



18433

Campus Wide Miscellaneous Flooring

Issue Date: 5/23/2025

Questions Deadline: 6/17/2025 03:00 PM (CT)

Response Deadline: 7/7/2025 03:00 PM (CT)

Contact Information

Contact: Tamara Paulus

Address: Purchasing

PCO

202

202 PCO

Iowa City, IA 52242-2500

Phone: 319 (467) 0359

Email: tamara-paulus@uiowa.edu

Event Information

Number: 18433
Title: Campus Wide Miscellaneous Flooring
Type: Request for Proposal - Sealed
Issue Date: 5/23/2025
Question Deadline: 6/17/2025 03:00 PM (CT)
Response Deadline: 7/7/2025 03:00 PM (CT)
Notes: The University of Iowa solicits proposals for Campus Wide Miscellaneous Flooring. Please be aware that this is an extensive bid. All Suppliers are cautioned to allow ample time for the submittal of RFP responses well before the due date time requirement. Bids must be submitted via the eBid system.

Billing Information

Contact: University of Iowa
Address: Accounts Payable
PCO
202
202 PCO
Iowa City, IA 52242-2500
Phone: (319) 335-0115
Fax: (319) 335-2443
Email: acntpay@uiowa.edu

Bid Attachments

Standard Terms and Conditions 31 March 2025 Update.pdf

[Download](#)

University of Iowa Standard Terms and Conditions

Background Check and Orientation Info_Aug2023_FINAL.pdf

[Download](#)

UIHC Gatefeed for Badging

Requested Attachments

Financial documents

It is preferred that Supplier shall upload document(s) such as audited balance sheet/financial statements and a profile of your company's gross revenues over the past three years with attention to market growth and customer satisfaction.

Quote

(Attachment required)

Please provide an example quote with the stated required components from the bid.

Bid Attributes

1	<div><div>SUPPLIER INSTRUCTIONS</div><div><p>This Request for Proposal (RFP) may contain multiple pages. You can move from page to page by clicking on the right side of the gray bar that appears at the top of the Attributes and Line Item sections. Bids MUST be submitted electronically through the eBid system. Bids submitted by any other means will not be accepted.</p><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div>(Optional: Maximum 4000 characters allowed)</div></div></div>
2	<div><div>Introduction</div><div><p>The University of Iowa (hereafter, The University/University) located in Iowa City, Iowa, desires to obtain written proposals from qualified Suppliers to provide Miscellaneous Flooring which does not include resinous flooring. Please be aware that this is an extensive bid. All Suppliers are cautioned to allow ample time for the submittal of RFP responses well before the due date time requirement. Bids must be submitted via the eBid system. Questions regarding the bid may be submitted via the Questions tab within eBid prior to the question cutoff date.</p><p>Campus projects that are related to any resultant agreement would include those up to but not exceeding a value of \$25,000.</p><p>Only projects for UIHC Capital Management and University Design and Construction may utilize an agreement for projects up to \$100,000. All projects over \$25,000 will require a Performance and Payment Bond for the full value (100%) of each project.</p></div></div>
3	<div><div>Definitions</div><div><p>THE UNIVERSITY/UNIVERSITY: Indicates The University of Iowa, Iowa City, Iowa (all terms synonymous).MAY: Indicates something that is not mandatory but permissible/desirable.</p><p>POINT OF CONTACT: The Supplier's representative available for all questions pertaining to the response for this Request for Proposal.</p><p>RFP: Request for Proposal.</p><p>SHALL/MUST: Indicates mandatory requirement. Failure to meet these mandatory requirements may result in rejection of your proposal as non-responsive.</p><p>SHOULD: Indicates something that is recommended but not mandatory. If the Supplier fails to provide recommended information The University may, at its sole option, ask the Supplier to provide the information or evaluate the proposal without the information.</p><p>Supplier/Successful Respondent: Proposer submitting a response to the Request for Proposal.</p><p>INDEPENDENT PURCHASING AUTHORITY(IPA): means the State of Iowa entities or agencies, such as the Iowa Board of Regents, Regent institutions, Department of Administrative Services, the Department of the Blind, the Iowa Lottery Authority, the Iowa Telecommunications and Technology Commission, and the Department of Transportation, that have separate and distinct purchasing authority, including the authority to contract autonomously under the Iowa Code or another provision of law.</p><p>POLITICAL SUBDIVISION: is any county, city, school district, or any combination thereof.</p></div></div>

4 Background Information

The University of Iowa

The University is a broad-based public university of international stature. As of fall 2024 The University has 32,199 students and is recognized for its academic achievement; leadership in research; and its teaching hospital The University of Iowa Hospitals and Clinics. As of 2025 The University has an overall budget of \$5.8 billion and employs approximately 19,000 full-time faculty and staff. More information can be found at the [Office of the Registrar](#).

