



Information for FMNP Checks and Folders

The Iowa Department of Agriculture (IDALS) is seeking quotes for the WIC and Seniors Farmers Market check programs. These programs are Congressionally-authorized and designed to provide coupons to WIC clients and low-income seniors that they may exchange for eligible foods at farmers markets, roadside stands, and community supported agriculture programs. Eligible foods are fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs. These programs are administered by the Iowa Department of Agriculture and Land Stewardship (IDALS) in cooperation with the Iowa Department of Elder Affairs and the state's Area Agencies on Aging, the Iowa Department of Public Health and the state's local WIC clinics.

Scope of Work

If you are interested in this project, please provide details for a project that would:

- WIC and Seniors FMNP Checks
 - 90,000 sheets of WIC Farmers Market Nutrition Program checks (see Attachment 1)
 - This will be 270,000 checks with 3 checks on each sheet.
 - Checks will be 3.67" tall and 8.5" long.
 - Checks will be printed using MICR line
 - Check number
 - Bank number
 - Account number
 - Consecutive numbering in upper right corner of check
 - Starting with 500,001
 - Stock: 24# standard white check stock
 - Micro perfs to separate checks.
 - Will have blue pastel colored background
 - Black text
 - 44,000 sheets of Senior Farmers Market Nutrition Program checks (see Attachment 2)
 - This will be 220,000 checks with 5 checks on each sheet.
 - Checks will be 3.4" tall and 8.5" long.
 - Checks will be printed using MICR line
 - Check number
 - Bank number
 - Account number
 - Consecutive numbering in upper right corner of check
 - Starting with 300,001
 - Stock: 24# standard white check stock
 - Micro perforations to separate checks.
 - Will have green pastel colored background
 - Black text
 - Perforation should permit ease in check separation. Checks will be placed in pouches and can be no longer than 8.5" long.

- Each type of check should be bundled into shrink wrapped packaging of 600 sheets each.
- Checks shall be approved by the bank and IDALS before printing.
- Check Registers for the Seniors FMNP checks (see Attachment 3)
 - Registers will be printed on standard letter sized paper (8.5"x11")
 - Printed landscape one sided with black ink
 - 3 hole punched at top
 - No more than 30 check number ranges per page.
- Check Folders (see Attachment 4)
 - 10,000 Folders (i.e. pouches with an outer flap)
 - Folders need to be able to hold two folded sheets of perforated checks (a total of ten 8.5" x 3.5" paper checks)
 - Folders will be made from heavy-duty cardstock.
 - Folders will be 10.25" long and 4.375" tall.
 - Flap Size will be 10.25" long and 4" tall.
- Shipping Information
 - Checks will be shipped to 32 locations provided by IDALS.
 - Attachment 5 lists tentative locations and amounts for each location.
 - Checks shall be shipped and arrive at their respective locations by May 15th.
 - **Please Note:** Failure to meet this deadline will result in a 1% penalty per calendar day
 - Shipping boxes should be labeled with their contents and weigh no more than 25 pounds.
 - Shipping costs shall be included in quotes.
 - Shall be securely stored until received by their destination organization.
- No overages or underages will be allowed.
- Proofs shall be completed no later than April 1st

Written questions, requests for clarification, and suggested changes from respondents are due by February 23rd at 2:00 pm. Answers should be posted by 5:00 pm on February 24th.

Submit bid by 2:00 pm March 3, 2022 to:

Jonathan Koele

Wallace State Office Building

502 E. 9th St. Des Moines, IA 50319

(515) 281.6877

Jonathan.Koele@IowaAgriculture.gov

Attachment #1 – Sheet of WIC FMNP Checks 2021 Front Side (not shown to size)



**IOWA DEPARTMENT OF
AGRICULTURE &
LAND STEWARDSHIP**
Des Moines, IA 50319 515-242-6239

2021 WIC
Farmers Market
Nutrition Program

NOT REDEEMABLE IN GROCERY STORES
Redeemable only at FMNP-certified vendor stalls and farmstands.

Use checks June 1-October 31, 2021 for fresh, unprepared,
locally grown fruits, vegetables and herbs only at authorized locations.

