

“RB” SERIES

REQUEST FOR INFORMATION

2025-2026 IOWA OFFICIAL REGISTER (REDBOOK)

RB-1 RFI FORM

Issued: August 29, 2025

Due: September 17, 2025

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

I. INSTRUCTIONS

- A. Purposes.** The Legislative Services Agency (herein referred to as “Agency”) intends to enter into a contract with a potential bidder (herein referred to as “Bidder”) to produce and deliver the 2025-2026 edition of the Iowa Official Register also known as the “Redbook” (herein referred to as the “publication”) comprised of 600 identical books (herein referred to as “publications”), assuming the parties can agree to the contract’s terms and conditions.
- B. Deadline.** A Bidder has until 4:00 p.m. on Wednesday, September 17, 2025, to deliver this completed Request for Information form (herein referred to as the “RFI”) to the Agency. The Bidder must also furnish to the Agency a sample of the paper stock to be used to produce book pages (herein referred to as “pages”), unless the Agency waives this requirement or grants the Bidder extra time to do so. The sample page may be delivered separately from the completed RFI. The Bidder may deliver the RFI, other than the sample page, in person, by mail, or via email. The Bidder may deliver the sample page in person or by mail. *The paper stock would be exactly same as furnished for 2023-2024 edition*
- 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



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- D. Questions and Intent to Respond Deadline.** Please communicate with the Agency regarding any questions and the Bidder’s intent to submit a completed RFI form by 4:00 p.m. on Friday, September 12, 2025.
- E. Additional Comments.** Attach any additional comments including recommendations, qualifications, or conditions to the RFI.

II. BID INFORMATION

- A. Production Requirements.** A publication must look almost identical to the 2023-2024 edition of the Redbook except for the text identifying the edition year (from “2023-2024” to “2025-2026”) printed on the front cover and front page, and the General Assembly year (from “90th” to “91st”) 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 2023-2024 edition of the Redbook. When a publication is closed, the edge of the book cover and the edge of the book block shall measure between 3/8” and 1/4”.
- B. Sample.** The Agency will deliver the 2023-2024 edition of the Redbook to the Bidder upon request. Otherwise, the Bidder may view past editions of the Redbook by accessing the Iowa General Assembly’s Internet site at: www.legis.iowa.gov/publications/otherResources/register.

SPECIFICATIONS

PUBLICATIONS (Per Order)	COVER (Book Cloth)	SIZE		ESTIMATED NUMBER OF PAGES AND 16-PAGE SIGNATURES			
		Publication	Page	Per Publication		Publications (Per Order)	
600	Poppy Red or Scarlet with a Silk Finish	6 1/4 inches x 9 1/4 inches	6 inches x 9 inches Finished	Pages	496	Pages	297,600
				Signatures	31	Signatures	18,600

- C. Signature Count.** This RFI assumes a publication will include a 16-page signature count. The Agency will accept an 8-page signature count for the final pages of the publication. Signatures shall be sewn unless otherwise approved by the Agency.
- D. Graphic Images.** A publication will contain a number of graphic images of various sizes, including photographs and drawings. Four-color and black and white (B/W) photographs will range in size from 1” x 1 5/8” to 4” x 6”. Many four-color photographs are less than 2” x 2” with three such photos printed per page. A publication will contain approximately 220 four-color photographs, three four-color drawings, 62 B/W photographs, and two B/W drawings. Approximately 130 of the pages will include at least one graphic image. Of that number, approximately 106 pages will include one or more four-color photographs or drawings of various sizes. The largest color photograph will be 3 3/4” x 5 5/8” and the largest color drawing will be 4” x 6”. A number of the four-color photographs are portraits of currently serving public officials and in this case no imperfections (e.g., incorrect coloring, undue darkening, or



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blurring) due to the Bidder's printing process will be accepted. Approximately 24 pages will include B/W photographs or drawings of various sizes and quality.

ESTIMATED NUMBER OF PAGES AND SIGNATURES THAT INCLUDE AT LEAST ONE PHOTOGRAPH

TOTAL				FOUR COLOR				B/W			
Per Publication		Publications (Per Order)		Per Publication		Publications (Per Order)		Per Publication		Publications (Per Order)	
Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures
124	24	74,400	14,400	102	13	61,200	7,800	22	11	13,200	6,600

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

TOTAL				FOUR COLOR				B/W			
Per Publication		Publications (Per Order)		Per Publication		Publications (Per Order)		Per Publication		Publications (Per Order)	
Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures
6	6	3,600	3,600	4	4	2,400	2,400	2	2	1,200	1,200

E. Delivery Requirements. The Agency will deliver composed pages for a publication in an electronic format (Adobe© PDF files) to the Bidder 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 Bidder must deliver to the Agency production items and publications as follows:



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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).
Publications		The publications must be packaged in cartons with 8-10 publications in each carton which must be labeled as instructed by the Agency. The Agency must receive the publications within 30 business days after the Agency approves the final press proofs. The publications must be delivered without further charge "FOB Destination" to Room G-13 (ground level) of the State Capitol.

