

"C" SERIES

CONTRACT

PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2027 IOWA CODE

C-3

APPENDICES FORM

Standards and Specifications, Delivery Instructions and Schedules, and Contact Information

Legislative Services Agency
Iowa General Assembly
State Capitol
Des Moines, Iowa 50319

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TABLE OF CONTENTS

APPENDIX A PRODUCTION STANDARDS	3
TABLE A-1 GENERAL	3
TABLE A-2 PAPER STOCK	4
TABLE A-3 PAGE COMPOSITION AND PRINTING	5
APPENDIX B CONSTRUCTION STANDARDS	6
TABLE B-1 PRODUCTION ITEMS	6
TABLE B-2 PUBLICATIONS (BINDING)	7
TABLE B-3 PUBLICATIONS (COVERS)	8
TABLE B-4 PUBLICATIONS (DECORATION)	9
APPENDIX C DELIVERY INSTRUCTIONS	11
TABLE C-1 DELIVERY OF AGENCY PRODUCTS	11
TABLE C-2 PACKAGING (AND LOADING) PRODUCTION ITEMS AND PUBLICATIONS	12
TABLE C-3 DESTINATION FOR PRODUCTION ITEMS	13
TABLE C-4 NUMBER OF PUBLICATIONS TO BE DELIVERED	13
TABLE C-5 DESTINATION FOR PUBLICATIONS (NORMAL DELIVERY TO WAREHOUSE)	14
TABLE C-6 DESTINATION FOR PUBLICATIONS (NORMAL DELIVERY TO STATE CAPITOL)	14
TABLE C-7 DESTINATION FOR PUBLICATIONS (NORMAL DELIVERY TO JUDICIAL BUILDING)	15
TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT OR MAIL)	16
APPENDIX D PRODUCTION AND DELIVERY SCHEDULES	26
TABLE D-1 KEY DEADLINES FOR DELIVERABLES (PRODUCTION ITEMS)	26
TABLE D-2 KEY DEADLINES FOR DELIVERABLES (PUBLICATIONS)	27
TABLE D-3 KEY DEADLINES FOR DELIVERABLES (PAYMENT)	27
APPENDIX E LIQUIDATED DAMAGES FORMULAS	28
TABLE E-1 NUMBER OF PREDETERMINED CALENDAR DAYS CALCULATED AS LATE FOR A PUBLICATION	28
TABLE E-2 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PUBLICATION ITEMS	28
TABLE E-3 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PRODUCTION ITEMS	29
TABLE E-4 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED FOR PUBLICATIONS AND PRODUCTION ITEMS	29
APPENDIX F CONTACT INFORMATION	30
TABLE F-1 CONTACT INFORMATION FOR THE AGENCY PRODUCTION ITEMS (SAMPLE COVERS)	30
TABLE F-2 CONTACT INFORMATION FOR THE AGENCY PRODUCTION ITEMS (SET OF DIGITAL PROOFS)	30
TABLE F-3 CONTACT INFORMATION FOR THE AGENCY DELIVERY OF PUBLICATIONS	31
TABLE F-4 CONTACT INFORMATION FOR THE AGENCY (LEGAL ISSUES)	31
TABLE F-5 CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS)	32
TABLE F-6 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)	32

APPENDIX A PRODUCTION STANDARDS

TABLE A-1 GENERAL

Code	Overall	Book Size	Publication Order	Estimated 48-Page/Signature Counts					
				Aggregate Total		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 and Title									
Counts	Volume	I	II	III	IV	V	VI	VII	VIII
	Pages	1,654	1,608	1,824	1,776	1,584	1,680	1,128	1,920
	Signatures	34.5	33.5	38	37	33	35	23.5	40

**APPENDIX A PRODUCTION STANDARDS
TABLE A-2 PAPER STOCK**

Code	BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT- NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVE	RECYCLED MATERIAL
	Custom Brite	7 1/4" x 10 1/8" Finished and trimmed to leave as much margin as possible	White	Smooth	85	85.5	30#	890	pH neutral (content of 7-7.5) Resistant to oxidation and of archival quality	Preferred but not required ⁱ

ⁱ The recycled content must derive from postconsumer materials. To be considered recycled, the paper stock must meet the requirements for procuring recycled printing paper as provided in the federal Resource Conservation and Recovery Act of 1976 (RCRA), as amended (42 U.S.C. §6962); and set forth in 40 C.F.R. pt. 247, and in related executive orders or advisory notices issued by the United States Environmental Protection Agency.

**APPENDIX A PRODUCTION STANDARDS
TABLE A-3 PAGE COMPOSITION AND PRINTING**

Code	IMAGE AREA FOR TYPE	FONT/ POINT SIZE	ART-WORK	INK		BLEED BARS			
				Ratio (After Conversion)	Biorenewable Products <i>Minimum</i>	Placement		Width	Number of Pages <i>Minimum</i>
	Generally one column 5 1/2" x 9" with folio	Font: Imperial BT	Minimal (Image of the State Seal)	1/1 black ink on two sides. No color (brown/light or faded black unacceptable).	10%-15%	Right side of right-hand pages	(1) Generally runs entire length of the page (2) Index entries may be 1 7/8" long	7/16"	(1) Code Editor's Note: 8 (2) Titles: 16 (3) *The following tables and indexes: (a) Tables and Indexes: 1 (b) Code Index: 1 (c) Iowa Constitution Index: 1 (4) Others Possible
*Two columns: Analysis' Tables Indexes	Point: Various								

*Only if the Agency timely verifies to the Contractor that Volume VIII includes pages reserved for tables or indexes.