75-1248 Auct # 805757
919
Solutran, Inc., Citimata Alliance Bank,
Howard Lake, MN 55549

FARMER STAMP HERE

100001

VALID DATES OF USE
6/01/21 - 10/31/21

Pay Exactly
\$ 3.00
No Change Given

X
Signature of Participant/Proxy at the time of purchase MP

C100001C A091912482A 805757C



**IOWA DEPARTMENT OF
AGRICULTURE &
LAND STEWARDSHIP**
Des Moines, IA 50319 515-242-6239

2021 WIC
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75-1248 Auct # 805757
919
Solutran, Inc., Citimata Alliance Bank,
Howard Lake, MN 55549

FARMER STAMP HERE

100002

VALID DATES OF USE
6/01/21 - 10/31/21

Pay Exactly
\$ 3.00
No Change Given

X
Signature of Participant/Proxy at the time of purchase MP

C100001C A091912482A 805757C



**IOWA DEPARTMENT OF
AGRICULTURE &
LAND STEWARDSHIP**
Des Moines, IA 50319 515-242-6239

2021 WIC
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75-1248 Auct # 805757
919
Solutran, Inc., Citimata Alliance Bank,
Howard Lake, MN 55549

FARMER STAMP HERE

100003

VALID DATES OF USE
6/01/21 - 10/31/21

Pay Exactly
\$ 3.00
No Change Given

X
Signature of Participant/Proxy at the time of purchase MP

C100001C A091912482A 805757C

Attachment #1 – Sheet of WIC FMNP Checks 2021 Back Side (not shown to size)

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FOR DEPOSIT ONLY

FOR DEPOSIT ONLY

FOR DEPOSIT ONLY

For Demonstration Only



CHECK VOID & WILL NOT BE PAID IF:
Signature on back does not match
Front of check is altered or changed
Deposit is made after November 15, 2021

CHECK VOID & WILL NOT BE PAID IF:
Signature on back does not match
Front of check is altered or changed
Deposit is made after November 15, 2021

CHECK VOID & WILL NOT BE PAID IF:
Signature on back does not match
Front of check is altered or changed
Deposit is made after November 15, 2021



Attachment #2 – Sheet of Senior FMNP Checks 2021 Front Side (not shown to size)

