

Certificate of Vital Records Paper Specifications: Certified security paper

**Department of Public Health
Vital Records Security Paper
State & County
February 25, 2019**

Bid # RFP022519-01

STATE OF IOWA OCIO PRINT
Hoover State Office Building Des Moines 50319
Phone 515-281-7641

The State Office of the Chief Information Officer Print will receive sealed proposals until 2:30 P.M February 25, 2019

Bids will be opened and recorded 2:30P.M February 25, 2019

Contracts will be awarded 2:30 P.M. February 25, 2019 for the work specified below, in accordance with the terms and conditions herein forth, and at the hour named will open said proposals and act thereon.

Bids are invited from all who are qualified to bid, but bidder must be able to show facilities and equipment for the prompt doing of the work. Bids to be considered must be made out in ink or typewritten upon this form; with no amendment or changes; must be signed by the person of firm making the offer; **must be accompanied by the guarantee referred to herinafter**; must be in seal envelope provided, addressed to and in the hands of *OCIO Print, Hoover State Office Building, 1305 E Walnut Street Level B, Des Moines, Iowa 50319, by the hour indicated above.*

By virtue of statutory authority, in the award of contract, due consideration shall be given not only to the price bid, but to the mechanical and other equipment, and financial responsibility of the bidder, and his ability and experience in the performance of like or similar contracts. Preference shall be given to purchasing Iowa Products and purchases from Iowa based businesses if the bids submitted therefor are comparable in price to bids submitted by out-of-state businesses and otherwise meet the required specifications.

Sub-letting of awarded contract will be allowed, unless otherwise stated in the specifications. Whenever any portion of awarded contract is to be sub-let, it will be necessary for all bidders to list separately the portions to be sub-let and who is fulfilling that portion of the contract. This also applies to portions of product that are produced outside the State of Iowa. For the bidders that are sub-letting portions outside the State of Iowa that portion of contract must be shown in either percentage or dollar amount.

All materials and workmanship contemplated to be contracted hereunder must be first class in every respect. The state reserves the right to reject goods not meeting this requirement, and when such rejection involves a loss to the state, the contractor shall be required to stand such loss and reimburse the state.

Take notice that bids are taken upon the specification in the offering, and acceptance of a bid results in a binding contract. Bidders should avail themselves of samples of previous like printing prior to making a bid or if such is not available **it is the obligation of the bidder to understand the requirements of the specifications prior to making his bid.** The bid is the maximum of the successful bidder's compensation unless the specifications permit additional compensation for changes therein reserved to the State Printing Division. Please note, however, that overruns of more than 5% will be rejected, underruns are unacceptable.

The State Printing Division reserves the right to accept any bid or part of bids submitted that seem to be to the best interest of the state; or to reject any or all bids.

**Vital Records Security Paper
State & County**

for

Iowa Department of Public Health

State & County Security Paper

**Specifications on page 1 through 14
Bid sheet on page 15 and 16**

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

Request for Proposal Certificate of Iowa Vital Record Certified Security Paper

Specifications and Evaluation Criteria

January 2019

The Iowa Department of Public Health, Bureau of Health Statistics wishes to procure non-duplicated security paper for use for certified copies and to secure a renewable contract for the same.

Procurement Officer:

All questions pertaining to this bid shall be directed in writing to:

Office of Chief Information Officer

Stella Sussex at stella.sussex@iowa.gov

1305 E Walnut St Level B

Des Moines, IA 50319

Phone Number: 515-281-7641

Fax Number: 515-242-6307

e-mail: stella.sussex@iowa.gov

Vendors shall not contact the agency in reference to this bid at any time while the bid is opened for bidding nor shall they contact the agency while the bid is in the review status. All questions pertaining to this bid shall be directed to the Procurement Officer.

