

Reprinted

MAR 16 1995

Place On Calendar

HOUSE FILE 447

BY COMMITTEE ON STATE GOVERNMENT

(SUCCESSOR TO HSB 113)

Passed House, Date 4-5-95 Passed Senate, Date 4/11/95
Vote: Ayes 96 Nays 0 Vote: Ayes 49 Nays 0
Approved April 17, 1995

A BILL FOR

1 An Act relating to certain state purchasing procedures and
2 charges for publications involving the department of general
3 services.

4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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HOUSE FILE 447

H-3350

- 1 Amend House File 447 as follows:
- 2 1. Page 4, by striking lines 1 through 10.
- 3 2. Page 4, by striking lines 20 through 26.
- 4 3. By renumbering as necessary.

By LARKIN of Lee
DRAKE of Pottawattamie

H-3350 FILED MARCH 20, 1995

adopted 4-5-95 (P.1287)

HF 447

1 Section 1. Section 18.36, Code 1995, is amended to read as
2 follows:

3 18.36 FORM OF BIDS.

4 Bids must be:

5 1. In Secured in writing, by telephone, or by facsimile,
6 as indicated in the specifications, and only on the blanks
7 furnished with the specifications.

8 2. Signed by the bidder, or if a telephone bid, confirmed
9 in writing by bidder.

10 3. Submitted If submitted in writing, submitted in a
11 sealed envelopes envelope which shall be properly endorsed.

12 4. In the hands of the director by the time fixed in the
13 advertisements for bids.

14 Sec. 2. Section 18.50, Code 1995, is amended to read as
15 follows:

16 18.50 EMERGENCY CONTRACTS.

17 The director may at any time award a special contract or
18 may authorize assistants to award a special contract for any
19 work or material coming within the provisions of chapter 7A
20 and sections 18.26 to 18.103 but not included in contracts
21 already in existence, or which cannot properly be made the
22 subject of a general contract, if the amount of each contract
23 shall not exceed the amount of two five thousand dollars, and
24 if special bids have been duly solicited by the director from
25 persons or firms engaged in the kind of work under
26 consideration who have indicated a desire to bid on the class
27 of work to be done.

28 Sec. 3. Section 18.62, Code 1995, is amended to read as
29 follows:

30 18.62 PAPER STOCK DRAWN.

31 All mimeograph paper, envelopes, and other paper stock to
32 be used in their Des Moines offices shall be drawn by the
33 several state departments and agencies from the department of
34 general services department with its approval and charged to
35 the several officials, boards, departments, commissions or

1 agencies and paid from the printing appropriation of each
2 board, official, department, commission, or agency.

3 Sec. 4. Section 18.75, subsection 8, Code 1995, is amended
4 to read as follows:

5 8. By November 1 of each year supply a report which
6 contains the name, gender, county, or city of residence when
7 possible, official title, salary received during the previous
8 fiscal year, base salary as computed on July 1 of the current
9 fiscal year, and traveling and subsistence expense of the
10 personnel of each of the departments, boards, and commissions
11 of the state government except personnel who receive an annual
12 salary of less than one thousand dollars. The number of the
13 personnel and the total amount received by them shall be shown
14 for each department in the report. All employees who have
15 drawn salaries, fees, or expense allowances from more than one
16 department or subdivision shall be listed separately under the
17 proper departmental heading. On the request of the
18 superintendent, the head of each department, board, or
19 commission shall furnish the data covering that agency. The
20 report shall be distributed upon request without charge to
21 each caucus of the general assembly, the legislative service
22 bureau, the legislative fiscal bureau, the chief clerk of the
23 house of representatives, and the secretary of the senate.
24 Copies of the report shall be made available to other persons
25 in both print or electronic medium upon payment of a fee,
26 which shall not exceed the cost of providing the copy of the
27 report. Sections 22.2 through 22.6 apply to the report. All
28 funds from the sale of the report shall be deposited in the
29 general fund. Requests for publications shall be handled only
30 upon receipt of postage by the superintendent.

31 Sec. 5. Section 18.83, Code 1995, is amended to read as
32 follows:

33 18.83 INFORMATION AS TO DOCUMENTS.

34 The superintendent shall advise the public of the
35 publication of reports and documents and of the nature of the

1 material therein, and give information as to the publications
2 that are available for free distribution and how to obtain
3 them.

4 Sec. 6. Section 18.84, Code 1995, is amended to read as
5 follows:

6 18.84 MAILING LISTS.