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-1 PRODUCTION ITEMS

Code	ITEM	PERIODS	SPECIAL INSTRUCTIONS	NUMBER
	Sample Covers			
	Sample Covers	Trial Performance	(1) Preliminary Paper Proof Cover. Must be a laser proof or equivalent paper proof approved by the Agency which illustrates how the publications' covers will appear when the publications are bound, including all lettering and numbering, and the location of the required impressions and foil pieces. (2) Virtual Replica. Lettering and numbering, and the location of the impressions, stampings, and foil pieces must be identical to those used in the production of the publications. (3) Trimmed. Must be trimmed to size or marked to illustrate the trim size.	1 Proof
		Standard Performance	(1) Finished Sample. Cover for hardbound book. <i>See Table B-4.</i> (2) Exact Replica. Must include the same material, blanking, stamping of impressions, and attachment of foil pieces that will be used in the production of the books. Lettering and numbering and impressions. Stamping and the foil pieces must be identical to those used in the production of the publications. (3) Dyes. Must be produced using the same dyes that will be used in the production of the publications unless otherwise provided by the Agency. (4) Corners. Inside corners must be folded in the same manner as the publications. <i>See Table B-3.</i> (5) Trimmed. Must be trimmed to size.	1 Cover
	Set of Digital Proofs	Trial Performance*	(1) Equivalency. "Digital proofs" must be laser proof replicating conventional blue line pages with crop marks or equivalent proof pages as approved by the Agency. (2) Exact Replica. Must be exact replica of the test composed pages delivered by the Agency, with corrections as directly ordered (by markup or replacement page) by the Agency. The Agency will review corrected pages. Contractor is not required to deliver a new set of digital proofs. (3) Paper Size. Paper size must not exceed 8 1/2" x 11". (4) Print. Must be printed in black, clearly legible type (no faded text). (5) Assembly. Must be assembled in the order that the Agency delivered test composed pages to the Contractor. (6) Format. Must be arranged in sequential order by page number as transmitted to the Contractor by the Agency, and delivered to the Agency in one of the following forms: (a) First Preference. Printed on both sides of each sheet and stapled or folded by signature in book form. (b) Alternative Preference. Printed on one side of each sheet and stapled by signature at the top left-hand corner.	1 Set
		Standard Performance	(1), (3), (4), (5), and (6) ↑ <i>See Box for Trial Performance Period.</i> (2) Exact Replica. Must be exact replica of the composed pages delivered by the Agency to the Contractor with corrections as directly ordered by the Agency by the submission of markup or replacement pages to the Contractor. The Agency must approve the corrected pages.	1 Set

* The Agency waives this requirement.

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-2 PUBLICATIONS (BINDING)

	CONSTRUCTION	CAMBRIC	BANDS Head Band and Foot Bands	SIGNATURES	
				Type	Construction
Code	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.	(1) General. First and last signatures must be reinforced at the spine with cambric which measures at least 1" in width and at least 7/8" from the spine when concealed after the cover is attached to the end sheets. (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.	Color must be alternating red and gold checkerboard pattern.	(1) Full. Full 48-page or split (e.g., half 24-page) as approved by the Agency. (2) Prohibition. Signatures having more than 48 pages or less than 24 pages are prohibited unless approved by the Agency.	Burst bound

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-3 PUBLICATIONS (COVERS)

	CONSTRUCTION	MATERIALS			
		Back Line	Binder's Board	End Sheets	Cover Material
Code	(1) Case Bound Book. Cover must conform to sample finished cover approved by the Agency, with Agency corrections if necessary. (2) Attached Signatures. Signatures must be securely attached to the book block. <i>See Table B-2.</i> (3) Corners. For the top corner, the top fabric must be folded down and glued down before the side fabric is folded over, glued down, and trimmed at an angle. For the bottom corner, the bottom fabric must be folded up and glued down before the side fabric is folded over, glued down, and trimmed at an angle. The corner folds must be thoroughly smashed and mitered in a manner that prevents the fabric from fraying. (4) Loose Rounded Spine. Spine must be loose and rounded, with uniform and tight joints and adequate gutters. A loose and round spine means the casing must not be glued to the back of the book block. (5) Blank Pages. The use of blank pages other than delivered to the Contractor by the Agency must be approved by the Agency. (6) Dies. All type and bars must be set from the sampling die on the spine.	Heavy 90# kraft on the spine area	Davey red label binder's board with .097" thickness	80# publisher white	Fabric. Tan color. Same Buckram grain commonly known as the type and variety designated as Roxite F taupe #69564, and produced by ICG-Holliston, or an equivalent cover approved by the Agency.

APPENDIX B CONSTRUCTION STANDARDS

TABLE B-4 PUBLICATIONS (DECORATION)*

	FRONT AND BACK COVERS	SPINE	
		Stamping	Foil Pieces
Code	(1) Blind Stamping (Bars). All of the following: (a) General. One impression of blind stamping on the front and back of the cover. Approx. 1/4" from top and bottom of the book. (b) Dies. A die must be one piece. (2) Type (Front Cover). All of the following: (a) Appearance. Crisp, bold, and distinct black. (b) Location for All Covers. Centered on the top half of the book. 1st Line. From the top of the letter "V" to the top edge cover, approx. 2". 4th Line. From the bottom of the letters and numbers to the top edge of the book, approx. 6". (c) Location for Vol. VIII. Centered and on the bottom half of the book. 5th Line. From the bottom of the letters to the bottom edge of the book, approx. 4 1/2". (d) Content and Point Size (Various). All of the following: 1st Line. The word "VOLUME" and the Roman numeral designating the volume number. Approx. 30 pts. with the letter "V" and the Roman numeral, approx. 42 pts. 2nd Line. The words "CODE OF IOWA". Approx. 46 pts. 3rd Line. The number "2027". Approx. 30 pts. 4th Line. The word "CHAPTERS" and the Arabic numerals referring to the chapters expressed as a range (e.g., "CHAPTERS 123 to 255A"). Approx. 24 pts. (e) **For the cover of Vol. VIII: 5th Line. The words "TABLES AND INDEXES". Approx. 24 pts. (same as 4th Line)	(1) Blind (Bars). Six evenly spaced. 1st. From the top to the top edge of the book, approx. 1/4". 2nd. From the bottom to the top of the red foil piece, approx. 1/4". 3rd. Immediately below the red foil piece. 4th. Immediately above the black foil piece. 5th. From the top to the bottom of the black foil piece, approx. 1/4". 6th. From the bottom to the bottom edge of the book, approx. 1/4". (2) Type. All of the following: (a) Appearance. Crisp, bold, and distinct black. (b) Location for All Spines. Lines 1-3 centered and equal distance between the red and black foil pieces; beginning immediately below the 3rd bar and ending immediately above the 4th bar. <i>See Foil Pieces Box.</i> (c) Location for Vol. VIII. Lines 4-6 centered and evenly spaced. 4th Line. From the bottom of the 5th bar to the top of the 4th Line, approx. 1/4". 6th Line. From the bottom of the 6th Line to the top of the 6th bar, approx. 1/2". (d) Content and Point Size. All of the following: 1st Line. The word "VOLUME" and a Roman numeral designating the volume number. Approx. 19 pts. 2nd Line. The word "CHAPTERS". Approx. 19 pts. 3rd Line. The chapters designation (e.g., "123 to 255A"). <i>See Front and Back Covers Box.</i> (e) **For the spine of Vol. VIII: 4th Line. The word "TABLES". Approx. 19 pts (same as 3rd Line). 5th Line. The word "AND". Approx. 16 pts. (3 pts. less than the 4th Line). 6th Line. The word "INDEXES". Approx. 19 pts. (same as 4th Line).	(1) Red Foil Piece. All of the following: (a) Affixed. Affixed in a manner that is permanently attached to the book. (b) Alignment. Straight. (c) Dimensions. Approx. 1 7/8" high and wrapped to the gutter of the spine. (d) Appearance. Type is crisp and distinct gold leaf. (e) Location. The top edge approx. 2 1/4" from the top edge of the book. (f) Type. All of the following: (i) Location. Centered between the sets of gold bars. (ii) Content and Point Size (Various). All of the following: 1st Line. The word "CODE". Approx. 34 pts. 2nd Line. The word "OF". Approx. 18 pts. 3rd Line. The word "IOWA". Approx. 34 pts. (iii) Font. Times New Roman. (iv) Capital Letters. All. (g) Spacing. Standard uniform spacing for letters depending on the width of the book. Spacing between the bottom of one line and top of the next line: Lines 1 and 2: Approx. 1/8". Lines 2 and 3: Approx. 1/8".

