

## Request for Bid

**Iowa Workforce Development  
Annual Envelope Contract  
12-10-21**

**RFB121021-01**

**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 December 10, 2021**

Bids will be opened and recorded **2:30p.m December 10, 2021**

Contracts will be awarded **2:30 p.m. December 10, 2021** 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 Workforce Development**

**Specification on page two through thirteen  
Bid sheet on page fourteen through Eighteen  
Form 22 – Request for Confidentiality**

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

- AGENCY:** Iowa Workforce Development
- PROCUREMENT OFFICER:** For clarification of the specifications or to answer any question on this project vendors must contact Stella Sussex, Public Service Manager, 515-954-0755, Department of Administrative Services (DAS) Print, 1305 E Walnut St Level A, Des Moines, IA 50319, [stella.sussex@iowa.gov](mailto:stella.sussex@iowa.gov). Vendors shall not contact Iowa Workforce Development or any of it's representative before the bid is awarded. If vendors contact IWD or a representative for IWD their bid will not be accepted.
- DESCRIPTION:** Envelope Contract. See attached specifications for each envelope. Specifications are Firm and should not be wavered from
- QTY:** 1,000 - 2,500 - 5,000 - 10,000 - 20,000 - 50,000 - 100,000 - 200,000  
The vendor is only to produce/print and deliver the envelope when they receive a purchase order from the agency. IWD will place an order for each envelope as it is needed throughout the year. IWD will only order the envelopes on an as needed basis.
- FORMAT:** #9 Envelopes, #9 Window Envelopes, #10 Regular Envelopes, #10 Regular with inside tint, #10 Window Envelopes, #10 Window Envelopes with security tint, 10 x 13 Catalog Envelope
- SIZE:** see attached specifications
- PAGES:** see attached specifications
- IMPRINTING:** No imprinting of union, manufacturing, or printer logo should appear anywhere on the envelope.
- STOCK:** Standard envelopes are to be 24# white wove recycled stock  
Catalog envelopes are to be 24# White wove recycled stock  
Recycled stock should be 30% post consumer waste
- COPY STATUS** Copy will be furnished in a PDF format to vendor. On any envelopes that requires an Endorsement or Intelligent Mail Barcode the vendor must make sure they are printing the correct endorsement and the intelligent mail barcode (IMb) on the envelopes to be in compliance with the USPS postal regulation. If the vendor receives artwork from IWD that does meet the USPS postal requirements they are to notify IWD immediately. Vendor must not change artwork that IWD supplies them.  
There are several different versions of each type of envelopes, there will be plate changes required, vendor will be required to submit a plate change price on the bid. The vendor may only charge a plate charge on new plates that will be made.  
All pricing must be included in your bid quote.
- All negatives, dies and artwork remain the property of the state of Iowa and must be surrendered upon demand
- PRINTING:** See attached specifications. Some envelopes print in black only. Others print in two Color. There are several different versions of each type of envelopes, there will be plate changes required, vendor will be required to submit a plate change price on the bid. The vendor may only charge a plate charge on new plates that will be made. There must not be any printing of unions, manufacturing identity or vendor logos on the envelopes.  
Soy Oil based inks required

