

Event Summary - Statewide Reprographics Services

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|--------------------|--------------------------|-------------------------|------------------------|
| Vendor: | Rapids Reproductions Inc | Type | RFB - Request for Bids |
| Number | 005-RFB-1332-2025 | Organization | DASlowa |
| Currency | US Dollar | Exported on | 10/25/2024 |
| Exported by | Michael Bradbury | Payment Terms | 0% 0, Net 60 |
| Sealed Bid | Yes | Intend to Submit | Yes |
| Bid Total | 0.00 USD | | |

Event Dates

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|----------------------------------|--|
| Time Zone | CDT/CST - Central Standard Time (US/Central) |
| Released | - |
| Open | 10/7/2024 8:00 AM CDT |
| Close | 10/25/2024 2:00 PM CDT |
| Submission Date | 10/25/2024 8:22 AM CDT |
| Sealed Bid | 10/25/2024 2:00 PM |
| Question Submission Close | 10/18/2024 2:00 PM CDT |

Event Users

| | |
|--|-----------------|
| Contacts | |
| Michael Bradbury | |
| michael.bradbury@iowa.gov | |
| Phone | +1 515-823-9327 |

Description

The purpose of this Request for Bids (RFB) is to solicit bids from qualified providers to provide the goods and/or services described further in this RFB to the Lead Agency and any Participating Agencies. The Lead Agency intends to award a contract(s) beginning and ending on the dates listed in the solicitation, and the Lead Agency may extend the contract(s) for up to the number of annual extensions identified in the solicitation at the sole discretion of the Lead Agency. Any contract(s) resulting from the RFB shall not be an exclusive contract.

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for the Lead Agency's and Participating Agencies' benefit and is intended to provide the Lead Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for the submission of a comprehensive Bid.

It is advised to "Save Progress" often and especially after uploading documents.

NOTE: Anytime the Bidder opens their bid after the initial submission, they MUST certify and resubmit. No information will be lost from the initial submission.

NOTE: Bidder must approve and resubmit their bid after an amendment has been posted by the Issuing Officer. If the bid was submitted before the amendment, all information will be saved. The Bidder only needs to read and acknowledge the amendment.

Instructions for Amendments: Answer the newly posted question in the Questions Section, and CERTIFY and SUBMIT your bid again (if previously submitted).

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The State intends to award one Master Agreement, but reserves the right to award to multiple vendors in any or all geographic locations. The MA's may be awarded to one vendor or a combination of vendors. There will be no pre-bid meeting and no bid or performance security will be required. The State is exempt from all taxes and no taxes should be included in your proposal or billings.

Once MA's are awarded the State reserves the right to place a job or jobs with any of the MA vendors if the State deems it to be in the State's best interests. We anticipate 50-60 reprographic jobs annually, the majority of which will be electronic. The State of Iowa does not guarantee any minimum number of annual purchases.

Answer questions on solicitation accordingly

Please note that Exhibit A - Cost Proposal Form must be uploaded into prerequisite question 3 for the bid consideration.

Contract Term

The term of the contract will begin December 10th, 2024 and end on December 9th, 2025.

The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to Five (5) annual extensions. The resulting contract will be available to all State Agencies.

Specifications:

All items listed in this Section are Bid Specifications. A successful Bidder must be able to satisfy all these specifications to be deemed a Responsible Bidder.

- Vendor must have the capabilities to provide high quality duplication services for all paper sizes in black and white as well as color formats
- Vendor must have the capability to maintain a secure public website for the distribution of plans, specifications and addendums. Vendor must require password protection for electronic distribution and be able to audit those that view, print and/or download documents and maintain a list of plan holders available to the public continuously.

- Vendor must issue invitations to their database of contacts and public plan rooms on behalf of the State of Iowa on all projects they list.
- Vendor must list a project to their website and make plans and documents available to the public electronically and in hard copy within 2 working days.
- Vendor must accept a MBI card or case or credit card for plan deposit and refund the deposit in full if the plan set is returned within 14 calendar days of the bid due date.
- Vendor must make services available to the political subdivisions of the State of Iowa.
- Subcontracting is prohibited unless specifically authorized in writing by the issuing officer of CPB. Subcontractors shall perform to the same standards expected of vendors and the vendor accepts full responsibility for their subcontractor's work.

