

**REQUEST FOR QUOTES (RFQ)**  
for  
**Wood Utilization Central Iowa**  
**20CRDFORAFILIC-0001**

The Department of Natural Resources (DNR) is seeking an Iowa Licensed Contractor to identify, remove, and process urban trees from communities in central Iowa. DNR anticipates that the term of any resulting contract will be **October 1, 2020** through **September 30, 2021**. **Service Providers may not contact any employee of the State of Iowa about this Informal RFP other than the DNR Issuing Officer:**

Aron Flickinger, Forestry Program Specialist  
Iowa Department of Natural Resources - Forestry  
502 East 9<sup>th</sup> St.  
Des Moines, IA 50319  
E-mail: [aron.flickinger@dnr.iowa.gov](mailto:aron.flickinger@dnr.iowa.gov)

If a Service Provider or someone acting on a Service Provider's behalf attempts to discuss this RFQ orally or in writing with any members of the DNR, any employee of the State of Iowa, or anyone other than the named DNR Issuing Officer, then the Service Provider may be disqualified.

**Submission of Quotes:** Service Providers interested in providing the services described under the "Description of Work and Scope of Services" shall submit quotes to the **DNR Issuing Officer** no later than **3 pm** CST on **September 24, 2020**. Any quote received after this deadline shall not be considered.

Only written quotes received via hand delivery, e-mail, fax or hard copy mail using the form labeled "Service Provider Cost Proposal – DNR RFQ #20CRDFORAFILIC-0001" included in this RFQ will be accepted.

Service Providers may submit written questions regarding this RFQ and the procurement process to the DNR Issuing Officer at the above address through **1 pm** CST on **September 18, 2020**. Written responses to any questions received will be provided no later than **September 21, 2020** to all potential Service Providers via the State of Iowa Bid Opportunities/Hosted Bids website: <http://bidopportunities.iowa.gov/>.

**Description of Work and Scope of Services:**

The DNR is seeking a qualified Contractor to work and coordinate with city officials or tree care companies to obtain logs from urban trees that have been removed within city limits from any community within the counties of Dallas, Madison, Polk, and Warren. The Contractor will make all arrangements with the appropriate city official or tree care company for obtaining the logs and transporting them to their mill. The logs from these trees shall be milled to optimize the amount of useable board feet. The contractor will mill lumber to a minimum thickness of 1" and slabs to a thickness of a minimum of 2". Lumber will be kiln dried to 8% moisture content and in a manner that prevents the wood from being damaged. Only saleable lumber and slabs will be paid for by the DNR. Obtaining and transporting of lumber will be the sole responsibility of the Contractor. The Contract will deliver saleable lumber to the Habitat ReStore located at 2200 East Euclid, Des Moines, Iowa after arrangements have been agreed upon with the store manager.

The DNR will only pay for the following species of wood.

- White oak (all species), Red Oak (all species), Black Walnut, Hickory (all species), Ash (all species), Maple (all species), Elm (all species), Hackberry, Black Cherry

**Statement of Work.** Contractor shall perform the following Tasks by the Task Milestone Dates set out in the following table:

Deliverables	Task Milestone Date
<b>Task 1: Transport, Mill, Kiln Dry, and Deliver Saleable Lumber</b>	No later than <b>September 15, 2021</b>

<b>Description:</b> Contractor shall work and coordinate with city officials or tree care companies to obtain urban logs from communities within Dallas, Madison, Polk and Warren counties, transport urban logs to their mill, mill lumber to a minimum thickness of 1" and slabs to a minimum thickness of 2", Kiln dry lumber and slabs to 8% moisture content, and deliver to Habitat Restore saleable lumber and slabs.	
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**Minimum Qualifications/Equipment Specifications:** The DNR will not evaluate minimum qualifications/equipment specifications but does expect documentation to be provided with the "Service Provider Cost Proposal – DNR RFQ # 20CRDFOAFLIC-0001". The following are minimum qualifications required for this project:

- 3 years of experience operating a sawmill
- 3 years of experience using a kiln to dry wood

**Source of Funding:** The source of funding for the Contract entered into from this RFQ is a federal Forest Service grant called Block by Block.

