

### Information for FMNP Checks and Folders

The Iowa Department of Agriculture (IDALS) is seeking quotes for production and delivery of checks for WIC and Seniors Farmers Market Nutrition Program (FMNP). These programs are Congressionally-authorized and designed to provide checks (i.e., coupons, vouchers) to WIC Participants and low-income Seniors that they may exchange for fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs. These programs are administered by the Iowa Department of Agriculture and Land Stewardship (IDALS) in cooperation with the Iowa Department on Aging, the state's Area Agencies on Aging, Iowa Department of Health and Human Services, and the state's local WIC clinics.

#### Scope of Work

If you are interested in this project, please provide details for a project that would produce and deliver checks meeting the following specifications:

- FMNP Check specifications.
  - Specifications for WIC FMNP and Senior FMNP checks
    - Checks printed with MICR line that includes, check number, bank number, and account number. Provided by IDALS after award.
    - Stock: 24# standard white check stock
    - Micro perforations to separate checks.
    - Bundled into shrink wrapped packaging of approximately 600 sheets each.
    - Proofs shall be approved by IDALS before printing.
  - WIC-specific check specification (see Attachment 1)
    - 62,200 sheets of checks
    - 186,600 checks with 3 checks per sheet.
    - Checks will be 3.67" tall and 8.5" long. (negotiable after award)
    - Consecutive numbering in upper right corner of check starting with 500001
    - Black text on gold-colored background (negotiable after award)
  - Senior-specific check specification (see Attachment 2)
    - 32,500 sheets
    - 162,500 checks, 5 checks per sheet
    - Checks will be 3.4" tall and 8.5" long (negotiable after award)
    - Consecutive numbering in upper right corner of check starting with 100001
    - Black text on green-colored background (negotiable after award)
- Shipping Information
  - Checks will be shipped to 27 locations provided by IDALS.
    - Attachment 5 lists tentative locations and amounts for each location, subject to modification after award.
  - Checks shall be shipped and arrive at their respective locations by May 15th.
    - **Please Note:** Failure to meet this deadline will result in a 1% penalty per calendar day.
  - Shipping boxes should be labeled with their contents and weigh no more than 25 pounds.
  - Shipping costs shall be included in quotes.

- Shall be securely stored until received by their destination organization.
- No overages or underages will be allowed.
- Proofs shall be completed no later than April 1<sup>st</sup>

Written questions, requests for clarification, and suggested changes from respondents are due by February 20<sup>th</sup> at 10:00 am. Answers should be posted by 5:00 pm on February 20<sup>th</sup>.

**Submit bid by 2:00 pm February 27, 2023 to:**

**Jonathan Koele**

Wallace State Office Building

502 E. 9<sup>th</sup> St. Des Moines, IA 50319

(515) 281.6877

[Jonathan.Koele@IowaAgriculture.gov](mailto:Jonathan.Koele@IowaAgriculture.gov)











Attachment 1-WIC check sample artwork (not to scale)

