

# “A” SERIES

## CONTRACT

PRINTING, BINDING, PACKAGING, AND DELIVERING THE  
2023 IOWA ACTS

A-3

## APPENDICES FORM

Standards and Specifications, Delivery Instructions and Schedules, and Contact Information

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State Capitol  
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Initials:	<u>TM</u>	<u>9-1-23</u>	<u>MP</u>	<u>9/1/23</u>
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**APPENDIX A PRODUCTION STANDARDS  
TABLE A-1 GENERAL**

BOOK SIZE	ORDER	ESTIMATED PAGE AND 16-PAGE SIGNATURE COUNT FOR THE PUBLICATIONS			
		AGGREGATE TOTAL (ALL PUBLICATIONS)		PER PUBLICATION	
7 1/2" x 10 3/4" For Page Size See Table A-2.	400	Pages	601,600	Pages Per Publication	1,504
		Signatures	37,600	Signatures Per Publication	94

Acts

**APPENDIX A PRODUCTION STANDARDS  
TABLE A-2 PAPER STOCK**

ICR

<b>BRAND</b>	<b>COLOR/ SHADE</b>	<b>FINISH</b>	<b>BRIGHT -NESS</b>	<b>OPACITY</b>	<b>BASIS WEIGHT</b>	<b>PPI</b>	<b>ARCHIVAL QUALITY</b>	<b>RECYCLED MATERIAL</b>
Twin Rivers™/ Pharmopaque	White	Smooth	81	83	30#	900	pH Neutral	None

**APPENDIX A PRODUCTION STANDARDS  
TABLE A-3 PAGE COMPOSITION AND PRINTING**

	IMAGE AREA FOR TYPE	FONT/ POINT SIZE	ART-WORK	INK		BLEED BARS			
				Ratio (After Conversion)	Biorenewable Products <i>Minimum</i>	Placement	Width	Number of Pages <i>Minimum</i>	
<b>Acts</b>	One Column 5 1/2" x 9" with folio	Font: Imperial BT	Minimal (Image of the State Seal)	1/1 black ink on two sides. <b>No</b> color (brown/light or faded black unacceptable).	10%-15%	Right side of right-hand pages	Runs entire length of the page	9/16"	Regular Session: (1) Tables: 1 (2) Index: 1
		Point: Various							Extraordinary Session: (1) Acts: 1 (2) Tables: 1 (3) Index: 1

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

ITEM	PERIODS	SPECIAL INSTRUCTIONS	NUMBER
Sample Covers	Trial Performance	<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 publications' covers will appear when the publications 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 pieces must be identical to those 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
	Standard Performance	<p>(1) <b>Finished Sample.</b> Cover for hardbound book. <i>See Table B-4.</i></p> <p>(2) <b>Exact Replica.</b> Must include the same material, blanking, stamping of impressions, and attachment of foil pieces that will be used in the production of the books. Lettering and numbering and impressions. Stamping and the foil pieces must be identical to those 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 publications unless otherwise provided by the Agency.</p> <p>(4) <b>Corners.</b> Inside corners must be folded in the same manner as the publications. <i>See Table B-3.</i></p> <p>(5) <b>Trimmed.</b> Must be trimmed to size.</p>	1 Cover
Set of Digital Proofs	Trial Performance*	<p>(1) <b>Equivalency.</b> "Digital proofs" must be laser proof replicating conventional blue line pages with crop marks or equivalent proof pages as approved by the Agency.</p> <p>(2) <b>Exact Replica.</b> Must be exact replica of the test composed pages delivered by the Agency, with corrections as directly ordered by the Agency submitting markup or replacement pages to the Contractor. The Agency must review and approve corrected pages. Contractor is not required to deliver a new set of digital proofs.</p> <p>(3) <b>Paper Size.</b> Paper size must not exceed 8 1/2" x 11".</p> <p>(4) <b>Print.</b> Must be printed in black, clearly legible type (no faded text).</p> <p>(5) <b>Assembly.</b> Must be assembled in the order that the Agency delivered test composed pages to the Contractor.</p> <p>(6) <b>Format.</b> Must be arranged in sequential order by page number as transmitted to the Contractor by the Agency, and delivered to the Agency in one of the following forms:</p> <p>(a) <b>First Preference.</b> Printed on both sides of each sheet and stapled or folded by signature in book form.</p> <p>(b) <b>Alternative Preference.</b> Printed on one side of each sheet and stapled by signature at the top left-hand corner.</p>	1 Set
	Standard Performance	<p>(1), (3), (4), (5), and (6) ↑ <i>See box for Trial Performance.</i></p> <p>(2) <b>Exact Replica.</b> Must be exact replica of the composed pages delivered by the Agency to the Contractor with corrections as directly ordered by the Agency submitting markup or replacement pages to the Contractor. The Agency must review and approve corrected pages.</p>	1 Set

