

REQUEST FOR BIDS

RFB COVER SHEET

Administrative Information:

RFB Number	RFB0320005023	Title of RFB	Paper and Printing Supplies	
Agency	Iowa Department of Administrative Services (DAS)			
Initial term of Contract				
Number of years of the initial term of the Contract	3	Number of possible annual extensions	3	
Available to Political Subdivisions?	yes			
State Issuing Officer: Julie Janssen 515-281-5602 Julie.Janssen@iowa.gov				
Mailing Address: Iowa Department of Administrative Services Hoover State Office Building, Floor 3 1305 East Walnut Street Des Moines, IA 50319-0105				
PROCUREMENT TIMETABLE—Event or Action			Date/Time (Central Time)	
State Posts Notice of RFB on TSB website			November 13, 2019,	
State Issues RFB			November 16, 2019	
RFB written questions, requests for clarification, and suggested changes from Bidders due			December 2, 2019	
Bid Due			December 13, 2019/2:00 P.M.	
NO LATE BIDS WILL BE ACCEPTED				
Relevant Websites				
Internet website where Addenda to this RFB will be posted http://vss.iowa.gov				
Internet website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf				
Number of Copies of Bids Required to be Submitted: One (1) Uploaded to Iowa Vendor Self Service or emailed to Julie.Janssen@iowa.gov				
Firm Bid Terms				
The minimum number of days following the deadline for submitting Bids that the Bidder guarantees all Bid terms, including price, will remain firm is 120 Days.				

RFB0320005023 - Paper and Printing Supplies

SECTION 1 - INTRODUCTION

1.1 Bidder Instructions

Bidder is to download this document and save to computer. Once saved, type in responses to the required sections and save again. Finally upload the document to VSS with your bid. As an option, the Bidder may print, write in responses, scan, and attach response. If this document is not attached to the bid response in VSS, the Bidder's bid may be disqualified.

1.2 Purpose

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 VSS solicitation, and the Lead Agency may extend the contract(s) for up to the number of annual extensions identified in the VSS solicitation at the sole discretion of the Lead Agency. Any contract(s) resulting from the RFB shall not be an exclusive contract.

1.3 Request for Bid (RFB) Definitions

Definitions – For the purposes of this RFB and the resulting contract, the following terms shall mean:

“Agency” means the agency identified in the VSS solicitation that is issuing the RFB and any other agency that purchases from the Contract.

“Alternative Bid” means a response to a bid that does not meet the exact requirements of the specification but offers an alternative for consideration. An alternative bid is submitted with an intentional variation to a provision, specification, term or condition of the solicitation. This alternative, in the opinion of the bidder, achieves the same end result. Alternative bids may be rejected as non-responsive.

“Bid” means the Bidder's bid submitted in response to the RFB.

“Bidder” means a vendor submitting a bid in response to this RFB.

“Contract” means the contract(s) entered into with the successful Bidder(s).

“Lead Agency” means the agency facilitating the procurement and establishing the Contract.

“Participating Agency” means the agency utilizing the established contract.

“Political Subdivisions” means cities, counties, and educational institutions.

“Responsible Bidder” means a Bidder that has the capability in all respects to perform the requirements of the Contract. In determining whether a Bidder is a Responsible Bidder, the Agency may consider various factors including, but not limited to, the Bidder's competence and

qualifications to provide the goods or services requested, the Bidder's integrity and reliability, the past performance of the Bidder relative to the quality of the goods or services offered by the Bidder and the best interest of the Agency and the State.

"Responsive Bid" means a Bid that complies with each of the provisions of this RFB, or is either an alternative bid or a bid with an exception, if accepted by the Agency.

"RFB" means this Request for Bids and any addenda hereto.

"State" means the State of Iowa, the Agency identified in the VSS solicitation, and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFB.

- 1.4 Contract Term** The term of the contract will begin 11/1/2019 and end on 10/31/2022. The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to three (3) annual extensions. The resulting contract will be available to all State Agencies and political subdivisions.

1.5 Background Information

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 submission of a comprehensive Bid.

The State of Iowa is seeking eligible bidders to Contract with to provide paper and printing supplies for office and print shop use. Any Bidder that meets the requirements of this RFB is encouraged to submit a bid. Copy papers including virgin and recycled copy paper, white and colors, shall be awarded to one vendor. The State recognizes that certain papers that were bid last year may no longer be available on the market. Bidders may propose equivalent alternate lines of paper to the lines that are referenced in the pricing document.

The State does not guarantee volume. An estimated quantity based on past history or other means may be used as a guide. 2017-2019 paper and printing supplies usage see Attachment #5.

Bidders are advised that State of Iowa agencies can also order copy paper from the State's Office Supply vendors, Staples and Office Depot, under Master Agreement 18076 through August 1, 2020 and Master Agreement 19304 through March 1, 20201

SECTION 2 – ADMINISTRATIVE INFORMATION

2.1 Issuing Officer

The Issuing Officer identified in the VSS solicitation is the sole point of contact regarding the RFB from the date of issuance until selection of the successful Bidder.

2.2 Restriction on Communication

From the issue date of this RFB until announcement of the successful Bidder, Bidders may contact only the Issuing Officer. The Issuing Officer will respond only to electronic questions regarding the procurement process. Questions related to the interpretation of this RFB must be submitted as provided in the VSS solicitation. Oral questions related to the interpretation of this RFB will not be accepted. Bidders may be disqualified if they contact any State employee other than the Issuing Officer about the RFB except that Bidders may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

The Agency assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFB through an addendum.

2.3 Amendment to the RFB

The Agency reserves the right to amend the RFB at any time using an addendum. The Bidder shall acknowledge receipt of all addenda in its Bid.

It is the Bidder's sole responsibility to check daily for addenda to posted documents.

2.4 Bid Amendment and/or Withdrawal

The Bidder may amend or withdraw and resubmit its Bid at any time before the Bids are due. The amendment must be submitted on Iowa VSS by the Bidder to the bid and received by the time set for the receipt of Bids.

2.5 Submission of Bids

The Agency must receive the electronic Bid on: Iowa VSS before the "Bids Due" date and time. **This is a mandatory requirement and will not be waived by the Agency. Any Bid received after this deadline will not be accepted.** It is the Bidder's responsibility to ensure the bid is received prior to the deadline. Email and faxed Bids will not be accepted.

Bidders must furnish all information necessary to enable the Agency to evaluate the Bid. Bids that fail to meet the mandatory requirements of the RFB may be rejected. Oral information provided by the Bidder shall not be considered part of the Bidder's Bid unless it is in writing.

2.6 Bid Opening

The Agency will open Bids after the deadline for submission of Bids has passed. However, the names of Bidders who submitted timely Bids will be publicly available after the Bid opening. See Iowa Code Section 72.3. The announcement of Bidders who timely submitted Bids does not mean that an individual Bid has been deemed technically compliant or accepted for evaluation.

2.7 Costs of Preparing the Bid

The costs of preparation and delivery of the Bid are solely the responsibility of the Bidder.

2.8 Rejection of Bids

The Agency reserves the right to reject any or all Bids, in whole and in part, received in response to this RFB at any time prior to the execution of a written Contract. Issuance of this RFB in no way constitutes a commitment by the Agency to award a Contract. This RFB is designed to provide Bidders with the information necessary to prepare a competitive Bid. This RFB process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection of a Bidder to provide goods and/or services. It is not intended to be comprehensive and each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid.

2.9 Disqualification

The Agency will reject outright and will not evaluate Bids if the Bidder fails to deliver the Bid by the due date and time. The Agency may reject outright and may not evaluate Bids for any one of the following reasons:

- The Bidder acknowledges that a requirement of the RFB cannot be met.
- The Bidder's Bid materially changes a requirement of the RFB or the Bid is not compliant with the requirements of the RFB.
- The Bidder's Bid limits the rights of the Agency.
- The Bidder fails to include information necessary to substantiate that it will be able to meet a requirement of the RFB.
- The Bidder fails to timely respond to the Agency's request for information, documents, or references.
- The Bidder fails to include bid security, if required.
- The Bidder fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested.
- The Bidder presents the information requested by this RFB in a format inconsistent with the instructions of the RFB or otherwise fails to comply with the requirements of the RFB.
- The Bidder initiates unauthorized contact regarding the RFB with state employees.
- The Bidder provides misleading or inaccurate responses.
- The Bidder's Bid is materially unbalanced.
- There is insufficient evidence (including evidence submitted by the Bidder and evidence obtained by the Agency from other sources) to satisfy the Agency that the Bidder is properly responsive and responsible to satisfy the requirements of the RFB.
- The Bidder alters the language in Certification Letter or Authorization to Release Information Letter.
- The Respondent is a "scrutinized company" included on a "scrutinized company list" created by a public fund pursuant to Iowa Code section 12J.3.

2.10 Nonmaterial Variances

The Agency reserves the right to waive or permit cure of nonmaterial variances in the Bid if, in the judgment of the Agency, it is in the Agency's best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Bidders, that do not change the meaning or scope of the RFB, or that do not reflect a material change in the requirements of the RFB. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFB requirements or excuse the Bidder from full compliance with RFB

specifications or other contract requirements if the Bidder is awarded the contract. The determination of materiality is in the sole discretion of the Agency.

2.11 Reference Checks

The Agency reserves the right to contact any reference to assist in the evaluation of the Bid, to verify information contained in the Bid and to discuss the Bidder's qualifications and the qualifications of any subcontractor identified in the Bid.

