

Request For Bid

Envelope Contract
Iowa Department of Human Services
01-24-22

Bid # RFB012422-01
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 24, 2022**

Bids will be opened and recorded **2:30p.m January 24, 2022**

Contracts will be awarded **2:30 p.m. January 24, 2022** 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 Human Services

Specifications on page two thru fifty-four. Bid sheet on page fifty-five thru sixty

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.

List of Envelopes on the Contract

470-1938 - #10 Window Envelope 1305 E Walnut ST, DSM, IA
470-1962 - #10 Window Envelope, Cashier's Office Room 14, 1305 E Walnut ST, DSM, IA
470-2054 - #9 BRM Window Envelope, 1305 E Walnut ST, DSM, IA
470-2060 - #9 CRM Envelope DIA Investigations 321 E 12th St, DSM, IA
470-2447 - #10 Window Envelope, Collection Services, PO Box 9125, DSM, IA
470-3593 - #9 BRM Envelope, Hawk-I, PO Box 851, DSM, IA
470-3724 - #9 BRM Envelope, MEPD 1305 E Walnut ST, DSM, IA30,000
470-3836 - 9x12 Window Envelope, Catalog, HAWK-I, PO Box 851, DSM, IA
470-3914 - #10 Window Envelope, Hawk-I, PO Box 71336, DSM, IA
470-3989 - #11 Window Envelope, Hawk-I, PO Box 71336, DSM, IA (Blue ink)
470-4147 - #10 Double Window With Appeal Statement
470-4184 - #10 Window Envelope, Bureau of Collections, 400 SW 8th ST, STE M, DSM, IA
470-4187 - #10 Window Envelope, Medical Services, PO Box 36478, DSM, IA
470-4213 - #10 Window Envelope, Provider Services, PO Box 36450, DSM, IA
470-4215 - #9 BRM Env, Revenue Collections, PO Box 36445 DSM, IA
470-4216 - #9 BRM Env, Revenue Collections, PO Box 36446 DSM, IA
470-4217 - #9 BRM Envelope, Revenue Collections, PO Box 36475, DSM, IA
470-4218 - #10 Window Envelope, Revenue Collections, PO Box 36445, DSM, IA
470-4223 - #10 Window Envelope, Member Services, PO Box 36510, DSM, IA
470-4240 - #10 Envelope, IME, Member Services, PO Box 36510, DSM, IA
470-4411 - #10 BRM Envelope, Hawk-I, PO Box 71336, DSM, IA
470-4467 - #10 Double Window Envelope30,000
470-4553 - #9 CRM Envelope, Cashier's Office, 1305 E Walnut ST Room 114, DSM, IA
470-4569 - #10 Envelope, Customer Service, 300 W Broadway, CB, IA
470-4570 - #10 Window Envelope, Customer Service, 300 W Broadway, CB, IA
470-4677 #9 BRM Envelope, IME, PO Box 36510, DSM, IA
470-4691 - #10 Window Envelope, Child Care Assistance - Kinder Track - 1305 E. Walnut ST, DSM, IA
470-4940 - 9x12 Booklet Centralized Child Care 1305 E Walnut ST, DSM, IA
470-4941 - #9 CRM Envelope, Imaging Center 1, 417 E. Kanesville Blvd, CB, IA
470-4945 - #10 Window Envelope, Centralized Service Intake Unit, PO Box 4826, DSM, IA
470-4970 - #10 Window Envelope, Centralized Child Care, 1305 E. Walnut ST, DSM, IA
470-4971 - #11 Window Envelope, Centralized Child Care, 1305 E. Walnut ST, DSM, IA
470-4995 - 9 x 12 Window Envelope, Centralized Child Care, 1305 E. Walnut ST, DSM, IA
470-4999 - #10 CRM Envelope, Child Care Assistance, River Place, 2309 Euclid Ave, DSM, IA
470-5000 - #11 Window Envelope, Child Care Assistance, River Place, 2309 Euclid Ave, DSM, IA
470-5036 - #10 Window Envelope, DHS Warrant, 1305 E. Walnut ST, DSM, IA
470-5064 - #10 Window Envelope, Centralized Facility Eligibility, 417 E. Kanesville Blvd, CB, IA
470-5065 - #9 CRM Envelope, Centralized Facility Eligibility, 417 E Kanesville Blvd, CB, IA
470-5086 - 9x12 Window Envelope, IME Operations, 100 Army Post RD, DSM, IA
470-5127 - #11 Window Envelope, Integrated Claims Recovery, PO Box 36570, DSM, IA
470-5173 - #10 Window Envelope, Child Support Recovery Unit, 501 Sycamore St Ste 500, Waterloo, IA
470-5204 - 9x12 Large Window Envelope, Booklet, Field Operations, (no return address)
470-5261 - #10 Large Window Envelope, IME, (no return address)
470-5283 - #9 BRM Envelope, Iowa Health and Wellness Plan Contributions, PO Box 14485, DSM, IA
470-5354 - #10 Large Window Envelope Return Services Requested with Indicia
470-5355 - #10 Large Window Envelope Return Services Requested without Indicia
470-5363 - 9x12 Window (Booklet) Envelope with indicia, Member Services, PO Box 36510, DSM, IA
470-5364 - 9x12 Window (Booklet) Envelope without indicia, Member Services, PO Box 36510, DSM, IA

AGENCY:

Iowa Department of Human Services

DESCRIPTION:

Envelope Contract

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.

QUANTITY:

See each attached envelope specifications page. The quantity is based on the past usage. The vendor is only to produce/print and place into storage envelopes at the written authorization (purchase/delivery order) of the agency. Orders will need to be placed individually by the agency. The agency will do it's best to place orders based on 6 month supplies at one time to take advantage of best pricing. Vendor must be able to accommodate rush orders as needed. Rush orders for the purpose of this bid are to be defined as 5 to 7 working days to produce and deliver to the agency.

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.