7 The superintendent shall require from officials or heads of
8 departments mailing lists, or addressed labels or envelopes,
9 for use in distribution of reports and documents. The
10 superintendent shall revise such lists, eliminating
11 duplications and adding thereto to the lists libraries,
12 institutions, public officials, and persons having actual use
13 for the material. The superintendent shall arrange such the
14 lists so as to reduce to the minimum the postage or other cost
15 for delivery. Requests for publications shall be handled only
16 upon receipt of postage by the superintendent from the
17 requesting agency or department.

18 Sec. 7. Section 18.85, Code 1995, is amended to read as
19 follows:

20 18.85 COPIES TO DEPARTMENTS.

21 The superintendent shall furnish the various officials and
22 departments with copies of their reports needed for office use
23 or to be distributed to persons ~~calling-for-the-same~~
24 requesting the reports. Requests for publications shall be
25 handled only upon receipt of postage by the superintendent.

26 Sec. 8. Section 18.86, Code 1995, is amended to read as
27 follows:

28 18.86 ASSEMBLY MEMBERS.

29 The official reports, the miscellaneous documents and other
30 publications upon request, and the completed journals of the
31 general assembly and ten copies of the official register,
32 shall be sent to each member of the general assembly, and, so
33 far as they are available, additional copies upon their
34 request. Requests for publications shall be handled only upon
35 receipt of postage by the superintendent.

1 Sec. 9. Section 18.87, Code 1995, is amended to read as
2 follows:

3 18.87 LIBRARIES.

4 The completed journals of the general assembly, and the
5 official register shall be sent to each free public library in
6 Iowa, the division of libraries and information services of
7 the department of education, the commission of libraries,
8 libraries at state institutions, and college libraries.
9 Requests for publications shall be handled only upon receipt
10 of postage by the superintendent.

11 Sec. 10. Section 18.88, Code 1995, is amended to read as
12 follows:

13 18.88 NEWSPAPERS.

14 The journals of the general assembly and the official
15 register shall be sent to each newspaper of general
16 circulation in Iowa, and editors of newspapers in Iowa shall
17 be entitled to other publications on request when they are
18 available. Requests for publications shall be handled only
19 upon receipt of postage by the superintendent.

20 Sec. 11. Section 18.91, Code 1995, is amended to read as
21 follows:

22 18.91 SCHOOL LIBRARIES.

23 The official register shall be distributed, ~~in addition to~~
24 ~~the foregoing provisions,~~ to the school libraries. Requests
25 for publications shall be handled only upon receipt of postage
26 by the superintendent.

27 Sec. 12. Section 18.92, Code 1995, is amended to read as
28 follows:

29 18.92 GENERAL DISTRIBUTION.

30 The superintendent may send additional copies of
31 publications to other state officials, individuals,
32 institutions, libraries, or societies that may make request
33 therefor them. Requests for publications shall be handled
34 only upon receipt of postage by the superintendent.

35 Sec. 13. Section 18.95, Code 1995, is amended to read as

1 follows:

2 18.95 OLD CODES ---FREE-DISTRIBUTION.

3 The superintendent of printing may distribute gratuitously,
4 to law enforcement officers and other persons in the
5 superintendent's discretion, ~~the Code of 1897 and all~~
6 ~~supplements and supplemental supplements thereto,~~ also all
7 Codes ~~which have been issued subsequent to the Code of 1897~~
8 and Code Supplements which have been supplanted by a newly
9 issued Code, ~~also~~ , and all session laws which antedate the
10 publication of the last issued Code by at least four years,
11 ~~provided that.~~ However, the superintendent shall maintain in
12 reserve such a number of copies of each such books publication
13 as may be fixed by the director. Such The reserve, when
14 fixed, shall not be distributed except on the order of the
15 executive council. Requests for publications shall be handled
16 upon receipt of postage by the superintendent. However,
17 county officials requesting publications under this section
18 shall not be required to pay postage.

19 Sec. 14. Section 18.96, Code 1995, is amended to read as
20 follows:

21 18.96 DISTRIBUTION TO COLLEGES.

22 Upon application, in writing, from the librarian or chief
23 executive officer of any incorporated college in this state,
24 the superintendent of printing shall, upon the approval of the
25 director, forward to said the applicant, without charge, bound
26 volumes of the laws enacted. Requests for publications shall
27 be handled only upon receipt of postage by the superintendent.

28 EXPLANATION

29 Section 1 of this bill amends section 18.36 to allow the
30 state printing division of the department of general services
31 to receive bids by telephone or through facsimile machines.

32 Section 2 changes the ceiling for an emergency contract to
33 be let by the director of the department of general services
34 from \$2,000 to \$5,000.

35 Section 3 eliminates a reference to mimeograph paper.

1 Sections 4 through 14 are amended to require payment of
2 postage for publications handled through the state printing
3 division except for section 13 which exempts county officials
4 from paying postage costs.

