

IOWA DEPARTMENT OF NATURAL RESOURCES (DNR)
REQUEST FOR QUOTE - INFORMAL

RFQ COVER SHEET

Administrative Information:

[Manchester Hazardous Tree Removal Service](#)

TITLE OF RFQ: 2021

RFQ Number: 22CRDFBSOLOU-001

Bureau: Fisheries Bureau

DNR seeks to purchase: Services from a qualified Respondent to remove hazardous trees and limbs including some stump grinding at Manchester Trout Hatchery located in Manchester Iowa.

Number of mos. or yrs. of the initial

term of the contract:

1 month

Number of possible annual extensions: 2 weeks

Tentative Contract term start date: 11/5/2021

Tentative Contract term end date: 12/4/2021

DNR Issuing Officer: Sue O'Loughlin

Sue.O'Loughlin@dnr.iowa.gov, Telephone (563)927-3276, Fax (563)927-5736

22693 205th Ave., Manchester IA 52057

PROCUREMENT TIMETABLE—Event or Action:

Date/Time (Central Time):

DNR Posts Notice of RFQ on TSB website

10/13/2021

DNR Issues RFQ

10/15/2021

Site Visit Location and Address:

22693 205th Avenue, Manchester, IA

RFQ written questions, requests for clarification, and suggested changes from Respondents are due: 10/22/2021

DNR's written response to RFQ questions, requests for clarifications, and suggested changes are due: 10/25/2021

Quotes Due Date: 10/27/2021

Quotes Due Time: 2:00 p.m.

Anticipated Date to Issue Notice of Intent to Award: 10/29/2021

Anticipated Date to Execute Contract: 11/3/2021

Relevant Websites:

Web-address:

Internet website where
Addenda to this RFQ will
be posted:

<http://bidopportunities.iowa.gov/>

Internet website where
contract terms and
conditions are posted:

<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf>
<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf>
<http://iowadnr.gov/About-DNR/RFP-Bid-Lettings>

SECTION 1 INTRODUCTION

1.1 Bidder Instructions

Bidder is to download this document and save to computer. Once saved, type in responses to the required sections and save again. As an option, the Bidder may print, write in responses, scan, and email response.

1.2 Purpose

The purpose of this Request for Quote (RFQ) is to solicit bids from qualified providers to provide the goods and/or services described further in this RFQ to the DNR. The DNR intends to award a contract(s) beginning and ending on the dates listed in this solicitation, and the DNR may extend the contract(s) for up to the number of annual extensions identified in this solicitation at the sole discretion of the DNR. Any contract(s) resulting from the RFQ will not be an exclusive contract.

“Responsible Bidder” means a Bidder that has the capability in all respects to perform the requirements of the Contract. In determining whether a Bidder is a Responsible Bidder, the DNR may consider various factors including, but not limited to, the Bidder’s competence and qualifications to provide the goods or services requested, the Bidder’s integrity and reliability, the past performance of the Bidder relative to the quality of the goods or services offered by the Bidder and the best interest of the DNR.

“Responsive Bid” means a Bid that complies with each of the provisions of this RFQ, or is either an alternative bid or a bid with an exception, if accepted by the DNR.

1.3 Background Information

This RFQ is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFQ process is for the DNR’s benefit and is intended to provide the DNR with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid.

SECTION 2 ADMINISTRATIVE INFORMATION

2.1 Issuing Officer

The Issuing Officer identified in this solicitation is the sole point of contact regarding the RFQ from the date of issuance until selection of the successful Bidder.

2.2 Restriction on Communication

From the issue date of this RFQ until announcement of the successful Bidder, Bidders may contact only the Issuing Officer. The Issuing Officer will respond only to electronic questions regarding the procurement process. Questions related to the interpretation of this RFQ must be submitted as provided in Section 2.35. Oral questions related to the interpretation of this RFQ will not be accepted. Bidders may be disqualified if they contact any DNR employee other than the Issuing Officer about the RFQ.

The DNR assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFQ through an addendum.

