

RFP FORMS "C" SERIES

REQUEST FOR PROPOSALS

PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2006 IOWA ACTS AND THE 2007 CODE OF IOWA

C-4 APPENDICES A and B

Issued: August 23, 2006

Submission Deadline: September 15, 2006

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APPENDIX A PRODUCTION STANDARDS

TABLE A-1 GENERAL

BOOKS	SIZE OF EACH BOOK	NUMBER ORDERED (ORDINARY ORDER)	ESTIMATED PAGE AND 32-PAGE SIGNATURE COUNT FOR THE BOOKS									
			AGGREGATE TOTAL		AGGREGATE TOTAL DIVIDED BY VOLUME							
Acts	7 1/2" X 10 3/4"	3250	Pages	1088	N/A							
			Signatures	34								
Code	7 1/2" X 10 1/2"	5750	Pages	9040	BY CODE VOLUME	I	II	III	IV	V	VI	INDEX
			Signatures	282 1/2								
Note: Each Volume Page and Signature Count Includes a 32-Page Pink Paper Skeleton Index Requiring Special Paper Stock. See Table A-2					Pages	1408	1392	1408	1024	1520	1120	1168
					Signatures	44	43 1/2	44	32	47 1/2	35	36 1/2

APPENDIX A

TABLE A-2 PAPER STOCK

ORDINARY PAGES	BOOKS	BRAND	SIZE	COLOR/S HADE	FINISH	BRIGHT- NESS	OPACITY	BASIS WEIGHT	PPI	DURATION	RECYCLED CONTENT
	Acts	Custom Plus ¹ *	7 1/4" X 10 1/2" Finished	Blue White ²	English Smooth	80	89	40#	Ideal 736 Range of 731-741	pH neutral (content of 7 or 7.5) ³	Preference 100 % of Paper Stock = 30% Recycled Content. ⁴
Code	↑	7 1/4" X 10 1/8" Finished and Trimmed to Leave as Much Margin as Possible	↑	↑	↑	↑	↑	↑	↑	↑	
PINK PAGES	Code Only	Springhill Offset	↑	Pink	Regular or Vellum	N/A	90	50#	N/A Range of 450-575	↑	↑

TABLE A-3 PAGE COMPOSITION AND PRINTING

BOOKS	IMAGE AREA FOR TYPE	FONT	ARTWORK	INK		BLEED BARS			
				Ratio	Soy Oil	Placement		Width/Reverse Copy	Number of Pages Minimum
Acts	33.25 x 54.75 Picas, With Folio	Imperial BT	Minimal (Image of the State Seal)	1/1 Black Ink on Two Sides. No Color	100% Must Contain at Least 10% Soy Oil	Right Side of Right-Hand Pages	Runs Entire Length of the Page	3/8"-Wide Reverse Copy	Regular Session: 2 ----- Extraordinary Session: 3
Code (Statutory Volumes Set)	36 x 54 Picas, With Folio	Century Schoolbook	↑	↑	↑	↑	↑	↑	Each Code Volume: Between 1 and 5
Code (Index Volume)	↑	↑	↑	↑	↑	↑	1" Long	↑	All Containing an Index Entry: Between 850-900

¹ Manufactured by Nexfor Fraser Papers Inc.

² "Blue White" is the manufacturer's term. The true color or shade is cream white.

³ Resistant to oxidation and must be of archival quality.

⁴ The Agency's first preference is that the recycled content derives from postconsumer materials, and the Agency's second preference is that the recycled content derives from preconsumer 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

TABLE A-4a BINDING AND FINISHING (BOOK BLOCK)

