



**REQUEST FOR QUOTE (RFQ)  
INFORMAL COMPETITIVE SOLICITATION  
POLYETHYLENE TREE SEEDLING SHIPPING BAGS  
24CRDFRBPPAYT-031G**

**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 tree seedling shipping bags 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 4<sup>th</sup> Floor  
502 E 9<sup>th</sup> Street  
Des Moines, Iowa 50319  
515-361-0743  
[philip.payton@dnr.iowa.gov](mailto:philip.payton@dnr.iowa.gov)

**Quotes are due August 31, 2023 at 2:00 pm central time. Email quotes required.** Late quotes are not eligible for consideration.

**Description of Good:**

The DNR is seeking to purchase the following clear polyethylene bags meeting the following specifications and quantities with a maximum production overrun allowance of 5%.

**2.5 MIL Clear Polyethylene Bags (WxH)**

- Cut out two holes 3/16" in diameter 4" from each side of bag and located 9" from top of bag
- Delivered on 9" wire wickets with a maximum of 100 bags per wicket
- Packaged in boxes with label indicating the size of bag and number of bags in each box
- Bags must have appropriate load rating, impact resistance, and tear strength to support up to a 20 pound tree seedling

5,000 bags size 16" x 32" x 1 ½ LIP

20,000 bags size 18" x 46" x 1 ½ LIP

20,000 bags size 24" x 54" x 1 ½ LIP

20,000 bags size 32" x 54" x 1 ½ LIP

**3.0 MIL Clear Polyethylene Bags (LxWxH)**

- 75 Bags per roll

1,200 bags size 50" x 42" x 90"

FOB Destination: State Forest Nursery located at 2404 S Duff, Ames, Iowa 50010 delivered within 60 days of the DNR purchase order being issued.



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-031G**

The Cost Proposal will include an all-inclusive, total cost in U.S. Dollars (including all travel, expenses, etc.) to provide and deliver the polyethylene bags meeting the specifications in this RFQ. State Forest Nursery located at 2404 S Duff, Ames, Iowa 50010 delivered within 60 days of the DNR purchase order being issued.

**2.5 MIL Clear Polyethylene Bags (WxH)**

5,000 bags size 16" x 32" x 1 ½ LIP      Cost Each: \_\_\_\_\_ Ext Cost: \_\_\_\_\_

20,000 bags size 18" x 46" x 1 ½ LIP      Cost Each: \_\_\_\_\_ Ext Cost: \_\_\_\_\_

20,000 bags size 24" x 54" x 1 ½ LIP      Cost Each: \_\_\_\_\_ Ext Cost: \_\_\_\_\_

20,000 bags size 32" x 54" x 1 ½ LIP      Cost Each: \_\_\_\_\_ Ext Cost: \_\_\_\_\_

**3.0 MIL Clear Polyethylene Bags (LxWxH)**

1,200 bags size 50" x 42" x 90"      Cost Each: \_\_\_\_\_ Ext Cost: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Calendar days of Manufacturer's Warranty from date of delivery \_\_\_\_\_ days

Bidder understands that equivalents must provide detailed specifications with their quote. Bidder understands the DNR reserves the right to determine if the equivalents 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: \_\_\_\_\_