 <p>IOWA DEPARTMENT OF AGRICULTURE & LAND STEWARDSHIP Des Moines, IA 50319 515-242-6239</p> <p>2021 Senior Farmers Market Nutrition Program</p> <p>NOT REDEEMABLE IN GROCERY STORES Redeemable only at FMNP-certified vendor stalls and farmstands. Use checks June 1–October 31, 2021 for fresh, unprepared, locally grown fruits, vegetables, honey and herbs only at authorized locations.</p> <p>25125X Audit # 9007158 900 Midwest, Inc., Citizens Alliance Bank, Howard Lake, MN 55337</p>	<p>FARMER STAMP HERE</p> <div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto;"></div> <p>681941</p> <p>VALID DATES OF USE 6/01/21–10/31/21</p> <p>Pay Exactly \$ 3.00 No Change Given</p> <p>X _____ Signature of Participant/Proxy at the time of purchase</p>	<p>681941</p> <p>VALID DATES OF USE 6/01/21–10/31/21</p> <p>Pay Exactly \$ 3.00 No Change Given</p> <p>X _____ Signature of Participant/Proxy at the time of purchase</p>
<p>⑆681941⑆ ⑆091912482⑆ 805730⑆</p>		
 <p>IOWA DEPARTMENT OF AGRICULTURE & LAND STEWARDSHIP Des Moines, IA 50319 515-242-6239</p> <p>2021 Senior Farmers Market Nutrition Program</p> <p>NOT REDEEMABLE IN GROCERY STORES Redeemable only at FMNP-certified vendor stalls and farmstands. Use checks June 1–October 31, 2021 for fresh, unprepared, locally grown fruits, vegetables, honey and herbs only at authorized locations.</p> <p>25125X Audit # 9007158 900 Midwest, Inc., Citizens Alliance Bank, Howard Lake, MN 55337</p>	<p>FARMER STAMP HERE</p> <div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto;"></div> <p>681942</p> <p>VALID DATES OF USE 6/01/21–10/31/21</p> <p>Pay Exactly \$ 3.00 No Change Given</p> <p>X _____ Signature of Participant/Proxy at the time of purchase</p>	<p>681942</p> <p>VALID DATES OF USE 6/01/21–10/31/21</p> <p>Pay Exactly \$ 3.00 No Change Given</p> <p>X _____ Signature of Participant/Proxy at the time of purchase</p>
<p>⑆681942⑆ ⑆091912482⑆ 805730⑆</p>		
 <p>IOWA DEPARTMENT OF AGRICULTURE & LAND STEWARDSHIP Des Moines, IA 50319 515-242-6239</p> <p>2021 Senior Farmers Market Nutrition Program</p> <p>NOT REDEEMABLE IN GROCERY STORES Redeemable only at FMNP-certified vendor stalls and farmstands. Use checks June 1–October 31, 2021 for fresh, unprepared, locally grown fruits, vegetables, honey and herbs only at authorized locations.</p> <p>25125X Audit # 9007158 900 Midwest, Inc., Citizens Alliance Bank, Howard Lake, MN 55337</p>	<p>FARMER STAMP HERE</p> <div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto;"></div> <p>681943</p> <p>VALID DATES OF USE 6/01/21–10/31/21</p> <p>Pay Exactly \$ 3.00 No Change Given</p> <p>X _____ Signature of Participant/Proxy at the time of purchase</p>	<p>681943</p> <p>VALID DATES OF USE 6/01/21–10/31/21</p> <p>Pay Exactly \$ 3.00 No Change Given</p> <p>X _____ Signature of Participant/Proxy at the time of purchase</p>
<p>⑆681943⑆ ⑆091912482⑆ 805730⑆</p>		
 <p>IOWA DEPARTMENT OF AGRICULTURE & LAND STEWARDSHIP Des Moines, IA 50319 515-242-6239</p> <p>2021 Senior Farmers Market Nutrition Program</p> <p>NOT REDEEMABLE IN GROCERY STORES Redeemable only at FMNP-certified vendor stalls and farmstands. Use checks June 1–October 31, 2021 for fresh, unprepared, locally grown fruits, vegetables, honey and herbs only at authorized locations.</p> <p>25125X Audit # 9007158 900 Midwest, Inc., Citizens Alliance Bank, Howard Lake, MN 55337</p>	<p>FARMER STAMP HERE</p> <div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto;"></div> <p>681944</p> <p>VALID DATES OF USE 6/01/21–10/31/21</p> <p>Pay Exactly \$ 3.00 No Change Given</p> <p>X _____ Signature of Participant/Proxy at the time of purchase</p>	<p>681944</p> <p>VALID DATES OF USE 6/01/21–10/31/21</p> <p>Pay Exactly \$ 3.00 No Change Given</p> <p>X _____ Signature of Participant/Proxy at the time of purchase</p>
<p>⑆681944⑆ ⑆091912482⑆ 805730⑆</p>		
 <p>IOWA DEPARTMENT OF AGRICULTURE & LAND STEWARDSHIP Des Moines, IA 50319 515-242-6239</p> <p>2021 Senior Farmers Market Nutrition Program</p> <p>NOT REDEEMABLE IN GROCERY STORES Redeemable only at FMNP-certified vendor stalls and farmstands. Use checks June 1–October 31, 2021 for fresh, unprepared, locally grown fruits, vegetables, honey and herbs only at authorized locations.</p> <p>25125X Audit # 9007158 900 Midwest, Inc., Citizens Alliance Bank, Howard Lake, MN 55337</p>	<p>FARMER STAMP HERE</p> <div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto;"></div> <p>681945</p> <p>VALID DATES OF USE 6/01/21–10/31/21</p> <p>Pay Exactly \$ 3.00 No Change Given</p> <p>X _____ Signature of Participant/Proxy at the time of purchase</p>	<p>681945</p> <p>VALID DATES OF USE 6/01/21–10/31/21</p> <p>Pay Exactly \$ 3.00 No Change Given</p> <p>X _____ Signature of Participant/Proxy at the time of purchase</p>
<p>⑆681945⑆ ⑆091912482⑆ 805730⑆</p>		

Attachment #2 – Sheet of Senior FMNP Checks 2021 Back Side (not shown to size)