Contacts:

Melissa Bird

Bureau of Health Statistics, Iowa Department of Public Health

Chief, Bureau of Health Statistics

515-281-6762

melissa.bird@idph.iowa.gov

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QUANTITY:	<p>Successful bidder must be able to fulfill order upon award of the bid.</p> <p><u>Total first year order:</u></p> <p>STATE (Non-Imprinted except for screen image of state seal in center of sheet): 750,000 sheets.</p> <p>STATE (Imprinted): 100,000 sheets to be imprinted with text in two parts and stored in vendor's vault until shipment requested by Iowa Department of Public Health, Bureau of Health Statistics (hereafter referred to as Bureau). Sample of imprinting and signature will be provided to successful bidder.</p> <p>COUNTY RECORD (Imprinted): 250,000 sheets to be imprinted with text and stored in vendor's vault until shipment requested by Bureau. Sample of imprinting will be provided to successful bidder.</p> <p><u>Quantity each renewable year:</u> No restriction</p> <p><u>Paper Control #s:</u> All sheets to be imprinted with sequential paper control numbers. Beginning control numbers will be provided to successful bidder.</p> <p><u>Packaging:</u> 500 per shrink-wrapped package.</p>
TIMELINE:	<p><u>Shipments:</u> Balances of each group of paper listed above to be maintained in vendor's vault and shipped in designated amounts upon request of the Bureau as needed to the State or to local county registrar offices.</p>
SIZE & STOCK:	<p><u>Document size:</u> 8 ½" x 11" finished portrait size.</p> <p><u>Weight:</u> 28 lb., single sheet, acid-free, not optically bright/UV dead.</p> <p><u>Background:</u> Prismatic tinted repetitive background; embedded overt and covert colored and visible security fibers that are integrated in the paper.</p> <p><u>Finish:</u> Compatible with ink-stamping and photocopying. Laser printable, toner fuse adhesion, compatible with toner projection and heat roller systems. Coating must cover the entire face of the document to prevent any attempts to mechanically remove the data, but must not block the chemical sensitization in the paper.</p> <p><u>Watermark:</u> Multi dual-tone graphic watermark embedded in the paper fibers that say "Official Vital Record" in a continuous pattern and visible through transmitted light from front and back of the sheet; not simulated, artificial, printed, or overprinted. Cannot be removed, altered, degraded, easily replicated, or reproduced by any means, including but not limited to a scanner, camera, or color or black and white photocopier.</p> <p><u>Copy Void Pantograph:</u> The word VOID appears when the document is reproduced by any means, including but not limited to a scanner, camera, or color or black and white photocopier, and is not subject to manipulation, alteration or degradation.</p> <p><u>Surface-sized:</u> Accepts fine line banknote intaglio lithographic printing.</p>