2.12 Information from Other Sources

The Agency reserves the right to obtain and consider information from other sources concerning a Bidder, such as the Bidder's capability and performance under other contracts, the qualifications of any subcontractor identified in the Bid, the Bidder's financial stability, past or pending litigation, and other publicly available information.

2.13 Verification of Bid Contents

The content of a Bid submitted by a Bidder is subject to verification. If the Agency in its sole discretion determines that the content is in any way misleading or inaccurate, the Bidder may be disqualified.

2.14 Bid Clarification Process

The Agency reserves the right to contact a Bidder after the submission of Bids for the purpose of clarifying a Bid to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the Bidder has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Bidder's Bid. The Agency will not consider information received if the information materially alters the content of the Bid or alters the type of goods and/or services the Bidder is offering to the Agency. An individual authorized to legally bind the Bidder shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency's request. Failure to comply with requests for additional information may result in rejection of the Bid as non-compliant.

2.15 Disposition of Bids

All Bids become the property of the Agency and shall not be returned to the Bidder at the conclusion of the selection process, the contents of all Bids will be in the public domain and be available for inspection by interested parties except for information for which Bidder properly requests confidential treatment according to exceptions provided in *Iowa Code Chapter 22* or other applicable law.

2.16 Public Records and Requests for Confidential Treatment

The Agency's release of public records is governed by Iowa Code Chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Bid. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Bid be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

2.17 Form 22 Request for Confidentiality

FORM 22 MUST BE COMPLETED AND INCLUDED WITH CONTRACTOR'S BID. COMPLETION AND SUBMITTAL OF FORM 22 IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE BID CONSIDERED NON-RESPONSIVE AND NOT EVALUATED.

2.18 Copyrights

By submitting a Bid, the Bidder agrees that the Agency may copy the Bid for purposes of facilitating the evaluation of the Bid or to respond to requests for public records. The Bidder consents to such copying by submitting a Bid and warrants that such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in the Bids.

2.19 Release of Claims

By submitting a Bid, the Bidder agrees that it will not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided herein or concerning the Agency's failure, negligent or otherwise, to provide the Bidder with pertinent information in this RFB.

2.20 Bidder Presentations

At the sole discretion of the State, Bidders may be required to make a presentation of the Bid. The presentation may occur at the Agency's offices or at the offices of the Bidder. The determination as to need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the Agency. The presentation may include slides, graphics and other media selected by the Bidder to illustrate the Bidder's Bid. The presentation shall not materially change the information contained in the Bid.

2.21 Evaluation of Bids Submitted

Bids that are timely submitted and are not subject to disqualification will be reviewed in accordance with the RFB.

2.22 Preference

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa. Preference application: Tied responses to solicitations, regardless of the type of solicitation, are decided in favor of Iowa products and Iowa-based businesses per 11 IAC 117.

2.23 Determination of Responsible Bidder & Responsive Bid

All Bids will be first evaluated to determine if they comply with the bid requirements (i.e. to determine if the Bidder is a Responsible Bidder submitting a Responsive Bid). To be deemed a Responsible Bidder and a Responsive Bid, the Bid must comply with the bid format instructions and answer "Yes" to all parts and include information demonstrating the Bidder will be able to comply with the bid requirements.

2.24 Evaluation Criteria

The Agency will evaluate the Responsive Bids submitted by Responsible Bidders to determine the lowest responsible bidder(s) and will award the Contract(s) to the Bidder(s) submitting the lowest responsible bid(s) based on price.

2.25 Award Notice and Acceptance Period

Notice of Intent to Award the Contract(s) will be sent to all Bidders submitting a timely Bid and will be posted on Iowa VSS. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award. If the apparent successful Bidder fails to negotiate and deliver an executed contract by that date, the Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Bidder the Agency believes will provide the best value to the State.

2.26 Definition of Contract

The full execution of a written contract shall constitute the making of a contract for the goods and/or services requested by the RFB and no Bidder shall acquire any legal or equitable rights relative to the contract for goods and/or services until the contract has been fully executed by the successful Bidder and the Agency.

2.27 Choice of Law and Forum

This RFB and the Contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Bidders are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFB shall be brought in the appropriate Iowa forum.

2.28 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Bidders are responsible to determine the applicability of Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to Iowa Code Section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

2.29 Appeals

A Respondent whose proposal has been timely filed and who is aggrieved by the award of the department may appeal the decision by filing a written notice of appeal (in accordance with 11—Chapter 117.20, Iowa Administrative Code) to: The Director of the Department of Administrative Services, Hoover State Office Building, Des Moines, Iowa 50319-0104 and a copy to the Issuing Officer. The notice must be filed within five days of the date of the Intent to Award notice issued by the Department, exclusive of Saturdays, Sundays, and legal state holidays. The written notice may be filed by fax transmission to 515.725.2064. The notice of appeal must clearly and fully identify all issues being contested by reference to the page, section and line number(s) of the RFP and/or the notice of Intent to Award. A notice of appeal may not stay negotiations with the apparent successful Contractor.

2.30 Unit Price

If a discrepancy between the unit price and the item total exists, the unit price prevails.

2.31 Price Adjustments to Term Contract(s)

Bid prices shall remain firm for ninety (90) days of the contract. Price adjustments may be taken into consideration during the contract renewal process. The State reserves the right to accept or reject any proposed price(s) changes. Requested price changes should be submitted to the Iowa

Department of Administrative Services – Central Procurement, thirty (30) days prior to a price increase implementation.

2.32 Registration

The successful Bidder will be required to register to do business in Iowa before payment can be made. For Bidder registration documents, go to:

https://vss.iowa.gov/webapp/VSS_ON/AltSelfService

2.33 Questions and Requests for Clarification

Bidders are invited to submit written questions and requests for clarifications regarding the RFB. The questions and requests for clarifications must be received by the Issuing Officer by date **December 2, 2019 2:00 P.M (CT)**. Oral questions will not be permitted. If the questions and requests for clarifications pertain to a specific section of the RFB, the page and section number(s) must be referenced. Written responses to questions and requests for clarifications will be issued in the form of an addendum and sent to Bidders who received RFBs.

SECTION 3 – 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.

3.1 General Requirements

3.1.1 Bidder must provide pricing for all items listed on Attachment #7 RFB0320005023 Pricing Sheet and return with the completed RFB Document to be considered responsive.

3.1.2 Bidder must have no order minimum requirements (Sheet, ream or carton).

3.1.3 Post Award meeting with State of Iowa OCIO Print Shop

3.2 Paper Requirements

Bidder must provide complete specification and most current manufacturer documentation with Bid Response on all items Bid. Failure to submit requested documentation or data sheets may be grounds to reject the bid. Equivalent Alternatives must be documented and detailed in such a way that allows such deviations to be fully evaluated. The State of Iowa has sole discretion to determine if Bidder's alternative is considered acceptable.

3.2.1 Permanence Standard

All white copier paper (any dimension) bid is to be manufactured within acceptable parameters for permanence per the ANSI/NISO Z39.48-1992 (R2009) standard http://groups.niso.org/apps/group_public/download.php/13464/Z39-48-1992_r2009.pdf. Preference may be given to items that are ANSI/NISO Z39.48-1992 (R2009) CERTIFIED. Bidder MUST notify the State of Iowa immediately if the manufacturing standard is changed and no longer meets the ANSI/NISO Standard.

3.2.2 Material Specification

- All items Bid MUST BE Acid Free/Alkaline.
- Uncoated items must be Tech Ready, Digital (or similar process) and be guaranteed to run on offset presses, copiers, laser printers, and be inkjet compatible prior to printing on offset press and laser printer, copier and inkjet compatible after printing with offset press.
- All Paper Bid must be manufactured in the USA
- All Paper Bid must be FSC and SFI certified

3.2.3 Virgin Generic Specifications

- Smoothness: 100 minimum 200 maximum
- Moisture % by weight: 4.5 +/- 0.8
- Brightness (%reflectance): 92.0% +/- 2.0
- CIE Whiteness: 145
- Opacity: 89.0% +/- 2.5
- Dust: No more than 40 mg/carton

3.2.4 Recycled Paper Specifications

- Not less than 30 % postconsumer fiber
- Acidity: pH value shall average not less than 6.5
- Opacity: 87 to 92 acceptable
- Caliper: 0.004
- Curl: Paper shall lay flat before & after processing through a high speed copier or laser printer
- Brightness: 87-92 acceptable
- Cleanliness: The dirt count for each side of paper shall not exceed 650 specs per square meter. No sample sheet (600 to 650 cm2 in size) shall contain more than one defect with an equivalent area of 0.25 mm2 or greater

3.2.5 Packaging

All product packaging including but not limited to: Pallets/Skids/Cases/Cartons are to be clearly marked with size, weight, color, quantity, and the purchase order or delivery order number. Packaging must be of suitable size and of sufficient strength to protect the contents during shipping, handling and storage.

3.3 Samples

Samples of items bid, equivalent alternatives or Bidder substitutes must be made available upon request by the Agency. Each sample must be clearly labeled with the bidder's name, item number, brand name, basis weight, and finish.

Upon request by Agency, Bidder will be expected to provide within five (5) business days a paper swatch/chip book or a statement from the mill indicating the brand and manufacturer name as well as the physical and aesthetic attributes of the product including but not limited to color, brightness, opacity, finish, weight, alkalinity and recycled content.

