

Envelope Contract
Iowa Department of Human Services
9-22-11

Bid # RFB092211-01
IOWA STATE DAS PRINT
Grimes State Office Building Des Moines 50319

The State DAS Print will receive sealed proposals until 2:30 P.M. September 22, 2011

Bids will be opened and recorded 2:30P.M. September 22, 2011

Contracts will be awarded 2:30 P.M. September 22, 2011 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 the *Iowa State Printing Division, Grimes State Office Building, 400 East 14th Street, Des Moines, Iowa 50319, by the hour indicated above.*

Any award hereunder will be subject to the laws of Iowa, and **the successful bidder will be required to furnish bond in an amount to be determined by the State Printing Division. Bond may also be provided in form of a certified, cashiers check or money order in lieu of bond, and will be kept on file until such time that satisfactory delivery is made.**

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.

Annual Envelope contract
for
Iowa Department of Human Services

90,000	470-1938 - #10 Window Envelope with DHS Return Address
50,000	470-1962 - #10 Envelope with Cashier's Office Return Address
80,000	470-1987 - FIP Warrant Window Envelope with DHS Return Address
50,000	470-1988 - #10 Regular Envelope with DHS Return Address
90,000	470-2054 - #9 BRM Envelope with Window and DHS Return and FIM
20,000	470-2060 - #9 Courtesy Reply Envelope
45,000	470-2279 - Warrant Window Collections Envelope
50,000	470-3593 - #9 Hawk I BRM Envelope
30,000	470-3608 - #10 Window with DHS Return Address
30,000	470-3724 - 3 3/4" x 6 1/2" Blue BRM Envelope with DHS Return Address (MEPD)
30,000	470-3836 - #11 Window Envelope
30,000	470-3914 - #10 Window Envelope
30,000	470-3989 - 9 x 12 Window Envelope
60,000	470-4146 - #10 Window with Iowa Medicaid Enterprise Return Address
825,000	470-4147 - #10 Double Window Envelope (2 nd Window 4 1/2" long)
75,000	470-4184 - #10 Window with CSRU Return Address
20,000	470-4187 - #10 Window Envelope w/Medical Services Unit, PO 36478 Return
25,000	470-4196 - 3 3/4" x 6 1/2" BRM Envelope - IME IowaCare Premium PO 10391 Return
40,000	470-4204 - 9" x 12" Window Envelope IME Member Services PO 36510 Return - Catalog
200,000	470-4212 - #10 Envelope with IME/Provider Services Unit, PO 36450 Return
20,000	470-4213 - #10 Window Envelope with IME/Provider Services Unit, PO 36450 Return
140,000	470-4223 - #10 Window Envelope with IME/Member Services Unit, PO 36510 Return
60,000	470-4240 - #10 Window Envelope
20,000	470-4467 #10 Double Window Envelope
30,000	470-4553 - #9 BRM Courtesy Reply Envelope w/Cashier's Office Return
90,000	470-4691 - #10 Window Envelope
150,000	470-5036 - #10 Window Envelope

Specifications on page two thru thirty

Bid sheet on page thirty-one thru thirty-three

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.

AGENCY: Iowa Department of Human Services

DESCRIPTION: Agency wide contract for all large volume envelopes

QTY: See each attached envelope specifications page. The quantity is based on the past usage, but may change at the time of ordering. The vendor is only to produce/print and place into storage envelopes at the written authorization (purchase order) of the agency. The agency will do it's best to place orders based on 6 month supplies at one time to take advantage of best pricing, There will be times when orders will need to be placed individually. Vendors must be able to accommodate rush orders as needed. Rush orders for the purpose of this bid are to be defined as 5 to 7 working days to produce.

SIZE: #9, #10, 6" x 9", 9" x 12", 3 3/4" x 6 1/2" and warrant window envelopes...
see attached specification sheets

PAGES: The majority of the envelopes print on the face, some do print on the back and the 470-1987 FIP and the 470-2279 Collections warrant window is required to be security lined.

STOCK: ALL stock is to be 24# white wove recycled except the 470-3724 (MEPD) envelope is 24# blue recycled, all recycled must be 30% post consumer waste

COPY STATUS Film will be furnished on standing envelopes, all new or revised copy will be completed by the contractor.