The University of Iowa Health Care

University of Iowa Health Care is Iowa's comprehensive academic health center. At our medical centers and clinics, we provide adult and pediatric primary and specialty care to patients and families from across Iowa, throughout the nation, and around the world. Our clinical enterprise is comprised of more than 1,200 staff physicians and dentists, nearly 800 resident and fellow physicians, and over 5,300 nursing staff members. Through innovation, collaboration, and expertise, we are committed to providing safe, high-quality care with excellent service and exceptional outcomes. In addition to serving as a referral center for highly specialized care, we conduct research to better understand, prevent, and treat injuries and illnesses. We also educate students and trainees in medicine and allied health professions. The University campus contains 850 beds, and more than 1 million patient visits take place in clinics at the campus and surrounding communities. UI Health Care is consistently ranked by U.S. News & World Report as the state's top medical center and one of the nation's best hospitals, with several of its specialties ranked among the top 50 in the country. Stead Family Children's Hospital is Iowa's only children's hospital nationally ranked by U.S. News. UI Health Care was also the first in Iowa to be designated a Magnet Hospital (2004) by the American Nurses Credentialing Center and the first in Iowa to be re-designated four times (2008, 2013, 2018, and 2023).

5 Purchasing Department Exclusivity for Formal Bid Requests

No individual, department, school, college or office at the University of Iowa has the authority to solicit or receive official proposals from suppliers, other than the Purchasing Department. All solicitation is performed under the direct supervision of the Director of Purchasing and in accordance with University, Regent, State and Federal laws, policies, procedures and guidelines.

6 University Rights/Obligations: Acceptance or Rejection of Proposal

The University of Iowa reserves the right to accept or reject any or all proposals, waive irregularities, accept any part of a proposal, to withhold the award, and to make no award as is deemed to be in the best interests of the University.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

7 University Rights/Obligations: Payment for Information

The University will not pay for any information requested herein, nor is it liable for any costs incurred by the Supplier in responding to this request. All proposals submitted become the property of The University and will not be returned to the Supplier.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

8 Supplier/Proposal Obligations: Requested Information Compliance

Failure to supply requested information may be cause for rejection of the proposal as non-compliant.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

9 Supplier/Proposal Obligations: Determination of Compliance

Determination of compliance and responsiveness to the requirements of the RFP will be made after a thorough and careful review of the proposals. Public review of the submitted proposals will not be possible until an award has been made.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

1
0**Supplier/Proposal Obligations: Contractual Obligations of Final Agreement**

The contents and any clarification thereto of the successful Supplier's submitted proposal shall become a part of the contractual obligation incorporated by reference into the ensuing agreement (unless modified by mutual agreement).

☐ Supplier Understands and Agrees

(Required: Check if applicable)

1
1**Supplier/Proposal Obligations: State of Iowa Business Licensing**

The successful Supplier must be licensed to do business in the State of Iowa and comply with provisions of Chapter 490 of the Iowa Code.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

1
2**Termination - Non-appropriation of Funds**

Notwithstanding any other provisions, if funds anticipated for the continued fulfillment of the resulting agreement are at any time not forthcoming or insufficient, either through the failure of the Iowa Legislature or the Federal government to provide funds or alteration of the program under which funds were provided, then the University shall have the right to terminate the agreement without penalty by giving written notice documenting lack of funding.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

1
3**Determination of Bidding Supplier Qualifications**

- The University of Iowa may make such investigations as deemed necessary to determine the ability of the Supplier to provide and perform the specified service stated herein.
- The Supplier shall keep informed of and provide all permits and comply with all applicable laws, ordinances, rules, regulations and orders of the state and federal government, or public bodies having jurisdiction affecting this proposal and the service referenced herein.

1
4**Energy Star**

Whenever possible, the University of Iowa will purchase equipment that is rated energy efficient by this joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy. Though flooring does not qualify for this The University emphasizes the importance of proper insulation and air sealing, which can significantly impact energy efficiency and the comfort of the flooring.

1
5**Responses**

Your proposal must contain information relative to each of the items listed below to be considered responsive. Answers should be detailed and complete. It is the responsibility of the Supplier to clearly mark and identify any and all trade secret, proprietary, or confidential information.