Acts

\*This requirement is waived by the Agency.

**APPENDIX B CONSTRUCTION STANDARDS  
TABLE B-2 PUBLICATIONS (BINDING)**

	CONSTRUCTION	CAMBRIC	BANDS Head Band and Foot Bands	SIGNATURES	
				Type	Construction
Acts	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.	<p>(1) <b>General.</b> First and last signatures must be reinforced at the spine with cambric which measures at least 1" in width and at least 7/8" from the spine when concealed after the cover is attached to the end sheets.</p> <p>(2) <b>Thoroughly Glued.</b> 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.</p>	Color must be alternating red and gold checkerboard pattern.	<p>(1) <b>Full.</b> Full 16-page count per signature.</p> <p>(2) <b>Agency Approval.</b> The Agency must approve any other page count per signature.</p>	Burst bound
	Book block produced using a digital press				

**APPENDIX B CONSTRUCTION STANDARDS  
TABLE B-3 PUBLICATIONS (COVERS)**

Acts

CONSTRUCTION	MATERIALS			
	Back Line	Binder's Board	End Sheets	Cover Material
<p>(1) <b>Case Bound Book.</b> Cover must conform to sample finished cover approved by the Agency, with Agency corrections if necessary.</p> <p>(2) <b>Attached Signatures.</b> Signatures must be securely attached to the book block. <i>See Table B-2.</i></p> <p>(3) <b>Corners.</b> For the top corner, the top fabric must be folded down and glued down before the side fabric is folded over, glued down, and trimmed at an angle. For the bottom corner, the bottom fabric must be folded up and glued down before the side fabric is folded over, glued down, and trimmed at an angle. The corner folds must be thoroughly smashed and mitered in a manner that prevents the fabric from fraying.</p> <p>(4) <b>Loose Rounded Spine.</b> Spine must be loose and rounded, with uniform and tight joints and adequate gutters. A loose and round spine means the casing must not be glued to the back of the book block.</p> <p>(5) <b>Blank Pages.</b> The use of blank pages other than delivered to the Contractor by the Agency must be approved by the Agency.</p> <p>(6) <b>Dies.</b> All type and bars must be set from the sampling die on the spine.</p>	Heavy 90# kraft on the spine area	Davey red label binder's board with .097" thickness	80# publisher white	Fabric. Tan color. Same Buckram grain commonly known as the type and variety designated as Roxite F taupe #69564, and produced by ICG-Holliston, or an equivalent cover approved by the Agency.