PROOFS: The contractor must proof all copy to DHS representative Nick Peters, 515-242-6042, 1305 E Walnut St Level 5, Hoover State Office Bldg, Des Moines IA 50319. A knowledgeable representative from the contractor must deliver the proofs in person to go over them and make any recommendations for cost savings or postal compliance. All proofs are to be accompanied by a sample envelope for approval of construction.

PRINTING: See attached specifications. Soy oil based inks required. All printing must be clean, clear and easily read. Copy should not be offset, broken or slurred. Copy must be in position in accordance with USPS regulations to take advantage of the best postal discounts.

CONSTRUCTION: See attached individual envelope specifications.
Most envelopes with the exception of the 9 x 12 envelopes are to be diagonal seams with commercial flaps. See Attachment A for Pitney Bowes Series 8 Model R 408 or R410 and Bell and Howell MailStar 775 inserters. Fully Gummed flaps are required, commercial style flaps, NO executive style flaps. The 9 x 12 have a center seam on the back side with latex flap.
Construction MUST be ok'd by the customer prior to filling the order.

PACKAGING:	Box in 500's and carton in 2,500's. NO bulk packaging will be accepted. Label cartons for contents with the envelope form# and description. Place one envelope on the exterior of the package for easy identification. The contract vendor is required to warehouse the entire order in their climate controlled warehouse and ship as requested. The contract vendor is required to deliver warehoused envelopes to DHS within 24 hours of a request at no added expense to the customer.
PRODUCTION SCHEDULE:	The bid will be opened on August 15th 2008. The contract will begin on Sept 1, 2005. The contract will not be awarded until September 22, 2011. The bidder with the lowest compliant bid will be asked to meet with the DAS Print representative and the Agency customer to verify a clear understanding of the contract requirements on September 30, 2011. Normal turn around times will be 4 weeks from the date the vendor is contacted with the envelope order. The agency will turn proof around in 48 hours. If the agency is late with the proof the due date will be moved back. The contract vendor MUST be able to accommodate rush orders when needed. The RUSH orders will be defined as 5-7 working days. The state is obligated under law to have certain notifications in the mail on set schedules so prompt delivery of envelopes is critical. Penalty clause will be enforced for late deliveries. Failure to perform can jeopardize the contract.
CUSTOMER SERVICE:	The contractor is to return phone calls within 2 hours. The contractor must give the name and contact information of their sale representative and customer ice personal.
DELIVERY:	See the attached specifications. The vendor must be able to deliver within 24 of hours the request from the agency. The majority of the envelopes ship the to Des Moines Metro area. All deliveries are F.O.B. DESTINATION. All deliveries must be received prior to 3:00 pm.
CLAIMS:	The seller will fully honor all reasonable and justified claims when evidence is provided to show that the envelope production or delivery was at fault. Claims for quality defects creating additional cost incurred in production, material, schedules will be charged to the seller. Envelopes that do not comply with the specifications or approved construction will be rejected.
BID CLARIFICATIONS:	For clarification of the specifications or to answer any question on this project please contact Stella Sussex DAS Print Administrative Assistant 281-7641. No contact is to be made to the State Agency or any of it's representative before the bid is awarded.
NOTE: BID AWARD:	All usual rules and penalties as set forth by the Code of Iowa apply. Bids will be awarded to the lowest compliant bidder The state of Iowa reserves the right to accept or reject any and all bids.

#10 Window Envelope with DHS Return, 470-1938
Bid Specifications

Name of Envelope: #10 Window Envelope with DHS Return

Envelope No.: 470-1938

Quantity Requested: 90,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White wove

Size: #10

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided.

Window Size: 4 1/2 inches long x 1 1/4 inches tall

Window Position: 7/8 inches from left-edge and 5/8 inch from bottom

Quantity Window: One window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order of 90,000 is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

An electronic or faxed proof of this envelope must be sent before production. Email to npeters@dhs.state.ia.us or fax to 515-281-4980. If you have any questions about this order, please contact Nick Peters at 515-242-6042.

#10 Envelope with Cashier's Office Return, 470-1962
Bid Specifications

Name of Envelope: #10 Envelope with Cashier's Office Return

Envelope No.: 470-1962

Quantity Requested: 50,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #10

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal

Printing: One-sided

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 15/16 inches from left-edge and 5/8 inch from bottom

Quantity Window: One window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order of 50,000 is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

An electronic or faxed proof of this envelope must be sent before production. Email to npeters@dhs.state.ia.us or fax to 515-281-4980. If you have any questions about this order, please contact Nick Peters at 515-242-6042.