* Subject to adjustment by LSA during the cover approval process. See Appendix "D"

** Only if the Agency timely verifies to the Contractor that Volume VIII includes pages reserved for tables or indexes.
Contract Form 2027 Code (C-3)

TABLE B-4 PUBLICATIONS (DECORATION) *Continued**

	FRONT AND BACK COVERS	SPINE	
		Stamping	Foil Pieces
Code	(f) Font. Times New Roman. (g) Spacing. For all volumes on the top half of a cover, standard uniform spacing for letters depending on the width of the book. Spacing between the bottom of one line and top of the next line: Lines 1 and 2: Approx. 7/16". Lines 2 and 3: Approx. 1/2". Lines 3 and 4: Approx. 1/2". (h) **Spacing for Volume VIII. On the bottom half of a book, standard uniform spacing for letters depending on width of book. Spacing between the bottom of one line and top of the next line: Lines 4 and 5: Approx. 1/2". (i) Capital Letters. All. (3) Dies. All of the following: (a) Setting. Type and bars must be set from the sampling die on the spine. (b) One Piece. A die must be one piece.	(f) Font. Times New Roman. (g) Spacing. For all volumes in the center of the spine, standard uniform spacing for letters and numbers depending on the width of book. Spacing between the bottom of one line and top of the next line: Lines 1 and 2: Approx. 5/16". Lines 2 and 3: Approx. 5/16". (h) **Spacing for Volume VIII. On the bottom half of the spine, standard uniform spacing for letters depending on width of book. Spacing between the bottom of one line and top of the next line: Lines 4 and 5: Approx. 1/8". Lines 5 and 6: Approx. 1/8". (i) Capital Letters. All. (3) Dies. All of the following: (a) Setting. Type and bars must be set from the sampling die on the spine. (b) One Piece. A die must be one piece.	(h) Bars. Two sets of bars must run horizontally at the top and bottom of the foil pieces as follows: (i) Size. For each set of bars, all of the following: Wide Top and Bottom Bars. Approx. the size of a 12 pt. line of rule. Thin Top and Bottom Bars. Not thicker than a 6 pt. line of rule. (ii) Distance. The distance between the wide and thin bars must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. (iii) Placement. For the top set of bars, the distance between the top edge of the wide bar and the top edge of the foil piece must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. For the bottom set of bars, the same distance applies between the bottom edge of the wide bar and the bottom of the foil piece. (2) Black Foil Piece. All of the following: (a), (b), (c), (d), and (h). ↑ (e) Location. From the bottom to the bottom edge of the book, approx. 2 5/8". (f) Type. All of the following: (i) Location. Centered between the sets of bars. (ii) Content and Point Size. The number "2027". Approx. 28 pts. (iii) Font. Times New Roman. (iv) Capital Letters. All. (g) Spacing. Uniform spacing for numerals depending on the width of book.

* Subject to adjustment by LSA during the cover approval process. See *Appendix "D"*

** Only if the Agency timely verifies to the Contractor that Volume VIII includes pages reserved for tables or indexes.

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-1 DELIVERY OF AGENCY PRODUCTS

Code	SPECIAL INSTRUCTIONS
	(1) Sample Publication. Upon request, the Agency will deliver the 2025 edition of the Iowa Code to the Contractor. (2) Composed Pages. Agency will deliver composed pages to the Contractor as follows: (a) Format. The Agency will transmit fully composed pages in an electronic format (Adobe® Systems portable document format [PDF]) to the Contractor. (b) Electronic Delivery. The Agency may deliver files used in production by electronic transfer directly to the Contractor by file transfer protocol (FTP), by electronic mail to the Contractor's contact person, or to the Contractor's Internet website. (c) Paper Copies. The Agency will deliver paper copies of the composed pages to the Contractor in a manner determined reasonable by the Agency. (d) Incremental Delivery. During the standard performance period, the Agency may deliver composed pages to the Contractor in installments by groupings of signatures. The Contractor must ship sets of press proofs for delivery to the Agency as the Agency delivers composed pages to the Contractor.

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-2 PACKAGING (AND LOADING) PRODUCTION ITEMS AND PUBLICATIONS

	SPECIAL INSTRUCTIONS
Code	(1) Common Carrier Requirement. If the Contractor does not personally perform packaging (and loading) and shipping (and unloading) production items or books, the following apply: (a) Courier. The courier must be the United States Mail Service, FedEx® Corp., United Parcel Service, Inc. (UPS®), or another person who is a midwestern or nationally recognized courier authorized by the Agency. (b) Freight Company. The freight company must be XPO, Inc., King Solution, Inc., or another person who is a midwestern or nationally recognized freight company authorized by the Agency. (2) Courier and Freight Company. All of the following apply: (a) Less Weight. A shipment of less than 800 lbs. may be made by a courier or a freight company. (b) More Weight. A shipment of 800 lbs. or more must only be made by a freight company. (3) Publications. For publications, all of the following apply: (a) Contents Identified. One side of each box must reasonably indicate its contents: "2027 CODE OF IOWA" and the number of volumes "VOLUMES I-VIII". Beneath the phrase "VOLUMES I-VIII" shall be printed "Download a free copy of the 2027 Iowa Law Infobase and 2028 Iowa Law Infobase". (b) Volume Packaging. Each set of volumes of a publication must be packaged in a single box. (c) Errata or Information Sheet. Each box may contain an errata or information sheet composed by the Agency, delivered to the Contractor by the Agency, and produced and packaged by the Contractor. (d) Weight. N/A. (e) Loading. All of the following: (i) Skids. Each carton must be packed and delivered on skids and be strapped to the skids by polyethylene wrap. (ii) Pallets. All of the following: Each package must fit on a 3' 4" x 5' pallet without overhang. A package may be loaded on a pallet that is less than 3' 4" x 5' for special delivery. A pallet must not be double stacked. (f) Unloading. The freight company, and not the Agency nor any state employee, is solely responsible for unloading and moving a pallet to a location specified in <i>Tables C-5 — C-8</i>, and as directed by the contact persons described in those tables. (4) F.O.B. and Risks. The Contractor must deliver production items and publications free on board (F.O.B.), destination, door, freight prepaid and allowed. The Contractor bears the expense and risk of putting the production items and publications into the possession of a common carrier, and the Contractor is responsible for securing all necessary and customary insurance for shipment. The risk of loss is borne by the Contractor until the Agency takes possession of the production item or publication. (5) Specifications. The Contractor must make shipments in a manner that meets all requirements for the applicable freight classification.

