

Iowa Department of Natural Resources (DNR) TASK ORDER COVER SHEET

Location:	Aerial Application Task Order Location: Insert Location(s)		Task Order # Insert Task Order Number suggest using "21CRDWBCENSM-101-Task Order 0001" nomenclature	
Task Order Project Description:	Insert project description			
Anticipated Date for Aerial Application beginning:	Insert date	Anticipated for Aerial Application Ending Date:	Insert date	
Task Order Issuing Officer:				
Name:				
Mailing Address:				
Phone:				
e-mail:				

PROCUREMENT TIMETABLE—Event or Action:	Date/Time (Central Time):
DNR Issues Task Order to Pre-Qualified Contractors	
Emailed Written Questions, requests for clarification, and suggested changes from Pre-Qualified Contractors due	
DNR's written response to questions, requests for clarifications, and suggested changes will be emailed to Pre-Qualified Contractors on or before	
Emailed Bid Task Order Cost Proposals Due no later than 2:00 PM Central Time	
Anticipated Date to issue Notice of Award to Pre-Qualified Contractors	

1.1 Purpose. The purpose of this Task Order is to solicit cost proposals from pre-qualified Contractors to provide the aerial application services identified on the Task Order cover sheet and further described in Section 4 of this Task Order to the Department of Natural Resources (DNR). In accordance with RFP 21CRDWBCENSM-100, individual solicitations known as Task Orders will be sent to all contracted pre-qualified Contractors. These Task Orders will include a proposed project description, schedule, and scope of required services, along with specific terms and conditions for the Task Order. These Task Orders will be competitively selected from the contracted pre-qualified contractors without public notice and without further negotiation of general terms and conditions.

1.2 Issuing Officer. The Issuing Officer identified in the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until selection of the successful pre-qualified Contractor.

1.3 Questions, Requests for Clarification, and Suggested Changes. Pre-Qualified Contractors are invited to email written questions and requests for clarifications regarding the Task Order. Pre-Qualified Contractors may also submit suggestions for changes to the requirements of this Task Order. Pre-Qualified Contractors must email their written questions, requests for clarifications, or suggestions so they are received by the Issuing Officer before the date and time listed on the Task Order cover sheet.

1.4 Amendment to the Task Order. The DNR reserves the right to amend the Task Order at any time using an Addendum. The Pre-Qualified Contractor shall acknowledge receipt of Addenda in its Cost Proposal. If the Addenda occur after the closing date for receipt of Cost Proposals, the DNR may, in its sole discretion, allow Pre-Qualified Contractors to amend their Cost Proposals in response to the DNR's Addenda if necessary.

1.5 The Cost Proposal shall be emailed to the Issuing Officer no later than **Date at Time PM Central Time. This is a mandatory specification and will not be waived by the DNR.** Any Cost Proposal received after this deadline will be rejected.

1.6 Award. DNR will exercise its right to determine and accept all portions of any apparent successful pre-qualified Contractor's Cost Proposal, or the DNR may choose to reject all bids. The DNR shall award this task order to the lowest overall Cost Proposal meeting the Statement of Work submitted by only pre-qualified Contractors or may choose to reject all bids.

1.7 Description of Statement of Work. The DNR seeks the services of pre-qualified Contractors to apply on aquatic or terrestrial sites using DNR provided chemicals such as Tordon, Garlon, and glyphosate with various surfactants. Aerial spraying will be targeting Honeysuckle, Cattails, River Bulrush, and trees including Willows and Cottonwoods. (edit as needed)

1.8 Statement of Work. Contractor shall perform the following Tasks by the Task Milestone Dates set out in the following table: (edit as needed)

Deliverable	Task Milestone Date
Task 1: Category #2 Forest Pest Control Aerial Application Description: Contractor shall aerial apply a total spray volume of 2 to 15 gallons per acre using DNR provided chemicals following all City, County, State, and Federal requirements and regulations.	Insert Dates
Task 2: Category #5 Aquatic Pest Control Aerial Application Description: Contractor shall aerial apply a total spray volume of 2 to 15 gallons per acre using DNR provided chemicals following all City, County, State, and Federal requirements and regulations.	Insert Dates
Task 3: Category #6 Right-of-Way Pest Control Aerial Application	Insert Dates

Description: Contractor shall aerial apply a total spray volume of 2 to 15 gallons per acre using DNR provided chemicals following all City, County, State, and Federal requirements and regulations.	
Task 4: Seed Aerial Application Description: Contractor shall aerial apply seed using DNR provided seed following all City, County, State, and Federal requirements and regulations.	Insert Dates

Task Order Cost Proposal

Cost Proposal – 21CRDWBCENSM-100-Task Order insert task order #

Contractor's Cost Proposal shall 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.

(edit task as needed)

Task	Costs	Total Costs with Mobilization Cost
Task 1: Category #2 Forest Pest Control Aerial Application of DNR provided Chemical	Per Acre \$ _____ Total Acres _____ Mobilization Cost \$ _____	\$ _____
Task 2: Category #5 Aquatic Pest Control Aerial Application of DNR provided Chemical	Per Acre \$ _____ Total Acres _____ Mobilization Cost \$ _____	\$ _____
Task 3: Category #6 Right-of-Way Pest Control Aerial Application of DNR provided Chemical	Per Acre \$ _____ Total Acres _____ Mobilization Cost \$ _____	\$ _____
Task 4: Seed Aerial Application of DNR provided Seed	Per Acre \$ _____ Total Acres _____ Mobilization Cost \$ _____	\$ _____
Grand Total \$ _____		

Signature: _____ Date: _____

Printed Name and Title: _____

Name of Contractor Organization: _____

Address: _____

Phone: _____ Email: _____