III. BID AMOUNT

Bid Amount Equals Base Amount. The bid amount is \$ 29880⁰⁰ which is the contract's base amount. The base amount may be adjusted to account for a number of possible variables as set forth in this section that cannot be calculated at the time a contract is entered into. The contract price equals the base amount after all adjustments stated in this section have been calculated. \$3480 each

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

Response Box 1
Bid Amount (Base 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:	\$ <u>252⁰⁰</u>	Increased/Decreased Amount Per Publication x Number of Publications Ordered
Each Additional Half	↑	\$ <u>215⁰⁰</u>	
Each Fewer Full	Decreased Proposed Bid Amount Per Publication:	\$ <u>233⁰⁰</u>	= Total Adjusted Amount
Each Fewer Half	↑	\$ <u>200⁰⁰</u>	



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

FILL IN →

Additional/Fewer Signatures		Adjustment Amount	
Each Additional Full	Increased Proposed Bid Amount Per Publication:	\$ <u>292⁰⁰</u>	Increased/Decreased Amount Per Publication x Number of Publications Ordered _____
Each Additional Half	↑	\$ <u>252⁰⁰</u>	
Each Fewer Full	Decreased Proposed Bid Amount Per Publication:	\$ <u>270⁰⁰</u>	_____ = Total Adjusted Amount
Each Fewer Half	↑	\$ <u>233⁰⁰</u>	

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
Bid Amount (Base Amount) Adjusted Due to a
Replacement Page

FILL IN →

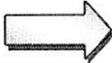
Item		Adjustment Amount		
Per Page	Text with Photographs	Four Color	\$ <u>21³⁵</u>	Amount Per Replacement Page + Number of Pages Replaced Per Publication x Number of Publications Ordered _____ = Total Adjusted Amount
		B/W	\$ <u>156⁰⁰</u>	
	Text or Text with Graphic Images Other than Photographs	\$ <u>12⁵⁰</u>		



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

Response Box 4
Bid Amount (Base Amount) Adjusted Due to an Overrun

	Verify that the Bidder agrees to the 25% overrun discount rate subject to a limit of not more than 25 additional publications:	Yes	<input checked="" type="checkbox"/>
		No	<input type="checkbox"/>
	Complete this Portion Only if Answering <u>No</u> 	Discount Rate Per Publication	____%
		Additional Publications Limit	____

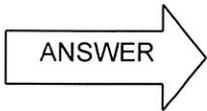


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IV. SPECIFICATIONS

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 2023-2024 edition of the Redbook.

Response Box 5
Materials and Binding



Verify that the Bidder can match or provide an equivalent type of materials (end sheets, paper, dyes, ink, and cover fabric) and binding processes:		Yes	<input checked="" type="checkbox"/>
		No	<input type="checkbox"/>
Fill in			
Item		Prior Requirements	Proposed Requirements
Paper Stock for Page Paper	Brand	Anthem — Plus Gloss	Anthem plus satin text
	Color	White	
	Finish	Gloss	satin
	Brightness	90	
	Opacity	92	
	Basis Weight	70#	70#
	PPI	558	
	Archive pH Content	Resistant to Oxidation. pH Neutral (Content of 7 or 7.5)	
	% Recycled Content	10% of Paper Stock (Preference Only/ Postconsumer if Possible)	
Paper Stock for End Sheets	Basis Weight	80# Endleaf	80#
	Color	Publisher White	
Bio-Renewable Ink		10% – 15% (Preference Only)	
Binder Board		Davey Red Label .098” Caliper thickness	
Cover Fabric		Arrestox® (Scarlet Vellum (V) V670)	BV-67000 Scarlet
Sewn or Burst Bound		Sewn Preferred	Sewn



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V. STATEMENT OF WORK

A. Production and Delivery Managers. The Agency requires the following information regarding the 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	Willis M. Bywater	David W. Bywater
Title	Chairman Emeritus	Chairman & President
Mailing Address	P.O. Box 2060 Iowa City, IA 52244-2060	Same
Email Address	nracey@truart.com	"
Telephone Number	(319) 337-9623 x1125	" x1161
Fax Number	(319) 354-4369	"

B. Contract Managers. The Agency requires the following information regarding the 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	Same as above	Same as above
Title		
Mailing Address		
Email Address		
Telephone Number		
Fax Number		



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C. Additional Comments. The 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 Bidder have any additional comments?	Yes	<input checked="" type="checkbox"/>
	No	<input type="checkbox"/>
<p>Bidder is a five generation family Company with prior experience satisfactorily producing this project, most recently the 2023-2024 edition.</p> <p>We have always been Iowa based and have existed for 129 years. The managers listed in Boxes 6 & 7 have combined employment of 97 years.</p> <p>Our Dunn & Bradstreet rating is 4A1.</p>		<p>Complete this Portion Only if Responding Yes Above</p> 

VI. AUTHORIZED SIGNATURE

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

Response Box 9
Signature of Authorized Representative



		
Name <u>Willis M. Bywater</u>	Title <u>chairman Emeritus</u>	Date <u>Sept 16,</u> 2025

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