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-3 DESTINATION FOR PRODUCTION ITEMS

Code	PRODUCTION ITEM	ADDRESSEE	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
	Covers with Spines	Mr. Michael Duster Iowa Code Editor	Ground Floor (Room G-01) State Capitol Building 1007 E. Grand Ave. Des Moines, Iowa 50319	(1) Contact. Contact the addressee one business day prior to delivery. <i>For contact information, see Appendix F.</i> (2) Delivery Day. Business day. (3) Delivery Time. Generally, 8:00 a.m. - 4:30 p.m. Central Time. Delivery after 10:30 a.m. is considered delivery on the next business day. (4) Contact Persons. See Tables F-1 through F-5.
	Set of Digital Proofs	Ms. Christina Weakland Editor, Publications Editing Office	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-4 NUMBER OF PUBLICATIONS TO BE DELIVEREDⁱⁱ

Code	TOTAL	NORMAL	SPECIAL
	2,000	1,443	557

ⁱⁱ The number of publications reserved for Normal Delivery and Special Delivery will be determined after the execution of the contract. The parties will adjust the contract price after the contract's execution.

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-5 DESTINATION FOR PUBLICATIONS
(NORMAL DELIVERY TO WAREHOUSE)

NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Code	Grimes State Office Building (Warehouse) 400 East 14th St. and Grand Ave. Des Moines, Iowa 50319	(1) General. All of the following: (a) Delivery Day. Business day. (b) Delivery Time. 8:00 a.m. - 4:30 p.m. (Central Time). (2) Location. The Warehouse is located off Walnut Ave. between 13th and 14th Str. (3) Low Dock. The dock is inside the building, and there are no accommodations to unload by forklift. All pallets must be unloaded by pallet jacks located at the dock. The maximum clearance for the dock is 13'. <u>A shipment by a truck that exceeds the 13' clearance shall be deemed undelivered.</u> (4) Contact Person: (a) Agency's Contact Person. Contact the Agency's contact person one business day prior to delivery. See Table F-4. (b) Agency's Designee. Contact the Agency's designee person one business day prior to delivery and when the shipment arrives at the Warehouse. The Agency's designee at the Warehouse is as follows: Ms. Stella Sussex Telephone: 515.954.0755 Email: stella.sussex@iowa.gov

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-6 DESTINATION FOR PUBLICATIONS
(NORMAL DELIVERY TO STATE CAPITOL)

NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Code	300 State Capitol Building 1007 E. Grand Ave. Des Moines, Iowa 50319 Ground Floor Room G-01	(1) General. All of the following: (a) Delivery Day. Business day. (b) Delivery Time. 8:00 a.m. - 4:30 p.m. (Central Time). (2) Same Shipment. Deliver as part of the same shipment to the Grimes State Office Building Warehouse. (3) Location. Deliver to the west side of the building (circular drive). (4) No Dock. It is customary to unload using truck equipped with a "Tommy lift" or "lift gate." (5) Unloading Truck. The truck must be unloaded and books delivered without physical assistance from state employees. (6) Transport Within Building. Publications must be delivered to Room G-01 on the ground floor (basement level). (7) Contact Person. Contact the Agency's contact person one business day prior to delivery and when the shipment arrives. See Table F-4. The Agency's principal contact person is as follows: Mr. John Heggen Telephone: 515.725.7827 Email: john.heggen@legis.iowa.gov

**APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-7 DESTINATION FOR PUBLICATIONS
(NORMAL DELIVERY TO JUDICIAL BUILDING)**

NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
50	Iowa Judicial Branch Building 1111 East Court Avenue Des Moines, IA 50319	(1) General. All of the following: (a) Delivery Day. Business day. (b) Delivery Time. 8:00 a.m. - 4:30 p.m. (Central Time). (2) Same Shipment. Deliver as part of the same shipment to the Grimes State Office Building Warehouse and the State Capitol Building. (3) Location. Deliver in the parking lot area to the gate and push the button for security in order to access the unloading area. (4) No Dock. It is customary to unload using truck equipped with a "Tommy lift" or "lift gate." (5) Unloading Truck. The truck must be unloaded and publication items delivered without physical assistance by state employees. (6) Contact Person: (a) Agency's Contact Person. Contact the Agency's contact person one business day prior to delivery. <i>See Table F-4.</i> (b) Agency's Designee. Contact the Agency's designee person one business day prior to delivery and when the shipment arrives at the Judicial Building. The Agency's designee at the Judicial Building is as follows: Ms. Betsy Barnett Telephone: 515.348.4847 Email: betsy.barnett@iowacourts.gov

