

INFORMAL REQUEST FOR PROPOSAL (Informal RFP)
for
Pietan IHAP Foodplot
18CRDWBBSAUE-0073

The Department of Natural Resources (DNR) is seeking a Service Provider to complete establishment of corn and oats/green browse food plots on the Pietan site in the Iowa Habitat and Access Program for the purpose of wildlife food/cover. DNR anticipates that the term of any resulting contract will be May 1, 2018 through October 1, 2018. **Service Providers may not contact any employee of the State of Iowa about this Informal RFP other than the DNR Issuing Officer:**

Brian Sauer
Iowa Department of Natural Resources
500 Gunder Road NE
Elkader, IA 52043
Brian.Sauer@dnr.iowa.gov

If a Service Provider or someone acting on a Service Provider's behalf attempts to discuss this Informal RFP 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 Proposals: Service Providers interested in providing the services described under the "Description of Work and Scope of Services" shall submit proposals to the **DNR Issuing Officer** no later than **3:00 PM CST on March 15, 2018**. Any proposal received after this deadline shall not be considered.

Proposals will be accepted only if they are in written format received via hand delivery, hard copy mail, or email.

Proposals shall include the Service Provider's cost proposal and sufficient information regarding the Service Provider's ability to perform the work identified in the Description of Work and Scope of Services. Proposals shall include the following information: Brief Company Overview including capacity to complete the Statement of Work; summary of past performance of work that is identical or similar to the Statement of Work; and the "Service Provider Cost Proposal – DNR Informal RFP #18CRDWBBSAUE-0073" which will enable the DNR to make a judgment about the Service Provider's ability to perform.

Service Providers may submit written questions regarding this Informal RFP and the procurement process to the DNR Issuing Officer at the above address through 3:00 PM CST on March 8, 2018. Written responses to any questions received will be provided no later than March 12, 2018 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:

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

Deliverable	Task Milestone Date
Task 1: Establish Oats/Green Browse Food Plot Spring 2018: 3.25 acres <ul style="list-style-type: none">• Disk a minimum of 3 passes to prepare site• Fertilize in spring according to 6N 28P 28K or equivalent. Incorporate fertilizer/tilling for seed bed preparation• Plant food plots (drill population of 1.0 bushel oats per/acre and 2lbs rape/2lbs turnip/2 lbs radish per acre	Between May 1 and May 15, 2018

<p>Task 2: Establish Corn Food Plot Spring 2018: 3.25 acres</p> <ul style="list-style-type: none"> • Disk a minimum of 3 passes to prepare site • Fertilize in spring according to 110N 52P 60K or equivalent. Incorporate fertilizer/tilling for seed bed preparation • Plant food plots (drill population of Liberty Link Corn (or equivalent) seed at 20,000-25,000 lbs./acre or as approved by DNR project manager) • Spray appropriate pre-emergent or post emergent herbicides including Liberty (or equivalent) herbicide on at least one pass to keep weeds to a minimum. DNR Project manager approval needed. <p>Contractor shall hold an Iowa Commercial Pesticide Applicators License issued by the Iowa Department of Agriculture and Land Stewardship (IDALS) Pesticide Bureau and provide license # to the DNR Project Manager.</p>	<p>Between April 15 –May 15, 2018</p>
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Source of Funding: The source of funding for the Contract entered into from this Informal RFP is Wildlife Habitat Fees.

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/InsideDNR/RFPBidLettings.aspx>.

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 Informal RFP 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 Informal RFP, to abandon the need for such Informal RFP, and to cancel this Informal RFP 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 unless at the time its response is submitted, the Service Provider properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa. Costs proposals may not be treated as confidential information.

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 the informal competitive bidding opportunity 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 Informal RFP.

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 Informal RFP 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: Proposals will be reviewed by an evaluation committee and ***the contract awarded to the responsible Service Provider submitting the best proposal. The lowest priced proposal is not necessarily the best proposal.***

The evaluation committee will make its technical recommendation using the following technical criteria, which are listed in no particular order:

- a. Brief Company Overview including your capacity to complete the Statement of Work;
- b. Past performance of work that is identical or similar to the Statement of Work identified;

After the technical proposals are evaluated and scored, the evaluation committee will score Service Provider Cost Proposals submitted on the "DNR Informal RFP #18CRDWBBSAUE-0073" form.

Service Provider Cost Proposal – DNR Informal RFP #18CRDWBBSAUE-0073

The Service Provider Bid 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.

Costs for Tasks:

Task	Unit Cost	Time Frame	Total Costs
Task 1: Establish Oats Green Browse Food Plot Spring 2018: 3.25 acres	\$ _____ / acre	Between May 1 and May 15, 2018	\$ _____
Task 2: Establish Corn Food Plot Spring 2018: 3.25 acres	\$ _____ / acre	Between April 15 and May 15, 2018	\$ _____
Grand Total Quote			\$ _____

Signature: _____

Date: _____

Printed Name and Title: _____

Name of Vendor Organization: _____

Address: _____

Phone: _____

Email: _____

Pietan Food Plot Exhibit A