SIZE:

#9, #10, #11 and 9" x 12"
see attached specification sheets

PAGES:

The majority of the envelopes print on the face, some will print on the back and flap.

STOCK:

See individual envelope specifications. Most envelopes will be on 24# white wove recycled. There will be a few that will be 28# white recycled stock. All recycled must be 30% post-consumer waste.

COPY STATUS:

PDF format for each envelope will be provided to the vendor.

PROOFS:

The vendor must provide a proof to the DHS representative Brad Neuweg, 515-281-0189, Human Services, 1305 E Walnut St 1st Floor, Hoover State Office Bldg, Des Moines IA 50319. The vendor may e-mail the proof to Brad Neuweg at bneuweg@dhs.state.ia.us or fax the proof to him at 515-564-4042. If a hard copy proof is requested by DHS a knowledgeable representative from the vendor must deliver the proofs in person to go over them. All proofs must show the construction of the envelope (i.e. size of the envelope, window size, window placement, flap location and flap style).

PRINTING:

See attached specifications. Soy oil based inks required. All printing must be clean, clear and easily read. Copy should not be offset, broken or slurred. Copy must be in position in accordance with USPS regulations to take advantage of the best postal discounts.

CONSTRUCTION:

See attached individual envelope specifications.

The #9 and the #10 envelopes must be diagonal seams with a commercial flap

The 9 x 12 envelopes will have a double side seam. Most of these envelopes will be used on inserters, which are a Pitney Bowes Series 8 Model R 408 or R410 and Bell and Howell Forerunner inserters. Fully Gummed flaps are required, commercial style flaps, NO executive style flaps. All of the #10 Envelopes must be for mechanical inserting.

The 9 x 12 have a center seam on the back side with latex flap. Construction MUST be ok'd by the customer prior to filling the order.

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 1/4" when the envelope is placed on a flat surface.

PACKAGING:

#9, #10 and #11 envelopes must be boxed in boxes 500, with 5 boxes per case, for a total of 2,500 envelopes per case. 9 x 12 envelopes must be boxed in cases of 500 only. **NO** bulk packaging will be accepted. Label cartons for contents with the envelope form# and description. Place one envelope on the exterior of the case for easy identification. The label and envelope sample must be on the same end of the case.

WAREHOUSING

The vendor is required to warehouse the entire order in a climate controlled warehouse and shipped as requested. The cost for warehousing must be included in the cost of your bid. The vendor is required to deliver warehoused envelopes to DHS within 24 hours of a request at no added expense to the customer. DHS may request delivery of some envelopes to Council Bluffs and Waterloo, these deliveries must be made within a 48 hour time frame.

PRODUCTION SCHEDULE:

The bid will close on January 24, 2022 at 2:30 p.m.. The awarded bidder with the overall lowest price and compliant bid will be asked to meet with a DAS Print representative and the DHS customer to verify a clear understanding of the contract requirements. This date will be determined upon the bid award.

Envelopes will not all be produced at the same time, they will be produced on an as needed basis.

Normal turn-a-round times will be 4 weeks from the date the vendor is contacted with the envelope order. The agency will turn proofs around in 48 hours. If the agency is late with the proof, the delivery date will be moved back. The vendor **MUST** be able to accommodate rush orders when needed. RUSH orders for the purpose of this bid will be defined as 5-7 working days for standard envelopes to produce and deliver to the agency. Special size envelopes or special size window envelopes will be defined as 10 to 15 working days to produce and deliver to the agency. The state is obligated under law to have certain notifications in the mail on set schedules so prompt delivery of envelopes is critical. Penalty clause will be enforced for late deliveries. Failure to perform can jeopardize the contract.

DELIVERY:

Inside delivery is required of all envelopes to all locations.

The vendor must provide DHS with a delivery receipt showing when requested order is placed into inventory. If the vendor prints any overages of the envelope orders they must also place those in the inventory, and they must also be accounted for on the delivery receipt.

See the attached specifications. The vendor must deliver within 24 hours of the request from DHS. The majority of the envelopes ship to the Des Moines Metro area. All deliveries to the DSM metro area will be F.O.B. DESTINATION. All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized.

The vendor will be required to deliver some of the envelopes to the following addresses. There will be a price line for these deliveries.

DHS, Customer Service, 300 W Broadway, Council Bluffs, IA 51503

DHS, Imaging Center 1, 417 E. Kanesville Blvd, Council Bluffs, IA 51503

DHS, Centralized Facility Eligibility, 417 E. Kanesville Blvd, Council Bluffs, IA 51503

DHS, Child Support Recovery Unit, 501 Sycamore St Ste 500, Waterloo, IA

INVENTORY:

The vendor is required to maintain an Inventory Management System. This system must show real time activity. The agency must be able to view this system at any given time to view their inventory or to place orders. The Vendor will work with DHS to customize the Inventory Management System to meet DHS's needs. The agency will place all orders through the Inventory Management System. Some of the items that will be on the inventory management system is; date envelope orders placed, Quantity ordered, Quantity on hand, date envelope placed into the vendors warehouse inventory, date of delivery. Vendor must track DHS request for deliveries, quantities released, dates delivered on the inventory system. DHS will monitor this system and use it for placing orders for inventory.

ORDER ENTRY

The agency will place all new orders through the Inventory Management System. They must be able to upload the Purchase/Delivery Order on the system. DHS will place orders requesting delivery of envelopes from existing inventory in the vendors warehouse.

Vendor must send a response to DHS confirming receipt of the order.

CUSTOMER SERVICE REPRESENTATIVE:

Vendor must identify a Sales/Customer Service Representative for the agency to work with. This representative will be the main contact person between the vendor and the agency.

CUSTOMER SERVICE:

The vendor is to return phone calls within 2 hours. The contractor must give the name and contact information of their sale representative and customer service personal.

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.

Existing Inventory:

The awarded vendor will be required to pick up the existing inventory at the current vendors location and place it into their storage inventory and deliver as requested by DHS.

