

IPERS Informational Booklets and Pamphlets  
Iowa Public Employees' Retirement System  
4-11-19

**Bid# RFB041119-02**  
State of IA -OCIO Print  
515-954-0755

The State of Iowa OCIO Print will receive sealed proposals until 2:30 P.M. 4-11-19

Bids will be opened and recorded 2:30P.M April 11, 2019

Contracts will be awarded 2:30 P.M. April 11, 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, no over-runs or 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.

The State of Iowa Terms and Conditions are located at:

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

## IPERS Informational Booklets and Pamphlets

for

### Iowa Public Employees' Retirement System

**Specifications on page two, three, four and five**  
**Bid sheet on page six, seven and eight and nine**

**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.

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**AGENCY:**

**Iowa Office of the Chief Information Officer - Print**

**Procurement Officer:**

**Office of Chief Information Officer**

**Stella Sussex at [stella.sussex@iowa.gov](mailto:stella.sussex@iowa.gov)**

**1305 E Walnut St Level B**

**Des Moines, IA 50319**

**Phone Number: 515-954-0755**

**Fax Number: 515-242-6307**

**e-mail: [stella.sussex@iowa.gov](mailto:stella.sussex@iowa.gov)**

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

**Stella Sussex at [stella.sussex@iowa.gov](mailto:stella.sussex@iowa.gov)**

**The bids shall remain confidential until the bids have been evaluated and the state issues a notice of intent to award.**

**From the date on which the request for bid is released and during the period up to and including the date on which a notice of intent to award is issued, prospective vendors shall contact only the individual designated herein with regard to this procurement. Direct or indirect attempts by prospective vendor, its agent, employee, or representatives, to contact other representatives of the state to obtain information or for other purposes regarding this request for bid or the procurement process may result in the disqualification of a prospective vendor's proposal.**

**The State of Iowa Terms and Conditions are located at:**

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

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**AGENCY:** Iowa Public Employees' Retirement System

**DESCRIPTION:** Printing of the IPERS Benefits informational booklets and pamphlets: booklets printed 4-color and saddle stitched, provide pricing for 12 and 16 pages with self-cover.

Not all booklets and pamphlets will be printed at the same time. These will be printed throughout the year as needed by IPERS.

**QTY:** 100 – 250 – 500 - 1,000 - 2,500 - 5,000 -10,000

**FORMAT:** **Booklets:** 9" x 12" Saddle stitched booklet 12, 16 pages plus cover with die-cut pocket  
**Booklets:** 8.5" x 11" Saddle stitched booklet 12, 16 pages self-cover  
**Pamphlets:** 5.5" x 8.5" Saddle stitched booklet 12, 16 pages self-cover  
**Retirement Packet:** 9" x 12" 20 page plus cover with die-cut pocket

**SIZE:** **Booklets:** 9" x 12" page size plus 4" horizontal pocket  
**Booklets:** 8.5" x 11" page size  
**Pamphlets:** 5.5" x 8.5" page size  
**Retirement Packet:** 9" x 12" page size plus 5" vertical pocket

**PAGES:** **9 x 12 Booklets:** 12, 16 pages plus cover  
**8.5x11" Booklets:** 12, 16 pages – self cover  
**Pamphlets:** 12, 16 page – self cover  
**Retirement Packet:** 20 page plus cover

**STOCK:** **Booklets (9" x 12" with pocket):**  
Cover: 80# Endurance Cover - Dull  
Body: 100# Endurance text - Dull  
Recycled or comparable house sheet. Must be 10% pcw

**Booklets ( 8.5" x 11"):** 100# Endurance text - Dull  
Recycled or comparable house sheet. Must be 10% pcw

**Pamphlets:** 100# Endurance text - Dull  
Recycled or comparable house sheet. Must be 10% pcw

**Retirement Packet:**  
Cover: 80# Endurance Cover - Dull  
Body: 100# Endurance text - Dull  
Recycled or comparable house sheet. Must be 10% pcw

**COPY STATUS:** Artwork will be furnished electronically via Adobe or InDesign software. Art contains bleeds but requires close registration. Art will contain photographs, charts and some halftones.