2.3 Questions, Requests for Clarification, and Suggested Changes

Bidders are invited to submit written questions and requests for clarifications regarding the RFQ. Bidders may also submit suggestions for changes to the specifications of this RFQ. The questions, requests for clarifications, or suggestions must be in writing and received by the Issuing Officer on or before the date and time listed on the RFQ cover sheet. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFQ, Bidder will reference the page and section number(s). The DNR will send written responses to questions, requests for clarifications, or suggestions received from Respondents on or before the date listed on the RFQ cover sheet. The DNR’s written responses will become an addendum to the RFQ. If the DNR decides to adopt a suggestion that modifies the RFQ, the DNR will issue an addendum to the RFP.

2.4 Amendment to the RFQ

The DNR reserves the right to amend the RFQ at any time using an addendum. The Bidder will acknowledge receipt of all addenda in its Bid. It is the Bidder’s sole responsibility to check daily for addenda to posted documents.

2.5 Submission of Bids

The DNR must receive the Bid before the “Bids Due” date and time. **This is a mandatory requirement and will not be waived by the DNR. Any Bid received after this deadline will not be accepted.** It is the Bidder’s responsibility to ensure the bid is received prior to the deadline.

2.6 Costs of Preparing the Bid

The costs of preparation and delivery of the Bid are solely the responsibility of the Bidder.

2.7 No Commitment to Contract

The DNR reserves the right to reject any or all Bids received in response to this RFQ, cancel this RFQ, or advertise a new RFQ at any time prior to the execution of the Contract. Issuance of this RFQ in no way constitutes a commitment by the DNR to award a contract.

2.8 Nonmaterial Variances

The DNR reserves the right to determine whether a Bid substantially complies with the requirements of this RFQ. Nonmaterial variances are not necessarily disqualifying. The determination of materiality is in the sole discretion of the DNR.

2.9 Public Records and Requests for Confidential Treatment

In order to request confidential treatment, you must comply with the provisions of 561 Iowa Administrative Code chapter 2, which may be found at the following location:

<https://www.legis.iowa.gov/law/administrativeRules/agencies>. 561 Iowa Administrative Code section 2.5(7) provides that all claims for confidential treatment made to the Iowa Department of Natural Resources must be substantiated in writing with the following information.

- 1) A statement of all measures the business has taken to protect the confidentiality of the information, and a statement of intent to continue to take such measures;
- 2) Practices and policies of other businesses, if known, regarding confidentiality of similar information;
- 3) A statement that the information is not, and has not been, reasonably attainable without the consent of the business by other persons other than government bodies by use of legitimate means;
- 4) A statement demonstrating that disclosure of the information is likely to cause substantial harm to the business's competitive position; and
- 5) A reference to any other determinations of confidential status of the information or similar information.

2.10 Release of Claims

By submitting a Bid, the Bidder agrees that it will not bring any claim or cause of action against the DNR based on any misunderstanding concerning the information provided herein or concerning the DNR's failure, negligent or otherwise, to provide the Bidder with pertinent information in this RFQ.

2.11 Evaluation of Quotes Submitted

The DNR will evaluate the Responsive Bids submitted by Responsible Bidders to determine the lowest responsible bidder(s) and will award the Contract(s) to the Bidder(s) submitting the lowest responsible bid(s) based on price.

2.12 Award Notice and Acceptance Period

Notice of Intent to Award the Contract(s) will be sent to all Bidders submitting a timely Bid. Negotiation and execution of the Contract(s) will be completed no later than thirty (30) days from the date of the Notice of Intent to Award. If the apparent successful Bidder fails to negotiate and deliver an executed contract by that date, the DNR, in its sole discretion, may cancel the award and award the Contract to the remaining Bidder the DNR believes will provide the best value to the DNR.

2.13 No Contract Rights until Execution

Bidders will not acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Bidder and the DNR.

SECTION 3 – STATEMENT OF WORK AND SPECIFICATIONS

Overview

The successful Respondent will provide the services to the DNR in accordance with the requirements as provided in this Scope of Work.

3.1 Statement of Work. The DNR is seeking the services from a qualified Respondent to remove nine (9) trees, grind three (3) stumps, and remove dead limbs from two (2) trees at the Manchester Trout Hatchery located in Manchester, IA. The successful Respondent will have the option to completely chip and deposit the debris on a DNR pre-approved site or remove the debris from the property to be properly disposed of in accordance with state law. The three (3) stumps identified by the DNR Project Manager must be ground to a level below the normal soil level.