3.4 Order Processing

3.3.1 Orders will be accepted via email, online or by phone. Respondents may enter the link in the Bid response to online order system for review.

3.3.2 All Bidders may provide an internet site for on-line ordering with the State Pcard. All Internet-based ordering mechanisms provided must be free of charge and must comply with the state's Pcard protocol explained in Section 4.4 of this RFB.

3.3.3 The Bidder must fax or email an order confirmation to the Agency when an order has been placed within twenty four (24) hours after receipt of the order. This fax or email service must be available from all Bidders who accept purchase orders via phone, fax or email at no additional charge to the Agency. Internet based orders will receive confirmation via email.

3.4 Delivery

3.4.1 Delivery Requirements for the State of Iowa OCIO Print Shop at Hoover Building. (State of Iowa OCIO Print Shop has a dock and pallet jack available for use by delivery personnel).

3.4.1.1 Bidder must provide FOB Destination, Freight Prepaid.

3.4.1.2 Delivery must be next business day for orders placed by noon the previous business day. Provide soonest expected delivery timeframes at Section 4.13.

3.4.1.3 All orders must be delivered inside the Hoover Building at the Print Shop location.

3.4.1.4 Bidders must provide any equipment needed to complete the delivery process.

3.4.1.5 A designated Print Shop employee will verify delivery and sign each packing slip with any discrepancies (shortages, longs, damage, etc.) documented on the packing slip. This signature does not indicate that there is not possible discrepancies such as, but not limited to shortages and damages.

3.4.1.6 Bidder must provide two (2) duplicate packing slips. Packing slips must include:

- Purchase Order/Delivery Order number
- Itemized line items
- Unit of measures
- Status of non-delivered items

3.4.2 Delivery to all other Agency/Political Subdivisions

3.4.2.1 Bidder must provide FOB Destination, Freight Prepaid.

3.4.2.2 Bidder must make deliveries to ordering Agency receiving dock or other designated point as specified in subsequent delivery orders without additional charge.

3.4.2.3 Deliveries must arrive at the Agency facility at a satisfactory time for unloading during receiving hours.

3.4.2.4 Bidder must be capable of delivering to all major user locations listed on **Attachment #6** to be considered responsive.

3.4.2.5 In the event of an incorrect delivery, the bidder is responsible for pickup from incorrect location, and delivery to correct location within seventy-two (72) hours of notification.

3.5 Backorders

3.5.1 Bidder must notify the Agency within twenty four (24) hours by email or fax when an item or order is on backorder or out of stock once the Bidder is aware of the backorder. This fax or email service must be available from all Bidders who accept orders.

- 3.5.2** The Agency shall be immediately notified of any items not stocked or available for delivery within contractual delivery times. The Agency shall have the option to acquire items not available from the contract vendor from other sources outside this contract. Excessive back-order situations may result in disqualification and re-award of contract.

3.6 Returns

- 3.6.1** In the event items need to be returned to the vendor due to damage (other than damage caused by the ordering agency), miss-pick, shipping error, agency ordering error or cancellation, a credit memo will be given to the State of Iowa. The credit memo will be applied to the referenced original billing invoice stated on the credit memo. **The State of Iowa shall not be assessed restocking charges or any other form of return charges.**

- 3.6.2** The State of Iowa reserves the right to negotiate with the contractor to return unopened cartons of copy paper at the end of the resulting Contract. The Agency will pay a reasonable restocking fee (to be negotiated at the time of return) and freight charges on these items. Arrangements regarding and return of any items are to be made between the agency and the contractor within forty five (45) days after the end of the resulting Contract.

3.7 Customer Service Requirements

Bidder Customer Service must respond to all inquiries from the Agency within twenty four (24) business hours of receipt of inquiry.

3.8 Administrative Fee

In addition to the approved discounts or prices specified in the Contract herein, the Bidder shall pay to the Agency a 1.00% Administrative Fee on all sales made against this Contract. The fee shall be paid quarterly to the Iowa Department of Administrative Services, Central Procurement; Attn: Chief Operating Officer, Level 3, Hoover State Office Building, 1305 E. Walnut Street, Des Moines, IA 50319-0105.

3.9 Quarterly Report

The Bidder shall provide an electronic detailed quarterly report on ALL sales made under this Contract via e-Mail to the Iowa Department of Administrative Services, Central Procurement. Attention: Issuing Officer Name Julie Janssen email Julie.Janssen@iowa.gov. The report file format shall be Microsoft Excel compatible format. The report at minimum shall include the date of sale, customer name and address, full product description, SKU Numbers, quantity, invoice number, unit and extended invoice prices. Bidder's Bid must include a sample report and a description of the reporting that will be provided. The State reserves the right to request more detailed information (ad-hoc reporting) at any time and on an individual or specific basis for a specific product, department, time frame, or for a range of products, departments or time frames.

SECTION 4 - FORM OF BID

Instructions – Bidder is to complete the following. Fill out items with blanks. Indicate “yes” or “no” on items requesting agreement. If a “no” response is indicated, exception must be noted on Attachment 3.

4.1 Bidder Information

Business Name: _____

Official Address: _____

Firm's State or Foreign Country of Residence: _____

Website: _____

Remit To Address: _____

Sales contact: _____

Phone Number: _____ Email: _____

Order Contact Name: _____

Phone Number: _____ Email: _____

Website: _____

Customer Service Contact Name: _____

Phone Number: _____ Email: _____

Billing Contact Name: _____

Phone Number: _____ Email: _____

Website: _____

4.2 Contract Terms and Conditions

The Contract(s) that the Agency expects to award as a result of this solicitation will be based upon the final Bid submitted by the successful Bidder and the solicitation. The contract between the Agency and the successful Bidder shall be a combination of the specifications, terms and conditions of the solicitation, the contract terms and conditions in the VSS solicitation, the offer of the Bidder contained in the final Bid submitted by the Bidder, written clarifications or changes made in accordance with the provisions of the solicitation, and any other terms deemed necessary

by the Agency, except that no objection or amendment by a Bidder to the provisions or terms and conditions of the solicitation shall be incorporated into the Contract unless the Agency has explicitly accepted the Bidder's objection or amendment in writing. The contract terms and conditions contained in the VSS solicitation will be incorporated into the Contract.

The contract terms and conditions may be supplemented at the time of Contract execution and are provided to enable Bidders to better evaluate the costs associated with the solicitation requirements and the Contract. Bidders should plan on the contract terms and conditions contained in the VSS solicitation being included in any contract awarded as a result of this solicitation. All costs associated with complying with these requirements should be included in any pricing quoted by the Bidder. By submitting a Bid, each Bidder acknowledges its acceptance of the solicitation terms and conditions without change except as otherwise expressly stated in Attachment 3. If a Bidder takes exception to a provision, it must state the reason for the exception and the specific contract language it proposes to include in place of the provision. Exceptions that materially change these terms or the requirements of the solicitation may be deemed non-responsive by the State, in its sole discretion, resulting in possible disqualification of the Bid. The Agency reserves the right to either award a Contract(s) without further negotiation with the successful Bidder or to negotiate contract terms with the selected Bidder if the best interests of the Agency would be served.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.3 Terms and Conditions

The parties agree to comply with the terms and conditions in the VSS solicitation which are by this reference made a part of the Agreement.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.4 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 following security measures:

- Bidder shall comply with the most current Payment Card Industry Data Security Standards (PCI DSS) to assure confidential card information is not compromised;
- Bidder shall adhere to Fair and Accurate Credit Transactions Act requirements that limit the amount of consumer and account information shared for greater security protection;
- When accepting orders online, Bidder shall ensure Internet orders are processed via secure websites, featuring Verisign, TRUSTe, BBBOnline, or "https" in the web address;
- When accepting orders by phone, Bidder shall send itemized receipts (excluding card numbers) to the cardholder by fax, email, or mail (with delivery);
- Bidder shall process payment for items when an order is placed only for items currently in stock and available for shipment, and only for services already rendered;
- Bidder shall confirm that the name of purchaser matches the name on the card;
- Bidder shall shred any documentation with credit card numbers.

For additional information, see the [State of Iowa Purchasing Card Policy and Procedures Manual](#), or visit the [State Pcard website](#).

Bidder has read and agrees to this section: Yes ☐ No ☐

4.5 Specifications

Bidder is able to provide and performed as specified in Section 3. By indicating “yes”, a Bidder agrees that it shall comply with that requirement throughout the full term of the resulting Contract, if the Bidder is successful. In addition, for specific requirements, the Bidder shall provide, if requested, specific references and/or supportive information to verify the Bidder’s compliance with the requirement. Failure to provide this information may cause the Bid to be deemed non-responsive and therefore rejected. The Agency reserves the right to determine whether the supportive information submitted by the Bidder demonstrates the Bidder will be able to comply with the Bid Requirements. If the Agency determines the supportive information does not demonstrate the Bidder will be able to comply with the Bid Requirements, the Agency may disqualify the Bid. Please enter the required information on the attachment and upload the document.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.6 Bidder Experience

The Bidder must provide the following information regarding its experience:

- Number of years in business
- Number of years of experience with providing the types of goods and/or services sought by the solicitation.
- Describe the level of technical experience in providing the types of goods and/or services sought by the solicitation.
- List all goods and/or services similar to those sought by this solicitation that the Bidder has provided to other businesses or governmental entities.

