**REQUEST FOR BID SUBMISSION DOCUMENT**

**RFB Cover Sheet**

**Administrative Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE OF RFB:**  | **Anamosa and Fort Madison Seed Corn and Beans - Crop Year 2025** | **RFB #:** | **82** |
|  | **IOWA PRISON INDUSTRIES FARMS****406 North High Street****Anamosa, IA 52205** |  |  |
| **IPI Farms seeks to purchase:** | **Anamosa and Fort Madison Seed Corn and Beans - Crop Year 2025.****If awarded, it is the intent of Iowa Prison Industries Farms to prepay the invoice.** |
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|  |  |  |  |
| **Purchasing Agent: CHRIS GREIF** |
| Name: Iowa Prison Industries Farms |
| Mailing Address: Office of Purchasing 406 North High Street Anamosa, IA 52205 |
| Phone: 319-462-3706  |
| Email: christina.greif@iowa.gov |
| FAX:  |

|  |  |
| --- | --- |
| PROCUREMENT TIMETABLE—Event or Action: | **Date/Time (Central Time):** |
|  |  |
| IPI Farms Posts Notice of RFB on TSB website | **2/5/25** |
| IPI Farms Posts RFB at [www.iaprisonind.com](http://www.iaprisonind.com) | **2/7/25** |
| IPI Farms Posts Terms & Conditions, addendas and other relevant documents at [www.iaprisonind.com](http://www.iaprisonind.com) | **2/7/25** |
| Bids Due | **2/18/25 at 1:00 pm** |
| Anticipated Date to issue Letter of Intent to Award | **2/19/25** |
| Anticipated Date to execute contract | **2/21/25** |
| Number of Copies of Bids Required to be Submitted: | **1** |
| Bid Security, if any: | **$0** |
| Firm Bid TermsMinimum Number of Days following the deadline for submitting bids that the Contractor guarantees all bid terms, including price, will remain firm:  | **minimum # of days:****120** |
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# Section 1 Introduction & Administrative Information

**1.1 Purpose**

The purpose of this Request for Bid is to solicit bids from qualified providers to provide the goods and/or services identified on the RFB cover sheet and in the attached specification and delivery instructions. Any contract(s) resulting from the RFB shall not be an exclusive contract.

**1.2 Instructions to Bidder**

All submission requirements for this Request for Bid will be identified within this **Request for Bid Submission Document.**

**1.3 Procurement Timetable**

The dates provided in the procurement timetable on the RFB cover sheet are provided for informational and planning purposes; however, Iowa Prison Industries Farms reserves the right to change the dates. If Iowa Prison Industries Farms changes any of the deadlines for Vendor submissions, Iowa Prison Industries Farms will issue Addenda to the RFB. Bidders are advised to check the IPI website for such addenda postings.

**1.4 Submission of Bids**

Iowa Prison Industries Farms must receive the Bid at the Purchasing Agent’s address identified on the RFB Cover Sheet before or on the bid due date listed on the RFB cover sheet. **This is a mandatory requirement and will not be waived by Iowa Prison Industries Farms. Electronic mail and faxed Bids will not be accepted.**

Contractors must furnish all information necessary to evaluate the Bid. Bids that fail to meet the mandatory requirements of the RFB may be disqualified. Verbal information provided by the Contractor shall not be considered part of the Contractor's Bid unless it is reduced to writing.

If a Contractor proposes more than one method of meeting these requirements, each shall be labeled and submitted separately. Each will be evaluated separately.

The costs of preparation and delivery of the Bid are solely the responsibility of the contractor.

All bids shall become the property of IPI Farms and shall not be returned.

**1.5 Bid Opening**

Iowa Prison Industries Farms will open Bids after the deadline for submission of Bids has passed. The Bids will remain confidential until the Evaluation Committee has reviewed all of the Bids submitted in response to this RFB and Iowa Prison Industries Farms has announced a notice of intent to award a contract. See Iowa Code Section 72.3. The names of Contractors who submitted timely Bids will be publicly available after the Bid opening. The announcement of Contractors who timely submitted Bids does not mean that an individual Bid has been deemed technically compliant or accepted for evaluation.

