



# IPI Waiver Request Form

Sales Office & Showroom: 1445 E Grand Ave, Des Moines, IA 50316  
 P: 800-670-4537 | F: 515-725-8714 | www.iaprisonind.com

See page 2 for information on the Waiver Request process and instructions on submitting this Waiver Request.

<p><b>Department:</b> Human Services</p> <p><b>Address:</b> Council Bluffs Child Support Recovery Unit          300 W Broadway Ste 32          Council Bluffs, IA 51503</p> <p><b>Contact Person:</b> Michelle Batt</p> <p><b>Phone:</b> 712-242-2365</p> <p><b>Fax:</b> _____</p> <p><b>Email:</b> mbatt@dhs.state.ia.us</p>	<p><b>Today's Date:</b> 8/19/2021</p> <p><b>Date to Complete Project:</b> _____</p>  <p style="text-align: center;">_____  <b>State Agency Director's Signature</b></p>
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### Explanation of Waiver Request:

#10 Window Envelopes from Record Printing company were quoted at a price of \$97.43 for 2500, with a freight charge of \$21.00. This breaks down to close to \$0.04 (\$0.038972) per envelope, not including freight charges. Estimated production time is 5 work days. Transit time is 1 day UPS ground; however, due to Covid, transit time may not be accurate.

IPI has advised that they are unable to proceed with any envelope orders until at least September 1, 2021. The Council Bluffs CSRU office will run out of window envelopes before that time as we need to send most of what we have to the Ft. Dodge office to prepare for Central Printing.

**Fill out completely the items to be purchased below or include an itemized quote with price, delivery and installation charges. For any modular order also include a copy of the drawing proposed. You may also attach your quote from the supplier you plan to purchase from in lieu of filling in the boxes below.**

### Product to Purchase:

Stock #	Vendor	Brand	Quantity	Made in USA		Cost	Extended		
24# White Wove	Record Printing Company	#10 Window Envelopes (Unsure of brand)	2500	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	\$97.43	\$21.00 (Freight)
				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
<b>Total Extended Cost:</b>								\$118.43	

### Iowa Prison Industries Response:

Approved - Thank You

8/19/2021  
 Approval Signature