

"C" SERIES

REQUEST FOR INFORMATION PRODUCING AND DELIVERING THE 2027 IOWA CODE

C-1 RFI FORM

Issued On: Friday, August 7, 2026

Due On: Friday, August 28, 2026

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
Mr. Michael Duster,
Iowa Code Editor

I. INSTRUCTIONS

A. Bid Deadline. The Legislative Services Agency (Agency) is issuing this Request for Information (RFI) form to seek responses by persons (Potential Bidders) to produce and deliver an order of the official hardbound edition of the 2027 Iowa Code (Publication), a set of eight volumes. A Potential Bidder has until 4:00 p.m. on August 28, 2026, to deliver this completed RFI form to the Agency.

B. Detailed Bid and Contract Information on Internet. A Potential Bidder's questions, Agency responses to a Potential Bidder's questions, a response to an RFI form submitted by a Potential Bidder to the Agency, and a subsequent contract entered into by a successful Potential Bidder (Contractor) and the Agency are posted on the Agency's Internet site (choose ALL or calendar year).

TABLE A Agency's Internet Site for Bid and Contract Information

www.legis.iowa.gov/agencies/careers/rfps

C. Questions and Prior Edition of the Code. Please communicate with an Agency contact regarding any question by a Potential Bidder by 4:00 p.m. on Monday, August 24, 2026. Upon request, the Agency will deliver a copy of the 2025 edition of the Iowa Code to a Potential Bidder.

TABLE B Agency Contacts

	Primary	Alternative
Name	Mr. John Heggen Director, Legal Services Division Legislative Services Agency	Mr. JD Arnett Senior Legal Counsel, Legal Services Division Legislative Services Agency
Telephone	515.725.7827	515.281.3745
Email	john.heggen@legis.iowa.gov	j.d.arnett@legis.iowa.gov



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II. REQUIREMENTS

A. Prior Requirements Applicable. Only a few minor changes have been made to the requirements for the production and delivery of the 2025 edition of the Iowa Code.

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. 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. Within 30 calendar days after the Agency approves the final set of digital proof book pages, the Contractor must deliver the publications to various locations as part of normal and special delivery described in this RFI form.

TABLE C

Book Size, Order, Organization, and Estimated Page/Signature Counts

Option 1

Code	General	Book Size	Order	Estimated 48-Page/Signature Counts						
				Aggregate Total for All Publications			Per Publication			
	7 1/2" x 10 1/2"	2,000	Pages	26,352,000	Pages	13,176				
			Signatures	549,000	Signatures	274.5				
	Organization and Estimated Page/Signature Count Per Volume									
	Counts	Volume	I	II	III	IV	V	VI	VII	VIII
Pages		1,654 ¹	1,608	1,824	1,776	1,584	1,680	1,128	1,920	
Signatures		34.5	33.8	38	37	33	35	23.5	40	

¹ Actual page/signature count. See Volumes I, II, and VII which each includes a half-signature count.

Volume	I	II	III	IV	V	VI	VII	VIII
Actual Pages (Req. for Sig.)	1,654 (+2)	1,599 (+9)	1,812 (+12)	1,769 (+9)	1,572 (+12)	1,658 (+22)	1,110 (+18)	1,920 (+0)



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C. Delivery Requirements. As part of normal delivery, the Contractor must ship most of the publications to the Grimes Office Building warehouse (warehouse). The Contractor must ship approximately 1,152 out of 2,000 publications to the warehouse. Also as part of normal delivery, the Contractor must ship approximately 240 publications to the State Capitol and 54 publications to the Judicial Branch Building. As part of special delivery, the Contractor must ship or mail approximately 554 publications to various courthouses in Iowa's eight judicial districts. The parties to the contract may negotiate to adjust these numbers when the contract is entered into or later.

III. POTENTIAL BIDDER RESPONSES

RESPONSE BOX 1

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. Thinopaque was used to produce the 2025 edition of the Iowa Code. Here, Thinopaque is used as a method to compare paper stock. 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 the paper stock used to produce the 2025 edition of the Iowa Code.

