

RFP

"CS" SERIES

REQUEST FOR PROPOSALS

PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2005 IOWA ACTS AND THE 2005 CODE SUPPLEMENT

CS-3

PROPOSAL FORMS

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Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

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**REQUEST FOR PROPOSALS (FORMS CS-3)
PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT**

Bidder's Name	
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CS-3
PROPOSAL FORMS

ITEM #1: PROPOSAL FORM FOR THE ACTS

BIDDERS MUST COMPLETE THE INTERACTIVE VERSION OF THE FORM AS PROVIDED BY THE AGENCY ON ITS WEBSITE. TO COMPLETE THIS FORM READ THE INSTRUCTIONS FORM (C-1) AND CONSULT THE CONTRACT FORM FOR THE ACTS (C-2 ITEM #1). BOTH FORMS ARE ALSO PROVIDED BY THE AGENCY ON ITS WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.

I. BID AMOUNT

- A. *Contract Price Based on Production and Delivery of Books (and Production Items).***
The bid amount is the contract price calculated by accounting for all production materials and workmanship used by the Contractor in producing and delivering books to the Agency for Agency approval, including the production and delivery of associated production items to the Agency for Agency acceptance or approval. *See Contract Form, Item #1, Parts VII through IX.*
- B. *Estimation.*** The bid amount accounts for the production and delivery of the ordinary order of 3,500 books by assuming that each book has 1,216 pages with 38 signatures each containing 32 pages.

**Ordinary Order of Books
Estimated Number of Signatures**

Number of Books	Signature Form	Signature Count	Bid Amount
3,500	32-page	38	\$_____



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PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	
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C. Adjustments. The contract price may be adjusted to account for the following variables during production which could not be calculated when the contract is executed. See *Contract Form, Item #1, Part XI, Paragraph C, " Subparagraphs 1 through 3.*

- 1. Incidental Work.** Incidental work such as copy preparation and rework as the Agency instructs the contractor during book production.
- 2. Actual Number of Signatures.** The actual number of signatures for each book as the Agency instructs the Contractor to be added or subtracted from the signature count as estimated by the Agency when the contract is executed.
- 3. Actual Number of Books (Overrun).** The actual number of books accepted by the Agency which are produced and delivered as an overrun up to 100 books more than the ordinary order.

Basis for Adjustment (Incidental Work)

Type of Work	Amount Per Hour
Correcting Electronic Files	\$ _____
Making Minor Copy Corrections	\$ _____
Replating	\$ _____

Basis for Adjustment (Number of Signatures and Books)

Signature Calculation	Signatures Per Book		Amount Per Signature Per Book	
	Form	Count	Ordinary Order	Overrun
Estimated Number of Signatures	32-page	38	\$ _____	\$ _____
Actual Number of Signatures <i>(Adjusted Signature Count)</i>	Each Additional 32-page Signature		\$ _____	\$ _____
	Each Additional 16-page Signature		\$ _____	\$ _____
	Each Fewer 32-page Signature		\$ _____	\$ _____
	Each Fewer 16-page Signature		\$ _____	\$ _____



REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	
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II. BID AMOUNT BREAKDOWN

A. Divisions Based on Book Production and Delivery. Assume that the bid amount accounts for the estimated signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) but may not account for the actual signature count of each book, the actual number of books delivered (overrun), or incidental work. The Bidder must breakdown the bid amount to account for both the production and delivery of an ordinary order of books.

1. **Book Production.** The part of the bid amount associated with book production accounts for the production and delivery of production items and the production of books but excludes the delivery of books to all destinations. In other words, it accounts for everything other than the delivery of books.
2. **Book Delivery.** The part of the bid amount associated with book delivery accounts for the delivery (i.e., packaging and shipping) of books to all destinations required in the contract, which includes both normal delivery and special delivery.

Book Production and Delivery (Ordinary Order of Books & Estimated Signature Count)

Breakdown Divisions			Description	Amount
Book Production			That part of the bid amount which does not account for the packaging and shipment of books.	\$ _____
Book Delivery			That part of the bid amount which accounts for the packaging and shipment of books.	\$ _____
Types of Delivery	Normal Delivery	General Distribution State Capitol Complex Distribution	That part of the bid amount which accounts for the packaging and shipment of books to the Grimes State Office Building.	\$ _____
	Special Delivery	Judicial Distribution	That part of the bid amount which accounts for the packaging and shipment of books to Iowa's eight judicial districts.	\$ _____



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Bidder's Name	
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B. Divisions Based on Production Materials and Workmanship. Assume that the bid amount accounts for the estimated signature count and the actual signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) and for each book which is produced and delivered as part of an overrun, but which does not account for incidental work.