4.7 Terminations, Litigation, Debarment

The Bidder must provide the following information:

- During the last five (5) years, has the Bidder had a contract for goods and/or services terminated for any reason? If so, provide full details related to the termination.

4.9 Preference

The Bidder shall provide the following general background information: For an out-of-state Bidder, Bidder certifies the Resident Preference given by the State or Foreign Country of Bidder's residence. Enter the resident preference in the text box or indicate no preference.

Bidder's state has a preference law: Yes ☐ No ☐ **Bidder's state** _____

4.10 Open Competition

Where, in these specifications, reference is made to materials, trade names, or articles of certain manufacture, it is done for the purpose of establishing a base of comparative quality type, and style and not for the purpose of limiting competition. Other materials or brands may be accepted if, in the opinion of the State of Iowa, they are equal in quality and of a design in harmony with the intent of these specifications. Samples WILL or MAY be requested to determine acceptance.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.11 Silence of Specification

The apparent silence of these specifications as to any details or the omission from it of a detail description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail, and that only materials and/or workmanship of finest quality shall be used.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.12 FOB Destination, Freight Prepaid

Bidder has read and agrees to this section: Yes ☐ No ☐

4.13 Delivery Time

Provide the expected number of days after receipt of order until delivered to the specified Purchasing Entity facility. Expected number of days: _____

Provide the expected number of hours/days after receipt of order until delivered to the State of Iowa OCIO Print Shop. Expected number of days: _____

Notes: _____

Bidder has read and agrees to this section: Yes ☐ No ☐

4.14 Award by Either

The Iowa Department of Administrative Services reserves the right to award to the Bidder with the best overall price or to the Bidder with the best line item price.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.15 Criminal History and Background Information

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 Contract.

Bidder has read and agrees to this section:

Yes

☐
☐

No

☐
☐

4.16 Insurance

The Contract will require the successful Bidder to maintain insurance coverage(s) in accordance with the contractual provisions. Bidder shall, at its sole expense, maintain in full force and effect, with insurance companies admitted to do business in the State of Iowa and acceptable to the Agency, insurance covering its work of the type and in amounts required by this Contract. Bidder's insurance shall, among other things, insure against any loss or damage resulting from or related to Bidder's performance of this Contract regardless of the date the claim is filed or expiration of the policy. All insurance policies required by this Contract shall: (i) be subject to the approval of the Agency; (ii) remain in full force and effect for the entire term of this Contract; and (iii) not be canceled, reduced or changed without the Agency's prior written consent. The State of Iowa and Agency shall be named as additional insureds on all such policies, and all such policies shall include the following endorsement: "It is hereby agreed and understood that the State of Iowa and the Agency are named as additional insured, and that the coverage afforded to the State of Iowa and the Agency under this policy shall be primary insurance. If the State of Iowa or the Agency have other insurance which is applicable to a loss, such other insurance shall be on an excess, secondary or contingent basis. The amount of the insurer's liability under this policy shall not be reduced by the existence of such other insurance." Unless otherwise requested by the Agency, Bidder shall cause to be issued insurance policies with the coverages set forth below:

Type of Insurance	Limit	Amount
General Liability (including contractual liability) written on an occurrence basis	General Aggregate Products – Comp/Op Aggregate Personal injury Each Occurrence	\$2 million \$1 Million \$1 Million \$1 Million
Automobile Liability (including contractual liability) written on an occurrence basis	Combined single limit	\$1 Million
Excess Liability, umbrella form	Each Occurrence Aggregate	\$1 Million \$1 Million
Errors and Omissions Insurance	Each Occurrence	\$1 Million
Property Damage	Each Occurrence Aggregate	\$1 Million \$1 Million
Workers Compensation and Employer Liability	As Required by Iowa law	As required by Iowa law

4.16.1 Certificates of Coverage

At the time of execution of this Contract, Bidder shall deliver to the Agency certificates of insurance certifying the types and the amounts of coverage, certifying that said insurance

is in force before the Bidder starts work, certifying that said insurance applies to, among other things, the work, activities, products and liability of the Bidder related to this Contract, certifying that the State of Iowa and the Agency are named as additional insureds on the policies of insurance by endorsement as required herein, and certifying that no cancellation or modification of the insurance will be made without at least thirty (30) days prior written notice to the Agency. All certificates of insurance shall be subject to approval by the Agency. The Bidder shall simultaneously with the delivery of the certificates deliver to the Agency one duplicate original of each insurance policy. Liability of Bidder Acceptance of the insurance certificates by the Agency shall not act to relieve Bidder of any obligation under this Contract. It shall be the responsibility of Bidder to keep the respective insurance policies and coverages current and in force during the life of this Contract. Bidder shall be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Bidder shall have no claim or other recourse against the State or the Agency for any costs or loss attributable to any of the foregoing, all of which shall be borne solely by the Bidder. Notwithstanding any other provision of this Contract, Bidder shall be fully responsible and liable for meeting and fulfilling all of its obligations. Acceptance of the insurance certificates by the Department shall not act to relieve Bidder of any obligation under this Contract. Bidder shall be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Bidder shall have no claim or other recourse against the State or the Department for any costs or loss attributable to any of the foregoing, all of which shall be borne solely by the Bidder.

4.16.2 Waiver of Subrogation Rights

Bidder shall obtain a waiver of any subrogation rights that any of its insurance carriers might have against the Agency or the State. The waiver of subrogation rights shall be indicated on the certificates of insurance coverage supplied to the Agency. Filing of Claims In the event either the Agency or the State suffers a loss and is unable to file a claim under any policy of insurance required under this Contract, the Bidder shall, at the Agency's request, immediately file a proper claim under such policy. Bidder will provide the Agency with proof of filing of any such claim and keep the Agency fully informed about the status of the claim. In addition, Bidder agrees to use its best efforts to pursue any such claim, to provide information and documentation requested by any insurer providing insurance required hereunder and to cooperate with the Agency and the State. Bidder shall pay to the Agency and the State any insurance proceeds or payments in receives in connection with any such claim immediately upon Bidder's receipt of such proceeds or payments.

4.16.3 Proceeds

In the event the Agency or the State suffers a loss that may be covered under any of the insurance policies required, neither the Bidder nor any subsidiary or affiliate thereof shall have any right to receive or recover any payments or proceeds that may be made or payable under such policies until the Agency and/or the State have fully recovered any losses, damages or expenses sustained or incurred by it (subject to applicable policy limits), and Bidder hereby assigns to the Agency and the State all of its rights in and to any and all payments and proceeds that may be made or payable under each policy of insurance required under this Contract.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.17 Defective Items

All items found to be defective within the manufacturer's warranty period shall be returned and replaced with new paper at the successful Bidder's expense.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.18 Standard of Quality

The item(s) specified in this program by brand name are intended to establish a standard of quality, which will be required. Similar item or items of manufacturers other than those listed which are included in the bids submitted will be considered if comparable in quality and function. It will be the responsibility of the Bidder to provide all technical information as to the acceptability of the alternate item(s). All products delivered shall be fully guaranteed to be free of defects, first quality no seconds or irregulars shall be accepted, under standard production by the manufacturer and be of standard design, complete as regularly advertised and marketed and be of proven performance. Product quality must meet specifications and be consistent for the term of the contract. A guarantee of satisfactory performance by the supplier and meeting delivery dates are considered to be an integral part of the resulting Contract. Products are to be fully guaranteed and may be returned for full credit or replacement (at the State's option) for any reason during the initial warranty period with no additional charges for shipping or restocking.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.19 Nonprofits

The resulting Contract will be made available to nonprofit entities that qualify under I.R.S. § 501 (c) provisions.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.20 Payment Terms

Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder. Unless such charges are in dispute, for amounts not paid within sixty (60) days after the end of the rental transaction or receipt of the invoice whichever is later, beginning with the sixty-first (61st) day the State purchasing entity agrees to pay a late charge of 1% per month, which is the maximum rate allowable by Iowa law.

What discount will you give for payment in 15 days? _____

What discount will you give for payment in 30 days? _____

Bidder has read and agrees to this section: Yes ☐ No ☐

4.21 Public Entities (Political Subdivisions)

The resulting Contract will be made available to Political Entities, i.e. cities, counties, and schools.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.22 Firm Contract Pricing

Any contract that results from this bid will have firm pricing for ninety (90) days.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.23 Invoicing

All invoicing will be submitted to the attention of "Accounts Payable" and addressed to the facility receiving the goods or services. The State shall pay the Contractor monthly, within the period of time provided for by applicable State statute, after receipt of the Contractor's invoice for the goods and/or services supplied by the Contractor in the prior calendar month. The remit to address on the invoice must match the remit to address that was submitted with registration to do business with the State of Iowa. Payment terms on the invoice must match the payment terms agreed to in the RFB bid submission.