Prerequisites

★ Required to Enter Bid

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★ Instructions To Vendor :
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Certification
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Vendor Must Also Upload a File:
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Prerequisite Content:



Bidder certifies that the contents of this Bid submitted are true and accurate. Bidder also certifies that Bidder has not knowingly made any false statements in its Bid.

Certification of Independence

I certify that I am a representative of Bidder expressly authorized to make the following certifications on behalf of Bidder. By submitting a Bid in response to the RFB, I certify on behalf of the Bidder the following:

1. The Bid has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Bid has been developed independently, without consultation, communication or agreement with any other Bidder or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Bid has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Bidder to induce any other Bidder to submit or not to submit a Bid for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Bidder and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

I certify that, to the best of my knowledge, neither Bidder nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Bid been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Bid had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Bidder knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2013)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Bidders to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Bid in response to the (RFB), the Bidder certifies the following:

- Bidder is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; **OR**
- Bidder is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in *Iowa Code subsections 423.1(47) and (48)*.

Bidder also acknowledges that the Agency may declare the Bidder's Bid or resulting contract void if the above certification is false. The Bidder also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

2 ★ **Instructions To Vendor :**

Bidder shall read and authorize to release information for their Bid.

Certification

Bidder certifies that they have read and agree to the Authorization to Release Information.



Vendor Must Also Upload a File:

No

Prerequisite Content:

Bidder hereby authorizes the Iowa Department of Administrative Services ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Bids (RFB).

The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.

The Bidder hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Bidder in response to the RFB.

The Bidder authorizes representatives of the Agency to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Bid submitted in response to RFB.

The Bidder further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Bidder's Bid. The Bidder hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Bidder that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency in the evaluation and selection of a successful Bidder in response to RFB.

★ **Instructions To Vendor :**

[Bidder to download, complete, and upload Exhibit A - Cost Proposal Form Here](#)

Prerequisite Content:

Exhibit A - Cost Proposal File

| | |
|---|---|
| 005-RFB-1332-2025 - Exhibit A - Cost Proposal Form.xlsx | ../../../../Attachments/PrereqAttachments/005-RFB-1332-2025 - Exhibit A - Cost Proposal Form.xlsx |
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Certification

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Vendor Must Also Upload a File:

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Vendor Attachment:

Bid Price

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Buyer Attachments

005-RFB-1332-2025 - Statewide
Reprographics Services.pdf

005-RFB-1332-2025 - Statewide
Reprographics Services.pdf

../Attachments/005-RFB-1332-2025
- Statewide Reprographics
Services.pdf

005-RFB-1332-2025 - Exhibit A - Cost
Proposal Form.xlsx

005-RFB-1332-2025 - Exhibit A -
Cost Proposal Form.xlsx

../Attachments/005-RFB-1332-2025
- Exhibit A - Cost Proposal Form.xlsx

Vendor Attachments

| | | |
|----------------|----------------|---|
| Bid Price.xlsx | Bid Price.xlsx | ../SupplierAttachments/SupplierAttachments/Bid Price.xlsx |
|----------------|----------------|---|

