

Acts, CS, or Both Acts/CS

Bidder's Name:

RFP "CS" SERIES

REQUEST FOR PROPOSALS

PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2007 IOWA ACTS AND THE 2007 CODE SUPPLEMENT

CS-3 PROPOSAL FORM

(1) Acts and (2) Code Supplement (CS)

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Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

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REQUEST FOR PROPOSALS (FORM CS-3) PROPOSAL FORMS 2007 IOWA ACTS & 2007 CODE SUPPLEMENT

Acts, CS, or Both Acts/CS	Bidder's Name:	
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CS-3 PROPOSAL FORM

This CS-series of documents is a request for proposals (RFP), including this Proposal Form (CS-3) for the Iowa Acts or "Acts" and the Code Supplement abbreviated as "CS", issued by the Legislative Services Agency (Agency). A bidder may submit a proposal in response to one or both books. The Proposal Form contains a majority of provisions common to both books, including response boxes which require a bidder's statement, verification, or signature and allow a bidder's comments. The form also requires a bidder to submit samples for paper stock and cover material that will be used to produce the books. In completing the Proposal Form, read the Instructions Form (CS-1) and consult the relevant tables in the Appendices (CS-4) or the Contract Form (CS-2). To receive a copy of this form in Microsoft Word®, please contact the Agency (consult the Instructions Form, Part III). Forms, information regarding this RFP, samples, and proposals and contracts from prior years are available on the Agency's website. A bidder's failure to properly complete the Proposal Form and submit it to the Agency by the deadline may result in the bidder's disqualification.

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REQUEST FOR PROPOSALS (FORM CS-3)

PROPOSAL FORMS 2007 IOWA ACTS & 2007 CODE SUPPLEMENT

Acts, CS, or Both Acts/CS	Bidder's Name:	
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I. BID AMOUNT

- A. General.** A book means either the Acts or the Code Supplement (CS) as follows:
- 1. The Iowa Acts ("Acts").** The Iowa Acts or "Acts" is a single-volume, loose spine, case bound book containing legislation that has been enacted or item vetoed during a regular session and any extraordinary session of that General Assembly, together with miscellaneous materials, tables, and an index, that is published each year under the direction of the Iowa Code Editor pursuant to Code of Iowa Chapter 2B.
 - 2. Code Supplement ("CS").** The Code Supplement is a single-volume, perfect bound, softcover book containing statutes and miscellaneous materials, including various tables and an index, that supplements the Code of Iowa and is published during odd-numbered years under the direction of the Iowa Code Editor pursuant to Code of Iowa Chapter 2B.
- B. Contract Price Based on Production and Delivery of Books.** The contract price is calculated by accounting for all production materials and workmanship used by the Contractor to produce the books and deliver them to the Agency or a person authorized by the Agency for Agency acceptance. The contract price includes the amount associated with producing and delivering production items for Agency approval or acceptance. Production items include sample covers, sets of press proofs, 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 (CS-2) Part II for definitions of key terms.* The contract price equals the base price (referred to in this Proposal Form as the "bid amount") as provided in Paragraph "C" as adjusted to the extent required in Paragraph "D." *See Contract Form (CS-2), Part IX.*
- C. Bid Amount.** The bid amount is an estimate of the contract price as provided in Paragraph "B" for a book order with an estimated number of pages and signatures, before adjustments as provided in Paragraph "D."

Table A
Book Order With Estimated Number of Pages and Signatures

Book	Book Order (Total Number of Books/No Overrun)	Per Book		Per Book Order	
		Estimated Page Count	Estimated Signature Count (Full 32 Pages)	Estimated Page Count	Estimated Signature Count (32 Pages)
Acts	3,250	1,376	43	4,472,000	104,000
CS	4,000	1,376	43	5,504,000	128,000



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1. **Agency Preference for Use of Recycled Paper Stock -- Assumption for Bid.** 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 (CS-4), Appendix A.*
 - a. **Agency's First Preference for Postconsumer Recycled Paper Stock.** The Agency's first preference is that the recycled materials derive from postconsumer materials and the Agency's second preference is that the recycled materials derive from preconsumer materials.
 - b. **Assume Use of Recycled (Postconsumer) Paper Stock.** For purposes of completing this Proposal Form, assume that the books will be produced with 100 percent recycled paper stock containing at least 30 percent recycled postconsumer material.

