"ICR" SERIES

REQUEST FOR INFORMATION
PRODUCING AND DELIVERING THE
2022 IOWA COURT RULES

ICR-1 RFI FORM

Issued: October 5, 2021
Issued by:

Mr. Tim McDermott, Director
Legislative Services Agency

Due: 4:00 p.m. October 20, 2021

State Capitol
Room G-01
Des Moines, Iowa 50319

I. INSTRUCTIONS

A. Summary. The Legislative Services Agency (Agency) is issuing this Request for Information (RFI) form to seek responses by persons (Potential Bidders) to produce and deliver copies of the official one-volume perfect bound edition of the 2022 Iowa Court Rules containing a PDF formatted version of the 5th Edition of the Iowa Court Rules as subsequently updated and which includes rules of procedure, pleadings, practice, evidence, and forms of process, and writs and notices for all proceedings in the state courts such as rules of practice and procedure, judicial administration, professional regulation, and judicial qualifications and conduct, all as prescribed by the Iowa Supreme Court and published under the authority of Iowa Code section 2B.5B. Each volume (book) is referred to as a Publication Item and the total order of 500 Publication Items is referred to as the Publication. This RFI form, in part, seeks a proposed bid amount which is an estimate of the contract amount based in part on the number of pages and 6-page signatures comprising a Publication Item (book) and Publication (order). The estimated contract amount is a base amount which may be later adjusted due to a number of factors, including the actual number of pages and 6-page signatures and delivery charges.

B. Deadline. A Potential Bidder has until 4:00 p.m. on Wednesday, October 20, 2021, to deliver this completed RFI form to the Agency.

C. Copy of the 2021 Edition Available. For a copy of the 2021 edition of the Iowa Court Rules, contact the Agency.

D. Questions, Responses, and Contract Information on Internet. Potential Bidder questions submitted to the Agency, Agency responses to Potential Bidder questions, completed RFI forms submitted to the Agency, and subsequent contracts entered into by the Agency and a successful Potential Bidder (Contractor) will be posted on the Agency's Internet site (choose ALL or calendar year).

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

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

E. Factors Used in Evaluating a Potential Bidder's Completed RFI Form. Generally, a Potential Bidder submitting a completed RFI form will be evaluated on three factors: **(1)** the quality of the Publication when compared to past editions of the Publication, **(2)** the timeliness of the Publication's delivery, and **(3)** the bid amount for the Publication's production and delivery.

TABLE B
Agency Contact Staff

A Potential Bidder must submit this completed RFI form by email to the Agency's Primary Staff Contact. If a Potential Bidder is notified that the Primary Staff Contact is unavailable, the Potential Bidder may submit the question to the Alternative Staff Contact.

	Primary Staff Contact	**Alternative Staff Contact**
Name	Mr. Doug Adkisson	Mr. Tim McDermott
Title	Legal Counsel, Legal Services Division	Director
Telephone	515.281.3884	515.281.3566
Email	doug.adkisson@legis.iowa.gov	timothy.mcdermott@legis.iowa.gov

II. REQUIREMENTS

A. Production Materials and Workmanship. Generally, the standard for production material and workmanship used to produce the Publication shall be the same or equivalent to the standard used to produce the 2021 edition of the Iowa Court Rules, except as provided in this RFI form or otherwise agreed to by the parties.

1. Book Page Production. 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.

2. 6-Page Signature Count. Based on the Agency's past experience in producing a number of different types of books, this RFI form assumes the Publication will be produced using digital printing equipment (in lieu of offset printing equipment).

TABLE C
Order and Estimated Page/Signature Counts

ORDER COUNT (ALL PUBLICATION ITEMS)	ESTIMATED PAGE AND SIGNATURE COUNT			
	PUBLICATION		PER PUBLICATION ITEM	
500	Pages	786,000	Pages	1,572
	Signatures	131,000	Signatures	262

TABLE D
Book Binding and Stamping

CONSTRUCTION	SIGNATURES	COVER MATERIAL	STAMPING
Perfect bound. The book block must be thoroughly glued, smashed, and attached to the cover's inside spine (up to the top of the spine and down to the bottom of the spine) in a manner that ensures the book block is sturdily bound to the cover.	6-page signatures. The Agency may accept 8-page signatures but only upon its approval.	Florentine red color. Heavyweight cellulose-blended latex-saturated material. Same material commonly known as 17 pt. Lexotone (Lexotone 41707), and produced by FiberMark, or an equivalent cover approved by the Agency.	On the front and spine of a book: **(1) Appearance and Color.** The text must be bold, crisp, and distinct gold in color. **(2) Font.** The font for the text must be Times New Roman. **(3) Centered.** The text (words and Roman or Arabic numerals) must be centered on each line. **(4) Text Spacing.** The text on each line must be uniform single spaced.

TABLE E
Paper Stock for Book Pages

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. Otherwise, the Agency is not committed to using a particular type of paper stock and would welcome recommendations from the Potential Bidder from its on-hand inventory. *See Response Box 1.* The specifications listed below are provided as a point of comparison only.

