

Request for Bid

**Iowa Department of Revenue
Annual Envelope Contract
01-12-2026**

RFB011226-01

STATE OF IOWA DAS PRINT
1305 E Walnut St Level A
*Hoover State Office Building
Des Moines 50319
Phone 515-954-0755*

The State DAS Print will receive sealed proposals until **2:30 p.m. January 12, 2026**

Bids will be opened and recorded **2:30p.m. January 12, 2026**

Contracts will be awarded **2:30 p.m. January 12, 2026** for the work specified below, in accordance with the terms and conditions herein forth, and at the hour named will open said proposals and act thereon.

Bids are invited from all who are qualified to bid, but bidder must be able to show facilities and equipment for the prompt doing of the work. Bids to be considered must be made out in ink or typewritten upon this form; with no amendment or changes; must be signed by the person of firm making the offer; **must be accompanied by the guarantee referred to herinafter**; must be in seal envelope provided, addressed to and in the hands of *DAS Print, Hoover State Office Building, 1305 E Walnut Street Level A, Des Moines, Iowa 50319, by the hour indicated above*.

By virtue of statutory authority, in the award of contract, due consideration shall be given not only to the price bid, but to the mechanical and other equipment, and financial responsibility of the bidder, and his ability and experience in the performance of like or similar contracts. Preference shall be given to purchasing Iowa Products and purchases from Iowa based businesses if the bids submitted therefor are comparable in price to bids submitted by out-of-state businesses and otherwise meet the required specifications.

Sub-letting of awarded contract will be allowed, unless otherwise stated in the specifications. Whenever any portion of awarded contract is to be sub-let, it will be necessary for all bidders to list separately the portions to be sub-let and who is fulfilling that portion of the contract. This also applies to portions of product that are produced outside the State of Iowa. For the bidders that are sub-letting portions outside the State of Iowa that portion of contract must be shown in either percentage or dollar amount.

All materials and workmanship contemplated to be contracted hereunder must be first class in every respect. The state reserves the right to reject goods not meeting this requirement, and when such rejection involves a loss to the state, the contractor shall be required to stand such loss and reimburse the state.

Take notice that bids are taken upon the specification in the offering, and acceptance of a bid results in a binding contract. Bidders should avail themselves of samples of previous like printing prior to making a bid or if such is not available **it is the obligation of the bidder to understand the requirements of the specifications prior to making his bid**. The bid is the maximum of the successful bidder's compensation unless the specifications permit additional compensation for changes therein reserved to the State Printing Division. Please note, however, that overruns of more than 5% will be rejected, underruns are unacceptable.

The State Printing Division reserves the right to accept any bid or part of bids submitted that seem to be to the best interest of the state; or to reject any or all bids.

Annual Envelope Contract

for

Iowa Department of Revenue

**Specification on page two through ten
Bid sheet on page eleven and twelve
Form 22 – Request for Confidentiality**

Read Carefully: Proofs must be submitted to department for approval. No more than 5% over-run will be approved for payment. Full count is always required. Printing Division No. must appear. No printer's imprint. State recycled logo must appear if produced on recycled stock. Vendor must use soy-oil based ink whenever applicable. All negatives become property of state. All cuts, artwork and negatives must be returned to department immediately on completion of order.

AGENCY:
Iowa Department of Revenue

DESCRIPTION:
Envelope Contract
See attached specifications for each envelope. Specifications are Firm and should not be wavered from.

Procurement Officer:
All questions pertaining to this bid shall be directed in writing to
Department of Administrative Services - Print
Stella Sussex at stella.sussex@iowa.gov
1305 E Walnut St Level A
Des Moines, IA 50319
Phone Number: 515-954-0755
Fax Number: 515-242-6307
e-mail: stella.sussex@iowa.gov

Vendors shall not contact the agency in reference to this bid at any time while the bid is opened for bidding nor shall they contact the agency while the bid is in the review status. All questions pertaining to this bid shall be directed to the Procurement Officer.