1
6**Evaluation of Proposal: Method of Award**

Evaluation of proposals will be based on, but not limited to, the following criteria: response to specifications, demonstrated expertise and service record, system technical maintainability and usability, financial responsibility/stability of the Supplier, references of the Supplier, new functionalities, pricing schedule, supplier experience, commitment, and demonstrated understanding. The University reserves the right to further subdivide these categories.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

1
7**Tie Proposals**

Tie proposals that are equal in all respects and tied in price will be resolved by drawing lots. Whenever practicable, the drawing will be held in the presence of the suppliers who are tied in price. However, if this is not possible, the drawing will be made in front of at least three (3) persons and the drawing documented.

Whenever a tie involves an Iowa firm and/or an Iowa produced or manufactured products; and a firm or items produced or manufactured outside the State of Iowa, the preference will be given to the Iowa firm and/or the Iowa produced or manufactured products and items according to the Code of Iowa.

1
8**Financials**

The Supplier shall have adequate financial resources and be financially sound as demonstrated by the furnished audited balance sheet/financial statements, showing that the Supplier has been in business continually for the last three (3) years. Also to be submitted is a profile of your company's gross revenues over the past three years with attention to market growth and customer satisfaction.

☐ Supplier Accepts and Understands

(Required: Check if applicable)

1
9**Evaluation Committee**

A committee designated by The University of Iowa will evaluate proposals to discern and recommend award to Supplier(s) proposal deemed most valuable to The University. Supplier's submission of a proposal constitutes Supplier acceptance of the evaluation technique and Supplier recognition and acceptance that subjective judgments will be used by The University of Iowa during the assignment of points.

2
0**Supplier Information: Core Competencies**

Provide a brief description of Suppliers core competencies 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 your company has been providing similar products/services.

(Required: Maximum 4000 characters allowed)

2
1**Supplier Background**

If applicable, Supplier shall ensure that background checks are obtained and documented with respect to all assigned Supplier and subcontractor personnel with all such background checks being current within the last 12 months as of the time when each individual is first assigned to the performance of the Services and including investigation and identification of all state or federal misdemeanor or felony convictions of such individual. At the request of the University, Supplier shall deliver a written certification to the University that a background check has been performed, and the subject individual has passed such verification procedures as set forth in this Section.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

2
2**Supplier References**

The successful Supplier must satisfy to the University that it has adequate experience. Please submit **three (3)** references for which the Supplier has provided these services. Of particular interest would be Supplier's previous work with comparable institutions using products/services outlined in this Request for Proposal. References should represent major accounts of the Supplier. Include the business or institution's name and address, as well as the contact's name, telephone number, and e-mail address.

2
3

Reference 1

Include the business or institution's name and address, as well as the contact's name with a telephone number and e-mail address.

(Required: Maximum 4000 characters allowed)

2
4

Reference 2

Include the business or institution's name and address, as well as the contact's name with a telephone number and e-mail address.

(Required: Maximum 4000 characters allowed)

2
5

Reference 3

Include the business or institution's name and address, as well as the contact's name with a telephone number and e-mail address.

(Required: Maximum 4000 characters allowed)

2
6

Contractual Contact Information

It is required that a contractual contact be submitted with bid response. Please include: Name, mailing address, e-mail address, and phone number.

(Required: Maximum 4000 characters allowed)

2
7

Managerial Contact Information

It is required that managerial contact information be submitted with bid response. Please include: Name, mailing address, e-mail address, and phone number.

(Required: Maximum 4000 characters allowed)

2
8

Sales Representative Contact Information

It is required that sales representative contact information be submitted with bid response. Please include: Name, mailing address, e-mail address, and phone number.

(Required: Maximum 4000 characters allowed)

2
9

Presentations

Suppliers may be asked to provide a presentation on our campus. If needed, these events will be scheduled on a mutually agreed upon date and time. The University is not responsible for any cost incurred for this.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

3
0

Customer Service

The University of Iowa consider excellent customer service to be of great importance. Per the University of Iowa's customer service guidelines: "Our goal is to exceed our customer's needs and expectations while treating them with respect and a positive attitude. Positive, respectful, and courteous behavior conveys that you are a professional." Please describe in detail your customer service capabilities addressing, at a minimum, the following:

1. Hours of availability (either by phone, website and/or email)
2. Average wait time
3. Customer satisfaction
4. Escalation process
5. Availability for holidays and off hours

(Required: Maximum 4000 characters allowed)

3
1

Sustainability Efforts

The University of Iowa is committed to comprehensive sustainability efforts including, but not limited to: achieving net-negative energy growth, pursuing renewable energy sources, decreasing waste production, reducing the carbon impact of transportation, increasing student opportunities to learn and practice principles of sustainability, support interdisciplinary research in sustainability-focused areas, and develop partnerships to advance collaborative initiatives. As a Supplier please detail how your company contributes to environmentally sustainable practices.