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S-4/6/95 Do Pass

HOUSE FILE 447
BY COMMITTEE ON STATE GOVERNMENT

(SUCCESSOR TO HSB 113)

(As Amended and Passed by the House April 5, 1995)

Passed House, Date ^(p.1287) 4-5-95 Passed Senate, Date 4/11/95 (p.1119)
Vote: Ayes 96 Nays 0 Vote: Ayes 49 Nays 0
Approved April 17, 1995

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4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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6 House Amendments _____
7 Deleted Language **X**
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19 work or material coming within the provisions of chapter 7A
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21 already in existence, or which cannot properly be made the
22 subject of a general contract, if the amount of each contract
23 shall not exceed the amount of two five thousand dollars, and
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22 bureau, the legislative fiscal bureau, the chief clerk of the
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HSB 113

Drake, chair
Renkin

STATE GOVERNMENT Succeeded

Brammer

SENATE/HOUSE FILE

447

BY (PROPOSED DEPARTMENT OF
GENERAL SERVICES BILL)

Passed Senate, Date _____ Passed House, Date _____

Vote: Ayes _____ Nays _____ Vote: Ayes _____ Nays _____

Approved _____

A BILL FOR

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18 available. Requests for publications shall be handled only
19 upon receipt of postage by the superintendent.

20 Sec. 11. Section 18.90, Code 1995, is amended to read as
21 follows:

22 18.90 COUNTY AUDITORS.

23 The completed journals of the general assembly, and the
24 official register shall be sent to each county auditor, who
25 shall be required to keep ~~the-same~~ them at all times available
26 for the inspection of the public. Requests for publications
27 shall be handled only upon receipt of postage by the
28 superintendent.

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EXPLANATION

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3 to receive bids by telephone or through facsimile machines.

4 Section 2 changes the ceiling for an emergency contract to
5 be let by the director of the department of general services
6 from \$2,000 to \$5,000.

7 Section 3 eliminates a reference to mimeograph paper.

8 Sections 4 through 15 are amended to require payment of
9 postage for publications handled through the state printing
10 division.

11 BACKGROUND STATEMENT

12 SUBMITTED BY THE AGENCY

13 The state printing division wishes to change the Iowa Code
14 to allow the use of telephone and facsimile machines to
15 receive bids when authorized by the bid specifications. The
16 division also wanted to change the limitation on the granting
17 of emergency contracts from a \$2,000 to a \$5,000 limitation on
18 the cost of the work to be performed. Because the division no
19 longer uses mimeograph paper, that reference in Code section
20 18.62 is eliminated. Sections 18.75, 18.83 through 18.88,
21 18.90 through 18.92, 18.95, and 18.96 are amended to require
22 payment of postage for publications handled through the
23 division.

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HOUSE FILE 447

AN ACT
RELATING TO CERTAIN STATE PURCHASING PROCEDURES AND CHARGES
FOR PUBLICATIONS INVOLVING THE DEPARTMENT OF GENERAL SERVICES.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. Section 18.36, Code 1995, is amended to read as follows:

18.36 FORM OF BIDS.

Bids must be:

1. In Secured in writing, by telephone, or by facsimile, as indicated in the specifications, and only on the blanks furnished with the specifications.
2. Signed by the bidder, or if a telephone bid, confirmed in writing by bidder.
3. Submitted if submitted in writing, submitted in a sealed envelopes envelope which shall be properly endorsed.
4. In the hands of the director by the time fixed in the advertisements for bids.

Sec. 2. Section 18.50, Code 1995, is amended to read as follows:

18.50 EMERGENCY CONTRACTS.

The director may at any time award a special contract or may authorize assistants to award a special contract for any work or material coming within the provisions of chapter 7A and sections 18.26 to 18.103 but not included in contracts already in existence, or which cannot properly be made the subject of a general contract, if the amount of each contract shall not exceed the amount of two five thousand dollars, and if special bids have been duly solicited by the director from persons or firms engaged in the kind of work under consideration who have indicated a desire to bid on the class of work to be done.

Sec. 3. Section 18.62, Code 1995, is amended to read as follows:

18.62 PAPER STOCK DRAWN.

All mimeograph paper, envelopes, and other paper stock to be used in their Des Moines offices shall be drawn by the several state departments and agencies from the department of general services department with its approval and charged to the several officials, boards, departments, commissions or agencies and paid from the printing appropriation of each board, official, department, commission, or agency.

