service Provider or its employees will be allowed in the building during working hours unless they are bona fide employees of the Service Provider and on duty.
- The Service Provider shall provide the Iowa DOT with the names and telephone numbers of all personnel assigned to the contract.
- Service Provider is to notify each building when supplies are running low. (Service Provider to allow two weeks for delivery of supplies.)
District Office: Emily Welding: 641-472-4171, District Materials Office: Ellen Davidson 641-472-3103, District Maintenance Office: Lisa Luko 641-472-6142
- Bidders shall provide at least three references including contact names with corresponding phone numbers.
- Other services or additional cleaning can be added to the responsibilities upon mutual agreement between the each building and Service Provider should the need arise. Fees for the added responsibilities will also be determined.

All work performed -Janitor Task Schedule A.

3.2 Cleaning instructions

General Requirements:

- Garbage: Place collected material in bags & take to dumpsters
- Service provider will be able to clean after 4:30 p.m. on weekdays and on weekends when the offices are closed.
- Space will be provided to allow janitorial products to be stored on-site
- IDOT will provide paper products for towel dispensers, hand soap, toilet tissue, cleaning rags, trash can liner, equipment (mops, broom), and related items.
- Keys are the responsibility of the Contractor. Loss of the keys will be the Contractor's responsibility to rekey the Iowa Dot building(s).

Janitorial Task Schedule A

307 West Briggs Weekly Service

Restrooms Men's and Women's upstairs, Unisex downstairs

- Clean, sanitize and polish all vitreous fixtures including toilet bowls (inside and out), urinals and hand basins.
- Clean and sanitize toilet seats
- Clean all glass, mirrors, stainless steel covers, handrails, and metal towel dispensers.
- Empty all waste containers and disposals, insert liners as needed, spot clean and sanitize containers.
- Hazardous waste containers will be handled by Owner.
- Spot clean all walls, doors and partitions.
- Dust all horizontal surfaces including shelves, ledges, moldings, frames, ducts, heaters and exhaust fans.
- Sweep, damp mop and sanitize hard surface floors and baseboards.
- Clean and sanitize door handles/ plates, light switches
- Handrails

General, Private Offices, Lobby, Conference, Copy Room, Halls, Entryways, Stairway, etc.

- Empty wastebaskets I trash containers and transport trash to designated area. Reline containers with plastic liners provided by customer.
- Empty recycle baskets and transport to designated area.
- Dust all exposed tables, chairs, filing cabinets, bookcases, and shelves, and cleared desks
- Dust all horizontal surfaces to hand height (70 inches), including shelves, moldings, ledges, sills, baseboards, etc.
- Remove dust and cobwebs from mopboards, ceiling areas, corners, etc., where possible
- Vacuum all upholstered office chairs
- Clean glass and metal entryway doors
- Damp mop hard surface floors as needed, minimum once per month
- Vacuum all carpet and runners (move chairs, wastebaskets and tables as necessary for access)
- Dust window blinds
- Clean and sanitize drinking fountains

Break Area (Downstairs):

- Wash and sanitize break room table tops, counters and backsplash, microwave and sink.
- Dust break room chairs
- Dust all horizontal surfaces
- Empty trash containers and transport trash to designated area. Reline trash containers with liners provided by Owner.
- Stairways, vacuum weekly and damp mop as needed, minimum of once monthly
- Clean and sanitize hand railing, light switch and surrounding wall area
- Vacuum hard surface floors weekly, damp mop as needed, minimum once per month

General

- Leave notice of any observed irregularities (defective plumbing, unlocked doors, lights left on etc.)
- For items furnished by the DOT: Contractor responsible to notify DOT representative when supplies are running low. Contractor to allow two weeks for replenishment of supplies.

Twice a Year (To be done approximately in April and October)

- Clean exterior windows.
- Clean interior windows and glass hallway partitions.
- Strip, clean, refinish and machine polish hard surface floors (supplies and equipment to be provided by Contractor)
- Clean HVAC outlets and cold air returns throughout the building.