Diverting waste materials, (i.e., old carpeting and related materials removed from University projects) from landfills through a recycling agency is desired. All bidders must indicate who your Firm uses for recycling, their location and how waste materials (i.e., old carpeting and related materials removed from University projects) are recycled. Preference will be given to those bidders that have in place recycling programs which divert waste materials, (i.e., old carpeting and related materials removed from University projects) from landfills through a recycling agency.

Please describe and detail how you will support this requirement.

(Required: Maximum 4000 characters allowed)

3
2

Environmental Footprint in Materials and Chemicals

The University aims to minimize its environmental footprint by reducing the use of materials and chemicals. Therefore, the University strongly requests that no specific or additional chemicals be required for the life cycle maintenance of each type of flooring being quoted, based on the flooring type. Please specify whether neutral cleaners are acceptable and if their use will not void warranties.

(Required: Maximum 4000 characters allowed)

3
3

Offer Validity

The response constitutes an offer by the Supplier which shall remain open and irrevocable for a period of one hundred twenty (120) calendar days from the bid due date.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

3
4**Formation of Agreement**

At its option, the University may take either of the following actions to form an agreement between the University and the selected Supplier:

- Accept a proposal as submitted by issuing a written notice to the selected Supplier which refers to this Request for Proposal and accepts the proposal received, or,
- Enter into negotiations with one or more Supplier(s) in an effort to reach a mutually satisfactory written agreement that will be based on this Request for Proposal, the proposal submitted by the Supplier, and the associated negotiations.

The terms and conditions contained in this RFP as well as the Supplier's response will be considered part of any resulting agreement.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

3
5**Business Associate Agreement**

The successful Supplier must agree to the University's Business Associate Agreement ("BAA") if it, or any of its agents or subcontractors, will be performing any of the following functions:

- Accessing, using, transferring, disclosing, or maintaining patient information, or "Protected Health Information" ("PHI") as that term is defined under the Health Insurance Portability and Accountability Act, Pub. L. No. 104-191 110 Stat. 1936 (1996) and its implementing regulations; or
- Providing training or otherwise assisting the University health care providers in the calibration, insertion, or other technical implementation of medical devices or products at bedside or in the operating room during patient procedures.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

3
6**Term of Agreement**

The intended term of any award contract that results from this bid, shall be for a period of two (2) years. Thereafter, the Agreement may be extended three (3) additional one-year periods each based upon written mutual agreement. Any price changes will be mutually agreed to in writing with each extension option exercised. The University reserves the right to issue multiple awards at its sole discretion.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

3
7**Agreement Documentation**

If the bid results in an award contract, the University documents will be used.

- **Professional Services Agreement:** If the Supplier has employees or representatives that will visit and work on campus, a Professional Services Agreement (PSA) will need to be completed and signed. This form may be viewed at website: <https://ap-purchasing.fo.uiowa.edu/purchasing/professional-services-agreements>
- **Memorandum of Agreement:** If a standard contract is needed, the University will generate a Memorandum of Agreement (MOA) and send to the supplier.

3
8**Agreement Extensibility**

All other agencies of the State of Iowa, Independent Purchasing Authorities, and all Political Subdivisions of the State of Iowa may make purchases pursuant to the University award agreement and/or ancillary agreements. A Buyer may include additional contractual requirements and the Supplier agrees to be bound by the additional requirements if it accepts the Purchase Instrument.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

3
9**Export Control Classification Number (ECCN)**

Suppliers are required to provide Export Control Classification Number(s) (ECCN) for any product/good/equipment that is included as part of Supplier's proposal. ECCNs are five-character alpha-numeric designations used on the Commerce Control List (CCL) to identify dual-use items for export control purposes. An ECCN categorizes items based on the nature of the product, i.e. type of commodity, software, or technology and its respective technical parameters.

Should Supplier be awarded this bid, if the products/services that Supplier would provide do not have, nor need, an ECCN, then Supplier must respond "Not applicable".

(Required: Maximum 4000 characters allowed)

4
0**Proprietary and Confidential Information**

The University will treat all information submitted by a supplier as public information unless the supplier properly requests that specific parts of the solicitation remain confidential at the time of submitting the response. Iowa Code Chapter 22 governs the University's release of information. Suppliers are encouraged to familiarize themselves with Iowa Code Chapter 22 prior to submitting a bid or proposal. The University will provide copies of public records as necessary for compliance within the public records laws.

Any request for confidential treatment of specific information must be included in the transmittal letter with the supplier's response. In addition, the supplier must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law that support treatment of the material as confidential and explain why disclosure is not in the best interest of the public; however, the University does not consider pricing information confidential and **will not withhold documents based on the asserted confidentiality of pricing information**. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the supplier to respond to any inquiries by the University concerning the confidential status of the materials.

