



**REQUEST FOR QUOTE (RFQ)  
INFORMAL COMPETITIVE SOLICITATION  
KRAFT TREE SEEDLING SHIPPING BAGS  
24CRDFRBPPAYT-030G**

**Introduction:** In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code rules 117.9(1), the Department of Natural Resources (DNR) is seeking to purchase printed tree seedling shipping bags meeting the specifications in this RFQ. Vendors interested in providing these products should submit quotes to the **DNR Issuing Officer** at the following address:

Philip Payton, DNR Procurement Officer  
Wallace Building 4<sup>th</sup> Floor  
502 E 9<sup>th</sup> Street  
Des Moines, Iowa 50319  
515-361-0743  
[philip.payton@dnr.iowa.gov](mailto:philip.payton@dnr.iowa.gov)

**Quotes are due August 31, 2023 at 2:00pm central time. Email quotes required.** Late quotes are not eligible for consideration.

**Description of Good:**

The DNR is seeking to purchase printed Kraft tree seedling bags meeting the following specifications:

10,000 printed 3 ply Kraft tree seedling bags dimensions 25" x 10" x 56"

5,000 printed 3 ply Kraft tree seedling bags dimensions 21" x 6" x 56"

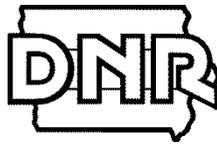
Outer ply, middle ply, and inner ply must be 50# wet strength brown Kraft

Printed with the attached graphic in dark green/pantone

Any deviations to the following specifications should be noted next to the specification listed below by either handwriting or inserting a comment next to the specification. The DNR reserves the right to determine if the deviations are acceptable. Vendors must be authorized to extend manufacturer's warranties.

FOB Destination: Iowa Department of Natural Resources, State Forest Nursery, 2404 S Duff Avenue, Ames, Iowa 50010 within 60 calendar days of the DNR purchase order being issued.

From the date of issuance of this Informal Competitive Solicitation until announcement of the successful Vendor, **Vendors may not contact any employee of the State of Iowa about this RFQ other than the DNR Issuing Officer named above.** Vendors may submit written questions relating to the interpretation of this Informal Competitive Solicitation and the procurement process to the DNR Issuing Officer at the above address. Written responses to any questions received will be provided to all known potential Vendors.



**Acceptance of Attached Contract Terms and Conditions**

By submitting a quote, Vendor acknowledges its acceptance of the Terms and Conditions located at:

<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf>

**Miscellaneous Information:** DNR reserves the right to reject any or all quotes, in whole or in part, to advertise for new quotes, to abandon the need for such, and to cancel this Informal Competitive Solicitation at any time prior to the execution of a written contract.

All information submitted by a Vendor may be treated as a public record by the DNR unless the Vendor properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its quote is submitted.

The costs of preparation and delivery of the quote are solely the responsibility of the Vendor.

**COST PROPOSAL 24CRDFRBPPAYT-030G**

The Cost Proposal will include an all-inclusive, total cost in U.S. Dollars (including all travel, expenses, etc.) to provide and deliver the goods meeting the specifications in this RFQ. FOB Destination: Iowa Department of Natural Resources, State Forest Nursery, 2404 S Duff Avenue, Ames, Iowa 50010 within 60 calendar days of the DNR purchase order being issued.

10,000 printed 3 ply Kraft tree seedling bags dimensions 25" x 10" x 56"

Cost Each \$ \_\_\_\_\_ Extend Cost \$ \_\_\_\_\_

5,000 printed 3 ply Kraft tree seedling bags dimensions 21" x 6" x 56"

Cost Each \$ \_\_\_\_\_ Extend Cost \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

Calendar days of Manufacturer's Warranty from date of delivery \_\_\_\_\_ days

Bidder understands that equivalents must provide detailed specifications with their quote. Bidder understands the DNR reserves the right to determine if the equivalents or deviations are acceptable. Bidder has read and understands the terms and conditions of this RFQ. Bidder understands they must be manufacturer representatives authorized to extend manufacturer's warranties.

