

"RB" SERIES

CONTRACT

PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2025-2026 IOWA OFFICIAL REGISTER (REDBOOK)

RB-3
APPENDICES

Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

Mr. Tim McDermott, Director
Mr. John Heggen, Legal Services Division Director

Initials:

TJM
Mr. Tim McDermott

10-7-25
Date

WMB
Mr. Willis M. Bywater

10/6/2025
Date

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**APPENDIX A PRODUCTION STANDARDS
TABLE A-1 GENERAL**

NUMBER OF PUBLICATION ITEMS (PUBLICATION ORDER)	SIZE		ESTIMATED NUMBER OF BOOK PAGES AND 16-PAGE SIGNATURES			
	Publication Item	Page	Publication Item		Publication Order	
600	6 1/4" x 9 1/4"	6" x 9" Finished	Pages	496	Pages	297,600
			Signatures	31	Signatures	18,600

TABLE A-2 PAPER STOCK

BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT- NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVAL QUALITY	RECYCLED MATERIAL
Anthem Plus Satin	Table A-1 "Page"	White	Satin	90	92	70#	588	Resistant to Oxidation. pH Neutral (Content of 7 or 7.5)	Preference Only. At least 100% of paper stock = 10% recycled content.

TABLE A-3a PAGE COMPOSITION AND PRINTING

IMAGE AREA FOR TEXT AND ARTWORK	FONT/POINT SIZE	FRONT/REVERSE PAGES	INK	
			Coverage	Bio-Renewable Products
<p>(1) Margins. Each page must include a margin and an element of the page (text or artwork). The text or artwork must not extend beyond the image area. The side and top margins must be 1/2" each. The bottom margins are nonuniform.</p> <p>(2) Position. Text and artwork must be positioned (aligned) consistently on the composed page. Text and artwork must be justified.</p> <p>(3) Right-hand Pages. The following must be placed on right-hand pages: (a) Title page. (b) Front page of each of the publication's chapters.</p>	<p>(1) Font. Generally, Times New Roman with Abadi MT Condensed and Lucida Sans.</p> <p>(2) Points. Generally, 9 but ranging from 7 to 22.</p>	Text or artwork will often appear on the front and reverse side of a page.	<p>(1) Black. For text, black ink on two sides of the same page.</p> <p>(2) Coverage. Ink coverage must be light to moderate. No fading.</p>	Preference Only. At least 10%-15%

APPENDIX A PRODUCTION STANDARDS

**TABLE A-3b ARTWORK
PHOTOGRAPHS/DRAWINGS**

DELIVERY OF ARTWORK	PLACEMENT			PROCESSING	
	Sizes	Number	Front/Reverse Pages	Color	Black & White
<p>(1) The Agency shall deliver to the Contractor composed pages that include artwork embedded into the pages.</p> <p>(2) The Agency reserves the right to deliver replacement artwork to replace the embedded artwork for use in producing pages.</p>	Various	<p>130 pages may have at least one form of artwork.</p> <p>(1) Signatures. 30 signatures may include at least 1 page containing artwork.</p> <p>(2) Color. 106 pages will include one or more color photographs or drawings of various sizes.</p> <p>(3) Black and White. 24 pages may include black-and-white photographs or drawings of various sizes.</p>	<p>(1) Pages may include both color and black-and-white artwork.</p> <p>(2) Pages will include color or black-and-white artwork printed on both sides of the same sheet.</p>	Must utilize a four-color process or a superior process approved by the Agency	Must use a range of halftones