The agency will not pay any additional charges for this service. This will be done at the vendor expense.

TERMS & CONDITIONS:

Located at <https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf>

All bids for this contract must be guaranteed for 180 days. A 30 day advance notice of any price increase must be given in writing to DAS Print, including a complete price schedule and documentation supporting the price increase.

NOTE BID AWARD:

All usual rules and penalties as set forth by the Code of Iowa apply.

Bids will be awarded to the overall lowest compliant bidder.

The contract will be awarded to one vendor. Bid will not be split between vendors.

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

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.

470-1938 #10 Window Envelope 1305 E Walnut ST, DSM, IA
Bid Specifications

Quantity: 200,000 300,000

Weight: 24#

Color: White wove, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided.

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inches from left-edge and 5/8 inch from bottom of envelope

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. **Inside delivery is required of all envelopes**

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-1962 #10 Window Envelope, Cashier's Office, 1305 E Walnut ST, DSM, IA
Bid Specifications

Quantity: 30,000

Grade Paper: Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal

Printing: One-sided

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inches from left-edge and 5/8 inch from bottom of envelope

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-2054 #9 BRM Window Envelope, 1305 E Walnut ST, DSM, IA
Bid Specifications

Quantity: 250,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #9 (3 7/8 x 8 7/8)

Flap Style: Commercial flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: Flipped - note printing on back side of envelope flap. This envelope has Business Reply Mail with First-Class Mail Permit no 781, a FIM C and applicable statements printed on it. Vendor must ensure printing meets US Postal regulations.

Quantity Window: One window

Window Size: 3 3/4 inches long x 1 inch tall

Window Position: 2 1/4 inches from left and 9/16 inch from bottom of envelope

Sample: None available, envelope updated since last order

Ink Color: Black ink

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-2060 #9 CRM Envelope DIA Investigations 321 E 12th St, DSM, IA

Bid Specifications

Quantity: 10,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #9 - 3 7/8 x 8 7/8

Flap Style: Commercial flap - see sample

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: Address: DEPARTMENT OF INSPECTIONS AND APPEALS, DIVISION OF INVESTIGATIONS, LUCAS STATE OFFICE BLDG, 321 E 12th ST, DES MOINES IA 50319-0083. This envelope has the Intelligent Mail barcode (IMb) and a FIM C. Vendor must ensure printing meets USPS regulations.

Quantity Window: none

Window Size: n/a

Window Position: n/a

Sample: None available, envelope updated since last order

Ink Color: Black ink

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the outside of the cases contain a sample of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store entire order of envelopes. DHS Supply does not have the space to store this quantity of envelopes. DHS will contact the vendor for delivery of envelopes as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday or the shipment will be refused. Inside delivery is required of all envelopes

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-2447 #10 Window Envelope, Collection Services, PO Box 9125, DSM, IA

Bid Specifications

Quantity: 50,000

Weight: 24#

Color: White wove, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided.

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inches from left-edge and 5/8 inch from bottom of envelope

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-3593 #9 BRM Envelope, Hawk-I, PO Box 851, DSM, IA
Bid Specifications

Quantity: 30,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #9 (3 7/8 x 8 7/8)

Flap Style: Commercial Flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided. This envelope has Business Reply Mail with First-Class Mail Permit no. 9052, a FIM C, an Intelligent Mail Barcode (IMb) and applicable statements printed on it. Vendor must ensure printing meets US Postal regulations.

Quantity Window: None

Window Size: None

Window Position: None

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Maximus, 1601 48th Street, Suite 100, 1st floor, West Des Moines, IA. 50266 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-3724 #9 BRM Envelope, MEPD Premium, PO Box 10339, DSM, IA

Bid Specifications

Quantity: 30,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #9 (3 7/8 x 8 7/8)

Flap Style: Commercial flap style

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: Flipped, printing on back side of envelope centered below flap. This envelope has Business Reply Mail, First-Class Permit no. 781, a FIM C, an Intelligent Mail Barcode (IMb) and applicable statements printed on it. Vendor must ensure printing meets US Postal regulations.

Quantity Window: none

Window Size: n/a

Window Position: n/a

Sample: not available (envelope updated since last printed)

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

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Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-3836 9X12 Window Envelope, Hawk-I, PO Box 851, DSM, IA

Bid Specifications

Quantity: 30,000

Weight: 28#

Color: White, recycled, must be 30% post consumer waste

Size: 9 x 12 catalog

Flap Style: Commercial

Seam Style: Center seam

Seal style: Latex Seal Flap

Printing: One-sided

Quantity Window: One window

Window Size: 1 3/8 inches tall x 4 1/2 inches long

Window Position: 2 1/8 inches from left and 7 3/4 inches from bottom of envelope

Sample: Not available

Ink Color: Black (jet face 1/0)

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Maximus, 1601 48th Street, Suite 100, 1st floor, West Des Moines, IA. 50266 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-3914 #10 Window Envelope, Hawk-I, PO Box 71336, DSM, IA

Bid Specifications

Quantity: 30,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One-Sided

Quantity Window: One

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 2 1/8 inches from left and 1/2 inch from bottom of envelope

Sample: One attached with envelope order

Ink Color: black ink

Ink Type: Same as before (without color)

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Maximus, 1601 48th Street, Suite 100, 1st floor, West Des Moines, IA. 50266 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-3989 #11 Window Envelope Hawk-I Box 71336
Bid Specifications

Quantity: 30,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #11 (4 1/2 x 10 3/8)

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One-Sided

Quantity Window: One

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 2 1/8 inches from left and 1/2 inch from bottom of envelope

Sample: One attached with envelope order

Ink Color: black ink

Ink Type: Same as before (without color)

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Maximus, 1601 48th Street, Suite 100, 1st floor, West Des Moines, IA. 50266 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4147 #10 Double Window With Appeal Statement

