

“A” SERIES

REQUEST FOR INFORMATION PRODUCING AND DELIVERING THE 2026 IOWA ACTS

A-1 RFI FORM

Issued On: July 17, 2026
Issued From:

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

Due On: July 31, 2026

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 2026 Iowa Acts (publication). Each publication equals a single hardbound book containing statutes enacted by the second 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 July 31, 2026, 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 the Agency contact regarding any question related to this RFI by 4:00 p.m. on July 24, 2026. Upon request, the Agency will deliver a copy of the 2025 Iowa Acts to a Potential Bidder.

TABLE B
Agency Contact

Name	Mr. John Heggen Director, Legal Services Division
Telephone	515.725.7827
Email	john.heggen@legis.iowa.gov

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 2025 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	339,200	Pages	848
			Signatures	21,200	Signatures	53

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
Acts	Unadjusted Base Amount	21,200 Per Order 53 Per Publication	\$10468.78 (Base Amount)	\$26.17 (Base Amount Per Order + 400)
	Adjusted Base Amount	Each Additional Full	\$144.42 Increase in Base Amount	\$0.361 Increase in Base Amount (Increase in Base Amount Per Order + 400)
		Each Additional Half	\$72.21 ↑	\$0.181 ↑
		Each Fewer Full	\$(144.42) Decrease in Base Amount	\$(0.361) Decrease in Base Amount (Decrease in Base Amount Per Order + 400)
		Each Fewer Half	\$(72.21) ↑	\$(0.181) ↑

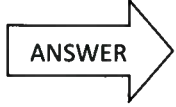


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RESPONSE BOX 2

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# or 45# 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 Sustana Offset™									Yes	_____
									No	<u> X </u>
Brand	Color/ Shade	Finish	Bright- ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	New Specifications 		
Sustana Offset™	True White	Smooth	96	91	45#	Range: 598	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 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	<u> X </u>
	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.

ANSWER

Yes	___
No	<u>X</u>

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 order.

Facts	Primary	Secondary (if applicable)
Name	Denise Royal	
Title	<u>Client Services Representative</u>	
Mailing Address	625 Wescott; C1.N143 Eagan, MN 55123	
Tele. Number	763-326-5797	
Email Address	denise.royal@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	Jill Gaarder	
Title	Operations Manager	
Mailing Address	625 Wescott; C1.N130 Eagan, MN 55123	
Tele. Number	(763) 3265823	
Email Address	jill.gaarder@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.

ANSWER

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

		
Name	Title	Date

1609328

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