**APPENDIX B CONSTRUCTION STANDARDS  
TABLE B-4 PUBLICATIONS (DECORATION)\***

	FRONT AND BACK COVERS		SPINE			
	Stamping		Foil Pieces			
Acts	<p><b>Blind Stamping (Bars).</b> All of the following:</p> <p>(1) <b>General.</b> One impression of blind stamping on the front and back of the cover. Approx. 1/4" from top and sides of the book.</p> <p>(2) <b>Dies.</b> A die must be one piece.</p>		<p>(1) <b>Blind Stamping:</b> None.</p> <p>(2) <b>Type.</b> All of the following:</p> <p>(a) <b>Appearance and Color.</b> Crisp and distinct black.</p> <p>(b) <b>Location.</b> Centered and equal distance between the red and black foil pieces. See <i>Foil Pieces</i> box.</p> <p>(c) <b>Content and Point Size.</b> Bold. The number "1". Approx. 80 pts.</p> <p>(d) <b>Font.</b> Times New Roman.</p> <p>(e) <b>Spacing.</b> N/A.</p> <p>(3) <b>Dies.</b> All of the following:</p> <p>(a) <b>Setting.</b> Type must be set from the sampling die.</p> <p>(b) <b>One Piece.</b> A die must be one piece.</p>		<p>(1) <b>Red Foil Piece.</b> All of the following:</p> <p>(a) <b>Affixed.</b> Affixed in a manner that is permanently attached to the book.</p> <p>(b) <b>Alignment.</b> Straight.</p> <p>(c) <b>Dimensions.</b> Approx. 1 7/8" high and wrapped to the edge of the spine.</p> <p>(d) <b>Appearance and Color.</b> Type is crisp and distinct gold leaf.</p> <p>(e) <b>Location.</b> The top edge approx. 1 7/8" from the top edge of the book.</p> <p>(f) <b>Type.</b> All of the following:</p> <p>(i) <b>Location.</b> Centered between the sets of gold bars.</p> <p>(ii) <b>Content.</b> This year, the General Assembly met in regular session and one extraordinary session.  <b>Regular and Extraordinary Sessions. 1st Line:</b> the word "ACTS" and the number "2023", <b>2nd Line:</b> the word "REGULAR", <b>3rd Line:</b> the word "SESSION", and <b>4th Line:</b> the words "AND EXTRA", <b>5th Line:</b> the word "SESSION", and <b>6th Line:</b> the number "90" and the abbrev. "G.A."</p> <p>(iii) <b>Point Size.</b> Approx. 11 pts.</p> <p>(iv) <b>Font.</b> Times New Roman.</p> <p>(v) <b>Spacing.</b> Uniform spacing for letters, words, and numbers.</p> <p>(vi) <b>Capital Letters.</b> All.</p> <p>(g) <b>Bars.</b> A set of gold wide and thin bars must run horizontally at the top of the foil pieces and a set of gold thin and wide bars must run horizontally at the bottom of the foil, as follows:</p> <p>(i) <b>Size.</b> For each set of bars, all of the following:  <b>Wide Bars.</b> Approx. the size of a 12 pt. line of rule.  <b>Thin Bars.</b> Not thicker than a 6 pt. line of rule.</p> <p>(ii) <b>Distance.</b> The distance between the wide and thin bars must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule.</p> <p>(iii) <b>Placement.</b> For the top set of bars, the distance between the top edge of the wide bar and the top edge of the foil piece must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. For the bottom set of bars, the same distance applies between the bottom edge of the wide bar and the bottom of the foil piece.</p> <p>(2) <b>Black Foil Piece.</b> All of the following:</p> <p>(a), (b), (c), (d), and (g). ↑</p> <p>(e) <b>Location.</b> The bottom approx. 3 1/2" from the bottom edge of the book.</p> <p>(f) <b>Type.</b> ↑ Except (ii) and (iii)</p> <p>(ii) and (iii) <b>Content and Point Size (Various).</b> All of the following:  <b>1st Line.</b> The word "IOWA". Approx. 12 pts.  <b>2nd Line.</b> The number "90". Approx. 70 pts.  <b>3rd Line.</b> The number "2023". Approx. 12 pts.</p>	

\* Upon request, the Agency will deliver a sample publication to the Contractor. Except for the text provided in quotation marks, the specifications are intended as a guide.