Other services or additional cleaning to be negotiated on a separate basis via mutual agreement of both parties.

ITEM 2: DISTRICT MATERIALS OFFICE

301 West Briggs Weekly Service

Restrooms Men's and Women's upstairs, Men's and Unisex downstairs

- Clean, sanitize and polish all vitreous fixtures including toilet bowls (inside and out), urinals and hand basins.
- Clean and sanitize toilet seats
- Clean all glass, mirrors, stainless steel covers, handrails, and metal towel dispensers.
- Empty all waste containers and disposals, insert liners as needed, spot clean and sanitize containers.
- Hazardous waste containers will be handled by Owner.
- Dust all horizontal surfaces including shelves, ledges, moldings, frames, ducts, heaters and exhaust fans.
- Remove dust and cobwebs from mopboards, ceiling areas, corner, etc., where possible.
- Sweep, damp mop and sanitize hard surface floors and baseboards.
- Clean and sanitize door handles/ plates, light switches

General, Private Offices, Lobby, Copy room, Halls, Entryways, Etc. in East Section of Building (from Restroom Hall Area east)

- Empty wastebaskets I trash containers and transport trash to designated area. Reline containers with plastic liners provided by Owner.
- Dust all exposed tables, chairs, filing cabinets, bookcases, and shelves, and cleared desks
- Dust all horizontal surfaces to hand height (70 inches), including shelves, moldings, ledges, sills, baseboards, etc.
- Remove dust and cobwebs from mopboards, ceiling areas, corners, etc., where possible

- Vacuum all upholstered office chairs
- Clean glass and metal entryway doors
- Damp mop hard surface floors as needed, minimum once per month
- Wood floor near front entrance should be swept weekly, and mopped every two weeks with minimal water on floor to avoid damage to surface
- Vacuum all carpet and runners (move chairs, wastebaskets and tables as necessary for access)
- Dust window blinds
- Clean and sanitize drinking fountains

District Training Room (large training room in basement)

- Empty wastebaskets/trash containers and transport trash to designated area. Reline containers with plastic liners provided by Owner.
- Dust all exposed tables, chairs.
- Remove dust and cobwebs from mopboards, ceiling areas, corners, etc., where possible
- Damp mop hard surface floors as needed, minimum once per month
- Clean and sanitize drinking fountains.

Break Area:

- Wash and sanitize break room table tops, counters and backsplash, microwave and sink.
- Dust break room chairs
- Dust all horizontal surfaces
- Damp mop hard surface floor

General

- Leave notice of any observed irregularities (defective plumbing, unlocked doors, lights left on etc.)
- For items furnished by the DOT: Contractor responsible to notify DOT representative when supplies are running low. Contractor to allow two weeks for replenishment of supplies.

Twice a Year (To be done approximately in April and October)

- Clean exterior windows.
- Clean interior windows
- Strip, clean, and machine re-polish hard surface floors in East Office area (including all restrooms) and District Training Room. Supplies and equipment to be provided by Contractor

Other services or additional cleaning to be negotiated on a separate basis via mutual agreement of both parties.

ITEM 3: DISTRICT MAINTENANCE OFFICE

205 E. 227th St. Weekly Service

Restrooms Men's and Women's

- Hazardous waste containers will be handled by Owner.
- Spot clean all walls, doors and partitions.
- Dust all horizontal surfaces including shelves, ledges, moldings, frames, ducts, heaters and exhaust fans.
- Sweep, damp mop and sanitize hard surface floors and baseboards.
- Clean and sanitize door handles/ plates, light switches
- Clean, sanitize and polish all vitreous fixtures including toilet bowls (inside and out), urinals and hand basins.
- Clean and sanitize toilet seats
- Clean all glass, mirrors, stainless steel covers, handrails, and metal towel dispensers.
- Empty all waste containers and disposals, insert liners as needed, spot clean and sanitize containers.

General, Private Offices, Lobby, Conference, Copy Room, Halls, Entryways, etc.