The State requires invoicing, as specified by the Agency/Purchasing Entity. The invoices must use the Bidder letterhead that includes at a minimum the name, address and telephone number of the bidder. The following information must appear on each invoice:

- Master Agreement Number or Purchase/Delivery Order Number
- Bidder FEIN (Federal Employee Identification Number) number.
- Agency Billing Code
- Agency Name and Location Address
- Date of Order
- Itemized Line Items corresponding directly to a line item on the Contract
- Unit Price/Unit of Measure
- Total Price
- Invoice Total Price

The State may require any other information from the Bidder that the State deems necessary to verify any purchase order placed under the Contract. Bidder must respond to invoicing disputes and provide a plan for resolution within forty eight (48) hours of notice to the State Contract Manager or the State. The Bidder will also provide status updates on resolution as requested. Bidder must notify the State's Contract Manager, in writing, of any unresolved dispute or problem that has been outstanding for more than thirty (30) working days. Likewise, the State's Contract Manager must notify the Bidder in like manner.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.24 Best and Final Offers

The Issuing officer reserves the right to conduct discussions with Bidders for obtaining "best and final offers." To obtain best and final offers from Bidders, the Issuing Officer may do one or more of the following: enter into pre-selection negotiations, including the use of an on-line auction; schedule oral presentations; and request revised Bids.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.25 Adjustments in Pricing

Adjustments in pricing shall be at the discretion of the Issuing Officer.

- Original pricing shall remain firm and fixed for at least ninety **(90)** calendar days after the effective date of the contract.
- Be the result of increases at the manufacturer's level, incurred after contract commencement date.
- Not produce a higher profit margin than that on the original contract.
- Clearly identify the items impacted by the increase.
- Be filed with State Procurement Coordinator a minimum of thirty **(30)** calendar days before the effective date of proposed increase.
- Be accompanied by documentation acceptable to the State Procurement Coordinator sufficient to warrant the increase.
- United States published indices such as the Producer Price Index or other government data will be referenced to help substantiate the Bidder's documentation. Informational Only: At the time of publishing of the IFB, one related PPI appears to be (WPU): 05310105- Natural Gas (others may exist). A link to the PPI Commodity Data is available at:
<https://www.bls.gov/ppi/>
- The Adjustment shall remain firm and fixed for at least 365 days after the effective date of the adjustment.
- Must not deviate from the contract pricing scheme/methodology.
- During the contract period, any price declines at the manufacturer's level or cost reductions to Contractor shall be reflected in a reduction of the contract price retroactive to Contractor's effective date.
- During the term of this contract, should the Contractor enter into pricing agreements with other customers providing greater benefits or lower pricing, Contractor shall immediately amend the State contract to provide similar pricing to the State if the contract with other customers offers similar usage quantities, and similar conditions impacting pricing. Contractor shall immediately notify the State Procurement Coordinator of any such contracts entered into by Contractor.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.26 Additional Items or Manufacturers

The State reserves the right to add additional items or manufacturers to the Contract during the life of the Contract, if it is to the best advantage to the State to do so. Items or manufacturers may only be added upon the agreement of the Department of Administrative Services, Procurement and the Contracted Supplier.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.27 Substitution of Items During Term of Contract

Substitute brands or models may be considered during the contract period for discontinued models. The bidder shall not deliver any substitute item as a replacement to an awarded brand or model **without express written consent** of the State of Iowa Department of Administrative Services Central Procurement Bureau prior to such delivery. Substitute items must be of equal or better quality than the awarded item. Substitutes shall be considered only in emergency situations and excessive substitution requests may be cause to cancel the contract.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.28 Country of Origin

Bidder must be able to provide country of origin, if requested.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.29 Pricing

Pricing must include all delivery, packaging and administrative costs including, but not limited to, any US import charges associated with the product. There shall be no minimum order quantities or total order amount required from the agency, by the respondent. All bid pricing must be rounded to the nearest hundredth (0.00), US currency.

Bidder has read and agrees to this section: Yes ☐ No ☐

4.30 Pricing Restrictions

Pricing restrictions shall be disclosed at the time of bid. Bidders with pricing restrictions will be taken into consideration for minimum order quantities or total order amount required from the ordering agency.

Bidder has read and agrees to this section: Yes ☐ No ☐

Attachment #1
Certification Letter

Alterations to this document are prohibited.

(Date) _____

Julie Janssen, Issuing Officer
Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, IA 50319-0105

Subject: Request for Bid - Bid Certifications

Issuing Officer:

I certify that the contents of the Bid submitted on behalf of **(Name of Bidder)** in response to Iowa Department of Administrative Services for RFB0320005023 for Paper and Printing Supplies are true and accurate. I also certify 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: (check the applicable box)

- ☐ 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.

Sincerely,

Signature

Name and Title of Authorized Representative

Date

Attachment #2
Authorization to Release Information Letter

Alterations to this document are prohibited.

(Date) _____

Julie Janssen, Issuing Officer
Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, IA 50319-0105

Subject: Request for Bid – Authorization to Release Information

Dear Issuing Officer:

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.

Sincerely,

Signature

Name and Title of Authorized Representative

Date

Attachment #3
Exceptions Form

Please list any and all exceptions to this RFB in this section. Include section and reason for exception:
(Make additional pages if necessary)

<u>Section</u>	<u>Exception</u>
1. _____	_____ _____
2. _____	_____ _____
3. _____	_____ _____
4. _____	_____ _____
5. _____	_____ _____
6. _____	_____ _____
7. _____	_____ _____
8. _____	_____ _____
9. _____	_____ _____
10. _____	_____ _____

Attachment #4
Form 22 – Request for Confidentiality

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). THIS FORM 22 IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE BID TO BE CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION. COMPLETE PART 1 OF THIS FORM 22 IF BID DOES NOT CONTAIN CONFIDENTIAL INFORMATION. COMPLETE PART 2 OF THIS FORM 22 IF THE BID DOES CONTAIN CONFIDENTIAL INFORMATION.

1. Confidential Treatment Is Not Requested

A Bidder not requesting confidential treatment of information contained in its Bid shall complete Part 1 of Form 22 and submit a signed Form 22 Part 1 with the Bid.

2. Confidential Treatment of Information is Requested

A Bidder requesting confidential treatment of specific information shall: (1) fully complete and sign Part 2 of Form 22, (2) conspicuously mark the outside of its Bid as containing confidential information, (3) mark each page upon which the Bidder believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a “Public Copy” from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Bidder: (1) enumerates the specific grounds in Iowa Code Chapter 22 or other applicable law that supports treatment of the information as confidential, (2) justifies why the information should be maintained in confidence, (3) explains why disclosure of the information would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Bidder to respond to inquiries by the Agency concerning the confidential status of such information.

The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFP. The confidential information must be excised in such a way as to allow the public to determine the general nature of the information removed and to retain as much of the Bid as possible.

Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Bidders may not request confidential treatment with respect to pricing information and transmittal letters. A Bidder’s request for confidentiality that does not comply with this form or a Bidder’s request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting the Bid as non-responsive. Requests to maintain an entire Bid as confidential will be rejected as non-responsive.

If Agency receives a request for information that Bidder has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such information, Bidder shall, at its sole expense, appear in such action and defend its request for confidentiality. If Bidder fails to do so, Agency may release the information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Bidder fails to comply with the request process set forth herein, if Bidder’s request for confidentiality is unreasonable, or if Bidder rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

Part 1 – No Confidential Information Provided

Confidential Treatment Is Not Requested

Bidder acknowledges that bid response contains no confidential, secret, privileged, or proprietary information. There is no request for confidential treatment of information contained in this bid response.

This Form must be signed by the individual who signed the Bid. The Bidder shall place this Form completed and signed in its Bid.

****Fill in and sign the following if you have provided no confidential information. If signing this Part 1, do not complete Part 2.***

_____ Company	_____ RFB Number	_____ RFB Title
_____ Signature (required)	_____ Title	_____ Date

(Proceed to the next page only if Confidential Treatment is requested.)

Part 2 - Confidential Treatment is Requested

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

NOTE:

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

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

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

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

This Form must be signed by the individual who signed the Bid. The Bidder 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.

****If confidentiality is requested, failure to provide the information required on this Form may result in rejection of Bidder'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. If signing this Part 2, do not complete Part 1.***

Company

RFB Number

RFB Title

Signature (required)