**APPENDIX C DELIVERY INSTRUCTIONS  
TABLE C-1 DELIVERY OF AGENCY PRODUCTS**

Acts

SPECIAL INSTRUCTIONS
<p>(1) <b>Sample Publication.</b> Upon request, the Agency will deliver a 2022 edition of the Iowa Acts to the Contractor.</p> <p>(2) <b>Composed Pages.</b> Agency will deliver composed pages to the Contractor as follows:</p> <p>(a) <b>Format.</b> The Agency will transmit fully composed pages in an electronic format (Adobe® Systems portable document format [PDF]) to the Contractor.</p> <p>(b) <b>Electronic Delivery.</b> The Agency may deliver files used in production by electronic transfer directly to the Contractor by file transfer protocol (FTP), by electronic mail to the Contractor's contact person, or to the Contractor's Internet website.</p> <p>(c) <b>Paper Copies.</b> The Agency will deliver paper copies of the composed pages to the Contractor in a manner determined reasonable by the Agency.</p> <p>(d) <b>Incremental Delivery.</b> During the standard performance period, the Agency may deliver composed pages to the Contractor in installments by groupings of signatures. The Contractor must ship sets of press proofs for delivery to the Agency as the Agency delivers composed pages to the Contractor.</p>

**APPENDIX C DELIVERY INSTRUCTIONS  
TABLE C-2 PACKAGING (AND LOADING) PRODUCTION ITEMS AND PUBLICATIONS**

Acts

SPECIAL INSTRUCTIONS
<p>(1) <b>Common Carrier Requirement.</b> If the Contractor does not personally perform packaging (and loading) and shipping (and unloading) publications, the following apply:</p> <p>(a) <b>Courier.</b> The courier must be the United States Mail Service, FedEx® Corp., United Parcel Service, Inc. (UPS®), or another person who is a midwestern or nationally recognized courier authorized by the Agency.</p> <p>(b) <b>Freight Company.</b> The freight company must be Roadway® Express, Inc., Con-way® Freight, King Solutions, Inc., or another person who is a midwestern or nationally recognized freight company authorized by the Agency.</p> <p>(2) <b>Courier and Freight Company.</b> All of the following apply:</p> <p>(a) <b>Less Weight.</b> A shipment of less than 800 lbs. may be made by a courier or a freight company.</p> <p>(b) <b>More Weight.</b> A shipment of 800 lbs. or more must only be made by a freight company.</p> <p>(3) <b>Publications.</b> For publications, all of the following apply:</p> <p>(a) <b>Packaging.</b> Each publication must be packaged in a separate carton.</p> <p>(b) <b>Contents Identified.</b> One side of each carton must reasonably indicate its contents: "2023 IOWA ACTS".</p> <p>(c) <b>Bulk Packaging.</b> The separate cartons shall be packed in boxes.</p> <p>(i) <b>Identification.</b> One side of each box must reasonably indicate its contents: "2023 IOWA ACTS".</p> <p>(ii) <b>Weight.</b> A carton must not exceed 35 lbs.</p> <p>(iii) <b>Loading.</b> All of the following apply:</p> <p>(A) <b>Skids.</b> Each carton must be packed and delivered on skids and be strapped to the skids by polyethylene wrap.</p> <p>(B) <b>Pallets.</b> Each package must fit on a 3' 4" x 5' pallet without overhang. A pallet must not be double stacked.</p> <p>(d) <b>Unloading.</b> The freight company and not the Agency nor any state employee is solely responsible for unloading and moving a pallet to a location specified in Tables C-5 and C-6 and as directed by the contact persons described in these tables.</p> <p>(4) <b>F.O.B. and Risks.</b> The Contractor must deliver production items and publications free on board (F.O.B.), destination, door, freight prepaid and allowed. The Contractor bears the expense and risk of putting the production items and publications into the possession of a common carrier, and the Contractor is responsible for securing all necessary and customary insurance for shipment. The risk of loss is borne by the Contractor until the Agency takes possession of the production item or publication.</p> <p>(5) <b>Specifications.</b> The Contractor must make shipments in a manner that meets all requirements for the applicable freight classification.</p>