Code

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT OR MAIL)
1st Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Benita Gossman	Clerk of Court	Allamakee	110 Allamakee St.	Waukon	IA	52172	2	—	benita.gossman@iowacourts.gov
Sara Bruess	Court Administration	Black Hawk	316 E. 5th St. Room 309	Waterloo	IA	50703	15	—	sara.bruess@iowacourts.gov
Beth Perkins-Scheidt	Clerk of Court	Buchanan	210 5th Ave. NE	Independence	IA	50644	2	—	beth.perkins-scheidt@iowacourts.gov
Michele Kuehl	Clerk of Court	Chickasaw	8 E. Prospect	New Hampton	IA	50659	2	—	michele.kuehl@iowacourts.gov
Beth Perkins-Scheidt	Clerk of Court	Clayton	111 High St. Suite 203	Elkader	IA	52043	2	—	beth.perkins-scheidt@iowacourts.gov
Beth Perkins-Scheidt	Clerk of Court	Delaware	301 E. Main Suite 206	Manchester	IA	52057	2	—	beth.perkins-scheidt@iowacourts.gov
Abigail Deutmeyer	Court Administration	Dubuque	720 Central Ave.	Dubuque	IA	52004	13	—	abigail.deutmeyer@iowacourts.gov
Benita Gossman	Clerk of Court	Fayette	114 N. Vine St.	West Union	IA	52175	2	—	benita.gossman@iowacourts.gov
Michele Kuehl	Clerk of Court	Grundy	706 G Ave.	Grundy Center	IA	50658	2	—	michele.kuehl@iowacourts.gov
Benita Gossman	Clerk of Court	Howard	137 N. Elm St.	Cresco	IA	52136	2	—	benita.gossman@iowacourts.gov
Benita Gossman	Clerk of Court	Winneshiek	201 W. Main	Decorah	IA	52101	2	—	benita.gossman@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT OR MAIL)
2nd Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Janet Baldus	Clerk of Court	Ames	515 Clark Ave.	Ames	IA	50010	1	—	janet.baldus@iowacourts.gov
Janet Baldus	Clerk of Court	Boone	201 State St.	Boone	IA	50036	4	—	janet.baldus@iowacourts.gov
Jessica Fox	Clerk of Court	Bremer	415 E. Bremer Ave.	Waverly	IA	50677	4	—	jess.fox@iowacourts.gov
Jessica Fox	Clerk of Court	Butler	428 6th St.	Allison	IA	50602	3	—	jess.fox@iowacourts.gov
Laura Jacobson	Clerk of Court	Calhoun	416 4th St., Suite 5	Rockwell City	IA	50579	2	—	laura.jacobson@iowacourts.gov
Sheri Miller	Clerk of Court	Carroll	114 E. 6th St., Suite 5	Carroll	IA	51401	3	—	sheri.miller@iowacourts.gov
Stacy Oleson	Clerk of Court	Cerro Gordo	220 N. Washington Ave.	Mason City	IA	50401	8	—	stacey.oleson@iowacourts.gov
Tina Thomason	Court Administrator	Cerro Gordo	220 N. Washington Ave.	Mason City	IA	50401	0	—	tina.thomason@iowacourts.gov
Jessica Fox	Clerk of Court	Floyd	101 S. Main St., Suite 305	Charles City	IA	50616	4	—	jess.fox@iowacourts.gov
Jessica Fox	Clerk of Court	Franklin	12 1st Ave., N.W.	Hampton	IA	50441	2	—	jess.fox@iowacourts.gov
Janet Baldus	Clerk of Court	Greene	114 N. Chestnut, Suite 9	Jefferson	IA	50129	3	—	janet.baldus@iowacourts.gov
Laura Jacobson	Clerk of Court	Hamilton	2300 Superior St., Suite 9	Webster City	IA	50595	2	—	laura.jacobson@iowacourts.gov
Lori Hasfjord	Clerk of Court	Hancock	855 State St.	Garner	IA	50438	3	—	lori.hasfjord@iowacourts.gov
Allison Munro	Clerk of Court	Hardin	1215 Edgington Ave., Suite 7	Eldora	IA	50627	3	—	allison.munro@iowacourts.gov
Sheri Miller	Clerk of Court	Humboldt	203 Main St.	Dakota City	IA	50529	3	—	sheri.miller@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT OR MAIL)
2nd Judicial District (Cont.)

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Allison Munro	Clerk of Court	Marshall	1 E. Main St.	Marshalltown	IA	50158	6	—	allison.munro@iowacourts.gov
Stacy Oleson	Clerk of Court	Mitchell	212 S. 5th St.	Osage	IA	50461	2	—	stacey.oleson@iowacourts.gov
Sheri Miller	Clerk of Court	Pocahontas	99 Court Square, Ste. 6	Pocahontas	IA	50574	2	—	sheri.miller@iowacourts.gov
Sheri Miller	Clerk of Court	Sac	100 N.W. State St., Suite 12	Sac City	IA	50583	2	—	sheri.miller@iowacourts.gov
Janet Baldus	Clerk of Court	Story	1315 S. B Ave., Suite 1	Nevada	IA	50201	10	—	janet.baldus@iowacourts.gov
Laura Jacobson	Clerk of Court	Webster	701 Central Ave., Suite 6	Fort Dodge	IA	50501	10	—	laura.jacobson@iowacourts.gov
Tina Thomason	Court Administrator	Webster	701 Central Ave., 4th Floor	Fort Dodge	IA	50501	1	—	tina.thomason@iowacourts.gov
Lori Hasfjord	Clerk of Court	Winnebago	126 S. Clark St., Suite 6	Forest City	IA	50436	2	—	lori.hasfjord@iowacourts.gov
Lori Hasfjord	Clerk of Court	Worth	1000 Central Ave., Suite 2	Northwood	IA	50459	2	—	lori.hasfjord@iowacourts.gov
Laura Jacobson	Clerk of Court	Wright	115 N. Main, Suite 6	Clarion	IA	50525	2	—	laura.jacobson@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT OR MAIL)
3rd Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Sara Dehrkoop	Clerk of Court	Buena Vista	215 E. 5th St.	Storm Lake	IA	50588	5	—	sara.dehrkoop@iowacourts.gov
Lisa Phillips	Clerk of Court	Cherokee	520 W. Main St.	Cherokee	IA	51012	4	—	lisa.phillips@iowacourts.gov
Sara Dehrkoop	Clerk of Court	Clay	215 W. 4th St., Ste. 4	Spencer	IA	51301	8	—	sara.dehrkoop@iowacourts.gov
Karen Kahl	Clerk of Court	Crawford	1202 Broadway St., Ste. 1P	Denison	IA	51442	3	—	karen.kahl@iowacourts.gov
Teresa Wendelsdorf	Clerk of Court	Dickinson	1802 Hill Ave., Ste. 2506	Spirit Lake	IA	51360	9	—	N/A
Teresa Wendelsdorf	Clerk of Court	Emmet	609 1st Ave. N	Estherville	IA	51334	3	—	N/A
Lisa Phillips	Clerk of Court	Ida	401 Moorehead St.	Ida Grove	IA	51445	2	—	lisa.phillips@iowacourts.gov
Teresa Wendelsdorf	Clerk of Court	Kossuth	114 W. State St.	Algona	IA	50511	4	—	teresa.wendelsdorf@iowacourts.gov
Stephanie Wollmuth	Clerk of Court	Lyon	206 S. 2nd Ave.	Rock Rapids	IA	51246	4	—	N/A
Karen Kahl	Clerk of Court	Monona	610 Iowa Ave.	Onawa	IA	51040	2	—	karen.kahl@iowacourts.gov
Sara Dehrkoop	Clerk of Court	O'Brien	155 S. Hayes Ave.	Primghar	IA	51245	3	—	sara.dehrkoop@iowacourts.gov
Teresa Wendelsdorf	Clerk of Court	Osceola	300 7th St.	Sibley	IA	51249	3	—	N/A
Sara Dehrkoop	Clerk of Court	Palo Alto	1010 Broadway	Emmetsburg	IA	50536	3	—	sara.dehrkoop@iowacourts.gov
Stephanie Wollmuth	Clerk of Court	Plymouth	215 4th Ave. S.E.	Le Mars	IA	51031	4	—	stephanie.wollmuth@iowacourts.gov
Stephanie Wollmuth	Clerk of Court	Sioux	210 Central Ave. S.W.	Orange City	IA	51041	4	—	stephanie.wollmuth@iowacourts.gov
Peggy Frericks	Court Administration	Woodbury	620 Douglas St., Ste. 210	Sioux City	IA	51101	26	—	peggy.frericks@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

**TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT OR MAIL)
4th Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Wendi Barnett	Clerk of Court	Audubon	318 Leroy Street, Ste. 6	Audubon	IA	50025- 1255	1	—	wendi.barnett@iowacourts.gov
Wendi Barnett	Clerk of Court	Cass	5 West 7th Street	Atlantic	IA	50022	2	—	wendi.barnett@iowacourts.gov
Kim Carter	Clerk of Court	Fremont	506 Filmore St.; PO Box 549	Sidney	IA	51652- 0549	1	—	kim.carter@iowacourts.gov
Wendi Barnett	Clerk of Court	Harrison	111 North Second Ave.	Logan	IA	51546	2	—	wendi.barnett@iowacourts.gov
Kim Carter	Clerk of Court	Mills	418 Sharp Street	Glenwood	IA	51534- 1756	1	—	kim.carter@iowacourts.gov
Kim Carter	Clerk of Court	Montgomery	105 Coolbaugh St.; PO Box 469	Red Oak	IA	51566- 0469	1	—	kim.carter@iowacourts.gov
Kim Carter	Clerk of Court	Page	112 East Main St.; PO Box 263	Clarinda	IA	51632	2	—	kim.carter@iowacourts.gov
Laura Kyndesen	Court Administration	Pottawattamie	227 S. 6th Street; 4th Floor	Council Bluffs	IA	51501	18	—	laura.kyndesen@iowacourts.gov
Wendi Barnett	Clerk of Court	Shelby	612 Court Street; PO Box 431	Harlan	IA	51537- 0431	1	—	wendi.barnett@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT OR MAIL)
5th Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Stacey Armstrong	Clerk of Court	Adair	400 Public Square Ste. 7	Greenfield	IA	50849-0389	2	—	stacey.armstrong@iowacourts.gov
Jackie Saville	Clerk of Court	Adams	500 9th St.	Corning	IA	50841	1	—	jackie.saville@iowacourts.gov
Allison Danilovich	Clerk of Court	Clarke	100 S. Main St.	Osceola	IA	50213	2	—	allison.danilovich@iowacourts.gov
Anna Butler	Clerk of Court	Dallas	801 Court St.	Adel	IA	50003-1485	9	—	anna.butler@iowacourts.gov
Traci Tharp	Clerk of Court	Decatur	207 N. Main St.	Leon	IA	50144	1	—	traci.tharp@iowacourts.gov
Stacey Armstrong	Clerk of Court	Guthrie	200 N. 5th St.	Guthrie Center	IA	50115	2	—	stacey.armstrong@iowacourts.gov
Kelly Ruhnke	Clerk of Court	Jasper	101 1st St. N	Newton	IA	50208	6	—	kelly.ruhnke@iowacourts.gov
Traci Tharp	Clerk of Court	Lucas	916 Braden Ave.	Chariton	IA	50049	1	—	traci.tharp@iowacourts.gov
Kelly Junkmann	Clerk of Court	Madison	112 N. John Wayne Dr.	Winterset	IA	50273-0152	2	—	kelly.junkmann@iowacourts.gov
Kelly Ruhnke	Clerk of Court	Marion	214 E. Main St.	Knoxville	IA	50138	3	—	kelly.ruhnke@iowacourts.gov
Jennifer Webster	Court Administration	Polk	500 Mulberry St. Ste. 4300	Des Moines	IA	50309-4238	49	—	jennifer.webster@iowacourts.gov
Jackie Saville	Clerk of Court	Ringgold	109 W. Madison St.	Mount Ayr	IA	50854-0523	1	—	jackie.saville@iowacourts.gov
Jackie Saville	Clerk of Court	Taylor	405 Jefferson St.	Bedford	IA	50833	2	—	jackie.saville@iowacourts.gov
Allison Danilovich	Clerk of Court	Union	300 N. Pine St.	Creston	IA	50801	2	—	allison.danilovich@iowacourts.gov
Kelly Junkmann	Clerk of Court	Warren	115 N. Howard St. Ste. 100	Indianola	IA	50125	6	—	kelly.junkmann@iowacourts.gov
Traci Tharp	Clerk of Court	Wayne	101 Franklin Rd.	Corydon	IA	50060	1	—	traci.tharp@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT OR MAIL)
6th Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Julie Hessenius	Clerk of Court	Benton	111 E. Fourth Street	Vinton	IA	52349	5	—	julie.hessenius@iowacourts.gov
Julie Hessenius	Clerk of Court	Iowa	901 Court Avenue	Marengo	IA	52301	5	—	julie.hessenius@iowacourts.gov
Alison Meade	Clerk of Court	Johnson	417 South Clinton Street	Iowa City	IA	52240	15	—	alison.meade@iowacourts.gov
Jennifer Schrader	Clerk of Court	Jones	500 West Main Street	Anamosa	IA	52205	5	—	jennifer.schrader@iowacourts.gov
Courtney Arnold	Clerk of Court	Linn	51 – 3rd Avenue Bridge	Cedar Rapids	IA	52401	36	—	courtney.arnold@iowacourts.gov
Christopher Wyatt	Clerk of Court	Linn County Juvenile Justice Center	211 8th Ave. SW	Cedar Rapids	IA	52404	7	—	christopher.wyatt@iowacourts.gov
Julie Hessenius	Clerk of Court	Tama	100 West High Street	Toledo	IA	52342	7	—	julie.hessenius@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

**TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT OR MAIL)
7th Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Tami Thurston	Court Administration	Scott	400 W 4th Street	Davenport	IA	52801	32	—	tami.thurston@iowacourts.gov
Heidi McDonough	Clerk of Court	Cedar	400 Cedar Street	Tipton	IA	52772	5	—	heidi.mcdonough@iowacourts.gov
Casey Gano-Trout	Clerk of Court	Clinton	612 N. 2nd Street	Clinton	IA	52732	7	—	casey.gano@iowacourts.gov
Casey Gano-Trout	Clerk of Court	Jackson	201 West Platt Street	Maquoketa	IA	52060	5	—	casey.gano@iowacourts.gov
Heidi McDonough	Clerk of Court	Muscatine	401 East 3rd Street	Muscatine	IA	52761	7	—	heidi.mcdonough@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT OR MAIL)
8th Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	Courthouse	Street	City	St.	Zip		Telephone	Email
Sara Oden	Clerk of Court	Appanoose	201 North 12th	Centerville	IA	52544	4	---	sara.oden@iowacourts.gov
Heather Power	Clerk of Court	Davis	100 Courthouse Square	Bloomfield	IA	52537	3	---	heather.power@iowacourts.gov
Sara Maddux	Clerk of Court	Des Moines	513 North Main	Burlington	IA	52601	13	---	sara.maddux@iowacourts.gov
Sara Maddux	Clerk of Court	Henry	100 East Washington	Mount Pleasant	IA	52641	4	---	sara.maddux@iowacourts.gov
Mandy Schlib	Clerk of Court	Jefferson	51 W. Briggs	Fairfield	IA	52556	7	---	mandy.schlib@iowacourts.gov
Mandy Schlib	Clerk of Court	Keokuk	101 S. Main	Sigourney	IA	52591	5	---	mandy.schlib@iowacourts.gov
Megan Baum	Clerk of Court	North Lee	701 Avenue F	Fort Madison	IA	52627	6	---	megan.baum@iowacourts.gov
Megan Baum	Clerk of Court	South Lee	25 North 7th Street	Keokuk	IA	52632	6	---	megan.baum@iowacourts.gov
Sara Maddux	Clerk of Court	Louisa	117 South Main	Wapello	IA	52653	3	---	sara.maddux@iowacourts.gov
Sara Oden	Clerk of Court	Mahaska	106 S. 1st Street	Oskaloosa	IA	52577	6	---	sara.oden@iowacourts.gov
Sara Oden	Clerk of Court	Monroe	10 Benton Ave. East	Albia	IA	52531	3	---	sara.oden@iowacourts.gov
Sara Oden	Clerk of Court	Poweshiek	302 East Main	Montezuma	IA	50171	4	---	sara.oden@iowacourts.gov
Megan Baum	Clerk of Court	Van Buren	4th & Dodge	Keosauqua	IA	52565	3	---	megan.baum@iowacourts.gov
Heather Power	Clerk of Court	Wapello	101 West Fourth St.	Ottumwa	IA	52501	11	---	heather.power@iowacourts.gov
Mandy Schlib	Clerk of Court	Washington	224 West Main	Washington	IA	52353	7	---	mandy.schlib@iowacourts.gov
Cathy Reck	Court Administration	Court Administrator's Office	110 East Main St.	Ottumwa	IA	52501	0	---	cathy.reck@iowacourts.gov

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

PERIOD	TYPE	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
Code Trial Performance	Paper Proof Covers	Within 10 calendar days after the Agency delivers its specifications to the Contractor, the Contractor must deliver a paper proof cover to the Agency for approval. <i>See Table C-3.</i>	Within 10 calendar days after the Contractor delivers the paper proof cover, the Agency must deliver notice or marked-up paper proof cover to the Contractor (stating approval, qualified approval, or disapproval).
	Sets of Digital Proofs*	Within 5 business days after the Agency delivers test composed pages to the Contractor, the Contractor must deliver 1 set of digital proofs to the Agency. <i>See Table C-3.</i>	Within 1 business day after the Contractor delivers the set of digital proofs, the Agency must deliver a notice or marked-up set of digital proofs (or parts of a set) to the Contractor (stating approval, qualified approval, or disapproval).

*The Agency waives this requirement.

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

Code	PERIOD	TYPE	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
	Standard Performance	Finished Cover	Within 15 calendar days after the Agency delivers its final page count for a publication item to the Contractor, the Contractor must deliver 1 finished cover to the Agency for approval. See <i>Table C-3</i> .	Within 5 calendar days after the Contractor delivers the finished cover, the Agency must deliver notice or marked-up finished cover to the Contractor (stating approval, qualified approval, or disapproval).
		Set of Digital Proofs	Within 5 business days after the Agency delivers composed pages for a publication item to the Contractor, the Contractor must deliver 1 set of digital proofs to the Agency for approval. See <i>Table C-3</i> .	Within 1 business day after the Contractor delivers the set of digital proofs for a publication item to the Agency, the Agency must deliver notice or a marked-up set of digital proofs (or parts of a set) to the Contractor (stating approval, qualified approval, or disapproval). If the Agency approves a set of digital proofs with qualification or disapproves a set of digital proofs, the Agency may return an entire set of digital proofs, or any part of the set of digital proofs, to the Contractor with markings indicating where any deficiencies were found.

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES
TABLE D-2 KEY DEADLINES FOR DELIVERABLES (PUBLICATIONS)

Code	PERIOD	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
	Standard Performance	Within 30 calendar days after the Agency delivers its approval of final sets of digital proofs, the Contractor must deliver the total number of publications ordered to the Agency, including as part of Normal Delivery and Special Delivery. See Tables C-4 through C-8.	Within 42 calendar days after the Contractor delivers all publications to the Agency, the Agency will respond by delivering a notice to the Contractor stating one of the following: (1) Accept or Reject Publication Items. The Agency accepts or rejects any number of publication items and may reject 1 or more complete publications if 3 or more publication items that are part of a publication are rejected. (2) Notice to Extend Time. The Agency reserves a total of 70 calendar days to accept or reject any number of publication items or publications.

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

Code	PERIOD	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
	Post Standard Performance	After the Agency delivers its approval of all publications required to be delivered to the Agency, the Contractor will deliver an invoice to the Agency for the amount of the contract price (base amount subject to any adjustments as provided in the contract (C-1)). See Table D-2.	Generally, within 90 days of the Contractor's delivery of an invoice to the Agency for the contract price (base amount 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.

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

Code	ITEM	CAUSE	NUMBER OF DAYS
	Publication Item (Book)	#1 Unsatisfactory.....	= 10.0
		#2 Improperly Shipped or Loaded.....	= 3.0
	Production Item	Delivered Late	
		#3 a. General.....	= 0.25
		b. Response.....	= 0.10
		#4 Unsatisfactory.....	= 0.15

APPENDIX E LIQUIDATED DAMAGES FORMULAS
TABLE E-2 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR
PUBLICATION ITEMS

Code	Predetermined Rate Per Publication		Actual Calendar Days Production Item Delivered Late (if Applicable)	Predetermined Number of Calendar Days Publication Delivered Late	Amount of Liquidated Damages Per Publication Delivered Late	Total Number of Publications Delivered Late	Total Liquidated Damages	
	Publication Items (Books)	\$0.15 x Number of Publication Items					x	_____
		x _____						
	Publication (Code Set)	\$0.45 Per Publication	x _____	x _____	= _____	x _____	= \$	_____

APPENDIX E LIQUIDATED DAMAGES FORMULAS

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

	Predetermined Rate				Calendar Days Publication Item Delivered Late				Amount of Liquidated Damages Per Publication Item	Total Number of Publication Items Delivered	Total Liquidated Damages					
					Actual (if Applicable)		Predetermined (if Applicable)									
Code	Publication Item (Book)	Apply the Lesser Rate:	\$0.15 x Number of Publication Items	=		x		or		=		x		=	\$	
	Publication (Code Set)		\$0.45 Per Publication													