- PROOF:** Electronic PDF Proofs are required on all jobs, even reprints. Proof must indicate the size of the envelope and any window placement and location. Proofs must indicate color of ink that will be printed on the envelope. All Proofs are to be sent to Renee Cooper, Executive Officer, 515-281-6410 [Renee.Cooper@iwd.iowa.gov](mailto:Renee.Cooper@iwd.iowa.gov) and Mike Drottz, Purchasing Agent, 515-725-4157 [Michael.Drottz@iwd.iowa.gov](mailto:Michael.Drottz@iwd.iowa.gov), IWD, 1000 East Grand Ave, Des Moines, IA 50319. Proofs must be approved by the Executive Officer or Purchasing Agent before final production, otherwise, the finished product may be denied and returned to the vendor.
- CONSTRUCTION:** See attached individual envelope specifications.  
Vendor must have all dies for this envelope construction.  
These envelopes will be used on 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.
- PACKAGING:** Box in 500 per box and 2500 per carton. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification.  
IWD's equipment will not handle over 1500 lbs., no more than 4 tiers to be stacked on a pallet.  
Cartons not to exceed 35#.
- PRODUCTIN SCHEDULE:** Proof required within 5 working days from the time the customer places the order. For standard envelopes under 50,000 quantity delivery is expected in 10 days after the proof is approved. For orders over 100,000 quantity or for catalog order envelopes, delivery is required 15 working days after the proof is approved. Orders will be grouped when possible, however, bidders must base their bids on the orders coming to them as supplies are depleted, on an individual basis.  
Penalty Clause will be enforced for late deliveries.
- DELIVERY:** Iowa Workforce Development Stock Room, 1000 East Grand Ave, Des Moines, IA50319. The dock will not accommodate semi trucks, orders must be delivered in a straight truck. All orders delivered in the Des Moines Metropolitan area will ship F.O.B. Destination. Occasionally some envelopes are required to be shipped within the state of Iowa to other districts, the vendor must include in their pricing matrix of the total costs for shipping for each quantity.
- BID PRICE:** Vendor must include the per thousand and the total cost for each envelope Quantity on the price sheet. Vendor must include the total cost for shipping Within the state of Iowa to other districts. Vendor must give a cost for a plate change.
- NOTE:** During the previous contract year IWD ordered approximately 1,700,000 envelopes.

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

**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.**

**CONTRACT TERMS:** The annual envelope contract will begin on November 26, 2021 for one year with up to five additional one year, renewed annually upon written agreement of the customer, vendor and Iowa OCIO Print. The vendor must provide written renewal notice 60 days prior to the end of the contract for review by the agency.

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

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

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 from the suppliers of the increased costs, or the state may terminate the contract upon notice of the price increase.

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

**BID AWARD:** The contract will be awarded to one bidder. Bids will be awarded on price and ability to meet delivery requirement. The state reserves the right to accept or reject any or all bids in the best interest of the state.

**NOTE:** The vendor is responsible for sending a knowledgeable representative to pick up artwork and retrieve proofs if required from Iowa Workforce Development.

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

**DESCRIPTION:** #9 Business Reply Mail Envelope

**QUANTITY:** 1,000 - 2,500 - 5,000 - 10,000 - 20,000 - 50,000 - 100,000 - 200,000  
state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

**PAGES:** 1

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

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

**PROOFS:** Electronic proofs are to be sent to Renee Cooper, Executive Officer, 515-281-6410 [Renee.Cooper@iwd.iowa.gov](mailto:Renee.Cooper@iwd.iowa.gov) and Mike Drottz, Purchasing Agent, 515-725-4157 [Michael.Drottz@iwd.iowa.gov](mailto:Michael.Drottz@iwd.iowa.gov), IWD, 1000 East Grand Ave, Des Moines, IA 50319.

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

**SIZE:** #9 – 8 7/8” x 3 7/8”

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

**BINDERY:** Diagonal seams, commercial flap, fully gummed, High Back

**PACKAGING:** Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. IWD's equipment will not handle over 1500 lbs., no more than 4 tiers to be stacked on a pallet. Cartons not to exceed 35#.

**DELIVERY:** Iowa Workforce Development Stock Room, 1000 East Grand Ave, Des Moines, IA50319. The dock will not accommodate semi trucks, orders must be delivered in a straight truck. All orders delivered in the Des Moines Metropolitan area will ship F.O.B. Destination. Occasionally some envelopes are required to be shipped within the state to other districts, the vendor must include in their pricing matrix a total costs for shipping for each quantity. All orders over 100,000 require the vendor to store and ship in smaller quantities upon request.

**DESCRIPTION:** #9 Courtesy Reply Mail Envelope

**QUANTITY:** 1,000 - 2,500 - 5,000 - 10,000 - 20,000 - 50,000 - 100,000 - 200,000  
state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

**PAGES:** 1

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

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

**PROOFS:** All Proofs are to be sent to Renee Cooper, Executive Officer, 515-281-6410  
[Renee.Cooper@iwd.iowa.gov](mailto:Renee.Cooper@iwd.iowa.gov) and Mike Drottz, Purchasing Agent, 515-725-4157  
[Michael.Drottz@iwd.iowa.gov](mailto:Michael.Drottz@iwd.iowa.gov), IWD, 1000 East Grand Ave, Des Moines, IA 50319.