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

PRODUCTION ITEM	ADDRESSEE	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
COVERS	Ms. Leslie Hickey Iowa Code Editor	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	<p>(1) <b>Contact.</b> Contact the addressee one business day prior to delivery. For contact information, see Appendix F.</p> <p>(2) <b>Delivery Day.</b> Business Day.</p> <p>(3) <b>Delivery Time.</b> Generally, 8:00 a.m. - 4:30 p.m. Central Time. Delivery after 10:30 a.m. is considered delivery on the next business day.</p> <p>(4) <b>Contact Persons.</b> See Tables F-1 through F-4.</p>
SET OF DIGITAL PROOFS	Ms. Christina Weaklend Editor, Publications Editing Office	3rd Floor (Room 309) Ola Babcock Miller Building 1112 East Grand Avenue Des Moines, Iowa 50319	

Acts

**APPENDIX C DELIVERY INSTRUCTIONS  
TABLE C-4 DESTINATION FOR PUBLICATIONS  
(DELIVERY TO OLA BABCOCK MILLER BUILDING)**

NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
275*/400	Ola Babcock Miller Building Ground Floor (Room 019)	<p>(1) <b>General.</b> All of the following:  <b>(a) Delivery Day.</b> Business Day.  <b>(b) Delivery time:</b> 8:00 a.m. - 4:30 p.m. (Central Time).</p> <p>(2) <b>Location.</b> Deliver to the west side of the building by entering a loading area at East Grand Avenue and East 12th Street (a narrow entrance east and adjacent to the Jessie Parker Building).</p> <p>(3) <b>No Dock.</b> Customary to unload using truck equipped with a "Tommy lift" or "lift gate."</p> <p>(4) <b>Transport Within Building.</b> Books must be delivered by handcart on the ground floor level. No accommodations for unloading or transferring cartons by forklift are available.</p> <p>(5) <b>Contact Person.</b> Contact the Agency's principal contact person one business day prior to delivery and when the shipment arrives. The Agency's principal contact person is as follows:             Mr. Doug Adkisson            Tel.: 515.281.3884            Email: <a href="mailto:doug.adkisson@legis.iowa.gov">doug.adkisson@legis.iowa.gov</a></p>
	1112 East Grand Avenue Des Moines, Iowa 50319	
	Deliver to the ground level and transport to Room 019 (mailroom)	

Acts

\* The number of publications delivered to this location will be determined during the execution of the contract.

**APPENDIX C DELIVERY INSTRUCTIONS  
TABLE C-5 DESTINATION FOR PUBLICATIONS  
(NORMAL DELIVERY TO STATE CAPITOL)**

NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
125*/400	State Capitol Room G-01 1007 East Grand Avenue Des Moines, Iowa 50319	<p>(1) <b>General.</b> All of the following:            (a) <b>Delivery Day.</b> Business Day.            (b) <b>Delivery Time.</b> 8:00 a.m. - 4:30 p.m. (Central Time).            (2) <b>Same Shipment.</b> May deliver as part of the same shipment to the Ola Babcock Miller Building. <i>See Table C-5.</i>            (3) <b>Location.</b> Deliver to the west side of the building (circular drive).            (4) <b>No Dock.</b> Customary to unload using truck equipped with a "Tommy lift" or "lift gate."            (5) <b>Transport Within Building.</b> Publications must be delivered by handcart on the ground floor level. No accommodation is available for unloading or transferring cartons by forklift.            (6) <b>Contact Person.</b> Contact the Agency's principle contact person one business day prior to delivery and when the shipment arrives. The Agency's principal contact person is as follows:</p> <p>Mr. Doug Adkisson            Tel.: 515.281.3884            Email: <a href="mailto:doug.adkisson@legis.iowa.gov">doug.adkisson@legis.iowa.gov</a></p>

Acts

\* The number of publications delivered to this location will be determined during the execution of this contract.