2. **Bid Amount -- Separate Bid Amounts Based on Paper Stock.** State in the Response Box below a bid amount for paper stock derived from recycled materials (for both postconsumer and preconsumer materials) and then for nonrecycled (virgin) materials.

Response Box 1
State Bid Amount for Paper Stock Used for Page Paper

		Total Number of Estimated Pages of a Book Order <i>See Table A</i>	Paper Stock	Bid Amount	
				Per cwt	Total
Acts	4,472,000	Recycled	Postconsumer	\$ _____	\$ _____
			Preconsumer	\$ _____	\$ _____
			Nonrecycled	\$ _____	\$ _____
CS	5,504,000	Recycled	Postconsumer	\$ _____	\$ _____
			Preconsumer	\$ _____	\$ _____
			Nonrecycled	\$ _____	\$ _____



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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 (CS-2), Part IX, Paragraph "C."* State in the response boxes below the adjustments to the bid amount as follows:

1. **Incidental Work.** Incidental work such as copy preparation and rework as the Agency instructs the Contractor to perform during book production. The Agency assumes that the rate for performing such incidental work for the Acts will be the same as for the Code Supplement.

Response Box 2a State Additional Amounts for Incidental Work

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

2. **Actual Number of Books (Overrun).** The actual number of books which may be accepted includes a possible overrun of up to 100 books more than the book order. See *Table A*. If the Contractor delivers books as part of an overrun, the Agency will pay for each additional book on a prorated basis.
3. **Actual Number of Signatures (Adjusted).** The actual number of signatures for each book may be adjusted during a production period. The Agency may instruct the Contractor add to or subtract from the estimated signature count. See *Table A*.

Response Box 2b State Estimated and Adjusted Bid Amounts by Signature for Book Order and Overrun

	Signature Size	Signatures Per Book Signature Form Full Signature = 32 Pages	Amount Per Signature	
			Book Order See Table A	Overrun (Each Additional Book)
Acts	Estimated	43 Full	\$ _____	\$ _____
	Adjusted	Each Additional Full	\$ _____	\$ _____
		Each Additional Half	\$ _____	\$ _____
		Each Fewer Full	\$ _____	\$ _____
		Each Fewer Half	\$ _____	\$ _____



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Response Box 2b *Continued*

State Estimated and Adjusted Bid Amounts by Signature for Book Order and Overrun

Signature Count	Signatures Per Book Signature Form Full Signature = 32 Pages	Amount Per Signature	
		Book Order See <i>Table A</i>	Overrun (Each Additional Book)
Estimated	43 Full	\$ _____	\$ _____
CS	Each Additional Full	\$ _____	\$ _____
	Each Additional Half	\$ _____	\$ _____
	Each Fewer Full	\$ _____	\$ _____
	Each Fewer Half	\$ _____	\$ _____

II. BID AMOUNT BREAKDOWN

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

1. **Book Order and Estimated Page and Signature Count.** A book order contains an estimated page count divided into full 32-page signatures or, if necessary, half 16-page 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. *See Table A. Consult Response Boxes 2a and 2b.*
2. **Estimation of Pages or Signatures.** An estimated numbers of pages or signatures is an approximation. The final numbers will be determined as soon as possible, and is generally within a positive or negative range of 12 percent of the numbers used in this proposal.
3. **Production Items Associated With Book Production.** The amount of the bid which is attributable to the production of the books includes the production of associated production items and the delivery of production items such as the packaging and shipping of production items to the Agency and the Contractor's receipt of the production items after the Agency's review and response to the production items (e.g. the Agency's markup).
4. **Production.** The part of the bid amount which is attributable to the production of the books accounts for production materials and workmanship, but excludes the delivery of the books such as the packaging and shipping of the books. *See Appendices (CS-4), Appendices A and B. See also Contract Form, (CS-2), Part IV and Parts VI through VIII.*