 <p><b>IOWA DEPARTMENT OF AGRICULTURE &amp; LAND STEWARDSHIP</b> Des Moines, IA 50319 515-242-6239</p> <p><b>2023 WIC</b> Farmers Market Nutrition Program</p> <p><i>NOT REDEEMABLE IN GROCERY STORES</i> Redeemable only at FMNP-certified vendor stalls and farmstands.</p> <p>Use checks June 1-October 31, 2023 for fresh, unprepared, locally grown fruits, vegetables and herbs only at authorized locations.</p> <p><small>50-264 213 Tomkins Trust Company, Ithaca, NY 14850</small></p>	<p>FARMER STAMP HERE</p> <div data-bbox="966 367 1128 514" style="border: 1px solid black; width: 100px; height: 70px;"></div> <p>Payment will be denied without FMNP authorized vendor stamp</p> <p>500001</p> <p>VALID DATES OF USE 6/01/23 - 10/31/23</p> <p>Pay Exactly <b>\$ 5.00</b> No Change Given</p> <p>X _____ MP Signature of Participant/Proxy at the time of purchase</p>
00000000 000000000 500001	
 <p><b>IOWA DEPARTMENT OF AGRICULTURE &amp; LAND STEWARDSHIP</b> Des Moines, IA 50319 515-242-6239</p> <p><b>2023 WIC</b> Farmers Market Nutrition Program</p> <p><i>NOT REDEEMABLE IN GROCERY STORES</i> Redeemable only at FMNP-certified vendor stalls and farmstands.</p> <p>Use checks June 1-October 31, 2023 for fresh, unprepared, locally grown fruits, vegetables and herbs only at authorized locations.</p> <p><small>50-264 213 Tomkins Trust Company, Ithaca, NY 14850</small></p>	<p>FARMER STAMP HERE</p> <div data-bbox="966 850 1128 997" style="border: 1px solid black; width: 100px; height: 70px;"></div> <p>Payment will be denied without FMNP authorized vendor stamp</p> <p>500002</p> <p>VALID DATES OF USE 6/01/23 - 10/31/23</p> <p>Pay Exactly <b>\$ 5.00</b> No Change Given</p> <p>X _____ MP Signature of Participant/Proxy at the time of purchase</p>
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 <p><b>IOWA DEPARTMENT OF AGRICULTURE &amp; LAND STEWARDSHIP</b> Des Moines, IA 50319 515-242-6239</p> <p><b>2023 WIC</b> Farmers Market Nutrition Program</p> <p><i>NOT REDEEMABLE IN GROCERY STORES</i> Redeemable only at FMNP-certified vendor stalls and farmstands.</p> <p>Use checks June 1-October 31, 2023 for fresh, unprepared, locally grown fruits, vegetables and herbs only at authorized locations.</p> <p><small>50-264 213 Tomkins Trust Company, Ithaca, NY 14850</small></p>	<p>FARMER STAMP HERE</p> <div data-bbox="966 1333 1128 1480" style="border: 1px solid black; width: 100px; height: 70px;"></div> <p>Payment will be denied without FMNP authorized vendor stamp</p> <p>500003</p> <p>VALID DATES OF USE 6/01/23 - 10/31/23</p> <p>Pay Exactly <b>\$ 5.00</b> No Change Given</p> <p>X _____ MP Signature of Participant/Proxy at the time of purchase</p>
00000000 000000000 500003	

Attachment 1- WIC check sample artwork cont. (not to scale)

	<p>FOR DEPOSIT ONLY</p> <p>CHECK VOID &amp; WILL NOT BE PAID IF: Signature on check face is missing Farmer # is missing, unrecognizable or invalid Deposit is made after November 15, 2023</p>	<p>FOR DEPOSIT ONLY</p> <p>CHECK VOID &amp; WILL NOT BE PAID IF: Signature on check face is missing Farmer # is missing, unrecognizable or invalid Deposit is made after November 15, 2023</p>	<p>FOR DEPOSIT ONLY</p> <p>CHECK VOID &amp; WILL NOT BE PAID IF: Signature on check face is missing Farmer # is missing, unrecognizable or invalid Deposit is made after November 15, 2023</p>	
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**Attachment 2-Senior check sample artwork (not to scale)**