**APPENDIX D PRODUCTION AND DELIVERY SCHEDULES**

**TABLE D-1 KEY DEADLINES FOR DELIVERABLES DURING TRIAL PERFORMANCE (PRODUCTION ITEMS)**

	PERIOD	TYPE	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
<b>Acts</b>	<b>Trial Performance</b>	<b>Paper Proof Covers</b>	Within 10 calendar days after the Agency delivers its specifications to the Contractor, the Contractor must deliver 1 paper proof cover to the Agency for approval. <i>See Table C-3.</i>	Within 10 calendar days after the Contractor delivers the paper proof cover, the Agency must deliver notice or marked-up paper proof cover to the Contractor (stating approval, qualified approval, or disapproval).
		<b>Set of Digital Proofs*</b>	Within 5 business days after the Agency delivers test composed pages to the Contractor, the Contractor must deliver 1 set of digital proofs to the Agency (Ola Babcock Miller Building) for approval (delivery by 10:30 a.m. Central Time). <i>See Table C-3.</i>	Within 1 business day after the Contractor delivers the set of digital proofs, the Agency must deliver notice or the marked-up set of digital proofs (or parts of the set) to the Contractor (stating approval, qualified approval, or disapproval).

\* The Agency waives this requirement.

**APPENDIX D PRODUCTION AND DELIVERY SCHEDULES**

**TABLE D-2 KEY DEADLINES FOR DELIVERABLES DURING STANDARD PERFORMANCE (PRODUCTION ITEMS)**

	PERIOD	TYPE	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
<b>Acts</b>	<b>Standard Performance</b>	<b>Finished Cover</b>	Within 15 calendar days after the Agency delivers its final page count for the books to the Contractor, the Contractor must deliver 1 finished cover to the Agency (State Capitol) for approval. <i>See Table C-3.</i>	Within 5 calendar days after the Contractor delivers the finished cover, the Agency must deliver notice or the marked-up finished cover to the Contractor (stating approval, qualified approval, or disapproval).
		<b>Set of Digital Proofs</b>	Within 5 business days after the Agency delivers composed pages to the Contractor, the Contractor must deliver 1 set of digital proofs to the Agency (Ola Babcock Miller Building) for approval (delivery by 10:30 a.m. Central Time). <i>See Table C-3.</i>	Within 1 business day after the Contractor delivers the set of digital proofs to the Agency, the Agency must deliver notice or the marked-up set of the digital proofs (or parts of the set) to the Contractor (stating approval, qualified approval, or disapproval).  If the Agency approves the set of digital proofs with qualification or disapproves the set of digital proofs, the Agency may return the entire set of digital proofs, or any part of the set of digital proofs, to the Contractor with markings indicating where any deficiencies were found.

**APPENDIX D PRODUCTION AND DELIVERY SCHEDULES**  
**TABLE D-3 KEY DEADLINES FOR DELIVERABLES DURING STANDARD PERFORMANCE (PUBLICATIONS)**

PERIOD	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
<b>Acts</b> <b>Standard Performance</b>	Within 30 calendar days after the Agency delivers its approval of final set of digital proofs, the Contractor must deliver the total number of publications ordered to the Agency. <i>See Tables C-4 and C-5.</i>	Within 42 calendar days after the Contractor delivers all publications 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 any number of the publications. <b>(2) Notice to Extend Time.</b> The Agency reserves a total of 70 calendar days to accept or reject any number of the publications.

**APPENDIX D PRODUCTION AND DELIVERY SCHEDULES**  
**TABLE D-4 KEY DEADLINES FOR DELIVERABLES DURING POST STANDARD PERFORMANCE (PAYMENT)**

PERIOD	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
<b>Acts</b> <b>Post Standard Performance</b>	After the Agency delivers its approval of all publications required to be delivered to the Agency, the Contractor will deliver an invoice to the Agency for the amount of the contract price (base amount subject to any adjustments as provided in the contract (A-2)). <i>See Table D-3.</i>	Generally, within 90 days of the Contractor's delivery of an invoice to the Agency for the contract price (base amount 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.

