

Bidder's Name	West Publishing Corporation d/b/a West
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RFP "C" SERIES

REQUEST FOR PROPOSALS

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

C-3 PROPOSAL FORMS

Item #1: Acts (pp. 2-25) Item #2: Code (pp. 26-59)

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Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

Dennis Prouty, Director
Richard Johnson, Legal Services
Division Director
Leslie Hickey, Iowa Code Editor



**REQUEST FOR PROPOSALS (FORMS C-3)
PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE**

Bidder's Name	West Publishing Corporation d/b/a West
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C-3
PROPOSAL FORMS

ITEM #1: PROPOSAL FORM FOR THE ACTS

THIS C-SERIES OF DOCUMENTS IS A REQUEST FOR PROPOSALS (RFP), INCLUDING THIS PROPOSAL FORM FOR THE IOWA ACTS OR "ACTS" (C-3, ITEM #1). A BIDDER MAY SUBMIT A PROPOSAL IN RESPONSE TO THIS ITEM AND ALSO FOR THE IOWA CODE OR "CODE" (C-3, ITEM #2). TO COMPLETE A PROPOSAL READ THE INSTRUCTIONS FORM (C-1) AND CONSULT THE RELEVANT TABLES IN THE C-4 APPENDICES OR THE CONTRACT FORM FOR THE ACTS (C-2, ITEM #1) OR THE CODE (C-2, ITEM #2). PLEASE CONTACT THE AGENCY AT (515) 281-3566 TO RECEIVE A COPY OF THIS PROPOSAL FORM IN MICROSOFT® WORD. FORMS ARE PROVIDED BY THE AGENCY ON ITS WEBSITE. PROPOSALS SUBMITTED IN PRIOR YEARS ARE ALSO AVAILABLE ON THE WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.

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I. BID AMOUNT

- A. General.** Each book is the Acts and Joint Resolutions (Session Laws) or "Acts," a single-volume case bound book including statutory provisions as enacted or item-vetoed during a regular session and any extraordinary session of that General Assembly, together with miscellaneous materials, tables, and an index.
- B. Contract Price Based on Production and Delivery of Books (and Associated Production Items).** The contract price is calculated by accounting for all production materials and workmanship used by the Contractor in producing the books for the Agency and delivering the books to the Agency or a person authorized by the Agency for Agency acceptance. The contract price includes the amount associated with producing and delivering associated production items for Agency approval or acceptance. Production items are sample covers, sample blue line pages, finished blue line pages, or sets of assembled pages which are required to be produced by the Contractor and delivered to the Agency as provided in the contract. *See Contract Form (C-2), Item #1, Part II for definitions of key terms.* The contract price equals the bid amount as provided in Paragraph "C" as adjusted to the extent required in Paragraph "D." *See Contract Form (C-2), Item #1, Part X.*
- C. Bid Amount.** The bid amount is an estimate of the contract price as provided in Paragraph "B" which may be adjusted as provided in Paragraph "D." The bid amount accounts for the production and delivery of an ordinary order of books by assuming that each book is divided into full (32-page) or, if necessary, half (16-page) signatures.

**Table A
Ordinary Order of Books and Estimated Number of Pages and Signatures**

Ordinary Order	Signature Form Full (32-page) Half (16-page)	Estimated Page and Signature Count			
		Per Book		Per Ordinary Order	
		By Page	By Signature	By Page	By Signature
3,250	Full	1,088	34	3,536,000	110,500

- 1. Use of Nonrecycled Paper Stock (Page Paper).** Assume nonrecycled paper stock will be used to produce the books text pages (page paper). State the bid amount for an ordinary order of books with the estimated number of signatures as provided in Table A. Note, unless otherwise stated, the total amount of the bid (Total) is the "bid amount" as referred to throughout this proposal.



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Table B.1
Bid Amount (Nonrecycled Paper Stock)

Category	Paper Stock	Amount of the Bid	
		Per cwt	Total "Bid Amount"
Ordinary Order of books and Estimated Number of Pages and Signatures (Table A)	Nonrecycled		
		\$ <u>54.00</u>	\$ <u>36,245.00</u>

- 2. Use of Recycled Paper Stock.** The Agency prefers that 100 percent of the paper stock used for the books text pages (page paper) contain at least 30 percent recycled material, when such paper stock is available, the price is reasonably competitive, and the quality meets the standards of the contract. *See Appendices (C-4), Appendix A.* The Agency's second preference is that the recycled content derives from pre-consumer materials. However, the Agency's first preference is that the recycled content derives from postconsumer materials.

Use of Recycled Paper Stock

Verify that the bidder is able to timely acquire recycled paper stock for page paper used to produce books

Preconsumer Materials

Postconsumer Materials

Yes	<u>X</u>
No	_____
Yes	<u>X</u>
No	_____

- a. Revised Bid Amount.** Assume that recycled paper stock will be used to produce the page paper. State revised bid amounts for an ordinary order of books with the estimated number of signatures as provided in Table A.

Table B.2
Revised Bid Amount (Recycled Paper Stock)

Category	Recycled Paper Stock	Revised Bid Amount	
		Per cwt	Total
Ordinary Order of Books and Estimated Number of Pages and Signatures (See Table A)	Preconsumer Materials	\$ <u>60.00</u>	\$ <u>37,156.00</u>
	Postconsumer Materials	\$ <u>60.00</u>	\$ <u>37,156.00</u>

- b. Percentage Difference.** State the dollar and percentage differences between using nonrecycled paper stock and recycled paper stock (preconsumer materials or postconsumer materials) for the production and delivery of an ordinary order of books



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with the estimated number of signatures as provided in Table A. *Consult Tables B.1 and B.2 for the bid amount and revised bid amounts.*

Table B.3
Differences in Total Bid Amounts for Ordinary Page Paper

\$ <u>36,245.00</u>	Bid Amount (Nonrecycled)	\$ <u>36,245.00</u>	Bid Amount (Nonrecycled)
- \$ <u>37,156.00</u>	Revised Bid Amount (Preconsumer Materials)	- \$ <u>37,156.00</u>	Revised Bid Amount (Postconsumer Materials)
= \$ <u>(911.00)</u>	Dollar Difference	= \$ <u>(911.00)</u>	Dollar Difference
Percentage Difference Between the Bid Amount and the Revised Bid Amount = +2.5 %		Percentage Difference Between the Bid Amount and the Revised Bid Amount = +2.5 %	

D. 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 (C-2), Item #1, Part X, Paragraph "C."* Assume nonrecycled paper is used. Consult Table B.1.

1. Incidental Work. Incidental work such as copy preparation and rework as the Agency instructs the Contractor during book production.

Table C.1
Incidental Work

Type of Work	Amount Per Hour
Correcting Electronic Files	\$ <u>50.00</u>
Making Minor Copy Corrections	\$ <u>50.00</u>
Replating	\$ <u>239.00</u>

2. Actual Number of Books (Overrun). The actual number of books accepted by the Agency which are produced and delivered as an overrun of up to 100 books more than the ordinary order.

3. Actual Number of Signatures (Adjusted). The actual number of signatures for each book as adjusted during a production period (the number of signatures that Agency instructs the Contractor to be added or subtracted from the signature count as estimated by the Agency when the contract is executed).