Bid Specifications

Quantity: 600,000 900,000

Weight: 24#

Color: White wove, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal

Printing: One side on the back – text on flap and form number under flap

Quantity Window: Two

Window Size: Window #1: 2 3/4 inches long x 3/4 inches tall; Window #2: 4 1/2 inches long x 1 inch tall

Window Position: Window #1: 3/8 inches from left edge and 2 7/8 inches from bottom. Window #2: 2 1/8 inches from left-edge and 1 1/2 inches from bottom of envelope

Sample: Electronic

Ink Color: Black - on flap and form number under flap

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4184 #10 Window Envelope, Bureau of Collections, 400 SW 8th ST, STE H, DSM, IA
Bid Specifications

Quantity: 150,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inch tall

Window Position: 7/8 inches from left edge; 5/8 inch from bottom edge of envelope

Sample: Electronic

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to either DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 or DHS EPICS, 501 Sycamore ST STE 500 (5th Floor), Waterloo, IA 50703 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4187 #10 Window Envelope, Medical Services, PO Box 36478, DSM, IA

Bid Specifications

Quantity: 25,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inch from left edge; 5/8 inch from bottom of envelope

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Iowa Medicaid Enterprise, 100 Army RD, Des Moines, IA 50315 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4213 #10 Window Envelope, Provider Services, PO Box 36450, DSM, IA Specifications
Bid Specifications

Quantity: 30,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inch from left edge; 5/8 inch from bottom of envelope

Sample:

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Iowa Medicaid Enterprise, 100 Army Post Rd, Des Moines, IA 50315 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4215 #9 BRM Env, Revenue Collections, PO Box 36445 DSM, IA

Bid Specifications

Quantity: 10,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #9 (3 7/8 x 8 7/8)

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One-Sided. This envelope has Business Reply Mail, First-Class Permit no. 781, a FIM C, an Intelligent Mail Barcode (IMb) and applicable statements printed on it. Vendor must ensure printing meets US Postal regulations.

Quantity Window: None

Window Size: None

Window Position: None

Ink Color: Black

Ink Type: Same as sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Iowa Medicaid Enterprise, 100 Army Post Rd, Des Moines, IA 50315 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4216 #9 BRM Env, Revenue Collections, PO Box 36446 DSM, IA

Bid Specifications

Quantity: 30,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #9 (3 7/8 x 8 7/8)

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided. This envelope has Business Reply Mail, First-Class Permit no. 781, a FIM C, an Intelligent Mail Barcode (IMb) and applicable statements printed on it. Vendor must ensure printing meets US Postal regulations.

Quantity Window: No window

Window Size: No window

Window Position: No window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Iowa Medicaid Enterprise, 100 Army Post Rd, Des Moines, IA 50315 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4217 #9 BRM Envelope, Revenue Collections, PO Box 36475, DSM, IA

Bid Specifications

Quantity: 10,000

Grade Paper:

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #9 (3 7/8 x 8 7/8)

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided. This envelope has Business Reply Mail, First-Class Permit no. 781, a FIM C, an Intelligent Mail Barcode (IMb) and applicable statements printed on it. Vendor must ensure printing meets US Postal regulations.

Quantity Window: No window

Window Size: No window

Window Position: No window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Iowa Medicaid Enterprise, 100 Army Post Rd, Des Moines, IA 50315 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4218 #10 Window Envelope, Revenue Collections, PO Box 36445, DSM, IA
Bid Specifications

Quantity: 10,000

Grade Paper:

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided.

Quantity Window: None

Window Size: None

Window Position: None

Ink Color: Black

Ink Type: Same as sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Iowa Medicaid Enterprise, 100 Army Post RD, Des Moines IA 50315, unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4223 #10 Window Envelope, Member Services, PO Box 36510, DSM, IA

Bid Specifications

Quantity: 250,000 600,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inch from left edge and 5/8 inch from bottom of envelope

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4240 #10 Envelope, IME, Member Services, PO Box 36510, DSM, IA
Bid Specifications

Quantity: 30,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided

Quantity Window: No window

Window Size: No window

Window Position: No window

Ink Color: Black

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Iowa Medicaid Enterprise, 100 Army RD, Des Moines, IA 50315 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4411 #10 BRM Envelope, Hawk-I, PO Box 71336, DSM, IA
Specifications

Quantity: 30,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided. This envelope has Business Reply Mail, First Class Permit no 781, a FIM C, an Intelligent Mail Barcode (IMb) and applicable statements printed on it. Vendor must ensure envelope meets US Postal regulations.

Quantity Window: None

Window Size: None

Window Position: None

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Maximus, 1601 48th Street, Suite 100, 1st floor, West Des Moines, IA. 50266 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4467 #10 Double Window Envelope
Bid Specifications

Quantity: 35,000

Weight: 24#

Color: White wove, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal

Printing: One side

Quantity Window: Two

Window Size: Window #1: 2 3/4 inches long x 3/4 inches tall; Window #2: 4 1/2 inches long x 1 inch tall

Window Position: Window #1: 3/8 inches from left edge and 2 7/8 inches from bottom. Window #2: 2 1/8 inches from left-edge and 1 1/2 inches from bottom of envelope

Sample: Per contract

Ink Color: Black – only on flap

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4553 #9 CRM Envelope, Cashier's Office, 1305 E Walnut ST Room 114, DSM, IA

Bid Specifications

Quantity: 30,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #9 (3 7/8 x 8 7/8)

Flap Style: Commercial flap - see sample

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One-sided. This envelope has the FIM C and Intelligent Mail Barcode (IMb) printed on it. Vendor must ensure printing meets US Postal regulations.

Quantity Window: No window

Window Size: No window

Window Position: No Window

Sample: One attached with envelope order

Ink Color: Black ink

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4569 #10 Envelope, Customer Service, 300 W Broadway, CB, IA

Bid Specifications

Quantity: 25,000

Grade Paper:

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided.