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

Acts	PRODUCT	CAUSE		NUMBER OF DAYS
	Per Production Item	#1	Unsatisfactory Production Materials or Workmanship .....	=
#2		Late Delivery of a Response.....	=	0.25
Per Publication	#1	Unsatisfactory Production Materials or Workmanship .....	=	10.0
	#2	Improperly Shipped or Loaded.....	=	3.0

**APPENDIX E LIQUIDATED DAMAGES FORMULAS**  
**TABLE E-2 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR**  
**PRODUCTION ITEMS**

Acts	Predetermined Rate	Calendar Days Production Item Delivered Late			Amount of Liquidated Damages Per Production Item	Total Number of Publication Items Expected to be Delivered Late	Total Liquidated Damages					
		Actual (if applicable)	or	Predetermined (if applicable)			=	\$				
	\$0.20 Per Production Item	x	_____	or	_____	=	_____	x	_____	=	\$	_____

**APPENDIX E LIQUIDATED DAMAGES FORMULAS**  
**TABLE E-3 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR**  
**PUBLICATIONS**

Acts	Predetermined Rate	Calendar Days Book Delivered Late			Amount of Liquidated Damages Per Book	Total Number of Books Delivered Late	Total Liquidated Damages					
		Actual (if applicable)	or	Predetermined (if applicable)			=	\$				
	\$0.20 Per Publication	x	_____	or	_____	=	_____	x	_____	=	\$	_____

**APPENDIX E LIQUIDATED DAMAGES FORMULAS**  
**TABLE E-4 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED**  
**FOR ALL PRODUCTION ITEMS AND PUBLICATIONS**

Product	Category of Breach	Maximum
<b>Production Items</b>	Unsatisfactory Production Materials or Workmanship	1.50%
	Late Deliveries of Responses	0.50%
<b>All Publications</b>	Late Deliveries	20.00%
	Unsatisfactory Production or Materials or Workmanship	15.00%
	Improperly Packaging or Shipping	2.50%

Acts

Percent of  
Contract Price



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

	CONTACT INFORMATION		SPECIAL GUIDANCE
	Primary	Alternative	
<b>Acts</b>	Name	Ms. Leslie Hickey Iowa Code Editor Legislative Services Agency	Mr. Doug Adkisson Legal Counsel, Legal Division Legislative Services Agency
	Address	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319
	Telephone	515.281.8871	515.281.3884
	Fax	515.281.8027	515.281.8027
	Email	<a href="mailto:leslie.hickey@legis.iowa.gov">leslie.hickey@legis.iowa.gov</a>	<a href="mailto:doug.adkisson@legis.iowa.gov">doug.adkisson@legis.iowa.gov</a>

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

	CONTACT INFORMATION		SPECIAL GUIDANCE
	Primary	Alternative	
<b>Acts</b>	Name	Ms. Christina Weaklend Editor, Publications Editing Office Legislative Services Agency	Mr. Doug Adkisson Legal Counsel, Legal Division Legislative Services Agency
	Address	3rd Floor (Room 309) Ola Babcock Miller Building 1112 East Grand Avenue Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319
	Telephone	515.725.3032	515.281.3884
	Fax	515.281.6625	515.281.8027
	Email	<a href="mailto:christina.weaklend@legis.iowa.gov">christina.weaklend@legis.iowa.gov</a>	<a href="mailto:doug.adkisson@legis.iowa.gov">doug.adkisson@legis.iowa.gov</a>

