

**Iowa Department of Natural Resources
Environmental Protection Commission**

ITEM

7

DECISION

TOPIC

**Contract – Structure, Inc. – Mobile Education Trailer –
Transportation and Support Services**

Recommendation:

The Department requests Commission approval of a contract with Structure, Inc. to provide transportation and several related services identified in the attached Statement of Work as they relate to the Land Quality Bureau's Mobile Education Trailer. The contract, not to exceed \$40,000 will run from July 1, 2009 to June 30, 2010 with an option to renew for one (1) additional year, at the discretion of the Department.

The mobile education trailer travels to all parts of the state on a reservation basis. Schools and County fairs account for the majority of reservations, but the trailer is also reserved for several special events and by numerous businesses. The majority of reservations fall between the months of April and September of each year.

In 2008, the education trailer was reserved for 24 events, including the state fair, for over 80 use days, excluding travel days. As of April 1st, the education trailer has been reserved for 69 days of use, excluding transportation days in 2009.

Funding Source:

Transportation, maintenance and trailer updates will be funded through the Household Hazardous Materials Program of the Groundwater Protection Fund.

Background:

Iowa Code Chapters 455B.484 and 455F.2 state that Department policy is to provide education to Iowans in the areas of solid waste, household hazardous waste, etc. In partnership with Department stakeholders it was agreed that providing a mobile education trailer would be a cost effective means of providing public awareness and education, as well as assisting environmental educators and school teachers with an alternative and complimentary approach to their activities.

For the past several years, transportation and related services had been provided free of charge by Mid America Recycling. Due to the increase in fuel prices and other economic pressures, the Department was notified that this service could no longer be provided. The Department then issued a Request for Proposals to solicit a new service provider.

Purpose:

The purpose of this contract is to secure transportation of the mobile education trailer to various locations throughout Iowa and to provide the related services outlined in the attachment. Citizen awareness and education of solid waste, including hazardous waste issues, is the first step toward environmental stewardship.

Selection Process:

Structure, Inc. was the sole responder to the Request for Proposals issued by the Department and considered to be a responsible bidder. The proposal bid price was determined to be fair and reasonable.

Scope of Work:

The **Scope of Work** is attached.

Based on the proposal evaluation and numerous discussions with the principals of Structure, Inc., we recommend that the contract, not to exceed \$40,000, be awarded to **Structure, Inc.**

Tom Anderson, Environmental Specialist, Senior
Financial and Business Assistance Section, Land Quality Bureau
Environmental Services Division

April 27, 2009

STATEMENT OF WORK

The Department's stated objective is to secure services related to the transportation and maintenance of the Land Quality Bureau's mobile education trailer to various locations throughout Iowa.

The Contractor shall document and maintain adequate level of insurance for transporting the education trailer and be responsible for coordinating, managing and executing the following service requirements that include but are not limited to:

Trailer Transportation

- ◆ Coordinate scheduling/ transportation of the trailer (DNR is responsible for trailer reservations)
- ◆ Assist with trailer set-up at events including set up of the stairs and handrails. Power up the trailer via the onboard generator or plug in the trailer to provide electricity
- ◆ Trailer can be stored at the Iowa State Fairgrounds. The trailer may be stored at an alternative location with Dept. approval and the Dept. shall have unrestricted access to the trailer
- ◆ Assist with trailer take down including storage of stairs and hand rails, remove and store electrical plug / ensure generator has been properly shut down
- ◆ Trailer shall be delivered to event locations by the specified time
- ◆ Perform a walk through and inspect trailer (inside and outside) after each event prior to departure

Provide general maintenance, including but not limited to:

- ◆ Inspect the trailer for any defects and arrange for repair per Department approval (repair expenses paid by the Department)
- ◆ Upon return of the trailer, the successful bidder shall conduct a mechanical review of the trailer and immediately notify the Department of deficiencies
- ◆ Clean exterior of trailer as needed
- ◆ Replace any burnt out lights (interior and exterior)
- ◆ Assist with performing the annual federal inspection

Generator maintenance, including but not limited to:

- ◆ Check fuel, oil and coolant levels
- ◆ Fuel generator before every event
- ◆ Provide preventative generator maintenance including changing the oil, fluids and filters on schedule
- ◆ Check over and test run the generator, heating and cooling system to ensure they are working properly