☐ Supplier Confirms, Accepts and Understands

(Required: Check if applicable)

4
1**Iowa Preference Law**

Preference shall be given to purchasing products produced within the State of Iowa when they are of a quality reasonably suited to the purpose intended and can be secured without additional cost over foreign products or products of other states, according to Iowa Code §§73.1.

Preference shall be given to purchasing from Iowa based businesses if the offers submitted are comparable in price to those submitted by other suppliers and meet the required specifications, according to Iowa Code §§73.1.

4
2**Electronic Payments via Automated Clearing House (ACH)**

The University currently has the ability to deposit payments for invoices directly into a Supplier's bank account via Automated Clearing House (ACH). Please confirm that ACH payments can be accepted.

(Required: Maximum 500 characters allowed)

4
3 **Visa Credit Card Payment**
Please check if payments by Visa credit card will be accepted.

(Required: Maximum 500 characters allowed)

4
4 **Payment Terms: Net 30 Days**
Bid response should be submitted with minimum of Net 30 days. If a prompt payment discount is offered, please state it here.

(Required: Maximum 1000 characters allowed)

4
5 **Freight: F.O.B. Destination**
All shipments shall be F.O.B. Destination University of Iowa. All costs associated to shipping are expected to be borne by the awarded supplier(s).

Indicate your agreement to this requirement.

(Required: Maximum 1000 characters allowed)

4
6 **Invoicing**
Unless directed otherwise, all successful Suppliers must submit itemized invoices showing a breakdown of hourly rates by classification and materials by project. All invoices must include the appropriate University of Iowa purchase order number on the face of each invoice submitted for payment.
The awarded Supplier(s) shall jointly agree on the format and content of invoices prior to any services being performed. Invoices must include the appropriate University purchase order number on the face of each invoice submitted for payment. Invoices must also include the following information:

- First and last name of the individual performing the work
- Number of hours worked by person and their appropriate hourly rate
- Date of service
- A listing of materials showing the cost plus the applicable service fee

NOTE: Employee timesheets must be submitted to the University with ALL invoices as back-up information. Timesheets will include the first and last name of the individual, the hours worked, and the dates of service. This information MUST appear on ALL invoices submitted for payment or payment may be delayed or invoice returned unpaid for required information. Again, payment on invoices received without this information may be delayed or the invoices may be returned to your business for complete Time and Materials information. All invoices must be sent to:

The University of Iowa,
Accounts Payable Department,
202 PCO,
Iowa City, Iowa 52242-2500.

☐ Supplier Confirms, Accepts and Understands
(Required: Check if applicable)

4
7**Exceptions to Terms and Conditions**

Any purchase resulting from this bid process will reference the University of Iowa Standard Terms and Conditions (found under the 'Attachments' tab.)

Any exceptions to these terms and conditions must be provided with the proposal submission.

If no exceptions are provided, the bidding supplier certifies compliance with all terms and conditions stated herein.

(Required: Maximum 4000 characters allowed)

4
8**Value Added Opportunities**

Describe in detail any other value added opportunities (i.e.; rebates, education, representative presence, customer service, free overnight shipping, etc.) that may not be requested herein, that would be available to the University if Supplier is selected.

(Required: Maximum 4000 characters allowed)

4
9**Scope of work**

The University of Iowa solicits proposals for Miscellaneous Carpet, Ceramic Tile and Floor Tile Repairs and Replacement work from qualified Suppliers. The University is interested in awarding to multiple suppliers. Suppliers do not need to be able to provide all the services listed above, in order to respond to this bid. Supplier shall outline in detail the services they are capable of providing in Attribute "Supplier's Capabilities".

5
0**Supplier Background**

If applicable, Supplier shall ensure that background checks are obtained and documented with respect to all assigned Supplier and subcontractor personnel with all such background checks being current within the last 12 months as of the time when each individual is first assigned to the performance of the Services and including investigation and identification of all state or federal misdemeanor or felony convictions of such individual. At the request of the University, Supplier shall deliver a written certification to the University that a background check has been performed, and the subject individual has passed such verification procedures as set forth in this Section.

☐ Supplier Confirms, Accepts and Understands

(Required: Check if applicable)

5 Assistance Provided to University Personnel

1

It shall be the responsibility of the awarded Suppliers to assist department personnel with written cost estimates for each project identified. These cost estimates shall be generated by the Supplier and submitted to the University representative for review and final approval prior to any work beginning.
Cost estimates may be provided as either

- A lump sum, not to exceed amount.
- An estimate based on the hourly rates bid.

