

REQUEST FOR INFORMAL BIDS
(Fire Panel Inspection and Repair Services)

Idaho Division of Veterans Services

On-Call Service: Fire Panel Inspection and Repair Services

Date of Issuance: January 15, 2026

The State of Idaho, Division of Veterans Services will receive informal bids for the services identified in section A below until January 30, 2026 local time on 5:00pm MST. Bidders must submit bids on the Contractor's Informal Bid form. All bids must be signed by a person authorized to bind the bidder, all documents require public notary must be signed and notarized and submitted with your bid. The Division of Veterans Services will accept informal bids received by the Division of Veterans Services at 351 Collins Road, Boise ID 83702, vendors may also email bids with all supporting documents to divisionbids@veterans.idaho.gov on or before the above date and time. The Division of Veterans Services will not accept facsimile transmission of bids.

The Division of Veterans Services reserves the right to award the contract(s) by facility to the responsive responsible bidders with the total lowest cost per facility. The Division further reserves the right not to award a contract if it is determined at the sole discretion of the facility that the bid(s) submitted exceed the facility budget.

A. Services. The services shall include labor and materials required to perform Fire panel inspections and Repair Service. The worksite for the services shall be listed in the Scope of Work attached in this solicitation. The term of the service agreement will be one (1) year from the execution of the Division of Veterans Services' Public Works Contract. The Division may extend the contract upon written notice to the Contractor for two (2) additional one (1) year renewal periods. The costs proposed in the bidder's Informal Bid shall be binding for the initial one (1) year period and for the additional renewal periods, if exercised by the Division. The successful bidder must hold in good standing all licenses required to perform such services. The intent of this solicitation is to award a contract per facility to the lowest responsible responsive bidder. IDVS reserves the right to adjust the quantities listed in the scope of work and bid sheet and contractor shall bill for only those quantities actually serviced at the rate provided on the bid sheet. No other charges, other than what is listed on the bid sheet shall be allowed. Altering the bid sheet, other than requested information shall cause bid to be non-responsive and bid shall be given no further consideration.

B. Site Visits. The Division of Veterans Services will allow visits of the project site as follows:

Bidders must schedule an on-site visit by contacting the designated individual identified on the last page of the Scope of Work

C. Costs. The Contractor shall propose costs and materials costs with no more than a ten percent (10%) markup. The costs billed by the successful bidder shall not exceed the bidder's Informal Bid and the bidder shall receive only actual costs as more particularly described in the Public Works Contract. Bidders should carefully review the terms in the Public Works Contract.

D. Contractor Requirements. The Division of Veterans Services requires that the successful bidder enter into the Division of Veterans Services' Public Works Contract. Bidders should carefully review the terms in the Public Works Contract. Copies of the Public Works Contract and the laws referenced below are available to potential bidders upon request. Requirements include:

- Compliance with the provisions of Idaho Code sections 44-1001 and 1002 concerning employment of Idaho residents.
- Compliance with the provisions of Idaho Code section 72-1717 concerning alcohol and drug-free workplaces and submission of an alcohol and drug-free workplace affidavit.
- Compliance with the provisions of Idaho Code section 63-1502 concerning authorization to do business in Idaho and certification of payment of taxes.
- The successful bidder and all subcontractors and specialty contractors are solely responsible for determining if they are required to hold a public works contractor license or post a bond as required by Idaho Code title 54 chapter 19. The Division of Veterans Services has determined that the cost of any single request for services by the successful bidder will not exceed \$50,000. Pursuant to Idaho Code section 54-1903(i), the Division of Veterans Services' does not require that the successful bidder hold a public works contractors license or post a performance bond and a payment bond as set forth in Idaho Code section 54-1926. If any single call for service exceeds \$50,000, the successful bidder must comply with the provisions of Idaho Code title 54 chapter 19.

- The following insurance: Commercial general liability with a combined single limit not less than \$500,000 per occurrence and in the aggregate; Workers' compensation as required by law, including employer's liability at minimum limits of \$100,000/\$500,000/\$100,000; and Automobile liability with combined single limit per occurrence not less than \$500,000.

- The Contractor shall not substitute or vary the materials or subcontractors specified in the Request for Bids or the Bid without the prior written permission of the Division.