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Table C.2

Contract Price (Bid Amount Estimated and Adjusted for Ordinary Order and Overrun)

Signature Calculation	Signatures Per Book		Amount Per Signature	
	Form Full (32-page) Half (16-page)	Count	All Books Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
Estimated Signature Count	Full	34	\$ <u>910.00</u>	\$ <u>0.21</u>
Estimated Signature Count Adjusted	Each Additional Full		\$ <u>910.00</u>	\$ <u>0.21</u>
	Each Additional Half		\$ <u>455.00</u>	\$ <u>0.10</u>
	Each Fewer Full		\$ <u>910.00</u>	\$ <u>0.21</u>
	Each Fewer Half		\$ <u>455.00</u>	\$ <u>0.10</u>

II. BID AMOUNT BREAKDOWN

A. General. For purposes of completing this Part, assume all of the following:

1. **Order Number of Books and Page and Signature Count.** An ordinary order is 3,250 books with an estimated page count (1,088) divided into full 32-page signatures or, if necessary, half 16-page signatures (34 full signatures) as provided in Part I, Paragraph "C," subject to adjustment as provided in Part I, Paragraph "D" for (1) An overrun and (2) An accurate (adjusted) signature count. However, a breakdown does not include an adjustment based upon incidental work. *Consult Tables A-C.*
2. **Estimation of Pages or Signatures.** An estimated number of pages or signatures is an approximation. The final numbers will be determined later, but will be within a positive or negative range of 12 percent of the number used in this proposal.
3. **Production Items Associated With Book Production or Delivery.** The amount of the bid which is attributable to the production of books includes the production of associated production items and the amount of the bid which is attributable to the delivery of books includes the delivery of those production items.
4. **Production.** The part of the bid amount attributable to production accounts for production materials and workmanship used to produce the books (and associated production items), but excludes delivery. *See Appendices (C-4), Appendix A. See also Contract Form, (C-2), Item #1, Part IV and Parts VI through VIII.*



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- a. **Production Materials.** Production materials include all materials used to produce the books, which include: (1) Paper stock for page paper and ink and (2) Binding and finishing materials. Assume nonrecycled paper stock is used for page paper. Consult *Table B.1*.
 - b. **Workmanship.** Workmanship involves all labor and manufacturing required to produce the books, which include (1) Prepress, plating, printing, cutting, and the folding of different forms of signatures and (2) Binding and finishing work.
- 5. **Delivery.** The part of the bid amount attributable to delivery accounts for the packaging and shipping of the books (and associated production items) to all destinations required in the contract, and includes both normal delivery and special delivery of the books. See *Appendices (C-4), Appendix B*. See also *Contract Form (C-2), Item #1, Part V and Parts VI through VIII*.
 - a. **Normal Delivery.** As part of normal delivery, an estimated 2,270 books must be packaged and shipped to the Grimes State Office Building in Des Moines for General Distribution to the Agency's customers.
 - b. **Special Delivery.** As part of special delivery, an estimated 980 books must be packaged and shipped statewide to each of Iowa's eight judicial districts for Judicial Distribution to judges and court employees.
- B. **Breakdown by Book Production and Delivery (Separated).** 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 but does not account for any adjustments. Break down the bid amount by separately accounting for the production and delivery of an ordinary order of books. However, do not account for incidental work, an overrun, or the actual (adjusted) signature count.

**Table D.1
Book Production and Delivery Separated**

Breakdown Divisions	Description	Amount
Book Production	That part of the bid amount which does not account for the delivery of the books	<u>\$34,431.00</u>
Book Delivery	That part of the bid amount which accounts for the packaging and shipment of the books	<u>\$1,814.00</u>



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C. Production --- Breakdown by Production Materials and Workmanship (Excluding Delivery). Break down the bid amount attributable to production by accounting separately for production materials and workmanship of an ordinary order of books with the estimated number of signatures (excluding the delivery of books). Account for each additional book produced as part of an overrun. Do not account for incidental work, but do account for the actual (adjusted) signature count, except when completing the table which breaks down the amount attributable to binding and finishing the books.

**Table D.2
Production Materials and Workmanship Separated**

Production Materials Page Paper and Ink	Signatures Per Book			All Books Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
	Basis	Form	Count		
Adjusted	Estimated	Full	34	\$ <u>8,197.00</u>	\$ <u>1.93</u>
		Each Additional Full		\$ <u>216.00</u>	\$ <u>0.06</u>
		Each Additional Half		\$ <u>108.00</u>	\$ <u>0.03</u>
		Each Fewer Full		\$ <u>216.00</u>	\$ <u>0.06</u>
		Each Fewer Half		\$ <u>108.00</u>	\$ <u>0.03</u>

**Table D.3
Production Materials and Workmanship Separated (Cont.)**

Workmanship Prepress, Plating, Printing, Cutting, and Folding of Signatures	Signatures Per Book			All Books Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
	Basis	Form	Count		
Adjusted	Estimated	Full	34	\$ <u>8,861.00</u>	\$ <u>2.53</u>
		Each Additional Full		\$ <u>233.00</u>	\$ <u>0.07</u>
		Each Additional Half		\$ <u>117.00</u>	\$ <u>0.03</u>
		Each Fewer Full		\$ <u>233.00</u>	\$ <u>0.07</u>
		Each Fewer Half		\$ <u>117.00</u>	\$ <u>0.03</u>



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**Table D.4
Production Materials and Workmanship Separated**

Binding and Finishing	Signatures Per Book			All Books Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
	Basis	Form	Count		
Production Materials	Estimated	Full	34	\$ <u>4,386.00</u>	\$ <u>1.19</u>
Workmanship	Estimated	Full	34	\$ <u>12,988.00</u>	\$ <u>3.57</u>

D. Delivery --- Breakdown by Packaging and Shipping (Excluding Production). Verify compliance with the contract's standard delivery requirements and break down the bid amount attributable to delivery by accounting separately for packaging and shipping associated with both Normal Delivery and Special Delivery (excluding the production of books). Assume that an overrun will not affect the book delivery breakdown.

General Compliance With Delivery Requirements

Verify that the bidder will comply with the RFP's requirements for the delivery of books (and associated production items). If a bidder is proposing an alternative approach, explain the alternative approach in Part VI.

Yes <input checked="" type="checkbox"/>
No <input type="checkbox"/>

**Table D.5
Book Delivery Breakdown (Packaging and Shipping)**

Breakdown Divisions		Description		Amount
Packaging		That part of the bid amount which accounts for the packaging of the books for shipment (all types of deliveries)		\$ <u>133.00</u>
Shipping		That part of the bid amount which accounts for the shipment of the books (all types of deliveries)		\$ <u>1,681.00</u>
Shipment Breakdown By Types of Delivery	Normal Delivery	General Distribution	That part of the bid amount which accounts for the shipment of the books to the Grimes State Office Building	\$ <u>631.00</u>
	Special Delivery	Judicial Distribution	That part of the bid amount which accounts for the shipment of the books to Iowa's eight judicial districts	\$ <u>1,050.00</u>



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III. PRODUCTION STANDARDS

- A. Compliance.** A bidder must use production materials that comply with the RFP's standards for production materials and workmanship or provide a reasonable equivalent approved by the Agency. See *Appendices (C-4), Appendix A*. See also *Contract Form (C-2), Item #1, Part IV and Parts VI through VIII*.

General Compliance With RFP's Production Standards

Verify that the bidder will comply with the RFP's general standards for production materials and workmanship (that the quality of production materials and workmanship will be at least the same as used in the production of the 2005 edition of the Iowa Acts). For page paper and binding or finishing materials a bidder may propose an alternative as provided in Subparagraph 1 or Subparagraph 2.

Yes <input checked="" type="checkbox"/>
No <input type="checkbox"/>

- 1. Page Paper.** The Agency may accept alternative page paper which is equivalent to the page paper specified by the Agency (including nonrecycled or recycled page paper). However, no deviation in paper size is acceptable. See *Appendices (C-4), Appendix A, Table A-2*. If the bidder is proposing page paper other than that specified in this RFP, complete the following table:

**Table E.1
Detailed Standards for Alternative Page Paper**

	Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	Duration	PPI	Recycled Content
RFP	Custom Plus	Blue White ¹	English Smooth	80	89	40#	7-7.5 pH Neutral	731-741	100 % of Paper Stock = 30% Recycled Content ²
PROPOSAL									

¹ "Blue White" is the manufacturer's term. The true color or shade is cream white.