FIP Warrant Envelope, 470-1987 With Department of Human Services Return Address
Bid Specifications

Date Ordered:

Name of Envelope: FIP Warrant Envelope

Envelope No.: 470-1987

Quantity Requested: 80,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24# Security Wove – security tint

Color: White

Size: 8 1/4 x 3 3/4

Flap Style: Pointed Flap – see sample

Seam Style: Diagonal seams – see sample

Seal style: Solid gum seal

Printing: Two-Sided (**form number under flap**)

Window Size: 3 1/4 inches long x 1 1/4 inches high

Window Position: 3/8 inches from left edge and 3/4 inches from bottom edge

Quantity Window: One window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. This order of 80,000 is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. All envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

An electronic or faxed proof of this envelope must be sent before production. Email to npeters@dhs.state.ia.us or fax to 515-281-4980. If you have any questions about this order, please contact Nick Peters at 515-242-6042.

#10 Regular Envelope with DHS Return, 470-1988
Specifications

Name of Envelope: #10 Regular Envelope with DHS Return

Envelope No.: 470-1988

Quantity Requested: 50,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24# white wove

Color: White

Size: #10= 4 1/8 x 9 1/2

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Remoistenable seal gum

Printing: One-sided

Window Size: No window

Window Position: No window

Quantity Window: No window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must be able to store entire order in warehouse until released (in lots) by DHS. DHS does not have storage capacity for these envelopes.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order of 50,000 is scheduled to last six months. Released quantities of envelopes will be delivered to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Label Requirements: All cases must be labeled on the outside of the box with the type of envelope that is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday. Shipments arriving after 3:00 p.m. will be refused.

Email or fax proof of envelope (including dimensions) to Nick Peters npeters@dhs.state.ia.us or 515-281-4980. If you have questions regarding this order, please contact Nick Peters at 515-242-6042.

#9 BRM Envelope with Window and DHS Return, 470-2054
Bid Specifications

Name of Envelope: #9 BRM Envelope with Window and DHS Return and FIM B (see example attached)

Envelope No.: 470-2054

Quantity Requested: 90,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #9 - 3 7/8 x 8 7/8

Flap Style: Commercial flap - see sample

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: Flipped - note printing on back side of envelope including the form number now printed under flap. This envelope should have the Intelligent Mail Barcode (IMb) printed on it. Vendor must have it approved by the USPS to meet US Postal Regulations.

Window Size: 3 3/4 inches long x 1 inch tall

Window Position: 2 1/4 inches from left and 9/16 inch from bottom

Quantity Window: One window

Sample: One attached with envelope order

Ink Color: Black ink

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store entire order of envelopes. DHS Supply does not have the space to store this quantity of envelopes. The vendor will be contacted and the envelopes will be ordered as needed by Nick Peters at DHS.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order is scheduled to last six months. All envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 when a delivery is requested unless otherwise specified.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

If you have any questions about this order, please contact Nick Peters at 515-242-6042.

#9 Inspections Envelope, 470-2060
Bid Specifications

Name of Envelope: #9 Inspections w/blue strip and FIM A (see example attached)

Envelope No.: 470-2060

Quantity Requested: 15,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #9 - 3 7/8 x 8 7/8

Flap Style: Commercial flap - see sample

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: ¼ inch blue stripe runs vertically the length of the envelope on the left hand side. Address: DEPARTMENT OF INSPECTIONS AND APPEALS, DIVISION OF INVESTIGATIONS, LUCAS STATE OFFICE BLDG, 321 E 12 ST, DES MOINES IA 50319-0083. Address includes appropriate barcode. This envelope should have the Intelligent Mail Barcode (IMb) printed on it. Vendor must have it approved by the USPS to meet US Postal Regulations.

Window Size: n/a

Window Position: n/a

Quantity Window: none

Sample: One attached with envelope order

Ink Color: Black ink

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: None, entire order shipped to DHS upon completion.

Shipping Requirements: Must be able to ship requested quantity to DHS as requested on order. The order is scheduled to last six months. All envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the outside of the cases contain a sample of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

Email or fax proof of envelope to Nick Peters at npeters@dhs.state.ia.us or fax 515-281-4980. If you have questions about this order, please contact Nick Peters at 515-242-6042.