BOOK	CONSTRUCTION	CAMBRIC	BANDS Head Band and Foot Bands	SIGNATURES	
				Type	Sewn
Acts	Thoroughly Glued, Smashed, and Lined With One or More Supers and Gauze Tape in a Manner That Assures That the Book Block Is Sturdily Constructed	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	Color Must Be Alternating Red and Gold Checkerboard Pattern	Full 32-Page or Split (e.g., Half 16-Page) as Approved by the Agency. Signatures Having 8 Pages or Less Are Prohibited Unless Otherwise Expressly Approved in Writing by the Agency	Smythe Sewn (Tightly Sewn) ----- First and Last Signatures Must Be Tipped to Adjoining Signatures ----- Signature of Less Than 16 Pages Must Be Wrapped Around a Preceding Signature
Code	↑	↑	↑	↑	↑

TABLE A-4b BINDING AND FINISHING (CASING)

BOOKS	CONSTRUCTION	MATERIALS			
		BACK LINE	BINDERS' BOARD	END SHEETS	COVER FABRIC
Acts	Signatures Must Be Securely Attached to the Book Block and Corners Mitered With Top and Bottom Overlapping the Sides at a 45-Degree Angle Spine Must Be Loose and Rounded, With Uniform and Tight Joints and Adequate Gutters All Type and Bars Must Be Set from the Sampling Die on the Spine	Heavy 90# Kraft on the Spine Area	Davey Red Label Binders' Board With .097" Thickness	80# Publisher White	Tan Color. Same Buckram Grain Commonly Known as the Type and Variety Designated as Roxite F Taupe #69564, and Produced by ICG-Holliston
Code (Statutory Volumes Set)	↑	↑	↑	↑	↑
Code (Index Volume)	↑	↑	↑	↑	Blue Color. Same Buckram Grain Commonly Known as the Type and Variety Designated as Roxite Record Buckram #63043-K02, and Produced by ICG-Holliston

APPENDIX A

TABLE A-4c BINDING AND FINISHING (DECORATION)

BOOK	FRONT AND BACK COVERS	SPINE	
		Stamping	Foils
Acts	<p>(1) Blind Stamping. One Impression of Blind Stamping on the Front and Back Covers.</p>	<p>(1) Blind Stamping. None.</p> <p>(2) Text. Crisp and Distinct Black Numeral "2" (Referring to the Session of the Iowa General Assembly)</p> <p>(3) Location. Located Between the Red and Black Foils (See Foils Box)</p> <p>(4) Specifications. Century Schoolbook Font and Various Point Sizes (All Caps) Except for the Numbers.</p> <p>(5) Dies. Must Set All Type and Bars From the Sampling Die on the Spine. A Die Must Be One Piece</p>	<p>(1) Appearance. Crisp and Distinct, and Affixed in a Manner That Is Permanently Attached To the Book</p> <p>(2) Text. (a) One Red Foil With Gold Leaf Lettering Identifying the "Acts," the Year of Edition, the Regular and Any Extraordinary Sessions, the Number of the General Assembly, and the Abbreviation "G.A." and (b) One Black Foil With Gold Leaf Lettering Identifying "Iowa," the Year of the General Assembly, and the Year of the Session</p> <p>(3) Location. Each Foil Must Wrap Around the Edges of the Spine of the Book. The Red Foil With Gold Leaf Lettering and Bars Must Be Affixed Above the Stamping, and the Black Foil With Gold Leaf Lettering Must Be Affixed Below the Number Stamping.</p> <p>(4) Specifications. Century Schoolbook Font and Various Point Sizes (All Caps)</p> <p>(5) Lines of Rule (Gold Bars Which Appear On the Red and Black Foil) On Both the Red and Black Foil, the Wider, Outside Gold Bar Must Be Approximately the Size of a 12 Pt. Line of Rule and the Thin, Inside Gold Bar Must Be No Thicker Than a 6 Pt. Line of Rule. The Distance Between the Wider, Outside Gold Bar and the Thin, Inside Gold Bar. Must Be No Less Than a 1 1/2 Pt. Line of Rule and No Greater than a 2 Pt. Line of Rule.</p>
Code (Statutory Volumes Set)	<p>(1) Blind Stamping. ↑</p> <p>(2) Text. Crisp and Distinct Black Letters and Numbers Identifying the Volume of the Code (I-VI), a Reference to the Year of the Edition, and Its Volume's Chapters.</p> <p>(3) Location. The Top Half of the Book.</p> <p>(4) Specifications. Century Schoolbook Font and Various Point Sizes (All Caps).</p>	<p>(1) Blind Stamping. Impressions of Blind Stamping Evenly Spaced, With 2 Above the Red Foil, 2 Between the Red and Black Foils, and 2 Below the Black Foil</p> <p>(2) Text. Crisp and Distinct Black Letters and Numbers Identifying the Volume of the Code (I-V), Its Year of Edition, and Its Volume's Chapters</p> <p>(3) Location ↑</p> <p>(4) Specifications. ↑</p> <p>(5) Dies. ↑</p>	<p>(1) Appearance. ↑</p> <p>(2) Text. (a) One Red Foil With Gold Leaf Lettering Identifying the "Code of Iowa," and (b) One Black Foil With Gold Leaf Lettering Identifying the Year of Edition</p> <p>(3) Location. ↑</p> <p>(4) Specifications. Century Schoolbook Font and Various Point Sizes (All Caps)</p> <p>(5) Lines of Rule (Gold Bars Which Appear On the Red and Black Foil) On Both the Red and Black Foil, the Wider, Outside Gold Bar Must Be Approximately the Size of a 6 Pt. Line of Rule and the Thin, Inside Gold Bar Must Be No Thicker Than a 2 Pt. Line of Rule. The Distance Between the Wider, Outside Gold Bar and the Thin, Inside Gold Bar Must Be No Less Than a 1 1/2 Pt. Line of Rule and No Greater Than a 2 Pt. Line of Rule.</p>

