

RFP "CS" SERIES

REQUEST FOR PROPOSALS

PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2009 IOWA ACTS AND THE 2009 CODE SUPPLEMENT

CS-3

PROPOSAL FORM

(1) Acts and (2) Code Supplement

Issued: August 24, 2009

Submission Deadline: September 16, 2009

Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

Glen Dickinson, Director
Richard Johnson, Legal Services
Division Director
Leslie Hickey, Iowa Code Editor

A bidder may submit a proposal for the Iowa Acts or "Acts" and the Iowa Code Supplement or "Code Supplement," (CS) in both publications. In completing this Proposal Form, read the Instructions Form (CS-1) and consult the relevant tables in the Appendices (CS-4) or the Contract Form (CS-2). To receive a copy of this Proposal Form in Microsoft Word®, please contact the Legislative Services Agency (Agency) (consult the Instructions Form, Part IV). Forms, information regarding this RFP, samples, and proposals and contracts from prior years are available on the Agency's website.

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REQUEST FOR PROPOSALS (FORM CS-3)

PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

Acts or CS or Both Acts & CS	Bidder's Name:	World Color Press, Inc.
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I. BID AMOUNT

- A. Key Terms.** Key terms used in this Proposal Form are defined in Contract Form (CS-2) Part II.
- 1. Designating the Publications.** The Acts is a single loose-spine case bound volume (or book), and the Code Supplement is a perfect bound volume (or book).
 - 2. Order.** An order is the total number of books to be produced for and delivered without counting any additional books produced as part of an overrun. This Proposal Form provides two separate orders for the Acts and for the Code Supplement.
 - 3. Signatures.** Signatures are calculated on a full 32-page or half 16-page basis.
- B. Contract Price.** The contract price is calculated by accounting for all production and delivery costs including sample covers, sets of digital proofs, sets of assembled pages, and books. The contract price equals the base price (referred to in this Proposal Form as the "bid amount") as provided in Paragraph "C" as adjusted to the extent required in Paragraph "E."
- C. Bid Amount (Assumption That No Change in Variables).** The bid amount is an estimate of the contract price as provided in Paragraph "B" assuming that adjustments will not be made because a variable has changed. A variable includes any of the following:
- 1. Replacement Pages (None).** The Agency directs the Contractor to replace a digital proof to correct an error discovered in the composed pages previously delivered to the Contractor by the Agency.
 - 2. Signature Count.** The Agency directs the Contractor to increase or decrease the number of signatures for the books. For the Agency's estimated signature count, see *Appendices (CS-4), Appendix A*.
 - 3. Overrun.** The Agency accepts up to 100 additional books more than the Agency ordered. See *Appendices (CS-4), Appendix A*.
 - 4. Statutes Enacted During an Extraordinary Session.** The Agency directs the Contractor to produce a special pamphlet because the General Assembly meets in Extraordinary Session during book production.
- D. Bid Amount Broken Down (Production and Delivery).** The Bidder must break down the bid amount described in Paragraph "C" to account for book production and book delivery.
- 1. Explanation.** Book production includes book manufacturing and the production of production items, the delivery of production items to the Agency, and the Contractor's receipt of the production items after the Agency's review of and response to the production items (e.g., the Agency's marked-up version of a production item). Book delivery includes packaging books (e.g., boxing, loading, shrink wrapping, and placing books onto pallets), loading books onto trucks, and shipping, and unloading books to various destinations.
- Separate production and delivery requirements (schedules) apply to the Acts and the Code Supplement. See *Appendices (CS-4), Appendices C and D*.



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- a. **Normal Delivery.** Normal delivery means shipping books to the Grimes State Office Building in Des Moines, Iowa.
 - b. **Special Delivery.** Special delivery means shipping books to Iowa's eight judicial districts for Judicial Distribution to judges and court employees.
2. **State Bid Amount and Breakdown Bid Amount by Book Production and Book Delivery.** State in Response Box 1 the bid amount and the bid amount broken down between book production and book delivery. For shipment, account separately for Normal Delivery and Special Delivery.