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

**SIZE:** #9 – 8 7/8” x 3 7/8”

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

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

**PACKAGING:** Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. IWD's equipment will not handle over 1500 lbs., no more than 4 tiers to be stacked on a pallet. Cartons not to exceed 35#.

**DELIVERY:** Iowa Workforce Development Stock Room, 1000 East Grand Ave, Des Moines, IA50319. The dock will not accommodate semi trucks, orders must be delivered in a straight truck. All orders delivered in the Des Moines Metropolitan area will ship F.O.B. Destination. Occasionally some envelopes are required to be shipped within the state to other districts, the vendor must include in their pricing matrix a total costs for shipping for each quantity. All orders over 100,000 require the vendor to store and ship in smaller quantities upon request.

- DESCRIPTION:** #9 Courtesy Reply Mail Window Envelope
- QUANTITY:** 1,000 - 2,500 - 5,000 - 10,000 - 20,000 - 50,000 - 100,000 - 200,000  
state of Iowa does not accept under-runs and will not pay for more than a 5% over-run
- PAGES:** 1
- COMPOSITION:** Electronic PDF file will be available. Vendor must make sure they are printing the intelligent mail barcode (IMb) on this envelope to be in compliance with the USPS postal regulation.  
All negatives, dies and artwork remain the property of the state of Iowa and must be surrendered upon demand
- PROOFS:** All Proofs are to be sent to Renee Cooper, Executive Officer, 515-281-6410  
[Renee.Cooper@iwd.iowa.gov](mailto:Renee.Cooper@iwd.iowa.gov) and Mike Drottz, Purchasing Agent, 515-725-4157  
[Michael.Drottz@iwd.iowa.gov](mailto:Michael.Drottz@iwd.iowa.gov), IWD, 1000 East Grand Ave, Des Moines, IA 50319.
- PRESS:** 1/0 one color black ink one side, no bleeds  
Soy-oil based ink required
- SIZE:** #9 – 8 7/8” x 3 7/8”
- STOCK:** 24# white wove recycled, must be 30% post consumer waste
- BINDERY:** Diagonal seams, commercial flap fully gummed, High Back  
Poly Film Window  
Window size: 3 3/4” x 1 1/8”  
Window located: 1/2” from left edge and 1/2” from bottom edge
- PACKAGING:** Box in 500’s and carton in 2,500’s. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. IWD’s equipment will not handle over 1500 lbs., no more than 4 tiers to be stacked on a pallet. Cartons not to exceed 35#.
- DELIVERY:** Iowa Workforce Development Stock Room, 1000 East Grand Ave, Des Moines, IA50319.  
The dock will not accommodate semi trucks, orders must be delivered in a straight truck. All orders delivered in the Des Moines Metropolitan area will ship F.O.B. Destination. Occasionally some envelopes are required to be shipped within the state to other districts, the vendor must include in their pricing matrix a total costs for shipping for each quantity. All orders over 100,000 require the vendor to store and ship in smaller quantities upon request.

**DESCRIPTION:** #10 Regular Envelope

**QUANTITY:** 1,000 - 2,500 - 5,000 - 10,000 - 20,000 - 50,000 - 100,000 - 200,000  
state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

**PAGES:** 1

**COMPOSITION:** Electronic PDF file will be available. On any envelopes that require an Endorsement the vendor must make sure they are printing the correct endorsement on the envelopes to be in compliance with the USPS postal regulation.

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

**PROOFS:** All Proofs are to be sent to Renee Cooper, Executive Officer, 515-281-6410  
[Renee.Cooper@iwd.iowa.gov](mailto:Renee.Cooper@iwd.iowa.gov) and Mike Drottz, Purchasing Agent, 515-725-4157  
[Michael.Drottz@iwd.iowa.gov](mailto:Michael.Drottz@iwd.iowa.gov), IWD, 1000 East Grand Ave, Des Moines, IA 50319.

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

**SIZE:** #10 – 4 1/8” x 9 1/2”

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

**BINDERY:** Diagonal seams, commercial flap, fully gummed, High Back

**PACKAGING:** Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. IWD's equipment will not handle over 1500 lbs., no more than 4 tiers to be stacked on a pallet. Cartons not to exceed 35#.