Collections Warrant Envelope, 470-2279
Bid Specifications

Name of Envelope: Collections Warrant Envelope

Envelope No.: 470-2279

Quantity Requested: 45,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24# Security Wove – Security Tint

Color: White

Size: 8 3/16 x 3 3/4

Flap Style: Commercial

Seam Style: Diagonal seam

Seal style: Solid gum seal

Printing: One-Sided

Window Size: 3 1/4 inches long x 1 1/4 inches tall

Window Position: 3/8 inches from left and 3/4 inches from bottom

Quantity Window: One window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: N/A

Shipping Requirements: Please deliver this order of 45,000 directly to DHS Supply Unit. All envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319. The order is scheduled to last six months.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

If you have any questions about this order, please contact Nick Peters at 515-242-6042.

#9 Hawk-I BRM Envelope, 470-3593
Bid Specifications

Name of Envelope: #9 Hawk-I BRM Envelope

Envelope No.: 470-3593

Quantity Requested: 50,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #9 – 3 7/8 x 8 7/8

Flap Style: Commercial Flap

Seam Style: Diagonal seams

Seal style: Remoistenable seal gum

Printing: One-Sided. This envelope should have the Intelligent Mail Barcode (IMb) printed on it. Vendor must have it approved by the USPS to meet US Postal Regulations.

Window Size: None

Window Position: None

Quantity Window: None

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order of 50,000 is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. Released lots of envelopes will be shipped to Maximus, 1601 48th Street, Suite 100, 1st floor, West Des Moines, IA. 50266.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

If you have any questions about this order, please contact Nick Peters at 515-242-6042.

#10 Window with DHS Return - Payments and Receipts, 470-3608
Bid Specifications

Name of Envelope: #10 Window with DHS Return - Payments and Receipts

Envelope No.: 470-3608

Quantity Requested: 30,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: #24

Color: White

Size: #10

Flap Style: Commercial

Seam Style: Diagonal seam

Seal style: Remoistenable seal gum

Printing: One sided

Window Size: 3 1/2 inches long x 1 5/8 inches high

Window Position: 9/16 inches from left hand edge; 7/8 inches from bottom edge

Quantity Window: One window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store entire order. DHS does not have room to store all of the envelopes. Nick Peters will contact the vendor directly to arrange delivery of the envelopes.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order of 30,000 is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. All envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

If there are any questions, please contact Nick Peters at (515) 242-6042.

THIS ENVELOPE WILL BE CHANGING IN FALL 2011, BUT WILL NEED TO REMAIN ON THE CONTRACT

3 ¾ x 6 ½ BRM Envelope, MEPD with DHS Return, 470-3724
Bid Specifications

Name of Envelope: 3 ¾ x 6 ½ BRM Envelope, MEPD with DHS Return

Envelope No.: 470-3724

Quantity Requested: 30,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: Lt. Blue (see sample)

Size: 6 ½ wide x 3 ¾ tall

Flap Style: Commercial flap style

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: Two- sided with the print on the backside of envelope printed under the flap. This envelope should have the Intelligent Mail Barcode (IMb) printed on it. Vendor must have it approved by the USPS to meet US Postal Regulations.

Window Size: No window

Window Position: No window

Quantity of Window: No window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. This order of 30,000 is scheduled to last six months. Shipments will be made to Department of Human Services, A-Level, Supply Unit, 1305 E Walnut St, Des Moines, IA 50319 unless otherwise notified by email.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

If you have questions about this order, please contact Nick Peters at (515) 242-6042.

Hawk-I 9 x 12 Window Envelope, 470-3836
Bid Specifications

Name of Envelope: Hawk-I 9 x 12 Window Envelope-PO Box 851, Des Moines, IA 50304 Return address.

Envelope No.: 470-3836

Quantity Requested: 30,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 28#

Color: White

Size: 9 x 12

Flap Style: Commercial

Seam Style: Diagonal seam

Seal style: Latex Seal Flap

Printing: One-sided

Window Size: 1 3/8" tall x 4 1/2 " long

Window Position: 2 1/8 inches from left an 7 3/4" inches from bottom

Quantity Window: One window

Sample: Not available

Ink Color: Black (jet face 1/0)

Ink Type:

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. Nick Peters will contact vendor when envelopes are to be released.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. This order of 30,000 is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. When requested all envelopes will be shipped to Maximus, 1601 48th Street, 1st Floor, Ste 100, West Des Moines, IA 50266.

Label Requirements: Each case must be clearly labeled on the outside of the case with the form number of the envelope inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

Email or fax proof of envelope (including dimensions) to Nick Peters npeters@dhs.state.ia.us or at 515-281-4980. If you have questions about this order, please contact Nick Peters at (515) 242-6042.