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

	CONTACT INFORMATION		SPECIAL GUIDANCE	
	Primary	Alternative		
Acts	Name and Title	Mr. Doug Adkisson Legal Counsel, Legal Division	Mr. John Heggen Director, Legal Division	<p>(1) <b>Authorization.</b> Mr. Adkisson, Mr. Heggen, or Mr. McDermott is authorized to discuss any delivery issue.</p> <p>(2) <b>Contact.</b> For issues regarding the review and approval of publications, Mr. Adkisson is the primary contact person.</p> <p>(3) <b>Procedure.</b> The following procedures apply:                      (a) <b>Alternatives.</b> If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. Heggen.                      (b) <b>Emails.</b> An email addressed to Mr. Adkisson is not required to be addressed to Mr. Heggen.</p> <p>(4) <b>Other Persons.</b> Mr. Adkisson or Mr. Heggen may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.</p>
	Address	Ground Floor (G-01) State Capitol Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	
	Telephone	515.281.3884	515.281.3566	
	Fax	515.281.8027	515.281.8027	
	Email	<a href="mailto:doug.adkisson@legis.iowa.gov">doug.adkisson@legis.iowa.gov</a>	<a href="mailto:john.heggen@legis.iowa.gov">john.heggen@legis.iowa.gov</a>	

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

	CONTACT INFORMATION		SPECIAL GUIDANCE	
	Primary	Alternative		
Acts	Name and Title	Mr. Doug Adkisson Legal Counsel, Legal Division	Mr. John Heggen Director, Legal Division	<p>(1) <b>Authorization.</b> Mr. Adkisson, Mr. Heggen, or Mr. McDermott is authorized to discuss any legal issue relating to the contract, including:                      (a) <b>Compliance.</b> Compliance with a term or condition of the contract relating to production or delivery.                      (b) <b>Payment.</b> The payment of any invoice submitted to the Agency. The Contractor shall submit the invoice to Mr. Adkisson.</p> <p>(2) <b>Contact.</b> The Contractor must make contact as follows:                      (a) <b>Procedure.</b> If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. Heggen.                      (b) <b>Emails.</b> The Contractor should address electronic messages to both contact persons.</p> <p>(3) <b>Other Persons.</b> Mr. Heggen or Mr. McDermott may designate alternate persons to discuss any legal issue relating to the contract. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.</p>
	Address	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	
	Telephone	515.281.3884	515.281.3566	
	Fax	515.281.8027	515.281.8027	
	Email	<a href="mailto:doug.adkisson@legis.iowa.gov">doug.adkisson@legis.iowa.gov</a>	<a href="mailto:john.heggen@legis.iowa.gov">john.heggen@legis.iowa.gov</a>	

**APPENDIX F CONTACT INFORMATION**

**TABLE F-5 CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS)**

Acts	CONTACT INFORMATION		SPECIAL INSTRUCTIONS
	Name and Title	Ms. Nancy Roth Account Representative - Manufacturing Client Services West Publishing Corporation	<p><b>(1) Authorization.</b> The Contractor's contact persons are authorized to discuss any issue relating to the day-to-day administration of the contract.</p> <p><b>(2) Availability.</b> One of the Contractor's contact persons must be available on all days during which the publications are being produced for or delivered to the Agency.</p> <p><b>(3) Production Items.</b> For production items, the following apply:  <b>(a) Set of Digital Proofs.</b> For the set of digital proofs, if an Agency's contact person delivers a message regarding the production or delivery of the set of digital proofs, the Contractor's contact person must respond not later than 4 hours after the Agency's contact person delivers the message. However, if the 4-hour period will expire after 4:30 p.m. of the business day on which the message is delivered, the Contractor's contact person must respond by not later than 8:30 a.m. on the next business day.  <b>(b) Sample Covers.</b> For the sample cover, if the Agency's contact person delivers a message, the contact person must respond by not later than noon on the next business day.</p>
	Address	610 Opperman Drive Eagan, MN 55123	
	Telephone	763.326.5792	
	Fax	N/A	
	Email	nancy.roth@thomsonreuters.com	
	Pager	N/A	

**APPENDIX F CONTACT INFORMATION**

**TABLE F-6 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)**

Acts	CONTACT INFORMATION		SPECIAL INSTRUCTIONS
	Name and Title	Mr. Mark Pitzele Manager West Publishing Corporation	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.
	Address	610 Opperman Drive Eagan, MN 55123	
	Fax	N/A	
	Telephone	763.326.6283	
	Email	mark.pitzele@thomsonreuters.com	

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