

**REQUEST FOR QUOTES (RFQ)**  
**for**  
**Seedling Storage Cooler/Freezer Service and Repairs**  
**19CRDFRBLGOLD-0005**

The Department of Natural Resources (DNR) is seeking a Service Provider to service 10 condensers and evaporator units with associated motors, thermostats and cooling agents, and doors located within 5 different sized refrigerated rooms. Please reference appendix A for detailed service checklist and a listing of units. Please reference appendix B for detailed service checklist for cooler doors. DNR anticipates that the term of any resulting contract will be January 1, 2019 through December 31, 2019. **Service Providers may not contact any employee of the State of Iowa about this RFQ other than the DNR Issuing Officer:**

Lee Goldsmith, Natural Resource Technician II  
Iowa Department of Natural Resources – Forestry  
2404 S Duff Avenue  
Ames, IA 50010  
Fax: 515-233-1131  
E-mail: [lee.goldsmith@dnr.iowa.gov](mailto:lee.goldsmith@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 **3:00 PM CST on December 20, 2018**. 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 #19CRDFRBLGOLD-0005" 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 3:00 PM CST on December 6, 2018. Written responses to any questions received will be provided no later than December 10, 2018 to all potential Service Providers.

**Description of Work and Scope of Services:**

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

<b>Deliverable</b>	<b>Task Milestone Date</b>
<b>Task 1: Perform annual preventative maintenance check.</b> <b>Description:</b> Service cooler components as listed in Appendix A and make necessary repairs that are approved by DNR staff.	Between October 1 and October 15th
<b>Task 2: Repair cooler components as needed.</b> <b>Description:</b> Provide same day or next day service upon request of the DNR.	Same day or day after request for service.
<b>Task 3: Perform annual maintenance check on doors.</b> <b>Description:</b> Provide same day or next day service upon request of the DNR. See Appendix B for checklist and make necessary repairs	Between October 1 and October 15th

that are approved by DNR staff.	
<b>Task 4: Repair cooler door components as needed.</b> <b>Description:</b> Provide same day or next day service upon request of the DNR.	Same day or day after request for service.

**Source of Funding:** The source of funding for the Contract entered into from this RFQ is cost center 8911 (nursery sales).

**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 #19CRDFRBLGOLD-0005

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
<b>Task 1: Provide annual preventative maintenance check.</b>	Quantity: Once per year  Cost of PM check \$_____	Between October 1 and October 15th
<b>Task 2: Repair cooler components as needed.</b>	Hourly labor rate: \$_____  Parts discount: %_____	Same day or next day service.
<b>Task 3: Provide annual maintenance checks on door.</b>	Quantity: Once per year  Cost of PM check \$_____	Between October 1 and October 15th
<b>Task 4: Repair cooler door components as needed.</b>	Hourly labor rate: \$_____  Parts discount: %_____	Same day or next day service.

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

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

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

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

Address: \_\_\_\_\_

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

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