Hawk-I #10 Special Window Envelope, 470-3914
Bid Specifications

Name of Envelope: Hawk-I #10 Special Window Envelope

Envelope No.: 470-3914

Quantity: 30,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #10

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Remoistenable seal gum

Printing: One-Sided

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 2 1/8 inches from left and 1/2 inch from bottom

Quantity Window: One

Sample: One attached with envelope order

Ink Color: Pantone 293 for hawk-i logo; black for rest.

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. This order is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. When requested all envelopes will be shipped to Maximus, 1601 48th Street, 1st Floor, Ste 100, West Des Moines, IA 50266.

Label Requirements: Each case must be clearly labeled on the outside of the case with the form number of the envelope inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

If you have questions about this order, please contact Nick Peters at (515) 242-6042

Hawk-I #11 Window Envelope, 470-3989
Bid Specifications

Name of Envelope: Hawk-I #11 Envelope with window

Envelope No.: 470-3989

Quantity: 30,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #11

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Remoistenable seal gum

Printing: One-Sided

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 2 1/8 inches from left and 1/2 inch from bottom

Quantity Window: One

Sample: One attached with envelope order

Ink Color: Pantone 293 for hawk-i logo; black for rest.

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. This order of 30,000 is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. When requested all envelopes will be shipped to Maximus, 1601 48th Street, 1st Floor, Ste 100, West Des Moines, IA 50266.

Label Requirements: Each case must be clearly labeled on the outside of the case with the form number of the envelope inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

Email or fax proof of envelope (including dimensions) to Nick Peters at npeters@dhs.state.ia.us or fax 515-281-4980. If you have questions about this order, please contact Nick Peters at (515) 242-6042.

#10 Window with Iowa Medicaid Enterprise, 100 Army Post Rd Return, 470-4146
Bid Specifications

Name of Envelope: #10 Window with Iowa Medicaid Enterprise, 100 Army Post Rd Return

Envelope No.: 470-4146

Quantity Requested: 60,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #10 = 4 1/8 x 9 1/2

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inch from left edge; 5/8 inch from bottom

Quantity Window: One window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order of 60,000 is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

An electronic or faxed proof of this envelope must be sent before production. Email to npeters@dhs.state.ia.us or fax to 515-281-4980. If you have any questions about this order, please contact Nick Peters at 515-242-6042.

#10 Double Window with 4 1/2 inch window, 470-4147

Bid Specifications

Name of Envelope: #10 Double Window with 4 1/2 inch window

Envelope No.: 470-4147

Quantity Requested: 825,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White wove

Size: #10

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal

Printing: One side on the back – text on flap and form number under flap

Window Size: Window #1: 2 3/4 inches long x 3/4 inches tall; Window #2: 4 1/2 inches long x 1 inch tall

Window Position: Window #1: 3/8 inches from left edge and 2 7/8 inches from bottom. Window #2: 2 1/8 inches from left-edge and 1 1/2 inches from bottom

Quantity Window: Two

Sample: One attached with envelope order

Ink Color: Black - on flap and form number under flap

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. This order is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

An electronic or faxed proof of this envelope must be sent before production. Email to npeters@dhs.state.ia.us or fax to 515-281-4980. If you have any questions about this order, please contact Nick Peters at 515-242-6042.

#10 Window with CSRU Return - with longer window, 470-4184
Bid Specifications

Name of Envelope: #10 Window with CSRU Return

Envelope No.: 470-4184

Quantity Requested: 75,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #10 = 4 1/8 x 9 1/2

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided

Window Size: 4 1/2 inches long x 1 inch tall

Window Position: 13/16 inches from left edge; 5/8 inch from bottom edge

Quantity Window: One window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. This order is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

An electronic or faxed proof of this envelope must be sent before production. Email to npeters@dhs.state.ia.us or fax to 515-281-4980. If you have any questions about this order, please contact Nick Peters at 515-242-6042.

#10 Window Envelope with Medical Services Unit, PO Box 36478 Return, 470-4187
Specifications

Name of Envelope: #10 Window Envelope with Medical Services Unit, PO Box 36478 Return

Envelope No.: 470-4187

Quantity Requested: 50,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #10 = 4 1/8 x 9 1/2

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 13/16 inch from left edge; 9/16 inch from bottom

Quantity Window: One window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. This order is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

An electronic or faxed proof of this envelope must be sent before production. Email to npeters@dhs.state.ia.us or fax to 515-281-4980. If you have any questions about this order, please contact Nick Peters at 515-242-6042.