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Acts, CS, or Both Acts/CS	Bidder's Name:	
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- a. **Production Materials.** Production materials means all materials used to produce the books, which include: (1) Paper stock for page paper and ink, and (2) Binding and finishing materials. *Consult Response Box 1.*
 - b. **Workmanship.** Workmanship means all labor and manufacturing required to produce the books, and includes: (1) Prepress, plating, printing, cutting, and the folding of different forms of signatures, and (2) Binding and finishing work.
- 5. Book Delivery.** Book delivery means the packaging (including loading) and shipping (including unloading) of books to all destinations required in the contract, and includes both normal delivery and special delivery of the books. *See Appendices (CS-4), Appendices C and D. See also Contract Form (CS-2), Part V and Parts VII and VIII.*
 - a. **Normal Delivery.** Normal delivery means packaging and shipping the books to the Grimes State Office Building in Des Moines, Iowa, including for General Distribution to the Agency's customers and for State Capitol Complex Distribution to state officials and employees. The two types of deliveries may be included in the same shipment but must be segregated (fit on one or more separate pallets to accommodate separate unloading, warehousing, and distribution).
 - b. **Special Delivery.** Special delivery means packaging and shipping the books to various locations as follows:
 - (1) **Acts.** For the Acts, an estimated number of books must be packaged and shipped to Iowa's eight judicial districts for Judicial Distribution to judges and court employees.
 - (2) **Code Supplement.** For the Code Supplement, there are two types of special deliveries as follows:
 - (a) **Legislative Distribution.** 420 books must be packaged and shipped to the Grimes State Office Building by January 10, 2008. The Agency will make every effort to deliver all composed pages required to produce the Code Supplements to the Contractor on or before December 15, 2007. However, if the Agency delivers the composed pages after December 15, 2007 the parties will negotiate the delivery date. If the Code Supplements for Normal Delivery are shipped by January 10, 2008, the same shipment should include the Code Supplements for Legislative Distribution. However, the Code Supplements for Legislative Distribution must be segregated as provided in Subdivision "a".
 - (b) **Judicial Distribution.** An estimated number of books must be packaged and shipped statewide to each of Iowa's eight judicial districts for Judicial Distribution to judges and court employees). *See Subdivision "a".*



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B. Breakdown by Book Production and Delivery (Separated). State in the response box below the bid amount separated between book production and book delivery. Book production includes that part of the bid amount which does not account for the delivery of the books, but does account for the delivery of production items. Assume the use of page paper derived from recycled postconsumer paper stock. In calculating the breakdown amounts account for: (1) The estimated signature count for an order of books and each book of an overrun, and (2) The adjusted signature count for an order of books and each book of an overrun, as provided in Part I, Paragraphs "C" and "D". Do not account for incidental work.

Response Box 3a
State Estimated Amounts Attributable to Book Production and Delivery

	Breakdown Divisions	Signatures Per Book	Book Order (Not Per Book) See Table A	Overrun (Each Additional Book)		
Acts	Book Production	Estimated	43	\$_____	\$_____	
		Adjusted	Each Additional Full		\$_____	\$_____
			Each Additional Half		\$_____	\$_____
			Each Fewer Full		\$_____	\$_____
			Each Fewer Half		\$_____	\$_____
	Book Delivery	Estimated	43	\$_____	\$_____	
CS	Book Production	Estimated	43	\$_____	\$_____	
		Adjusted	Each Additional Full		\$_____	\$_____
			Each Additional Half		\$_____	\$_____
			Each Fewer Full		\$_____	\$_____
			Each Fewer Half		\$_____	\$_____
	Book Delivery	Estimated	43	\$_____	\$_____	

C. Production -- Breakdown by Production Materials and Workmanship (Excluding Delivery). State in the response box below the bid amount for book production broken down by costs attributable to production materials and workmanship. Assume the use of page paper derived from recycled postconsumer paper stock. In calculating the breakdown amounts account for: (1) The estimated signature count for an order of books



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and each

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book of an overrun, and (2) The adjusted signature count for an order of books and each book of an overrun, as provided in Part I, Paragraphs "C" and "D". Do not account for incidental work.

Response Box 3b State Estimated Amounts Attributable to Book Production

Acts

Book Production Breakdown		Signatures Per Book		Book Order (Not Per Book)	Book Overrun (Each Additional Book)	
Production Materials	Page Paper and Ink	Estimated		43	\$ _____	\$ _____
		Adjusted	Each Additional Full		\$ _____	\$ _____
			Each Additional Half		\$ _____	\$ _____
			Each Fewer Full		\$ _____	\$ _____
			Each Fewer Half		\$ _____	\$ _____
Workmanship	Prepress, Plating, Printing, Cutting, and Folding of Signatures	Estimated		43	\$ _____	\$ _____
		Adjusted	Each Additional Full		\$ _____	\$ _____
			Each Additional Half		\$ _____	\$ _____
			Each Fewer Full		\$ _____	\$ _____
			Each Fewer Half		\$ _____	\$ _____