Form 22 – Request for Confidentiality

This form must be completed and returned with your bid. This form is included with the bid specifications.

QUANTITY:
See each attached envelope specifications page. The quantity is based on the past quantities ordered.
The vendor is only to produce/print and deliver the envelope when they receive a purchase order from the agency. Revenue will place an order for each envelope as it is needed throughout the year. Revenue will only order the envelopes on an as needed basis.

In the past year there were just under 3 million envelopes ordered all together. The majority of the orders were the 05-179 envelope, and there were 2 million ordered.

OVERAGES:
The State of Iowa allows No more than 5% over-run on products. The State of Iowa does not allow for any underruns. No more than 5% over-run will be approved for payment. Vendor should keep the overages to a minimum.

FORMAT:
#9 Envelopes, #10 Window Envelopes, #10 Large Window Envelopes

SIZE:
see attached specifications

PAGES:
see attached specifications

IMPRINTING:
No imprinting of union, manufacturing, or printer logo should appear anywhere on the envelope.

STOCK:
Standard envelopes are to be 24# white wove recycled stock
Recycled stock should be 30% post consumer waste

COPY STATUS:
Copy will be furnished in a PDF format to vendor. On any envelopes that require an Endorsement or Intelligent Mail Barcode the vendor must make sure they are printing the correct endorsement and the intelligent mail barcode (IMb) on the envelopes to be in compliance with the USPS postal regulation. If the vendor receives artwork from Revenue that does not meet the USPS postal requirements they are to notify Revenue immediately. Vendor must not change artwork that Revenue supplies them.

All pricing must be included in your bid quote.

All negatives, dies and artwork remain the property of the state of Iowa and must be surrendered upon demand

PROOFS:
Electronic PDF Proofs are required on all jobs, even reprints. Proof must indicate the size of the envelope and any window placement and location. Proofs must indicate color of ink that will be printed on the envelope. Proofs are to be sent to Scott Shepherd, 515-322-6819, 1305 E Walnut St, Des Moines, IA 50319, scott.shephers@iowa.gov. Proofs must be approved before final production, otherwise, the finished product may be denied and returned to the vendor.

PRINTING:
See attached specifications. There must not be any printing of unions, manufacturing identity or vendor logos on the envelopes.
Soy Oil based inks required

QUALITY:

Envelopes must be of good quality.

Envelopes must not vary more than 1/16".

All side flaps must be securely bonded to the backflap without exhibiting any curl or ripple between the back flap and side flaps

All window patches should be flat, ripple free and bonded within 1/16" of the top edge of the patch material and top edge of the window cut out(s).

Envelope curl or twist must not exceed 1/8" when the envelope is placed on a flat surface.

CONSTRUCTION:

See attached individual envelope specifications.

Vendor must have all dies for this envelope construction.

These envelopes will be used on a Bell and Howell ForeRunner inserters. Fully Gummed flaps are required, commercial style flaps, NO executive style flaps.

PACKAGING:

Box in 500 per box and 2500 per carton. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed.

Place one envelope on the exterior of the carton for easy identification.

Cartons not to exceed 35#.

PRODUCTIN SCHEDULE:

Proof required within 5 working days from the time the customer places the order. Delivery is required 15 working days after the proof is approved. Envelopes will be ordered on an as needed bases.
Penalty Clause will be enforced for late deliveries.

DELIVERY:

Revenue Warehouse, 920 Morgan St Suite G, Des Moines, IA 50309.

At times shipments may ship to another location within the Des Moines Metropolitan area.

Vendor must contact Tod McComb, 515-802-0734 prior to the delivery of the envelopes.

All orders delivered in the Des Moines Metropolitan area will ship F.O.B. Destination.

BID PRICE:

Vendor must include the per thousand and the total cost for each envelope

Quantity on the price sheet.

NOTE:

During the previous year Revenue ordered approximately 3.7 million envelopes.

CLAIMS:

The seller will fully honor all reasonable and justified claims when evidence is provided to show that the envelope production or delivery was at fault. Claims for quality defects creating additional cost incurred in production, material, schedules will be charged to the seller.