FROM DEPOSIT ONLY	FROM DEPOSIT ONLY	FROM DEPOSIT ONLY	FROM DEPOSIT ONLY	FROM DEPOSIT ONLY
<p>CHECKS VOID & WILL NOT BE PAID IF: - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021.</p>	<p>CHECKS VOID & WILL NOT BE PAID IF: - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021.</p>	<p>CHECKS VOID & WILL NOT BE PAID IF: - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021.</p>	<p>CHECKS VOID & WILL NOT BE PAID IF: - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021.</p>	<p>CHECKS VOID & WILL NOT BE PAID IF: - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021. - The check is not cashed by November 15, 2021.</p>

Attachment #3 – Example only – Check Registers

61

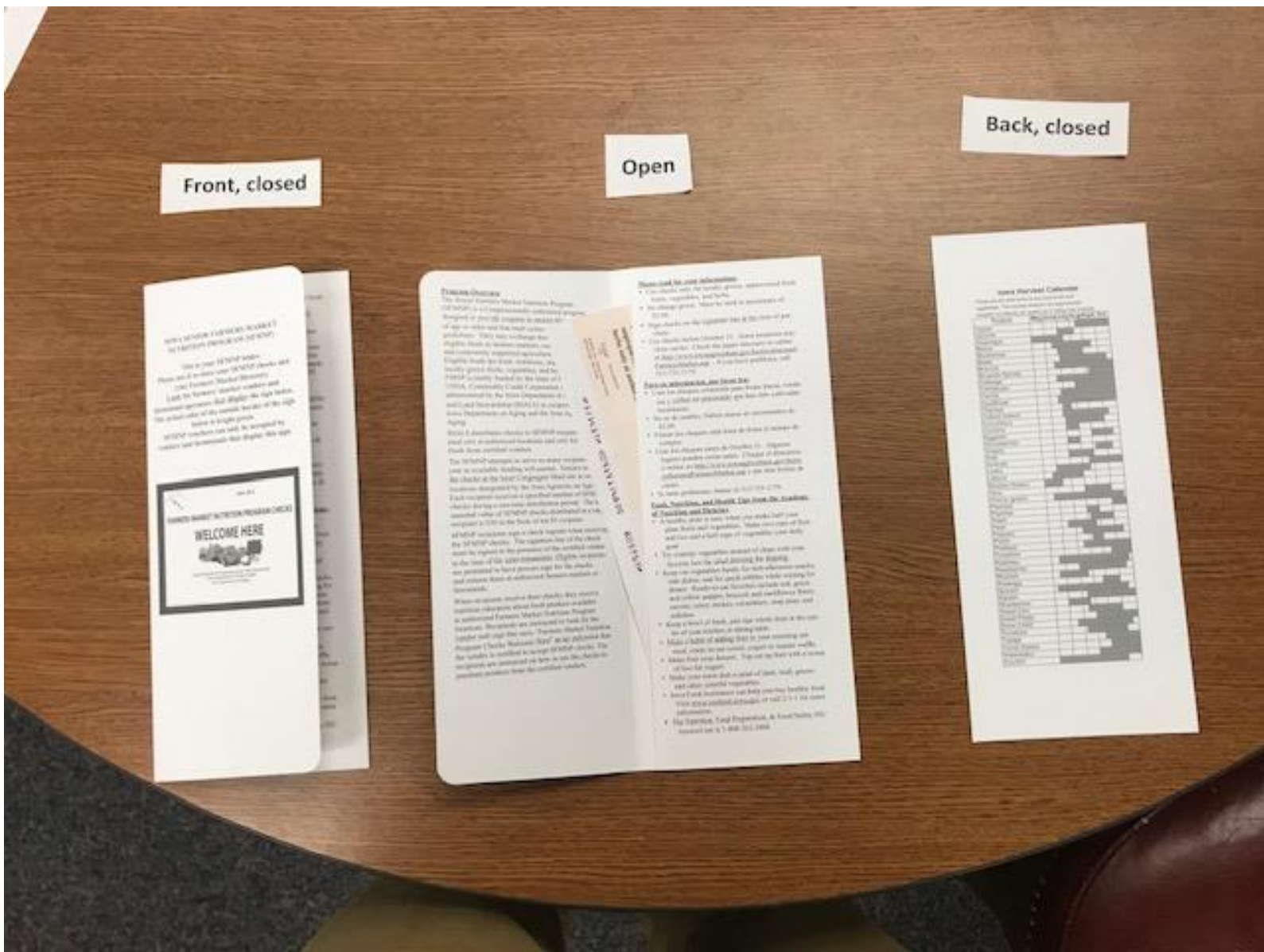
Iowa Department of Agriculture and Land Stewardship
2014 Senior Farmers Market Nutrition Program