² A recycled paper stock (derived preconsumer materials or postconsumer materials) is not a requirement but a preference. However, if paper stock is represented as recycled it must meet the requirements of this RFP. See *Appendices (C-4), Appendix A, Table A-2*.



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2. **Binding and Finishing Materials.** The Agency may accept alternative binding and finishing materials which are equivalent to binding and finishing materials specified by the Agency. However, no deviation in decoration is acceptable. See *Appendices (C-4), Appendix A, Tables A-4b and A-4c. See also Contract Form (C-2), Item #1, Part IV and Parts VI through VIII.* If the bidder is proposing binding and finishing materials other than those specified in this RFP, complete the following table:

**Table E.2
Detailed Standards for Alternative Binding and Finishing Materials**

	Back Line	Binders' Board	End Sheets	Cover Fabric
RFP	Heavy 90# Kraft Back	Davey Red Label with .97" Thickness	80# Publisher White	Tan Color. Buckram Grain. The Type and Variety Designated as Roxite F Taupe #69564, and Produced by ICG-Holliston.
PROPOSAL				

- B. **Alternative Explained.** If a bidder proposes any production material other than provided for in Paragraph "A," briefly explain the alternative production material proposed and why it satisfies the objectives of this RFP.

Explanation

N/A



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Explanation (Cont.)

IV. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as the potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form for the Acts (C-2, Item #1), 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.



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V. STATEMENT OF WORK

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

**Table F
Bidder's Business**

Category		Bidder Information
Business Name		West Publishing Corporation d/b/a West
Principal Place of Business	Street Address	610 Opperman Drive
	City, State, and Zip Code	Eagan, Minnesota 55123
State of Incorporation		Minnesota
Federal ID Number		41-1426973

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

**Table G
Place of Production**

Category		Bidder Information	
In-State Production	Percentage of Production Located in this State	100% <u> N/A </u> Less than 100% <u> N/A </u>	
	Principal Place of Production	Street Address	N/A
		City, State, and Zip Code	N/A
Out-of-State Production	Principal Place of Production	Street Address	610 Opperman Drive
		City, State, and Zip Code	Eagan, Minnesota 55123
	Secondary Place of Production	Street Address	N/A
		City, State, and Zip Code	N/A



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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 to perform any part of the production and delivery of production items or books or complete the following tables.

Will Use	<u> X </u>
Will Not Use	_____

**Table H.1
Subcontractors (Production)**

	Category	Bidder Information	
Production Items and Books	Name	N/A	
	Principal Place of Business	Street Address	N/A
		City, State, and Zip Code	N/A
	Principal Place of Production	Street Address	N/A
		City, State, and Zip Code	N/A
	Percent of Total Production	N/A %	
	Type of Production	N/A	
	Qualifications	N/A	



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**Table H.2
Subcontractors (Delivery)**

Production Items	Category	Bidder Information	
	Name	United Parcel Service of America	
Principal Place of Business	Street Address	55 Glenlake Parkway, NE	
	City, State, and Zip Code	Atlanta, GA 30328	
Qualifications	Founded in 1907 as a messenger company in the United States, UPS has grown into a \$36 billion corporation by clearly focusing on the goal of enabling commerce around the globe. Today UPS is a global company with one of the most recognized and admired brands in the world. UPS has become the world's largest package delivery company and a leading global provider of specialized transportation and logistics services. Every day, UPS manages the flow of goods, funds, and information in more than 200 countries and territories worldwide.		
Books	Category	Bidder Information	
	Name	Con-way Freight	
Principal Place of Business	Street Address	3450 Dodd Road	
	City, State, and Zip Code	Eagan, MN 55123	
Qualifications	Time-definite and day-definite freight transportation for commercial, industrial, retail, wholesale and manufacturing companies throughout North America. Con-Way is a subsidiary of CNF Inc. CNF Inc. is a \$3.7 billion public company traded on the New York Stock Exchange (Ticker Symbol: CNF). 19,431 employees, 445 28,061 Trucks, Tractors and Trailers, Gross Annual Sales - \$2.6 Billion (2004).		

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	<u> X </u>
No	<u> </u>

**Table I.1
Iowa Statutory Publications**

Publication	Each Year Bidder Produced a Publication				
Iowa Acts	2004	2005			
Code of Iowa	2005				
Code Supplement	2003	2005			



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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	<u> X </u>
No	<u> </u>

**Table I.2a
First Statutory Publication**

Category		Bidder Information	
Book	Title	New Hampshire Revised Statutes Annotated and New Hampshire Session Laws	
	Year of Publication	1999 - 2009	
Customer	Name	NH Office of Legislative Services	
	Principal Place of Business	Street Address	State House, 107 North Main Street
		City, State, and Zip Code	Concord, NH 03301-4951
Work	Products and Services Furnished	Full production services for the New Hampshire Revised Statutes Annotated - editorial, indexing, composition, prepress, press, binding, distribution, marketing and sales.	
	Percent of Total Production	<u> 100 </u> %	
Reference	Name	Ms. Carol Holahan	
	Title	Director, Office of Legislative Services	
	Telephone Number	(603) 271-3435	
	E- Mail Address	Carol.Holahan@leg.state.nh.us	



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**Table I.2b
Second Statutory Publication**

Category		Bidder Information	
Book	Title	Alabama Code of 1975	
	Year of Publication	1997 - 2009	
Customer	Name	AL Legislative Reference Service	
	Principal Place of Business	Street Address	613 Alabama State House, 11 South Union Street
		City, State, and Zip Code	Montgomery, AL 36130
Work	Products and Services Furnished	Full production services for the Alabama Code of 1975 - editorial, indexing, composition, prepress, press, binding, distribution, marketing and sales.	
	Percent of Total Production	<u>100</u> %	
Reference	Name	Mr. Jerry Bassett	
	Title	Director, Legislative Reference Service	
	Telephone Number	(334) 242-7560	
	E- Mail Address	Jelbalrs@aol.com	

E. Bidder's Production and Delivery Managers. Provide information about the person who would be primarily responsible for managing the production and delivery of production items and books, and information about the person who would be secondarily responsible for managing the production and delivery of production items and books. See *Appendices (C-4), Appendix B*. See also *Contract Form (C-2), Item #1, Part IX, Paragraph "B."*



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**Table J.1
Primary Manager**

Category		Bidder Information
Personal	Name	Katie Ohlund
	Title	Customer Service Representative - Manufacturing Client Services
Business	Street Address	610 Opperman Drive
	City, State, and Zip Code	Eagan, Minnesota 55123
Contact	Telephone Number	(651) 687-3602
	E-mail Address	Katie.ohlund@thomson.com
	Pager Number (if any)	(612) 606-0301

**Table J.2
Secondary Manager**

Category		Bidder Information
Personal	Name	Nancy Roth
	Title	Senior Production Planner – Manufacturing Client Services
Business	Street Address	610 Opperman Drive
	City, State, and Zip Code	Eagan, Minnesota 55123
Contact	Telephone Number	(651) 687-6964
	E-mail Address	Nancy.roth@thomson.com
	Pager Number (if any)	(612) 622-1775



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F. Bidder's Contact Person. Provide information about the person responsible for answering questions regarding the bidder's proposal:

**Table K.1
Contact Person Information**

Category		Bidder Information
Personal	Name	Jill Raymond
	Title	Contract Administration Specialist
Business	Street Address	610 Opperman Drive
	City, State, and Zip Code	Eagan, MN 55123
Contact	Telephone Number	(651) 687-5371
	E-mail Address	Jill.raymond@thomson.com

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:

**Table K.2
Negotiating Representative**

Category		Bidder Information
Personal	Name	Ellen Gillespie
	Title	Manager, Government Contracts
Business	Street Address	610 Opperman Drive
	City, State, and Zip Code	Eagan, MN 55123
Contact	Telephone Number	(651) 687-5888
	E-mail Address	Ellen.gillespie@thomson.com



REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name

West Publishing Corporation d/b/a West

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.

