

Cut Sheet Warrants
Iowa Department of Administrative Services - Print
02-17-2023

RFB# 021723-01

State of Iowa DAS PRINT
Hoover State Office Building Des Moines 50319

The State DAS Print will receive sealed proposals until 2:30 P.M. February 17, 2023

Bids will be opened and recorded 2:30 P.M on February 17, 2023

Contracts will be awarded 2:30 p.m. February 17, 2023 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.

Cut Sheet Warrants

for

Iowa Department of Administrative Services – DAS Print

400,000 Cut Sheet Warrants

**Specifications on page two, three and four
Bid sheet on page five**

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

AGENCY: Iowa Department of Administrative Services – DAS Print

DESCRIPTION: Cut Sheet Warrants with consecutive numbering on the back of the warrant

PROCUREMENT OFFICER: Stella Sussex
Iowa Department of Administrative Services
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.

QUESTIONS: Vendor shall submit their questions request for clarification in writing to the Procurement Officer, Stella Sussex.

Written questions must be submitted from Contractors by: **February 15, 2023 by 12:00 p.m.**
Questions will not be accepted after this date and time.

Agency Responses to questions will be posted by: **February 15, 2023 by 5:00 p.m.**

QTY: 400,000
No Over-runs or Under-runs will be allowed on orders.
This quantities usage will last for about four or five months. During certain times of the year the usage may be more frequent.

FORMAT: Cut Sheet Warrants with consecutive numbering.
Each warrant prints a green pantograph on the face of the warrant.
All warrants have a common pantograph copy.
The consecutive control number will print on the back of the warrant.

SIZE: 8.5" x 11"

PAGES: 2

STOCK: 24# White Defensa Premium Security Gate-Printlock advanced toner adhesion coating Laser Cut Sheet.

COPY STATUS: PDF available

PROOFS: Paper samples and color proof required to Stella Sussex, 515-954-0755, DAS-Print, Hoover Bldg, 1305 E Walnut St, Level A, Des Moines, IA 50319

PRINTING:	<p>The face prints two colors – one pantone 345U Green color and black ink. The back prints one pantone 423C Gray color and red ink, the consecutive number will print in red ink. The consecutive numbering will be given to the awarded print vendor. Must be laser compatible inks as these will be sent back through a printer. Soy oil based inks required</p>
BINDING	<p>One full horizontal perforation across the 8.5” side located 3.5” from the bottom of the sheet.</p>
QUALITY:	<p>The quality and integrity of the warrant stock is critical. Warrant stock must be printed clearly, legibly and with consistent ink density. Printing should be free of slurring, offsetting, scratches, holes, or hickeys The consecutive numbers must run sequentially. There are to be no missing or duplicate numbers. Any warrants destroyed in production must be accounted for through written documentation to provide an audit trail. Warrants must comply with the Federal Reserves requirements for density and readability.</p> <p>Failure to meet the quality requirements outlined will jeopardize the contract. Replacement of any warrant stock and associated cost such as staff time, shipping, etc will be incurred by the vendor in full.</p> <p>Late delivery is subject to a one percent per day late charge.</p>
SECURITY:	<p>Production of the State warrants must be done in a secure environment. Artwork, negatives plates must be kept in a locked area when not in use. Any setup, over-run or spoilage during production must be destroyed and accounted for in writing. Transportation of the warrants must be in a secure locked vehicle. <u>Vendors bidding on the warrant printing must include a written statement detailing their security procedures. The security procedures must include the transportation of the warrants as well. If the vendor does not submit this information with their bid packet the bid may be non-compliant.</u></p>
PACKAGING:	<p>Carton and label clearly with warrant type, numbering series, quantity and Purchase Order number. Warrants are to be boxed in quantities of 2,000. Boxes must be full so they do not crush when stacked on top of each other. Boxes <u>must</u> be sealed with a security tape. Packaging must be provided in a manner that reduces any moisture or static gain to keep warrants from curling, or wrinkling. Bill of lading shall list the warrant series and box number for each box.</p>
PRODUCTION SCHEDULE:	<p>The vendor is to begin production of the warrants upon receiving a Delivery Order. The vendor will have 15 working days to deliver warrants.</p>

DELIVERY: The vendor contact representative must contact Stella Sussex at stella.sussex@iowa.gov or 515-954-0755 to schedule a delivery date and time to National Records, 2277 NE Broadway, Des Moines, IA 50317. Stella Sussex will coordinate the delivery date and time between all parties, which are, the DAS Print representative, a National Records employee and the Print vendor. A DAS representative and a National Records representative will check in the warrants when the vendor makes the delivery.
Cartons are not to exceed 35#'s.
F.O.B. DESTINATION.

TERMS & CONDITIONS: Are located at:
https://das.iowa.gov/sites/default/files/procurement/pdf/terms_goods_2016.pdf

NOTE: All usual rules and penalties as set forth by the Code of Iowa apply.
BID AWARD: Bids will be awarded to the lowest compliant bidder
The state of Iowa reserves the right to accept or reject any and all bids.

CONTRACT: The Master Agreement contract will be for one calendar year from the date of award. This contract may be renewed up to five additional years with written agreement of the contractor and the DAS Print representative.

Failure to perform or deliver an acceptable product can and will jeopardize the contract. When reasonable, vendors will be given an opportunity to take corrective action. If continued quality or service issues continue, or if the problem is of a serious nature the contract will be canceled by a 30 day written notice. This is a very critical product that must meet State and Federal Audit and Banking rules. There is no room for errors or quality issues that affect the acceptance of the warrant by the Federal Reserve.

This product must be produced within the Continental United States.

The vendor is to supply a point of contact representative. DAS Print will work with this individual on any and all correspondence dealing with the warrants.

Vendor contact information:

Contact Name: _____

Street Address: _____

City, State Zip _____

Phone: _____ Fax: _____

Cell: _____

Email: _____

BID AS FOLLOWS:

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

400,000 Cut Sheet Warrants per specifications.....\$_____ /per m (thousand)
(F.O.B. Destination)

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: Such Bids will be accepted up to 2:30 P.M. the day of the opening.

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 State of Iowa DAS Print 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)