County: _____

Distb'n Site: _____

Elderbridge AAA		Signature of Participant	Birth Date	Last 4 # of SS#				Date	Staff Intls
112001	112010								
112011	112020								
112021	112030								
112031	112040								
112041	112050								
112051	112060								
112061	112070								
112071	112080								
112081	112090								
112091	112100								
112101	112110								
112111	112120								
112121	112130								
112131	112140								
112141	112150								
112151	112160								
112161	112170								
112171	112180								
112181	112190								
112191	112200								

Attachment #4 – Senior Folders



Attachment #5

2022 Senior FMNP Checks

Agency Name	Address	City	State	Zip	# Checks	# Pouches	Register Sheets
Aging Resources of Central Iowa	5835 Grand Ave Ste 106	Des Moines	IA	50312-1444	48,000	4,800	480
Elderbridge - All	1190 Briarstone Dr. Ste 3	Mason City	IA	50401	20,250	1,900	204
NE Iowa - All	3840 West 9th Street	Waterloo	IA	50702	41,750	4,000	418
Heritage	6301 Kirkwood Blvd SW	Cedar Rapids	IA	52404	15,900	800	160
Connections - Sioux City	4736 Mayhew Ave	Sioux City	IA	51106	10,000	900	100
Connections - Council Bluffs	231 S Main	Council Bluffs	IA	51503	7,000	600	70
Connections - Creston	207 1st St.*	Underwood	IA	51576	2,600	250	26
Milestones - All	935 E 53rd St	Davenport	IA	52807	38,000	3,550	380

* Residential address

Attachment #5

2022 WIC FMNP Checks

Agency Name	Address	City	State	Zip	# Checks
Broadlawns River Plaza - WIC	2300 Euclid Ave River Plaza - Ste D	Des Moines	IA	50310	46,575
New Opportunities	23751 Hwy 30	Carroll	IA	51401	4,050
HACAP	1328 2nd Ave SE	Cedar Rapids	IA	52403	20,250
Hillcrest 35D	225 West 6th St	Dubuque	IA	52001	8,325
Hillcrest 35C	215 6th Ave S - 1st Floor	Clinton	IA	52732	3,645
MATURA	210 Russell St.	Creston	IA	50801	6,525
Mid-Iowa Community Action	226 SE 16th St	Ames	IA	50010	6,750
Mid-Iowa Community Action	1001 S 18th Ave	Marshalltown	IA	50158	9,585
Mid-Sioux Opportunity	418 S Marion St	Remsen	IA	51050	5,670
North Iowa Community Action	100 1st St. NW Suite 200	Mason City	IA	50401	10,800
VNA Dubuques	600 Gunder Road NE Ste 5	Elkader	IA	52043	4,725
Operation Threshold	1535 Lafayette St	Waterloo	IA	50703	18,405
CASEI - Burlington	2850 Mt Pleasant St Ste 108	Burlington	IA	52601	6,975
CASEI - Muscatine	1507 Plaza Place	Muscatine	IA	52761	4,950
American Home Finding	333 Church St	Ottumwa	IA	52501	9,945
Upper DSM Opportunity	101 Est Robins Street	Graettinger	IA	51342	7,740
West Central Community Action	1408A Hwy 44 PO Box 709	Harlan	IA	51537	5,400
Siouxland District Health Dept	1014 Nebraska St	Sioux City	IA	51105	12,960
Webster Co. Health Dept	723 1st Ave S Ste 220	Ft Dodge	IA	50501	6,300
Johnson Co. Public Health	855 S Dubuque St Ste 217	Iowa City	IA	52240	10,800
Pottawattamie Co.	OMNI Center Ste 9	Council Bluffs	IA	51503	9,225
Marion Co. Public Health	2003 N Lincoln PO Box 152	Knoxville	IA	50138	5,400
Scott County Public Health- Edgerton	1510 E Rusholme St	Davenport	IA	52803	7,830
Scott County Public Health-CHC	500 W River Dr	Davenport	IA	52801	5,625