Envelopes that do not comply with the specifications or approved construction will be rejected.

TERMS & COND: <https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf>

CONTRACT TERMS:

The annual envelope contract will be for one year with up to five additional one year renewals. It will be renewed annually upon written agreement of the customer, vendor and Iowa DAS Print. The vendor must provide written renewal notice 60 days prior to the end of the contract for review by the agency.

This contract will be awarded in accordance with the rules as set forth by the Iowa Code.

The Contract must perform consistent quality and turnaround times as outlined in the specifications and to the satisfaction of the customer to maintain the contract. Substandard Quality and turnaround times will be addressed immediately and documented. Failure by the vendor to take corrective action on any performance issues or continued billing issues will be subject to Iowa Administrative Code 11 – 105.18(8A) Vendor Performance code.

RENEWAL:

May be renewed annually for up to five renewals for a total of six years, at the agreement of the customer, vendor and DAS Print. Vendor must provide written renewal information sixty (60) days prior to the expiration of contract to DAS Print.

INVOICING:

The contractor must provide invoicing with the state Purchase Order number referenced. Itemized printing charges from the contract and for any alterations if any, or any deviations from the purchase order must be listed. Any deviations from the contract pricing must be addressed with DAS Print prior to the vendor beginning work. No under-runs will be accepted and no more than a 5% over-runs will be paid for by the state. The state request that the contractor monitor the billing of over-run printing and adjust their set up stock in accordance with their data to minimize add-on cost. Consistent charges for the full 5% over-run will be addressed with the vendor and corrected action required.

BID AWARD:

The contract will be awarded to one bidder. Bids will be awarded on price and ability to meet delivery requirement. The state reserves the right to accept or reject any or all bids in the best interest of the state. **All usual rules and penalties as set forth by the Code of Iowa apply.**

DESCRIPTION: **05-133 - #9 Courtesy Reply Mail Envelope**

QUANTITY: **50,000 100,000**

state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

PAGES: **1**

COMPOSITION: **Electronic Artwork available in a PDF file. Vendor must make sure they are printing the intelligent mail barcode (IMb) on this envelope to be in compliance with the USPS postal regulation.**

All negatives, dies and artwork remain the property of the state of Iowa and must be surrendered upon demand

PROOFS: **Electronic PDF Proof to Scott Shepherd, Department of Revenue, 515-322-6819.
Proof must include the dimensions of envelope and window placement and size.**

PRESS: **1/0 one color black ink one side, no bleeds
Soy-oil based ink required**

SIZE: **#9 – 8 7/8" x 3 7/8"**

STOCK: **24# white wove recycled, must be 30% post consumer waste**

BINDERY: **Diagonal seams, commercial flap, fully gummed.**

PACKAGING: **Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. Cartons not to exceed 35#.**

DELIVERY: **Revenue Warehouse, 920 Morgan St Suite G, Des Moines, IA 50309.
At times shipments may ship to another location within the Des Moines Metro area.
Vendor must contact Tod McComb, 515-802-0734 prior to the delivery of the envelopes.**

All Deliveries will be F.O.B. DESTINATION

DESCRIPTION: 05-136 - #9 Courtesy Reply Mail Envelope

QUANTITY: 200,000 500,000

state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

PAGES: 1

COMPOSITION: Electronic Artwork available in a PDF file. Vendor must make sure they are printing the intelligent mail barcode (IMb) on this envelope to be in compliance with the USPS postal regulation.

All negatives, dies and artwork remain the property of the state of Iowa and must be surrendered upon demand

**PROOFS: Electronic PDF Proof to Scott Shepherd, Department of Revenue, 515-322-6819.
Proof must include the dimensions of envelope and window placement and size.**

**PRESS: 1/0 one color black ink one side, no bleeds
Soy-oil based ink required**

SIZE: #9 – 8 7/8" x 3 7/8"

STOCK: 24# white wove recycled, must be 30% post consumer waste

BINDERY: Diagonal seams, commercial flap, fully gummed.