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

Deliverables	Task Milestone Date
<p>Task 1: Manchester Trout Hatchery Hazardous Trees and Limbs Removal Description: Contractor must remove hazardous trees and limbs (identified in Addenda A and B) from the Manchester Trout Hatchery by completing the following steps:</p> <ul style="list-style-type: none"> • Trim and remove dead and damaged limbs out of two (2) trees identified in Addenda A and B as ‘11’ and ‘12’. • Cut down nine (9) trees identified in Addenda A and B as ‘1’, ‘2’, ‘4’, ‘5’, ‘6’, ‘7’, ‘8’, ‘9’, and ‘10’. • Completely chip all tree debris to deposit onsite at a DNR pre-approved location or remove all tree debris from the property to be properly disposed of in accordance with state law. 	<p>No later than December 3, 2021</p>
<p>Task 2: Manchester Trout Hatchery Stump Grinding Description: Contractor must grind three (3) stumps identified in Addenda A and B as ‘1’, ‘2’ and ‘3’ to a level below the normal soil level. Contractor must completely chip all tree debris to deposit onsite at a DNR pre-approved location or remove all tree debris from the property to be properly disposed of in accordance with state law. Contractor must obtain the DNR Project Manager’s approval of the work upon completion of this task.</p>	<p>No later than December 4, 2021</p>

3.2 Minimum Bidder Qualifications/Equipment Specifications: Bidder must have access to safely and properly complete the services in this RFQ. The DNR reserves the right to determine if Bidders equipment is adequate to safely and properly complete the services sought in this RFQ.

SECTION 4 - FORM OF BID

Instructions – Bidder is to complete the following. Fill out items with blanks. Indicate “yes” or “no” on items requesting agreement. If a “no” response is indicated, exception must be noted on Attachment 3.

4.1 Bidder Information

Business Name: _____
Official Address: _____
Firm's State or Foreign Country of Residence: _____
Sales Contact: _____
Telephone Number: _____ Fax Number: _____
Email: _____ Iowa Contractor Registration #: _____

4.2 Contract Terms and Conditions

The Contract(s) that the DNR expects to award as a result of this solicitation will be based upon the final Bid submitted by the successful Bidder and the solicitation. The contract between the DNR and the successful Bidder will be a combination of the specifications, terms and conditions of the solicitation, the contract terms and conditions in this solicitation, the offer of the Bidder contained in the final Bid submitted by the Bidder, written clarifications or changes made in accordance with the provisions of the solicitation, and any other terms deemed necessary by the DNR, except that no objection or amendment by a Bidder to the provisions or terms and conditions of the solicitation will be incorporated into the Contract unless the DNR has explicitly accepted the Bidder’s objection or amendment in writing. By submitting a response, each bidder 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>.

Bidder has read and agrees to this section: Yes No

4.3 Specifications

Bidder is able to provide and performed as specified in Section 3. By indicating “yes”, a Bidder agrees that it will comply with that requirement throughout the full term of the resulting Contract, if the Bidder is successful. In addition, for specific requirements, the Bidder will provide, if requested, specific references and/or supportive information to verify the Bidder’s compliance with the requirement. Failure to provide this information may cause the Bid to be deemed non-responsive and therefore rejected. The DNR reserves the right to determine whether the supportive information submitted by the Bidder demonstrates the Bidder will be able to comply with the Bid Requirements. If the DNR determines the supportive information does not demonstrate the Bidder will be able to comply with the Bid Requirements, the DNR may disqualify the Bid. Please enter the required information on the attachment and upload the document.

Bidder has read and agrees to this section: Yes No

4.4 Bidder Experience

The Bidder must provide the following information regarding its experience:

- Number of years in business
- Number of years of experience with providing the types of goods and/or services sought by the solicitation.
- Describe the level of technical experience in providing the types of goods and/or services sought by the solicitation.
- List all goods and/or services similar to those sought by this solicitation that the Bidder has provided to other businesses or governmental entities.
- Detailed list of equipment (year, make, model) that will be used to complete services sought by the solicitation.