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

ITEM	TYPES OF PROOFS	SPECIAL INSTRUCTIONS	NUMBER
SAMPLE COVERS	PAPER	(1) Preliminary Paper Proof Cover. Must be a laser proof or equivalent paper proof approved by the Agency which illustrates how the books' covers will appear when the books are bound, including all lettering and numbering, and the location of the required impressions and foil pieces. (2) Virtual Replica. Must include lettering and numbering, and the location of the impressions, stampings, and foil stampings. Must be identical to that used in the production of a publication item. (3) Trimmed. Must be trimmed to size or marked to illustrate the trim size.	1 Proof
	FABRIC	(1) Finished Sample. Cover for hard bound book. <i>See Table B-2b.</i> (2) Exact Replica. Must include the same material, blanking, and stamping of impressions that are to be used in the production of a publication item. Lettering and numbering and impressions and stamping must be identical to that used in the production of a publication item. (3) Dyes. Must be produced using the same dyes that will be used in the production of a publication item unless otherwise provided by the Agency. (4) Mitered Corners. Inside corners must be mitered with top and bottom overlapping the sides at a 45° angle. (5) Trimmed. Must be trimmed to size.	1 Cover
SET OF DIGITAL PROOFS	PRELIMINARY	(1) Equivalency. May be digital prepress proofs equivalent to Dylux® proofs, produced by a laser or high-end inkjet printer, or an equivalent process as approved by the Agency. The pages must be produced using composed pages as delivered by the Agency, with crop marks to show the pages' final size and genuine artwork replacing replica artwork. (2) Paper Size. Must not exceed 8 1/2" x 11". (3) Print. Must be black and clearly legible type (no faded text). (4) Artwork. Must be close to the final output, reproducing the full range of hues, when printed. (5) Paper. Must be printed on satin paper or other paper approved by the Agency. (6) Delivery. Must be delivered in signature form.	1 Set
	FINAL	(1) Match. Must be corrected pages of the composed pages delivered by the Agency to the Contractor or digital press proofs corrected by the Agency during preliminary approval. The pages must be printed on both side and include crop marks to show the pages' final size and artwork. (2) † <i>See box for preliminary set of digital proofs.</i> (3) Print. Must be black and clearly legible type equivalent to the print produced as book block pages. (4) Artwork. Must be equivalent to the final output, reproducing the full range of hues, when printed as book block pages. (5) † <i>See box for preliminary set of digital proofs.</i>	1 Set

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-2a BOOK BINDING

CONSTRUCTION	CAMBRIC	BANDS Head & Foot	SIGNATURES	
			Type	Construction
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. The joints must be uniform and tight, and the casing must include adequate gutters.	<p>(1) General. First and last signatures must be reinforced at the spine with cambric and concealed after the cover is attached to the end sheets.</p> <p>(2) Thoroughly Glued. 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) Forms. 16 full-page signatures are required. 8 half-page signatures are acceptable.</p> <p>(2) Limits. More than 16 full-page signatures or less than 8 half-page signatures are allowed if approved by the Agency.</p>	<p>(1) Tipped. The first and last signatures must be tipped to adjoining signatures.</p> <p>(2) Binding. Smythe sewn (tightly sewn) with at least 12 stitch points.</p>

TABLE B-2b BOOK COVERING

CONSTRUCTION	MATERIALS			
	Back Line	Binder's Board	End Sheets	Cover Material
<p>(1) Cover. Must conform to sample finished cover approved by the Agency, with Agency corrections if necessary.</p> <p>(2) Signatures. Must be securely attached to the book block. <i>See Table B-2a.</i></p> <p>(3) Mitered Inside Corners. Must be mitered with top and bottom overlapping the sides at a 45° angle.</p> <p>(4) Loose & Rounded Spine. Must be loose and rounded, with uniform and tight joints and adequate gutters. A loose and round spine means the casing must <u>not</u> be glued to the back of the book block.</p> <p>(5) Dies. All type and bars must be set from the sampling die on the spine.</p>	Heavy kraft on the spine area.	Davey Red Label Binder's Board with .098 caliper thickness.	80# Publisher White.	Arrestox® BV-67000 Scarlet.

