

“A” SERIES

REQUEST FOR INFORMATION PRODUCING AND DELIVERING THE 2023 IOWA ACTS

A-1 RFI FORM

Issued On: July 26, 2023

Due On: August 14, 2023

Issued From:

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

Mr. Tim McDermott, Director
Mr. John Heggen, Director
Legal Services Division
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 2023 Iowa Acts (book) containing statutes enacted by the first session of the 90th General Assembly, its first extraordinary session, and miscellaneous related materials produced by the Agency. A Potential Bidder has until 4:00 p.m. on Monday, August 14, 2023, 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 Wednesday, August 9, 2023. Upon request, the Agency will deliver a copy of the 2022 Iowa Acts to a Potential Bidder.

TABLE B
Agency Contacts

	Primary	Alternative
Name	Mr. Doug Adkisson Legal Counsel	Mr. John Heggen Director, Legal Services Division
Telephone	515.281.3884	515.725.7827
Email	doug.adkisson@legis.iowa.gov	john.heggen@legis.iowa.gov

II. REQUIREMENTS

A. Prior Requirements Applicable. With notable exceptions, only minor changes have been made to the previous year's requirements for the production and delivery of the 2022 edition of the Iowa Acts. These include the following:

- 1. Page Paper Stock Brand and Weight.** The page paper stock has changed and its weight is now 30#, due to the increased page count.



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2. Delivery. There is no longer a requirement for Special Delivery. All deliveries will either be made to the Ola Babcock Miller Building or the State Capitol.

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 16-Page Signature Counts			
	Cover	Page	Per Order		Per Publication (Book)	
400	7 1/2" x 10 3/4"	7 1/4" x 10 1/2" Finished	Pages	601,600	Pages	1,504
			Signatures	37,600	Signatures	94

C. Delivery. The Contractor must ship approximately 275 publications to the Ola Babcock Miller Building, and 125 to the State Capitol. The parties to the contract may negotiate to adjust these numbers when the contract is entered into.

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 16-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 Publication (Book)
Unadjusted Base Amount (Bid Amount)	37,600 Per Order 94 Per Publication	\$0.302 Base Amount	\$121.14 Base Amount ÷ by ____ (No. of Ordered Publications)
Adjusted Base Amount	Each Additional Signature	Increased Base Amount Per Order: \$0.302	Increased Base Amount Per Publication: \$121.14
	Each Fewer Signature	Decreased Base Amount Per Order: (\$0.302)	Decreased Base Amount Per Publication: (\$121.14)

Price above is per signature. Total amount for 400 copies at 1504 pages is \$11,387

Shipping will be \$1645.00



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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. Due to the increased page count, a 30# page paper is required. 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 paper stock requirements used to produce past editions of the Iowa Acts.

Is the Potential Bidder recommending a different paper stock than Twin Rivers/Pharmopaque								ANSWER	Yes	X	
								No	_____		
Brand	Color/ Shade	Finish	Bright- ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	New Specifications 			
Twin Rivers/ Pharmo paque	White	Smooth	81	83	30#	900	0% (Preference)				
Brand	Color/ Shade	Finish	Bright- ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	Complete This Portion Only if Responding No 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.

FILL IN	Burst Bound	X
	Smyth-sewn	_____

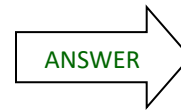


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RESPONSE BOX 4 Use of Subcontractor to Produce the Books

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



Yes	___
No	X

Subcontractor Name	_____	
Subcontractor Address	_____ _____	
Subcontractor Contact Information	Tele. Number	_____
	Email Address	_____
Subcontractor Duties		

Complete This Portion Only if Answering Yes Above

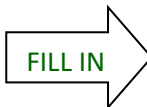


Complete This Portion Only if Answering Yes Above



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 books.



Facts	Primary	Secondary (if applicable)
Name	Nancy Roth	
Title	Account Manager	_____
Mailing Address	610 Opperman Drive Eagan, MN 55123	_____ _____
Tele. Number	763-326-5792	_____
Email Address	Nancy.roth@thomsonreuters.com	_____



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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	Mark Pitzele	
Title	Business Development Manager	_____
Mailing Address	610 Opperman Drive Eagan, MN 55123	_____ _____
Tele. Number	763-326-6283	_____
Email Address	Mark.pitzele@thomsonreuters.com	_____

RESPONSE BOX 7
Additional Comments

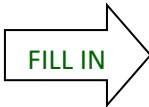
Does the Potential Bidder have any additional comments? If so, please attach a separate document to this RFI. (Yes	___
		No	___

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



	Business Development Manager	August 21, 2023
Name	Title	



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