- 1. Production Materials.** The Bidder must break down the bid amount associated with production materials (1) Cover and binding and (2) Page paper and ink, which are used to produce and deliver an ordinary order of books and to account for each book produced and delivered as part of an overrun.
- 2. Workmanship.** The Bidder must break down the bid amount to account for prepress, plating, printing, and the folding of different form of signatures for 1,216 impressions and then to account for different forms of signatures for each book produced and delivered as part of an overrun.

Production Materials and Workmanship

Production Materials	Signatures Per Book		All Books (Ordinary Order of 3,500 Books)	Each Additional Book (100 Book Overrun)
	Form	Count		
Cover and Binding Estimated Signature Count	32-page	38	\$ _____	\$ _____
Page Paper and Ink Estimated Signature Count	32-page	38	\$ _____	\$ _____
Page Paper and Ink Adjusted Signature Count	Each Additional 32-page Signature		\$ _____	\$ _____
	Each Additional 16-page Signature		\$ _____	\$ _____
	Each Fewer 32-page Signature		\$ _____	\$ _____
	Each Fewer 16-page Signature		\$ _____	\$ _____



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Bidder's Name	
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Production Materials and Workmanship (Cont.)

Prepress, Plating, Printing, and Folding of Signatures	Signatures Per Book		All Books (Ordinary Order of 3,500 Books)	Each Additional Book (100-Book Overrun)
	Form	Count		
Estimated Signature Count	32-page	38	\$ _____	\$ _____
Adjusted Signature Count	Each Additional 32- page Signature		\$ _____	\$ _____
	Each Additional 16- page Signature		\$ _____	\$ _____
	Each Fewer 32- page Signature		\$ _____	\$ _____
	Each Fewer 16- page Signature		\$ _____	\$ _____

III. PRODUCTION MATERIALS SPECIFICATIONS

- A. *Detailed Specifications.*** A bidder must submit detailed specifications regarding production materials proposed for book production as follows:

Production Materials

Ink	Detailed Specifications		
	Contract Form	Proposal	Alternative
% Soy-Based	100	100	No Alternative Acceptable



REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	
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Production Materials (Cont.)

Paper Stock	Detailed Specifications		
	Contract Form	Proposal	Alternative
Name	"Custom Plus" ¹		
Size	7.25" X 10.50"	7.25" X 10.50"	No Alternative Acceptable
Color	Cream		
Finish	English & Smooth		
Brightness	80		
Opacity	88		
Basis Weight (#)	35		
PPI	800		
Minimum % of Postconsumer Recycled Materials	30		
pH Content	7 or 7.5		

¹ Manufactured by Nexfor Fraser Papers Inc.



**REQUEST FOR PROPOSALS (FORMS CS-3)
PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT**

Bidder's Name	
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**Production Materials
(Cont.)**

Casing & Cover	Detailed Specifications		
	Contract Form	Proposal	Alternative
Book Size	7.50" X 10.75"	7.50" X 10.75"	No Alternative Acceptable
Inlay (Binder's Board)	Davey Red Label Binder's Board .097" Thickness		
Covering Material (Fabric)	Roxite F Taupe #69564 (ICG-holliston)		

B. *Alternative Explained.* If a bidder proposes an alternative detailed specification which deviates from one required in Paragraph "A," the bidder must briefly explain why the alternative detailed specification is proposed and why it satisfies the objectives of this RFP. The bidder may continue the explanation and description of the alternative in Part VI.

Explanation



REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	
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IV. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form for the Acts, unless the Contractor expressly provides otherwise in Part VI. If the bidder refuses to comply with a term or provision in the Contract Form for the Acts, the bidder must complete Part VI by providing an explanation for the refusal and a description of an alternative approach which satisfies the objectives of this proposal form.