Response Box 1
Bid Amount and Breakdown of Bid Amount Attributable to Book Production and Book Delivery

	Order	Page/ Signature Count	Bid Amount Production Amount Plus Delivery Amount	Bid Amount Broken Down			
				Item		Amounts	
Publication	Acts	3,250 Pages: 4,576,000	\$64,181	Production	Production Amount		\$60,204
					Portion Attributable to Paper Stock		\$19,719
				Delivery	Delivery Amount		\$3,977
		Attributable to Special Packaging (if Applicable)			\$0 (0 if N/A)		
		Attributable to Shipping			Normal	\$3,977	
					Special	\$1,000	
	CS	3,750 Pages: 5,640,000	\$59,851	Production	Production Amount		\$55,051
					Portion Attributable to Paper Stock		\$23,610
				Delivery	Delivery Amount		\$4,800
		Attributable to Special Packaging (if Applicable)			\$0 (0 if N/A)		
Attributable to Shipping		Normal			\$4,800		
		Special			\$1,000		



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E. **Adjustments to the Bid Amount (Variables).** The bid amount may be adjusted to account for a number of variables determined during the standard performance period for book production that could not be calculated when the contract is executed.

- 1. Replacement Pages.** The Agency may request replacement of an occasional digital proof page to correct its appearance or text, because of issues related to the Agency's preparation of the composed pages. The Contractor shall not charge the Agency for the first \$300 incurred for replacing digital proofs of a publication. State in the Response Box below the amount added to the bid amount for replacing all digital proofs of a publication on a per hourly basis.

Response Box 2
Additional Amount for Replacing Digital Proofs

Publication	Amount Per Hour
Acts	\$207.26 After the First \$300.00
CS	\$207.26 After the First \$300.00

- 2. Actual Signature Count.** The number of signatures for a publication may need to be adjusted during the standard performance period for book production. See *Appendices (CS-4), Appendix A*. State in Response Box 3 the increase or decrease in the bid amount due to each additional or fewer signatures for each publication.



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Response Box 3 Base Price Adjusted Due to an Increase/Decrease in the Signature Count

Publication	Signature Calculation	Number of Signatures	Amount			
			Per Book	All Books Per Order		
Acts	Unadjusted	44 Per Book/ 143,000 Per Order	\$19.748 Base Price ÷ by No. of Ordered Books		\$64,181 Base Price	
	Adjusted	Each Additional Full	Increased Amount Per Book:	\$.349	Increased Amount Per Order*:	\$1135
		Each Additional Half		\$.245		\$797
		Each Fewer Full	Decreased Amount Per Book:	\$.349	Decreased Amount Per Order*:	\$1135
		Each Fewer Half		\$.245		\$797
CS	Unadjusted	47 Per Book/ 176,250 Per Order	\$15.889 Base Price ÷ by No. of Ordered Books		\$59,581 Base Price	
	Adjusted	Each Additional Full	Increased Amount Per Book:	\$.293	Increased Amount Per Order*:	\$1,098
		Each Additional Half		\$.196		\$734
		Each Fewer Full	Decreased Amount Per Book:	\$.293	Decreased Amount Per Order*:	\$1,098
		Each Fewer Half		\$.196		\$734

***Increase or Decrease in Amount Per Book x Number of Books Ordered (not counting any overrun)**

3. **Overrun.** The Agency will accept up to 100 books more than the Agency ordered for a publication. See *Appendices (CS-4), Appendix A*. The Agency assumes that the bidder will discount the price for each book produced and delivered as part of an overrun. Assume the base price has not otherwise been adjusted (e.g., due to an increase or decrease in the signature count). Verify that the bidder will or will not discount the price for each overrun book and, if so, state the amount of the discount.