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CERTIFICATE SECURITY BORDER:	<p><u>Size:</u> Custom continuous 4-sided border produced in a fine-line complex intaglio blue pattern.</p> <p><u>Engraving:</u> Prefer steel-engraved to 4/1000 depth, but not required if other means are satisfactory for the State and Registrar seals.</p> <p><u>Top Corner Disks:</u> Prefer latent images of 'V' in the left disk and 'R' in the right disk visible through the intaglio printing process when viewed from a prescribed angle in positive-negative treatment in the disks at the top left and right corners.</p> <p><u>State of Iowa seal:</u> State seal either engraved at lower left corner of the border or incorporated in a disk hologram. Measures 1-3/8" in diameter. Seal design to be provided to successful bidder.</p> <p><u>Registrar seal:</u> Registrar seal either engraved at lower right corner of the border or incorporated in a disk hologram. Measures 1-3/8" in diameter. Seals to be provided to successful bidder. Exceptions as follows:</p> <p style="padding-left: 40px;"><u>STATE</u> paper: Iowa Department of Public Health seal.</p> <p style="padding-left: 40px;"><u>COUNTY RECORD</u> paper: County Registrar generic seal.</p> <p><u>Top center:</u> 'CERTIFICATION OF VITAL RECORD' embedded in outline text/capital letters.</p> <p><u>Bottom center:</u> 'ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE' embedded in boldface sans serif reverse (white) capital letters.</p> <p><u>Bottom border:</u> Continuous, repeated intaglio micro-print of the legend VITAL RECORD embedded along the interior of the bottom border to appear as a straight blurred line when copied but legible under a magnifying glass.</p> <p><u>Additional border security features:</u> Considered for review in bid offer.</p> <p><u>Hologram:</u> A hologram to appear on the face of the document in a location that will not obscure any text on the certificate. EXCEPTION: Prefer that the hologram be the background of either or both the State of Iowa seal and the Registrar seal. Both seals appear in the bottom corners of the document border as stated above.</p> <p><u>Vendor guarantees:</u> Immediate replacement at vendor's expense if border and/or seal imperfection renders any form void.</p> <p><u>Printing/Copying Compatibility:</u> Acceptable for processing on electrostatic transfer, heat roller systems.</p> <p><u>Printing Plate for Border:</u> If steel-engraved capabilities, to be obtained from previous vendor.</p> <p><u>Invisible Ink:</u> Invisible ink used in Paper Control number sequence. Location of invisible ink printing included in sample printing to successful bidder.</p>
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<p>OTHER CERTIFICATE SECURITY FEATURES:</p>	<p><u>Screened image:</u> A 10-percent screened, 4" diameter, image of the State of Iowa seal using black ink to appear in the center of the document. Seal to be provided to successful bidder.</p> <p><u>Copy void pantograph:</u> Anti-copy background with overall prismatic underprint and fluorescent erasure-sensitive oil-base ink. The word 'VOID' must appear as black or very dark if an attempt to reproduce the original document is made. Pantograph cannot be manipulated via any contrast setting on a scanner, camera, color or black and white photocopies, or any other means, nor altered by any mechanical or chemical means. Consideration will be given to features that either black out the entire document, or blur the text of the document.</p> <p><u>Optically dead, chemically sensitive:</u> Permits the inclusion of ultraviolet reactive security features, as well as sensitive to chemical agents which include, but are not limited to, oxidants, solvents, alcohol, and acids/bases.</p> <p><u>Paper and ink sensitivity to tampering:</u> Detects attempts to alter the document by turning color, fading, or staining when mechanical or chemical means are applied to either the front or the back, including but not limited to erasures, whiteout, tape, washes, bleaches, solvents, acids, alkalis, bases or any other chemical or mechanical means.</p> <p><u>Ink quality:</u> Fine line fluorescent erasure-sensitive leach and bleach tint and oil-base qualities that are tamper evident, providing obvious detection when mechanical or chemical erasure alterations are attempted.</p> <p><u>Document background:</u> Obvious multi-colored prismatic blending effect with similar pattern and colors as currently used forms. See samples.</p> <p><u>Color mixtures and Brighteners:</u> Complex and Non-optical.</p> <p><u>Fibers:</u> Overt and covert random fibers evident on reverse side of document. Visible red and blue fibers, and invisible yellow fibers, detectable under black UV light.</p> <p><u>Vendor guarantees:</u> Immediate replacement at vendor's expense if document imperfections render any form void.</p>
<p>CERTIFICATE FORM ACCOUNTABILITY:</p>	<p><u>Paper Control Numbers:</u> Sequential control numbers preceded and/or followed by a letter to be printed on the face of the document immediately below the issue date in a special red fluorescent ink and using a special exclusive numbering font no larger than 8-point. If no imprinting done, this control number should be ¼" above the micro-print line of the bottom border and 1/8" to the left of the left bottom seal disk.</p> <p><u>STATE</u> paper (imprinted and non-imprinted): beginning with the letter 'S'. Beginning control number to be provided to the successful bidder.</p> <p><u>COUNTY</u> paper: beginning with the letter 'C'. Beginning control number to be provided to the successful bidder.</p> <p><u>Form Number:</u> to appear immediately below the control number in black 6-point sans serif font.</p> <p><u>STATE</u> paper: FORM #588-0328S (01/2016)</p> <p><u>COUNTY RECORD</u> paper: FORM #588-0328C (01/2016)</p> <p><u>Vendor guarantees:</u> Immediate replacement at vendor's expense if missing or duplicate numbers render any form void.</p>