PACKAGING: Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. Cartons not to exceed 35#.

**DELIVERY: Revenue Warehouse, 920 Morgan St Suite G, Des Moines, IA 50309.
At times shipments may ship to another location within the Des Moines Metro area.
Vendor must contact Tod McComb, 515-802-0734 prior to the delivery of the envelopes.**

All Deliveries will be F.O.B. DESTINATION

DESCRIPTION: **05-105 - #10 Window Envelope with Indicia**

QUANTITY: **200,000**

state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

PAGES: **1**

COMPOSITION: **Electronic Artwork available in a PDF file.**

All negatives, dies and artwork remain the property of the state of Iowa and must be surrendered upon demand

PROOFS: **Electronic PDF Proof to Scott Shepherd, Department of Revenue, 515-322-6819.
Proof must include the dimensions of envelope and window placement and size.**

PRESS: **1/0 one color black ink one side, no bleeds
Soy-oil based ink required**

SIZE: **#10 – 4 1/8" x 9 1/2"**

STOCK: **24# white wove recycled, must be 30% post consumer waste**

BINDERY: **Diagonal seams, commercial flap fully gummed
Window size – 4 1/2" long x 1 1/8" tall
Window located – 7/8" from left and 5/8" from the bottom**

PACKAGING: **Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. Cartons not to exceed 35#.**

DELIVERY: **Revenue Warehouse, 920 Morgan St Suite G, Des Moines, IA 50309.
At times shipments may ship to another location within the Des Moines Metro area.
Vendor must contact Tod McComb, 515-802-0734 prior to the delivery of the envelopes.**

All Deliveries will be F.O.B. DESTINATION

DESCRIPTION: 05-179 #10 Large Window Envelope

QUANTITY: 500,000 1,000,000

state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

PAGES: No Imprinting

COMPOSITION: Electronic Artwork available in a PDF file.

All negatives, dies and artwork remain the property of the state of Iowa and must be surrendered upon demand

**PROOFS: Electronic PDF Proof to Scott Shepherd, Department of Revenue, 515-322-6819.
Proof must include the dimensions of envelope and window placement and size.**

**PRESS: No Imprinting
Soy-oil based ink required**

SIZE: #10 – 9 1/2" long x 4 1/8" tall

STOCK: 24# white wove recycled, must be 30% post consumer waste

**BINDERY: Diagonal seams, commercial flap fully gummed
Window Size: 4 1/2" long x 3" tall
Window location: 1/2" from the left edge and 5/8" from the bottom edge.
The window glass must be glued on all four sides to the edges of the glass.**

PACKAGING: Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. Cartons not to exceed 35#.

**DELIVERY: Revenue Warehouse, 920 Morgan St Suite G, Des Moines, IA 50309.
At times shipments may ship to another location within the Des Moines Metro area.
Vendor must contact Tod McComb, 515-802-0734 prior to the delivery of the envelopes.**

All Deliveries will be F.O.B. DESTINATION

DESCRIPTION: **05-400 - #10 Large Window Envelope – Certified Envelope – 7X3 Window**

QUANTITY: **150,000**
state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

PAGES: **1**

COMPOSITION: **Electronic Artwork available in a PDF file.**

All negatives, dies and artwork remain the property of the state of Iowa and must be surrendered upon demand

PROOFS: **Electronic PDF Proof to Scott Shepherd, Department of Revenue, 515-322-6819.
Proof must include the dimensions of envelope and window placement and size.**

PRESS: **1/0 One color PMS 347 Color one side, color prints across the top of the envelope and over onto the flap by approximately 1/8".**

SIZE: **#10 – 9 1/2" long x 4 1/8" tall**

STOCK: **24# white wove recycled, must be 30% post consumer waste**

BINDERY: **Diagonal seams, commercial flap fully gummed
Window Size: 7" long x 3" tall
Window location: .50" from the left edge and 5/8" from the bottom edge.
The window glass must be glued on all four sides to the edges of the glass.**