- Empty wastebaskets I trash containers and transport trash to designated area. Reline containers with plastic liners provided by customer.
- Empty recycle baskets and transport to designated area.
- Dust all exposed tables, chairs, filing cabinets, bookcases, and shelves, and cleared desks
- Dust all horizontal surfaces to hand height (70 inches), including shelves, moldings, ledges, sills, baseboards, etc.
- Remove dust and cobwebs from mopboards, ceiling areas, corners, etc., where possible
- Vacuum all upholstered office chairs
- Clean glass and metal entryway doors
- Damp mop hard surface floors as needed, minimum once per month
- Vacuum all carpet and runners (move chairs, wastebaskets and tables as necessary for access)
- Dust window blinds
- Clean and sanitize drinking fountains

Break Area (Central):

- Wash and sanitize break room table tops, counters and backsplash, microwave and sink.
- Dust break room chairs
- Dust all horizontal services
- Empty trash containers and transport trash to designated area. Reline trash containers with liners provided by Owner.
- Clean and sanitize, light switch and surrounding wall area
- Vacuum hard surface floors weekly, damp mop as needed, minimum once per month

General

- Leave notice of any observed irregularities (defective plumbing, unlocked doors, lights left on etc.)
- For items furnished by the DOT: Contractor responsible to notify DOT representative when supplies are running low. Contractor to allow two weeks for replenishment of supplies.

Other services or additional cleaning to be negotiated on a separate basis via mutual agreement of both parties.

Twice a Year (To be done approximately in April and October)

- Clean exterior windows.
- Clean interior windows and glass hallway partitions.
- Strip, clean, refinish and machine polish hard surface floors (supplies and equipment to be provided by Contractor)
- Clean HVAC outlets and cold air returns throughout the building.

Note: Please do not use furniture polish on computer equipment or copiers.

Contractors Responsibilities

3.3.1 Pre-bid / Site Visit

It is **recommended** that prospective bidders on these projects shall visit the job site prior to submitting a quotation. Please bring measuring tape, etc to determine square footage.

Pre-bid Date: Date, December 1, 2016 Time: 1:30

Location: District Office 307 West Briggs, Fairfield, IA District Office Conference Room

Please contact Laura Linduski, 515-239-1429 for site visit information before 11/30/16.

- No considerations or revision in the contract price or scope of the project will be considered by the Iowa DOT for any item which could have been revealed by a thorough on-site inspection and examination.

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 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.

4.4 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 building interior/affected areas 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.

4.5 Payments and Completion of Contract

4.5.1 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. All work performed must be signed off as acceptable by DOT Representative prior to releasing invoices for payment. Invoices will be sent to each location where the services are rendered. Payment terms: Net 30 Days.

Invoices will be sent to the District Office, 307 West Briggs, Fairfield, IA , Attn.; Emily Welding, District Materials Office: 301 West Briggs, Fairfield, IA Attn: Ellen Davidson, District Maintenance Office: 205 E 227th St. Fairfield, IA Attn: Lisa Luko, where the services are rendered.

4.5.2 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

Contractor's Insurance

- 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 Iowa DOT shall be included as an insured party, or a separate owner's protective policy shall be filed showing the Iowa DOT 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;
 - Contingent Liability; Explosion, Collapse and Underground Drainage
 - Damage; Occurrence Basis Bodily Injury; Broad Form Personal Injury; Broad Form Property Damage.

Bodily Injury

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

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

Operations

- Property Damage \$250,000 each occurrence

Builders Risk Insurance

- Each Contractor holding a valid contract with the Iowa DOT shall furnish and pay for builder's risk insurance, providing coverage for at least the following losses: fire, extended coverage, vandalism and malicious damage to materials incorporated in the project, and materials purchased to be incorporated in the project, either stored on or off the permanent job site. If this insurance coverage is not provided, the Contractor shall assume all responsibility for the perils outlined above which may occur prior to project completion and acceptance.
- Failure on the part of the Contractor(s) to comply with the requirements of this Article will be considered sufficient cause to suspend the work, withhold estimates, and to deny the Contractor(s) any further contract awards, as provided in Article 1103.01.
- 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
- Contract Period