

**INFORMAL COMPETITIVE SOLICITATION**  
for  
**LEASING OF \_\_\_\_\_ [name of leased item]**

The Iowa Department of Natural Resources (DNR) is soliciting competitive bids from qualified Lessors to lease to DNR a \_\_\_\_\_ [name of leased item] for DNR's use at \_\_\_\_\_, in \_\_\_\_\_ County, Iowa [location of use].

**Description of Item:** The DNR is seeking to lease a \_\_\_\_\_ [detailed description of item] for the term of \_\_\_\_\_ [length of term].

**Submission of Proposals:** Proposals shall include a cost proposal and sufficient information regarding the Lessor's ability to lease the above item to DNR. Bids shall include the following pricing information:

Lease Cost. Such cost shall be a[n] \_\_\_\_\_ rate [hourly, daily, etc.] and shall include all costs associated with the leasing of this item. Lessor shall also include its complete leasing terms and conditions for DNR's review.

Lessors interested in leasing this item to DNR shall submit a proposal to DNR at the following address:

[address]

**Proposals shall be submitted and received at DNR's office no later than \_\_\_\_\_ (local time) on \_\_\_\_\_, 20\_\_.** Any proposal received after this deadline will be rejected and returned to the Lessor. The costs of preparation and delivery of the bid proposal are solely the responsibility of the Lessor.

From the date of issuance of this Informal Competitive Solicitation until announcement of the successful Lessor, Lessors may not contact any employee of the State of Iowa about this project other than the identified contact person. Lessors may submit written questions relating to the interpretation of this Informal Competitive Solicitation to \_\_\_\_\_ at the above address by \_\_\_\_\_, 20\_\_. Written responses to any questions received will be provided to all potential Lessors via the DNR's website. If a Lessor or someone acting on a Lessor's behalf attempts to discuss this proposal orally or in writing with any employee of DNR, other than the above-named DNR official, then the Lessor may be disqualified.

**Acceptance of DNR's Terms and Conditions:**

By submitting a proposal, each potential Lessor acknowledges its acceptance of DNR's lease terms and conditions on the DNR's website at <http://www.iowadnr.gov/InsideDNR/RFPBidLettings.aspx>. If a potential Lessor takes exception to a provision, it must state the reason for the exception and set forth in its proposal the specific language it proposes to include in place of the provision. Exceptions that materially change these 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 Lessor's proposal. A potential Lessor's failure to state an exception to any provision and propose alternative language may be deemed by the DNR to constitute Lessor's acceptance thereof. The State reserves the right to refuse to enter into an agreement with the successful bidder for any reason, even after delivery of notice of selection or intent to enter into a lease agreement.

**Miscellaneous Information:** The DNR reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such leased item, and to cancel this Informal Competitive Solicitation at any time prior to the execution of the written agreement.

All information submitted by a Lessor may be treated as a public record by the DNR unless the Lessor 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 proposal is submitted.

## COST PROPOSAL

The Cost Proposal shall include an all-inclusive, total cost to lease this item to DNR. Such cost shall be on a[n] \_\_\_\_\_ rate [hourly, daily, etc.] basis and shall include all costs associated with the leasing of this item.

Amount Bid to Lease Item to DNR:

\$ \_\_\_\_\_

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

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

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

Name of Lessor's Organization: \_\_\_\_\_

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

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

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