**1.6 Rejection of Bids**

Iowa Prison Industries Farms reserves the right to reject any or all Bids, in whole and in part, received in response to this RFB at any time prior to the execution of a written contract. Issuance of this RFB in no way constitutes a commitment by Iowa Prison Industries Farms to award a contract.

**1.7 Acceptance of Terms and Conditions**

The Contractor shall specifically agree that the Bid is predicated upon the acceptance of all terms and conditions stated in the RFB. If the Contractor objects to any term or condition, the Contractor must specifically refer to the RFB page, and section. Objections or responses that materially alter the RFB may be deemed non-responsive and disqualify the Contractor.

**1.8 Certification Letter**

The Contractor shall sign and submit with the Bid the document included as **Attachment #1 (Certification Letter)** in which the Contractor shall make the certifications included in Attachment #1.

**1.9 Authorization to Release Information**

The Contractor shall sign and submit with the Bid the document included as **Attachment #2 (Authorization to Release Information Letter)** in which the Contractor authorizes the release of information to Iowa Prison Industries Farms.

**1.10 Firm Bid Terms**

By submitting a response to this RFB the Contractor guarantees the availability of the goods and/or services offered and that all Bid terms, including price, will remain firm a minimum of 120 days following the deadline for submitting Bids.

 **Tied Responses**

 Tied responses to solicitations, regardless of the type of solicitation, are decided in favor of Iowa products and Iowa-based businesses.

 **Preference**

 By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa. Preference application: Tied responses to solicitations, regardless of the type of solicitation, are decided in favor of Iowa products and Iowa-based businesses per 11 IAC 105.5(1)-(2), 105.12(4).

SECTION 2 SPECIFICATIONS AND TECHNICAL REQUIREMENTS

**2.1 Specifications**

**Anamosa and Fort Madison Seed Corn and Beans - Crop Year 2025**

 **See Price Sheet for Details**

 **Failure to comply with mandatory requirements could result in rejection of bid**

 **IPI Farms reserves the right to reject any and all bids**

 **FOB: Anamosa and Fort Madison Iowa**

**2.2 Overview**

The successful Contractor shall provide the goods and/or services to Iowa Prison Industries Farms and to Buyers issuing Purchase Instruments against the Resulting Contract in accordance with the technical specifications defined on the specification/technical data sheet or on the RFB Price Sheet included in this bid package. Bids must identify any deviations from the requirements of this RFB or requirements the Contractor cannot satisfy. Any deviations from the requirements of Section 2 or any requirement of other Sections that the Contractor cannot satisfy may disqualify the Contractor.

 There are two types of requirements addressed in these specifications:

* Mandatory Requirements: A successful Contractor must be able to satisfy all these requirements to be deemed a Responsible Contractor.
* Scored Technical Requirements: Bids which pass the Mandatory Requirements review will be reviewed by the evaluation committee and scored in accordance with the evaluation criteria. Compliance with the Scored Technical Requirements is also mandatory.

 The successful Contractor shall be obligated to provide all goods and/or services specified in this Section.

**2.3** **Mandatory Requirements:**

 1. RFB must be sealed and received on or before the due date stated.

 2. Price Sheet must be fully completed and signed.

 3. Price Sheet must be included.

 4. Certification Letter (Attachment #1) must be completed and signed.

 5. Authorization to Release Information Letter (Attachment #2) must be completed and signed.

 6. Compliance with Scored Technical Requirements.

**2.4 Scored Technical Requirements**

 All items listed below are mandatory Scored Technical Requirements. They will be evaluated and scored by the evaluation committee. All requirements must be met and there will be a minimum score required for Contractors to be deemed responsive and responsible.

 1. Price

 2. Delivery

 3. Payment Terms

**Attachment # 1**

**Certification Letter**

[Date]

Chris Greif

Iowa Prison Industries Farms

406 North High Street

Anamosa, IA 52205

 Re: Request for Bid Number \_\_\_\_82\_\_\_\_

 BID CERTIFICATIONS

Dear Ms. Greif:

I certify that the contents of the Bid submitted on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in response toIowa Prison Industries Farmsfor Bid Number \_\_82\_\_\_\_for \_ Anamosa and Fort Madison Seed Corn and Beans – Crop Year 2025\_\_\_ are true and accurate. I also certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has not made any knowingly false statements in its Bid.