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Response Box 4

Verify Discount for Each Book Produced as Part of an Overrun

Discount Price for a Book Produced and Delivered as Part of an Overrun (i.e., the Percent of the Base Price of a Book Produced and Delivered as Part of the Order Without Other Adjustment)	Acts	Will Discount	X	40% Discount Per Book of an Overrun
		Will Not Discount	_____	No Discount Per Book of an Overrun
	CS	Will Discount	X	40% Discount Per Book of an Overrun
		Will Not Discount	_____	No Discount Per Book of an Overrun

4. **Statutes Enacted During an Extraordinary Session — Supplementary Pamphlets.** During the standard performance periods, the General Assembly may meet in Extraordinary Session and enact statutes for publication in the Acts and the Code Supplement. The Agency may consequently deliver a separate set of composed pages to the Contractor in the same manner as provided during the standard performance periods. The Agency and the Contractor will discuss the best method to timely produce and deliver one or more supplementary pamphlets and the feasibility of fastening the pamphlet(s) to the books or producing the pamphlet(s) as a separate publication. The supplementary pamphlet for the Acts will be in the same format as the Acts and the supplementary pamphlet for the Code Supplement will be in the same format as the Code Supplement. It is expected that a Contractor will have an adequate supply of paper stock to produce supplementary pamphlets as specified in the *Appendices (CS-4), Appendix A*. However, after the execution of the contract, the Agency and the Contractor may discuss the best materials and methods to produce the supplementary pamphlets, including the best type and size of the paper stock to be used, the best method to attach the supplementary pamphlets to the books, and the best methods to deliver the supplementary pamphlets to the Agency. As a preliminary matter, complete Response Box 5, by making a best recommendation and estimate the increase in the Bid Amount based upon that recommendation.



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Response Box 5 Production and Delivery of Supplemental Pamphlet

Publication	Acts	Recommendation	<p>1/1 printed 32 pg self-cover saddlewire</p> <p>Text paper ordered additional with text (Must)</p> <p>3,250 copies</p>
		Based Upon the Recommendation, Estimate the Amount to Produce and Deliver All Supplements (Assuming Each Supplement Has One 32-Page Signature)	
	CS	Recommendation	<p>1/1 printed 32 pg self-cover saddlewire</p> <p>Text paper ordered additional with text (Must)</p> <p>3,750 copies</p>
		Based Upon the Recommendation, Estimate the Amount to Produce and Deliver All Supplements (Assuming Each Supplement Has One 32-Page Signature)	



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Acts or CS or Both Acts & CS	Bidder's Name:	World Color Press, Inc.
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II. STANDARDS AND ALTERNATIVES FOR PRODUCTION AND DELIVERY

- A. Production.** A bidder must use production materials that comply with this RFP's standards for production materials or workmanship for each publication or provide a reasonable equivalent approved by the Agency. See *Appendices (CS-4), Appendices A and B*. If a bidder is proposing an alternative approach beyond what is provided for below, describe the alternative approach in Part V.
- 1. Page Paper.** The Agency may accept alternative page paper which is equivalent to the paper stock specified in the Appendices (CS-4), Appendix A. However, no deviation in page paper size is acceptable. Note, attach three samples of paper stock that best satisfies the requirements of this RFP and specify whether the paper stock is (1) in stock or (2) recycled.

Response Box 6 In Stock vs Ordered Paper Stock

The Agency will consider using page paper that the Bidder maintains in stock even if the paper stock does not exactly meet the specifications detailed in Appendix A. State whether the bidder maintains such paper stock as part of its inventory. If a bidder proposes a paper stock that does not meet the specifications detailed in Appendix A, complete Response Box 10.

Acts/ CS	In Stock	Unavailable	_____
		Available	_____
	Ordered	Unavailable	X
		Available	_____

Response Box 7 Ability to Use Recycled Paper Stock

The Agency prefers paper stock be manufactured with recycled content when the price is comparable with paper stock manufactured with virgin material so long as it meets the specifications detailed in Appendix A. State whether the Bidder can or cannot obtain recycled paper that satisfies this preference. If the bidder can use recycled paper stock complete Response Box 8.

Acts/ CS	1. Can	X
	2. Cannot	_____



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Response Box 8 Information About Nonrecycled and Recycled Paper

Acts/CS	Type	Percentage of Recycled Material	Number of Weeks Required to Obtain the Paper Stock		Any Change in Bid Amount Using the Recycled Paper Stock
	Nonrecycled (third preference)	____%	____ Weeks	____ Not Applicable	
	Recycled Postconsumer (first preference)	30%	8 Weeks	____ Not Applicable	\$ ____
	Recycled Preconsumer (second preference)	____%	____ Weeks	____ Not Applicable	\$ ____

Response Box 9 Verify Paper Stock

Verify that the bidder will or will not use the Agency's preferred paper stock. If the bidder is proposing to use an alternative paper stock complete Response Box 10.