V. STATEMENT OF WORK

A. Business Information. Provide information about the bidder's business:

Bidder's Business

Category		Bidder Information
Business Name		
Principal Place of Business	Street Address	
	City, State, and Zip Code	
State of Incorporation		
Federal ID Number		



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Bidder's Name	
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B. *Production Locations.* Provide information regarding the location of production operations for the production of production items and books:

Place of Production

Category		Bidder Information
In-State Production	Percentage of Production Located in this State	100% ____ Less than 100% ____
	Principal Place of Production	
	Street Address	
	City and Zip Code	
Out-of-State Production	Principal Place of Production	
	Street Address	
	City, State, and Zip Code	
	Secondary Place of Production	
	Street Address	
	City, State, and Zip Code	

C. *Subcontractors.* Provide information regarding subcontractors used in the production and delivery of production items and books:

Use of Subcontractors

Verify that the bidder will or will not use subcontractors:

Yes ____ No ____



REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	
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First Subcontractor (Production of Production Items and Books)²

Category		Bidder Information
Name		
Principal Place of Production	Street Address	
	City, State, and Zip Code	
Percent of Total Production		_____ %
Type of Production		
Qualifications		

Second Subcontractor (Delivery of Production Items)

Category		Bidder Information
Name		
Principal Place of Production	Street Address	
	City, State, and Zip Code	

² The Agency assumes that a bidder will not use more than one subcontractor to produce production items or books.



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Bidder's Name	
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Second Subcontractor (Delivery of Production Items) (Cont.)

Category	Bidder Information
Percent of Total Production	_____ %
Type of Production	
Qualifications	

Third Subcontractor (Delivery of Books)

Category	Bidder Information
Name	
Principal Place of Production	Street Address
	City, State and Zip Code
Percent of Total Production	_____ %
Type of Production	
Qualifications	



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Bidder's Name	
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D. Statutory Publications. Provide information regarding statutory publications produced by the bidder:

Iowa Statutory Publications

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years:

Yes _____ No _____

Iowa Statutory Publications

Publication	Each Year Bidder Produced a Publication				
Iowa Acts					
Code of Iowa					
Code Supplement					

Other Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years:

Yes _____ No _____



REQUEST FOR PROPOSALS (FORMS CS-3)

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Bidder's Name	
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First Statutory Publication

Category		Bidder Information
Book	Title and Year of Publication	
Customer	Name	
	Street Address	
	City, State, and Zip Code	
Work	Products and Services Furnished	
	Percent of Total Production	____ %
Customer Reference	Name	
	Title	
	Telephone Number	
	E-mail Address	



REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	
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Secondary Statutory Publication

Category		Bidder Information
Book	Title and Year of Publication	
Customer	Name	
	Street Address	
	City, State, and Zip Code	
Work	Products and Services Furnished	
	Percent of Total Production	____%
Customer Reference	Name	
	Title	
	Telephone Number	
	E-mail Address	



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Bidder's Name	
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E. **Bidder Contact Persons.** Provide information about persons responsible for answering questions regarding the bidder's proposal:

Primary Contact Person

Category		Bidder Information
Personal Information	Name	
	Title	
Business Location	Street Address	
	City, State, and Zip Code	
Contact Information	Telephone Number	
	E-mail Address	
	Pager Number (if any)	

Secondary Contact Person

Category		Bidder Information
Personal Information	Name	
	Title	
Business Location	Street Address	
	City, State, and Zip Code	



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Bidder's Name	
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Secondary Contact Person (Cont.)

Category		Bidder Information
Contact Information	Telephone Number	
	E-mail Address	
	Pager Number (if any)	

F. Bidder's Production and Delivery Managers. Provide information about the persons who would be principally responsible for managing the production and delivery of production items and books and the information about an alternative person who would also be responsible for managing the production and delivery of production items and books. See *Contract Form, Item #1, Part X, Paragraph "B."*

Principal Manager

Category		Bidder Information
Personal Information	Name	
	Title	
Business Location	Street Address	
	City, State, and Zip Code	
Contact Information	Telephone Number	
	E-mail Address	
	Pager Number (if any)	



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Bidder's Name	
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Alternative Manager

Category		Bidder Information
Personal Information	Name	
	Title	
Business Location	Street Address	
	City, State, and Zip Code	
Contact Information	Telephone Number	
	E-mail Address	
	Pager Number (if any)	

G. *Authorized Representative (Contract).* Provide information about the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal:

Negotiating Representative

Category		Bidder Information
Personal Information	Name	
	Title	
Contact Information	Telephone Number	
	E-mail Address	



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Bidder's Name	
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VI. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this proposal.



REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	
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VII. AUTHORIZED SIGNATURE

A person authorized by the bidder must sign and date this proposal. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal:

Signature of Authorized Representative

<hr/>	<hr/>	<hr/>
Signature	Title	Date



REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	
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VIII. ATTACHMENTS

- A. Sample -- Paper Stock.** Regardless of whether the bidder can verify compliance, provide a sample of the paper stock that the bidder proposes to use:

Attach Sample of Paper Stock Here and
Submit a Full-Page Sample as Part of the Proposal



REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	
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- B. *Sample -- Cover Fabric.*** Regardless of whether the bidder can verify compliance, provide a sample of the cover fabric that the bidder proposes to use:

Attach Sample of Cover Fabric Here



REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	
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CS-3 PROPOSAL FORMS

ITEM #2: PROPOSAL FORM FOR THE CODE SUPPLEMENT

BIDDERS MUST COMPLETE THE INTERACTIVE VERSION OF THE FORM AS PROVIDED BY THE AGENCY ON ITS WEBSITE. TO COMPLETE THIS FORM READ THE INSTRUCTIONS FORM (C-1) AND CONSULT THE CONTRACT FORM FOR THE CODE SUPPLEMENT (C-2 ITEM #2). BOTH FORMS ARE ALSO PROVIDED BY THE AGENCY ON ITS WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.

I. BID AMOUNT

A. *Contract Price Based on Production and Delivery of Books (and Production Items).*

The bid amount is the contract price calculated by accounting for all production materials and workmanship used by the Contractor in producing and delivering books to the Agency for Agency approval, including the production and delivery of associated production items to the Agency for Agency acceptance or approval. See *Contract Form, Item #2, Parts VII through IX.*

B. *Estimation.* The bid amount accounts for the production and delivery of the ordinary order of 4,200 books by assuming that each book has 1,248 pages with 39 signatures each containing 32 pages.



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Bidder's Name	
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Ordinary Order of Books Estimated Number of Signatures

Number of Books	Signature Form	Signature Count	Bid Amount
4,200	32-page	39	\$ _____

C. Adjustments. The contract price may be adjusted to account for the following variables during production which could not be calculated when the contract is executed. See *Contract Form, Item #2, Part XI, Paragraph C, Subparagraphs 1 through 3.*

- 1. Incidental Work.** Incidental work such as copy preparation and rework as the Agency instructs the contractor during book production.
- 2. Actual Number of Signatures.** The actual number of signatures for each book as the Agency instructs the Contractor to be added or subtracted from the signature count as estimated by the Agency when the contract is executed.
- 3. Actual Number of Books (Overrun).** The actual number of books accepted by the Agency which are produced and delivered as an overrun up to 100 books more than the ordinary order.

Basis for Adjustment (Incidental Work)

Type of Work	Amount Per Hour
Correcting Electronic Files	\$ _____
Making Minor Copy Corrections	\$ _____
Replating	\$ _____



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Bidder's Name	
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Basis for Adjustment
(Number of Signatures and Books)

Signature Calculation	Signatures Per Book		Amount Per Signature Per Book	
	Form	Count	Ordinary Order	Overrun
Estimated Number of Signatures	32-page	39	\$ _____	\$ _____
Actual Number of Signatures <i>(Adjusted Signature Count)</i>	Each Additional 32-page Signature		\$ _____	\$ _____
	Each Additional 16-page Signature		\$ _____	\$ _____
	Each Fewer 32-page Signature		\$ _____	\$ _____
	Each Fewer 16-page Signature		\$ _____	\$ _____

II. BID AMOUNT BREAKDOWN

- A. Divisions Based on Book Production and Delivery.** Assume that the bid amount accounts for the estimated signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) but may not account for the actual signature count of each book, the actual number of books delivered (overrun), or incidental work. The Bidder must break down the bid amount to account for both the production and delivery of an ordinary order of books.
- 1. Book Production.** The part of the bid amount associated with book production accounts for the production and delivery of production items and the production of books but excludes the delivery of books to all destinations. In other words, it accounts for everything other than the delivery of books.
 - 2. Book Delivery.** The part of the bid amount associated with book delivery accounts for the delivery (i.e., packaging and shipping) of books to all destinations required in the contract, which includes both normal delivery and special delivery.



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Bidder's Name	
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Book Production and Delivery (Ordinary Order of Books & Estimated Signature Count)

Break Down Divisions		Description	Amount
Book Production		That part of the bid amount which does not account for the packaging and shipment of books.	\$ _____
Book Delivery		That part of the bid amount which accounts for the packaging and shipment of books.	\$ _____
Types of Delivery	Normal Delivery	General Distribution State Capitol Complex Distribution	\$ _____
	Special Delivery	Legislative Distribution	\$ _____
		Judicial Distribution	\$ _____

B. Divisions Based on Production Materials and Workmanship. Assume that the bid amount accounts for the estimated signature count and the actual signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) and for each book which is produced and delivered as part of an overrun, but which does not account for incidental work.