Quantity Window: None

Window Size: None

Window Position: None

Ink Color: Black

Ink Type: Same as sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS, 300 W Broadway STE 110, Council Bluffs IA 51503, unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4570 #10 Window Envelope, Customer Service, 300 W Broadway, CB, IA
Bid Specifications

Quantity: 30,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White wove, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inches from left-edge and 5/8 inch from bottom of envelope

Sample:

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Income Maintenance Customer Service Center at 300 West Broadway, Ste 110, Council Bluffs, IA 51503 unless otherwise notified. Specific delivery instructions will be provided at time of release.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4677 #9 BRM Envelope, IME, PO Box 36510, DSM, IA
Bid Specifications

Quantity: 50,000 100,000 500,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #9 - 3 7/8 x 8 7/8

Flap Style: Commercial flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One-sided. This envelope has the Intelligent Mail Barcode (IMb) printed on it. Vendor must have it approved by the USPS to meet US Postal Regulations.

Quantity Window: No window

Window Size: No window

Window Position: No Window

Sample: One attached with envelope order

Ink Color: Black ink

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Warehouse Requirements: Vendor must have capacity to store the envelopes until arrangements are made to deliver to a mail services provider.

Shipping Requirements: Most of this order will be sent to a selected mail service provider. Delivery details will be provided when available. Overrun of this order should be kept in the warehouse for delivery to DHS Supply, 1305 Walnut ST Level A, Des Moines unless otherwise directed.

Delivery Requirements: All shipments to DHS must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4691 #10 Window Envelope, Child Care Assistance - Kinder Track - 1305 E Walnut ST, DSM, IA
Bid Specifications

Quantity: 150,000

Weight: 24# white wove

Color: White, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided

Quantity Window: 1

Window Size: 1 1/8 inches tall X 4 1/2 inches long

Window Position: 7/8 " from the left and 5/8" from the bottom of the envelope

Sample: Not Available

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4940 9x12 Booklet Centralized Child Care 1305 E Walnut ST, DSM, IA

Bid Specifications

Quantity: 10,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: 9 x 12 booklet

Flap Style: Commercial booklet

Seam Style: Double Side seam

Seal style: Latex

Printing: One-sided

Quantity Window: none

Window Size: none

Window Position: none

Sample: electronic

Ink Color: Black (jet face 1/0)

Ink Type: same as sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, 1305 E Walnut ST Level A, Des Moines IA 50319, unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4941 #9 CRM Envelope, Imaging Center 1, 417 E. Kanesville Blvd, CB, IA
Bid Specifications

Quantity: 30,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #9 (3 7/8 x 8 7/8)

Flap Style: Commercial Flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One-Sided. This envelope has the FIM C and Intelligent Mail Barcode (IMb) printed on it. Vendor must ensure printing meets US Postal regulations.

Quantity Window: None

Window Size: None

Window Position: None

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Income Maintenance Customer Service Center at 300 West Broadway, Ste 110, Council Bluffs, IA 51503 unless otherwise notified. Specific delivery instructions will be provided at time of release.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4945 #10 Window Envelope, Centralized Service Intake Unit, PO Box 4826, DSM, IA
Bid Specifications

Quantity: 25,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White wove, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inches from left-edge and 5/8 inch from bottom of envelope

Sample:

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4970 #10 Window Envelope, Centralized Child Care, 1305 E. Walnut ST, DSM, IA
Bid Specifications

Quantity: 20,000

Grade Paper:

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided.

Quantity Window: One

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inches from left edge and 5/8 inch from bottom

Ink Color: Black

Ink Type: Same as sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, 1305 E Walnut ST Level A, Des Moines IA 50319, unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4971 #11 Window Envelope, Centralized Child Care, 1305 E. Walnut ST, DSM, IA
Bid Specifications

Quantity: 10,000

Grade Paper:

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #11 (4 1/2 x 10 3/8)

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided.

Quantity Window: One

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inches from left edge and 5/8 inches from bottom edge

Ink Color: Black

Ink Type: Same as sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, 1305 E Walnut ST Level A, Des Moines IA 50319, unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4995 9 x 12 Window Envelope, Centralized Child Care, 1305 E. Walnut ST, DSM, IA
Bid Specifications

Quantity: 10,000

Weight: 28#

Color: White, recycled, must be 30% post consumer waste

Size: 9 x 12

Flap Style: Commercial catalog

Seam Style: Center seam

Seal style: Latex

Printing: One-sided

Quantity Window: One window

Window Size: 1 3/8 inches tall x 4 inches long

Window Position: 3/4 inches from left and 7 5/8 inches from bottom of envelope

Sample: electronic

Ink Color: Black (jet face 1/0)

Ink Type: same as sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, 1305 E Walnut ST Level A, Des Moines IA 50319, unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-4999 #10 CRM Envelope, Child Care Assistance, River Place, 2309 Euclid Ave, DSM, IA

Bid Specifications

Quantity: 30,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial flap - see sample

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One-sided. This envelope has the FIM C and Intelligent Mail Barcode (IMb) printed on it. Vendor must ensure printing meets US Postal regulations. The first line of the address on this envelope is an attention line.

Quantity Window: No window

Window Size: No window

Window Position: No Window

Sample: Electronic

Ink Color: Black ink

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Child Care Assistance, River Place Office, 2309 Euclid Ave, Des Moines, IA 50315 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5000 #11 Window Envelope, Child Care Assistance, River Place, 2309 Euclid Ave, DSM, IA
Bid Specifications

Quantity: 30,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #11 (4 1/2 x 10 3/8)

Flap Style: Commercial flap - see sample

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One-sided.