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<p>IMPRINTING: (if required)</p>	<p>Any sheets required to be imprinted, shall be surface printed in laser compatible, permanent black ink.</p>
<p>STATE imprinted</p>	<p><u>Statement:</u> ‘THIS DOCUMENT NOT VALID UNLESS UNALTERED AND PREPARED ON CERTIFIED SECURITY PAPER’ to be centered at the bottom of the document immediately above the border using boldface 8-point sans serif font.</p>
<p>COUNTY RECORD imprinted</p>	<p><u>Certification:</u> The following statement to be centered at the bottom of the document ½” above the registrar’s name and date issued using 8-point sans serif font: ‘This is to certify that this is a true and correct reproduction of the original record as recorded in this office, issued under authority of Chapter 144, Code of Iowa. This document not valid unless prepared on certified security paper as issued by an authorized registrar of vital records and displaying state seal and signature of the Registrar or Designee.’</p> <p><u>Screened image:</u> A 10-percent screened, 4” diameter, image of the State of Iowa seal using black ink to appear in the center of the document. Seal to be provided to successful bidder.</p> <p><u>Date Issued:</u> ‘DATE ISSUED’ to be printed in 8-point sans serif capital letters at the bottom of the document to the right of the state seal and ½” below the certification statement. A ¾-point black line to appear above (1-1/4” in length).</p> <p><u>Registrar:</u> Registrar lines and titles to be printed as noted below:</p>
	<p><u>STATE IMPRINTED PAPER ONLY:</u></p> <ul style="list-style-type: none"> • The title ‘DEPUTY STATE REGISTRAR’ to be printed at the bottom of the document ½” below the certification statement and ½” above the border and immediately to the left of the bottom right seal using 8-point sans serif font. A ¾-point black line to appear above (1-7/8” in length). • The title ‘GOVERNOR, STATE OF IOWA’ to be printed at the bottom of the document, centered between the Deputy State Registrar’s title and the date issued title using 8-point sans serif font. A ¾-point black line to appear above (1-5/8” in length). • Signatures and/or names for the Governor and the Deputy State Registrar, as provided by the Bureau, to be printed only immediately prior to shipment, with the balance of unprinted paper to be held in vendor’s vault. <p><u>COUNTY RECORD IMPRINTED PAPER ONLY:</u></p> <ul style="list-style-type: none"> • The heading “COUNTY RECORD” to be printed in boldface sans serif 24-point upper/lowercase font centered immediately below the main heading State of Iowa. • The title ‘COUNTY’ to be printed at the bottom of the document ½” below the certification statement and ½” above the border and immediately to the left of the bottom right seal using 8-point sans serif font. A ¾-point black line to appear above. • The title ‘COUNTY REGISTRAR OF VITAL RECORDS’ to be printed at the bottom of the document, centered between the registrar’s title and the date issued title using 8-point sans serif font. A ¾-point black line to appear above. • The words ‘BY’ and ‘OF’ to be printed before and after the ‘COUNTY REGISTRAR’ title as shown on the sample.

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MASTER COPIES	<ul style="list-style-type: none"> • Vendor shall prepare camera-ready copies for proofing according to specifications. Appropriate seals and signatures/names of the Governor and Deputy State Registrar shall be provided to the successful bidder. • Vendor shall return all camera-ready copies, seals and signatures to the Bureau at the time of delivery, if requested. • Masters, seals, and signatures in the possession of the previous vendor are revised in the text imprinting specifications. • Plates, masters, seals, signatures, and all other data are the property of the Iowa Department of Public Health, Bureau of Health Statistics.
PROOFS:	<ul style="list-style-type: none"> • Prior to printing the initial certified paper order, vendor shall submit a color proof for evaluation and approval to the Bureau of Health Statistics, Iowa Department of Public Health. Until otherwise notified, proofs shall be directed to the attention of Melissa Bird. • Proof shall be approved prior to delivery of the finished product. • Proof shall be submitted via secured, direct inside delivery at vendor's expense.
OVERRUNS:	<ul style="list-style-type: none"> • <u>Amount</u>: full case lots not to exceed five (5) percent. • <u>Storage</u>: vendor's vault until shipment of such is required. • <u>Ownership</u>: Iowa Department of Public Health, Bureau of Health Statistics
SAMPLES:	<ul style="list-style-type: none"> • <u>Sampling</u>: 50 camera-ready forms at vendor's expense prior to printing for evaluation and written approval. • <u>Accountability</u>: 7-digit '0000000' in lower left corner of each form in special fluorescent red ink and exclusive numbering font • <u>Voiding</u>: 'SPECIMEN' in ½" open block red letters and with 'VOID' hole-punched in large block letters. • <u>Packaging</u>: shrink-wrapped and packaged separately from regular order. • <u>Delivery</u>: secured, inside direct to the Bureau of Health Statistics via authorized sales representative, registered mail, or secured delivery for approval of completion of remaining order at vendor's expense. Until notified otherwise, samples shall be directed to the attention of Victoria Hutton.