**APPENDIX B CONSTRUCTION STANDARDS
TABLE B-3 BOOK DECORATION**

BLIND STAMPING	GOLD STAMPING	
	Placement	Font And Point Size
<p>(1) Front and Back Cover. Must include one impression of blind stamping approximately 1/4" from the top and sides of each cover.</p> <p>(2) Spine. Must include four impressions of blind stamping as designated by the Agency, one approximately 1/4" from the top, the next approximately 3" from the top, the next approximately 5 3/4" from the top, and the last 8 1/2" from the top of the spine.</p>	<p>(1) Front Cover. Centered. Gold decoration must include:</p> <p>(a) Title. The title "Iowa Official Register" located on the top third of the cover with the top of the highest letter approximately 1 3/4" from the top of the cover.</p> <p>(b) Great Seal of the State of Iowa. The Great Seal located beneath the title with the middle of the seal approximately 5" from the top of the cover.</p> <p>(c) Edition. Reference to the date of the edition "2025-2026" located between the bars below the Great Seal of the State of Iowa with the top of the bars approximately 6 1/2" from the top of the cover.</p> <p>(2) Spine. Centered. Gold decoration must include:</p> <p>(a) Title. The title "Iowa Official Register" with the top of the highest letters approximately 1 1/4" from the top of the spine.</p> <p>(b) Edition. Reference to the date of the edition "2025-2026" located between the same style of the bars which are on the front cover with the top of the bars located approximately 4 1/4" from the top of the spine.</p> <p>(c) General Assembly. Reference to the General Assembly: "91st General Assembly" with the top of the numerals located approximately 7 1/2" from the top of the spine.</p>	<p>(1) Front Cover.</p> <p>(a) Font. Times New Roman.</p> <p>(b) Point Size. For words 25 points and for edition year 18 points.</p> <p>(2) Spine.</p> <p>(a) Font. Times New Roman.</p> <p>(b) Point Size. 12 points.</p>

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-1 AGENCY'S DELIVERY OF PRODUCTION MATERIALS TO THE CONTRACTOR

SAMPLE PUBLICATION	FILES		
	METHOD OF TRANSFER	Types of Files	
		Composed Page	Artwork
2023-2024 Iowa Official Register (Redbook)	<p>(1) Electronic Delivery. Must deliver files used in the production of composed pages or artwork by electronic transfer directly to the contractor by file transfer protocol (ftp), electronic mail, or to the Contractor's Internet website.</p> <p>(2) Paper Copies. Must deliver paper copies of the composed pages to the Contractor by mail or courier.</p>	<p>(1) Publisher. Must be produced using Arbortext © Editor™.</p> <p>(2) Replica Artwork. A composed page may include replica artwork for replacement with genuine artwork. See <i>Artwork Box and Table A-3b.</i></p>	<p>Artwork must be in the form of a scanned image (photograph or drawing) embedded into a composed page. See <i>Table A-3b.</i></p>

TABLE C-2 CONTRACTOR'S PACKAGING AND SHIPPING OF PRODUCTION ITEMS AND THE PUBLICATION ORDER TO THE AGENCY

PRODUCTION ITEMS (SET OF PRESS PROOFS)		THE PUBLICATION ORDER	
Packaging	Shipping	Packaging	Shipping
<p>(1) Assembly. Must be assembled in the order that the agency delivered test composed pages to the Contractor.</p> <p>(2) Format. Must be arranged in sequential order by page number as transmitted to the Contractor by the Agency, and submitted in one of the following forms:</p> <p>(a) First Preference. Printed on both sides of each sheet and stapled in book form.</p> <p>(b) Alternative Preference. Printed on one side of each sheet and stapled at the top left-hand corner.</p>	<p>(1) Method. Must be by U.S. mail or authorized courier if requested by the Agency.</p> <p>(2) Risk. The Contractor shall bear the expense and risk of shipment until the Agency takes possession of the production item. The Contractor shall secure all necessary and customary insurance for the shipment.</p>	<p>(1) Bulk Packaging. Publication items must be packaged in bulk cartons.</p> <p>(2) Contents Identified. One side of each carton must reasonably indicate its contents: "2025-2026 REDBOOK."</p> <p>(3) Weight. A carton must not exceed 35 lbs.</p>	<p>(1) Carrier. Must use an authorized freight company.</p> <p>(2) F.O.B. F.O.B. destination, door, freight prepaid and allowed.</p> <p>(3) Freight Class. Must meet all requirements for the applicable freight classifications.</p> <p>(4) Unload and Transfer.</p> <p>(a) Designated Room. To Room G-16 of the Capitol Building located on the same floor (entrance level) where the publication order is unloaded.</p> <p>(b) Pushcart. Must be made by pushcart furnished by the Contractor (no accommodations for unloading or transferring cartons by forklift).</p> <p>(5) Risk. Same as box for Set of Press Proofs.</p>