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inch from left side and 5/8 inch from bottom of envelope

Sample: One attached with envelope order

Ink Color: Black ink

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Child Care Assistance, River Place Office, 2309 Euclid Ave, Des Moines, IA 50315 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5036 #10 Window Envelope, DHS Warrant, 1305 E Walnut ST, DSM, IA
Bid Specifications

Quantity: 200,000

Weight: 24#

Color: White wove, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inches from left-edge and 5/8 inch from bottom of envelope

Sample:

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5064 #10 Window Envelope, Centralized Facility Eligibility, 417 E. Kanesville Blvd, CB, IA
Bid Specifications

Quantity: 25,000

Weight: 24#

Color: White wove, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inches from left-edge and 5/8 inch from bottom

Sample:

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store entire order of envelopes. DHS does not have the space needed to store the entire order. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Income Maintenance Customer Service Center at 300 West Broadway, Ste 110, Council Bluffs, IA 51503 unless otherwise notified. Specific delivery instructions will be provided at time of release.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5065 #9 CRM Envelope, Centralized Facility Eligibility, 417 E Kanesville Blvd, CB, IA
Bid Specifications

Quantity: 25,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #9 (3 7/8 x 8 7/8)

Flap Style: Commercial Flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One-Sided. This envelope has the FIM C and Intelligent Mail Barcode (IMb) printed on it. Vendor must ensure printing meets US Postal regulations.

Quantity Window: None

Window Size: None

Window Position: None

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Income Maintenance Customer Service Center at 300 West Broadway, Ste 110, Council Bluffs, IA 51503 unless otherwise notified. Specific delivery instructions will be provided at time of release.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5086 9x12 Window Envelope, IME Operations, 100 Army Post RD, DSM, IA
Bid Specifications

Quantity: 10,000

Weight: 28#

Color: White, recycled, must be 30% post consumer waste

Size: 9 x 12

Flap Style: Commercial catalog

Seam Style: Center seam

Seal style: Latex

Printing: One-sided

Quantity Window: One window

Window Size: 1 3/4 inches tall x 4 1/2 inches long

Window Position: 7/8 inches from left and 7 1/4 inches from bottom of envelope

Sample: electronic

Ink Color: Black (jet face 1/0)

Ink Type: same as sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Iowa Medicaid Enterprise, 100 Army Post RD, Des Moines IA 50315, unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5127 #11 Window Envelope, Integrated Claims Recovery, PO Box 36570, DSM, IA
Bid Specifications

Quantity: 10,000

Grade Paper:

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #11 (4 1/2 x 10 3/8)

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided.

Quantity Window: One

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inches from left edge and 5/8 inches from bottom edge

Ink Color: Black

Ink Type: Same as sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to Iowa Medicaid Enterprise, 100 Army Post RD, Des Moines IA 50315, unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5173 #10 Window Envelope, Child Support Recovery Unit, 501 Sycamore St Ste 500, Waterloo, IA
Bid Specifications

Quantity: 50,000

Weight: 24#

Color: White wove, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided

Quantity Window: One window

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inches from left-edge and 5/8 inch from bottom of envelope

Sample:

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5204 9 x 12 Large Window Envelope, Field Operations Support (no return address)

Bid Specifications

Quantity: 30,000

Weight: 28#

Color: White wove, recycled, must be 30% post consumer waste

Size: 9 x 12

Flap Style: Booklet Commercial

Seam Style: Double Side seam

Seal style: Latex Seal Flap

Printing: One-sided 1/0 one color black ink one side, no bleeds on all envelopes.

Soy oil based inks required. Corner card print. Vendor must ensure placement of endorsement meets USPS regulations.

Quantity Window: One window

Window Size: 3 3/4 inches tall x 3 3/4 inches long

Window Position: 5 3/8 inches from left edge and 2 5/8 inches from bottom of envelope in horizontal orientation

Sample: PDF of artwork attached.

Ink Color: Black (jet face 1/0)

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5261 #10 Large Window Envelope, (no return address)

Bid Specifications

Quantity: 100,000 200,000 600,000

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

Color: White

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided

Quantity Window: 1

Window Size: 2 7/8 inches tall X 4 3/4 inches long

Window Position: 3/8 inch from the left and 5/8 inch from the bottom of the envelope

Sample: Not Available

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

**470-5283 #9 BRM Envelope, Iowa Health and Wellness Plan Contributions, PO Box 14485, DSM, IA
Bid Specifications**

Quantity: 150,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: #9 (3 7/8 x 8 7/8)

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: Flipped, statements printed on back side of envelope centered below flap. This envelope has Business Reply Mail, First-Class Permit no. 781, a FIM C, an Intelligent Mail Barcode (IMb) and applicable statements printed on it. Vendor must ensure printing meets US Postal regulations.

Quantity Window: No window

Window Size: None

Window Position: No window

Sample: new envelope, none available

Ink Color: Black

Ink Type: Same as before

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5354 #10 Large Window Envelope Return Services Requested with Indicia
Bid Specifications

Quantity: 750,000

Weight: 24#

Color: White wove, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided, this envelope will use First-Class indicia permit No. 1195

Quantity Window: One window

Window Size: 4 3/4 inches long x 2 7/8 inches tall

Window Position: 3/8 inches from left-edge and 5/8 inch from bottom of envelope

Sample:

Ink Color: Black

Ink Type: Same as electronic sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until arrangements are made to deliver to selected mail service provider.

Shipping Requirements: Shipment to be delivered to selected mail service provider annually. Delivery details to be provided to vendor when available for annual bulk mailings.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5355 #10 Large Window Envelope Return Services Requested without Indicia
Bid Specifications

Quantity: 30,000

Weight: 24#

Color: White wove, recycled, must be 30% post consumer waste

Size: #10 (4 1/8 x 9 1/2)

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided

Quantity Window: One window

Window Size: 4 3/4 inches long x 2 7/8 inches tall

Window Position: 3/8 inches from left-edge and 5/8 inch from bottom of envelope

Sample:

Ink Color: Black

Ink Type: Same as electronic sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/box; 2500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery as DHS does not have room for them. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Vendor must be able to deliver requested quantity within 1 business day of request (24 hours) to Des Moines area locations, 2 business days of request (48 hours) to remote locations. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5363 9x12 Window (Booklet) Envelope with indicia, Member Services, PO Box 36510, DSM, IA
Envelope Specifications

Quantity: 50,000 100,000 450,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: 9 x 12

Flap Style: Commercial Booklet

Seam Style: Double side seams

Seal style: continuous gum

Printing: One-sided

Quantity Window: One window

Window Size: 1 3/8 inches tall x 4 inches long

Window Position: 7/8 inches from left and 8 1/16 inches from bottom

Sample: None, new envelope

Ink Color: Black

Ink Type: Same as electronic sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store the envelopes until arrangements are made to deliver to a mail services provider.

