

REQUEST FOR QUOTES (RFQ)
for
Iowa Community Tree Seedling Giveaway
20CRDFRBAFLIC-0001

The Department of Natural Resources (DNR) is seeking a Service Provider to coordinate planting and distribution of tree seedlings for the DNR’s Iowa Community Tree Seedling Giveaway. DNR anticipates that the term of any resulting contract will be **March 1, 2020** through **January 15, 2021**. **Service Providers may not contact any employee of the State of Iowa about this Informal RFP other than the DNR Issuing Officer:**

DNR [Aron Flickinger, Forestry Program Specialist](#)
Iowa Department of Natural Resources - [Forestry](#)
[502 East 9th St.](#)
[Des Moines, IA 50319](#)
E-mail: aron.flickinger@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 **4pm** CST on **February 25, 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 #20CRDFRBAFLIC-0001” 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 pm** CST on **February 25, 2020**. Written responses to any questions received will be provided no later than **February 25, 2020** 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: The DNR seeks the services of a qualified Service Provider to coordinate distribution and planting of DNR provided tree seedlings (approximately 25-200 seedlings to each community) from the State Forest Nursery to as many communities as possible from the list of eligible communities in Appendix A. The Service Provider will identify a contact(s) from the eligible communities that is capable of getting seedlings planted within that community upon their arrival. The Service Provider will be responsible for making sure the community contact obtains proper permission to plant these trees on public land or hosts a distribution to handout these seedlings to community members in a timely manner. The Service Provider will make sure the community contact orders the seedlings from the State Forest Nursery using DNR provided instructions. The Service Provider will verify when the trees were planted and provide a summary report to the DNR on which communities planted trees, how many trees were planted, what trees were ordered and when they were planted or distributed.

The Service Provider will be compensated based on the number of communities they are able to successfully engage with seedling planting from the community list. Service Providers shall provide their Cost Proposal, not to exceed \$24,000, based on a per community basis and the total number of communities. The Contract will be awarded based on the total number of communities up to the \$24,000.

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

Deliverable	Task Milestone Date
Task 1: Coordinate and Distribute DNR’s Iowa Community Tree Seedling Program	No later than Dec. 18, 2020

<p>Description: Service Provider shall complete the following:</p> <ol style="list-style-type: none"> 1. Identify an appropriate community contact person(s) within eligible communities listed in Appendix A. Coordinate with the DNR forestry contact to ensure that communities selected from Appendix A have not already received a coupon code. Communities that have already received a coupon code will not be eligible to be counted as work completed by the Service Provider. 2. Coordinate with the community contact to obtain proper approval for planting seedlings meeting DNR guidelines. 3. Coordinate with the community contact to place a seedling order following DNR State Nursery guidelines and instructions. 4. Coordinate and distribute seedlings to the community within 10 days of seedlings being picked up or arriving from DNR State Nursery via shipping carrier. 5. Verify and document community-planted seedlings within city limits, including pictures of planted seedlings or the distribution process, and confirmation from the community contact. 	
<p>Task 2: Provide Summary Information</p> <p>Description: The Service Provider shall provide the DNR with a documented summary of all communities that participated in DNR’s Iowa Community Tree Seedling Program. This summary shall include the following information for each community: the number of tree species planted or distributed, the species of all seedlings planted or distributed, and the date when seedlings were planted or distributed to the community.</p>	<p>No later than Jan. 15, 2021</p>

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 # [20CRDFRBAFLIC-0001](#)”. The following are minimum qualifications required for this project:

- 5 years of experience with the capacity to deliver statewide community outreach and volunteer coordination programs; provide examples
- 5 years of experience with the ability to deliver statewide tree planting demonstrations and successful tree planting projects; provide examples
- A Forestry or related Natural Resource degree

Source of Funding: The source of funding for the Contract entered into from this Informal RFP is from the state Woodland Health Initiative funding.

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/About-DNR/RFP-Bid-Lettings>.

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 #20CRDFRBAFLIC-0001

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	Cost	Time Frame	Total Costs
Task 1: Coordinate and Distribute DNR’s Iowa Community Tree Seedling Program	Cost per Community \$ _____ Total Number of Communities _____	No later than Dec 18, 2020	\$
Task 2: Provide Summary Information	Completed Document Summary	No Later than Jan 15, 2021	\$
Grand Total Quote			\$24,000

Documentation is attached for DNR verification that the Service Provider meets the “minimum qualifications/ equipment specifications” listed in the RFQ.