4.5 Bidder Reference

The Bidder will provide the following general background information: References from three (3) previous customers or clients knowledgeable of the Bidder’s performance in providing goods and/or services similar to the goods and/or services described in this solicitation and a contact person and telephone number for each reference. Please attach a document with the required information.

4.6 Insurance

The Contract will require the successful Respondent to maintain insurance coverage(s) in accordance with the insurance provisions of the General Terms and Conditions and of the type and in the minimum amounts set forth below, unless otherwise required by the DNR.

TYPE OF INSURANCE	LIMIT	AMOUNT
General Liability (including contractual liability) written on an occurrence basis	General Aggregate Products -	\$2 million
	Comp/Op Aggregate	\$1 Million
	Personal injury	\$1 Million
	Each Occurrence	\$1 Million
Automobile Liability (including contractual liability) written on an occurrence basis	Combined single limit	\$1 Million
Property Damage	Each Occurrence	\$1 Million
	Aggregate	\$1 Million
Workers Compensation and Employer Liability	As Required by Iowa law	As required by Iowa law

The Contractor is required to submit certificate of insurance, which indicates coverage and notice provisions as required. The insurer will state in the certificate that no cancellation of the insurance may be made without at least thirty (30) days’ prior to written notice to the DNR. Acceptance of the insurance certificates by the DNR will not act to relieve the Contractor of any obligation under this Contract. It will be the responsibility of Contractor to keep the respective insurance policies and coverages current and in force during the life of this Contract. Contractor will be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Contractor will have no claim or other recourse against the DNR for any costs or loss attributable to any of the foregoing, all of which will be borne solely by the Contractor. Notwithstanding any other provision of this Contract, Contractor will be fully responsible and liable for meeting and fulfilling all of its obligations under this section of the Contract.

4.7 Payment Terms

Per Iowa Code § 8A.514 the DNR of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder.

What discount will you give for payment in 15 days? _____

What discount will you give for payment in 30 days? _____

Bidder has read and agrees to this section: Yes No

4.8 Cost Proposal

Bidder’s Cost Proposal must include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel, expenses, etc. in prices). All pricing to be FOB Destination, freight cost and all expenses included; and based on Net 60 Days Payment Terms. The following template is required. Please use additional pages to provide any additional narrative support for the costing information.

Task	Cost	Time Frame	Total Costs
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Task 1: Manchester Trout Hatchery Hazardous Trees and Limbs Removal	Cost per Tree Removal \$_____ for 1, 2, 4, 5, 6, 7, 8, 9, and 10 Cost per Tree Limb Removal \$_____ for 11, 12	November 3, 2021 through December 3, 2021	Total Tree Removal Cost \$_____ for nine (9) Trees Total Limb Removal Cost \$_____ for two (2) Trees
Task 2: Manchester Trout Hatchery Stumps Grinding	Cost per Stump Grinding \$_____ for 1, 2, 3	November 3, 2021 through December 3, 2021	Total Stump Grinding Cost \$_____ for three (3) Stumps
Grand Total Quote			\$_____

Bidder has read and agrees to this section: Yes No

Signature: _____

Date: _____

Printed Name and Title: _____

Name of Contractor Organization: _____

Address: _____

Phone: _____ **E-mail:** _____

ATTACHMENT #3 - EXCEPTIONS FORM

Please list any and all exceptions to this RFQ in this section. Include section and reason for exception: (Make additional pages if necessary)

Section	Exception
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Addendum A. Location of trees at Manchester Fish Hatchery.



Addendum B. Description of work.

10/8/2021	Manchester Hatchery Tree List				
No.	Type	Description	Diameter	Cut and Remove	Grind Stump
1	Maple	Dead Tree	12-18	x	x
2	Birch	Live Tree	12-18	x	x
3	birch	Stump	12-18		x
4	Oak	Damaged Tree	12-18	x	
5	Maple	Live Tree	24-30	x	
6	Elm	Live Tree	10-14	x	
7	Elm	Live Tree	14-20	x	
8	Cherry	Live Tree	8-12	x	
9	Hackberry	Live Tree	8-12	x	
10	Hackberry	Live Tree	8-12	x	
11	Maple	Damaged Hanging Limb	4-8		
12	Oak	Damaged Hanging Limb	4-8		