

“A” SERIES

REQUEST FOR INFORMATION PRODUCING AND DELIVERING THE 2021 IOWA ACTS

A-1 RFI FORM

Issued On: July 8, 2021

Due On: July 20, 2021

Issued From:

Legislative Services Agency
State Capitol
Room G-01
Des Moines, Iowa 50319

Mr. Tim McDermott, Director
Ms. Leslie Hickey, Iowa Code Editor

I. INSTRUCTIONS

A. Response Deadline. The Legislative Services Agency (Agency) is issuing this Request for Information (RFI) to seek responses by one or more qualified persons (Potential Bidders) to produce and deliver an order of the official hardbound edition of the 2021 Iowa Acts (book) containing statutes enacted by the first session of the 89th General Assembly and miscellaneous related materials produced by the Agency. A Potential Bidder has until 4:00 p.m. on Tuesday, July 20, 2021, to deliver this completed form to the Agency.

B. Detailed Response and Contract Information on Internet. A Potential Bidder's questions, Agency replies to a Potential Bidder's questions, a response to an RFI submitted by a Potential Bidder to the Agency, and any subsequent contract entered into by a successful Potential Bidder (Contractor) and the Agency are posted on the Agency's Internet site (choose ALL or the applicable calendar year).

TABLE A Agency's Internet Site for RFI and Contract Information

www.legis.iowa.gov/agencies/careers/rfps

C. Questions Deadline. Please communicate with an Agency contact regarding any question regarding this RFI by 4:00 p.m. on Friday, July 16, 2021. Upon request, the Agency will deliver a copy of the 2020 Iowa Acts to a Potential Bidder.

TABLE B Agency Contacts

	Primary	Alternative
Name	Mr. Doug Adkisson Legal Counsel	Mr. Tim McDermott Director
Telephone	515.281.3884	515.281.3566
Email	doug.adkisson@legis.iowa.gov	timothy.mcdermott@legis.iowa.gov



REQUEST FOR INFORMATION (RFI) FORM (A-1)
PUBLICATION: 2021 IOWA ACTS

II. REQUIREMENTS

A. Prior Requirements Applicable. Only a few minor changes have been made to the previous year’s requirements for the production and delivery of the 2020 edition of the Iowa Acts.

B. Production Requirements. For book page production, the Agency will transmit fully composed pages in an electronic format (Adobe® Systems portable document format [PDF]) to the Contractor by file transfer protocol (FTP), by electronic mail to the Contractor’s contact person, or to the Contractor’s Internet site. For book cover production, the Contractor must ship preliminary paper proof covers and sample covers to the Agency for its approval. Within 30 calendar days after the Agency approves the final set of digital proof book pages, the Contractor must deliver the books to locations as part of normal and special delivery described in this RFI.

TABLE C
Order, Size, and Page Counts

Order	Size		Estimated Pages and 6-Page Signature Counts			
	Cover	Page	Per Order		Per Book	
400	7 1/2" x 10 3/4"	7 1/4" x 10 1/2" Finished	Pages	360,000	Pages	900
			Signatures	60,000	Signatures	150

C. Delivery. As part of normal delivery, the Contractor must ship approximately 275 books to the State Capitol Complex in Des Moines, including 185 books to the Ola Babcock Miller Building, 80 books to the State Capitol, and 10 books to the Judicial Branch Building. As part of special delivery, the Contractor must ship or mail approximately 125 books to various courthouses in Iowa’s eight judicial districts. The parties to the contract may negotiate to adjust these numbers when the contract is entered into.



REQUEST FOR INFORMATION (RFI) FORM (A-1)

PUBLICATION: 2021 IOWA ACTS

III. POTENTIAL BIDDER RESPONSES

RESPONSE BOX 1

Potential Bid — Contract’s Base Amount and Adjusted Base Amount

The potential bid is an estimate of the contract’s base amount which may be later adjusted due to a number of factors, including the actual number of six-page signatures included in a book. The Proposed Bidder must produce books using digital printing equipment. No half-page signatures will be accepted.