☐ Supplier Confirms, Accepts and Understands

(Required: Check if applicable)

5 Submittal of Price Quotes

2

All hourly rate prices quoted MUST include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate for each category listed in the bid line items. The University will not pay monies over and above the quoted hourly rate figure. Prices quoted shall remain firm for the entire contract period.

The hourly rate figures shall be submitted for the following categories:

- Normal Working Hours, M – F, 8:00 AM to 4:30 PM
- Overtime Hours, M – F after 4:30 PM
- Saturday/Sunday/Holidays

All bidders must submit a quoted price for materials on a “service fee” basis. This service fee percentage may be provided in the bid line items. Purchase orders for this work may be issued by multiple University Departments either as contract purchase order for work to be done on an “as needed basis” during the contract period, or, as individual purchase orders for a specific project, referencing this RFP 18433 and your quoted prices. Please confirm your ability to follow the above needs.

☐ Supplier Confirms, Accepts and Understands

(Required: Check if applicable)

5 Quotes

3

The University needs to understand your expected response time when it comes to quotes.

- Please outline the expected response time from request of quote to receiving a quote.
- Response time from University reaching out requesting service to getting work scheduled.

(Required: Maximum 4000 characters allowed)

5
4

Issue Resolution and Escalation

In the event the University has an issue with quality or performance and a resolution is not being achieved in a satisfactory or timely manner, describe the process the University would use to properly remedy the matter with Supplier.

Please include the following information in response:

- Who to contact, with contact information included (name, title, email, phone).
- Time frame for resolution
- Any additional applicable information

(Required: Maximum 4000 characters allowed)

5
5

Supplier's Capabilities

Provide a complete description of your 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 your company has been providing Miscellaneous Flooring/Carpeting Services specifically for large institutions like the University of Iowa. Provide resumes or biographical sketches of the principal owners or key staff members of the Suppliers most likely to be assigned to the resultant contract for the University.

(Required: Maximum 4000 characters allowed)

5
6

Prior Experience

It is desirable that Suppliers have prior experience performing Miscellaneous Flooring/Carpeting Services on a large scale. Describe in detail how Supplier's prior experience will ensure that it's prepared to provide these services for an institution like the University of Iowa.

(Required: Maximum 4000 characters allowed)

57

Core Competency

The University is interested in understanding more about your services and capabilities. Please provide what percentage of business your company does in the following areas: carpet/LVT/VCT and ceramic tile/terrazzo.

(Required: Maximum 4000 characters allowed)

58

Single Point Contact

Provide a single point managerial level contact person for the University to coordinate all requirements and to be the point of contact for any problems or questions which may arise. This individual will meet with University personnel as required or directed, to provide services, including but not limited to, standard reports, special reports or other items as deemed pertinent by the University for Flooring/Carpeting Services.

For the contact please provide the following: Job Title, Phone Number, Emergency Phone Number, Email Address, and any other pertinent information.

(Required: Maximum 4000 characters allowed)

59

Number of Crews

Please indicate the number of Flooring/Carpeting crews that your company has, the number of employees in each crew, and shifts that each crew are available.

(Required: Maximum 4000 characters allowed)

60

Proximity to the University

Due to the potential need for quick response time it is important that the successful supplier(s) is in close proximity to the University. **Please Indicate what inherent advantages your location offers, where your company is located, and estimated lead times.**

(Required: Maximum 4000 characters allowed)

6
1**Customer Service**

The University of Iowa consider excellent customer service to be of great importance. Per the University of Iowa's customer service guidelines: "Our goal is to exceed our customer's needs and expectations while treating them with respect and a positive attitude. Positive, respectful, and courteous behavior conveys that you are a professional." Please describe in detail your customer service capabilities addressing, at a minimum, the following:

- Hours of availability (either by phone, website and/or email)
- Average wait time
- Customer satisfaction
- Escalation process
- Availability for holidays and off hours

(Required: Maximum 4000 characters allowed)

6
2**Emergency Response**

Occasionally, emergency situations will arise where immediate attention is required. The awarded Suppliers must have the capability of meeting these types of situations and have personnel available to deploy as directed by University personnel. What is your minimum response time for emergency situations?

(Required: Maximum 4000 characters allowed)

6
3**Performance and Payment Bond**

The University of Iowa may require the successful Supplier to provide and pay for performance and payment bond. Bond shall cover the faithful performance (100%) of the contract in the payment of all obligations (100%) rising thereunder, in such form as the University of Iowa may prescribe and with approved sureties. The Supplier must provide the cost of providing said performance and payment bond. If requested, the successful Supplier shall deliver the required bond to:

The University of Iowa,
Purchasing Department
125 S Dubuque St
202 – PCO
Iowa City, Iowa 52242-2500

NO LATER THAN THE DATE OF EXECUTING THE CONTRACT(S).