Additional Comments

Section V, C - Alternative subcontractor for delivery of production items: Federal Express, 942 South Shady Grove Road, Memphis, TN 38120. The company incorporated in June 1971 and officially began operations on April 17, 1973. FedEx Express is the world's largest express transportation company, providing fast and reliable delivery to every U.S. address and to more than 220 countries and territories. FedEx Express uses a global air-and-ground network to speed delivery of time-sensitive shipments, usually in one to two business days with the delivery time guaranteed. Today, FedEx Express is the largest operating company in the FedEx family, handling about 3.2 million packages and documents every business day.

Section V, C - Alternative subcontractor for delivery of books: For shipments under 800 lbs delivery would be made by United Parcel Services, located at 555 Opperman Drive, Eagan MN 55123. See Section V, C for information on United Parcel Services.



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Bidder's Name	West Publishing Corporation d/b/a West
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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

 _____	_____	<u>Director, Gov't Contracts</u>	<u>9/13/06</u>
Signature		Title	Date



REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name

West Publishing Corporation d/b/a West

VIII. ATTACHED SAMPLES

A.1. Sample -- Nonrecycled Paper Stock (Page Paper). Provide a sample of nonrecycled paper stock that the bidder proposes to use for page paper.

Sample #1 Nonrecycled Paper Stock Proposed for Page Paper

Custom Plus 40# (nonrecycled) – 8 week lead time required for ordering.

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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Bidder's Name	West Publishing Corporation d/b/a West
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A.2a Sample -- Preconsumer Recycled Paper Stock (Page Paper). Provide a sample of recycled paper stock derived from preconsumer materials that the bidder proposes to use for page paper.

**Sample #2
Preconsumer Recycled Paper Stock Proposed for Page Paper**

Custom Plus 40# (preconsumer) – 8 week lead time required for ordering.

This paper is representative of the preconsumer recycled paper. However, this sample does not actually contain the preconsumer content which is added at the mill during manufacturing.

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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A.2b. Sample -- Postconsumer Paper Stock (Page Paper). Provide a sample of recycled paper stock derived from postconsumer materials that the bidder proposes to use for page paper.

Sample #3 Postconsumer Recycled Paper Stock Proposed for Page Paper

Custom Plus 40# (postconsumer) – 8 week lead time required for ordering.

This paper is representative of the postconsumer recycled paper. However, this sample does not actually contain the postconsumer content which is added at the mill during manufacturing.

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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B. Sample -- Cover Fabric for the Books. Provide a sample of the cover fabric that the bidder proposes to use for books production.

**Sample #4
Cover Fabric Proposed for the Books**

Roxite F Taupe #69564 (ICG-Holliston)

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



**REQUEST FOR PROPOSALS (FORMS C-3)
PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE**

Bidder's Name	West Publishing Corporation d/b/a West
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C-3
PROPOSAL FORMS

ITEM #2: PROPOSAL FORM FOR THE CODE

THIS C-SERIES OF DOCUMENTS IS A REQUEST FOR PROPOSALS (RFP), INCLUDING THIS PROPOSAL FORM FOR THE IOWA CODE OR "CODE" (C-3, ITEM #2). A BIDDER MAY SUBMIT A PROPOSAL IN RESPONSE TO THIS ITEM AND ALSO FOR THE IOWA ACTS OR "ACTS" (C-3, ITEM #1). TO COMPLETE A PROPOSAL READ THE INSTRUCTIONS FORM (C-1) AND CONSULT THE RELEVANT TABLES IN THE C-4 APPENDICES OR THE CONTRACT FORM FOR THE CODE (C-2, ITEM #2) OR THE ACTS (C-2, ITEM #1). PLEASE CONTACT THE AGENCY AT (515) 281-3566 TO RECEIVE A COPY OF THIS PROPOSAL FORM IN MICROSOFT® WORD. FORMS ARE PROVIDED BY THE AGENCY ON ITS WEBSITE. PROPOSALS SUBMITTED IN PRIOR YEARS ARE ALSO AVAILABLE ON THE WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.

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REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

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I. BID AMOUNT

- A. General.** Each Code includes (1) A statutory volumes set (Volumes I-VI) of six case bound books, which contains statutes and miscellaneous materials including constitutions, compacts, and a skeleton index, and (2) An index volume, a single case bound book complementing the statutory volumes set, which contains a main subject matter index and related tables and miscellaneous materials including a skeleton index.
- B. Contract Price Based on Production and Delivery of Codes (and Associated Production Items).** The contract price is calculated by accounting for all production materials and workmanship used by the Contractor in producing the Codes for the Agency and delivering the Codes to the Agency or a person authorized by the Agency for Agency acceptance. The contract price includes the amount associated with producing and delivering associated production items for Agency approval or acceptance. Production items are sample covers, sample blue line pages, finished blue line pages, or sets of assembled pages which are required to be produced by the Contractor and delivered to the Agency as provided in the contract. *See Contract Form (C-2), Item #2, Part II for definitions of key terms.* The contract price equals the bid amount as provided in Paragraph "C" as adjusted to the extent required in Paragraph "D." *See Contract Form (C-2), Item #2, Part X.*
- C. Bid Amount.** The bid amount is an estimate of the contract price as provided in Paragraph "B" which may be adjusted as provided in Paragraph "D." The bid amount accounts for the production and delivery of an ordinary order of books by assuming that each book is divided into full (32-page) or, if necessary, half (16-page) signatures.

**Table A.1
Ordinary Order of Books and Estimated Number of Pages and Signatures**

Ordinary Order	Signature Form Full (32-page) Half (16-page)	Estimated Page and Signature Count			
		Per Book		Per Ordinary Order	
		By Page	By Signature	By Page	By Signature
5,750	Full/Half	9,040	282 1/2	51,980,000	1,624,375

- 1. Page Paper by Types of Paper Stock.** Each Code volume contains multiple pages (and signatures) of ordinary page paper and 32 pages (one signature) of special pink page paper. *See Appendices (C-4), Appendix A, Table A-2.*



REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

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**Table A.2
Page Paper and Signature Count by Types of Paper Stock**

Codes Ordinary Order See Table A		Ordinary Page Paper			Pink Page Paper		
		Estimated Page Count	Signatures		Page Count	Signatures	
			Form	Estimated Count		Form	Estimated Count
Per Volume	I	1,376	Full	43	32	Full	1
	II	1,360	Full/Half	42 1/2	32	Full	1
	III	1,376	Full	43	32	Full	1
	IV	992	Full	31	32	Full	1
	V	1,488	Full/Half	46 1/2	32	Full	1
	VI	1,088	Full	34	32	Full	1
	Index	1,136	Full/Half	35 1/2	32	Full	1
Totals	Per Code	8,816	Full/Half	275 1/2	224	Full	7
	All Codes Ordinary Order	50,692,000	Full	1,584,125	1,288,000	Full	40,250

2. a. **Bid Amount (Use of Nonrecycled Paper Stock).** Assume nonrecycled paper stock will be used to produce the Codes text pages (page paper) for both ordinary page paper and pink page paper. State the bid amount for an ordinary order of Codes with the estimated number of signatures as provided in Tables A.1 and A.2. Note, unless otherwise stated, the total amount of the bid (Total) is "bid amount" as referred to throughout this proposal.

