INFORMAL COMPETITIVE SOLICITATION

Tree Planting at Lake Macbride State Park, Johnson County

The Iowa Department of Natural Resources (DNR) is soliciting competitive bids from qualified Service Providers to conduct a tree planting at Lake Macbride State Park Section 28, T81N, R6W, Johnson County. Significant amounts of non-native invasive shrubs and some trees have been removed from this site, and there are some stubs and stumps remaining in the field in spots.

Description of Work and Scope of Services: The contractor shall conduct a tree planting project at Lake Macbride State Park. The project will be completed in one stand covering approximately 4 acres. The approximate amount of seedlings to be planted is 500 (~120 per acre). This project consists of 3 tasks: hand tree planting, tree tube installation, and initial weed control.

Task 1: Specification for tree planting is as follows:

1. All rows shall be spaced 20 feet apart; trees within rows shall be planted 20 feet apart. Layout the rows along the contour. The target is ~120, 17 to 24 inch tall seedlings per acre including ~35 white oak, ~35 red oak, ~25 bur oak, and ~25 black walnut. Be sure to mix all species throughout each acre as much as possible, and avoid planting more than 5 trees of the same species continuously in a spot in a row.
2. Contractor must achieve at least 80% compliance with the following:
    a. Spacing must be within two feet.
    b. Planting depth shall be the same depth (to one inch deeper) than grown in a nursery. Root collars must not be visible after planting.
    c. Seedlings shall be planted so that the central axis does not depart from the vertical by more than 20 degrees.
    d. Soil must be firmly packed around roots so that seedlings cannot be pulled from the ground easily.
    e. Seedlings will not be exposed to undesirable conditions at any time while under the care of the contractor.
3. Trees may be planted in the spring starting March 2014 and may continue until May 30, 2014. The contractor will obtain permission from DNR's District Forester to plant outside of these dates, if necessary.
4. The contractor is responsible for planting the areas as they are laid out and is responsible for verifying the scope of work.

Seedlings will be provided for this project by the State Forest Nursery in Ames, Iowa. The District Forester will order the trees, but the **contractor will be responsible for making arrangements for delivery or pickup of the seedlings.** Contractor will be responsible for maintaining viability of seedlings through the planting process by refrigeration.

Task 2: Tree tube installation: Each seedling will have a fiberglass stake and 5 foot tall vented Tree Pro tube installed after planting is completed. The tubes and the stakes will be supplied by the contractor.

Task 3: Initial weed control: A mixture of Roundup, Princep, and Pendulum will be sprayed in at least a 3 foot diameter circle around each individual tree on growing vegetation before or after planting. **Chemicals used in performing these practices must be applied according to authorized use, label direction, and other federal or state policies and requirements. Service Providers bidding on this project must hold an Iowa Commercial Pesticide Applicators License issued by the Iowa Department of Agriculture and Land Stewardship (IDALS) Pesticide Bureau.**

Trees must be properly planted, tree tubes properly installed, and weed control circles visible and the site will be inspected by DNR's District Forester before the project is deemed completed.

Proposed Project Schedule:
All 3 tasks must be completed by May 30, 2014.

Submission of Proposals: Proposals shall include a cost proposal and sufficient information regarding the Service Provider's ability to perform the services sought to enable the DNR to make a judgment about the Service Provider's ability to perform the work identified in the Scope of Services. Bids shall include the following pricing information:

1. Cost per acre to complete Tasks 1 thru 3. Such cost shall include all expenses to be incurred by the contractor in performing this work.

Service Providers interested in providing these services shall submit proposals to DNR at the following address:

Mark Vitosh, District Forester
Iowa Department of Natural Resources
3109 Old Highway 218 South
Iowa City, IA 52246
319/351-8886
Email: mark.vitosh@dnr.iowa.gov

Proposals shall be submitted and received at DNR's office no later than 1:00 pm (local time) on Wednesday, February 28, 2014. Any proposal received after this deadline will be rejected and returned to the Service Provider. The costs of preparation and delivery of the bid proposal are solely the responsibility of the Service Provider.

From the date of issuance of this Informal Competitive Solicitation until announcement of the successful Service Provider, Service Providers shall not contact any employee of the State of Iowa about this project other than the identified contact person. Service Providers may submit written questions relating to the interpretation of this Informal Competitive Solicitation and the procurement process to Mark Vitosh at the above address by Wednesday, February 19, 2014. Written responses to any questions received will be provided to all potential Service Providers via the DNR's website. If a Service Provider or someone acting on a Service Provider's behalf attempts to discuss this proposal orally or in writing with any members of the DNR evaluation committee, or any employee of the State of Iowa other than the above-named DNR official, then the Service Provider may be disqualified.

Acceptance of Contract Terms and Conditions:
By submitting a proposal, each potential Service Provider acknowledges its acceptance of the terms and conditions of a contract set out on the DNR's website at http://www.iowadnr.gov/InsideDNR/RFPBidLettings.aspx. If a potential Service Provider takes exception to a provision, it shall state the reason for the exception and set forth in its proposal the specific contract 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 Service Provider's proposal. With regard to the "Special Conditions," DNR and the successful bidder may agree to modifications to the terms of the "Special Conditions" as necessary to negotiate the terms of a contract. A potential Service Provider's failure to state an exception to any provision and propose alternative language may be deemed by the DNR to constitute Service Provider's acceptance thereof. The State reserves the right to refuse to enter into a contract with the successful bidder for any reason, even after delivery of notice of selection or intent to award a contract.

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 services, and to cancel this Informal Competitive Solicitation at any time prior to the execution of the written contract.

All information submitted by a Service Provider shall be treated as a public record by the DNR unless the Service Provider 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.

Lake Macbride State Park
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Section 28, T81N, R6W, Johnson County
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1 inch = 333 feet

COST PROPOSAL

The Cost Proposal shall be expressed as a unit cost expressed in U.S. Dollars per acre (including all travel, expenses, etc.) to provide the requested services. All pricing to be based on Net 60 Days Payment Terms.

Amount bid for Tasks 1 thru 3 (Tree planting, Tree tube installation, and Initial weed control at Lake Macbride State Park):

$_____ per acre

Signature:_____

Date:_____

Printed Name and Title:_____

Name of Vendor Organization:_____

Address:_____

Phone:_____

Email:_____