


PRODUCING AND DELIVERING THE  
2021-2022 IOWA OFFICIAL REGISTER (REDBOOK)

RB-3  
APPENDICES

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Legislative Services Agency  
State Capitol  
Des Moines, Iowa 50319

Mr. Tim McDermott, Director

Initials:		Date:	<u>10-22-21</u>
	Tim McDermott		
		Date:	<u>10-25-2021</u>

  
N. E. Shuffler  
Date

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**APPENDIX A PRODUCTION STANDARDS  
TABLE A-1 GENERAL**

NUMBER OF PUBLICATION ITEMS (PER ORDER)	SIZE		ESTIMATED NUMBER OF BOOK PAGES AND 16-PAGE SIGNATURES			
	Publication	Page	Per Publication Item		Cumulative (Per Order)	
500	6 1/4" x 9 1/4"	6" x 9" Finished	Pages	528	Pages	264,000
			Signatures	33	Signatures	16,500

**TABLE A-2 PAPER STOCK**

BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT- NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVAL QUALITY	RECYCLED MATERIAL
Anthem Plus Gloss	Table A-1 "Page"	White	Gloss	90	92	70#	588	Resistant to Oxidation, pH Neutral (Content of 7 or 7.5)	Preference Only, At least 100% of paper stock = 10% recycled content.

**TABLE A-3a PAGE COMPOSITION AND PRINTING**

IMAGE AREA FOR TEXT AND ARTWORK	FONT/POINT SIZE	FRONT/REVERSE PAGES	INK	
			Coverage	Bio-Renewable Products
<p>(1) Margins. Each page must include a margin and an element of the page (text or artwork). The text or artwork must not extend beyond the image area. The side and top margins must be 1/2" each. The bottom margins are nonuniform.</p> <p>(2) Position. Text and artwork must be positioned (aligned) consistently on the composed page. Text and artwork must be justified.</p> <p>(3) Right-hand Pages. The following must be placed on right-hand pages:                      (a) Title page.                      (b) Front page of each of the publication's chapters.</p>	<p>(1) Font. Generally, Times New Roman with Abadi MT Condensed and Lucida Sans.</p> <p>(2) Points. Generally, 9 but ranging from 7 to 22.</p>	Text or artwork will often appear on the front and reverse side of a page.	<p>(1) Black. For text, black ink on two sides of the same page.</p> <p>(2) Coverage. Ink coverage must be light to moderate. No fading.</p>	Preference Only, At least 10%-15%

**APPENDIX A PRODUCTION STANDARDS**  
**TABLE A-3b ARTWORK**  
**PHOTOGRAPHS/DRAWINGS**

DELIVERY OF ARTWORK	PLACEMENT			PROCESSING	
	Sizes	Number	Front/Reverse Pages	Color	Black & White
<p>(1) The Agency shall deliver to the Contractor composed pages that include genuine artwork embedded into the composed pages.</p> <p>(2) The Agency reserves the right to deliver replacement genuine artwork to replace the embedded artwork for use in producing book pages.</p>	Various	<p>132 book pages will have at least one form of artwork.</p> <p>(1) Signatures. 21 signatures will include at least 1 page containing artwork.</p> <p>(2) Color. 103 pages will include one or more color photographs or drawings of various sizes.</p> <p>(3) Black and White. 24 pages will include black-and-white photographs or drawings of various sizes.</p>	<p>(1) Pages may include both color and black-and-white artwork.</p> <p>(2) Pages will include color or black-and-white artwork printed on both sides of the same sheet.</p>	Must utilize a four-color process or a superior process approved by the Agency	Must use a range of halftones