PACKAGING: **Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. Cartons not to exceed 35#.**

DELIVERY: **Revenue Warehouse, 920 Morgan St Suite G, Des Moines, IA 50309.
At times shipments may ship to another location within the Des Moines Metro area.
Vendor must contact Tod McComb, 515-802-0734 prior to the delivery of the envelopes.**

All Deliveries will be F.O.B. DESTINATION

<u>Description</u>	<u>price/M</u>	<u>total</u>
50,000 05-133 - #9 CRM Envelope	_____	_____
100,000 05-133 - #9 CRM Envelope	_____	_____
200,000 05-136 - #9 CRM Envelope	_____	_____
500,000 05-136 - #9 CRM Envelope	_____	_____
200,000 05-105 - #10 Window Envelope	_____	_____
500,000 05-179 - #10 Large Window Envelope	_____	_____
1,000,000 05-179 - #10 Large Window Envelope	_____	_____
150,000 05-400 - #10 Large Window Envelope Certified	_____	_____

Dated at _____, this _____ day of _____, 20_____.
(City, State)

Signed by _____ for _____
(Telephone) (Company Name)

BID AS FOLLOWS:

All pricing is to be F.O.B. Destination – bid will not be accepted if freight is not included

Bids must be accompanied by statements requested in the specifications or they will be considered non compliant.

The state of Iowa reserves the right to accept or reject any or all bids.

Please read all information carefully. Bids will be rejected if they are not signed, are not submitted on the bid forms furnished, or missing any required components.

NOTE: BIDS FOR THIS LETTING CAN BE EMAILED TO stella.sussex@iowa.gov OR CAN BE MADE BY FAX (515/242-6307). SUCH BIDS WILL BE ACCEPTED UP TO 2:30 P.M. THE DAY OF THE OPENING. RETURN BID PAGE ONLY.

Due to current conditions, bidders may submit bids with alternate delivery date if unable to meet date specified. Bid with alternate delivery date will be considered, but all bidders who can meet specified delivery date will have first consideration.

NOTICE TO BIDDERS

This information must be completed or your bid will be non-compliant

Is any part of the contract to be sub-let? YES NO If yes, to whom? _____
(Vendor must identify sub-contractor if you answer yes to this question)

Recycled content of sheet % of which % is postconsumer.

How much is sub-let or produced out of the State of Iowa? Show either dollar or percentage _____

Soy-oil based ink? YES NO If yes, please specify portion of bid which is ink cost-\$

Bidder agrees that if awarded a contract to supply any part of the above listed material, bidder will not engage in any discriminatory practices based on sex, race, color, creed, religion, physical or mental handicaps or national origin and they will in all contract comply with all statutes of

the State of Iowa against discrimination. Failure to do so could be deemed a material breach of contract.

NOTE: One percent per day of the contract price will be penalized for each day of delayed delivery. Department to furnish copy and read

proof according to specifications and the printer is required to give written notice of any delay by the Department.

PLEASE READ the specifications carefully. Any deviation from specifications will automatically void the bid. If requested, be sure and specify the stock you plan to use, and furnish sample, or bid will be voided. Estimate carefully - Low bidders who refuse contract will be liable.

penalized.

****All questions pertaining to this bid should be directed in writing to the Iowa Department of Administrative Services (DAS) Print Stella Sussex at stella.sussex@iowa.gov, Public Service Manager, phone number is 515-954-0755. Vendors shall not contact the agency in reference to this bid. If vendors contact the agency directly it will result in their bid not being accepted.**

Renewal option for this contract: May be renewed annually for up to five renewals for a total of six years, at the agreement of the customer, vendor and the Iowa State Printing division. VENDOR MUST PROVIDE WRITTEN RENEWAL INFORMATION SIXTY (60) DAYS PRIOR TO EXPIRATION OF CONTRACT TO DAS PRINT

Dated at _____, this _____ day of _____, 20_____
(City, State)

Signed by _____ for _____
(Telephone) (Company Name)

Print Name _____ E-mail _____

Contact representative: _____ phone _____