CS

Production Materials	Page Paper and Ink	Estimated		43	\$ _____	\$ _____
		Adjusted	Each Additional Full		\$ _____	\$ _____
			Each Additional Half		\$ _____	\$ _____
			Each Fewer Full		\$ _____	\$ _____
			Each Fewer Half		\$ _____	\$ _____
Workmanship	Prepress, Plating, Printing, Cutting, and Folding of Signatures	Estimated		43	\$ _____	\$ _____
		Adjusted	Each Additional Full		\$ _____	\$ _____
			Each Additional Half		\$ _____	\$ _____
			Each Fewer Full		\$ _____	\$ _____
			Each Fewer Half		\$ _____	\$ _____



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D. Delivery -- Breakdown by Book Delivery (Excluding Production). State in the response box below the bid amount attributable to book delivery for a book order as provided in Part I, Paragraph "C" separated between the packaging and shipping of books. Packaging includes loading books and shipping includes unloading books. In calculating the breakdown amounts account for: (1) Normal Delivery, and (2) Special Delivery (assume that an extra early shipment will be required for Legislative Distribution for the Code Supplement). Book delivery does not include the delivery of production items. Assume that an overrun will not affect the book delivery costs.

Response Box 3c
State Estimated Amounts Attributable to Book Delivery (Packaging and Shipping)

Book Delivery Breakdown			Book Order <i>See Table A</i>	Amount	
Acts	Packaging for Shipping (All Types of Deliveries)		3,250	\$ _____	
	Shipping (All Types of Deliveries)		3,250	\$ _____	
	Breakdown by Types of Delivery	Normal Delivery (One Shipment)	General Distribution	996 (est.)	\$ _____
			State Capitol Complex Distribution	1,395	\$ _____
		Special Delivery (Eight Shipments)	Judicial Distribution	859 (est.)	\$ _____
	CS	Packaging for Shipping (All Types of Deliveries)		4,000	\$ _____
Shipping (All Types of Deliveries)		4,000	\$ _____		
Breakdown by Types of Delivery		Normal Delivery (One Shipment)	General Distribution	1,546 (est.)	\$ _____
			State Capitol Complex Distribution	975 (est.)	\$ _____
		Special Delivery (Nine Shipments)	Legislative Distribution	420	\$ _____
			Judicial Distribution	1,059 (est.)	\$ _____



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Acts, CS, or Both Acts/CS	Bidder's Name:	
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III. COMPLIANCE WITH STANDARDS FOR PRODUCTION AND DELIVERY

A. Production. A bidder must use production materials that comply with the RFP's standards for production materials or workmanship or provide a reasonable equivalent approved by the Agency. See *Appendices (CS-4), Appendices A and B. See also Contract Form (CS-2), Part IV and Parts VI through VIII.* If a bidder is proposing an alternative approach, explain the alternative approach in Part VI.

1. Page Paper. The Agency may accept alternative page paper which is equivalent to the page paper specified by this RFP (including recycled preconsumer or nonrecycled page paper). However, no deviation in page paper size is acceptable. See *Appendices (CS-4), Appendix A, Tables A-1 and A-2.*

Response Box 4a Verify Paper Stock

Verify that the bidder will or will not use the Agency's preferred paper stock. If the bidder is proposing to use an alternative paper stock, complete the following response box.

Acts/CS	Will Use	_____
Will Not Use	_____	

Response Box 4b State Detailed Standards for Alternative Page Paper

	Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	Archive	Recycled Material
RFP	Custom Plus	Blue White ¹	English Smooth	80	89	40#	Ideal 736 Range 731-741	pH neutral 7 or 7.5	Postconsumer
PROPOSAL									100% of Paper Stock = 30% Recycled Content ²

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

² A recycled paper stock 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 (CS-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 in this RFP. However, no deviation in decoration is acceptable. The Agency will furnish the Contractor with a copy of the 2005 and 2006 Editions of the Iowa Acts. See *Appendices (CS-4), Appendix B, Tables B-2a through B-3. See also Contract Form (CS-2), Part IV and Parts VI through VIII.*

Response Box 5a Verify Cover Material

Verify that the bidder will or will not use the Agency's preferred cover material. If the bidder is proposing to use an alternative cover material, complete the following response box.

