

# “A” SERIES

## REQUEST FOR INFORMATION PRODUCING AND DELIVERING THE 2025 IOWA ACTS

### A-1 RFI FORM

Issued On: July 16 , 2025  
Issued From:

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

Due On: July 29, 2025

Mr. Tim McDermott, Director  
Mr. John Heggen, Director  
Legal Services Division  
Mr. Michael Duster, 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 edition of the 2025 Iowa Acts (publication). Each publication equals a single hardbound book containing statutes enacted by the first session of the 91st General Assembly, and miscellaneous related materials produced by the Agency. An order equals 400 publications. A Potential Bidder has until 4:00 p.m. on Tuesday, July 29, 2025, 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](http://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 Thursday, July 24, 2025. Upon request, the Agency will deliver a copy of the 2024 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	<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>

#### II. REQUIREMENTS

**A. Prior Requirements Applicable.** Only minor changes have been made to the previous year's requirements for the production and delivery of the 400-book order of the 2024 edition of the Iowa Acts.



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**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 order to two closely located buildings as part of normal and special delivery described in this RFI.

**TABLE C**  
**Order, Size, and Estimated Page/Signature Count**

Order	Size		Estimated Page/16-Page Signature Count			
	Cover	Page	Per Order		Per Publication	
400	7 1/2" x 10 3/4"	7 1/4" x 10 1/2" Finished	Pages	281,600	Pages	704
			Signatures	17,600	Signatures	44

**C. Actual Page Count and Signature Calculation.** There may be an increase or decrease in the actual page count of not more than 5 percent of the order. The Agency assumes the signature count will be negotiated by the parties after the contract has been entered into.

**D. Delivery.** The Contractor must ship approximately 275 publications to the Ola Babcock Miller Building (1112 E. Grand Ave. Des Moines, IA 50319), and 125 to the State Capitol (1007 E. Grand Ave. Des Moines, IA 50319). The parties 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 signatures included in the order. The Proposed Bidder must produce publications using digital printing equipment. An 8-page (half) signature count will be accepted upon approval of the Agency.

	Signature Calculation	Estimated Number of Signatures Per Order & Publication	Bid Amount	
			Per Order	Per Publication
<b>Acts</b>	<b>Unadjusted Base Amount</b>	17,600 Per Order 44 Per Publication	\$ <u>9,103.29</u> (Base Amount)	\$ <u>22.76</u> (Base Amount Per Order ÷ 400)
	<b>Adjusted Base Amount</b>	Each Additional Full	\$ <u>125.58</u> Increase in Base Amount	\$ <u>0.314</u> Increase in Base Amount (Increase in Base Amount Per Order ÷ 400)
		Each Additional Half	\$ <u>62.79</u> ↑	\$ <u>0.157</u> ↑
		Each Fewer Full	\$ <u>(125.58)</u> Decrease in Base Amount	\$ <u>0.314</u> Decrease in Base Amount (Decrease in Base Amount Per Order ÷ 400)
	Each Fewer Half	\$ <u>(62.79)</u> ↑	\$ <u>(0.157)</u> ↑	



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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. The size of each sheet used to produce a book page must be 7¼" × 10½" finished. Due to the page count, a 40# 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 Thor Offset™									Yes _____
									No ____x__
Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	New Specifications 	
Thor Offset™	Blue White	Eggshell	92	88	40#	Range: 650-725	0% (Preference)		
Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	Complete This Portion Only if Responding <u>No</u> Above 	
_____	_____	_____	_____	_____	_____	_____	_____		

## RESPONSE BOX 3

### Case Binding

Indicate whether the case binding is proposed to be burst bound or Smyth-sewn: Note: The Iowa Acts have been burst bound since the 2009 edition.

	Burst Bound	_x__
	Smyth-sewn	_____



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**RESPONSE BOX 4**  
**Use of Subcontractor to Produce the Publications (Books)**

Indicate whether a subcontractor is proposed to produce (manufacture) any part of the order.



Yes	___
No	___x

<b>Subcontractor Name</b>	_____	
<b>Subcontractor Address</b>	_____ _____	
<b>Subcontractor Contact Information</b>	Tele. Number	_____
	Email Address	_____
<b>Subcontractor Duties</b>		

Complete This Portion Only if Answering Yes Above

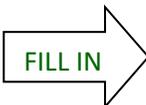


Complete This Portion Only if Answering Yes Above



**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 order.



Facts	Primary	Secondary (if applicable)
Name	Samantha Lichttenegger	
Title	Account Manager, Client Services	_____
Mailing Address	610 Opperman Drive Eagan, MN 5123	_____ _____
Tele. Number	763.326.0176	_____
Email Address	samantha.lichttenegger@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.

FILL IN

Facts	Primary	Secondary (if applicable)
Name	Kevin McGillicuddy	
Title	Print Sales Manager _____	_____
Mailing Address	610 Opperman Drive Eagan, MN 5123	_____ _____
Tele. Number	763.326.6683	_____
Email Address	kevin.mcgillicuddy@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	__x__

## 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

FILL IN

Kevin McGillicuddy	Print Sales Manager	08/01/2025
Name	Title	Date

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