

REQUEST FOR QUOTES (RFQ)

for

Prairie Lakes Unit Wildlife Management Area (WMA) Tree & Brush Ground Herbicide Applications Hawk Valley WMA – Pickeral Lake WMA – Elk Lake WMA – Blue Wing Marsh WMA – Dewey's Pasture WMA

21CRDWBRHARR-2103

The Department of Natural Resources (DNR) is seeking a Service Provider to ground apply herbicide to invasive brush and trees from the areas commonly known as the Hawk Valley Wildlife Management Area (WMA, Creswell Tract – Section 14 Sioux Township Clay County), Pickeral Lake WMA (Forbes Tract – Section 2 Poland Township Buena Vista County), Elk Lake WMA (Janssen Tract – Section 31 Highland Township Palo Alto County), Blue Wing Marsh WMA (Hermanson – Section 33 -- and Pollard Tracts – Section 32 Lost Island Township Palo Alto County) and Dewey's Pasture WMA (Sampson Tract – Section 15 Lake Township Clay County). Trees are predominantly nuisance cottonwood and willow as well as some cedar and elm, and shall be removed to locations on-site as designated by the DNR. DNR anticipates that the term of any resulting contract will be August 15, 2020 through September 15, 2020.

Service Providers may not contact any employee of the State of Iowa about this Informal RFP other than the DNR Issuing Officer:

Ryan N. Harr, Wildlife Biologist
Iowa Department of Natural Resources – Wildlife Bureau
524 Lawler Street
Iowa Falls, IA 50126
Cell: 712-250-0818
E-mail: ryan.harr@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 **4:00 PM CST on August 13, 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 #21CWDWBRHARR-2103" 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 4:30PM CST on August 11, 2020. Written responses to any questions received will be provided no later than 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: This herbicide application project will touch-up treat approximately 250 acres of State lands on six (6) tracts: 65.0 acres m/l at Hawk Valley Wildlife Management Area (WMA, on Creswell Tract – Section 14 Sioux Township Clay County), 54.0 acres m/l at Pickeral Lake WMA (Forbes Tract – Section 2 Poland Township Buena Vista County), 21.0 acres m/l at Elk Lake WMA (Janssen Tract – Section 31 Highland Township Palo Alto County), 26.0 and 32.0 acres m/l at Blue Wing Marsh WMA (Hermanson – Section 33 -- and Pollard Tracts – Section 32 Lost Island Township Palo Alto County) and 50.0 acres m/l at Dewey's Pasture WMA (Sampson Tract – Section 15 Lake Township Clay County). Trees are predominantly nuisance cottonwood and willow. DNR anticipates that the term of any resulting contract will be August 15, 2020 through September 15, 2020.

The successful Service Provider shall perform the following Tasks by the Task Milestone Dates set out in the following table:

Deliverable	Task Milestone Date
Task 1: Ground Application of Herbicide for Tree & Brush Removal Description: Contractor shall apply appropriate herbicide treating woody-stemmed species on approximately 65.0 acres m/l at Hawk Valley WMA (Creswell Tract, Exhibit A)	No later September 15, 2020
Task 2: Ground Application of Herbicide for Tree & Brush Removal Description: Contractor shall apply appropriate herbicide treating woody-stemmed species on approximately 54.0 Acres m/l acres m/l at Pickeral Lake WMA (Forbes Tract, Exhibit B)	No later September 15, 2020
Task 3: Ground Application of Herbicide for Tree & Brush Removal Description: Contractor shall apply appropriate herbicide treating woody-stemmed species on approximately 21.0 acres m/l at Elk Lake WMA (Janssen Tract, Exhibit C)	No later September 15, 2020
Task 4: Ground Application of Herbicide for Tree & Brush Removal Description: Contractor shall apply appropriate herbicide treating woody-stemmed species on approximately 33.0 acres m/l at Blue Wing Marsh WMA (Hermanson Tract, Exhibit D)	No later September 15, 2020
Task 5: Ground Application of Herbicide for Tree & Brush Removal Description: Contractor shall apply appropriate herbicide treating woody-stemmed species on approximately 26.0 acres m/l at Blue Wing Marsh WMA (Pollard Tract, Exhibit E)	No later September 15, 2020
Task 6: Ground Application of Herbicide for Tree & Brush Removal Description: Contractor shall apply appropriate herbicide treating woody-stemmed species on approximately 50.0 acres m/l at Dewey's Pasture WMA (Sampson Tract, Exhibit F)	No later September 15, 2020

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 # 21CRDWBRHARR-2103". The following are minimum qualifications required for this project:

- The Bidder shall have a current Iowa Contractor License NACIS Code 561730 – Tree Removal Service or comparable Iowa Contractor License NACIS Code. The DNR reserves the right to determine if comparable Iowa Contractor Licenses will be accepted.
- The contractor shall submit proof of Iowa Pesticide Applicator's License as issued by Iowa Department of Agriculture and Land Stewardship.
- Submit proof of insurance or bond

Source of Funding: The source of funding for the Contract entered into from this RFQ is from a grant provided by the U.S. Department of Agriculture's Natural Resources Conservation Service (NRCS).

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 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 #21CWDWBRHARR-2103

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	Unit Cost	Time Frame	Total Costs
Task 1: Ground Application Herbicide to Trees & Brush	Quantity: 65.0 acres \$_____ / acres or hours	August 15 – September 15, 2020	\$_____
Task 2: Ground Application Herbicide to Trees & Brush	Quantity: 54.0 acres \$_____ / acres or hours	August 15 – September 15, 2020	\$_____
Task 3: Ground Application Herbicide to Trees & Brush	Quantity: 21.0 acres \$_____ / acres or hours	August 15 – September 15, 2020	\$_____
Task 4: Ground Application Herbicide to Trees & Brush	Quantity: 33.0 acres \$_____ / acres or hours	August 15 – September 15, 2020	\$_____
Task 5: Ground Application Herbicide to Trees & Brush	Quantity: 26.0 acres \$_____ / acres or hours	August 15 – September 15, 2020	\$_____
Task 6: Ground Application Herbicide to Trees & Brush	Quantity: 50.0 acres \$_____ / acres or hours	August 15 – September 15, 2020	\$_____
Grand Total Quote			\$_____

If bidding based on hours – Service Provider shall identify the number of hours the project will take. The hours will be identified in the Contract and the Service Provider will be held to no more hours than identified. **Hours for the project:**

_____.

☐ 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 Vendor Organization: _____

Address: _____

Phone: _____

Email: _____