**DELIVERY:** Iowa Workforce Development Stock Room, 1000 East Grand Ave, Des Moines, IA50319. The dock will not accommodate semi trucks, orders must be delivered in a straight truck. All orders delivered in the Des Moines Metropolitan area will ship F.O.B. Destination. Occasionally some envelopes are required to be shipped within the state to other districts, the vendor must include in their pricing matrix a total costs for shipping for each quantity. All orders over 100,000 require the vendor to store and ship in smaller quantities upon request.

**DESCRIPTION:** #10 Regular Envelope with Inside Tint

**QUANTITY:** 1,000 - 2,500 - 5,000 - 10,000 - 20,000 - 50,000 - 100,000 - 200,000  
state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

**PAGES:** 1

**COMPOSITION:** Electronic PDF file will be available. On any envelopes that require an Endorsement the vendor must make sure they are printing the correct endorsement on the envelopes to be in compliance with the USPS postal regulation.

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

**PROOFS:** All Proofs are to be sent to Renee Cooper, Executive Officer, 515-281-6410  
[Renee.Cooper@iwd.iowa.gov](mailto:Renee.Cooper@iwd.iowa.gov) and Mike Drottz, Purchasing Agent, 515-725-4157  
[Michael.Drottz@iwd.iowa.gov](mailto:Michael.Drottz@iwd.iowa.gov), IWD, 1000 East Grand Ave, Des Moines, IA 50319.

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

**SIZE:** #10 – 4 1/8” x 9 1/2”

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

**BINDERY:** Diagonal seams, commercial flap, fully gummed, High Back

**PACKAGING:** Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. IWD's equipment will not handle over 1500 lbs., no more than 4 tiers to be stacked on a pallet. Cartons not to exceed 35#.

**DELIVERY:** Iowa Workforce Development Stock Room, 1000 East Grand Ave, Des Moines, IA50319. The dock will not accommodate semi trucks, orders must be delivered in a straight truck. All orders delivered in the Des Moines Metropolitan area will ship F.O.B. Destination. Occasionally some envelopes are required to be shipped within the state to other districts, the vendor must include in their pricing matrix a total costs for shipping for each quantity. All orders over 100,000 require the vendor to store and ship in smaller quantities upon request.

**DESCRIPTION:** #10 Window Envelope

**QUANTITY:** 1,000 - 2,500 - 5,000 - 10,000 - 20,000 - 50,000 - 100,000 - 200,000  
state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

**PAGES:** 1

**COMPOSITION:** Electronic PDF file will be available. On any envelopes that require an Endorsement the vendor must make sure they are printing the correct endorsement on the envelopes to be in compliance with the USPS postal regulation.

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

**PROOFS:** All Proofs are to be sent to Renee Cooper, Executive Officer, 515-281-6410  
[Renee.Cooper@iwd.iowa.gov](mailto:Renee.Cooper@iwd.iowa.gov) and Mike Drottz, Purchasing Agent, 515-725-4157  
[Michael.Drottz@iwd.iowa.gov](mailto:Michael.Drottz@iwd.iowa.gov), IWD, 1000 East Grand Ave, Des Moines, IA 50319. .

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

**SIZE:** #10 – 4 1/8” x 9 1/2”

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

**BINDERY:** Diagonal seams, commercial flap, fully gummed, High Back  
Poly Window Film  
Window Size: 4 1/2” x 1 1/8”  
Window Located: 7/8” from left edge and 5/8” from bottom

**PACKAGING:** Box in 500’s and carton in 2,500’s. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. IWD’s equipment will not handle over 1500 lbs., no more than 4 tiers to be stacked on a pallet. Cartons not to exceed 35#.

**DELIVERY:** Iowa Workforce Development Stock Room, 1000 East Grand Ave, Des Moines, IA50319. The dock will not accommodate a semi trucks, orders must be delivered in a straight truck. All orders delivered in the Des Moines Metropolitan area will ship F.O.B. Destination. Occasionally some envelopes are required to be shipped within the state to other districts, the vendor must include in their pricing matrix a total costs for shipping for each quantity. All orders over 100,000 require the vendor to store and ship in smaller quantities upon request.