1. **Production Materials.** The Bidder must break down the bid amount associated with production materials (1) Cover and binding and (2) Page paper and ink, which are used to produce and deliver an ordinary order of books and to account for each book produced and delivered as part of an overrun.
2. **Workmanship.** The Bidder must break down the bid amount to account for prepress, plating, printing, and the folding of different form of signatures for 1,248 impressions and then to account for different forms of signatures for each book produced and delivered as part of an overrun.



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Production and Workmanship Materials

Production Materials	Signatures Per Book		All Books (Ordinary Order of 4,200 Books)	Each Additional Book (Overrun)
	Form	Count		
Cover and Binding Estimated Signature Count	32-pages	39	\$ _____	\$ _____
Page Paper and Ink Estimated Signature Count	32-pages	39	\$ _____	\$ _____
Page Paper and Ink Adjusted Signature Count	Each Additional 32-page Signature		\$ _____	\$ _____
	Each Additional 16-page Signature		\$ _____	\$ _____
	Each Fewer 32- page Signature		\$ _____	\$ _____
	Each Fewer 16- page Signature		\$ _____	\$ _____

Prepress, Plating, Printing, and Folding of Signatures	Signatures Per Book		All Books (Ordinary Order of 4,200 Books)	Each Additional Book (Overrun)
	Form	Count		
Estimated Signature Count	32-page	39	\$ _____	\$ _____
Adjusted Signature Count	Each Additional 32-page Signature		\$ _____	\$ _____
	Each Additional 16-page Signature		\$ _____	\$ _____
	Each Fewer 32- page Signature		\$ _____	\$ _____
	Each Fewer 16- page Signature		\$ _____	\$ _____



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Bidder's Name	
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III. PRODUCTION MATERIALS SPECIFICATIONS

- A. *Detailed Specifications.*** A bidder must submit detailed specifications regarding production materials proposed for book production as follows:

Production Materials

Ink	Detailed Specifications		
	Contract Form	Proposal	Alternative
% Soy-Based	100	100	No Alternative Acceptable

Paper Stock	Detailed Specifications		
	Contract Form	Proposal	Alternative
Name	"Custom Plus" ³		
Size	7.25" X 10.50"		No Alternative Acceptable
Color	Cream		
Finish	English & Smooth		
Brightness	80		
Opacity	88		
Basis Weight (#)	35		

³ Manufactured by Nexfor Fraser Papers Inc.



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Bidder's Name	
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Production Materials (Cont.)

Paper Stock	Detailed Specifications		
	Contract Form	Proposal	Alternative
PPI	800		
Minimum % of Postconsumer Recycled Materials	30		
pH Content	7 or 7.5		

Cover & Spine	Detailed Specifications		
	Contract Form	Proposal	Explanation if Different
Book Size	7.25" X 10.50"		No Alternative Acceptable
Nonrigid Material	17 pt. Lexotone (Lexotone® 17 GA LX17, Tan, Nubuckram, Series 1, Ref. # 6268-1 LK 25806). ⁴		

B. *Alternative Explained.* If a bidder proposes an alternative detailed specification which deviates from one required in Paragraph "A," the bidder must briefly explain why the alternative detailed specification is proposed and why it satisfies the objectives of this RFP. The bidder may continue the explanation and description of the alternative in Part VI.

⁴ Manufactured by FiberMark.



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Bidder's Name	
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Explanation

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IV. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form for the Code Supplement, unless the Contractor expressly provides otherwise in Part VI. If the bidder refuses to comply with a term or provision in the Contract Form for the Code Supplement, the bidder must complete Part VI by providing an explanation for the refusal and a description of an alternative approach which satisfies the objectives of this proposal form.

V. STATEMENT OF WORK

A. Business Information. Provide information about the bidder's business:



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Bidder's Name	
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Bidder's Business

Category		Bidder Information
Business Name		
Principal Place of Business	Street Address	
	City, State, and Zip Code	
State of Incorporation		
Federal ID Number		

- B. *Production Locations.*** Provide information regarding the location of production operations for the production of production items and books:

Place of Production

Category		Bidder Information
In-State Production	Percentage of Production Located in this State	100% ____ Less than 100% ____
	Principal Place of Production Street Address	
Out-of-State Production	City and Zip Code	
	Principal Place of Production Street Address	
	City, State, and Zip Code	
	Secondary Place of Production Street Address	
	City, State, and Zip Code	



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Bidder's Name	
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C. Subcontractors. Provide information regarding subcontractors used in the production and delivery of production items and books:

Use of Subcontractors

Verify that the bidder will or will not use subcontractors:

Yes _____ No _____

First Subcontractor (Production of Production Items and Books)⁵

Category		Bidder Information
Name		
Principal Place of Production	Street Address	
	City, State, and Zip Code	
Percent of Total Production		_____ %
Type of Production		
Qualifications		

⁵ The Agency assumes that a bidder will not use more than one subcontractor to produce production items or books.