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-3 CONTRACTOR'S DESTINATION FOR PRODUCTION ITEMS

CONTACT INFORMATION		DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Name	Ms. Christina Weaklend Supervisor Publications Editing Office Legislative Services Agency	Room 309 (3rd Floor) Ola Babcock Miller Building East Grand Avenue and East 12th Street Des Moines, Iowa 50319	(1) Contact. Must contact the Agency one business day prior to delivery of production items. (2) Delivery Day and Time. Business day. 8:00 a.m. to 4:30 p.m. Central Time. (3) Noon. All deliveries made after 12:00 noon shall be deemed to be made at 8:00 a.m. on the next succeeding day.
Address	<i>See Box for Delivery Address</i>		
Telephone	515.725.3032		
Email	christina.weaklend@legis.iowa.gov		

TABLE C-4 CONTRACTOR'S DESTINATION FOR THE PUBLICATION ORDER

CONTACT INFORMATION		DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Name	Mr. Doug Adkisson Legal Counsel, Legal Division Legislative Services Agency	Outside Room G-16 (Ground Floor) State Capitol Building Des Moines, Iowa 50319	(1) Contact. Must contact the Agency one business day prior to delivery of production items. (2) Delivery Day and Time. Business day. 8:00 a.m. to 4:30 p.m. Central Time. (3) Noon. All deliveries made after 12:00 noon shall be deemed to be made at 8:00 a.m. on the next succeeding day. (4) Parking. The delivery truck must park on the west side of the Capitol close to the ground floor public entrance, unless otherwise instructed by the Agency.
Address	<i>See Box for Delivery Address</i>		
Telephone	515.281.3884		
Email	doug.adkisson@legis.iowa.gov		

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES
TABLE D-1 KEY DEADLINES FOR DELIVERABLES (PRODUCTION ITEMS)

ITEM	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
Paper Proof Cover	Within 10 days after the Agency delivers its specifications to the Contractor, the Contractor must deliver a preliminary paper proof cover to the Agency for approval.	Within 10 days after the Contractor delivers the paper proof cover, the Agency must deliver notice or a marked-up paper proof cover to the Contractor (stating approval, qualified approval, or disapproval).
Preliminary Press Proofs	Within 10 days after the Agency delivers composed pages to the Contractor, the Contractor must deliver a set of preliminary press proofs to the Agency for approval.	Within 5 days after the Contractor delivers the set of preliminary press proofs, the Agency must deliver notice or a marked-up set of preliminary press proofs to the Contractor (stating approval, qualified approval, or disapproval).
Fabric Cover	Within 10 days after the Agency delivers its final page count for the publications to the Contractor the Contractor must deliver a fabric cover to the Agency for approval.	Within 5 days after the Contractor delivers the fabric cover, the Agency must deliver notice or a marked-up fabric cover to the Contractor (stating approval, qualified approval, or disapproval).
Final Press Proofs	Within 10 days after the Agency delivers the marked-up set of preliminary press proofs to the Contractor, the Contractor must deliver a set of final press proofs to the Agency for approval.	Within 5 days after the Contractor delivers the final set of press proofs to the Agency, the Agency must deliver notice or a marked-up final set of press proofs to the Contractor (stating approval, qualified approval, or disapproval).

TABLE D-2 KEY DEADLINES FOR DELIVERABLES (THE PUBLICATION ORDER)

CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
Within 45 days after the Agency delivers its approval of the final set of press proofs, the Contractor must deliver publications to the Agency.	Within 42 days after the Contractor delivers the publication order to the Agency, the Agency will respond by delivering a notice to the Contractor stating one of the following: (1) Accept or Reject Publication. The Agency accepts or rejects the publication order or any number of publication items. (2) Notice to Extend Time. The Agency reserves a total of 70 days after delivery of the publication order to accept or reject the publication order or any number of publication items. (3) Rejection. The rejection of the publication order suspends further performance by the Agency.

