



**REQUEST FOR QUOTE (RFQ)
INFORMAL COMPETITIVE SOLICITATION
Iowa Hunting and Trapping Regulations
19CRDWBMKLEM-100**

Introduction: In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code rules 117.9(1), the Department of Natural Resources (DNR) is seeking to purchase **200,000 copies of the Iowa Hunting and Trapping Regulations meeting the specifications in this RFQ**. Contractors interested in providing these products should submit quotes to the **DNR Issuing Officer** at the following address:

Michael Gulick
Wallace Building 4th Floor
502 E 9th Street
Des Moines, Iowa 50319
515-725-8214
michael.gulick@dnr.iowa.gov

Quotes should be submitted no later than **July 16, 2017 at 9:00 AM central time**. Any quotes received after this deadline will be rejected and returned to the Contractor. The costs of preparation and delivery of the quote are solely the responsibility of the Contractor. **Email quotes preferred.**

Description of Good:

The Department of Natural Resources (DNR) is seeking to **200,000 copies of the Iowa Hunting and Trapping Regulations meeting the specifications in this RFQ** and using **Attachment A** (print file). **Printed books must be delivered by August 7, 2018.**

Quantity: 200,000

Stock: 35# newsprint recycled

Binding: One fold and saddle stitch on the 10 1/8" side for an 8 1/8" x 10 1/8" finished 48-page booklet final trim size is flexible

Printing: **Cover** - 4/4 four process two side, reverse type, full bleeds, **Body** - 4/4 four color process two sides, gray scale, reverse type, bleed two sides,
Soy Oil based Inks

Largely grayscale with CMYK builds throughout

Packaging: all cost must be included in the bid for packaging and labeling of boxes for distribution. The amount of each package will have varying quantities up to 2,000. The mail distribution list including the quantity for each location is in **Attachment B**. Any remaining booklets will be delivered to the Wallace Building located at 502 E 9th Street, Des Moines, Iowa. The successful bidder must supply a tracking number and packing list for each location shipment. The packing list must include the quantity per box, total boxes, and total quantity shipped to the location. The successful bidder will be responsible for the upfront shipping cost and must submit an itemized invoice reflecting the cost of each package shipped including the packing list, shipment location, and date of shipment.

From the date of issuance of this Informal Competitive Solicitation until announcement of the successful Contractor, **Contractors may not contact any employee of the State of Iowa about this RFQ other than the**



DNR Issuing Officer named above. Contractors may submit written questions relating to the interpretation of this Informal Competitive Solicitation and the procurement process to the DNR Issuing Officer at the above address. Written responses to any questions received will be provided to all potential Contractors.

Acceptance of Attached Contract Terms and Conditions

By submitting a quote, Contractor acknowledges its acceptance of the terms and conditions located at

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

Miscellaneous Information: DNR reserves the right to reject any or all quotes, in whole or in part, to advertise for new quotes, to abandon the need for such, and to cancel this Informal Competitive Solicitation at any time prior to the execution of a written contract.

All information submitted by a Contractor may be treated as a public record by the DNR unless the Contractor properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its quote is submitted.

The costs of preparation and delivery of the quote are solely the responsibility of the Contractor.

COST PROPOSAL 19CRDWBMKLEM-100

The Cost Proposal shall include an all-inclusive, total cost in U.S. Dollars (including all travel, expenses, etc.) to provide and deliver:

- Quantity: 200,000
- 48 pages recycled newsprint
- Bleeds - Finished Trim Size: 8-1/2" x 10-7/8"
- Saddle Stitched
- Largely grayscale with CMYK builds throughout

Bid shall include the cost for distribution in varying quantities to about 1,000 locations. The quantity and addresses will be provided in a spreadsheet.

- Vendors will be responsible for upfront shipping cost and bill the DNR on the invoice.
- Vendors will supply the DNR with a packing list for each location they ship to.

If the vendor will be sub-contracting any part of the job out they will need to identify the sub-contracting vendor's name.

Total \$ _____

Signature: _____

Date: _____

Printed Name and Title: _____



Name of Vendor Organization: _____

Address: _____

Phone: _____

Email: _____