**Table B.1
Bid Amount (Nonrecycled Paper Stock)**

Category	Paper Stock	Amount of the Bid	
		Per cwt	Total "Bid Amount"
Ordinary Order of Codes and Estimated Number of Pages and Signatures (See Table A.1)	Nonrecycled		
		\$ <u>54.00</u>	\$ <u>405,851.00</u>



REQUEST FOR PROPOSALS (FORMS C-3)

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- b. Use of Recycled Paper Stock.** The Agency prefers that 100 percent of the paper stock used for the Codes text pages (page paper) contain at least 30 percent recycled material, when such paper stock is available, the price is reasonably competitive, and the quality meets the standards of the contract. See *Appendices (C-4), Appendix A*. The Agency's second preference is that the recycled content derives from preconsumer materials. However, the Agency's first preference is that the recycled content derives from postconsumer materials.

Use of Recycled Paper Stock for Ordinary Page Paper

Verify that the bidder is able to timely acquire recycled paper stock for ordinary page paper used to produce the Codes.	Preconsumer Materials	Yes <u> X </u> No <u> </u>
	Postconsumer Materials	Yes <u> X </u> No <u> </u>

Use of Recycled Paper Stock for Pink Page Paper

Verify that the bidder is able to timely acquire recycled paper stock for pink page paper used to produce the Codes.	Preconsumer Materials	Yes <u> N/A </u> No <u> </u>
	Postconsumer Materials	Yes <u> X </u> No <u> </u>

- 3. Revised Bid Amount.** Assume that recycled paper stock will be used to produce the books page paper. State revised bid amounts for an ordinary order of books with the estimated number of signatures as provided in Table A.1

Table B.2a
Revised Bid Amount (Recycled Paper Stock for Ordinary Page Paper)

Category	Recycled Paper Stock	Revised Bid Amount	
		Per cwt	Total
Ordinary Order of Books and Estimated Number of Pages and Signatures (See Table A.1)	Preconsumer Materials	\$ <u>60.00</u>	\$ <u>419,088.00</u>
	Postconsumer Materials	\$ <u>60.00</u>	\$ <u>419,088.00</u>



REQUEST FOR PROPOSALS (FORMS C-3)

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Table B.2b

Revised Bid Amount (Recycled Paper Stock for Pink Page Paper)

Category	Recycled Paper Stock	Revised Bid Amount	
		Per cwt	Total
Ordinary Order of Books and Estimated Number of Pages and Signatures (See Table A.1)	Preconsumer Materials	\$ <u>N/A</u>	\$ <u>N/A</u>
	Postconsumer Materials	\$ <u>60.00</u>	\$ <u>405,851.00</u>

4. Percentage Difference. State the dollar and percentage differences between using nonrecycled paper stock and recycled paper stock for the production and delivery of an ordinary order of books with the estimated number of signatures as provided in Tables A.1 and A.2. Consult Table B.1 for the bid amount and Tables B.2(a) and B.2(b) for the revised bid amounts.

Table B.3a

Differences --- Bid Amounts and Revised Bid Amounts for Ordinary Page Paper

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">\$<u>405,851.00</u></td><td>Bid Amount (Nonrecycled)</td></tr> <tr><td style="text-align: center;">\$<u>419,088.00</u></td><td>Revised Bid Amount (Preconsumer Materials)</td></tr> <tr><td style="text-align: center;">-</td><td></td></tr> <tr><td style="text-align: center;">= \$<u>(13,237.00)</u></td><td>Dollar Difference</td></tr> </table> <p>Percentage Difference Between the Bid Amount and the Revised Bid Amount = +3.3%</p>	\$ <u>405,851.00</u>	Bid Amount (Nonrecycled)	\$ <u>419,088.00</u>	Revised Bid Amount (Preconsumer Materials)	-		= \$ <u>(13,237.00)</u>	Dollar Difference	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">\$<u>405,851.00</u></td><td>Bid Amount (Nonrecycled)</td></tr> <tr><td style="text-align: center;">\$<u>419,088.00</u></td><td>Revised Bid Amount (Postconsumer Materials)</td></tr> <tr><td style="text-align: center;">-</td><td></td></tr> <tr><td style="text-align: center;">= \$<u>(13,237.00)</u></td><td>Dollar Difference</td></tr> </table> <p>Percentage Difference Between the Bid Amount and the Revised Bid Amount = +3.3%</p>	\$ <u>405,851.00</u>	Bid Amount (Nonrecycled)	\$ <u>419,088.00</u>	Revised Bid Amount (Postconsumer Materials)	-		= \$ <u>(13,237.00)</u>	Dollar Difference
\$ <u>405,851.00</u>	Bid Amount (Nonrecycled)																
\$ <u>419,088.00</u>	Revised Bid Amount (Preconsumer Materials)																
-																	
= \$ <u>(13,237.00)</u>	Dollar Difference																
\$ <u>405,851.00</u>	Bid Amount (Nonrecycled)																
\$ <u>419,088.00</u>	Revised Bid Amount (Postconsumer Materials)																
-																	
= \$ <u>(13,237.00)</u>	Dollar Difference																

Table B.3b

Differences -- Bid Amounts and Revised Bid Amounts for Pink Page Paper

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">\$<u>405,851.00</u></td><td>Bid Amount (Nonrecycled)</td></tr> <tr><td style="text-align: center;">\$ <u>N/A</u></td><td>Revised Bid Amount Preconsumer Materials</td></tr> <tr><td style="text-align: center;">-</td><td></td></tr> <tr><td style="text-align: center;">= \$ <u>N/A</u></td><td>Dollar Difference</td></tr> </table> <p>Percentage Difference Between the Bid Amount and the Revised Bid Amount = N/A%</p>	\$ <u>405,851.00</u>	Bid Amount (Nonrecycled)	\$ <u>N/A</u>	Revised Bid Amount Preconsumer Materials	-		= \$ <u>N/A</u>	Dollar Difference	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">\$<u>405,851.00</u></td><td>Bid Amount (Nonrecycled)</td></tr> <tr><td style="text-align: center;">\$ <u>405,851.00</u></td><td>Revised Bid Amount Postconsumer Materials</td></tr> <tr><td style="text-align: center;">-</td><td></td></tr> <tr><td style="text-align: center;">= \$ <u>0.00</u></td><td>Dollar Difference</td></tr> </table> <p>Percentage Difference Between the Bid Amount and the Revised Bid Amount = 0.0%</p>	\$ <u>405,851.00</u>	Bid Amount (Nonrecycled)	\$ <u>405,851.00</u>	Revised Bid Amount Postconsumer Materials	-		= \$ <u>0.00</u>	Dollar Difference
\$ <u>405,851.00</u>	Bid Amount (Nonrecycled)																
\$ <u>N/A</u>	Revised Bid Amount Preconsumer Materials																
-																	
= \$ <u>N/A</u>	Dollar Difference																
\$ <u>405,851.00</u>	Bid Amount (Nonrecycled)																
\$ <u>405,851.00</u>	Revised Bid Amount Postconsumer Materials																
-																	
= \$ <u>0.00</u>	Dollar Difference																



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Bidder's Name	West Publishing Corporation d/b/a West
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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 (C-2), Item #2, Part X, Paragraph "C."* Assume nonrecycled paper stock is used. Consult *Table B.1a*.