**APPENDIX B CONSTRUCTION STANDARDS  
TABLE B-1 PRODUCTION ITEMS**

ITEM	TYPES OF PROOFS	SPECIAL INSTRUCTIONS	NUMBER
SAMPLE COVERS	PAPER	<p>(1) <b>Preliminary Paper Proof Cover.</b> Must be a laser proof or equivalent paper proof approved by the Agency which illustrates how the books' covers will appear when the books are bound, including all lettering and numbering, and the location of the required impressions and foil pieces.</p> <p>(2) <b>Virtual Replica.</b> Lettering and numbering, and the location of the impressions, stampings, and foil stampings. Must be identical to that used in the production of the publications.</p> <p>(3) <b>Trimmed.</b> Must be trimmed to size or marked to illustrate the trim size.</p>	1 Proof
	FABRIC	<p>(1) <b>Finished Sample.</b> Cover for hard bound book. See <i>Table B-2b</i>.</p> <p>(2) <b>Exact Replica.</b> Must include the same material, blanking, and stamping of impressions that are to be used in the production of the publications. Lettering and numbering and impressions and stamping must be identical to that used in the production of the publications.</p> <p>(3) <b>Dyes.</b> Must be produced using the same dyes that will be used in the production of the books unless otherwise provided by the Agency.</p> <p>(4) <b>Mitered Corners.</b> Inside corners must be mitered with top and bottom overlapping the sides at a 45° angle.</p> <p>(5) <b>Trimmed.</b> Must be trimmed to size.</p>	1 Cover
	SET OF DIGITAL PROOFS	<p><b>PRELIMINARY</b></p> <p>(1) <b>Equivalency.</b> May be laser proofs or equivalent proof pages as approved by the Agency. The proof pages must be the composed pages as delivered by the Agency, with crop marks and genuine artwork replacing replica artwork.</p> <p>(2) <b>Paper Size.</b> Paper size must not exceed 8 1/2" x 11".</p> <p>(3) <b>Print.</b> Must be printed in black and clearly legible type (no faded text).</p> <p><b>FINAL</b></p> <p>(1) <b>Final Proofs Corrected.</b> Must be corrected proof pages of the composed pages delivered by the Agency to the Contractor in the same format as the preliminary press proofs approved by the Agency. The final proof pages may be delivered in signature form.</p> <p>(2)-(3) † See box for preliminary set of digital proofs.</p>	1 Set

**APPENDIX B CONSTRUCTION STANDARDS  
TABLE B-2a. BOOK BINDING**

CONSTRUCTION	CAMBRIC	BANDS Head & Foot	SIGNATURES	
			Type	Construction
Book block thoroughly glued, smashed, and assembled as part of casing (lined with one or more supers and gauze tape) in a manner that ensures the book block is sturdily constructed and bound to the casing. The joints must be uniform and tight, and the casing must include adequate gutters.	(1) General. First and last signatures must be reinforced at the spine with cambric and concealed after the cover is attached to the end sheets. (2) Thoroughly Glued. The entire cambric must be completely glued to the book block (up to the head band and down to the foot band) in a manner that ensures the signatures are permanently bound.	Color must be alternating red and gold checkerboard pattern.	(1) Forms. 16 full-page signatures are required, 8 half-page signatures are acceptable. (2) Limits. More than 16 full-page signatures or less than 8 half-page signatures are allowed if approved by the Agency.	(1) Tipped. The first and last signatures must be tipped to adjoining signatures. (2) Binding. Smythe sewn (tightly sewn) with at least 12 stitch points.

**TABLE B-2b. BOOK COVERING**

CONSTRUCTION	MATERIALS			
	Back Line	Binder's Board	End Sheets	Cover Material
(1) Case Bound Book. Cover must conform to sample finished cover approved by the Agency, with Agency corrections if necessary. (2) Attached Signatures. Signatures must be securely attached to the book block. See Table B-2a. (3) Mitered Corners. Inside corners must be mitered with top and bottom overlapping the sides at a 45-degree angle. (4) Loose & Rounded Spine. Spine must be loose and rounded, with uniform and tight joints and adequate gutters. A loose and round spine means the casing must <u>not</u> be glued to the back of the book block. (5) Dies. All type and bars must be set from the sampling die on the spine.	Heavy kraft on the spine area.	Davey Red Label Binder's Board with .098 caliper thickness.	80# Publisher White.	Arrestox® B Scarlet Vellum (V) (V670).