3 3/4 x 6 1/2 BRE Envelope - IME IowaCare Premiums, PO Box 10391 Return, 470-4196
Bid Specifications

Name of Envelope: 3 3/4 x 6 1/2 BRE Envelope - IME IowaCare Premiums, PO Box 10391 Return

Envelope No.: 470-4196

Quantity Requested: 25,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: 6 1/2 wide x 3 3/4 tall

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: Two sided. Flipped – **with printing on back side of envelope printed under flap.** This envelope should have the Intelligent Mail Barcode (IMb) printed on it. Vendor must have it approved by the USPS to meet US Postal Regulations.

Window Size: No window

Window Position: No window

Quantity of Window: No window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

An electronic or faxed proof of this envelope must be sent before production. Email to npeters@dhs.state.ia.us or fax to 515-281-4980. If you have any questions about this order, please contact Nick Peters at 515-242-6042.

9 x 12 Window Envelope with Member Services Unit, PO Box 36510 Return, 470-4204
Envelope Specifications

Name of Envelope: 9 x 12 Window Envelope - Member Services Unit, PO Box 36510 Return

Envelope No.: 470-4204

Quantity Requested: 80,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: 9 x 12 Open End Envelope (catalog)

Flap Style: Top flap (open end)

Seam Style: Center seams

Seal style: Latex seal

Printing: One sided

Window Size: 4 1/2 inches long x 1 3/4 inches tall

Window Position: 7/8 inch from left edge; top of window is 3 inches from top edge; bottom of window is 7 1/4 inches from bottom

Quantity Window: One window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. All deliveries of envelopes will be made to Iowa Medicaid Enterprise, 100 Army Post Rd, Des Moines, IA 50315 unless otherwise directed.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

An electronic or faxed proof of this envelope must be sent before production. Email to npeters@dhs.state.ia.us or fax to 515-281-4980. If you have any questions about this order, please contact Nick Peters at 515-242-6042. If there are questions about this order, please contact Nick Peters at 515-242-6042.

#10 Envelope with Provider Services Unit, PO Box 36450 Return, 470-4212
Bid Specifications

Name of Envelope: #10 Envelope with Provider Services Unit, PO Box 36450 Return

Envelope No.: 470-4212

Quantity Requested: 100,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #10 = 4 1/8 x 9 1/2

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided

Window Size: No window

Window Position: No window

Quantity of Window: No window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. Released lots of envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

An electronic or faxed proof of this envelope must be sent before production. Email to npeters@dhs.state.ia.us or fax to 515-281-4980. If you have any questions about this order, please contact Nick Peters at 515-242-6042.

#10 Window Envelope with Provider Services Unit, PO Box 36450 Return, 470-4213
Specifications

Name of Envelope: #10 Window Envelope with Provider Services Unit, PO Box 36450 Return

Envelope No.: 470-4213

Quantity Requested: 20,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #10 = 4 1/8 x 9 1/2

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 13/16 inch from left edge; 5/8 inch from bottom

Quantity Window: One window

Sample:

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store entire order of envelopes. DHS does not have the space needed to store the entire order. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order is scheduled to last six months. Released lots of envelopes will be shipped to Iowa Medicaid Enterprise, 100 Army Post Rd, Des Moines, IA 50315 unless otherwise notified.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

Fax proof of envelope (including dimensions) to Nick Peters at npeters@dhs.state.ia.us or fax at 515-281-4890. If you have questions regarding this order, please contact Nick Peters at 515-242-6042.

#10 Window with Member Services Unit, PO Box 36510 Return, 470-4223
Bid Specifications

Name of Envelope: #10 Window with Member Services Unit, PO Box 36510 Return

Envelope No.: 470-4223

Quantity Requested: 140,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #10 = 4 1/8 x 9 1/2

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 13/16 inch from left edge and 11/16 inch from bottom

Quantity Window: One window

Sample: One attached with envelope order

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store entire order of envelopes. DHS does not have the space needed to store the entire order. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order is scheduled to last six months. Released lots of envelopes will be shipped to Iowa Medicaid Enterprise, 100 Army Post Rd, Des Moines, IA 50315 unless otherwise notified.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

Fax proof of envelope (including dimensions) to Nick Peters at npeters@dhs.state.ia.us or fax at 515-281-4890. If you have questions regarding this order, please contact Nick Peters at 515-242-6042.