 <p>IOWA DEPARTMENT OF AGRICULTURE &amp; LAND STEWARDSHIP Des Moines, IA 50319 515-242-6239</p>	<p><b>2023 Senior</b> Farmers Market Nutrition Program</p>	<p>FARMER STAMP HERE</p>	<p>500001</p>
<p>NOT REDEEMABLE IN GROCERY STORES Redeemable only at FMNP-certified vendor stalls and farmstands.</p>			<p>VALID DATES OF USE 6/01/23- 10/31/23</p>
<p>Use checks June 1–October 31, 2023 for fresh, unprepared, locally grown fruits, vegetables, honey and herbs only at authorized locations.</p>		<p>Payment will be denied without FMNP authorized vendor stamp</p>	<p>Pay Exactly <b>\$ 5.00</b> No Change Given</p>
<p>50-264 713 Forakko, Inc. Company, Ithaca, NY 14850</p>		<p>X _____ MF Signature of Participant/Proxy at the time of purchase</p>	
<p>000000000 0000000000 100001</p>			
 <p>IOWA DEPARTMENT OF AGRICULTURE &amp; LAND STEWARDSHIP Des Moines, IA 50319 515-242-6239</p>	<p><b>2023 Senior</b> Farmers Market Nutrition Program</p>	<p>FARMER STAMP HERE</p>	<p>500002</p>
<p>NOT REDEEMABLE IN GROCERY STORES Redeemable only at FMNP-certified vendor stalls and farmstands.</p>			<p>VALID DATES OF USE 6/01/23- 10/31/23</p>
<p>Use checks June 1–October 31, 2023 for fresh, unprepared, locally grown fruits, vegetables, honey and herbs only at authorized locations.</p>		<p>Payment will be denied without FMNP authorized vendor stamp</p>	<p>Pay Exactly <b>\$ 5.00</b> No Change Given</p>
<p>50-264 714 Forakko, Inc. Company, Ithaca, NY 14850</p>		<p>X _____ MF Signature of Participant/Proxy at the time of purchase</p>	
<p>000000000 0000000000 100002</p>			
 <p>IOWA DEPARTMENT OF AGRICULTURE &amp; LAND STEWARDSHIP Des Moines, IA 50319 515-242-6239</p>	<p><b>2023 Senior</b> Farmers Market Nutrition Program</p>	<p>FARMER STAMP HERE</p>	<p>500003</p>
<p>NOT REDEEMABLE IN GROCERY STORES Redeemable only at FMNP-certified vendor stalls and farmstands.</p>			<p>VALID DATES OF USE 6/01/23- 10/31/23</p>
<p>Use checks June 1–October 31, 2023 for fresh, unprepared, locally grown fruits, vegetables, honey and herbs only at authorized locations.</p>		<p>Payment will be denied without FMNP authorized vendor stamp</p>	<p>Pay Exactly <b>\$ 5.00</b> No Change Given</p>
<p>50-264 715 Forakko, Inc. Company, Ithaca, NY 14850</p>		<p>X _____ MF Signature of Participant/Proxy at the time of purchase</p>	
<p>000000000 0000000000 100003</p>			
 <p>IOWA DEPARTMENT OF AGRICULTURE &amp; LAND STEWARDSHIP Des Moines, IA 50319 515-242-6239</p>	<p><b>2023 Senior</b> Farmers Market Nutrition Program</p>	<p>FARMER STAMP HERE</p>	<p>500004</p>
<p>NOT REDEEMABLE IN GROCERY STORES Redeemable only at FMNP-certified vendor stalls and farmstands.</p>			<p>VALID DATES OF USE 6/01/23- 10/31/23</p>
<p>Use checks June 1–October 31, 2023 for fresh, unprepared, locally grown fruits, vegetables, honey and herbs only at authorized locations.</p>		<p>Payment will be denied without FMNP authorized vendor stamp</p>	<p>Pay Exactly <b>\$ 5.00</b> No Change Given</p>
<p>50-264 716 Forakko, Inc. Company, Ithaca, NY 14850</p>		<p>X _____ MF Signature of Participant/Proxy at the time of purchase</p>	
<p>000000000 0000000000 100004</p>			
 <p>IOWA DEPARTMENT OF AGRICULTURE &amp; LAND STEWARDSHIP Des Moines, IA 50319 515-242-6239</p>	<p><b>2023 Senior</b> Farmers Market Nutrition Program</p>	<p>FARMER STAMP HERE</p>	<p>500005</p>
<p>NOT REDEEMABLE IN GROCERY STORES Redeemable only at FMNP-certified vendor stalls and farmstands.</p>			<p>VALID DATES OF USE 6/01/23- 10/31/23</p>
<p>Use checks June 1–October 31, 2023 for fresh, unprepared, locally grown fruits, vegetables, honey and herbs only at authorized locations.</p>		<p>Payment will be denied without FMNP authorized vendor stamp</p>	<p>Pay Exactly <b>\$ 5.00</b> No Change Given</p>
<p>50-264 717 Forakko, Inc. Company, Ithaca, NY 14850</p>		<p>X _____ MF Signature of Participant/Proxy at the time of purchase</p>	
<p>000000000 0000000000 100005</p>			

Attachment 2-Senior check sample artwork cont. (not to scale)

	<p>FOR DEPOSIT ONLY</p>	<p>FOR DEPOSIT ONLY</p>	<p>FOR DEPOSIT ONLY</p>
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	<p>FOR DEPOSIT ONLY</p>	<p>FOR DEPOSIT ONLY</p>	<p>FOR DEPOSIT ONLY</p>
	<p>FOR DEPOSIT ONLY</p>	<p>FOR DEPOSIT ONLY</p>	<p>FOR DEPOSIT ONLY</p>

CHECK VOID & WILL NOT BE PAID IF:  
Signature on check face missing  
Number of funds transferred invalid  
Deposit is made after November 15, 2023.