**APPENDIX B CONSTRUCTION STANDARDS  
TABLE B-3 BOOK DECORATION**

<b>BLIND STAMPING</b>		<b>GOLD STAMPING</b>	
		Placement	Font And Point Size
<p><b>(1) Front and Back Cover.</b> Must include one impression of blind stamping approximately 1/4" from the top and sides of each cover.</p> <p><b>(2) Spine.</b> Must include four impressions of blind stamping as designated by the agency, one approximately 1/4" from the top, the next approximately 3" from the top, the next approximately 5 3/4" from the top, and the last 8 1/2" from the top of the spine.</p>	<p><b>(1) Front Cover.</b> Centered. Gold decoration must include:</p> <p><b>(a) Title.</b> The title "Iowa Official Register" located on the top third of the cover with the top of the highest letter approximately 1 3/4" from the top of the cover.</p> <p><b>(b) Great Seal of the State of Iowa.</b> The Great Seal located beneath the title with the middle of the seal approximately 5" from the top of the cover.</p> <p><b>(c) Edition.</b> Reference to the date of the edition "2021-2022" located between the bars below the Great Seal of the State of Iowa with the top of the bars approximately 6 1/2" from the top of the cover.</p> <p><b>(2) Spine.</b> Centered. Gold decoration must include:</p> <p><b>(a) Title.</b> The title "Iowa Official Register" with the top of the highest letters approximately 1 1/4" from the top of the spine.</p> <p><b>(b) Edition.</b> Reference to the date of the edition "2021-2022" located between the same style of the bars which are on the front cover with the top of the bars located approximately 4 1/4" from the top of the spine.</p> <p><b>(c) General Assembly.</b> Reference to the General Assembly: "99th General Assembly" with the top of the numerals located approximately 7 1/2" from the top of the spine.</p>	<p><b>(1) Front Cover.</b></p> <p><b>(a) Font.</b> Times New Roman.</p> <p><b>(b) Point Size.</b> For words 25 points and for edition year 18 points.</p> <p><b>(2) Spine.</b></p> <p><b>(a) Font.</b> Times New Roman.</p> <p><b>(b) Point Size.</b> 12 points.</p>	



**APPENDIX C DELIVERY INSTRUCTIONS  
TABLE C-1 AGENCY'S DELIVERY OF PRODUCTION MATERIALS TO THE CONTRACTOR**

SAMPLE PUBLICATION	METHOD OF TRANSFER	FILES	
		Composed Pages	Types of Files
2019-2020 Iowa Official Register (Redbook)	<p>(1) Electronic Delivery. The Agency will deliver files used in the production of composed pages or artwork by electronic transfer directly to the contractor by file transfer protocol (ftp), electronic mail, or to the Contractor's Internet website.</p> <p>(2) Paper Copies. The Agency will deliver paper copies of the composed pages to the Contractor by mail or courier.</p>	<p>(1) Publisher. The composed pages are produced using Arbotext @ Editor™.</p> <p>(2) Replica Artwork. The composed pages will include replica artwork for replacement with genuine artwork. See Artwork Box and Table A-3b.</p>	<p>Artwork is in the form of scanned images embedded into the composed pages. See Table A-3b.</p>

**TABLE C-2 CONTRACTOR'S PACKAGING AND SHIPPING OF PRODUCTION ITEMS AND PUBLICATION TO THE AGENCY**

SET OF PRESS PROOFS		BOOKS	
Packaging	Shipping	Packaging	Shipping
<p>(1) Assembly. Must be assembled in the order that the agency delivered test composed pages to the Contractor.</p> <p>(2) Format. Must be arranged in sequential order by page number as transmitted to the Contractor by the Agency, and submitted in one of the following forms:</p> <p>(a) First Preference. Printed on both sides of each sheet and stapled in book form.</p> <p>(b) Alternative Preference. Printed on one side of each sheet and stapled at the top left-hand corner.</p>	<p>(1) Method. U.S. mail or authorized courier if requested by the Agency.</p> <p>(2) Risk. The Contractor shall bear the expense and risk of shipment until the Agency takes possession of the production item. The Contractor shall secure all necessary and customary insurance for the shipment.</p>	<p>(1) Bulk Packaging. Publication items must be packaged in bulk cartons.</p> <p>(2) Contents Identified. One side of each carton must reasonably indicate its contents.</p> <p>(3) Weight. A carton cannot exceed 35 lbs.</p>	<p>(1) Carrier. Authorized freight company.</p> <p>(2) F.O.B. F.O.B. destination, door, freight prepaid and allowed.</p> <p>(3) Freight Class. Must meet all requirements for the applicable freight classifications.</p> <p>(4) Unload and Transfer.</p> <p>(a) Designated Room. To Room G-16 of the Capitol Building located on the same floor (entrance level) where the publication is unloaded.</p> <p>(b) Pushcart. Must be made by pushcart furnished by the Contractor (no accommodations for unloading or transferring cartons by forklift).</p> <p>(5) Risk. Same as box for Set of Press Proofs.</p>