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PACKAGING/ DELIVERY:	<ul style="list-style-type: none"> • <u>Packaging</u>: shrink-wrapped in packages of 500. • <u>Cartons</u>: sealed cartons of uniform size and in case lots of no more than 2,000 documents and clearly labeled on top and one short side with the following: form, quantity, starting and ending number, carton number, and vendor. Not to exceed 40-lbs total gross weight. • <u>Delivery</u>: secured, inside direct to the designated office via authorized sales representative, registered mail, or secured delivery at vendor's expense. • <u>Damages</u>: refused upon attempt to deliver and replaced at vendor's expense. • <u>Delivery Address-State Bureau Shipments</u>: until notified otherwise, attention of Deputy State Registrar, Bureau of Health Statistics, Iowa Department of Public Health, 1st floor, Lucas State Office Building, 321 E. 12th Street, Des Moines, Iowa 50319-0075. • <u>Delivery Address-Local Registrar</u>: specific county delivery addresses to be provided by the Bureau with the request to ship.
PAYMENT TERMS: <u>STATE</u>	<ul style="list-style-type: none"> • <u>Paper and steel-engraving</u>: To be obtained from previous vendor. No changes required. If a need to Invoice, would be invoiced separately to the address listed below upon satisfactory receipt of first shipment. • <u>Text and Signature Imprinting</u>: Invoiced separately to the address listed below upon satisfactory receipt of each shipment. • <u>Terms</u>: NET 30. • <u>Invoice Address</u>: Until otherwise notified, invoices, cost itemizations, and shipping confirmations to be sent to the attention of Melissa Bird, Bureau of Health Statistics, Iowa Department, Lucas State Office Building, 1st Floor, 321 E. 12th Street, Des Moines, Iowa 50319-0075.
CONTRACT TERMS:	<ul style="list-style-type: none"> • <u>Renewal</u>: The Iowa Department of Public Health, Bureau of Health Statistics, reserves the right to renew the contract with the successful bidder. • <u>Timeline</u>: This contract shall remain in effect, without additional costs to the state Bureau, regardless of any renewal bids, for the purpose of storage, imprinting, and shipping for as long as there remains inventory in the vendor's vault. • <u>Termination</u>: The Iowa Department of Public Health, Bureau of Health Statistics, reserves the right to terminate the contract at any time and request that any remaining portion of the order be satisfactorily completed and shipped. • <u>Contacts</u>: Issues related to vital records printing orders to be addressed to Melissa Bird, Chief, Bureau of Health Statistics, phone 515-281-6762, FAX 515-281-0479, e-mail Melissa.Bird@idph.iowa.gov.

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MANUFACTURING SECURITY:	<ul style="list-style-type: none">• <u>Documents</u>: printed in a secure plant.• <u>Unfinished work and overruns</u>: stored under secured conditions.• <u>All work, plates, and materials</u>: stored in ultrasonic vaults.• <u>Spoilage</u>: stored in a locked scrap box during set-up and printing; shredded or incinerated on the premises under bonded supervision when completed. <p>1. <u>Bidding documents</u>: certify minimum security measures:</p> <ul style="list-style-type: none">• Fire door with break alarm for local alert in the event of exit.• Fire prevention and procedures in place in the event of a fire.• Procedures in place in the event of a power shortage or outage.• Uniform locking devices, alarm systems, and entry on all outside doors, production areas, vault, and warehouse.• Comprehensive log of all visitors entering office or manufacturing area.• Receiving and loading platform that prohibits truck drivers or delivery personnel from entering the manufacturing or other secure areas.• Supervised limited access to production or other secure areas.• Accountability production procedures.• Interior and exterior intrusion detection system.• Full-time armed guard force 24 hours each day in manufacturing area.• Printing plates produced under maximum security conditions and stored in vault when not in use.• Uncompleted and completed work stored in controlled vaults that require dual access entry.• Shipping manifest and cartons pulled in sequential order and carried on pallets directly to trucks.• Inks formulated, mixed on premises, and not commercially available.• Plates, photofilm or other supporting copy, and materials properly inventoried, maintained, and disposed.• Stability of the company, personnel screening, and longevity of company employees.• Description of physical plant, location of plant, and general data.• Perimeter access in general.
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MANUFACTURING SECURITY: (Continued)	<ol style="list-style-type: none">2. <u>Certification</u>: Vendor shall provide a certification statement detailing the above security measures.3. <u>Inspection</u>: The Iowa Department of Public Health reserves the right to inspect manufacturing security during regular business hours without notice.
PATENT / COPYRIGHT	Vendor shall defend, protect, and save harmless the State of Iowa, its officers, agents, and employees against all suits at law or in equity and from all damages, claims, or demands for actual or alleged infringement of any patent or copyright by reason of the use of the security features as stipulated in these vital records specifications.