**APPENDIX D PRODUCTION AND DELIVERY SCHEDULES
TABLE D-3 KEY DEADLINES FOR DELIVERABLES (PAYMENT)**

CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
<p>After the Agency delivers its approval of the publication order delivered to the Agency, the Contractor will deliver an invoice to the Agency for the amount of the contract price (subject to any adjustments as provided in the contract).</p>	<p>(1) Payment Period. Generally, within 45 days of the Contractor's delivery of an invoice to the Agency for the contract price (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.</p> <p>(2) Satisfaction. The amount invoiced by the Contractor and paid by the Agency is deemed conclusive evidence that the Agency has satisfied its obligation to pay for the deliverables listed in the invoice.</p>

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

PRODUCT	CAUSE		NUMBER OF DAYS
Production Item	#1	Unsatisfactory Production Materials or Workmanship	= 0.25
	#2	Late Delivery	= .15
Publication Item	#1	Unsatisfactory Production Materials or Workmanship	= 10.0
	#2	Improperly Shipped or Loaded	= 3.0

TABLE E-2 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES PER PRODUCTION ITEM

Predetermined Rate	Calendar Days Production Item Delivered Late		Amount of Liquidated Damages Per Production Item	Total Number of Publication Items	Total Liquidated Damages					
	Actual (If applicable)	Predetermined (If applicable) Per Table E-1								
\$0.05 Per Production Item	x	_____	or	_____	=	_____	x	_____	=	\$ _____

TABLE E LIQUIDATED DAMAGES FORMULAS
TABLE E-3 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PUBLICATION ITEMS

Predetermined Rate	Calendar Days Publication Item Delivered Late		Amount of Liquidated Damages Per Publication Item	Number of Publication Items Delivered Late	Total Liquidated Damages					
	Actual (If Applicable)	Predetermined Actual (If Applicable) Per Table E-1								
\$0.25 Per Publication Item	x	_____	or	_____	=	_____	x	_____	=	\$ _____

TABLE E-4 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED FOR PRODUCTION ITEMS AND THE PUBLICATION ORDER

ITEM	CATEGORY OF BREACH	MAXIMUM	Percent of Contract Price
All Production Items	Late Deliveries	10.00%	
	Unsatisfactory Production Materials or Workmanship	7.00%	
The Publication Order	Late Deliveries	50.00%	
	Unsatisfactory Production Materials or Workmanship	45.00%	
	Improperly Shipped or Unloaded	5.00%	

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

CONTACT INFORMATION			SPECIAL GUIDANCE
	Primary	Alternative	
Name	Ms. Christina Weaklend Supervisor Publications Editing Office	Mr. Roger Karns Supervisor Process Improvement Office	<p>(1) Authorization. Ms. Weaklend or Mr. Karns is authorized to discuss any production and delivery issue.</p> <p>(2) Contact. Ms. Weaklend is principally responsible for issues regarding the production and delivery of the sample covers.</p> <p>(3) Procedure. The following procedures apply: (a) Alternatives. If the Contractor cannot communicate with Ms. Weaklend, the Contractor may communicate with Mr. Karns. (b) Emails. An email addressed to Ms. Weaklend is required to be addressed to Mr. Karns.</p> <p>(4) Other Persons. Mr. McDermott or Mr. Heggen may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by Mr. Heggen or Mr. McDermott from initiating communication with the Contractor.</p>
Address	Room 309 (3rd Floor) Ola Babcock Miller Building 1112 E. Grand Avenue Des Moines, Iowa 50319	Room 359 (3rd Floor) Ola Babcock Miller Building 1112 E. Grand Avenue Des Moines, Iowa 50319	
Telephone	515.725.3032	515.242.6459	
Fax	515.242.6509	515.242.6509	
Email	christina.weaklend@legis.iowa.gov	roger.karns@legis.iowa.gov	