**DESCRIPTION:** #10 Window Envelope

**QUANTITY:** 1,000 - 2,500 - 5,000 - 10,000 - 20,000 - 50,000 - 100,000 - 200,000  
state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

**PAGES:** 1

**COMPOSITION:** Electronic PDF file will be available. On any envelopes that require an Endorsement the vendor must make sure they are printing the correct endorsement on the envelopes to be in compliance with the USPS postal regulation.

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

**PROOFS:** All Proofs are to be sent to Renee Cooper, Executive Officer, 515-281-6410  
[Renee.Cooper@iwd.iowa.gov](mailto:Renee.Cooper@iwd.iowa.gov) and Mike Drottz, Purchasing Agent, 515-725-4157  
[Michael.Drottz@iwd.iowa.gov](mailto:Michael.Drottz@iwd.iowa.gov), IWD, 1000 East Grand Ave, Des Moines, IA 50319.

**PRESS:** 2/0 two color black ink and PMS 199 Red ink one side, no bleeds  
Soy-oil based ink required

**SIZE:** #10 – 4 1/8” x 9 1/2”

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

**BINDERY:** Diagonal seams, commercial flap, fully gummed, High Back  
Poly window film  
Window Size: 4 1/2” x 1 1/8”  
Window Located: 7/8” from left edge and 5/8” from bottom

**PACKAGING:** Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. IWD's equipment will not handle over 1500 lbs., no more than 4 tiers to be stacked on a pallet. Cartons not to exceed 35#.

**DELIVERY:** Iowa Workforce Development Stock Room, 1000 East Grand Ave, Des Moines, IA50319. The dock will not accommodate a semi trucks, orders must be delivered in a straight truck. All orders delivered in the Des Moines Metropolitan area will ship F.O.B. Destination. Occasionally some envelopes are required to be shipped within the state to other districts, the vendor must include in their pricing matrix a total costs for shipping for each quantity. All orders over 100,000 require the vendor to store and ship in smaller quantities upon request.

**DESCRIPTION:** #10 Window Envelope with inside tint

**QUANTITY:** 1,000 - 2,500 - 5,000 - 10,000 - 20,000 - 50,000 - 100,000 - 200,000  
state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

**PAGES:** 1

**COMPOSITION:** Electronic PDF file will be available. On any envelopes that require an Endorsement the vendor must make sure they are printing the correct endorsement on the envelopes to be in compliance with the USPS postal regulation.

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

**PROOFS:** All Proofs are to be sent to Renee Cooper, Executive Officer, 515-281-6410  
[Renee.Cooper@iwd.iowa.gov](mailto:Renee.Cooper@iwd.iowa.gov) and Mike Drottz, Purchasing Agent, 515-725-4157  
[Michael.Drottz@iwd.iowa.gov](mailto:Michael.Drottz@iwd.iowa.gov), IWD, 1000 East Grand Ave, Des Moines, IA 50319.

**PRESS:** 2/0 two color black ink and PMS 199 Red ink one side, inside tint required, no bleeds  
Soy-oil based ink required

**SIZE:** #10 – 4 1/8” x 9 1/2”

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

**BINDERY:** Diagonal seams, commercial flap, fully gummed, High Back  
Poly Window Film  
Window Size: 4 1/2” x 1 1/8”  
Window Located: 7/8” from left edge and 5/8” from bottom

**PACKAGING:** Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. IWD's equipment will not handle over 1500 lbs., no more than 4 tiers to be stacked on a pallet. Cartons not to exceed 35#.

**DELIVERY:** Iowa Workforce Development Stock Room, 1000 East Grand Ave, Des Moines, IA50319. The dock will not accommodate a semi trucks, orders must be delivered in a straight truck. All orders delivered in the Des Moines Metropolitan area will ship F.O.B. Destination. Occasionally some envelopes are required to be shipped within the state to other districts, the vendor must include in their pricing matrix a total costs for shipping for each quantity. All orders over 100,000 require the vendor to store and ship in smaller quantities upon request.