Sec. 4. Section 18.75, subsection 8, Code 1995, is amended to read as follows:

8. By November 1 of each year supply a report which contains the name, gender, county, or city of residence when possible, official title, salary received during the previous fiscal year, base salary as computed on July 1 of the current fiscal year, and traveling and subsistence expense of the personnel of each of the departments, boards, and commissions of the state government except personnel who receive an annual salary of less than one thousand dollars. The number of the personnel and the total amount received by them shall be shown for each department in the report. All employees who have drawn salaries, fees, or expense allowances from more than one department or subdivision shall be listed separately under the proper departmental heading. On the request of the superintendent, the head of each department, board, or commission shall furnish the data covering that agency. The report shall be distributed upon request without charge to each caucus of the general assembly, the legislative service bureau, the legislative fiscal bureau, the chief clerk of the house of representatives, and the secretary of the senate. Copies of the report shall be made available to other persons in both print or electronic medium upon payment of a fee, which shall not exceed the cost of providing the copy of the report. Sections 22.2 through 22.6 apply to the report. All funds from the sale of the report shall be deposited in the general fund. Requests for publications shall be handled only upon receipt of postage by the superintendent.

Sec. 5. Section 18.83, Code 1995, is amended to read as follows:

18.83 INFORMATION AS TO DOCUMENTS.

The superintendent shall advise the public of the publication of reports and documents and of the nature of the material therein, and give information as to the publications that are available for free distribution and how to obtain them.

Sec. 6. Section 18.84, Code 1995, is amended to read as follows:

18.84 MAILING LISTS.

The superintendent shall require from officials or heads of departments mailing lists, or addressed labels or envelopes, for use in distribution of reports and documents. The superintendent shall revise such lists, eliminating duplications and adding thereto to the lists libraries, institutions, public officials, and persons having actual use for the material. The superintendent shall arrange such the lists so as to reduce to the minimum the postage or other cost for delivery. Requests for publications shall be handled only upon receipt of postage by the superintendent from the requesting agency or department.

Sec. 7. Section 18.85, Code 1995, is amended to read as follows:

18.85 COPIES TO DEPARTMENTS.

The superintendent shall furnish the various officials and departments with copies of their reports needed for office use or to be distributed to persons ~~calling for the same~~ requesting the reports. Requests for publications shall be handled only upon receipt of postage by the superintendent.

Sec. 8. Section 18.86, Code 1995, is amended to read as follows:

18.86 ASSEMBLY MEMBERS.

The official reports, the miscellaneous documents and other publications upon request, and the completed journals of the general assembly and ten copies of the official register, shall be sent to each member of the general assembly, and, so

far as they are available, additional copies upon their request. Requests for publications shall be handled only upon receipt of postage by the superintendent.

Sec. 9. Section 18.88, Code 1995, is amended to read as follows:

18.88 NEWSPAPERS.

The journals of the general assembly and the official register shall be sent to each newspaper of general circulation in Iowa, and editors of newspapers in Iowa shall be entitled to other publications on request when they are available. Requests for publications shall be handled only upon receipt of postage by the superintendent.

Sec. 10. Section 18.92, Code 1995, is amended to read as follows:

18.92 GENERAL DISTRIBUTION.

The superintendent may send additional copies of publications to other state officials, individuals, institutions, libraries, or societies that may make request therefor them. Requests for publications shall be handled only upon receipt of postage by the superintendent.

Sec. 11. Section 18.95, Code 1995, is amended to read as follows:

18.95 OLD CODES ---FREE-DISTRIBUTION.

The superintendent of printing may distribute gratuitously, to law enforcement officers and other persons in the superintendent's discretion, ~~the Code of 1897 and all supplements and supplemental supplements thereto, also~~ all Codes ~~which have been issued subsequent to the Code of 1897~~ and Code Supplements which have been supplanted by a newly issued Code, ~~also, and~~ all session laws which antedate the publication of the last issued Code by at least four years, ~~provided that~~. However, the superintendent shall maintain in reserve such a number of copies of each such-books publication as may be fixed by the director. Such The reserve, when fixed, shall not be distributed except on the order of the executive council. Requests for publications shall be handled upon receipt of postage by the superintendent. However,

county officials requesting publications under this section shall not be required to pay postage.

Sec. 12. Section 18.96, Code 1995, is amended to read as follows:

18.96 DISTRIBUTION TO COLLEGES.

Upon application, in writing, from the librarian or chief executive officer of any incorporated college in this state, the superintendent of printing shall, upon the approval of the director, forward to said the applicant, without charge, bound volumes of the laws enacted. Requests for publications shall be handled only upon receipt of postage by the superintendent.

RON J. CORBETT
Speaker of the House

LEONARD L. BOSWELL
President of the Senate

I hereby certify that this bill originated in the House and is known as House File 447, Seventy-sixth General Assembly.

ELIZABETH ISAACSON
Chief Clerk of the House

Approved April 17, 1995

TERRY E. BRANSTAD
Governor