Acts/CS	Will Use	____
	Will Not Use	X

Response Box 10 Detailed Standards for Alternative Regular Cream-White Paper Stock

Acts/CS	RFP	Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	Archive
		Custom Plus	Blue White ¹	English Smooth	80	89	40#	Ideal 736 Range 731-741	pH neutral 7 or 7.5
	PROPOSAL	Custom Brite	Blue White		86	89	40#	731	

2. **Binding Method.** The Agency does not discriminate between the Acts being burst bound or Smythe sewn. Complete Response Box 11 regarding the Bidder's proposed method.

¹ "Blue White" is the manufacturer's term. The true color or shade is cream-white.



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Response Box 11 Bid Amount for Binding the Acts

Type	Available		Plans to Use	
	Burst Bound	Yes	X	Yes
	No	___	No	X
Smythe Sewn	Yes	X	Yes	X
	No	___	No	___

3. **Binding and Finishing Materials.** The Agency may accept alternative binding and finishing materials which are equivalent to binding and finishing materials specified in this RFP. However, no deviation in decoration is acceptable. It is assumed that under ordinary circumstances the bid amount will not be increased for using alternative binding and finishing material after the bid has been accepted by the Agency. See *Appendices (CS-4), Appendix B.*

Response Box 12 Verify Cover Material

Verify that the bidder will or will not use the Agency's preferred cover material. If the Bidder is proposing to use an alternative cover material, complete the Response Box 13.

	Acts	Will Use	X
		Will Not Use	___
Publication	CS	Will Use	X
		Will Not Use	___



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Response Box 13 Detailed Standards for Alternative Cover Material

		Detailed Standards for Alternative Cover Material				
		Back Line	Binders' Board	End Sheets	Cover Fabric	
PUBLICATION	Acts	RFP	Heavy 90# Kraft Back	Davey Red Label with .97" Thickness	80# Publisher White	Tan Color. Buckram Grain. The Type and Variety Designated as Roxite F Taupe #69564, and Produced by ICG-Holliston.
		PROPOSAL				
	CS	RFP	N/A	N/A	N/A	Tan Color. Heavyweight Cellulose-Blended Latex-Saturated Material. Same Material Commonly Known as 17 Pt. Lexotone (Lexotone® 17 GA LX17, Tan, Nubuckram, Series 1, Ref. # 6268-1 LK 25806), and Produced by FiberMark.
		PROPOSAL				

- B. Delivery.** A bidder must package and ship (including loading and unloading) production items and books to various locations and provide for communication with the Agency. *See Appendices C-E.*
- C. Production and Delivery Management.** Provide information about the primary and secondary production and delivery managers by completing Response Boxes 14 and 15.



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Acts or CS or Both Acts & CS	Bidder's Name:	World Color Press, Inc.
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Response Box 14 Bidder's Primary Production and Delivery Manager

		Category	Bidder Information
Acts/CS	Personal	Name	Mark Fowler
		Title	Sales Representative
	Business	Street Address	1201 E. Wiley Road, Suite 101
		City, State, and Zip Code	Schaumburg, IL 60173
	Contact	Telephone Number	847-843-6919
		E-mail Address	mark.fowler@quebecorworld.com
		Pager Number (if any)	

Response Box 15 Bidder's Secondary Production and Delivery Manager

		Category	Bidder Information
Acts/CS	Personal	Name	April Garcia
		Title	Sales Service Technician
	Business	Street Address	1201 E. Wiley Road, Suite 101
		City, State, and Zip Code	Schaumburg, IL 60173
	Contact	Telephone Number	847-843-6910
		E-mail Address	april.garcia@quebecorworld.com
		Pager Number (if any)	



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III. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as the prospective contractor agrees to the terms and conditions as provided in the Contract Form (CS-2), unless the Contractor expressly provides otherwise in Part VI. If a bidder elects not to comply with a provision in the Contract Form, complete Part VI and provide both an explanation for why the election was made and a description of an alternative approach which satisfies the objectives of this Proposal Form.