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**PROOF:** Assembled color proofs are required to:

Katie Hommer  
7401 Register Drive  
P.O. Box 9117  
Des Moines, IA 50306-9117

Email: [Katie.Hommer@ipers.org](mailto:Katie.Hommer@ipers.org)  
Email: cc : [alex.drycimski@ipers.org](mailto:alex.drycimski@ipers.org)

Phone: 515-281-0038 – Katie  
Phone: 515-281-3408 – Alex

**PRINTING:** Covers: 4/4 four color process two sides, full bleeds.  
Body: 4/4 four color process two sides, full bleeds  
Reverse type, halftones, and some photographs.  
Soy oil based inks required

High quality printing and finishing are required. High quality is defined as the printed piece being a close representation of the electronic file and proof for color, trapping and layout, free from dust, scratches, halos, hickies, scumming and ghosting.

**BINDING:** 9" x 12" Booklets:

4" horizontal pocket. Die cut covers for inside front pocket with business Card slits. Glue pocket, collate, fold and saddle stitch on the 12" side for a 9x12" finished booklet

**8.5" x 11" Booklets:**

17" x 11" flat. Fold and Saddle stitch on the 11" side for an 8.5" x 11" finished size booklet.

**5.5"x8.5"Pamphlets:**

11" x 8.5" Flat, Fold and Saddle stitch on the 8.5" side for a 5.5" x 8.5" finished size booklet.

**9"x12" Retirement Packet:**

5" vertical pocket. Die cut covers, fold and glue pocket. Collate, fold and saddle stitch on the 12" side for a 9"x12" finished booklet.

**PRODUCTION  
SCHEDULE:**

Proof required within 2 working days of receiving a file.  
All subsequent proofs are due within 2 working days after IPERS response.  
Products are due to IPERS within 5 working days of proof approval.

Not all booklets or pamphlets artwork will be available at one time to print together. These will be printed throughout the year as needed by IPERS. Vendor must be able to follow changing timelines and respond quickly if the need arises.

**DELIVERY:**

Deliver to IPERS 7401 Register Drive, Des Moines 50306-9117.  
There may be some deliveries that will need to be made elsewhere in the Des Moines Metropolitan area.  
IPERS will not pay extra cost of delivery. F.O.B. DESTINATION.

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**NOTE:** All usual rules and penalties as set forth by the Code of Iowa apply. This job must be produced within the continental United States. The state of Iowa reserves the right to accept or reject any and all bids.

**QUALITY:** **Good Quality is defines as, clear legible printing in register with consistent density, consistent color, free from slurring, hickies, offsetting, and scratches. Folding and three-knife trimming must be square.**

The State of Iowa Terms and Conditions are located at:  
<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf>

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

**5.5" x 8.5" Pamphlets – 12 pages – Digital Printing**

100 booklets per specification.....\$ \_\_\_\_\_/total  
250 booklets per specification.....\$ \_\_\_\_\_/total  
500 booklets per specifications.....\$ \_\_\_\_\_/total  
1,000 booklets per specifications.....\$ \_\_\_\_\_/total  
2,500 booklets per specifications.....\$ \_\_\_\_\_/total

**.5" x 8.5" Pamphlets – 16 pages – Digital Printing**

100 booklets per specification.....\$ \_\_\_\_\_/total  
250 booklets per specification.....\$ \_\_\_\_\_/total  
500 booklets per specifications.....\$ \_\_\_\_\_/total  
1,000 booklets per specifications.....\$ \_\_\_\_\_/total  
2,500 booklets per specifications.....\$ \_\_\_\_\_/total

**8.5" x 11" Booklets – 12 pages – Digital Printing**

100 booklets per specification.....\$ \_\_\_\_\_/total  
250 booklets per specification.....\$ \_\_\_\_\_/total  
500 booklets per specifications.....\$ \_\_\_\_\_/total  
1,000 booklets per specifications.....\$ \_\_\_\_\_/total  
2,500 booklets per specifications.....\$ \_\_\_\_\_/total

Signed by \_\_\_\_\_ for \_\_\_\_\_  
(Telephone) (Company Name)

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**8.5" x 11" Booklets – 16 pages – Digital Printing**

100 booklets per specification.....\$\_\_\_\_\_/total  
250 booklets per specifications.....\$\_\_\_\_\_/total  
500 booklets per specification.....\$\_\_\_\_\_/total  
1,000 booklets per specifications.....\$\_\_\_\_\_/total  
2,500 booklets per specifications.....\$\_\_\_\_\_/total

**8.5" x 11" Booklets – 20 pages – Digital Printing**

100 booklets per specification.....\$\_\_\_\_\_/total  
250 booklets per specifications.....\$\_\_\_\_\_/total  
500 booklets per specification.....\$\_\_\_\_\_/total  
1,000 booklets per specifications.....\$\_\_\_\_\_/total  
2,500 booklets per specifications.....\$\_\_\_\_\_/total