Title

Date

RFB03200050023 Paper and Printing Supplies Attachment #5
2017-2019 Usage

YEAR	ITEM #	DESCRIPTION	QUANTITY	UOM
17-18	250	8.5X11 .026 PT CHIPBOARD 855 SHTS/CTN	95,000	SHEETS
18-19	250	8.5X11 .026 PT CHIPBOARD 855 SHTS/CTN	80,000	SHEETS
17-18	811	8.5X11 11.81M 60# WHITE LYNX OP ULTRA DIGITAL SMOOTH 96+ GL 5000 SHTS/CTN	404,000	SHEETS
18-19	811	8.5X11 11.81M 60# WHITE LYNX OP ULTRA DIGITAL SMOOTH 96+ GL 5000 SHTS/CTN	1,180,000	SHEETS
17-18	1011	8.5X11 13.78M 70# WHITE LYNX OP ULTRA DIGITAL SMOOTH 96+ GL 4000 SHTS/CTN	260,000	SHEETS
18-19	1011	8.5X11 13.78M 70# WHITE LYNX OP ULTRA DIGITAL SMOOTH 96+ GL 4000 SHTS/CTN	562,000	SHEETS
17-18	1511	11X17 27.56M 70# WHITE LYNX OP ULTRA DIGITAL SMOOTH 96+ GL 2000 SHTS/CTN	142,000	SHEETS
18-19	1511	11X17 27.56M 70# WHITE LYNX OP ULTRA DIGITAL SMOOTH 96+ GL 2000 SHTS/CTN	80,000	SHEETS
17-18	3111	11X17 23.62M 60# WHITE LYNX OP ULTRA DIGITAL SMOOTH 96+ GL 2500 SHTS/CTN	5,000	SHEETS
17-18	3624	8.5X11 10M 20# BUFF ECOPY GL 5000 SHTS/CTN	30,000	SHEETS
18-19	3624	8.5X11 10M 20# BUFF ECOPY GL 5000 SHTS/CTN	30,000	SHEETS
17-18	3824	8.5X11 10M 20# GOLDENROD ECOPY GL 5000 SHTS/CTN	10,000	SHEETS
18-19	3824	8.5X11 10M 20# GOLDENROD ECOPY GL 5000 SHTS/CTN	5,000	SHEETS
17-18	4024	8.5X11 10M 20# GRAY ECOPY GL 5000 SHTS/CTN	5,000	SHEETS
17-18	5824	8.5X11 10M 20# SALMON ECOPY GL 5000 SHTS/CTN	10,000	SHEETS
18-19	6124	8.5X11 10M 20# TAN ECOPY GL 5000 SHTS/CTN	5,000	SHEETS
17-18	11619	8.5X14 33.66M 110# BRITE WHITE EARTHCHOICE INDEX 2000 SHT/CTN	10,000	SHEETS
17-18	12824	8.5X14 12.72M 20# BLUE MULTIPURPOSE GL 5000 SHTS/CTN	5,000	SHEETS
18-19	12824	8.5X14 12.72M 20# BLUE MULTIPURPOSE GL 5000 SHTS/CTN	5,000	SHEETS
18-19	13529	8.5X11 10M 2PT 20# EXCEL ONE BLACK IMAGE GL CW 5000 SHTS/CTN	10,000	SHEETS
17-18	14119	12X18 61M 110# BRITE WHITE DOMTAR RECYCLED INDEX 96+ 1000 SHT/CTN	4,000	SHEETS
17-18	17310	11X17 31.50M 80# WHITE MOHAWK DIGITAL SILK TEXT 92+ 10% PCW 2000SHTS/CTN	0	SHEETS
17-18	17410	12X18 36.38M 80# WHITE MOHAWK EVERY DAY DIGITAL SILK TEXT 10% PCW 1500SHTS/CT	55,500	SHEETS
18-19	17410	12X18 36.38M 80# WHITE MOHAWK EVERY DAY DIGITAL SILK TEXT 10% PCW 1500SHTS/CT	57,000	SHEETS
17-18	17413	12X18 66.46M 80# WHITE MOHAWK EVERY DAY DIGITAL SILK COVER 10% PCW 750SHTS/CT	16,500	SHEETS
18-19	17413	12X18 66.46M 80# WHITE MOHAWK EVERY DAY DIGITAL SILK COVER 10% PCW 750SHTS/CT	7,500	SHEETS

17-18	18218	8.5X11 19.54M 67# GOLDENROD DOMTAR VELLUM BRISTOL GL 2000 SHTS/CTN	2,000	SHEETS
17-18	18418	8.5X11 19.54M 67# GRAY DOMTAR VELLUM BRISTOL GL 2000 SHTS/CTN	4,000	SHEETS
17-18	22019	11X17 52.9M 110# BRITE WHITE DOMTAR RECYCLED SMOOTH INDEX 96+ GL 1000 SHTS/C	13,000	SHEETS
18-19	22019	11X17 52.9M 110# BRITE WHITE DOMTAR RECYCLED SMOOTH INDEX 96+ GL 1000 SHTS/C	3,000	SHEETS
17-18	22119	8.5X11 26.45M 110# BLUE DOMTAR SMOOTH INDEX GL 2000 SHTS/CTN	2,000	SHEETS
17-18	22519	8.5X11 26.45M 110# GREEN DOMTAR SMOOTH INDEX GL 2000 SHTS/CTN	6,000	SHEETS
18-19	22519	8.5X11 26.45M 110# GREEN DOMTAR SMOOTH INDEX GL 2000 SHTS/CTN	2,000	SHEETS
17-18	22619	8.5X11 26.45M 110# IVORY DOMTAR SMOOTH INDEX GL 2000 SHTS/CTN	2,000	SHEETS
17-18	30724	8.5X11 12M 24# WHITE HORIZONTAL PERF @ 3 1/4" #81478 5 RM -CT 2500 SHTS/CTN	90,000	SHEETS
18-19	30724	8.5X11 12M 24# WHITE HORIZONTAL PERF @ 3 1/4" #81478 5 RM -CT 2500 SHTS/CTN	90,000	SHEETS
17-18	35324	8.5X11 10M 20# WHITE CAPITOL STATE MOTTO BOND LIGHT COCKLE 5000 SHTS/CTN	60,000	SHEETS
18-19	35324	8.5X11 10M 20# WHITE CAPITOL STATE MOTTO BOND LIGHT COCKLE 5000 SHTS/CTN	90,000	SHEETS
17-18	35424	17X22 40M 20# WHITE CAPITOL STATE MOTTO BOND LIGHT COCKLE 3000 SHTS/CTN	17,000	SHEETS
18-19	35424	17X22 40M 20# WHITE CAPITOL STATE MOTTO BOND LIGHT COCKLE 3000 SHTS/CTN	18,000	SHEETS
18-19	67014	8.5X11 28.77M 80# WHITE LYNX OP ULTRA SMOOTH COVER 96+ GL 2000 SHTS/CTN	2,000	SHEETS
17-18	67514	18X12 66.46M 80# WHITE COUGAR DIGITAL COLOR COPY SM COVER 98+ 600 SHTS/CTN	600	SHEETS
17-18	68414	8.5X11 35.96M 100# WHITE COUGAR DIGITAL COLOR COPY COVER 98+ 1600 SHTS/CTN	4,800	SHEETS
18-19	68414	8.5X11 35.96M 100# WHITE COUGAR DIGITAL COLOR COPY COVER 98+ 1600 SHTS/CTN	3,200	SHEETS
17-18	69914	8.5X11 23.38M 65# GOLD MOHAWK BRITEHUE VELLUM COVER 30% PCW 2000 SHTS/CTN	22,000	SHEETS
17-18	79911	12X18 27.28M 60# WHITE LYNX DIGITAL OPAQUE ULTRA SMOOTH 96+ GS 1200 SHTS/CTN	4,800	SHEETS
18-19	79911	12X18 27.28M 60# WHITE LYNX DIGITAL OPAQUE ULTRA SMOOTH 96+ GS 1200 SHTS/CTN	25,200	SHEETS
17-18	80614	8.5X11 23.38M 65# ORCHID EARTHCHOICE COVER GL 250 SHT/PKG 2500 SHTS/CTN	2,500	SHEETS
17-18	85314	8.5X11 35.96M 100# WHITE COUGAR SMOOTH COVER 98+ 10% PCW GL 1600 SHTS/CTN	20,800	SHEETS

18-19	85314	8.5X11 35.96M 100# WHITE COUGAR SMOOTH COVER 98+ 10% PCW GL 1600 SHTS/CTN	24,000	SHEETS
18-19	86114	8.5X11 23.38M 65# GREEN MOHAWK BRITEHUE VELLUM COVER 30% PCW 2000 SHTS/CTN	1,000	SHEETS
17-18	86314	8.5X11 23.38M 65# ORANGE MOHAWK BRITEHUE VELLUM COVER 30% PCW 2000 SHTS/CTN	2,000	SHEETS
18-19	86314	8.5X11 23.38M 65# ORANGE MOHAWK BRITEHUE VELLUM COVER 30% PCW 2000 SHTS/CTN	14,500	SHEETS
18-19	86514	8.5X11 23.38M 65# SEA BLUE MOHAWK BRITEHUE VEL CVR 30% PCW 2000 SHTS/CTN	22,000	SHEETS
17-18	86714	8.5X11 23.38M 65# ULTRA FUCHSIA MOHAWK BRITEHUE VELLUM COVER G 2000 SHTS/CTN	8,000	SHEETS
18-19	86714	8.5X11 23.38M 65# ULTRA FUCHSIA MOHAWK BRITEHUE VELLUM COVER G 2000 SHTS/CTN	6,000	SHEETS
17-18	87114	8.5X11 23.38M 65# ULTRA LIME MOHAWK BRITEHUE VELLUM COVER GL 2000 SHTS/CTN	2,000	SHEETS
18-19	87114	8.5X11 23.38M 65# ULTRA LIME MOHAWK BRITEHUE VELLUM COVER GL 2000 SHTS/CTN	9,750	SHEETS
18-19	87414	8.5X11 23.38M 65# ULTRA PINK MOHAWK BRITEHUE VELLUM COVER GL 2000 SHTS/CTN	2,500	SHEETS
17-18	88114	11X17 46.76M 65# ORANGE MOHAWK BRITEHUE VELLUM COVER 30% PCW 1000 SHTS/CTN	1,000	SHEETS
18-19	88714	11X17 46.76M 65# ULTRA LIME MOHAWK BRITEHUE VELLUM COVER GL 1000 SHTS/CTN	1,000	SHEETS
17-18	96124	8.5X14 12.72M 20# GREEN ECOPY GL 5000 SHTS/CTN	5,000	SHEETS
18-19	96124	8.5X14 12.72M 20# GREEN ECOPY GL 5000 SHTS/CTN	10,000	SHEETS
18-19	96424	8.5X14 12.72M 20# BLUE ECOPY GL 5000 SHTS/CTN	5,000	SHEETS
17-18	96724	8.5X14 12.72M 20# CANARY ECOPY GL 5000 SHTS/CTN	4,500	SHEETS
18-19	96724	8.5X14 12.72M 20# CANARY ECOPY GL 5000 SHTS/CTN	10,000	SHEETS
18-19	98524	8.5X14 12.72M 20# PINK ECOPY GL 5000 SHTS/CTN	5,000	SHEETS
17-18	98924	11X17 20M 20# BLUE ECOPY GL 2500 SHTS/CTN	2,500	SHEETS
17-18	99224	11X17 20M 20# CANARY ECOPY 2500 SHTS/CTN	1,000	SHEETS
17-18	99724	11X17 20M 20# GREEN ECOPY GL 2500 SHTS/CTN	2,500	SHEETS
17-18	100124	11X17 20M 20# PINK ECOPY GL 2500 SHTS/CTN	2,500	SHEETS
17-18	104524	8.5X11 10M 20# WHITE LASER SHARP 30%PC RECY 92+ 10 RM - CTN 5000 SHTS/CTN	2,400,000	SHEETS
18-19	104524	8.5X11 10M 20# WHITE LASER SHARP 30%PC RECY 92+ 10 RM - CTN 5000 SHTS/CTN	400,000	SHEETS
17-18	109724	8.5X14 12.72M 20# BOTTLE ROCKET BLUE BOISE FIREWORX 30% RECY G 5000 SHTS/CTN	5,000	SHEETS
17-18	110424	8.5X14 12.72M 20# POWDER PINK BOISE FIREWORX 30% RECYCLED GL 5000 SHTS/CTN	10,000	SHEETS
18-19	110424	8.5X14 12.72M 20# POWDER PINK BOISE FIREWORX 30% RECYCLED GL 5000 SHTS/CTN	5,000	SHEETS