Bidder understands they will be compensated based on the number of communities they are able to successfully engage with tree planting from the community list. Bidder understands they shall provide their Cost Proposal based on a per community basis and the total number of communities not to exceed \$24,000. Bidder understands the Contract will be awarded based on the total number of communities up to the \$24,000.

Bidder has read and agrees to this section: Yes No

Signature: _____

Date: _____

Printed Name and Title: _____

Name of Contractor

Organization: _____

Address: _____

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

Appendix A

Ackley	Clearfield	Frederika	Lenox	Nora Springs	Slater
Ackworth	Clemons	Fredonia	Leon	North Buena Vista	Solon
Adair	Clermont	Fremont	Letts	North English	South English
Afton	Clio	Galt	Lewis	North Washington	Spragueville
Agency	Clutier	Garber	Libertyville	Northboro	Spring Hill
Ainsworth	Coburg	Garden Grove	Lidderdale	Northwood	Springbrook

Albert City	Coggon	Garner	Lime Springs	Norway	Springville
Albia	Coin	Garrison	Lincoln	Numa	St. Anthony
Albion	Colesburg	Garwin	Linden	Oakland	St. Charles
Alburnett	Colfax	Geneva	Lineville	Oakland Acres	St. Donatus
Alden	College Springs	Gibson	Linn Grove	Oakville	St. Lucas
Alexander	Collins	Gilbert	Liscomb	Ogden	St. Marys
Algona	Colo	Gilbertville	Little Sioux	Olds	St. Olaf
Allerton	Columbus City	Gilman	Lockridge	Olin	St. Paul
Alta	Columbus Junction	Gilmore City	Logan	Ollie	Stanhope
Alta Vista	Colwell	Gladbrook	Lone Rock	Onslow	Stanley
Anamosa	Conesville	Goldfield	Long Grove	Orient	Stanwood
Andover	Conrad	Goose Lake	Lorimor	Osceola	State Center
Andrew	Conway	Gowrie	Lovilia	Osterdock	Steamboat Rock
Ankeny	Coon Rapids	Graf	Low Moor	Otho	Stockport
Aplington	Coppock	Grafton	Lu Verne	Ottosen	Stockton
Arcadia	Corning	Grand Mound	Luana	Owasa	Storm Lake
Aredale	Corwith	Grand River	Lucas	Oxford	Stout
Arion	Corydon	Grandview	Luther	Oxford Junction	Stratford
Arispe	Cotter	Grant	LuVerne		Stratford
Arlington	Coulter	Gravity	Luzerne	Packwood	Stuart
Asbury	Crawfordsville	Gray	Lynnville	Palo	Stuart
Aspinwall	Crescent	Greeley	Macedonia	Panora	Sully
Atalissa	Creston	Griswold	Macksburg	Panorama Park	Sumner
Atkins	Cromwell	Grundy Center	Madrid	Parnell	Swan
Audubon	Crystal Lake	Guthrie Center	Magnolia	Paton	Swea City
Aurora	Dakota City	Guttenberg	Maharishi Vedic City	Patterson	Swisher
Avoca	Dana	Halbur	Maloy	Pella	Tabor
Bagley	Danville	Hamburg	Malvern	Perry	Tama
Baldwin	Davis City	Hamilton	Manilla	Persia	Templeton
Balltown	Dawson	Hancock	Manly	Pilot Mound	Thayer
Bancroft	Dayton	Hanlontown	Manning	Pioneer	Thompson
Bankston	De Soto	Hansel	Marathon	Pisgah	Thor
Barnes City	De Witt	Harcourt	Marble Rock	Plainfield	Thornburg
Barnum	Decatur City	Hardy	Marengo	Plano	Tingley
Bassett	Dedham	Harper	Marne	Pleasant Plain	Titonka
Batavia	Deep River	Harpers Ferry	Marshalltown	Pleasanton	Toronto
Baxter	Delaware	Hartford	Martelle	Pleasantville	Traer