IV. STATEMENT OF WORK

A. **Place of Business.** Provide information about the bidder's place of business:

Response Box 16
Bidder Place of Business

Acts/CS

Category		Bidder Information
Business Name		World Color Press, Inc.
Principal Place of Business	Street Address	999 de Maisonneuve Blvd West
	City, State, and Zip Code	Montreal Quebec Canada H3A 3L4
State of Incorporation		Quebec
Federal ID Number		52-2009152

B. **Production Locations.** Provide information regarding the location of production operations for the production of production items and books:



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Response Box 17 Bidder Place of Production

		Category	Bidder Information	
Acts/CS	In-State Production	Percentage of Production Located in this State	100% <input type="checkbox"/> Less than 100% <input checked="" type="checkbox"/>	
		Principal Place of Production	Street Address	
	City, State, and Zip Code			
	Out-of-State Production	Principal Place of Production	Street Address	100 US Bypass 60
			City, State, and Zip Code	Versailles, KY 40384
		Secondary Place of Production	Street Address	
City, State, and Zip Code				

C. Subcontractors (Production). Provide information regarding subcontractors used in the production of production items and books.

Response Box 18 Verify Use of Subcontractors

Verify that the bidder will or will not use subcontractors to perform any part of production of production items or books. If the bidder is proposing to use subcontractors, complete the Response Box 19.

Publication	Acts	Will Use	___
		Will Not Use	X
	CS	Will Use	___
		Will Not Use	X



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Response Box 19 Subcontractor Information (Production)

Category	Bidder Information	
Name		
Principal Place of Business	Street Address	
	City, State, and Zip Code	
Principal Place of Production	Street Address	
	City, State, and Zip Code	
Percent of Total Production	_____ %	
Type of Production		
Qualifications		

Acts

Response Box 20 Verify Use of Subcontract

Verify by checking the adjacent box that the Bidder would provide the same information for the Code Supplement as for the Acts in the Response Box 19 or complete Response Box 21.

X

*Check To
Verify Same
Information*



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Response Box 21 Subcontractor Information (Production)

CS

Category	Bidder Information	
Name		
Principal Place of Business	Street Address	
	City, State, and Zip Code	
Principal Place of Production	Street Address	
	City, State, and Zip Code	
Percent of Total Production	_____ %	
Type of Production		
Qualifications		

D. Subcontractors (Delivery). It is assumed that the same subcontractor used to deliver production items and books for the Acts will be used to deliver production items and books for the Code Supplement, and that a nationally or regionally recognized courier be used to deliver (ship and receive) production items and a nationally or regionally recognized freight company will be used to deliver the books. Complete Response Box 22.



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Response Box 22 Names of Subcontractor

Acts/CS	Courier (Production items)	Freight Company (Books)
	FedEx	QW Logistics

E. **Statutory Publications.** Provide information regarding statutory publications produced by the bidder.

Response Box 23 Verify Production of Iowa Statutory Publications

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years. If yes, complete Response Box 24.

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

Response Box 24 Iowa Statutory Publications

Acts/CS	Publication	Each Year Bidder Produced a Publication				
	Iowa Acts					
	Code of Iowa					
	Code Supplement					

Response Box 25 Verify Non-Iowa Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years. If yes, complete Response Boxes 26 and 27.

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>



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Response Box 26 Most Recent Non-Iowa Statutory Publications

		Category	Bidder Information
Acts/CS	Book	Title	
		Year of Publication	
	Work	Products and Services Furnished	
		Percent of Total Production	_____ %
Acts/CS	Reference	Name	
		Title	
		Telephone No.	
		E-Mail Address	

Response Box 27 Most Recent Second Non-Iowa Statutory Publications

		Category	Bidder Information
Acts/CS	Book	Title	
		Year of Publication	
	Work	Products and Services Furnished	
		Percent of Total Production	_____ %
Acts/CS	Reference	Name	
		Title	
		Telephone No.	
		E-Mail Address	



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F. **Bidder's Contract Manager.** Complete Response Box 28 regarding the person responsible for managing the contract on behalf of the bidder, including issues relating to compliance.