17-18	118024	8.5X11 10M 20# WHITE ECOPY 92+ GL 10 RM /CTN P 5000 SHTS/CTN	28,200,000	SHEETS
18-19	118024	8.5X11 10M 20# WHITE ECOPY 92+ GL 10 RM /CTN P 5000 SHTS/CTN	28,150,000	SHEETS
17-18	118224	11X17 20M 20# WHITE ECOPY 92+ GL P 2500 SHTS/CTN	477,500	SHEETS
18-19	118224	11X17 20M 20# WHITE ECOPY 92+ GL P 2500 SHTS/CTN	80,000	SHEETS
17-18	120724	8.5X11 10M 20# WHITE ECOPY 3HP 92+ GL 10 RM -CTN P 5000 SHTS/CTN	600,000	SHEETS
18-19	120724	8.5X11 10M 20# WHITE ECOPY 3HP 92+ GL 10 RM -CTN P 5000 SHTS/CTN	800,000	SHEETS
18-19	121512	8.5X11 11.82M 60# SUN YELLOW MOHAWK BRITHEUE VEL TXT 30% PCW 5000 SHTS/CTN	10,000	SHEETS
17-18	122224	8.5X14 12.72M 20# WHITE ECOPY 92+ GL P 5000 SHTS/CTN	3,075,500	SHEETS
18-19	122224	8.5X14 12.72M 20# WHITE ECOPY 92+ GL P 5000 SHTS/CTN	3,755,000	SHEETS
17-18	127924	8.5X14 12.72M 20# WHITE LASER SHARP 30 % RECY GL 5000 SHTS/CTN	5,000	SHEETS
18-19	127924	8.5X14 12.72M 20# WHITE LASER SHARP 30 % RECY GL 5000 SHTS/CTN	5,000	SHEETS
18-19	129124	8.5X11 10M 20# WHITE BOISE X-9 92+ GL 10 RM /CTN 5000 SHTS/CTN	1,200,000	SHEETS
17-18	139524	8.5X11 10M 20# WHITE LASER SHARP 3HP GL 10 RM /CTN 30% REC 5000 SHTS/CTN	200,000	SHEETS
17-18	139924	11X17 20M 20# WHITE LASER SHARP 30% RECY GL 2500 SHTS/CTN	115,000	SHEETS
18-19	139924	11X17 20M 20# WHITE LASER SHARP 30% RECY GL 2500 SHTS/CTN	30,000	SHEETS
18-19	143624	8.5X11 10M 20# WHITE RECYCLED SPB 30% PCW 92+ GL 10 RM/CTN 5000 SHTS/CTN	1,200,000	SHEETS
17-18	145324	8.5X11 12M 24# WHITE HORIZONTAL PERF EVERY 3 2/3" 81453 5RM-CT 2500 SHTS/CTN"	480,000	SHEETS
18-19	145324	8.5X11 12M 24# WHITE HORIZONTAL PERF EVERY 3 2/3" 81453 5RM-CT 2500 SHTS/CTN"	550,000	SHEETS
18-19	171910	8.5X11 15.74M 80# WHITE MOHAWK EVERY DAY DIGITAL SILK TEXT 10% PCW 4000SHT/CT	32,000	SHEETS
17-18	172910	17X11 31.49M 80# WHITE MOHAWK EVERY DAY DIGITAL SILK TEXT 10% PCW 2000SHT/CT	92,000	SHEETS
18-19	172910	17X11 31.49M 80# WHITE MOHAWK EVERY DAY DIGITAL SILK TEXT 10% PCW 2000SHT/CT	10,000	SHEETS
17-18	172913	17X11 57.52M 80# WHITE MOHAWK EVERY DAY DIGITAL SILK COVER 10% PCW 1000SHT/C	20,000	SHEETS
18-19	172913	17X11 57.52M 80# WHITE MOHAWK EVERY DAY DIGITAL SILK COVER 10% PCW 1000SHT/C	6,000	SHEETS
17-18	177812	11X17 27.56M 70# IVORY EARTHCHOICE RECY TEXT GL 2000 SHTS/CTN	30,500	SHEETS
18-19	177812	11X17 27.56M 70# IVORY EARTHCHOICE RECY TEXT GL 2000 SHTS/CTN	2,000	SHEETS

17-18	181913	8.5X11 35.96M 100# WHITE MOHAWK EVERY DAY DIGITAL SILK COVER 10% PCW 1500SH/C	11,000	SHEETS
18-19	181913	8.5X11 35.96M 100# WHITE MOHAWK EVERY DAY DIGITAL SILK COVER 10% PCW 1500SH/C	6,000	SHEETS
17-18	218219	8.5X11 26.45M 110# BRITE WHITE ECOPY SMOOTH INDEX 92+ GL 2000 SHTS/CTN	52,500	SHEETS
18-19	218219	8.5X11 26.45M 110# BRITE WHITE ECOPY SMOOTH INDEX 92+ GL 2000 SHTS/CTN	64,500	SHEETS
17-18	253929	11X17 20M 2PT 20# EXCEL ONE BLACK IMAGE GL CW 2500 SHTS/CTN	45,000	SHEETS
18-19	253929	11X17 20M 2PT 20# EXCEL ONE BLACK IMAGE GL CW 2500 SHTS/CTN	57,500	SHEETS
17-18	309413	18X12 83.08M 100# WHITE SILK COATED MOHAWK EVERYDAY DIGITAL COVER 500SHT/CTN	500	SHEETS
18-19	309413	18X12 83.08M 100# WHITE SILK COATED MOHAWK EVERYDAY DIGITAL COVER 500SHT/CTN	-500	SHEETS
17-18	539129	8.5X11 10M 3PT 20# EXCEL ONE BLACK IMAGE FORWARD GL WCP 5000 SHTS/CTN	10,000	SHEETS
18-19	539129	8.5X11 10M 3PT 20# EXCEL ONE BLACK IMAGE FORWARD GL WCP 5000 SHTS/CTN	30,000	SHEETS
17-18	539229	8.5X11 10M 4PT 20# EXCEL ONE BLACK IMAGE FORWARD GL 5000 SHTS/CTN	27,500	SHEETS
18-19	539229	8.5X11 10M 4PT 20# EXCEL ONE BLACK IMAGE FORWARD GL 5000 SHTS/CTN	40,000	SHEETS
17-18	540229	11X17 20M 3PT 20# EXCEL ONE BLACK IMAGE FORWARD WCP GL 2500 SHTS/CTN	10,000	SHEETS
18-19	540229	11X17 20M 3PT 20# EXCEL ONE BLACK IMAGE FORWARD WCP GL 2500 SHTS/CTN	15,000	SHEETS
17-18	634014	8.5X11 23.38M 65# WHITE LYNX OP ULTRA SMOOTH COVER 96+ GL 2500 SHTS/CTN	0	SHEETS
18-19	634014	8.5X11 23.38M 65# WHITE LYNX OP ULTRA SMOOTH COVER 96+ GL 2500 SHTS/CTN	5,000	SHEETS
17-18	639914	8.5X11 23.38M 65# WHITE ECOPY SM COVER 92+ GL 2000 SHTS/CTN	16,000	SHEETS
18-19	639914	8.5X11 23.38M 65# WHITE ECOPY SM COVER 92+ GL 2000 SHTS/CTN	16,000	SHEETS
17-18	731101	11X9 110# WH COPYTABS 3-BANK STRAIGHT COL 420SETS 1260SHTS/CTN	2,520	SHEETS
17-18	731102	11X9 110# WH COPYTABS 4-BANK STRAIGHT COL 315SETS 1260SHTS/CTN	1,260	SHEETS
18-19	731102	11X9 110# WH COPYTABS 4-BANK STRAIGHT COL 315SETS 1260SHTS/CTN	315	SHEETS
17-18	731103	11X9 110# WH COPYTABS 5-BANK STRAIGHT COL 250SETS 1250SHTS/CTN	9,000	SHEETS
18-19	731103	11X9 110# WH COPYTABS 5-BANK STRAIGHT COL 250SETS 1250SHTS/CTN	3,500	SHEETS