Bayard	Delhi	Hartwick	Martensdale	Plymouth	Treynor
Beacon	Delmar	Harvey	Martinsburg	Popejoy	Tripoli
Beaconsfield	Deloit	Hastings	Marysville	Postville	Truesdale
Beaman	Delphos	Haverhill	Masonville	Prairie City	Truro
Beaver	Delta	Hawkeye	Maxwell	Prairieburg	Udell
Bedford	Derby	Hayesville	Maynard	Prescott	Underwood
Bellevue	Dexter	Hazleton	Maysville	Preston	Union
Belmond	Diagonal	Hedrick	McCallsburg	Princeton	Unionville
Benton	Dike	Henderson	McCausland	Promise City	University Heights
Berkley	Dixon	Hepburn	McClelland	Protivin	University Park
Bernard	Donahue	Hills	Mediapolis	Pulaski	Urbana
Bertram	Donnellson	Hillsboro	Melbourne	Quasqueton	Vail
Bevington	Dougherty	Holland	Melrose	Radcliffe	Valeria
Birmingham	Dow City	Holy Cross	Menlo	Rake	Van Horne
	Dows	Houghton	Meservey	Ralston	Van Meter
Blakesburg	Drakesville	Hubbard	Middletown	Randalia	Van Wert
Blanchard	Dumont	Humboldt	Miles	Randall	Victor
Blockton	Duncombe	Humeston	Millersburg	Randolph	Vincent
Bloomfield	Dundee	Huxley	Millerton	Rathbun	Vining
Blue Grass	Dunlap	Imogene	Millville	Raymond	Volga
Bode	Durango	Independence	Milo	Readlyn	Wadena
Bonaparte	Dyersville	Ionia	Milton	Reasnor	Walcott
Bouton	Eagle Grove	Jackson Junction	Minburn	Redding	Walford
Boxholm	Earlham	Jamaica	Minden	Redfield	Walker
Braddyville	Earlville	Janesville	Mingo	Reinbeck	Walnut
Bradgate	East Peru	Jewell Junction	Missouri Valley	Rembrandt	Waterville
Brandon	Eddyville	Joice	Mitchellville	Renwick	Waucoma
Brayton	Edgewood	Kalona	Modale	Rhodes	Waukee
Breda	Elberon	Kamrar	Mondamin	Richland	Waukon
Brighton	Eldon	Kellerton	Monmouth	Rickardsville	Wayland
Britt	Eldora	Kelley	Monona	Ricketts	Webster
Buck Grove	Eldridge	Kellogg	Monroe	Ridgeway	Weldon
Buckeye	Elgin	Kensett	Montezuma	Rippey	Wellman
Buffalo	Elk Run Heights	Keokuk	Monticello	Riverdale	Wellsburg
Buffalo Center	Elkhart	Keosauqua	Montour	Riverside	Welton
Burt	Elkport	Keota	Montrose	Riverton	Wesley
Bussey	Elliott	Keswick	Moorland	Robins	West Bend

Calamus	Ellston	Keystone	Moravia	Roland	West Burlington
Callender	Ellsworth	Kimballton	Morley	Rome	West Chester
Calmar	Elma	Kinross	Morrison	Rose Hill	West Point
Camanche	Ely	Kirkville	Moulton	Rowan	West Union
Cambridge	Emerson	Kiron	Mount Auburn	Rowley	Westgate
Cantril	Epworth	Knoxville	Mount Ayr	Rudd	Westwood
Carbon	Essex	La Motte	Mount Pleasant	Rutland	What Cheer
Carlisle	Evansdale	La Porte City	Mount Sterling	Ryan	Wheatland
Carson	Exira	Lacona	Mount Union	Sabula	Whittemore
Carter Lake	Exline	Ladora	Murray	Salem	Whitten
Casey	Fairbank	Lake Mills	Mystic	Sandyville	Willey
Castalia	Fairfax	Lakeside	Nashua	Scarville	Williams
Centerville	Farley	Lakota	Nashua	Schleswig	Williamsburg
Central City	Farmington	Lambs Grove		Scranton	Williamson
Centralia	Farragut	Lamoni	New Albin	Searsboro	Wilton
Chariton	Fayette	Lamont	New Hampton	Seymour	Windsor Heights
Charles City	Fenton	Lanesboro	New Hartford	Shambaugh	Woodbine
Charlotte	Ferguson	Lansing	New Liberty	Shannon City	Woodburn
Charter Oak	Fertile	Latimer	New London	Sharpsburg	Woodward
Chelsea	Floris	Laurel	New Market	Sheffield	Woolstock
Chester	Floyd	Lawler	New Providence	Shelby	Worthington
Chillicothe	Forest City	Le Claire	New Sharon	Shell Rock	Wyoming
Churdan	Forest City	Le Grand	New Vienna	Shenandoah	Yale
Cincinnati	Fort Atkinson	Le Roy	New Virginia	Sherrill	Yorktown
Clare	Fort Madison	Ledyard	Newell	Shueyville	Zearing
Clarence	Franklin	Lehigh	Newhall	Sigourney	Zwingle
Clarion	Fraser	Leighton	Nichols	Silver City	
Clear Lake	Fredericksburg	Leland	Nodaway	Sioux Rapids	