Shipping Requirements: Any deliveries of this envelope made to DHS will be made to DHS Supply, 1305 E Walnut Street Level A, Des Moines, IA 50319 unless otherwise directed. Delivery of this envelope will be made to selected mail service provider annually.

Delivery Requirements: All shipments to DHS must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

470-5364 9x12 Window (Booklet) Envelope without indicia, Member Services, PO Box 36510, DSM, IA

Envelope Specifications

Quantity: 25,000 50,000

Weight: 24#

Color: White, recycled, must be 30% post consumer waste

Size: 9 x 12

Flap Style: Commercial Booklet

Seam Style: Double side seams

Seal style: continuous gum

Printing: One-sided

Quantity Window: One window

Window Size: 1 3/8 inches tall x 4 inches long

Window Position: 7/8 inches from left and 8 1/16 inches from bottom

Sample: None, new envelope

Ink Color: Black

Ink Type: Same as electronic sample

Proof: An electronic (PDF) proof of this envelope including window dimensions and placement and the flap placement and style must be emailed to Brad Neuweg at bneuweg@dhs.state.ia.us before production.

Boxing Requirements: 500/case

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. DHS will contact the vendor and ask for a shipment as needed.

Shipping Requirements: All deliveries of this envelope will be made to DHS Supply, 1305 E Walnut Street Level A, Des Moines, IA 50319, unless otherwise directed.

Delivery Requirements: All shipments must arrive between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday unless otherwise authorized. Inside delivery is required of all envelopes.

If you have questions about this order, please contact Brad Neuweg at 515-281-0189.

BID AS FOLLOWS:

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

All prices are per specifications:

	<u>Description</u>	<u>price/M</u>	<u>total</u>
200,000	470-1938 #10 Window	_____	_____
300,000	470-1938 #10 Window	_____	_____
30,000	470-1962 #10 Window Cashier's	_____	_____
250,000	470-2054 #9 BRM Window	_____	_____
10,000	470-2060 #9 Courtesy Reply	_____	_____
50,000	470-2447 #10 Window Collection	_____	_____
30,000	470-3593 #9 BRM Envelope Hawk I	_____	_____
30,000	470-3724 #9 BRM	_____	_____
30,000	470-3836 9 x 12 Window - Catalog	_____	_____
30,000	470-3914 #10 Window	_____	_____
30,000	470-3989 #11 Window	_____	_____
600,000	470-4147 #10 Double Window	_____	_____
900,000	470-4147 #10 Double Window	_____	_____

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

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

	Description	price/M	total
150,000	470-4184 #10 Window CSRU	_____	_____
25,000	470-4187 #10 Window, Medical	_____	_____
30,000	470-4213 #10 Window Envelope	_____	_____
10,000	470-4215 #9 BRM Envelope Collections	_____	_____
30,000	470-4216 #9 BRM Envelope Collections	_____	_____
10,000	470-4217 #9 BRM Envelope Collections	_____	_____
10,000	470-4218 #10 Window Envelope Collections	_____	_____
250,000	470-4223 #10 Window Envelope	_____	_____
600,000	470-4223 #10 Window Envelope	_____	_____
30,000	470-4240 #10 Regular Envelope	_____	_____
30,000	470-4411 #10 BRM Envelope Hawk I	_____	_____
35,000	470-4467 #10 Double Window	_____	_____
30,000	470-4553 #9 Courtesy Reply	_____	_____

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

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

<u>Description</u>		<u>price/M</u>	<u>total</u>
25,000	470-4569 #10 Regular Envelope	_____	_____
30,000	470-4570 #10 Window Envelope, CB	_____	_____
50,000	470-4677 #9 BRM Envelope	_____	_____
100,000	470-4677 #9 BRM Envelope	_____	_____
500,000	470-4677 #9 BRM Envelope	_____	_____
150,000	470-4691 #10 Window Envelope	_____	_____

10,000	470-4940 9 x 12 Envelope - Booklet	_____	_____
30,000	470-4941 #9 CRM Envelope, CB	_____	_____
25,000	470-4945 #10 Window Envelope	_____	_____
20,000	470-4970 #10 Window Envelope	_____	_____
10,000	470-4971 #11 Window Envelope	_____	_____
10,000	470-4995 9 x 12 Window - Catalog	_____	_____
30,000	470-4999 #10 CRM Envelope	_____	_____

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

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

	<u>Description</u>	<u>price/M</u>	<u>total</u>
30,000	470-5000 #11 Window Envelope	_____	_____
200,000	470-5036 #10 Window Envelope	_____	_____
25,000	470-5064 #10 Window Envelope	_____	_____
25,000	470-5065 #9 CRM Envelope	_____	_____
10,000	470-5086 9 x 12 Window - Catalog	_____	_____
10,000	470-5127 #11 Window Envelope	_____	_____
50,000	470-5173 #10 Window Envelope, Waterloo	_____	_____
30,000	470-5204 9 x 12 Window - Booklet	_____	_____
100,000	470-5261 #10 Large Window Envelope	_____	_____
200,000	470-5261 #10 Large Window Envelope	_____	_____
600,000	470-5261 #10 Large Window Envelope	_____	_____