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Signature on check face missing  
Number of funds transferred invalid  
Deposit is made after November 15, 2023.

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Signature on check face missing  
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Signature on check face missing  
Number of funds transferred invalid  
Deposit is made after November 15, 2023.

**Attachment #3-2023 WIC FMNP Check Shipping**

<b>Agency Name</b>	<b>Attn:</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Sheets</b>	<b>Checks</b>
31 Broadlawns River Plaza - WIC	Karen L Goff	2300 Euclid Ave River Plaza - Ste D	Des Moines	IA	50310	13,900	41,700
33 New Opportunities	Paula Spies	23751 Hwy 30	Carroll	IA	51401	2,000	6,000
34 HACAP	Angela Munson	1328 2nd Ave SE	Cedar Rapids	IA	52403	7,900	23,700
37 MATURA	Michelle West	210 Russell St.	Creston	IA	50801	2,000	6,000
38A Mid-Iowa Community Action	Sierra Stevens	226 SE 16th St	Ames	IA	50010	1,500	4,500
38M Mid-Iowa Community Action	Janet Weber	1001 S 18th Ave	Marshalltown	IA	50158	2,300	6,900
39 Mid-Sioux Opportunity	Cynthia Harpenau	418 S Marion St	Remsen	IA	51050	2,700	8,100
41 North Iowa Community Action	Carla Miller	100 1st St. NW Suite 200	Mason City	IA	50401	2,600	7,800
42 VNA Dubuque	Sara Noack	600 Gunder Road NE Ste 5	Elkader	IA	52043	3,000	9,000
43 Operation Threshold	Amanda Kirchhoff	1535 Lafayette St	Waterloo	IA	50703	4,800	14,400
45B CASEI - Burlington	Christine O'Brien	2850 Mt Pleasant St Ste 108	Burlington	IA	52601	1,600	4,800
45M CASEI - Muscatine	Celesta Burton	1507 Plaza Place	Muscatine	IA	52761	1,200	3,600
46 American Home Finding	Cindy Meiners	333 Church St	Ottumwa	IA	52501	3,200	9,600
49 Siouxland District Health Dept.	Jean Sterner	1014 Nebraska St	Sioux City	IA	51105	3,350	10,050
50 Webster Co. Health Dept	Jessica Olson	723 1st Ave S Ste 220	Ft Dodge	IA	50501	2,550	7,650
52 Pottawattamie Co.	Kristine Wood	OMNI Center 300 W Broadway Ste 9	Council Bluffs	IA	51503	2,000	6,000
54E CHC	Maddy Ranshaw	1510 E Rusholme St	Davenport	IA	52803	2,400	7,200
54W CHC	Adam Meuser	500 W River Dr	Davenport	IA	52801	1,700	5,100
IDALS-FMNP	John Krzton-Presson	502 E 9 <sup>th</sup> St.	Des Moines	IA	50319	1500	4500

**Attachment #4-2023 Senior FMNP Check Shipping**

<b>Agency Name</b>	<b>Attn:</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Sheets</b>	<b>Checks</b>
Aging Resources of Central Iowa	Carol Schmidt	5835 Grand Ave Ste 106	Des Moines	IA	50312	7,000	35,000
Elderbridge	Jody Applegate	1190 Briarstone Dr. Ste 3	Mason City	IA	50401	3,500	17,500
NE Iowa AAA	Janet Buls	3840 West 9th St.	Waterloo	IA	50702	6,000	30,000
Heritage AAA	Tim Getty	6301 Kirkwood Blvd. SW	Cedar Rapids	IA	52404	2,800	14,000
Connections AAA SC	Vicky Lohry	4736 Mayhew Ave.	Sioux City	IA	51106	1,250	6,250
Connections AAA-CB	Joyce Rodenburg*	207 1st St.	Underwood	IA	51576	1,300	6,500
Connections AAA-C	Ronda Engles	202 NE Grant St.	Greenfield	IA	50849	350	1,750
Milestones AAA	Pam Taylor	935 E 53rd St	Davenport	IA	52807	6,800	34,000
IDALS FMNP	John Krzton-Presson	502 E 9 <sup>th</sup> St	Des Moines	IA	50319	3,500	17,500

\* Residential address