**Certification of Independence**

By submitting a Bid in response toIowa Prison Industries FarmsRequest for Bid Number \_82\_\_\_ for

Anamosa and Fort Madison Seed Corn and Beans – Crop Year 2025\_\_\_\_\_\_\_\_\_\_\_\_\_(RFB), I certify the following:

1. The Bid has been developed independently, without consultation, communication or agreement with any employee or consultant to Iowa Prison Industries Farms who has worked on the development of this RFB, or with any person serving as a member of the evaluation committee.

2. The Bid has been developed independently, without consultation, communication or agreement with any other Contractor or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the Bid has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other Contractor.

4. No attempt has been made or will be made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to induce any other Contractor to submit or not to submit a Bid for the purpose restricting competition.

5. No relationship exists or will exist during the contract period between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and Iowa Prison Industries Farms that interferes with fair competition or as a conflict of interest.

**Certification Regarding Debarment**

6. I certify that, to the best of my knowledge, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and all of its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have not within a three year period preceding this Bid been convicted of, or had a civil judgment rendered against them form commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or other criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Bid had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which Iowa Prison Industries Farms has relied upon when this transaction was entered into. If it is later determined that the undersigned knowingly rendered an erroneous certification, in addition to other remedies available, Iowa Prison Industries Farms may pursue available remedies including suspension, debarment, or termination of the contract.

**Certification Regarding Registration, Collection, and Remission of Sales and Use Tax**

7. Pursuant to Iowa Code sections 423.2(10) & 423.5(8) (2005 Code Supp.) a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under Iowa Code chapter 423 on all sales of tangible personal property and enumerated services. The Act also requires Contractors to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Bid in response to Iowa Prison Industries FarmsRequest for Bid Number \_\_\_\_82\_\_\_\_ for Anamosa and Fort Madison Seed Corn and Beans – Crop Year 2025 (RFB), the undersigned certifies the following: (check the applicable box)

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by Iowa Code chapter 432; or
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not a “retailer” or a “retailer maintaining a place of business in this state” as those terms are defined in Iowa Code subsections 423.1(42) & (43).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ also acknowledges that Iowa Prison Industries Farms may declare the \_ Anamosa and Fort Madison Seed Corn and Beans – Crop Year 2025\_\_\_ bid or resulting contract void if the above certification is false. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_also understands that fraudulent certification may result in Iowa Prison Industries Farms or its representative filing for damages for breach of contract.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Name and Title]**

**Attachment #2**

**Authorization to Release Information Letter**

**[Date]**

Chris Greif

Iowa Prison Industries Farms

406 North High Street

Anamosa, IA 52205

 Re: Request for Bid Number \_\_\_\_82\_\_\_\_

 AUTHORIZATION TO RELEASE INFORMATION

Dear Ms. Greif:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** hereby authorizes the **Iowa Prison Industries Farms** or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Contractor in response to Request for Bid Number \_\_\_\_82\_\_\_\_.

The Contractor acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Contractor acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from Iowa Prison Industries Farms or may otherwise hurt its reputation or operations. The Contractor is willing to take that risk.

The Contractor hereby releases, acquits and forever discharges the State of Iowa, Iowa Prison Industries Farms, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by Iowa Prison Industries Farms or the Evaluation Committee in the evaluation and selection of a successful Contractor in response to Request for Bid Number \_\_\_\_82\_\_\_\_.

The Contractor authorizes representatives of Iowa Prison Industries Farms or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the undersigned's Bid submitted in response to Request for Bid Number \_\_\_\_82\_\_\_\_.

The Contractor further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned’s business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to Iowa Prison Industries Farms or the Evaluation Committee in the evaluation and selection of a successful Contractor in response to Request for Bid Number \_\_\_\_82\_\_\_.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Printed Name of Contractor Organization]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**[Name and Title of Authorized Representative]** Date