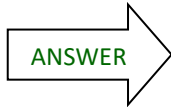


Signature Calculation		Bid	
		Per Order	Per Book
Unadjusted Base Amount (Bid Amount)	60,000 Per Order 900 Per Book	\$ _____ Base Amount	\$ _____ Base Amount ÷ by 400 (No. of Ordered Books)
Adjusted Base Amount	Each Additional Signature	Increased Base Amount Per Order: \$ _____	Increased Base Amount Per Book: \$ _____
	Each Fewer Signature	Decreased Base Amount Per Order: \$ _____	Decreased Base Amount Per Book: \$ _____



REQUEST FOR INFORMATION (RFI) FORM (A-1)
PUBLICATION: 2021 IOWA ACTS


RESPONSE BOX 2
Paper Stock

The paper stock used to produce book pages must be resistant to oxidation and of archival quality having a pH neutral content of 7 or 7.5. Thor Offset™ was used to produce the 2019 edition of the Iowa Acts. However, other paper stock has also been used to produce prior editions. For example, Spring Forge™ was used to produce the 2020 edition of the Iowa Acts. Thor Offset™ is used as a method to compare paper stock. Otherwise, the Agency is not committed to using a particular type of paper stock and would welcome recommendations so long as they are comparable to the paper stock used to produce past editions of the Iowa Acts.

Is the Potential Bidder recommending a different paper stock than Spring Forge™?									Yes _____
									No _____
Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	2019 Specifications 	
Thor Offset™	Blue White	Smooth Eggshell	92	88	40#	690	0% (Preference)		
Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	Complete This Portion Only if Responding <u>No</u> Above 	
_____	_____	_____	_____	_____	_____	_____	_____		

RESPONSE BOX 3
Case Binding

Indicate whether the books are proposed to be burst bound or Smyth-sewn: Note: The Iowa Acts have been burst bound since the 2009 edition.

	Burst Bound	_____
	Smyth-sewn	_____



REQUEST FOR INFORMATION (RFI) FORM (A-1)
PUBLICATION: 2021 IOWA ACTS

RESPONSE BOX 4
Use of Subcontractor to Produce the Books

Indicate whether a subcontractor is proposed to produce (manufacture) the books.



Yes	___
No	___

Subcontractor Name	_____	
Subcontractor Address	_____ _____	
Subcontractor Contact Information	Telephone Num.	_____
	Email Address	_____
Subcontractor Duties		

Complete This Portion Only if Answering Yes Above

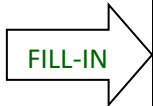


Complete This Portion Only if Answering Yes Above



RESPONSE BOX 5
Production Manager

The Potential Bidder's production manager is responsible for day-to-day operations and decision making regarding the production and delivery of the publication.



Facts	Primary	Secondary (if applicable)
Name	_____	_____
Title	_____	_____
Mailing Address	_____ _____	_____ _____
Tele. Number	_____	_____
Email Address	_____	_____



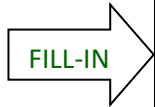
REQUEST FOR INFORMATION (RFI) FORM (A-1)

PUBLICATION: 2021 IOWA ACTS

RESPONSE BOX 6

Potential Bidder's Authorized Negotiating Representative

The Potential Bidder's authorized negotiating representative may negotiate and enter into a contract or any amendments to the contract on behalf of the Potential Bidder.



Facts	Primary	Secondary (if applicable)
Name		
Title	_____	_____
Mailing Address	_____ _____	_____ _____
Tele. Number	_____	_____
Email Address	_____	_____

RESPONSE BOX 7 Additional Comments

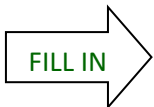
Does the Potential Bidder have any additional comments? If so, please attach a separate document to this RFI.		Yes	___
		No	___

IV. AUTHORIZED SIGNATURE

A person authorized by the Potential Bidder must sign and date this completed RFI.

RESPONSE BOX 8

Signature of Potential Bidder's Authorized Representative



_____	_____	_____, 2021
Name	Title	

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