**9" x 12" Booklets – 12 pages + Cover (Horizontal Pocket) – Digital Printing**

100 booklets per specification.....\$\_\_\_\_\_/total  
250 booklets per specifications.....\$\_\_\_\_\_/total  
500 booklets per specification.....\$\_\_\_\_\_/total  
1,000booklets per specifications.....\$\_\_\_\_\_/total  
2,500 booklets per specifications.....\$\_\_\_\_\_/total

**9" x 12" Booklets – 16 pages + Cover – (Horizontal Pocket) Digital Printing**

100 booklets per specification.....\$\_\_\_\_\_/total  
250 booklets per specifications.....\$\_\_\_\_\_/total  
500 booklets per specification.....\$\_\_\_\_\_/total  
1,000 booklets per specifications.....\$\_\_\_\_\_/total  
2,500 booklets per specifications.....\$\_\_\_\_\_/total

Signed by \_\_\_\_\_ for \_\_\_\_\_  
(Telephone) (Company Name)

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**9" x 12" – Retirement Packet - 20 pages + Cover (Vertical Pocket) – Digital Printing**

500 booklets per specification.....\$\_\_\_\_\_/total

**5.5" x 8.5" Pamphlet – 12 pages – Offset Printing**

500 booklets per specification.....\$\_\_\_\_\_/total

1,000 booklets per specifications.....\$\_\_\_\_\_/total

2,500 booklets per specifications.....\$\_\_\_\_\_/total

5,000 booklets per specifications.....\$\_\_\_\_\_/total

10,000 booklets per specifications.....\$\_\_\_\_\_/total

**5.5" x 8.5" Pamphlet – 16 pages – Offset Printing**

500 booklets per specification.....\$\_\_\_\_\_/total

1,000 booklets per specifications.....\$\_\_\_\_\_/total

2,500 booklets per specifications.....\$\_\_\_\_\_/total

5,000 booklets per specifications.....\$\_\_\_\_\_/total

10,000 booklets per specifications.....\$\_\_\_\_\_/total

**8.5" x 11" Booklet – 12 pages – Offset Printing**

500 booklets per specification.....\$\_\_\_\_\_/total

1,000 booklets per specifications.....\$\_\_\_\_\_/total

2,500 booklets per specifications.....\$\_\_\_\_\_/total

5,000 booklets per specifications.....\$\_\_\_\_\_/total

10,000 booklets per specifications.....\$\_\_\_\_\_/total

Signed by \_\_\_\_\_ for \_\_\_\_\_  
(Telephone) (Company Name)



**8.5" x 11" Booklet – 16 pages – Offset Printing**

500 booklets per specification.....\$\_\_\_\_\_/total  
1,000 booklets per specifications.....\$\_\_\_\_\_/total  
2,500 booklets per specifications.....\$\_\_\_\_\_/total  
5,000 booklets per specifications.....\$\_\_\_\_\_/total  
10,000 booklets per specifications.....\$\_\_\_\_\_/total

**9" x 12" Booklet – 12 pages + Cover (Horizontal Pocket) – Offset Printing**

500 booklets per specification.....\$\_\_\_\_\_/total  
1,000 booklets per specifications.....\$\_\_\_\_\_/total  
2,500 booklets per specifications.....\$\_\_\_\_\_/total  
5,000 booklets per specifications.....\$\_\_\_\_\_/total  
10,000 booklets per specifications.....\$\_\_\_\_\_/total

**9" x 12" Booklet – 16 pages + Cover (Horizontal Pocket) – Offset Printing**

500 booklets per specification.....\$\_\_\_\_\_/total  
1,000 booklets per specifications.....\$\_\_\_\_\_/total  
2,500 booklets per specifications.....\$\_\_\_\_\_/total  
5,000 booklets per specifications.....\$\_\_\_\_\_/total  
10,000 booklets per specifications.....\$\_\_\_\_\_/total

**9" x 12" – Retirement Packet - 20 pages + Cover (Vertical Pocket) – Offset Printing**

500 booklets per specification.....\$\_\_\_\_\_/total  
5,000 booklets per specifications.....\$\_\_\_\_\_/total  
10,000 booklets per specifications.....\$\_\_\_\_\_/total

Signed by \_\_\_\_\_ for \_\_\_\_\_  
(Telephone) (Company Name)

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**BID AS FOLLOWS:**

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

**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 12:30 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 the Chief Information Officer Printing Stella Sussex at [stella.sussex@iowa.gov](mailto: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, not to exceed six consecutive years at the agreement of the customer, vendor and the Iowa State 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)

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_