**APPENDIX C DELIVERY INSTRUCTIONS  
TABLE C-3 CONTRACTOR'S DESTINATION FOR PRODUCTION ITEMS**

CONTACT INFORMATION		DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Name	Mr. Jamie Croatt Supervisor Publications Editing Office Legislative Services Agency	Room 309 (3rd Floor) Ola Babcock Miller Building East Grand Avenue and East 12th Street Des Moines, Iowa 50319	(1) Contact. Contact the Agency one business day prior to delivery of production items. (2) Delivery Day and Time. Business day. 8:00 a.m. to 4:30 p.m. Central Time. (3) Noon. All deliveries made after 12:00 noon shall be deemed to be made at 8:00 a.m. on the next succeeding day.
Address	See Box for Delivery Address		
Telephone	515.242.7249		
Email	jamie.croatt@legis.iowa.gov		

**TABLE C-4 CONTRACTOR'S DESTINATION FOR PUBLICATION**

CONTACT INFORMATION		DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Name	Mr. Doug Adkisson Legal Counsel, Legal Division Legislative Services Agency	Outside Room G-16 (Ground Floor) State Capitol Building Des Moines, Iowa 50319	(1) Contact. Contact the Agency one business day prior to delivery of production items. (2) Delivery Day and Time. Business day. 8:00 a.m. to 4:30 p.m. Central Time. (3) Noon. All deliveries made after 12:00 noon shall be deemed to be made at 8:00 a.m. on the next succeeding day. (4) Parking. The delivery truck should park on the west side of the Capitol close to the public entrance.
Address	See Box for Delivery Address		
Telephone	515.281.3884		
Email	doug.adkisson@legis.iowa.gov		

**APPENDIX D PRODUCTION AND DELIVERY SCHEDULES  
TABLE D-1 KEY DEADLINES FOR DELIVERABLES (PRODUCTION ITEMS)**

<b>ITEM</b>	<b>CONTRACTOR'S DELIVERY TO THE AGENCY</b>	<b>AGENCY'S RESPONSE TO THE CONTRACTOR</b>
<b>Paper Proof Cover</b>	Within 10 days after the Agency delivers its specifications to the Contractor, the Contractor must deliver a preliminary paper proof cover to the Agency for approval.	Within 10 days after the Contractor delivers the paper proof cover, the Agency must deliver notice or a marked-up paper proof cover to the Contractor (stating approval, qualified approval, or disapproval).
<b>Preliminary Press Proofs</b>	Within 10 days after the Agency delivers composed pages to the Contractor, the Contractor must deliver a set of preliminary press proofs to the Agency for approval.	Within 5 days after the Contractor delivers the set of preliminary press proofs, the Agency must deliver notice or a marked-up set of preliminary press proofs to the Contractor (stating approval, qualified approval, or disapproval).
<b>Fabric Cover</b>	Within 10 days after the Agency delivers its final page count for the publications to the Contractor, the Contractor must deliver a fabric cover to the Agency for approval.	Within 5 days after the Contractor delivers the fabric cover, the Agency must deliver notice or a marked-up fabric cover to the Contractor (stating approval, qualified approval, or disapproval).
<b>Final Press Proofs</b>	Within 10 days after the Agency delivers the marked-up set of preliminary press proofs to the Contractor, the Contractor must deliver a set of final press proofs to the Agency for approval.	Within 5 days after the Contractor delivers the final set of press proofs to the Agency, the Agency must deliver notice or a marked-up final set of press proofs to the Contractor (stating approval, qualified approval, or disapproval).

**TABLE D-2 KEY DEADLINES FOR DELIVERABLES (PUBLICATION)**

<b>CONTRACTOR'S DELIVERY TO THE AGENCY</b>	<b>AGENCY'S RESPONSE TO THE CONTRACTOR</b>
Within 45 days after the Agency delivers its approval of the final set of press proofs, the Contractor must deliver publications to the Agency.	Within 42 days after the Contractor delivers the publication to the Agency, the Agency will respond by delivering a notice to the Contractor stating one of the following: <b>(1) Accept or Reject Publication.</b> The Agency accepts or rejects the publication or any number of publication items. <b>(2) Notice to Extend Time.</b> The Agency reserves a total of 70 days after delivery of the publication to accept or reject any number of the publication items. <b>(3) Rejection.</b> The rejection of the publication suspends further performance by the Agency.

**APPENDIX D PRODUCTION AND DELIVERY SCHEDULES  
TABLE D-3 KEY DEADLINES FOR DELIVERABLES (PAYMENT)**

CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
After the Agency delivers its approval of the publication delivered to the Agency, the Contractor will deliver an invoice to the Agency for the amount of the contract price (subject to any adjustments as provided in the contract).	(1) <b>Payment Period.</b> Generally, within 45 days of the Contractor's delivery of an invoice to the Agency for the contract price (subject to any adjustments as provided in the contract), the Agency will approve the invoice and deliver payment of the contract price to the Contractor. (2) <b>Satisfaction.</b> The amount invoiced by the Contractor and paid by the Agency is deemed conclusive evidence that the Agency has satisfied its obligation to pay for the deliverables listed in the invoice.