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

CONTACT INFORMATION			SPECIAL GUIDANCE
	Primary	Alternative	
Name	Ms. Christina Weaklend Supervisor Publications Editing Office	Mr. Roger Karns Supervisor Process Improvement Office	<p>(1) Authorization. Ms. Weaklend or Mr. Karns is authorized to discuss any production and delivery issue.</p> <p>(2) Contact. Ms. Weaklend is principally responsible for issues regarding the production and delivery of the digital proofs.</p> <p>(3) Procedure. The following procedures apply: (a) Alternatives. If the Contractor cannot communicate with Ms. Weaklend, the Contractor may communicate with Mr. Karns. (b) Emails. An email addressed to Ms. Weaklend is required to be addressed to Mr. Karns.</p> <p>(4) Other Persons. Mr. McDermott or Mr. Heggen may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by Mr. Heggen or Mr. McDermott from initiating communication with the Contractor.</p>
Address	Room 309 (3rd Floor) Ola Babcock Miller Building 1112 E. Grand Avenue Des Moines, Iowa 50319	Room 359 (3rd Floor) Ola Babcock Miller Building 1112 E. Grand Avenue Des Moines, Iowa 50319	
Telephone	515.725.3032	515.242.6459	
Fax	515.242.6509	515.242.6509	
Email	christina.weaklend@legis.iowa.gov	roger.karns@legis.iowa.gov	

APPENDIX F CONTACT INFORMATION
TABLE F-3 CONTACT INFORMATION FOR THE AGENCY
DELIVERY OF THE PUBLICATION ORDER

CONTACT INFORMATION			SPECIAL GUIDANCE
	Primary	Alternative	
Name	Mr. Doug Adkisson Legal Counsel Legal Division	Mr. John Heggen Director Legal Division	<p>(1) Authorization. Mr. Adkisson, Mr. Heggen, or Mr. McDermott are authorized to discuss any delivery issue.</p> <p>(2) Contact. Mr. Adkisson is principally responsible for issues regarding the review and approval of the publication order.</p> <p>(3) Procedure. The following procedures apply: (a) Alternatives. If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. Heggen. (b) Emails. An email addressed to Mr. Adkisson is required to be addressed to Mr. Heggen.</p> <p>(4) Other Persons. Mr. Heggen or Mr. McDermott may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by Mr. Heggen or Mr. McDermott from initiating communication with the Contractor.</p>
Address	Room G-23 (Ground Floor) State Capitol Building Des Moines, Iowa 50319	Room G-01 (Ground Floor) State Capitol Building Des Moines, Iowa 50319	
Telephone	515.281.3884	515.725.7827	
Fax	515.281.8027	515.281.8027	
Email	doug.adkisson@legis.iowa.gov	john.heggen@legis.iowa.gov	

TABLE F-4 CONTACT INFORMATION FOR THE AGENCY LEGAL ISSUES

CONTACT INFORMATION			SPECIAL GUIDANCE
	Primary	Alternative	
Name	Mr. Doug Adkisson Legal Counsel Legal Division	Mr. John Heggen Director Legal Division	<p>(1) Authorization. Mr. Adkisson, Mr. Heggen, or Mr. McDermott are authorized to discuss any legal issue relating to the contract, including: (a) Compliance. Compliance with a term or condition of the contract relating to production or delivery. (b) Payment. The payment of any invoice submitted to the Agency. The Contractor shall submit the invoice to Mr. Adkisson by email.</p> <p>(2) Contact. The Contractor must make contact as follows: (a) Procedure. If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. Heggen. (b) Emails. An email addressed to Mr. Adkisson is required to be addressed to Mr. Heggen.</p> <p>(3) Other Persons. Mr. Heggen or Mr. McDermott may designate alternate persons to discuss any legal issue relating to the contract. Nothing prevents another person authorized by Mr. Heggen or Mr. McDermott from initiating communication with the Contractor.</p>
Address	Room G-23 (Ground Floor) State Capitol Building Des Moines, Iowa 50319	Room G-01 (Ground Floor) State Capitol Building Des Moines, Iowa 50319	
Telephone	515.281.3884	515.725.7827	
Fax	515.281.8027	515.281.8027	
Email	doug.adkisson@legis.iowa.gov	john.heggen@legis.iowa.gov	

APPENDIX F CONTACT INFORMATION
TABLE F-5 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)

CONTACT INFORMATION		SPECIAL INSTRUCTIONS
Name	Mr. Willis M. Bywater, Chairman <i>Eminentus</i>	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.
Title	The Economy Advertising Company (dba Tru Art Color Graphics)	
Address	P.O. Box 2060 Iowa City, Iowa 52244-2060	
Telephone	319.337.9623 (1125)	
Fax	319.354.4369	
Email	JMann@eacadv.com	

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