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

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

Description		price/M	total
150,000	470-5283 #9 BRM Envelope	_____	_____
750,000	470-5354 #10 Large Window Envelope	_____	_____
30,000	470-5355 #10 Large Window Envelope	_____	_____
50,000	470-5363 9 x 12 Window – Booklet	_____	_____
100,000	470-5363 9 x 12 Window - Booklet	_____	_____
450,000	470-5363 9 x 12 Window - Booklet	_____	_____
25,000	470-5364 9 x 12 Window - Booklet	_____	_____
50,000	470-5364 9 x 12 Window - Booklet	_____	_____
30,000	470-4570 DHS, IM CSC, 300 W Broadway, Council Bluffs, IA.....	_____	/Shipping
30,000	470-4941 DHS, IC1, 417 E. Kanesville Blvd, Council Bluffs, IA.....	_____	/Shipping
25,000	470-5064 DHS, CFE, 417 E. Kanesville Blvd, CB, IA.....	_____	/Shipping
20,000	470-5173 DHS, CSRU, 501 Sycamore St Ste 500, Waterloo, IA.....	_____	/Shipping

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

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

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 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 _____

Sales representative: _____ phone _____

Customer Services: _____ phone _____

Form 22 – Request for Confidentiality

CONTRACTOR NOTE: SUBMISSION OF THIS FORM 22 IS REQUIRED

THIS FORM 22 (FORM) MUST BE COMPLETED AND INCLUDED WITH YOUR RESPONSE (BID) TO THE REQUEST FOR BIDS (RFB). THE FORM IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED.

FAILURE TO SUBMIT A COMPLETED FORM WILL RESULT IN THE BID CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION.

I. Confidential Treatment Is Not Requested

A request for confidential treatment of information contained in our Bid is not submitted.

_____ Company	_____ RFB Number	_____ RFB Title
_____ Signature	_____ Title	_____ Date

II. Confidential Treatment Is Requested

The below information is to be completed and signed ONLY if Contractor is requesting confidential treatment of any information submitted in its Bid.

Per the paragraph labeled as Public Records and Requests for Confidential Treatment in section 2 of the Request for Bids (RFB), a Contractor requesting portions of its Bid be maintained in confidence must complete this form and submit it with its Bid. Contractors should read and familiarize themselves with chapter 22 of the Iowa Code regarding release of public records before completing this Form. Contractor shall refer to the paragraph labeled as Public Records and Requests for Confidential Treatment in section 2 of the RFB for instructions regarding how to request confidential treatment of portions of its bid.

NOTE:

- 1 Completion of this Form is the sole means of requesting confidential treatment.**
- 2 A CONTRACTOR MAY NOT REQUEST PRICING BIDS BE HELD IN CONFIDENCE.**

Completion of the Form and Agency's acceptance of Contractor's submission does not guarantee the agency will grant Contractor's request for confidentiality. The Agency may reject Contractor's Bid entirely in the event Contractor requests confidentiality and does submit a fully completed Form or requests confidentiality for portions of its Bid that are improper under the RFB.

To request confidentiality, Contractor must provide the following information:

- 1** ☐ Contractor must conspicuously mark confidential material in its Bid in accordance with the section titled Public Records and Requests for Confidential Treatment. ***Check box when completed.***
- 2** Contractor must specifically identify and list the bid section(s) for which it seeks confidentiality and answer the following questions for each section listed:

Form 22 – Request for Confidentiality

- Explain the specific grounds in *Iowa Code Chapter 22* or other applicable law which support treatment of the material as confidential.
- Justify why the material should be kept in confidence.
- Explain why disclosure of the material would not be in the best interest of the public.
- Provide the name, address, telephone, and email for the Contractor's person authorized to respond to inquiries by the Agency concerning the status of confidential materials.

Please provide the information in the table below. Contractor may add additional lines if necessary or add additional pages using the same format as the table below.

RFB Section:	Contractor must cite the specific grounds in <i>Iowa Code Chapter 22</i> or other applicable law which supports treatment of the material as confidential.	Contractor must justify why the material should be kept in confidence.	Contractor must explain why disclosure of the material would not be in the best interest of the public.	Contractor must provide the name, address, telephone, and email for the person at Contractor's organization authorized to respond to inquiries by the Agency concerning the status of confidential materials.

- 3** ☐ Contractor must submit a Public Copy of its Bid from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Bid as possible.
Check box when completed.

This Form must be signed by the individual who signed the Contractor's Bid. The Contractor shall place this Form completed and signed in its Bid immediately following the transmittal letter. A copy of this document shall be placed in all Bids submitted including the Public Copy.

****Failure to provide the information required on this Form may result in rejection of Contractor's submittal to request confidentiality or rejection of the Bid as being non-responsive.***

****Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Bid.***

 Company

 RFB Number

 RFB Title

 Signature

 Title

 Date

Form 22 – Request for Confidentiality

Department of Administrative Services – Central Procurement Bureau Review (For Agency use only)

- ☐ Contractor's Bid is rejected as non-compliant because of one or more of the following reasons:
- ☐ Contractor's Bid is rejected due to not submitting a fully completed Form 22 to either request or not request confidential treatment of information.
 - ☐ Contractor's Bid is rejected due to the request to treat the entire response as confidential.
 - ☐ Contractor's Bid is rejected due to the request to treat Bid pricing as confidential.
 - ☐ Contractor requested confidentiality without submitting a **fully completed** Form 22.
 - ☐ Contractor requested confidentiality and failed to conspicuously mark such material as confidential within its Bid in accordance with the RFB.
 - ☐ Contractor requested confidentiality without submitting a public copy of its Bid with the confidential information redacted.
 - ☐ Contractor requested confidentiality on material in contravention of the RFB.
 - ☐ Other: _____.
- ☐ Contractor's submission is accepted.¹

Purchasing Agent Signature

Date

RFB Number

RFB Title

NOTE: Agency's acceptance of Contractor's submission should not be construed as Agency's approval of Contractor's request for confidentiality. Instead, acceptance of Contractor's submission simply means that Agency believes Contractor's Form 22 appears fully completed in accordance with the RFB.