**DESCRIPTION:** 10 x 13 Envelope - Catalog

**QUANTITY:** 1,000 - 2,500 - 5,000 - 10,000 - 20,000 - 50,000 - 100,000 - 200,000  
state of Iowa does not accept under-runs and will not pay for more than a 5% over-run

**PAGES:** 1

**COMPOSITION:** Electronic PDF file will be available. On any envelopes that require an Endorsement the vendor must make sure they are printing the correct endorsement on the envelopes to be in compliance with the USPS postal regulation.

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

**PROOFS:** All Proofs are to be sent to Renee Cooper, Executive Officer, 515-281-6410  
[Renee.Cooper@iwd.iowa.gov](mailto:Renee.Cooper@iwd.iowa.gov) and Mike Drottz, Purchasing Agent, 515-725-4157  
[Michael.Drottz@iwd.iowa.gov](mailto:Michael.Drottz@iwd.iowa.gov), IWD, 1000 East Grand Ave, Des Moines, IA 50319.

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

**SIZE:** 10" x 13"

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

**BINDERY:** Center seam, commercial flap, Peel and Seal Flap.

**PACKAGING:** Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form#, description, purchase order number and date order was placed. Place one envelope on the exterior of the carton for easy identification. IWD's equipment will not handle over 1500 lbs., no more than 4 tiers to be stacked on a pallet. Cartons not to exceed 35#.

**DELIVERY:** Iowa Workforce Development Stock Room, 1000 East Grand Ave, Des Moines, IA50319. The dock will not accommodate a semi trucks, orders must be delivered in a straight truck. All orders delivered in the Des Moines Metropolitan area will ship F.O.B. Destination. Occasionally some envelopes are required to be shipped within the state to other districts, the vendor must include in their pricing matrix a total costs for shipping for each quantity. All orders over 100,000 require the vendor to store and ship in smaller quantities upon request.

Quantity	1,000	2,500	5,000	10,000	20,000
<b>Item</b>					
#9 BRM Envelope - Per/M					
Total					
#9 CRM Envelope - Per/M					
Total					
#9 CRM Window Envelope - -----Per/M					
Total					
#10 Regular Envelope - Per/M					
Total					
#10 Regular Envelope with inside tint - Per/M					
Total					
**add this amount for shipping to one field office - Total					

Signature	
Company Name and Phone #	
Date	

RFB121021-01

Quantity	50,000	100,000	200,000
<b>Item</b>			
#9 BRM Envelope - Per/M			
Total			
#9 CRM Envelope - Per/M			
Total			
#9 CRM Window Envelope - -----Per/M			
Total			
#10 Regular Envelope - -----Per/M			
Total			
#10 Regular Envelope with inside tint Per/M			
Total			
**add this amount for shipping to one field office - Total			

Signature	
Company Name and Phone #	
Date	

Quantity	1,000	2,500	5,000	10,000	20,000
<b>Item</b>					
#10 Window Envelope one color - Per/M					
Total					
#10 Window Envelope two color - Per/M					
Total					
#10 Window Envelope with security tint two color - Per/M					
Total					
10 x 13 Envelope Catalog - Per/M					
Total					
**add this amount for shipping to one field office - Total					

Signature	
Company Name and Phone #	
Date	

Quantity	50,000	*100,000	*200,000
<b>Item</b>			
#10 Window Envelope one color Per/M			
Total			
#10 Window Envelope two color - Per/M			
Total			
#10 Window Envelope with security tint two color - Per/M			
Total			
10 x 13 Envelope Catalog - Per/M			
Total			
**add this amount for shipping to one field office - Total			

Signature	
Company Name and Phone #	
Date	

**BID AS FOLLOWS:**

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

Plate Charge per specifications...../Total

**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 MADE BY FAX (515/242-6307) TO THOSE WITH BID BONDS IN EFFECT (OR CERTIFIED CHECK IN LIEU THEREOF) if required. 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](mailto:stella.sussex@iowa.gov) , Public Service Manager, phone number is 515-954-0755. Vendors are not to 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 THE SUPERINTENDENT OF PRINTING.**

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

Signed by \_\_\_\_\_ for \_\_\_\_\_  
(Telephone) (Company Name)

Print Name \_\_\_\_\_ E-mail \_\_\_\_\_

Contact representative: \_\_\_\_\_ 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.<sup>1</sup>

\_\_\_\_\_  
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.