**APPENDIX E LIQUIDATED DAMAGES FORMULAS  
TABLE E-1 NUMBER OF PREDETERMINED CALENDAR DAYS  
CALCULATED AS LATE FOR A PUBLICATION ITEM OR PRODUCTION ITEM**

PRODUCT	CAUSE	NUMBER OF DAYS
Publication Item	#1 Unsatisfactory Production Materials or Workmanship	= 10.0
	#2 Improperly Shipped or Loaded	= 3.0
Production Item	#1 Unsatisfactory Production Materials or Workmanship	= 0.25
	#2 Late Delivery	= 0.15

**TABLE E-2 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR THE PUBLICATION**

Predetermined Rate	Calendar Days Publication Item Delivered Late		Amount of Liquidated Damages Per Publication Item	Total Number of Publication Items	Total Liquidated Damages						
	Actual (If applicable)	Predetermined (If applicable) Per Table E-1									
\$0.20 Per Publication Item	x	—	or	—	=	—	x	500	=	\$	—

**TABLE E LIQUIDATED DAMAGES FORMULAS**

**TABLE E-3 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES PER PRODUCTION ITEM**

Predetermined Rate	Calendar Days Production Item Delivered Late		Amount of Liquidated Damages Per Production Item	Total Number of Publication Items	Total Liquidated Damages			
	Actual (If Applicable)	Predetermined Actual (If Applicable) Per Table E-1						
\$0.05 Per Production Item	x	—	=	x	500	=	\$	—

**TABLE E-4 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED FOR PUBLICATION AND PRODUCTION ITEMS**

ITEM	CATEGORY OF BREACH	MAXIMUM	
			Percent of Contract Price
All Publication Items	Late Deliveries	20.00%	
	Unsatisfactory Production or Materials or Workmanship	15.00%	
	Improperly Shipped or Unloaded	2.50%	
All Production Items	Late Deliveries	2.00%	
	Unsatisfactory Production Materials or Workmanship	1.50%	

**APPENDIX F CONTACT INFORMATION**  
**TABLE F-1 CONTACT INFORMATION FOR THE AGENCY**  
**PRODUCTION ITEMS (SAMPLE COVERS)**

CONTACT INFORMATION		SPECIAL GUIDANCE	
Primary		<p>(1) Authorization. Mr. Croatt or Mr. Adkisson is authorized to discuss any production and delivery issue.</p> <p>(2) Contact. Mr. Croatt is principally responsible for issues regarding the production and delivery of the sample covers. Procedure. The following procedures apply:</p> <p>(a) Alternatives. If the Contractor cannot communicate with Mr. Croatt, the Contractor may communicate with Mr. Adkisson.</p> <p>(b) Emails. An email addressed to Mr. Croatt is required to be addressed to Mr. Adkisson.</p> <p>(4) Other Persons. Mr. Tim McDermott may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by Mr. McDermott from initiating communication with the Contractor.</p>	
<b>Name</b>	Mr. Jamie Croatt Supervisor Publications Editing Office		Mr. Doug Adkisson Legal Division
<b>Address</b>	Room 309 (3rd Floor) Ola Babcock Miller Building 1112 E. Grand Avenue Des Moines, Iowa 50319		Room G-23 (Ground Floor) State Capitol Building Des Moines, Iowa 50319
<b>Telephone</b>	515.281.7249		515.281.3884
<b>Fax</b>	515.242.6509		515.281.8027
<b>Email</b>	jamie.croatt@legis.iowa.gov	doug.adkisson@legis.iowa.gov	

**TABLE F-2 CONTACT INFORMATION FOR THE AGENCY**  
**PRODUCTION ITEMS (SET OF DIGITAL PROOFS)**

CONTACT INFORMATION		SPECIAL GUIDANCE	
Primary		<p>(1) Authorization. Mr. Croatt or Mr. Adkisson is authorized to discuss any production and delivery issue.</p> <p>(2) Contact. For issues regarding the review and approval of set of digital proofs, Mr. Croatt is the primary contact person. Procedure. The following procedures apply:</p> <p>(a) Alternatives. If the Contractor cannot communicate with Mr. Croatt, the Contractor may communicate with Mr. Adkisson.</p> <p>(b) Emails. An email addressed to Mr. Croatt is required to be addressed to Mr. Adkisson.</p> <p>(4) Other Persons. Mr. Tim McDermott may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by Mr. McDermott from initiating communication with the Contractor.</p>	
<b>Name</b>	Mr. Jamie Croatt Supervisor Publications Editing Office		Mr. Doug Adkisson Legal Counsel Legal Division
<b>Address</b>	Room 309 (3rd Floor) Ola Babcock Miller Building 1112 E. Grand Avenue Des Moines, Iowa 50319		Room G-23 (Ground Floor) State Capitol Building Des Moines, Iowa 50319
<b>Telephone</b>	515.281.7249		515.281.3884
<b>Fax</b>	515.242.6509		515.281.8027
<b>Email</b>	jamie.croatt@legis.iowa.gov	doug.adkisson@legis.iowa.gov	

**APPENDIX F CONTACT INFORMATION**  
**TABLE F-3 CONTACT INFORMATION FOR THE AGENCY**  
**DELIVERY OF THE PUBLICATION**

CONTACT INFORMATION		SPECIAL GUIDANCE
	Primary	Alternative
<b>Name</b>	Mr. Doug Adkisson Legal Counsel	Mr. Tim McDermott Director
<b>Address</b>	Room G-23 (Ground Floor) State Capitol Building Des Moines, Iowa 50319	Room G-01 (Ground Floor) State Capitol Building Des Moines, Iowa 50319
<b>Telephone</b>	515.281.3884	515.242.3566
<b>Fax</b>	515.281.8027	515.281.8027
<b>Email</b>	doug.adkisson@legis.iowa.gov	timothy.mcdermott@legis.iowa.gov
		<p>(1) Authorization. Mr. Adkisson and Mr. McDermott are authorized to discuss any delivery issue.</p> <p>(2) Contact. For issues regarding the review and approval of publications, Mr. Adkisson is the primary contact person.</p> <p>(3) Procedure. The following procedures apply:</p> <p>(a) Alternatives. If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. McDermott.</p> <p>(b) Emails. An email addressed to Mr. Adkisson is required to be addressed to Mr. McDermott.</p> <p>(4) Other Persons. Mr. McDermott may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by Mr. McDermott from initiating communication with the Contractor.</p>

**TABLE F-4 CONTACT INFORMATION FOR THE AGENCY (LEGAL ISSUES)**

	Primary	Alternative	SPECIAL GUIDANCE
<b>Name</b>	Mr. Doug Adkisson Legal Counsel	Mr. Tim McDermott Director	<p>(1) Authorization. Mr. Adkisson and Mr. McDermott are authorized to discuss any legal issue relating to the contract, including:</p> <p>(a) Compliance. Compliance with a term or condition of the contract relating to production or delivery.</p> <p>(b) Payment. The payment of any invoice submitted to the Agency. The Contractor shall submit the invoice to Mr. Adkisson.</p> <p>(2) Contact. The Contractor must make contact as follows:</p> <p>(a) Procedure. If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. McDermott.</p> <p>(b) Emails. An email addressed to Mr. Adkisson is required to be addressed to Mr. McDermott.</p> <p>(3) Other Persons. Mr. McDermott may designate alternate persons to discuss any legal issue relating to the contract. Nothing prevents another person authorized by Mr. McDermott from initiating communication with the Contractor.</p>
<b>Address</b>	Room G-23 (Ground Floor) State Capitol Building Des Moines, Iowa 50319	Room G-01 (Ground Floor) State Capitol Building Des Moines, Iowa 50319	
<b>Telephone</b>	515.281.3884	515.281.3566	
<b>Fax</b>	515.281.8027	515.281.8027	
<b>Email</b>	doug.adkisson@legis.iowa.gov	timothy.mcdermott@legis.iowa.gov	

**APPENDIX F CONTACT INFORMATION  
TABLE F-5 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)**

<b>CONTACT INFORMATION</b>		<b>SPECIAL INSTRUCTIONS</b>
<b>Name</b>	Mr. Bryan Atterbury	The Contractor's contact person is the contract manager for the Contractor and is authorized to discuss any issue relating to the interpretation of a provision of the contract.
<b>Title</b>	Government Sales Specialist	
<b>Address</b>	306 N. Kansas Ave. Marceline, MO 64658	
<b>Telephone</b>	660.376.3543 x 3490	
<b>Fax</b>	660.258.2141	
<b>Email</b>	bryan.atterbury@walsworth.com	

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