18-19	825914	8.5X11 23.38M 65# CANARY EARTHCHOICE PASTEL CVR 2500 SHTS/CTN	4,000	SHEETS
18-19	845914	8.5X11 23.38M 65# GREEN EARTHCHOICE PASTEL CVR 2500 SHTS/CTN	2,500	SHEETS
17-18	942424	8.5X11 10M 20# PINK ECOPY GL 5000 SHTS/CTN	55,000	SHEETS
18-19	942424	8.5X11 10M 20# PINK ECOPY GL 5000 SHTS/CTN	40,000	SHEETS
17-18	952424	8.5X11 10M 20# GREEN ECOPY GL 5000 SHTS/CTN	160,000	SHEETS
18-19	952424	8.5X11 10M 20# GREEN ECOPY GL 5000 SHTS/CTN	145,000	SHEETS
18-19	952424	8.5X11 10M 20# GREEN ECOPY GL 5000 SHTS/CTN	5,000	SHEETS
17-18	972424	8.5X11 10M 20# BLUE ECOPY GL 5000 SHTS/CTN	320,000	SHEETS
18-19	972424	8.5X11 10M 20# BLUE ECOPY GL 5000 SHTS/CTN	310,000	SHEETS
17-18	982424	8.5X11 10M 20# CANARY ECOPY GL 5000 SHTS/CTN	30,000	SHEETS
18-19	982424	8.5X11 10M 20# CANARY ECOPY GL 5000 SHTS/CTN	60,000	SHEETS
17-18	8195224	8.5X14 15.27M 24# WHITE HORIZONTAL PERF EVERY 3 1/2" 84403 2500 SHTS/CTN	520,000	SHEETS
18-19	8195224	8.5X14 15.27M 24# WHITE HORIZONTAL PERF EVERY 3 1/2" 84403 2500 SHTS/CTN	520,000	SHEETS
18-19	9118224	11X17 20M 20# WHITE ECOPY PLUS GL P 2500 SHTS/CTN	65,000	SHEETS
17-18	A2-03162018	8.5X11 60# ASTROPARCHE BLUE TEXT 4000 SHT/CTN	10,000	SHEETS
17-18	A2-03162018A	8.5X11 60# ASTROPARCHE WHITE TEXT 4000 SHT/CTN	10,000	SHEETS
17-18	B1-10302017	8.5X11 60# WHITE OFFSET PERM SCORED SP-C41MS 2000/CTN	2,000	SHEETS
17-18	D123	HB-903 3M 2" PISTOL GRIP HAND TAPE GUN 24/CS"	3	CASE
17-18	G356	3M 369 48MM X 50M TARTAN BOX SEALING TAPE 36RL/CS	73	CASE
18-19	G356	3M 369 48MM X 50M TARTAN BOX SEALING TAPE 36RL/CS	3	CASE
17-18	G358	11 1/4" X 8 3/4" X 8" RSC<275# KRAFT 32ECT 25/BUNDLE GLUED	18	BUNDLE
18-19	G358	11 1/4" X 8 3/4" X 8" RSC<275# KRAFT 32ECT 25/BUNDLE GLUED	10	BUNDLE
17-18	G359	11 1/4" X 8 3/4" X 12" RSC<275# KRAFT 32ECT 25/BUNDLE GLUED	44	BUNDLE
18-19	G359	11 1/4" X 8 3/4" X 12" RSC<275# KRAFT 32ECT 25/BUNDLE GLUED	50	BUNDLE
17-18	G360	7 1/16" X 3 9/16" X 2" PLAIN KRAFT BUSINESS CARD BOX 250/CS	4	CASE
18-19	G360	7 1/16" X 3 9/16" X 2" PLAIN KRAFT BUSINESS CARD BOX 250/CS	3	CASE
17-18	G726	11 1/8" X 8 5/8" X 4" WHITE 2-REAM STATIONARY BOX 100/CS	4	CASE
18-19	G726	11 1/8" X 8 5/8" X 4" WHITE 2-REAM STATIONARY BOX 100/CS	2	CASE
17-18	G727	11 1/8" X 8 5/8" X 2" WHITE 1-REAM STATIONARY BOX 100/CS	10	CASE
18-19	G727	11 1/8" X 8 5/8" X 2" WHITE 1-REAM STATIONARY BOX 100/CS	10	CASE
17-18	G880	18X14X12 200# TEST CORRUGATED KRAFT BOX 25/BND	6	BUNDLE
18-19	G885	18X16X14 200# TEST CORRUGATED KRAFT BOX 25/BUNDLE	6	BUNDLE
18-19	PC428	QT SIZE WHITE HARADS PRINTERS PADDING COMPOUND 16 QT/CTN	12	CTN
17-18	SPECIAL	11X17 110# WHITE INDEX 1000/CTN	60,000	SHEETS

17-18	SPECIAL	11X8.5 80# WHITE COUGAR SMOOTH COVER GS 250/PKG 2000/CTN	5,000	SHEETS
18-19	SPECIAL	12X18 110# WHITE INDEX	7,730	SHEETS

RFB0320005023 Attachment #6**Delivery Locations**

State Agency and Purchasing Entity Major Current Delivery Locations
 Delivery Locations May Be Subject to Change; Any Updates Will Be Provided to Contractor(s)

Name of Purchasing Entity

ALCOHOLIC BEVERAGE DIVISION	1918 SE HULSIZER RD	ANKENY
IOWA LOTTERY WAREHOUSE	1918 SE HULSIZER	ANKENY
CHEROKEE MENTAL HEALTH INSTITUTION	1251 W CEDAR LOOP	CHEROKEE
CLARINDA CORRECTIONAL FACILITY	1800 N 16TH STREET	CLARINDA
IOWA LOTTERY	13001 UNIVERSITY AVE	CLIVE
IOWA MEDICAL & CLASSIFICATION	2700 CORAL RIDGE AVE	CORALVILLE
STATE HISTORICAL BUILDING DCA	STATE HISTORICAL BLDG	DES MOINES
DEPT OF PUBLIC HEALTH	321 E 12TH ST - GROUND FLOOR	DES MOINES
WORKFORCE DEVELOPMENT	1000 E GRAND	DES MOINES
WORKFORCE DEVELOPMENT	430 E GRAND	DES MOINES
WORKFORCE DEVELOPMENT	150 DES MOINES ST	DES MOINES
IOWA WORKS	200 ARMY POST RD	DES MOINES
DAS CENTRALIZED PRINTING	HOOVER BLDG/LEVEL A;1305 E WALNUT ST	DES MOINES
STATE CAPITOL BLDG	STATE CAPITOL BLDG - 2ND FLOOR;1007 EAST GRAND AVENUE	DES MOINES
REVENUE SUPPLY	920 MORGAN STREET SUITE G	DES MOINES
GOVERNOR'S OFFICE	IOWA STATE CAPITOL -ROOM G09;1007 EAST GRAND AVENUE	DES MOINES
ATTORNEY GENERAL'S	HOOVER BUILDING;1305 E WALNUT 2ND FLOOR	DES MOINES
CRIME VICTIM ASSISTANCE	321 E 12TH ST, ROOM 018	DES MOINES
DEPT NAT RESOURCES	WALLACE BLDG / 502 E 9TH ST	DES MOINES
DEPT OF EDUCATION	400 E 14TH STREET, ROOM 203	DES MOINES
REVENUE SUPPLY	920 MORGAN STREET;SUITE G	DES MOINES
DEPT OF ADMIN SERVICES	INFORMATION TECH ENT- PRINTING,HOOVER STATE OFFICE BLDG	DES MOINES
IA MEDICAID ENTRPRISE	100 ARMY POST ROAD	DES MOINES
IA ST PATROL SUPPLY	30 NE 48TH PLACE	DES MOINES
BUREAU OF COLLECTION	400 S.W. 8TH STREET, SUITE 'H'	DES MOINES
DHS SUPPLY	SUPPLY UNIT - HOOVER BUILDING;LEVEL A / DHS STOREROOM	DES MOINES
DHS SUPPLY	611 5TH AVE	DES MOINES
FT DODGE CORRECTIONS	1550 L ST	FORT DODGE
MENTAL HEALTH INSTITUTE	2277 IOWA AVE	INDEPENDENCE
IOWA LAW ENFORCEMENT ACADEMY	7105 NW 70TH AVE	JOHNSTON
IDNR-SW DISTRICT OFF	8223-4D;57744 LEWIS RD	LEWIS

Iowa Prison Industries Mitchellville
MT PLEASANT CORRECTIONAL
NEWTON CORRECTIONAL FACILITY
WALNUT HILLS ELEMENTARY
WOODWARD RESOURCE CENTER

420 MILL STREET SW
1200 E. WASHINGTON
307 S 60TH AVE W;
4240 NW 156TH ST
1251 334TH ST

MITCHELLVILLE
MOUNT PLEASANT
NEWTON
WAUKEE
WOODWARD