APPENDIX A

TABLE A-4c BINDING AND FINISHING (DECORATION)
Continued

BOOK	FRONT AND BACK COVERS	SPINE	
		Stamping	Foils
Code (Index Volume)	<p>(1) Blind Stamping. ↑</p> <p>(2) Text. Crisp and Distinct Black Letters and Numbers Identifying the Volume of the Code ("Tables and Index") and of the Year of the Edition.</p> <p>(3) Location. Top Half to Center of the Volume.</p> <p>(4) Specifications. Century Schoolbook Font and Various Point Sizes (All Caps).</p>	<p>(1) Blind Stamping. ↑</p> <p>(2) Text. Crisp and Distinct Black Letters Identifying the Volume of the Code ("Tables and Index").</p> <p>(3) Location, (4) Specifications, and (5) Dies ↑</p>	<p>(1) Appearance, (2) Text, (3) Location, (4) Specifications, and (5) Lines of Rule (Gold Bars Which Appear On the Red and Black Foil) ↑</p>

APPENDIX B PRODUCTION AND DELIVERY SCHEDULES

TABLE B-1 SCHEDULE FOR PRODUCTION ITEMS

ITEM	BOOK PER VOLUME	SPECIAL INSTRUCTIONS	NUMBER OF ITEMS DELIVERED	EVENT TRIGGERING DELIVERY DAYS	NUMBER OF DELIVERY DAYS (CAL OR BUS)
SAMPLE COVERS	Acts	Paper-Proof Cover. Must Illustrate How Book Covers Will Appear When the Books Are Bound.	1 Proof	Contract Execution	5 Calendar
	Code	↑	↑	Notice by the Agency	↑
	Acts	Finished Cover. Must Be Exact Replica of the Book Covers Which Includes the Same Fabric, Blanking, Stamping of Impressions, and Attachment of Foils.	1 Cover	Agency Approves the Paper-Proof Copy	10 Calendar
	Code	↑	↑	↑	↑
BLUE LINE PAGES	Acts	Sample Blue Line Pages. Must Be Exact Replica of the Test Composed Pages Delivered in the Order That the Agency Delivered Test Composed Pages to the Contractor.	1 Set	Agency Delivers Test Composed Pages	5 Calendar
	Code	↑	↑	↑	↑
	Acts	Blue Line Pages. Composed Pages May Be Delivered Incrementally by the Agency to the Contractor in Sequential Order by Signature or Split Signature for Return Incrementally as Blue Line Pages in the Same Sequential Order By Signature or Split Signature.	2 Sets	Agency Delivers Composed Pages	5 Business
	Code	↑	↑	↑	↑
ASSEMBLED PAGES	Acts	Punched. Each Set Must Be 3-Hole Punched.	12 Sets	Final Approval of All Finished Blue Line Pages	10 Calendar
	Code	↑	↑	↑	↑