Evaluation Criteria

Each proposal will be evaluated and reviewed according to vendor's ability to comply with all requirements. The Iowa Department of Public Health reserves the right to disqualify proposals that fail to supply required statements or that include samples deemed unacceptable.

SPECIFICATIONS:	<p>Vendor must adequately prove ability to meet paper, timeline, and order specifications. See attached Certificate of Vital Records Paper Specifications for the following. Emphasis will be placed on ability to meet timeline, border, safety features, and packaging/delivery requirements.</p> <ul style="list-style-type: none">• Quantity• Timeline• Size & Stock• Certificate Security Border & Seals• Certificate Security Features• Certificate Form Accountability• Text Areas• Master Copies• Proofs• Overruns• Samples• Packaging / Delivery• Payment Terms• Contract Terms• Manufacturing Security• Patent / Copyright
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Certificate of Vital Records Paper Specifications: Certified security paper

VENDOR EXPERIENCE:	<p>Vendor must describe their experience in providing this type of vital records certified security paper, including, at a minimum:</p> <ul style="list-style-type: none">• Number of years in business,• Number of years making this type of paper,• Average size of each order processed,• Total number of clients,• Total number of state vital statistics clients,• Total number of repeat clients,• Total number of state vital statistics clients who have received uninterrupted service with the company,• Other pertinent business experience,• List of all supervisor/management personnel and years of experience, and• List of staff who would perform work related to this contract.
SAMPLES:	<p>Fifty (50) samples of paper printed in a similar format and specifications to the one being requested must be submitted for testing with the bid for evaluation prior to award.</p>
REFERENCES:	<p>Vendor must provide a minimum of four (4) of references from the governmental sector, preferably vital statistics units, for whom this type of security paper has been provided. List must include contact names, titles, addresses, and telephone numbers of staff persons who are readily accessible and have intimate knowledge of their security paper contract. The Iowa Department of Public Health, Bureau of Health Statistics, reserves the right to ask references the following questions:</p> <ul style="list-style-type: none">• Use of certified security paper provided by this company,• Any problems with this company,• Knowledge of company's security measures,• Any concerns with delivery or missing shipments,• Company's reception to change,• Requirements met by this company, and• Overall evaluation of this company.

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COST:	<ol style="list-style-type: none">1. The award shall be based on vendor's ability to provide imprinting and non-imprinting, storage, and freight.2. Vendor shall demonstrate a shared-cost for the above criteria, particularly in the area of the customized steel-engraved border.3. Vendor shall provide the Bureau of Health Statistics an itemized cost of the customized steel-engraved border/seals and cost per sheet, as well as total cost, at the time of the bid.4. Vendor shall provide a statement of fixed cost for text or border changes above the price of the quantity ordered.5. Vendor shall provide a statement of fixed cost for imprinting text and the signature.6. The Iowa Department of Public Health, Bureau of Health Statistics, reserves the right to accept or reject any or all requests for quotations.
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Evaluation Criteria
Worksheet to be completed by Vital Records Evaluation Committee

SPECIFICATIONS
based on vendor's ability to meet

Quantity	_____
Timeline	_____
Size & Stock	_____
Border	_____
Safety features	_____
Accountability	_____
Text, masters, proof	_____
Overruns	_____
Samples (50 per specs delivered prior to order; 50 similar to be delivered with bid)	_____
Packaging/Delivery	_____
Manufacturing security	_____

