

**REQUEST FOR QUOTES (RFQ)
for
Copeland IHAP Prescribed Fire
21CRDWBKFLEM-0082**

The Department of Natural Resources (DNR) is seeking a Service Provider to complete 74.68 acres of prescribed fire on the Copeland site enrolled in the Iowa Habitat and Access Program (IHAP) for the purpose of native grass maintenance. DNR anticipates that the term of any resulting contract will be January 15, 2021 through August 1, 2021. **Service Providers may not contact any employee of the State of Iowa about this Informal RFP other than the DNR Issuing Officer:**

DNR Brian Hickman, Private Lands Coordinator
Iowa Department of Natural Resources - Wildlife
Wallace State Office Building
502 E 9th Street
Des Moines, IA 50319
E-mail: brian.hickman@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 16, 2020**. Any quote received after this deadline shall not be considered.

Only written quotes received via e-mail, fax or hard copy mail using the form labeled “Service Provider Cost Proposal – DNR RFQ #21CRDWBKFLEM-0082” 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 until **3:00 PM CST** on December 12, 2020. Written responses to any questions received will be provided no later than December 13, 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: Service Providers that have had a prescribed fire escape in the last 24 months **are not eligible** to receive a prescribed fire contract with the DNR.

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

Deliverables	Task Milestone Date
<p>Task 1: Copeland IHAP Prescribed Fire Spring 2021 – 74.68 Acres</p> <p>Description: Contractor shall complete 74.68 acres of prescribed fire in the area outlined in Exhibit A. Firebreaks can be installed in the Fall of 2020 but fire must be performed between April 15, 2021 and May 14, 2021. The entire area is to be burned. Contractor is responsible for establishing firebreaks and MUST provide the DNR Project Manager with a burn plan in advance to commencing the burn. Notification to County Communications as well as adjoining landowners is required prior to fire ignition.</p>	<p>Firebreaks shall be installed between December 16, 2020 and no later than 48 hours prior to the planned date of the prescribed burn.</p> <p>Prescribed burn shall occur between April 15, 2021 and May 14, 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 # 21CRDWBKFLEM-0082”. The following are minimum qualifications required for this project:

- Liability insurance covering damages from escaped fires on adjacent land
- A prescribed burn plan that meets DNR Burn Plan Policy
- The Service Provider shall not have lost control of a prescribed burn in the last 24 months

Type of Insurance	Limit	Amount
General Liability (including contractual liability) written on an occurrence basis	General Aggregate Products – Comp/Op Aggregate Personal injury Each Occurrence	\$2 million \$1 Million \$1 Million \$1 Million
Automobile Liability (including contractual liability) written on an occurrence basis	Combined single limit	\$1 Million
Excess Liability, umbrella form	Each Occurrence Aggregate	\$1 Million \$1 Million
Property Damage	Each Occurrence Aggregate	\$1 Million \$1 Million
Workers Compensation and Employer Liability	As Required by Iowa law	As required by Iowa law

Minimum Requirements:

- 3.2.1 The Bidder shall have a minimum of 5 years’ commercial experience successfully conducting prescribed burns for Local, State or Federal agencies or landowners.
- 3.2.2 The Bidders shall provide the appropriate qualified staff ensuring prescribed burns meet current Local, State, and Federal rules, guidelines, and policies.
- 3.2.3 The Bidder shall not have lost control of a prescribed burn in the last 24 months.
- 3.2.4 The Bidder shall not have defaulted nor had a similar contract terminated for cause in the last 24 months.
- 3.2.5 The Bidder shall have all subcontractors approved by the Iowa DNR prior to any prescribed burns. All subcontractors shall be subject to the all terms and conditions set forth in this RFQ.

Source of Funding: The source of funding for the Contract entered into from this RFQ is Iowa Wildlife Habitat fees.

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.***

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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	Total Costs
Task 1: Copeland IHAP Prescribed Fire	Quantity: 74.68 Acres \$ _____ / acre	Firebreaks shall be installed between December 16, 2020 and no later than 48 hours prior to the planned date of the prescribed burn. Prescribed burn shall occur between April 15, 2021 and May 14, 2021.	\$ _____
Grand Total Quote			\$ _____

Bidder Reference:

The Bidder shall provide the following general background information: References from three (3) previous local, state, or federal agencies or landowners knowledgeable of the Bidder’s performance in conducting prescribed burns described in this solicitation including a contact person and telephone number for each reference. References may be from the same local, state or federal agencies provided there are three different individuals providing the references. The Bidder shall attach a document with the required information for each reference.

Reference #1 attached:

Reference #2 attached:

Reference #3 attached:

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

Signature: _____

Date: _____

Printed Name and Title: _____

Name of Contractor

Organization: _____

Address: _____

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