Projects that are related to any resultant agreement would include those up to but not exceeding a value of \$25,000. Only projects for UIHC Capital Management and University Design and Construction may utilize an agreement for projects up to \$100,000. Projects over \$25,000 will require a Performance and Payment Bond for the full value (100%) of each individual project.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

64

Please describe and detail the brands that you carry in stock and/or have access to order for University projects.

(Required: Maximum 4000 characters allowed)

65

Please describe your capability and process used to match existing flooring for a project.

(Required: Maximum 4000 characters allowed)

66

Supplier will use preferred flooring manufacturer contracts upon request from the University.

(Required: Maximum 4000 characters allowed)

67

Please describe both the product and installation warranty offered as part of your bid submission.

(Required: Maximum 4000 characters allowed)

6
8

Tools and Equipment

The Contractor shall furnish, at no additional cost, tools and equipment normally associated with the trade requested. No equipment will be provided or loaned by the University. Tools of the trade which must be owned by or available to the contractor as may be required in the course of his work, without charge to the University.

In the event that large equipment or specialty tools are required for a certain job, it is expected that the Contractor will notify the project coordinator, and the University may, at its option, cause such equipment to be provided, loan such equipment, or authorize its rental. Contractors owning non-required, specialized equipment, likely to be used in the course of a year, are encouraged to list these on the proposal sheet. Availability of tools and equipment may be a consideration in award. Failure of the contractor to provide sufficient tools of the trade, for work assigned, will be just cause for immediate cancellation of the contract.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

6
9

Parking

The University has restricted parking over most areas of the campus. The successful bidder is strongly encouraged to apply for and purchase a SERVICE VEHICLE ZONE PLACARD from the University of Iowa – Parking Services in the IMU Ramp. They can be reached at 335-1475.

The University will not be responsible for any parking fees, fines or other related expenses.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

7
0

Contractor Services Orientation

A) Anyone providing services on-site at UI under this Contract shall successfully complete the Contractor Services Orientation training prior to providing services. The Contractor shall assure that all construction workers and supervisors (including subcontractor employees and subcontractor supervisors) have completed the required orientation.

B) To schedule Contractor Services Orientation Training, please call Kirkwood Community College at (319) 398-5678, at least twenty-four (24) hours in advance. Training is offered at both Cedar Rapids and Iowa City Kirkwood locations. Contact Kirkwood to determine cost, hours, locations, and to schedule a training time. The cost for training is the responsibility of the Contractor; the Owner is not responsible for Orientation costs.

C) Upon satisfactory completion of the training, a photo identification badge will be issued. The photo identification badge is required to be worn while working at UI. Replacement badges are available by contacting Kirkwood at (319) 398-5678. Cost for replacement badges is the responsibility of the Contractor.

D) The photo identification badge is not an authorization for UI site access.

E) The photo identification badge may be revoked by the UI.

F) Anyone providing services on-site at UI under this Contract shall comply with the requirements indicated in the training.

G) The required Contractor Services Orientation and photo identification badge shall be renewed every two (2) years.

H) Contractor's not wearing a photo identification badge while on UI property will be asked to leave the facility until such time that the identification badge is displayed on their person.

I) All workers performing Work on UI property shall wear a shirt which visibly displays the name of the company for which they work.

J) Power Plant Training

All contractors, suppliers and design professionals working at the UI Main Power Plant are required to obtain and wear a power plant badge. Examples of “working at the UI Main Power Plant” include, but are not limited to, performing mechanical and electrical production-related tasks (e.g., maintenance and/or repairs), engineering inspections, and design and/or construction activities. “Working at the UI Main Power Plant” does not include tours, sales calls, pre-bid visits or incidental services (e.g., deliveries or other supply services).

All contractors, suppliers and design professionals are required to complete a site-specific safety orientation prior to working at the UI Main Power Plant. To meet this safety requirement, contractors, suppliers, and design professionals must fulfill the following four steps:

1. Complete a 60-minute computerized course that contains the UI Main Power Plant site-specific safety information.
2. Successfully pass a quiz (i.e., score a minimum of 16 correct answers out of 20 multiple choice questions).
3. Obtain a power plant badge from Kirkwood Community College. The badge will contain individual’s name, photo, name of company represented and expiration date. All badges expire one year from date of completing the UI Main Power Plant site-specific safety orientation.
4. Wear a valid badge at all times while working at the UI Main Power Plant.

Please describe how you will comply with these requirements.