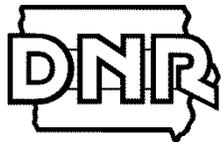
**Bidder has read and agrees to this section:**      Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Name of Vendor Organization: \_\_\_\_\_

Address: \_\_\_\_\_



Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# PERISHABLE NURSERY STOCK

KEEP SEEDLINGS IN BAGS • KEEP BAGS COOL and OUT OF THE SUN  
DO NOT FREEZE Attempt to store at 34°F and turn bags daily. • PLANT STOCK AS SOON AS POSSIBLE



## State Forest Nursery

2404 South Duff Avenue, Ames, Iowa 50010-8093  
Phone 800-865-2477

### BEFORE YOU PLANT

**Site preparation.** Mowing, tilling and weed control prior to planting promote seedling survival by reducing environmental stresses, such as weed competition and pest populations. An ideal site is free of weeds, much like a bean field would appear post-harvest.

**Storage.** Your shipping bag provides some insulation for seedlings and shields them from sunlight. Seedlings can be stored in a cool area away from direct light for up to one week after leaving the Nursery. A cool garage or basement are typically adequate. Planting as soon as possible will increase your transplanting success rate.

**Priming.** You will find seedlings sealed in labeled poly-bags to retain moisture and keep species separated for you. Soak seedling roots for 1-2 hours before planting, and do not allow them to dry out. Wrap roots or keep in wet material during transport.

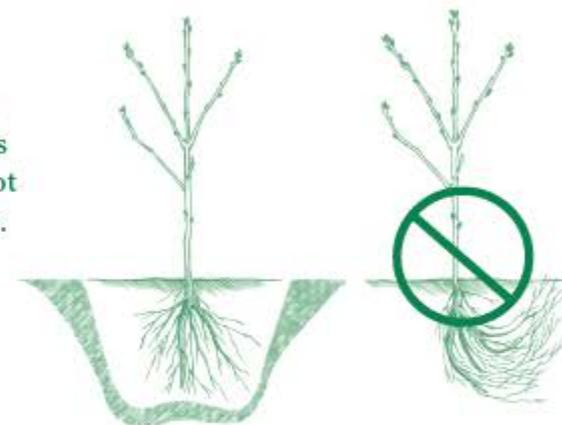


**Identify the root collar.** The root collar is where the trunk meets the first root. Use this as a soil line when planting. Avoid planting seedlings too deep to ensure plant health and longevity. Avoid planting too shallow, leaving roots exposed, to ensure trees do not dry out.

### HAND PLANTING

**Dig a shallow, wide hole.** Holes should be wider than the root mass, but only as deep as the root mass. Digging a broad hole allows new roots to expand and anchor the tree. Digging as deep as the root mass prevents U-shaped roots, which can result in seedling failure.

**Cover the roots.** Fill the hole and pack soil gently, yet firmly, to eliminate air pockets. Make sure you do not bury the root collar as you fill and pack soil around the root mass.



### MACHINE PLANTING

When planting several hundred or thousands of seedlings, planting machines can be useful. Tractor-drawn planting machines are used in areas that can be worked with farm equipment. Planters can be obtained from some County Conservation Boards for loan or rent. Use instructions should be obtained from the equipment owner. Independent tree-planting services are also available for hire. When using a machine planter, ensure the planting slit is wide enough to fit seedling root mass. Check to make sure seedlings are planted at the correct depth and soil is firmly packed around the roots.

**Care after planting.** Plan to maintain plantings for at least three seasons after planting to ensure seedling establishment. The longer you maintain your planting the better your trees will grow. Consult your District Forester regarding herbicide treatments. Mowing or mulching around trees can also reduce weed pressure. Tree tubes can be installed to reduce browsing of seedlings.

### Iowa Department of Natural Resources/Forestry Bureau

Iowa Department of Agriculture and Land Stewardship Office of the State Entomologist Certificate of Nursery Inspection No. 783  
The nursery stock offered by the Iowa Department of Natural Resources, State Forest Nursery, has been inspected according to Chapter 177A, Code of Iowa, and has been determined apparently free from dangerously injurious insect pests and diseases. During the certification period the State Forest Nursery has permission to sell, move, or offer certified nursery stock under its control; provided the stock is handled and maintained according to Chapter 177A, Code of Iowa, and related rules. This certificate is revalidated each calendar year based on satisfactory growing season inspections, but may be revoked any time conditions violate the standards for which it was issued.

For additional information see the Seedling Catalog at [iowadnr.gov/nursery](http://iowadnr.gov/nursery) or contact your District Forester.