TABLE E-4 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED FOR PUBLICATIONS AND PRODUCTION ITEMS

		Category of Breach	Maximum	Percent of Contract Price
Code	Publication Item (Book) or Publication (Code Set)	Late Delivery	20.00%	
		Unsatisfactory Production or Materials or Workmanship	15.00%	
		Improperly Packaging or Shipping	2.50%	
	Production Item	Late Deliveries	2.00%	
		Unsatisfactory Production Materials or Workmanship	1.50%	
		Late Deliveries of Responses	0.50%	

Percent of Contract Price

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

	CONTACT INFORMATION		SPECIAL GUIDANCE
	Primary	Alternative	
Name	Mr. Michael Duster	Mr. John Heggen	(1) Authorization. Mr. Duster is authorized to discuss any production and delivery issue. (2) Contact. Mr. Duster is principally responsible for issues regarding the production and delivery of the sample covers. (3) Procedure. The following procedures apply: (a) Alternatives. If the Contractor cannot communicate with Mr. Duster, the Contractor may communicate with Mr. Heggen. (b) Emails. An email addressed to Mr. Duster is not required to be addressed to Mr. Heggen. (4) Other Persons. Mr. Duster or Mr. Heggen may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
Title	Iowa Code Editor Legislative Services Agency	Legal Services Division Director Legislative Services Agency	
Address	Ground Floor (Room G-01) State Capitol Building 1007 East Grand Ave. Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building 1007 East Grand Ave. Des Moines, Iowa 50319	
Telephone	515.281.4800	515.725.7827	
Fax	515.281.8027	515.281.8027	
Email	michael.duster@legis.iowa.gov	john.heggen@legis.iowa.gov	

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

	CONTACT INFORMATION		SPECIAL GUIDANCE
	Primary	Alternative	
Name	Ms. Christina Weaklend	Mr. John Heggen	(1) Authorization. Ms. Weaklend is authorized to discuss any production and delivery issue. (2) Contact. For issues regarding the review and approval of a set of digital proofs, Ms. Weaklend is the primary contact person. (3) Procedure. The following procedures apply: (a) Alternatives. If the Contractor cannot communicate with Ms. Weaklend, the Contractor may communicate with Mr. Heggen. (b) Emails. An email addressed to Ms. Weaklend is not required to be addressed to Mr. Heggen. (4) Other Persons. Ms. Weaklend or Mr. Heggen may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
Title	Editor, Publications Editing Office Legislative Services Agency	Legal Services Division Director Legislative Services Agency	
Address	3rd Floor (Room 309) Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building 1007 East Grand Ave. Des Moines, Iowa 50319	
Telephone	515.725.3032	515.725.7827	
Fax	515.281.6625	515.281.8027	
Email	christina.weaklend@legis.iowa.gov	john.heggen@legis.iowa.gov	

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

	CONTACT INFORMATION		SPECIAL GUIDANCE
	Primary	Alternative	
Name	Mr. John Heggen	Mr. JD Arnett	(1) Authorization. Mr. Heggen and Mr. Arnett are authorized to discuss any delivery issue. (2) Contact. For issues regarding the review and approval of publications, Mr. Heggen is the primary contact person. (3) Procedure. The following procedures apply: (a) Alternatives. If the Contractor cannot communicate with Mr. Heggen, the Contractor may communicate with Mr. Arnett. (b) Emails. An email addressed to Mr. Heggen is required to be addressed to Mr. Arnett. (4) Other Persons. Mr. Heggen or Mr. Arnett may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
Title	Director, Legal Division Legislative Services Agency	Legal Counsel Legislative Services Agency	
Address	Ground Floor (G-01) State Capitol 1007 East Grand Ave. Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol 1007 East Grand Ave. Des Moines, Iowa 50319	
Telephone	515.281.7827	515.281.3745	
Fax	515.281.8027	515.281.8027	
Email	john.heggen@legis.iowa.gov	j.d.arnett@legis.iowa.gov	

APPENDIX F CONTACT INFORMATION
TABLE F-4 CONTACT INFORMATION FOR THE AGENCY (LEGAL ISSUES)

	CONTACT INFORMATION		SPECIAL GUIDANCE
	Primary	Alternative	
Name	Mr. John Heggen	Mr. JD Arnett	(1) Authorization. Mr. Heggen and Mr. Arnett 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. Heggen by email. (2) Contact. The Contractor must make contact as follows: (a) Procedure. If the Contractor cannot communicate with Mr. Heggen, the Contractor may communicate with Mr. Arnett. The Contractor may always communicate with Mr. Duster. (b) Emails. The Contractor should address electronic messages to both contact persons. (3) Other Persons. Mr. Heggen or Mr. Arnett may designate alternate persons to discuss any legal issue relating to the contract. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
Title	Director, Legal Division Legislative Services Agency	Legal Counsel Legislative Services Agency	
Address	Ground Floor (Room G-01) State Capitol 1007 East Grand Ave. Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol 1007 East Grand Ave. Des Moines, Iowa 50319	
Telephone	515.281.7827	515.281.3745	
Fax	515.281.8027	515.281.8027	
Email	john.heggen@legis.iowa.gov	j.d.arnett@legis.iowa.gov	

APPENDIX F CONTACT INFORMATION

TABLE F-5 CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS)

Code	CONTACT INFORMATION		SPECIAL INSTRUCTIONS
	Name and Title	Ms. Denise Royal Client Services Representative	(1) Authorization. The Contractor's contact persons are authorized to discuss any issue relating to the day-to-day administration of the contract. (2) Availability. One of the Contractor's contact persons must be available on all days during which the publications are being produced for or delivered to the Agency. (3) Production Items. For production items, the following apply: (a) Set of Digital Proofs. For the set of digital proofs, if an Agency's contact person delivers a message regarding the production or delivery of the set of digital proofs, the Contractor's contact person must respond not later than 4 hours after the Agency's contact person delivers the message. However, if the 4-hour period will expire after 4:30 p.m. of the business day on which the message is delivered, the Contractor's contact person must respond by not later than 8:30 a.m. on the next business day. (b) Sample Covers. For the sample cover, if the Agency's contact person delivers a message, the contact person must respond by not later than noon on the next business day.
	Address	525 Wescott Drive; C1.N143 Eagan, MN 55123	
	Telephone	763.326.5797	
	Fax	N/A	
	Email	denise.royal@thomsonreuters.com	
	Pager	N/A	

APPENDIX F CONTACT INFORMATION

TABLE F-6 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)

Code	CONTACT INFORMATION		SPECIAL INSTRUCTIONS
	Name and Title	Ms. Jill Gaarder Operations Manager	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.
	Address	525 Wescott Drive; C1.N143, Eagan, MN 55123	
	Fax	N/A	
	Telephone	763.326.5823	
	Email	Jill.gaarder@thomsonreuters.com	
	Pager	N/A	

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