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APPENDIX B

TABLE B-2 SCHEDULE FOR BOOKS

BOOK	SPECIAL INSTRUCTIONS	NUMBER OF BOOKS TO BE DELIVERED	EVENT TRIGGERING DELIVERY DAYS	NUMBER OF DELIVERY (CAL) DAYS
Acts	<p>(1) Packaging. Cartons Must Meet All Construction Requirements of the Applicable Freight Classifications (Not More Than 35 Pounds). Books Must Be Packaged in Bulk. One Side of Each Carton Must Reasonably Indicate Its Contents and the Quantity of Books Contained in the Carton.</p> <p>(2) Shipping. Shipment Must Meet All Requirements for the Applicable Freight Classifications. F.O.B. Destination, Door, Freight Prepaid and Allowed to: Grimes State Office Building and 8 Judicial Districts.</p> <p>(3) Unloading. For Normal Delivery, Trucks Must Be Able to Unload at an Inside Dock at the Grimes State Office Building There Are No Accommodations to Unload by Forklift</p> <p>(4) Cartons. Books Must Be Packaged in Bulk Cartons (5% Must Be Placed in Individual Cartons). One Side of Each Carton Must Reasonably Indicate Its Contents ("Iowa Acts") and the Quantity of Books Contained in the Carton.</p>	<p>Total Books: 3250</p> <p>-----</p> <p>Normal Delivery: Approximately 2270 Books) (General Distribution to Grimes State Office Building)</p> <p>Special Delivery: Approximately 980 Books to Iowa's Eight Judicial Districts)</p>	Final Approval of All Finished Blue Lines	30
Code Statutory Volumes Set	<p>(1) Packaging. Cartons Must Meet all Construction Requirements of the Applicable Freight Classifications (Not More Than 35 Pounds).</p> <p>(2) Shipping, and (3) Unloading ↑</p> <p>Volumes I-VI Must Be Packaged Together in a Single Carton. One Side of Each Carton Must Reasonably Indicate its Contents ("2007 Code of Iowa") and the Number of Volumes ("Volumes I-VI") Contained in the Carton</p> <p>Each Carton Must Contain a Paper Flyer as Directed By the Agency Which States the Contents of the Carton and the Index Volume Will Be Delivered at a Later Date</p>	<p>Total Statutory Volume Sets: 5750</p> <p>-----</p> <p>Normal Delivery: Approximately 4,350 to Grimes State Office Building including (1) Approximately 3,000 for General Distribution and (2) Approximately 1,350 Segregated in the Same Shipment for State Capitol Complex Distribution</p> <p>Special Delivery: Approximately 980 to Iowa's 8 Judicial Districts for Judicial Distribution and (2) 420 to Grimes State Office Building <u>for Early Legislative Distribution</u></p>	↑	30 for all but ↓
Code (Index Volume)	<p>(1) Packaging, (2) Shipping, and (3) Unloading ↑</p> <p>-----</p> <p>Must Be Shipped Separately at Later Date.</p> <p>-----</p> <p>Must Be Packaged in Bulk Cartons With 5% Placed in Individual Cartons. One Side of Each Carton Must Reasonably Indicate Its Contents ("Index Volumes") and the Quantity of Books Contained in the Carton.</p>	<p>Total Index Volumes ↑</p> <p>-----</p> <p>↑ Except Special Delivery for Legislative Distribution Which May be Included as Part of Normal Delivery for State Capitol Complex Distribution.</p>	↑	30

