



**REQUEST FOR QUOTE (RFQ)
INFORMAL COMPETITIVE SOLICITATION
NURSERY QUALITY TREES
24CRDFRBPPAYT-051G**

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 plant material for residential tree events 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 4th Floor
502 E 9th Street
Des Moines, Iowa 50319
515-361-0743
philip.payton@dnr.iowa.gov

Quotes are due January 17, 2024 at 2:00 pm central time. Email quotes are required. Late quotes are not eligible for consideration.

Description of Good:

The DNR is seeking to purchase plant material to be distributed at residential tree events for the purpose of promoting energy efficient landscaping and community reforestation during the spring 2024 planting season. Locations and dates for delivery are outlined on page 2. **Species and specifications are detailed in attachment A.** It is the intent of the DNR to create an Agency Specific Contract to purchase these goods on as needed basis. The initial term of this contract will up to 12 months and the DNR will have the sole option to extend the Contract for up to no more than six total years.

Due to the nature of product being purchased, and the source of funds provided to the DNR, multiple vendors will be chosen based on cost and availability of all species listed in Attachment A. Once the contracts are executed, purchases will then be awarded by species favoring lowest cost assuming product availability at the time of purchase.

Please note any minimums that must be purchased for delivery, delivery cost, and only bid on locations in which you're willing to participate on page 2. Cost proposals for each species will be submitted via Attachment A.

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-051G

Locations & Dates	Product Minimum	Delivery Fee
Storm Lake - April 25 (delivery day of, 1-2:30pm, Awaysis Park)		
Jefferson – April 30 (delivery day of, 1-2:30pm, Greene County Extension Office)		
Marshalltown - May 2 (delivery day of, 1-2:30pm, Grimes Farm and Conservation Center)		
Burlington – May 7 (delivery day of, 1-2:30pm, Burlington Depot)		
Peosta – May 11 (delivery May 10 , 3-4:30pm, Swiss Valley Park)		

Calendar days of Manufacturer’s Warranty from date of delivery _____ days

Bidder understands that equivalent must provide detailed specifications with their quote. Bidder understands the DNR reserves the right to determine if the equivalent 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: _____