Response Box 28 Bidder's Contract Manager

		Category	Bidder Information
Acts/CS	Personal	Name	Antoine Martin, MBA
		Title	Senior Legal Counsel
	Business	Street Address	999 de Maisonneuve Blvd West
		City, State, and Zip Code	Montreal Quebec Canada H3A 3L4
	Contact	Telephone Number	514-877-5331
		E-mail Address	antoine.martin@quebecorworldinc.com
		Pager Number (if any)	

G. **Authorized Negotiating Representative (Contract).** Complete Response Box 29 regarding the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal.

Response Box 29 Bidder's Authorized Negotiating Representative

		Category	Bidder Information
Acts/CS	Personal	Name	Mark Fowler
		Title	Sales Representative
	Business	Street Address	1201 E. Wiley Road, Suite 101
		City, State, and Zip Code	Schaumburg, IL 60173
	Contact	Telephone Number	847-843-6919
		E-mail Address	mark.fowler@quebecorworld.com
		Pager Number (if any)	



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V. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this proposal. If so, complete Response Box 30.

Response Box 30 Additional Comments

We would propose that World Color's liability be capped to the amount it invoices for its services and that liability for consequential damages be excluded. Specifically, the provisions of Sections X. A and C and Section XIII would need to be discussed and agreed upon.

**If burst binding hardcover vs. Smyth, please save \$2.00 per copy for 2009 Acts
Production schedules to be mutually agreed upon once file and paper delivery dates have been confirmed.**

Acts/CS



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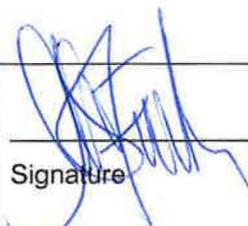
PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

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VI. AUTHORIZED SIGNATURES

A person authorized by the bidder must sign and date this proposal for both publications or for only one publication. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal. Complete the following response boxes.

Response Box 31 Signature of Authorized Representative

Acts & CS		<u>SALES REPRESENTATIVE</u>	<u>09-15-09</u>
	Signature	Title	Date

Response Box 32 Signature of Authorized Representative

Acts Only	_____	_____	_____
	Signature	Title	Date

Response Box 33 Signature of Authorized Representative

CS Only	_____	_____	_____
	Signature	Title	Date



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VII. ATTACHED SAMPLES

- A. **Sample — Paper Stock**
 page paper, indicating
 consumer, or recycled pr

Staple t

NEXFOR FRASER PAPERS
 Berlin-Gorham Operation

Custom Brite Rcy 40.00K 705 Vel

Acts/CS



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Sample Box A (cont.)
2nd Paper Stock Proposed for Page Paper

Staple the Samples Here and Submit Full-page Samples With the Proposal.

Acts/CS



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Acts or CS or Both Acts & CS	Bidder's Name:	World Color Press, Inc.
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Sample Box A (cont.)
3rd Paper Stock Proposed for Page Paper

Acts/CS

Staple the Samples Here and Submit Full-page Samples With the Proposal.

- B. Sample — Cover Fabric for the Acts.** Provide a sample of the cover fabric that the bidder proposes to use for the Acts.



REQUEST FOR PROPOSALS (FORM CS-3)

PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

Acts or CS or Both Acts & CS	Bidder's Name:	World Color Press, Inc.
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Sample Box B
Provide Cover Proposed for the Acts

Staple a Sample Here.

Acts



REQUEST FOR PROPOSALS (FORM CS-3)

PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

Acts or CS or Both Acts & CS	Bidder's Name:	World Color Press, Inc.
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- C. **Sample — Cover Material for the Code Supplement.** Provide a sample of the cover material that the bidder proposes to use for the Code Supplement.

Sample Box C
Provide Cover Proposed for the Code Supplement

Staple a Sample Here.

CS