VENDOR'S EXPERIENCE

Years in business	_____
Years making this type of paper	_____
Average size orders processed	_____
Total number clients	_____
Total state vital records clients	_____
Number repeat clients	_____
State vital records clients receiving uninterrupted service	_____
Other experience	_____
Personnel/years experience	_____
Staff to fill this contract	_____

REFERENCES
based on combined responses

References provided	_____
Safety paper	_____
Problems	_____
Security measures	_____
Deliveries	_____
Company reception to change	_____
Requirements met	_____
Overall evaluation	_____

COST	COMMENTS (if any)
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Ability to bid on both RFP's	_____
Shared-cost for both bids	_____
Plate for customized border	_____
Itemized costs	_____
Costs for changes	_____
Costs for imprinting	_____
Overall cost	_____

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BID AS FOLLOWS:

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

State Security Paper

Non-Imprinted

750,000 Master Sheets per specifications.....\$ _____/per sheet
\$ _____/ total

Printed

100,000 Imprinting Text & Signatures per specifications....\$ _____/per sheet
\$ _____/ total

County Record Security Paper

250,000 Imprinted Master Sheets per specifications....\$ _____/per sheet
\$ _____/ total

Text
changes.....\$ _____/each

Border changes.....\$ _____/each

Plate for Customized Border.....\$ _____/Total

Dated at _____, this _____ day of _____, 20____.
(City, State)

Signed by _____ for _____
(Telephone) (Company Name)

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Bids must be accompanied by statements requested in the specifications or they will be considered non compliant.

The state of Iowa reserves the right to accept or reject any or all bids. Please read all information carefully. Bids will be rejected if they are not signed, are not submitted on the bid forms furnished, or missing any required components.

NOTE: BIDS FOR THIS LETTING CAN BE MADE BY FAX (515/242-6307) TO THOSE WITH BID BONDS IN EFFECT (OR CERTIFIED CHECK IN LIEU THEREOF). SUCH BIDS WILL BE ACCEPTED UP TO 2:30 P.M. THE DAY OF THE OPENING. RETURN BID PAGE ONLY.

NOTICE TO BIDDERS

This information must be completed or your bid will be non-compliant

Is any part of the contract to be sub-let? YES NO If yes, to whom? _____
(Vendor must identify sub-contractor if you answer yes to this question)

Recycled content of sheet _____% of which _____% is postconsumer.

How much is sub-let or produced out of the State of Iowa? Show either dollar or percentage _____

Soy-oil based ink? YES NO If yes, please specify portion of bid which is ink cost-\$ _____

Bidder agrees that if awarded a contract to supply any part of the above listed material, bidder will not engage in any discriminatory practices based on sex, race, color, creed, religion, physical or mental handicaps or national origin and they will in all contract comply with all statutes of the State of Iowa against discrimination. Failure to do so could be deemed a material breach of contract.

NOTE: One percent per day of the contract price will be penalized for each day of delayed delivery. Department to furnish copy and read proof according to specifications and the printer is required to give written notice of any delay by the Department.

PLEASE READ the specifications carefully. Any deviation from specifications will automatically void the bid. If requested, be sure and specify the stock you plan to use, and furnish sample, or bid will be voided. Estimate carefully - Low bidders who refuse contract will be penalized.

****All questions pertaining to this bid should be directed in writing to the Office of Chief Information Officer (OCIO) Print, Stella Sussex at stella.sussex@iowa.gov, phone number is 515-281-7641. Vendors are not to contact the agency in reference to this bid. If vendors contact the agency directly it will result in their bid not being accepted.**

Renewal option for this contract: May be renewed annually up to five consecutive years at the agreement of the customer, vendor and the State of Iowa OCIO Printing division. VENDOR MUST PROVIDE WRITTEN RENEWAL INFORMATION SIXTY (60) DAYS PRIOR TO EXPIRATION OF CONTRACT TO THE SUPERINTENDENT OF PRINTING.

Dated at _____, this _____ day of _____, 20____.
(City, State)

Signed by _____ for _____
(Telephone) (Company Name)