#10 with Member Services Unit, PO Box 36510 Return, 470-4240
Bid Specifications

Name of Envelope: #10 Envelope with IME Member Services Unit, PO Box 36510 Return

Envelope No.: 470-4240

Quantity Requested: 40,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #10 = 4 1/8 x 9 1/2

Flap Style: Commercial style flap

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One sided

Ink Color: Black

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store entire order of envelopes. DHS does not have the space needed to store the entire order. Kathy Fuller will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order is scheduled to last six months. DHS does not have enough room to keep the entire stock here so it must be available to be shipped within 24 hours. All envelopes will be shipped to Iowa Medicaid Enterprise, 100 Army Post Rd, Des Moines, IA 50315.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

Email or fax proof of envelope to Nick Peters npeters@dhs.state.ia.us or fax at (515) 281-4980. If there are any questions, please contact Kathy Fuller at (515) 242-6042 or Nick Peters at (515) 242-6042.

#10 Double Window with 4 1/2 inch window, 470-4467 for CSRU
Bid Specifications

Name of Envelope: #10 Double Window with 4 1/2 inch window

Envelope No.: 470-4467

Quantity: 20,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White wove

Size: #10

Flap Style: Commercial

Seam Style: Diagonal seams

Seal style: Continuous seal

Printing: One side

Window Size: Window #1: 2 3/4 inches long x 3/4 inches tall; Window #2: 4 1/2 inches long x 1 inch tall

Window Position: Window #1: 3/8 inches from left edge and 2 7/8 inches from bottom. Window #2: 2 1/8 inches from left-edge and 1 1/2 inches from bottom

Quantity Window: Two

Sample: Per contract

Ink Color: Black - only on flap

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store all of these envelopes until DHS calls for a delivery. DHS Supply does not have room for all of these envelopes.

Shipping Requirements: All envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

If you have any questions regarding this order, please contact Nick Peters at 515-242-6042.

#9 Courtesy Envelope with Cashiers Office Return, 470-4553
Bid Specifications

Name of Envelope: #9 BRM Courtesy Envelope Cashiers Office Return

Envelope No.: 470-4553

Quantity Requested: 30,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White

Size: #9 - 3 7/8 x 8 7/8

Flap Style: Commercial flap - see sample

Seam Style: Diagonal seams

Seal style: Continuous seal gum

Printing: One-sided. This envelope should have the Intelligent Mail Barcode (IMb) printed on it. Vendor must have it approved by the USPS to meet US Postal Regulations.

Window Size: No window

Window Position: No Window

Quantity Window: No window

Sample: One attached with envelope order

Ink Color: Black ink

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store entire order of envelopes. DHS Supply does not have the space to store this quantity of envelopes. The envelopes will be ordered as needed by DHS.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order is scheduled to last six months. All envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 when a delivery is requested unless otherwise specified.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

Email or fax proof of envelope (including dimensions) to Nick Peters at npeters@dhs.state.ia.us or fax at 515-281-4980. If you have any questions about this order, please contact Nick Peters at 515-242-6042.

#10 Window Envelope - Kinder Track , 470-4691
Specifications

Name of Envelope: #10 Window Envelope with DHS Return

Envelope No.: 470-4691

Quantity Requested: 90,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24# white wove

Color: White

Size: #10= 4 1/8 x 9 1/2

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Remoistenable seal gum

Printing: One-sided

Window Size: 1 1/8" X 4 1/2" window

Window Position: 7/8 " from the left and 5/8" from the bottom of the window

Quantity Window: 1

Sample: Not Available

Ink Color: Black

Ink Type: Same as sample

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must be able to store entire order in warehouse until released (in lots) by DHS. DHS does not have storage capacity for these envelopes.

Shipping Requirements: Must be able to ship requested quantity within 24 hours notice. The order is scheduled to last six months. Released quantities of envelopes will be delivered to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319 unless otherwise notified.

Label Requirements: All cases must be labeled on the outside of the box with the type of envelope that is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday. Shipments arriving after 3:00 p.m. will be refused.

If you have questions regarding this order, please contact Nick Peters at 515-242-6042.