Is the Potential Bidder recommending a different paper stock than Thinopaque? 								Yes	X
								No	_____
Code	Brand	Color/ Shade	Finish	Bright- ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	2025 Specifications Complete This Portion Only if Responding <u>No</u> Above
	Thinopaque	Cream White	English	85	90	#30	960	N/A	
	Brand	Color/ Shade	Finish	Bright- ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	
	Custom Brite	White	Smooth	85	85.5	#30	890	N/A	



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RESPONSE BOX 2
Case Binding

Indicate (by marking "X") whether the publications will be burst bound or Smyth-sewn. Note: The 2025 Iowa Code was burst bound.

FILL IN	Burst Bound	X
	Smyth-sewn	—

RESPONSE BOX 3
Base Amount and Breakdown of Base Amount — Attributable to Production and Delivery of Publications

The bid amount is an estimate of the contract price which includes the base amount and adjustments to the base amount as provided in this part. The base amount assumes no such adjustments will be made. The base amount must be broken down between costs associated with the production and delivery of the publication.

Order	Aggregate Page/Signature Count		Base Amount (Production Plus Delivery Amounts)	Base Amount Broken Down		
				Item	Amounts	
Code 2,000	Pages	26,352,000	\$ 275,270	Production	Including paper stock for pages, printing, cover material, binding, and assembly	\$254,492
	Signatures	549,000		Delivery	Including packing, loading, and shipping	\$20,778

FILL IN



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RESPONSE BOX 4

Base Amount Adjusted Due to Replacement Pages

Code	The Agency may request the Contractor use an occasional replacement page furnished by the Agency in lieu of the original digital proof page to correct its appearance or text because of issues related to the Agency's preparation of the composed pages. Verify (by marking "X") that the amount charged for using a replacement page will not exceed \$75 per hour.	Yes	X	
		No	_____	
Amount Per Hour = _____		Fill in This Portion Only if Answering "No" Above 		

RESPONSE BOX 5

Base Amount Adjusted Due to an Increase/Decrease in the Signature Count

The Agency is currently calculating the number of pages and signatures. The numbers are relatively fixed, but may change after the parties enter into the contract. An adjustment to the base amount is calculated on a 48-page signature count. See RESPONSE BOX 3.

	Signature Calculation	Estimated Number of Signatures	Adjusted Amount			
			Per Publication		Per Order	
Code	Unadjusted	274.5 Per Publication/ 549,000 Per Order	\$ 138 Base Amount ÷ by No. of Ordered Publications		\$ 275,270 Base Amount	
	Adjusted	Each Additional Full	Increased Base Amount Per Publication:	\$ 0.50	Increased Base Amount Per Order:	\$ 1000
		Each Additional Half	↑	\$ 0.25	↑	\$ 500
		Each Fewer Full	Decreased Base Amount Per Publication:	\$ (0.50)	Decreased Base Amount Per Order:	\$ (1000)
		Each Fewer Half	↑	\$ (0.25)	↑	\$ (500)



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RESPONSE BOX 6

Additional Amount Adjusted Due to an Overrun (Discount Rate)

Code

The Agency will adjust the base amount specified in RESPONSE BOX 3, or if necessary the adjusted base amount specified in RESPONSE BOX 5, to account for not more than 50 additional publications of an overrun which the Contractor delivers to the Agency during the standard performance period. It is assumed the discount rate equals 75% of the base amount, or adjusted base amount, for each such additional publication produced and delivered as part of the overrun. Indicate (by marking "X") whether the Potential Bidder will or will not agree to the default discount rate.

Will

X

Will Not

—

ANSWER

Discount Rate = — % of the base amount, or adjusted base amount, for each publication up to the following maximum number of 50 publications.

