**Informal Competitive Solicitation: Walnut Twig Beetle Trapping and Monitoring Northern Iowa.**

The Iowa Department of Natural Resources (DNR) is soliciting competitive bids from experienced pheromone trappers to place Lindgren funnel traps on walnut trees located in Iowa communities, county conservations board parks, sawmills, and state parks. To qualify as a bidder you must have experience identifying trees, filling out federal pest survey forms, and using GPS units.

**Description of Work and Scope of Services:** The DNR is requesting that qualified bidders submit proposals setting forth the total number of sites they can trap in communities, county parks, state parks, and sawmills for the northern 1/3 of Iowa for the amount of $10,000. DNR will provide a GPS unit, traps, and will provide a one-day training on how to use the GPS unit and properly place the walnut twig beetle traps. It is estimated that the trapping will take 3 weeks in each of the following months: May and June. The Lindgren traps will be placed at a different site each of the four months of trapping with insects collected each month from the trap and sent to the DNR Forestry Bureau within 2 days of being collected. The trap will then be moved to another site for the next month. For one of the trapping months the bidder shall ensure that it places at least two traps in each of the counties set forth below. For the other months, the bidder shall have discretion where to place the traps. DNR Forestry Bureau’s Forest Health Program Leader will do a quality control inspection on 10% of all placed traps to ensure they are placed correctly.

**Counties in the Northern Zone include:**

Lyon, Osceola, Dickinson, Emmet, Kossuth, Winnebago, Worth, Mitchell, Howard, Winneshiek, Allamakee, Sioux, O’Brien, Clay, Palo Alto, Hancock, Cerro Gordo, Floyd, Chickasaw, Fayette, Clayton, Plymouth, Cherokee, Buena Vista, Pocahontas, Humboldt, Wright, Franklin, Butler, Bremer, Buchanan, Delaware, and Dubuque.

**Proposed Project Schedule:** The start date along with the GPS unit, federal pest survey forms, traps, and training will be no sooner than May 1, 2017. The trapping agreed upon must be completed by July 1, 2017. All traps, federal survey forms, and GPS unit must be returned to DNR Forestry Bureau by July 31, 2017.

**Submission of Proposals:** Proposals shall include the enclosed bid sheet with the total number of northern Iowa communities, parks, and sawmills that will be trapped, along with the community names and county location. See attached Bid Proposal for additional required information.

Qualified bidders shall submit proposals to DNR at the following address:

Tivon Feeley

Iowa Department of Natural Resources

502 E 9th Street

Des Moines, IA 50319

Fax: 515-281-4915

Email: [tivon.feeley@dnr.iowa.gov](mailto:tivon.feeley@dnr.iowa.gov)

For the proposal to be considered timely, it must be received by DNR no later than 12:00 pm (local time) on Friday, April 28, 2017. Any proposal received after this deadline will be rejected. The costs of preparation and delivery of the bid proposal are solely the responsibility of the bidder. Bidders may submit written questions relating to the interpretation of this proposal and the procurement process to Tivon Feeley at the above address by 4:00 pm (local time) April 10, 2017. Written responses to any questions received will be provided to all potential bidders via the DNR’s website at <http://www.iowadnr.gov/InsideDNR/RFPBidLettings.aspx>.

Bidders may not contact any employee of the State of Iowa about this proposal other than the identified contact person.

**Evaluation Criteria:** DNR will consider all information provided in the proposal when making its decision and may consider relevant information from other sources. DNR***will award the contract to the responsible Service Provider submitting the best proposal.*** The proposals will be evaluated using the following criteria, which are listed in no particular order:

a. The number of communities, parks, and sawmills that will be trapped, and if there are at least two traps in each county for one of the trapping months;

b. How evenly the sites are distributed throughout the trapping zone;

c. Experience identifying trees, filling out federal exotic pest forms, and using GPS units; and

d. Past performance of work that is identical or similar to the Scope of Services identified.

If there is a tie for the best proposal and only one of the Service Providers is an Iowa business, the Iowa business shall be given preference over the out of state Service Providers.

**Payment:**

The successful bidder will be paid by completed tasks in accordance with the signed contract. No payment will be made without a signed contract. The payment schedule will be based on the milestones listed above.

**Acceptance of Contract Terms and Conditions:**

By submitting a proposal, each bidder acknowledges its acceptance of the terms and conditions of the contract located at <http://www.iowadnr.gov/InsideDNR/RFPBidLettings.aspx>. If a bidder takes exception to a provision, it must state the reason for the exception and set forth in its proposal the specific contract language it proposes to include in place of the provision.

Exceptions that materially change these terms or the requirements of this proposal may be deemed non-responsive by the DNR, as determined in its sole discretion, resulting in possible disqualification of bidder’s proposal.

With regard to the contract, DNR and the successful bidder may agree to modifications to the terms of the contract as necessary to negotiate the terms of a contract. A bidder’s failure to state an exception to any provision and propose alternative language may be deemed by the DNR to constitute bidder’s acceptance thereof. DNR reserves the right to refuse to enter into a contract with the successful bidder for any reason, even after delivery of notice of selection or intent to award a contract.

**Miscellaneous Information:** The DNR reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, and to cancel this proposal at any time prior to the execution of the written contract. All information submitted by a bidder may be treated as a public record by the DNR unless the bidder 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 proposal is submitted.

**BID PROPOSAL**

This proposal shall include all work proposed for the $10,000.00 as set forth above. Your bids on trapping shall including all travel, expenses, and time to complete the tasks listed below.

Please list the communities, parks, and sawmills that will be trapped for the walnut twig beetle, totaling $10,000.00.

**Community/Park/Sawmill Name County**

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**Total Number of Areas Trapped** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualifications**

Tree Identification:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Knowledge of Federal Pest Forms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Experience with GPS Units: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide an attached Résumé, Curriculum Vitaeor list your experience conducting pest surveys below.

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**Contact Information**

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

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

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

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

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

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