Brand	Color/ Shade	Finish	Brightness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials (Preferred But Not Required)
Twin Rivers™/ Custom Supreme	White	Smooth	80	86	30#	900	None

B. Packaging. The Contractor shall package 269 Publication Items as part of normal delivery in single cartons with each carton identifying the contents as the 2022 Edition of the Iowa Court Rules. The Contractor may, at the Contractor's election, package 231 Publication Items as part of special delivery either in single cartons with each carton identifying the contents as the 2022 edition of the Iowa Court Rules or in bulk so long as each package reasonably identifies the contents. *See Paragraph "C," subparagraph 2.*

C. Delivery.

1. Deadline. The Publication must be delivered within 30 calendar days after the date that the Agency notifies the Contractor that all production items (proof covers and proof pages) have been approved.

2. Locations. As part of normal delivery, the Contractor must ship 269 Publication Items to the Ola Babcock Miller Building located on the State Capitol Complex in Des Moines. As part of special delivery, the Contractor must ship or mail 231 Publication Items to various locations throughout the state. This includes offices associated with the State Public Defender and courthouses. The Agency will forward the Proposed Bidder all special delivery locations.

III. BID INFORMATION

RESPONSE BOX 1
Paper Stock for Book Pages

It is assumed that equivalent paper stock used to produce book pages and described in Table E is either on-hand or readily available without special order. The paper stock must be resistant to oxidation and of archival quality having a pH neutral content of 7 or 7.5. Otherwise, the Agency is not committed to using a particular type of paper stock and would welcome recommendations.

Brand	Color/Shade	Finish	Brightness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials
_____	_____	_____	_____	_____	_____	____	_____

FILL IN

In lieu of filling out the information requested above, the Proposed Bidder may indicate (by marking "X") in this box verifying that the same information is included in Table E → [X]

RESPONSE BOX 2
Contract's Base Amount and Adjusted Base Amount

Signature Calculation		Proposed Bid (Calculated Using Response Box 1)			
		Publication		Publication Item	
Unadjusted Base Amount (Proposed Bid Amount)	500 Publication Items (Order)	$10,137 Base Amount For Publication (Order)		$20.27 Base Amount ÷ by 500 No. of Ordered Publication Items (Books)	
Adjusted Base Amount	Each Additional Signature	Increased Base Amount For Publication (Order):	$60.06	Increased Base Amount Per Publication Item (Book):	$0.12
	Each Fewer Signature	Decreased Base Amount For Publication (Order):	($60.06)	Decreased Base Amount Per Publication Item (Book):	($0.12)

FILL IN

RESPONSE BOX 3
Cover Material

State the commercial brand name, color code, and color of the cover material proposed to be used to produce the Publication.	Brand Name:	_____Lexitone_____
	Color Code:	___41707_____
	Color:	_____Florentine Red_____

FILL IN

In lieu of filling out the information requested above, the Proposed Bidder may indicate (by marking "X") in this box verifying that the same information is included in Table D ☐

RESPONSE BOX 4
Delivery Period

Indicate (by marking "X") whether all Publication Items will be delivered to all locations within 30 calendar days after approval for all items. *See Paragraph "C."* MARK ONE	Yes	X
	No	
Proposed Number of Days = _____		
Explanation		

Complete this Portion Only if Answering No Above

RESPONSE BOX 5
Use of Subcontractor to Produce the Publication

It is assumed that the Contractor will not use a subcontractor to produce (manufacture) the Publication. Indicate (by marking "X") whether the Contractor will use a subcontractor.			MARK ONE	Will	
				Will Not	X
Name				Fill in this Portion Regarding the Subcontractor Only if Answering "Will" Above	
Address					
Contact Information	Telephone Number				
	Email Address				
Duties					

RESPONSE BOX 6
Use of Subcontractor to Deliver the Publications

It is assumed that the Contractor will use a subcontractor to deliver the Publications to the State Capitol (e.g., UPS Freight®). Indicate (by marking "X") whether the Contractor will use a subcontractor. MARK ONE			Will	X
			Will Not	
Name	King Transportation		Fill in this Portion Regarding the Subcontractor Only if Answering "Will" Above	
Address				
Contact Information	Telephone Number			
	Email Address			

RESPONSE BOX 7
Authorized Negotiating Representative

Complete contact information regarding the Bidder's authorized negotiating representative who shall serve as the Contractor for purposes of negotiating any terms or conditions for a contract entered into by the parties as a result of the information contained in this RFI form.

Facts		Primary	Secondary (if applicable)
Name		Mark Pitzele	
Title		_Manager	
Mailing Address	Building (Room)	C1-N222	
	Street	601 Opperman Drive	
	City and Zip Code	Eagan, MN 55123	
Telephone Number		763-326-6283	
Email Address			

FILL IN

Does the Bidder have any additional comments? If so, please attach a separate document to this RFI form.	MARK ONE	Yes ☐
		NO X

IV. AUTHORIZED SIGNATURE

RESPONSE BOX 8
Signature of Authorized Representative

A person authorized by the Proposed Bidder must sign and date this completed RFI form. The signed RFI form submitted to the Agency shall bind the Contractor to its terms for 30 days from the date of signing.

Name	Manager Title	October 28, 2021 Date

FILL IN

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