Questions

★ Vendor Response Is Required

Page1

Group 1: Form of Bid

- 1.1 Enter the Bidder's contact name, telephone number, email address, and shipping address for questions regarding this solicitation. ★
Text (Multi-Line)
Bradley Mohwinkle, 319-364-2473, bradm@rapidsrepro.com, 6015 Huntington Ct. NE Cedar Rapids, IA 52402
- 1.2 Enter the number of years the Bidder has been in business in the text box. ★
Numeric Text Box
75.00
- 1.3 Enter the number of years of experience the Bidder has with providing the types of goods and/or services sought by the solicitation. ★
Text (Single Line)
30
- 1.4 Describe the level of technical experience in providing the types of goods and/or services sought by the solicitation. Enter the information in the the text box or upload a document to the Vendor Attachments Section and enter "see attached" in the text box. ★
Text (Multi-Line)
For 75 years, we've been a trusted provider in the blueprint and construction printing industry. Our roots go back to the days of producing true blueprints using ammonia Diazo machines. Over time, we've adapted to advancements in technology, and today, we proudly offer digital printing services. One of our key innovations is our online plan room, which allows clients to conveniently download prints and place orders for physical copies. This system also helps us keep track of who places orders and when, ensuring efficient project management. Additionally, we notify clients when addendums are issued, so they always have the most up-to-date information. With six locations throughout Iowa, we are well-positioned to serve a wide range of clients, including small builders, city governments, and large general contractors. Our team consists of experienced employees, many of whom have been with us for over a decade, bringing a wealth of knowledge to each project. Our expertise spans both large and small-format printing, and we are fully equipped to handle all types of jobs. At every stage, from reviewing specifications to final production, we ensure accuracy and quality. We double-check prints and specifications before starting the printing process to guarantee that everything is correct, saving our clients time and minimizing costly errors. To maintain smooth operations, we also make sure to stock all necessary supplies so that projects run without interruption. Our commitment to quality, accuracy, and client satisfaction has allowed us to build lasting relationships with a diverse range of clients over the years. With a dedicated team, cutting-edge technology, and a solid reputation, we continue to deliver reliable printing services for the construction industry across Iowa.
- 1.5 Bidder shall read, fill-out and upload the Terminations, Litigation and Debarment document. ★
File Upload
Terminations.pdf - ../SupplierAttachments/QuestionAttachments/Terminations.pdf
Terminations, Litigation and Debarment Document -
- 1.6 Is the Bidder requesting confidential treatment of specific information? ★
Yes/No
No
- 1.7 A Bidder requesting confidential treatment of specific information shall fully complete the form attached. In the Items Section, mark each good or service upon which the Bidder believes confidential information appears. ★
File Upload
No response.
Form 22 - ../Attachments/QuestionAttachments/Form 22 -11.22.pdf

1.8 The State of Iowa requires shipping to be FOB Destination, Freight Prepaid. Does the Bidder agree to the terms? ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
Bidder agrees

Group 2: Terms and Conditions

2.1 Bidder shall read the RFB Definitions and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT agree to the Definitions (submit exceptions question)
Bidder agrees
Definitions - ../Attachments/QuestionAttachments/RFB - Definitions.pdf

2.2 Bidder shall read the Administrative Terms and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit Exceptions question)
Bidder agrees
Administrative Terms - ../Attachments/QuestionAttachments/Administrative Terms 11.22.pdf

2.3 Bidder shall read the Specification Terms and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
Bidder agrees
Specifications - ../Attachments/QuestionAttachments/Specifications 11.22.pdf

2.4 Bidder shall read the Terms and Conditions for GOODS and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
Bidder agrees
Terms and Conditions for GOODS - ../Attachments/QuestionAttachments/GOODS Terms and

2.5 Bidder shall read the Terms and Conditions for SERVICES and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
Bidder agrees
Terms and Conditions for SERVICES - ../Attachments/QuestionAttachments/SERVICES Terms and

2.6 Bidder shall read the Insurance Requirements and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Insurance Requirements (submit exceptions question)
Bidder agrees
Insurance Requirements - ../Attachments/QuestionAttachments/Insurance Requirements RFB.pdf

2.7 The Bidder hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Bidder, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Bidder for the performance of the resulting Contract. Bidder shall enter a response. ★
Dropdown List (Pick One)

Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Bidder agrees

- 2.8 Public Entities (Political Subdivisions) - The resulting Contract will be made available to Political Entities, i.e. cities, counties, and schools. Bidder shall enter a response. ★

Dropdown List (Pick One)

Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Bidder agrees

- 2.9 Nonprofit Entities - The resulting Contract will be made available to nonprofit entities that qualify under I.R.S. § 501 (c) provisions. Bidder shall enter a response. ★

Dropdown List (Pick One)

Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Bidder agrees

Group 3: Payment Terms

- 3.1 Payment Terms - Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder. Does the Bidder agree to the terms? ★

Dropdown List (Pick One)

Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Bidder agrees

- 3.2 Terms of Pcard Acceptance - The State of Iowa prefers to pay Bidders using its Purchasing Card Program (Pcard) whenever possible. Bidders accepting Pcard payments shall comply with the Terms of Pcard Acceptance. ★

Dropdown List (Pick One)

Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Bidder agrees

P-Card Acceptance - ../../Attachments/QuestionAttachments/Terms of Pcard Acceptance 11.22.pdf

- 3.3 Required Use of Pcard - All payments, by State of Iowa agencies, against the resulting Contract(s) will require use of the State of Iowa Pcard. Does the Bidder agree? ★

Dropdown List (Pick One)

Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Bidder agrees

P-Card Acceptance - ../../Attachments/QuestionAttachments/Terms of Pcard Acceptance 11.22.pdf