**Acceptance of Contract Terms and Conditions:** By submitting a response, each Service Provider acknowledges its acceptance of the terms and conditions of the contract template "DNR Standard Contract Conditions" and "General Conditions" found at <http://www.iowadnr.gov/About-DNR/RFP-Bid-Lettings>.

If a Service Provider takes exception to a contract provision, then the Service Provider must state the specific exception and the reason for the exception, and must attach to its "Service Provider Cost Proposal" the specific contract language it proposes to include as an alternative to the provision. Contract provision exceptions that materially change the terms or the requirements of this informal bidding process may be deemed non-responsive by the DNR, as determined in its sole discretion, resulting in possible disqualification of the Service Provider's quote. With regard to the "DNR Standard Contract Conditions," DNR and the successful Service Provider may agree to modifications to the terms of the "DNR Standard Contract Conditions" as necessary to negotiate the terms of a contract. A Service Provider's failure to state an exception to any contract provision and propose alternative language may be deemed by the DNR to constitute the Service Provider's acceptance thereof. The State reserves the right to refuse to enter into a contract with the successful Service Provider for any reason, even after delivery of notice of selection or intent to award a contract.

**Additional information:** The costs of preparation and delivery in response to this RFQ are solely the responsibility of the Service Provider.

DNR reserves the right to reject any or all submitted responses, in whole or in part, to advertise a new RFQ, to abandon the need for such RFQ, and to cancel this RFQ opportunity at any time prior to the execution of a written contract.

All information submitted by a Service Provider may be treated as a public record by the DNR.

By submitting a response, a Service Provider agrees that it will not bring any claim or have any cause of action against DNR or the State of Iowa based on any misunderstanding concerning the information provided within this RFQ or concerning the DNR or the State of Iowa's failure, negligent or otherwise, to provide the Service Provider with pertinent information as intended by this RFQ.

If the apparent successful Service Provider fails to negotiate and deliver an executed contract within a reasonable period of time following selection, then the DNR may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service Provider.

The DNR shall have the sole option to amend the contract resulting from this RFQ for subsequent periods, adding up to no more than six years total from the beginning date of the original contract, by executing a signed amendment prior to the expiration of the original contract.

**Evaluation Criteria:** Quotes will be evaluated and the contract awarded to the responsible Service Provider submitting the lowest priced quote.

### Service Provider Cost Proposal – DNR RFQ #20CRDFORAFILC-0001

The Service Provider quote shall include an all-inclusive, total cost in U.S. Dollars (including all travel, expenses, etc.) to provide the requested services. All pricing to be FOB Destination, freight cost included; and based on Net 60 Days Payment Terms. All fees expected for payment are to be included in this bid.

Quote for Tasks:

Task	Cost	Milestone Date
<b>Task 1: Task 1: Transporting, Milling, Kiln Drying, and Delivery of Saleable Lumber</b>	<b>White Oak</b> Cost per board foot \$ _____ <b>Red Oak</b> Cost per board foot \$ _____ <b>Black Walnut</b> Cost per board foot \$ _____ <b>Hickory</b> Cost per board foot \$ _____ <b>Ash</b> Cost per board foot \$ _____ <b>Hackberry</b> Cost per board foot \$ _____ <b>Elm</b> Cost per board foot \$ _____ <b>Maple</b> Cost per board foot \$ _____ <b>Black Cherry</b> Cost per board foot \$ _____  <b>DNR shall not to exceed \$15,000 total cost for this contract</b>	No later than <b>Sep. 15, 2021</b>

☐ Documentation is attached for DNR verification that the Service Provider meets the “minimum qualifications/ equipment specifications” listed in the RFQ.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

**Name of Contractor Organization:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_