**Table C.1
Incidental Work**

Type of Work	Amount Per Hour
Correcting Electronic Files	\$ <u>50.00</u>
Making Minor Copy Corrections	\$ <u>50.00</u>
Replating	\$ <u>239.00</u>

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

**Table C.2
Contract Price (Bid Amount Estimated and Adjusted for Ordinary Order and Overrun)**

Signature Calculation	Signatures Per Code		Amount Per Signature	
	Form Full (32-page) Half (16-page)	Count	All Codes Ordinary Order <i>See Table B.1</i>	Each Additional Code Overrun
Estimated Signature Count	Full/Half	282 1/2	\$ <u>1,380.00</u>	\$ <u>0.20</u>
Estimated Signature Count Adjusted	Each Additional Full		\$ <u>1,380.00</u>	\$ <u>0.20</u>
	Each Additional Half		\$ <u>690.00</u>	\$ <u>0.10</u>
	Each Fewer Full		\$ <u>1,380.00</u>	\$ <u>0.20</u>
	Each Fewer Half		\$ <u>690.00</u>	\$ <u>0.10</u>



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II. BID AMOUNT BREAKDOWN

A. **General.** For purposes of completing this Part, assume all of the following:

1. **Order Number of Codes and Page and Signature Count.** An ordinary order is 5,750 Codes as provided in Part I, Paragraph "A", with an estimated page count (9,040) divided into 32-page signatures or, if necessary, 16-page signatures (282 1/2 full signatures) as provided in Part I, Paragraph "C," subject to adjustment as provided in Part I Paragraph "D" for (1) An overrun and (2) An accurate (adjusted) signature count. However, a breakdown does not include an adjustment based upon incidental work. *Consult Tables A-C.*
2. **Estimation of Pages or Signatures.** An estimated number of pages or signatures is an approximation. The final numbers will be determined later, but will be within a positive or negative range of 12 percent of the number used in this proposal form.
3. **Production Items Associated With Code Production or Delivery.** The amount of the bid which is attributable to the production of the Codes includes the production of associated production items and the amount of the bid which is attributable to the delivery of the Codes includes the delivery of those production items.
4. **Production.** The part of the bid amount attributable to production accounts for production materials and workmanship used to produce the Codes (and associated production items), but excludes delivery. *See Appendices (C-4), Appendix A. See also Contract Form, (C-2), Item #2, Part IV and Parts VI through VIII.*
 - a. **Production Materials.** Production materials include all materials used to produce the Codes, which include: (1) Page paper (paper stock) and ink and (2) Binding and finishing materials. Assume nonrecycled paper stock is used for page paper. *Consult Table B.1a.*
 - b. **Workmanship.** Workmanship involves all labor and manufacturing required to produce the Codes, which include (1) Prepress, plating, printing, cutting, and the folding of different forms of signatures and (2) Binding and finishing work.
5. **Delivery.** The part of the bid amount attributable to delivery accounts for the packaging and shipping of the Codes (and associated production items) to all destinations required in the contract, and includes both normal delivery and special delivery of (1) Statutory volumes sets and (2) Index volumes. *See Appendices (C-4), Appendix B. See also Contract Form (C-2), Item #2, Part V and Parts VI through VIII.*
 - a. **Normal Delivery.** As part of normal delivery, an estimated 4,350 Codes must be packaged and shipped to the Grimes State Office Building in Des Moines, including (1) An estimated 3,000 statutory volume sets for General Distribution to



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the Agency's customers and an estimated 1,350 statutory volume sets for State Capitol Complex Distribution to state officials which may be included the same shipment as provided for as part of General Distribution, but must be segregated and (2) Later an estimated 3,000 index volumes for General Distribution and an estimated 1,350 index volumes for State Capitol Complex Distribution which may be included in the same shipment as provided for as part of General Distribution, but must be segregated.

- b. Special Delivery.** As part of special delivery, an estimated 980 Codes must be packaged and shipped statewide to each of Iowa's eight judicial districts for Judicial Distribution to judges and court employees, including that number of statutory volume sets and later that number of index volumes. Also as part of special delivery, 420 Codes must be packaged and shipped to the Grimes State Office Building in Des Moines for Legislative Distribution to members and employees of the General Assembly, including that number of statutory volume sets which must be delivered by January 4, 2007, and later that number of index volumes which must be delivered with the index volumes as part of Normal Delivery, as provided in Subdivision "a" and must be segregated.

- B. Breakdown by Code Production and Delivery (Combined) by Code Volume.** Break down the bid amount to account for production materials and workmanship (combined) used to produce an ordinary order of Codes with an estimated number of signatures and the delivery of the Codes, by Code volume, and then account for each additional volume produced as part of an overrun, but do not account for incidental work or the actual signature count.

**Table D
Production Materials and Workmanship (Combined) by Code Volume**

Volumes	Signatures		Each Volume Ordinary Order <i>See Table B.1</i>	Each Additional Volume Overrun
	Form	Estimated Count		
I	Full	44	\$ <u>63,212.19</u>	\$ <u>8.32</u>
II	Full/Half	43 1/2	\$ <u>62,493.87</u>	\$ <u>8.23</u>
III	Full	44	\$ <u>63,212.19</u>	\$ <u>8.32</u>
IV	Full	32	\$ <u>45,972.51</u>	\$ <u>6.05</u>
V	Full/Half	47 1/2	\$ <u>68,240.43</u>	\$ <u>11.87</u>
VI	Full	35	\$ <u>50,282.43</u>	\$ <u>6.62</u>
Index	Full/Half	36 1/2	\$ <u>52,437.38</u>	\$ <u>6.91</u>



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D. Breakdown by Code Production and Delivery (Separated). Assume that the bid amount accounts for the estimated signature count of each Code which is produced and delivered as part of an ordinary order but does not account for any adjustments. Break down the bid amount by separately accounting for the production and delivery of an ordinary order of Codes. However, do not account for incidental work, an overrun, or the actual (adjusted) signature count.

**Table D.1
Code Production and Delivery Separated**

Breakdown Divisions	Description	Amount
Book Production	That part of the bid amount which does not account for the delivery of the Codes	<u>\$390,986.00</u>
Book Delivery	That part of the bid amount which accounts for the packaging and shipment of the Codes	<u>\$14,865.00</u>

D. Production --- Breakdown by Production Materials and Workmanship (Excluding Delivery). Break down the bid amount attributable to production by accounting separately for production materials and workmanship of an ordinary order of Codes with the estimated number of signatures (excluding the delivery). Account for each additional Code produced as part of an overrun. Do not account for incidental work, but do account for the adjusted (actual) signature count, by volume, except when completing the table which breaks down the amount attributable to binding and finishing the Codes.

**Table D.2
Production Materials and Workmanship Separated**

Production Materials Page Paper and Ink	Signatures Per Book			All Codes Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
	Basis	Form	Count		
	Estimated	Full/Half	282 1/2	<u>\$114,955.00</u>	<u>\$ 15.99</u>
	Adjusted	Each Additional Full		<u>\$ 2,948.00</u>	<u>\$ 0.41</u>
		Each Additional Half		<u>\$ 1,474.00</u>	<u>\$ 0.20</u>
		Each Fewer Full		<u>\$ 2,948.00</u>	<u>\$ 0.41</u>
		Each Fewer Half		<u>\$ 1,474.00</u>	<u>\$ 0.20</u>



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Table D.3
Production Materials and Workmanship Separated (Cont.)