#10 Window Envelope - Warrant Plain Paper , 470-5036
Bid Specifications

Name of Envelope: #10 Window Envelope with 1305 Walnut return Return Services Requested

Envelope No.: 470-5036

Quantity Requested: 150,000

Grade Paper: Recycled, must be 30% post consumer waste

Weight: 24#

Color: White wove

Size: #10

Flap Style: Commercial

Seam Style: Diagonal

Seal style: Continuous seal gum

Printing: One-sided

Window Size: 4 1/2 inches long x 1 1/8 inches tall

Window Position: 7/8 inches from left-edge and 5/8 inch from bottom

Quantity Window: One window

Sample:

Ink Color: Black

Ink Type:

Boxing Requirements: 500/box; 2500/case

Warehouse Requirements: Vendor must have capacity to store entire order of envelopes. DHS does not have the space needed to store the entire order. Nick Peters will contact the vendor and ask for a shipment as needed.

Shipping Requirements: Envelopes will be shipped to DHS Supply, A Level, 1305 E Walnut Street, Des Moines, IA 50319.

Label Requirements: All cases must be labeled on the outside of the box what type of envelope is inside. DHS requests that the cases contain a copy of the envelope that is boxed inside.

Delivery Requirements: All shipments must arrive prior to 3:00 p.m. Monday through Friday or the shipment will be refused.

Email proof of envelope (including dimensions) to Nick Peters at npeters@dhs.state.ia.us or phone with questions 515-242-6042.

BID AS FOLLOWS:

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

All prices are per specifications:

	<u>Description</u>	<u>total</u>	<u>price/M</u>	<u>additional 1000's</u>
90,000	470-1938 #10 Window Cashier's	_____	_____	_____
50,000	470-1962 #10 Window Cashier's	_____	_____	_____
80,000	470-1987 FIP Warrant Window	_____	_____	_____
50,000	470-1988 #10 Regular	_____	_____	_____
90,000	470-2054 #9 BRM Window	_____	_____	_____
20,000	470-2060 #9 Courtesy Reply	_____	_____	_____
45,000	470-2279 Collect Warrant Window	_____	_____	_____
50,000	470-3593 #9 BRM Envelope Hawk I	_____	_____	_____
30,000	470-3608 #10 Window Pay & Receipt	_____	_____	_____
30,000	470-3724 3 3/4" x 6 1/2" BRM - Blue	_____	_____	_____
30,000	470-3836 #11 Window	_____	_____	_____
30,000	470-3914 #10 Window	_____	_____	_____

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

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

30,000	470-3989 9 x 12 Window	_____	_____	_____
60,000	470-4146 #10 Window IME	_____	_____	_____
825,000	470-4147 #10 Double Window	_____	_____	_____
75,000	470-4184 #10 Window CSRU	_____	_____	_____
20,000	470-4187 #10 Window IME	_____	_____	_____
25,000	470-4196 6 ¾" x 6 ½" BRM	_____	_____	_____
40,000	470-4204 9 x 12 Window Catalog	_____	_____	_____
200,000	470-4212 #10 Regular Envelope	_____	_____	_____
20,000	470-4213 #10 Window Envelope	_____	_____	_____
140,000	470-4223 #10 Window Envelope	_____	_____	_____
60,000	470-4240 #10 Window Envelope	_____	_____	_____
20,000	470-4467 #10 Double Window	_____	_____	_____
30,000	470-4553 #9 Courtesy Reply	_____	_____	_____
90,000	470-4691 #10 Window Envelope	_____	_____	_____
150,000	470-5036 #10 Window Envelope	_____	_____	_____

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

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

Sales representative: _____ phone _____

Customer Services: _____ phone _____

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.

Due to current conditions, bidders may submit bids with alternate delivery date if unable to meet date specified. Bid with alternate delivery date will be considered, but all bidders who can meet specified delivery date will have first consideration.

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 Department of Administrative Services Printing 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 two, not to exceed three 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.

PROPOSAL

The undersigned hereby proposes and offers to enter into contract to do the work required according to the above specifications at the price named, and as a guarantee that the undersigned will enter into contract in event of award, a **certified check for the sum of \$300.00** is herewith enclosed, payable to the Treasurer of State. Or in lieu of a certified check the bidder may furnish a yearly surety **BOND OF \$3,000.00** good for all bids for the life of the bond. In case of failure or refusal of the undersigned bidder to enter into contract in event of award, the certified check is to become the property of the State, or if a bond is used one-tenth of the bond becomes due and payable to the state. In case of rejection of bid the certified check will be returned to the bidder.

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

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

Print Name _____ E-mail _____