Bid # \_RFQ031425-01 RUSH BIDS

The State of Iowa is now taking RUSH BIDS on the following specifications. All usual Rules and Penalties apply

as set forth by the Code of Iowa - Delivery Dates are firm unless negotiated with end user due to alterations. Bids may

be emailed to [stella.sussex@iowa.gov](mailto:stella.sussex@iowa.gov) or faxed to 515/242-6307 no later than **2:30 pm** on **03-14-25** Please return on this

bid sheet. Contact Stella Sussex at 515-954-0755 or [stella.sussex@iowa.gov](mailto:stella.sussex@iowa.gov) with any questions concerning the bid specifications.

AGENCY: IOWA DEPARTMENT OF ADMINSITRATIVE SERVICES - Print

**QUANTITY: 256,000 each of 3 forms – 768,000 total**

No Over-runs or Under-runs allowed

### DESCRIPTION: 470-5356 MCO Health and Dental Change Form (1/25)

**Comm 504 MCO & Dental Providers Brochure (2/25)**

**Comm 505 Discrimination is Against the Law Brochure (2/25)**

**PAGES: 470-5356 – 1**

**Comm 504 & Comm 505 – 2 pages each**

**COMPOSITION: An electronic PDF file available.**

All negatives, dies and artwork remain the property of the state of Iowa and must be surrendered upon demand

**PROOFS: PDF Proof required to Stella Sussex, 515-954-0755, stella.sussex@iowa.gov**

**PRESS: 470-5356 - 1/0 One color Black ink one side, no bleeds**

**Comm 504 & Comm 505 - 1/1 One color Black ink two sides, no bleeds**

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

**SIZE: 470-5356 - 11” x 8.5” page size**

**Comm 504 & Comm 505 – 8.5” x 11” page size**

**STOCK: 50# white offset recycled, must be 30% post-consumer waste.**

**Recycled content of sheet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% of which \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% is post consumer.**

**BINDERY: Fold to a 3 5/8” x 8.5” finished size**

**PACKAGING: Band in bundles of 100, box separately. Carton and label for contents with form name and number, quantity and date of shipment. Cartons not to exceed 35#.**

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

**DELIVERY DATE: 3-26-25 This is a firm delivery date.**

**DELIVER TO: Stella Sussex, 515-954-0755, DAS Print, 1305 E Walnut St Level A, Des Moines,**

**IA 50319 All Deliveries F.O.B. DESTINATION**

**256,000 - 470-5356 Form 1/0 Black Ink $ /Total**

**256,000 – Comm 504 1/1 Black Ink $ /Total**

**256,000 - Comm 505 1/1 Black Ink $ /Total**

C**ompany Representative Phone # Date**

**THE BIDS SHALL REMAIN CONFIDENTIAL UNTIL BIDS HAVE BEEN EVALUATED AND THE STATE AWARDS THE BID. FROM THE DATE ON WHICH THE REQUEST FOR BID IS RELEASED AND DURING THE PERIOD UP TO AND INCLUDING THE DATE ON WHICH THE BID IS AWARDED, PROSPECTIVE VENDORS SHALL CONTACT ONLY THE INDIVIDUAL DESIGNATED HEREIN WITH REGARD TO THIS PROCUREMENT. DIRECT OR INDIRECT ATTEMPTS BY PROSPECTIVE VENDOR, ITS EMPLOYEES, AGENTS 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. THIS BID HAS AN OPTION TO BE RENEWED FOR UP TO FIVE TIMES.**

**Required in all Request for Quotes (RFQs)**

**Preference**

In accordance with the provisions of Iowa Code 73.2 a preference will be given to products and provisions grown and coal produced within the State of Iowa, when they are found in marketable quantities in the State and are of a quantity reasonably suited to the purpose intended, and can be secured without additional cost over foreign products or products of the other states. Preferences required by applicable statute or rule shall also be applied, where appropriate.

**Tied Bids**

Whenever a tie involves an Iowa vendor and a vendor outside the state of Iowa, the Iowa vendor will receive preference. Whenever a tie involves one or more Iowa vendors and one or more vendors outside the state of Iowa, the drawing will be held among the Iowa vendors only. Tied bids involving Iowa-produced or Iowa-manufactured products and items produced or manufactured outside the state of Iowa will be resolved in favor of the Iowa product.

In the event of a tied bid between Iowa vendors, the department shall contact the Iowa Employer Support of the Guard and Reserve (ESGR) committee for confirmation and verification as to whether the vendors have complied with ESGR standards. Preference, in the case of a tied bid, shall be given to Iowa vendors complying with ESGR standards.

An award shall be determined by a drawing when responses are received that are equal in all respects and tied in price. Whenever it is practical to do so, the drawing will be held in the presence of the vendors who are tied in price. Otherwise the drawing will be made in front of at least three noninterested parties. All drawings shall be documented.