Workmanship Prepress, Plating, and Printing, Cutting, and Folding of Signatures	Signatures Per Book			All Books Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
	Basis	Form	Count		
	Estimated	Full/Half	282 1/2	\$ <u>70,401.00</u>	\$ <u>9.79</u>
	Adjusted	Each Additional Full		\$ <u>1,805.00</u>	\$ <u>0.25</u>
		Each Additional Half		\$ <u>903.00</u>	\$ <u>0.12</u>
		Each Fewer Full		\$ <u>1,805.00</u>	\$ <u>0.25</u>
		Each Fewer Half		\$ <u>903.00</u>	\$ <u>0.12</u>

Table D.4
Production Materials and Workmanship Separated

Binding and Finishing	Signatures Per Book			All Books Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
	Basis	Form	Count		
Production Materials	Estimated	Full/Half	282 1/2	\$ <u>47,391.00</u>	\$ <u>6.59</u>
Workmanship	Estimated	Full/Half	282 1/2	\$ <u>158,239.00</u>	\$ <u>22.01</u>

E. Delivery --- Breakdown by Packaging and Shipping (Excluding Production). Verify compliance with the contract's standard delivery requirements and break down the bid amount attributable to delivery by accounting separately for packaging and shipping associated with both Normal Delivery and Special Delivery (excluding the production of the Codes). Assume that an overrun will not affect the book delivery breakdown.

General Compliance With Delivery Requirements

Verify that the bidder will comply with the RFP's requirements for the delivery of the Codes (and associated production items). If a bidder is proposing an alternative approach, explain the alternative approach in Part VI.

Yes <input checked="" type="checkbox"/>
No <input type="checkbox"/>



REQUEST FOR PROPOSALS (FORMS C-3)

PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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Table D.5a
Code Delivery Breakdown (Packaging and Shipping)

Breakdown Divisions	Description	Amount
Packaging	That part of the bid amount which accounts for the packaging of the Codes for shipment (all types of deliveries).	<u>\$ 3,289.00</u>
Shipping	That part of the bid amount which accounts for the shipment of the Codes (all types of deliveries)	<u>\$ 11,576.00</u>

Table D.5b
Code Shipment Breakdown

Delivery (Distribution)		Description	Amount	
			Uncombined	Combined
Normal Delivery Distributions	General State Capitol Complex	The shipment of statutory volumes sets for General Distribution and State Capitol Distribution (segregated) to the Grimes State Office Building	<u>\$ 2,200.00</u>	<u>\$ 3,301.00</u>
	Legislative (Indexes)	The later shipment of index volumes for General Distribution, State Capitol Complex Distribution (segregated) and Legislative Distribution (segregated) to the Grimes State Office Building	<u>\$ 1,101.00</u>	
Special Delivery Distributions	Judicial	The shipment of statutory volumes sets to Iowa's eight judicial districts	<u>\$ 6,426.00</u>	<u>\$ 8,275.00</u>
		The later shipment of index volumes to Iowa's eight judicial districts	<u>\$ 1,049.00</u>	
	Legislative	The early shipment of statutory volume sets to the Grimes State Office Building	<u>\$ 800.00</u>	

III. PRODUCTION STANDARDS

A. Compliance. A bidder must use production materials that comply with the RFP's standards for production materials and workmanship or provide a reasonable equivalent approved by the Agency. See *Appendices (C-4), Appendix A*. See also *Contract Form (C-2), Item #2, Part IV*.



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Bidder's Name	West Publishing Corporation d/b/a West
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General Compliance With RFP's Production Standards

Verify that the bidder will comply with the RFP's general standards for production materials and workmanship (the quality of production materials and workmanship will be at least the same as used in the production of the 2003 edition of the Code of Iowa). For page paper and binding or finishing materials a bidder may propose an alternative as provided in Subparagraph 1 or Subparagraph 2.

Yes <input checked="" type="checkbox"/>
No <input type="checkbox"/>

1. **Page Paper.** The Agency may accept alternative page paper which is equivalent to the page paper specified by the Agency. However, no deviation in paper size is acceptable. *See Appendices (C-4), Appendix A, Table A-2.*
 - a. **Ordinary Page Paper.** If the bidder is proposing paper stock for ordinary page paper (other than pink page paper) specified in this RFP, verify that it is the same page paper proposed to be used in the Acts (See Item #1) or complete the table specifying alternative page paper.

Verification of Paper Stock for Ordinary Page Paper

Verify that the bidder proposes to use the same paper stock for page paper to produce ordinary pages as proposed to be used for the production of the Acts or continue by completing the following table.

Yes <input checked="" type="checkbox"/>
No <input type="checkbox"/>

Table E.1a
Detailed Standards for Alternative Paper Stock (Ordinary Page Paper)

	Brand	Color/SHade	Finish	Bright-ness	Opacity	Basis Weight	Duration	PPI	Recycled Content
RFP	Custom Plus	Blue White ³	English Smooth	80	89	40#	7-7.5 pH Neutral	731-741	100 % of Paper Stock= 30% Recycled Content ⁴
PROPOSAL									

³ "Blue White" is the manufacturer's term. The true color or shade is cream white.

⁴ A recycled paper stock (derived from preconsumer materials or postconsumer materials) is not a requirement but a preference. However, if paper stock is represented as recycled it must meet the requirements of this RFP. *See Appendices (C-4), Appendix A, Table A-2.*



REQUEST FOR PROPOSALS (FORMS C-3)

PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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- b. Pink Page Paper.** Each Code volume contains one signature (32 pages) of pink page paper. If the bidder is proposing paper stock for pink page paper other than specified in this RFP, complete the table specifying the standards for the alternative pink page paper.

Table E.1b
Detailed Standards for Alternative Paper Stock (Pink Page Paper)

	Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	Duration	PPI	Recycled Content
RFP	Springhill Offset	Pink	Regular or Vellum	N/A	90	50#	7-7.5 pH Neutral	N/A ⁵	100 % of Paper Stock = 30% Recycled Content ⁶
PROPOSAL									

- 2. Binding and Finishing Materials.** The Agency may accept binding and finishing materials which are equivalent to the binding and finishing materials specified by the Agency. However, no deviation in volume size is acceptable. See *Appendices (C-4), Appendix A, Table A-4b. See also Contract Form (C-2), Item #1, Part IV and Parts VI through VIII.*

Verification of Alternative Binding and Finishing Materials

- a. Statutory Volumes Set.** The bidder may propose alternative binding and finishing materials for the statutory volumes set. If so, verify that the binding and finishing materials are the same as proposed to be used for the Acts (See Item #1) or continue to complete the following table.

Yes	_____
No	_____
	N/A

⁵ As a general standard, the range is 450-575.

⁶ A recycled paper stock (derived from preconsumer materials or postconsumer materials) is not a requirement but a preference. However, if paper stock is represented as recycled it must meet the requirements of this RFP. See *Appendices (C-4), Appendix A, Table A-2.*



REQUEST FOR PROPOSALS (FORMS C-3)

PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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Verification of Alternative Binding and Finishing Materials

b. Index Volume. The bidder may propose alternative binding and finishing materials for the index volume. If so, verify that the binding and finishing materials are the same as proposed to be used for the statutory volumes set, other than the cover fabric (See Item #1) and continue to complete the following table.

Yes	_____
No	_____
N/A	

Table E.2
Alternative Binding and Finishing Materials
Statutory Volumes Sets and Index Volumes

	Volume	Back Line	Binders' Board	End Sheets	Cover Fabric
RFP	Statutory Volumes Set	Heavy 90# Kraft	Davey Red Label with .97" Thickness	80# Publisher White	Tan Color. Buckram Grain. A Variety Designated as Roxite F Taupe #69564, and Produced by ICG-Holliston
	Index Volume	Heavy 90# Kraft	Davey Red Label with .97" Thickness	80# Publisher White	Blue Color. Buckram Grain. A Variety Designated as Roxite Record Buckram #63043--K02, and Produced by ICG-Holliston
PROPOSAL	Statutory Volumes Set				
	Index Volume				

B. Alternative Explained. If a bidder proposes any production material other than provided for in Paragraph "A," briefly explain the alternative production material proposed and why it satisfies the objectives of this RFP.