(Required: Maximum 4000 characters allowed)

7
1

UIHC Specific Requirements

For work to be done at University of Iowa Hospital & Clinics (UIHC), Supplier will:

- Contact UIHC Engineering Services to complete Infection Control Risk Assessment (ICRA) and Interim Life Safety Assessment (ILSM).
- Supplier must receive approval from ICRA Committee prior to starting any work at UIHC.
- Use UIHC approved infection control measures that may include but not limited to physical barrier, walk off mats, air scrubber, etc. These will be determined and approved by ICRA Committee.
- Use low VOC (Volatile Organic Compound) emitting materials when possible.
- Use and selection of flooring and paint materials must be approved by UIHC Capital Management prior to use.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

7
2**UIHC Gatefeed Badging Requirement.**

All Contractors and Suppliers performing work at UIHC or Wendell Johnson Speech and Hearing Center for more than ten (10) calendar days per calendar year should complete the process outlined in the "Attachments" section of this RFP, document titled "Background Check and Orientation Info_Aug2023_FINAL.pdf" in order to obtain a badge. If the individual will perform work fewer than ten (10) days per calendar year and are not badged, they will be required to be escorted by a badged individual at all times when working at UIHC facilities.

☐ Supplier Understands and Agrees

(Required: Check if applicable)
7
3**Acceptance of Nonconforming Work**

If the Owner prefers to accept Work which is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

☐ Supplier Understands and Agrees

(Required: Check if applicable)
7
4**Discount off Materials**

The University is interested in any additional discounts that might be provided including volume discounts. Please outline what provided discounts off materials your firm can provide.

(Required: Maximum 4000 characters allowed)
Bid Lines

1

Foreman: Normal working Rate
(Response required)
Price: \$ Total: \$

Item Notes: All hourly rate prices quoted must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate. Please enter a response of Zero (0) if this item is not applicable to Supplier's proposal.

Supplier Notes:

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

2

Foreman: Overtime Rate
(Response required)
Price: \$ Total: \$

Item Notes: All hourly rate prices quoted must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate. Please enter a response of Zero (0) if this item is not applicable to Supplier's proposal.

Supplier Notes:

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

3 Foreman: Saturday/Sunday/Holiday Rate
(Response required)

Price: \$

Total: \$

Item Notes: All hourly rate prices quoted must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate. Please enter a response of Zero (0) if this item is not applicable to Supplier's proposal.

Supplier Notes: _____

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

4 Journeyman: Normal working Rate
(Response required)

Price: \$

Total: \$

Item Notes: All hourly rate prices quoted must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate. Please enter a response of Zero (0) if this item is not applicable to Supplier's proposal.

Supplier Notes: _____

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

5 Journeyman: Overtime Rate
(Response required)

Price: \$

Total: \$

Item Notes: All hourly rate prices quoted must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate. Please enter a response of Zero (0) if this item is not applicable to Supplier's proposal.

Supplier Notes: _____

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

6 Journeyman: Saturday/Sunday/Holiday Rate
(Response required)

Price: \$

Total: \$

Item Notes: All hourly rate prices quoted must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate. Please enter a response of Zero (0) if this item is not applicable to Supplier's proposal.

Supplier Notes: _____

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

7 Apprentice: Normal working Rate
(Response required)

Price: \$

Total: \$

Item Notes: All hourly rate prices quoted must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate. Please enter a response of Zero (0) if this item is not applicable to Supplier's proposal.

Supplier Notes: _____

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

8 Apprentice: Overtime Rate
(Response required)

Price: \$ Total: \$

Item Notes: All hourly rate prices quoted must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate. Please enter a response of Zero (0) if this item is not applicable to Supplier's proposal.

Supplier Notes:

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

9 Apprentice: Saturday/Sunday/Holiday Rate
(Response required)

Price: \$ Total: \$

Item Notes: All hourly rate prices quoted must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate. Please enter a response of Zero (0) if this item is not applicable to Supplier's proposal.

Supplier Notes:

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

10 Helper: Normal working Rate
(Response required)

Price: \$ Total: \$

Item Notes: All hourly rate prices quoted must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate. Please enter a response of Zero (0) if this item is not applicable to Supplier's proposal.

Supplier Notes:

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

11 Helper: Overtime Rate
(Response required)

Price: \$ Total: \$

Item Notes: All hourly rate prices quoted must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate. Please enter a response of Zero (0) if this item is not applicable to Supplier's proposal.

Supplier Notes:

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

12 Helper: Saturday/Sunday/Holiday Rate
(Response required)

Price: \$ Total: \$

Item Notes: All hourly rate prices quoted must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single hourly rate. Please enter a response of Zero (0) if this item is not applicable to Supplier's proposal.

Supplier Notes:

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

1
3

Materials will be charged with a Material Service Fee of ____%
(Response required)

Price: \$

Total: \$

Supplier Notes: _____

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature