

“RB” SERIES

REQUEST FOR INFORMATION

2021-2022 IOWA OFFICIAL REGISTER (REDBOOK)

RB-1 RFI FORM

Issued: August 23, 2021

Due: September 6, 2021

Issued From:

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

Mr. Tim McDermott, Director
Legislative Services Agency

I. INSTRUCTIONS

- A. Purposes.** The Legislative Services Agency (herein referred to as “Agency”) intends to enter into a contract with a Potential Bidder to produce and deliver the 2021-2022 edition of the Iowa Official Register also known as the “Redbook” (herein referred to as the “publication”) comprised of 500 identical books (herein referred to as “publication items”), assuming the parties can agree to the contract’s terms and conditions.
- B. Deadline.** A Potential Bidder has until 4:00 p.m. on Monday, September 6, 2021, to deliver this completed Request for Information form (herein referred to as the “RFI”) to the Agency. The Potential Bidder must also furnish to the Agency a sample of the paper stock to be used to produce the end sheets and book pages, unless the Agency waives this requirement or grants the Potential Bidder extra time to do so. The samples may be delivered separately from the completed RFI. The Potential Bidder may deliver the RFI in person, by mail, or via email.
- C. Communication to the Agency.** Please address this completed RFI and any communications regarding this RFI to the following:

Name:	Mr. Doug Adkisson
Title:	Legal Services Counsel
Agency:	Legislative Services Agency
Mailing Address:	Room G-01 State Capitol Des Moines, Iowa 50319
Telephone:	515.281.3884
Email Address:	Doug.Adkisson@legis.iowa.gov



REQUEST FOR INFORMATION (RFI) FORM (RB-1)
PUBLICATION: 2021-2022 IOWA OFFICIAL REGISTER (REDBOOK)

- D. Questions and Intent to Respond Deadline.** Please communicate with the Agency regarding any questions and the Potential Bidder's intent to submit a completed RFI form by 4:00 p.m. on Thursday, September 2, 2021.
- E. Additional Comments.** Attach any additional comments including recommendations, qualifications, or conditions to the RFI.

II. PROPOSED BID INFORMATION

- A. Production Requirements.** The publication must look almost identical to the 2019-2020 edition of the Redbook except for the text identifying the edition year (from "2019-2020" to "2021-2022") printed on the front cover and front page, and the General Assembly year (from "88th" to "89th") printed on the spine, cover, and front page. The publication may include either more or fewer pages, and more or fewer of the pages may include the same or different text and graphic images, both color and black and white (B/W). The publication must be produced using standards for materials and workmanship comparable to the standards used to produce the 2019-2020 edition of the Redbook. When a publication item is closed, the edge of the book cover and the edge of the book block shall measure between 3/8" and 1/4".

SPECIFICATIONS

PUBLICATION ITEMS (Per Order)	COVER (Book Cloth)	SIZE		ESTIMATED NUMBER OF BOOK PAGES AND 16-PAGE SIGNATURES			
		Publication	Page	Per Publication Item		Cumulative (Per Order)	
500	Poppy Red or Scarlet with a Silk Finish	6 1/4 inches x 9 1/4 inches	6 inches x 9 inches Finished	Pages	528	Pages	264,000
				Signatures	33	Signatures	16,500

- B. Sample.** The Agency will deliver a copy of the 2019-2020 edition of the Redbook to the Proposed Bidder upon request. Otherwise, the Proposed Bidder may view past editions of the Redbook by accessing the Iowa General Assembly's Internet site at: www.legis.iowa.gov/docs/publications/REDBK/916695.pdf.
- C. Graphic Images.** The Redbook contains a number of graphic images of various sizes. Photographs will range in size from 2 1/4" x 3 3/8" to 3 3/4" x 5 5/8". A number of the photographs are portraits of public officials and no imperfections due to printing processes will be accepted. There are four other colored and two B/W graphic images of various sizes. The pages will be produced in 16-page signature counts. Under no circumstances may a signature count be less than 8 pages or more than 16 pages. A total of 132 pages will contain one or more forms of artwork (photographs or drawings). Of that number, 103 pages will include one or more four-color photographs or drawings of various sizes. A total of 24 pages will include B/W photographs or drawings of various sizes.



REQUEST FOR INFORMATION (RFI) FORM (RB-1)
PUBLICATION: 2021-2022 IOWA OFFICIAL REGISTER (REDBOOK)

NUMBER OF PAGES AND SIGNATURES THAT INCLUDE AT LEAST ONE PHOTOGRAPH

TOTAL				FOUR COLOR				B/W			
Per Publication Item		Per Order		Per Publication Item		Per Order		Per Publication Item		Per Order	
Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures
112	8	56,000	4,000	101	8	50,500	4,000	11	1	5,500	500

NUMBER OF PAGES AND SIGNATURES THAT INCLUDE AT LEAST ONE GRAPHIC IMAGE OTHER THAN A PHOTOGRAPH

TOTAL				FOUR COLOR				B/W			
Per Publication Item		Per Order		Per Publication Item		Per Order		Per Publication Item		Per Order	
Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures
15	13	7,000	500	2	1	1,000	500	13	11	6,500	5,500

D. Delivery Requirements. The Agency will deliver composed pages for a publication in an electronic format (Adobe® PDF files) to the Contractor who shall use the composed pages to produce a set of digital press proofs that meet the standards to be specified in the contract. The Contractor must deliver to the Agency production items and publication items as follows:

Item		Requirement
Production Items	Sample Cover	The sample cover must be an exact replica of the finished fabric cover for Agency approval. It must include all stamping and blind debossing with gold text and decorations. The Agency must receive the item within 10 business days after the Agency delivers the publication's final page count to the Contractor.
	Press Proofs	The press proofs must be digital color press proofs of the book pages using Dylux® Proofing Paper or an equivalent in book form. The Agency must receive the item within 10 business days after the Agency delivers its preliminary press proofs to the Contractor by mail or courier (FedEx or UPS).
Publication Items		The publication items must be packaged in cartons with 8-10 publication items in each carton which must be labeled as instructed by the Agency. The Agency must receive the publication within 30 business days after the Agency approves the final press proofs. The publication must be delivered without further charge "FOB Destination" to Room G-13 of the State Capitol.



III. PROPOSED BID AMOUNT

Proposed Bid Amount Adjusted. The proposed bid amount is \$ 13,190.00 which is an estimate of the contract price. The proposed bid amount may be adjusted to account for a number of possible variables that cannot be calculated at the time a contract is entered into.

A. Actual Signature Count. The Agency is currently calculating the number of book pages and signatures. An adjustment to the proposed bid amount is calculated on a signature or half-signature basis.

Response Box 1
Proposed Bid Amount Adjusted Due to an
Increase/Decrease in the Signature Count
(Assuming No Change in the Four-Color Graphic Image Count)



Additional/Fewer Signatures	Adjustment Amount	
Each Additional Full	Increased Proposed Bid Amount Per Publication Item:	<u>\$316.00</u>
Each Additional Half	↑	<u>\$225.00</u>
Each Fewer Full	Decreased Proposed Bid Amount Per Publication Item:	<u>\$316.00</u>
Each Fewer Half	↑	<u>\$225.00</u>

Increased/Decreased Amount
Per Publication Item
x
Number of Publication Items
Ordered

= Total Adjusted Amount



REQUEST FOR INFORMATION (RFI) FORM (RB-1)
PUBLICATION: 2021-2022 IOWA OFFICIAL REGISTER (REDBOOK)

Response Box 2
Proposed Bid Amount Adjusted Due to an
Increase/Decrease in the Signature Count
(Assuming a Change in the Four-Color Graphic Image Count)



Additional/Fewer Signatures	Adjustment Amount	
Each Additional Full	Increased Proposed Bid Amount Per Publication Item:	<u>\$764.00</u>
Each Additional Half	↑	<u>\$579.00</u>
Each Fewer Full	Decreased Proposed Bid Amount Per Publication Item:	<u>\$764.00</u>
Each Fewer Half	↑	N/A

Increased/Decreased Amount Per Publication Item
 x
 Number of Publication Items Ordered

_____ = Total Adjusted Amount

B. Replacement Pages. The proposed bid amount may be adjusted to account for the replacement of an occasional digital proof page to make a correction.

Response Box 3
Proposed Bid Amount Adjusted Due to a
Replacement Page



Item		Adjustment Amount	
Per Page	Text with Photographs	Four Color	<u>\$13.00</u>
		B/W	<u>\$13.00</u>
	Text or Text with Graphic Images Other than Photographs	<u>\$13.00</u>	

Amount Per Replacement Page +
 Number of Pages Replaced Per
 Publication
 x
 Number of Publications Ordered

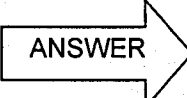

_____ = Total Adjusted Amount



REQUEST FOR INFORMATION (RFI) FORM (RB-1)
PUBLICATION: 2021-2022 IOWA OFFICIAL REGISTER (REDBOOK)

- C. **Overrun.** The proposed bid amount for the ordinary order is calculated on a per publication item basis. The contract price of each publication item of the overrun will be discounted to equal 25% of the per publication item proposed bid amount as adjusted. The Agency is required to pay for all publication items which are part of an overrun at the discounted rate, but for not more than 50 additional publication items.

Response Box 4
Proposed Bid Amount Adjusted Due to an Overrun

	Verify that the Proposed Bidder agrees to the overrun discount rate for no more than 50 additional publication items:	Yes	<u> X </u>
		No	___
	Complete this Portion Only if Answering <u>No</u> 	Discount Rate Per Publication Item	___%
		Additional Publication Item Limit	___

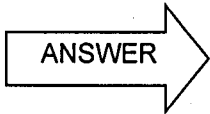


REQUEST FOR INFORMATION (RFI) FORM (RB-1)
PUBLICATION: 2021-2022 IOWA OFFICIAL REGISTER (REDBOOK)

IV. SPECIFICATIONS

The Agency is not committed to using a particular type of materials to produce book pages but expects the materials to be comparable to those used to produce the 2019-2020 edition of the Redbook.

Response Box 5
Materials and Binding



Verify that the Proposed Bidder can match or provide an alternative equivalent type of materials (paper stock for page paper, end sheets, ink, and cover fabric) and binding processes:		Yes	<u> X </u>
		No	<u> </u>
Fill in			
Item		Requirements	Alternative Requirements
Paper Stock for Page Paper	Brand	Anthem — Plus Glass	Anthem Plus
	Color	White	White
	Finish	Glass	Gloss
	Brightness	90	90
	Opacity	92	92
	Basis Weight	70#	70#
	PPI	558	588
	Archive pH Content	Resistant to Oxidation. pH Neutral (Content of 7 or 7.5)	Yes
% Recycled Content	10% of Paper Stock (Preference Only/ Postconsumer if Possible)	0%	
Paper Stock for End Sheets	Basis Weight	80# Endleaf	80# Endleaf
	Color	Publisher White	White
Bio-Renewable Ink		10% – 15% (Preference Only)	Yes
Binder Board		.098" Caliper thickness	.098
Cover Fabric		Arrestox® (Scarlet X670)	Arrestox Scarlet X670
Sewn or Burst Bound		Sewn (Sewn Preferred)	Sewn



V. STATEMENT OF WORK

A. Production and Delivery Managers. The Agency requires the following information regarding the Proposed Bidder's production and delivery managers who are responsible for day-to-day operations, and are available for consultation by the Agency on a regular basis.

**Response Box 6
 Production and Delivery Managers**



Facts	Primary	Secondary (if applicable)
Name	David Sevits	Julie Huffmon
Title	General Manager Finishing Plant	Prepress and Commercial Customer Service Manager
Mailing Address	803 S. Missouri, Marceline, MO 64658	803 S. Missouri, Marceline, MO 64658
Email Address	david.sevits@walsworth.com	julie.huffmon@walsworth.com
Telephone Number	660-456-4030	660-456-4060
Fax Number	660-376-3940	660-376-3940

B. Contract Managers. The Agency requires the following information regarding the Proposed Bidder's contract managers who are authorized to discuss any issue relating to the interpretation of a provision of the contract between the parties.

**Response Box 7
 Contract Managers**



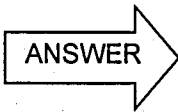
Facts	Primary	Secondary (if applicable)
Name	Bryan Atterbury	
Title	Government Sales Specialist	
Mailing Address	306 N. Kansas Ave., Marceline, MO 64658	
Email Address	bryan.atterbury@walsworth.com	
Telephone Number	660-456-4241	
Fax Number	616-218-1808	




REQUEST FOR INFORMATION (RFI) FORM (RB-1)
PUBLICATION: 2021-2022 IOWA OFFICIAL REGISTER (REDBOOK)

C. Additional Comments. The Proposed Bidder may provide any additional comments to further explain a response made to any question included in this RFI form or to offer an alternative to a requirement stated in this RFI form.

Response Box 8
Additional Comments



Does the Proposed Bidder have any additional comments?	Yes	<u>X</u>
	No	—
<p>Schedule is dependent of material availability at the time the order is placed. Current lead times on paper are 8-12 weeks out.</p>		<p>Complete this Portion Only if Responding <u>Yes</u> Above</p> 

VI. AUTHORIZED SIGNATURE

A person authorized by the Proposed Bidder must sign and date this RFI form.

Response Box 9
Signature of Authorized Representative



<u>Bryan Altier</u> Name	<u>Government Sales Specialist</u> Title	<u>September 2, 2021</u> Date
-----------------------------	---	----------------------------------

Doc id: 1,224,561

G:\Legal Services\Contracts\REDBOOK\2021\RB-1 REQUEST FOR PROPOSAL.doc