**REQUEST FOR PROPOSALS (FORMS C-3)
PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE**

Bidder's Name

West Publishing Corporation d/b/a West

Explanation

Type Explanation Here



REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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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 (C-2, Item #2), 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, 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, unless the bidder has provided the same information in the proposal for the Acts under Item #1.

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue. X

**Table F
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 the Code, unless the bidder has provided the same information in the proposal for the Acts under Item #1.



REQUEST FOR PROPOSALS (FORMS C-3)

PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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Check Box if the Bidder is Providing the Same Information in Item #1 or Continue. X

Table G
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, State, 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 the Code, unless the bidder indicates that the bidder has provided the same information as part of the proposal for the Acts under Item #1.

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue. X

Use of Subcontractors

Verify that the bidder will or will not use subcontractors to perform any part of the production and delivery of production items or Codes or complete the following tables.

Will Use	_____
Will Not Use	_____



REQUEST FOR PROPOSALS (FORMS C-3)

PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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**Table H.1
Subcontractors (Production)**

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



REQUEST FOR PROPOSALS (FORMS C-3)

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Bidder's Name	West Publishing Corporation d/b/a West
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**Table H.2
Subcontractors (Delivery)**

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

D. Statutory Publications. Provide information regarding statutory publications produced by the bidder, unless the bidder indicates that the bidder has provided the same information as part of the proposal for the Acts under Item #1.

Iowa Statutory Publications

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

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

<input checked="" type="checkbox"/>

**Table I.1
Iowa Statutory Publications**

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



REQUEST FOR PROPOSALS (FORMS C-3)

PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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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	<u> X </u>
No	<u> </u>

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

X

**Table I.2a
First Statutory Publication**

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



REQUEST FOR PROPOSALS (FORMS C-3)

PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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**Table I.2b
Secondary Statutory Publication**

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

E. Bidder's Production and Delivery Managers. Provide information about the person who would be primarily responsible for managing the production and delivery of production items and Codes, and information about the person who would be secondarily responsible for managing the production and delivery of production items and Codes, unless the bidder indicates that the bidder has provided the same information as part of the proposal for the Acts under Item #1. See Appendices (C-4), Appendix B. See also Contract Form (C-2), Item #2, Part IX, Paragraph "B."

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

X



REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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**Table J.1
Primary Manager**

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

**Table J.2
Secondary Manager**

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



REQUEST FOR PROPOSALS (FORMS C-3)

PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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F. Bidder's Contact Person. Provide information about the person responsible for answering questions regarding the bidder's proposal, unless the bidder indicates that the bidder has provided the same information as part of the proposal for the Acts under Item #1.

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

X

**Table K.1
Contact Person Information**

Category		Bidder Information
Personal	Name	
	Title	
Business	Street Address	
	City, State, and Zip Code	
Contact	Telephone Number	
	E-mail Address	

G. Negotiating Representative (Contract). Provide information about the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal, unless the bidder has provided the same information for the Acts under Item #1.

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

X

**Table K.2
Negotiating Representative**

Category		Bidder Information
Personal	Name	
	Title	



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Bidder's Name	West Publishing Corporation d/b/a West
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**Table K.2
Negotiating Representative (Cont.)**

Category		Bidder Information
Business	Street Address	
	City, State, and Zip Code	
Contact	Telephone Number	
	E-mail Address	

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.

Additional Comments

Section V, C - Alternative subcontractor for delivery of production items: Federal Express, 942 South Shady Grove Road, Memphis, TN 38120. The company incorporated in June 1971 and officially began operations on April 17, 1973. FedEx Express is the world's largest express transportation company, providing fast and reliable delivery to every U.S. address and to more than 220 countries and territories. FedEx Express uses a global air-and-ground network to speed delivery of time-sensitive shipments, usually in one to two business days with the delivery time guaranteed. Today, FedEx Express is the largest operating company in the FedEx family, handling about 3.2 million packages and documents every business day.

Section V, C - Alternative subcontractor for delivery of books: For shipments under 800 lbs delivery would be made by United Parcel Services, located at 555 Opperman Drive, Eagan MN 55123. See Section V, C for information on United Parcel Services.



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Bidder's Name	West Publishing Corporation d/b/a West
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Additional Comments (Cont.)



REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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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

 _____	_____	<u>Director, Gov't Contracts</u>	<u>9/13/06</u>
Signature		Title	Date

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REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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VIII. ATTACHED SAMPLES

A.1a. Sample -- Nonrecycled Paper Stock (Ordinary Page Paper). Provide a sample of nonrecycled paper stock that the bidder proposes to use for ordinary page paper, unless the bidder has provided the same sample for the Acts under Item #1.

Check Box if the Bidder Is Proposing the Same Page Paper as in Item #1.

**Sample #1
Nonrecycled Paper Stock Proposed for Ordinary Page Paper**

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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A.1b. Sample -- Preconsumer Recycled Paper Stock (Ordinary Page Paper). Provide a sample of recycled paper stock derived from preconsumer materials that the bidder proposes to use for ordinary page paper, unless the bidder has provided the same sample for the Acts under Item #1.

Check Box if the Bidder Is Proposing the Same Page Paper as in Item #1.

**Sample #2
Preconsumer Recycled Paper Stock Proposed for Ordinary Page Paper**

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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Bidder's Name	West Publishing Corporation d/b/a West
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A.1c. Sample -- Postconsumer Paper Stock (Ordinary Page Paper). Provide a sample of recycled paper stock derived from postconsumer materials that the bidder proposes to use for ordinary page paper, unless the bidder has provided the same sample for the Acts under Item #1.

Check Box if the Bidder Is Proposing the Same Page Paper as in Item #1.

Sample #3 Postconsumer Paper Stock Proposed for Ordinary Page Paper

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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B.1a. *Sample -- Nonrecycled Paper Stock (Pink Page Paper).* Provide a sample of nonrecycled paper stock that the bidder proposes to use for pink page paper.

**Sample #4
Nonrecycled Paper Stock Proposed for Pink Page Paper**

N/A -- Springhill Offset (pink) only available with postconsumer content.

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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Bidder's Name	West Publishing Corporation d/b/a West
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B.1b. Sample -- Preconsumer Recycled Paper Stock (Pink Page Paper). Provide a sample of recycled paper stock derived from preconsumer materials that the bidder proposes to use for pink page paper.

Sample #5

Preconsumer Recycled Paper Stock Proposed for Pink Page Paper

N/A -- Springhill Offset (pink) only available with postconsumer content.

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



REQUEST FOR PROPOSALS (FORMS C-3) PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

Bidder's Name	West Publishing Corporation d/b/a West
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B.1c. Sample -- Postconsumer Recycled Paper Stock (Pink Page Paper). Provide a sample of recycled paper stock derived from postconsumer materials that the bidder proposes to use for pink page paper.

**Sample #6
Postconsumer Paper Stock for Pink Page Paper**

Springhill Offset (pink; postconsumer)

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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Bidder's Name	West Publishing Corporation d/b/a West
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- B. 1. **Sample -- Cover Fabric for the Statutory Volumes Sets.** Provide a sample of the cover fabric that the bidder proposes to use for the statutory volumes sets, unless the bidder has provided the same sample for the Acts under Item #1.

Check Box if the Bidder Is Proposing the Same Cover Fabric as in Item #1.

Sample #7
Cover Fabric Proposed for the Statutory Volumes Sets

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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Bidder's Name	West Publishing Corporation d/b/a West
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- B. 2. *Sample -- Cover Fabric for the Index Volumes.*** Provide a sample of the cover fabric that the bidder proposes to use for the index volumes.

**Sample #8
Cover Fabric Proposed for the Index Volumes**

Roxite Record Buckram #63043 – K02 (ICG-Holliston)

Staple a Sample Here and Submit a Full-Page Sample With the Proposal