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Second Subcontractor (Delivery of Production Items)

Category		Bidder Information
Name		
Principal Place of Production	Street Address	
	City, State, and Zip Code	
Percent of Total Production		____ %
Type of Production		
Qualifications		

Third Subcontractor (Delivery of Books)

Category		Bidder Information
Name		
Principal Place of Production	Street Address	
	City, State and Zip Code	



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Bidder's Name	
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Third Subcontractor (Delivery of Books)
(Cont.)

Category	Bidder Information
Percent of Total Production	_____ %
Type of Production	
Qualifications	

C. Statutory Publications. Provide information regarding statutory publications produced by the bidder:

Iowa Statutory Publications

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years:

Yes _____ No _____

Iowa Statutory Publications

Publication	Each Year Bidder Produced a Publication				
Code Supplement					
Code of Iowa					
Iowa Acts					



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Bidder's Name	
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Other Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years:

Yes _____ No _____

First Statutory Publication

Category		Bidder Information
Book	Title and Year of Publication	
Customer	Name	
	Street Address	
	City, State, and Zip Code	
Work	Products and Services Furnished	
	Percent of Total Production	_____ %
Customer Reference	Name	
	Title	
	Telephone Number	
	E-mail Address	



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Bidder's Name	
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Secondary Statutory Publication

Category		Bidder Information
Book	Title and Year of Publication	
Customer	Name	
	Street Address	
	City, State, and Zip Code	
Work	Products and Services Furnished	
	Percent of Total Production	____ %
Customer Reference	Name	
	Title	
	Telephone Number	
	E-mail Address	



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Bidder's Name	
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E. Bidder Contact Persons. Provide information about persons responsible for answering questions regarding the bidder's proposal:

Primary Contact Person

Category		Bidder Information
Personal Information	Name	
	Title	
Business Location	Street Address	
	City, State, and Zip Code	
Contact Information	Telephone Number	
	E-mail Address	
	Pager Number (if any)	

Secondary Contact Person

Category		Bidder Information
Personal Information	Name	
	Title	
Business Location	Street Address	
	City, State, and Zip Code	



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Secondary Contact Person (Cont.)

Category		Bidder Information
Contact Information	Telephone Number	
	E-mail Address	
	Pager Number (if any)	

F. Bidder's Production and Delivery Managers. Provide information about the persons who would be principally responsible for managing the production and delivery of production items and books and the information about an alternative person who would also be responsible for managing the production and delivery of production items and books. See *Contract Form, Item #2, Part X, Paragraph "B."*

Principal Manager

Category		Bidder Information
Personal Information	Name	
	Title	
Business Location	Street Address	
	City, State, and Zip Code	
Contact Information	Telephone Number	
	E-mail Address	
	Pager Number (if any)	



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Alternative Manager

Category		Bidder Information
Personal Information	Name	
	Title	
Business Location	Street Address	
	City, State, and Zip Code	
Contact Information	Telephone Number	
	E-mail Address	
	Pager Number (if any)	

- G. *Authorized Representative (Contract).*** Provide information about the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal:

Negotiating Representative

Category		Bidder Information
Personal Information	Name	
	Title	
Contact Information	Telephone Number	
	E-mail Address	



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Bidder's Name	
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VI. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this RFP.



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Bidder's Name	
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VII. AUTHORIZED SIGNATURE

A person authorized by the bidder must sign and date this proposal. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal:

Signature of Authorized Representative

<hr/> Signature	<hr/> Title	<hr/> Date
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Bidder's Name	
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VIII. ATTACHMENTS

- A. *Sample -- Paper Stock.*** Regardless of whether the bidder can verify compliance, provide a sample of the paper stock that the bidder proposes to use:

Attach Sample of Paper Stock Here and
Submit a Full Page Sample as Part of the Proposal



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Bidder's Name	
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- B. *Sample -- Cover Fabric.*** Regardless of whether the bidder can verify compliance, provide a sample of the cover fabric that the bidder proposes to use:

Attach Sample of Cover Fabric Here