Fill in This Portion Only if Answering "Will Not" Above

RESPONSE BOX 7

Use of Subcontractor to Produce the Codes

Code

It is assumed that the Contractor will not use a subcontractor to produce (manufacture) the publications. Indicate (by marking "X") whether the Contractor will or will not use a subcontractor:

Will

—

Will Not

X

ANSWER

Name

Address

Contact Information

Telephone Number

Email Address

Fill in This Portion Only if Answering "Will" Above

Duties

Fill in This Portion Only if Answering "Will" Above



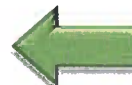
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RESPONSE BOX 8 Use of Subcontractor to Deliver Production Items

Code	It is assumed that the Contractor <u>will</u> use a subcontractor to deliver a production item such as sets of digital proof pages (e.g., FedEx®). Indicate (by marking "X") whether the Contractor <u>will</u> or <u>will not</u> use a subcontractor:		Will	X	ANSWER
			Will Not	—	
	Name	UPS		Fill in This Portion Only if Answering "Will" Above 	
	Address				
Contact Information	Telephone Number				
	Email Address				

RESPONSE BOX 9 Use of Subcontractors to Deliver the Publications

Code	It is assumed that the Contractor <u>will</u> use a subcontractor to deliver the publications to the Grimes Office Building warehouse, the State Capitol, and the Judicial Branch Building as part of Normal Delivery, and to courthouses, including associated buildings, throughout the state as part of Special Delivery (e.g., UPS Freight®). Indicate (by marking "X") whether the Contractor <u>will</u> or <u>will not</u> use a subcontractor:		Will	X	ANSWER
			Will Not	—	
	Name	King Solutions		Fill in This Portion Only if Answering "Will" Above 	
	Address				
Contact Information	Telephone Number				
	Email Address				

RESPONSE BOX 10 Production and Delivery Managers

The production and delivery managers for the Contractor are responsible for day-to-day operations, and are available for consultation by the Agency on a regular basis.

Code	Facts	Primary	Secondary (if applicable)	FILL IN
	Name	Denise Royal		
	Title	Client Services Representative		
	Mailing Address	525 Wescott Drive; C1.N143 Eagan, MN 55123		
	Tele.	763-326-5797		
	Fax			
	Email	denise.royal@thomsonreuters.com		



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RESPONSE BOX 11 Contract Managers

The contract manager for the Contractor is authorized to discuss any issue with the Agency relating to the interpretation of a provision of the contract executed by the parties.

Facts	Primary	Secondary (if applicable)
Name	Jill Gaarder	
Title	Operations Manger	
Mailing Address	525 Wescott Drive; C1-N130 Eagan, MN 55123	
Tele.	+1(763) 3265823	
Fax		
Email	jill.gaarder@thomsonreuters.com	

FILL IN

RESPONSE BOX 12

Authorized Negotiating Representative

The authorized negotiating representative may negotiate a contract on behalf of the Contractor and enter into the contract or amendments to the contract.

Facts	Primary	Secondary (if applicable)
Name		
Title		
Mailing Address		
Tele.		
Fax		
Email		

FILL IN

ALTERNATIVE
ANSWER

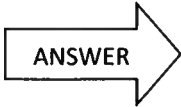
X

IN LIEU OF FILLING OUT THE INFORMATION REQUESTED ABOVE, THE CONTRACTOR MAY CHECK THIS BOX VERIFYING THAT THE SAME INFORMATION IS INCLUDED IN RESPONSE BOX 11



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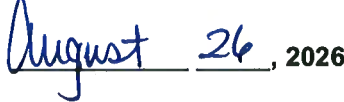
RESPONSE BOX 13
Additional Comments

Indicate (by marking "X") whether the Potential Bidder has any additional comments. If so, please attach a separate document describing these comments to this RFI form.		Yes	—
		No	X

IV. AUTHORIZED SIGNATURE

A person authorized by the Potential Bidder must sign and date this completed RFI form. The signed RFI form as submitted electronically to the Agency's contact shall bind the Potential Bidder to the terms and conditions of this RFI form for 30 days from the date of signing.

RESPONSE BOX 14
Signature of Authorized Representative

 Name	 Title	 August 26, 2026	

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