Acts	Will Use	_____
	Will Not Use	_____
CS	Will Use	_____
	Will Not Use	_____

Response Box 5b State Detailed Standards for Alternative Cover Material

		Back Line	Binders' Board	End Sheets	Cover Fabric
Acts	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				



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Response Box 5b *Continued*

State Detailed Standards for Alternative Cover Material

		Cover Fabric
CS	RFP	Tan Color. Heavyweight Cellulose Blended Latex-Saturated Material. Same Material Commonly Known as 17 pt. Lexotone (Lexotone® 17 GA LX17, Tan, Nubuckram, Series 1, Ref. # 6268-1 LK 25806), and Produced by FiberMark, or an Equivalent Cover Approved by the Agency. Buckram Grain. The Type and Variety Designated as Roxite F Taupe #69564, and Produced by ICG-Holliston.
	PROPOSAL	

- B. *Delivery.*** A bidder must package (including loading) and ship (including unloading) production items and books to various locations and provide for communication with the Agency regarding all matters relating to production and delivery, or provide a reasonable equivalent approach subject to approval by the Agency in Part VI. *See Appendices (CS-4), Appendices C-E. See also Contract Form (CS-2), Part V and Parts VI through VIII.*
- C. *Production and Delivery Management.*** Provide information about the primary and secondary production and delivery managers. It is assumed that the persons responsible for managing the production for the Acts are the same persons responsible for managing the production and delivery of the Code Supplement.

Response Box 6a

State Bidder's Primary Production and Delivery Manager

		Category	Bidder Information
Acts/CS	Personal	Name	
		Title	
	Business	Street Address	
		City, State, and Zip Code	



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Response Box 6a *Continued*
State Bidder's Primary Production and Delivery Manager

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

Response Box 6b
State Bidder's Secondary Production and Delivery Manager

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

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 (CS-2), which includes combined provisions applicable to the Acts and the Code Supplement and special provisions applicable only to the Acts or the Code Supplement, unless the Contractor expressly provides otherwise in Part VI. There are certain essential contract terms that are nonnegotiable. See the Instructions Form (CS-1). Otherwise, if a bidder refuses to comply with a provision in the Contract Form, complete Part VI and provide both 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. Place of Business. Provide information about the bidder's place of business:

Response Box 7a State Bidder Information (Place of Business)

	Category	Bidder Information
Acts/CS	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:

Response Box 7b State Bidder Information (Place of Production)

	Category	Bidder Information	
Acts/CS	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	



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C. Subcontractors (Production). Provide information regarding subcontractors used in the production of production items and books:

Response Box 8a Verify Use of Subcontractors

Verify that the bidder will or will not use subcontractors to perform any part of production of production items or books. If the bidder is proposing to use subcontractors, complete the following response boxes.

Acts	Will Use	___
	Will Not Use	___
CS	Will Use	___
	Will Not Use	___

Response Box 8b State Subcontractor Information (Production)

	Category	Bidder Information	
	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	_____ %	
Acts	Type of Production		
	Qualifications		



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For the Code Supplement, Check the Verification Box if the Bidder Would Provide the Same Information as for the Acts in the Previous Response Box or Complete the Following Response Box:

Response Box 8b State Subcontractor Information (Production)

Category	Bidder Information	
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	_____ %	
<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">CS</div> <div>Type of Production</div> </div>		
Qualifications		



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D. Subcontractors (Delivery). It is assumed that the same subcontractor used to deliver production items and books for the Acts will be used to deliver production items and books for the Code Supplement.

- 1. Production Items.** It is assumed that a nationally or regionally recognized courier will be used to deliver (ship and receive) production items. Complete the following response box:

Response Box 8c
State Subcontractor Information (Courier)

Acts/CS	Category	Bidder Information
	Name	

- 2. Books.** Complete the following response box regarding the freight company used in the production of production items and books:

Response Box 8d
State Subcontractor Information (Freight Company)

Acts/CS	Category	Bidder Information	
	Name		
	Principal Place of Business	Street Address	
		City, State, and Zip Code	
Qualifications			



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

Response Box 9a Verify Production of Iowa Statutory Publications

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years. If so complete the following response box:

Yes	_____
No	_____

Response Box 9b State Iowa Statutory Publications

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

Response Box 9c(1) Verify Non-Iowa Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years. If so complete the following response boxes:

Yes	_____
No	_____

Response Box 9c(2) State First Non-Iowa Statutory Publication

Acts/CS	Category		Bidder Information		
	Book	Title			
		Year of Publication			
	Work	Products and Services Furnished			
Percent of Total Production		_____ %			



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Response Box 9c(2) *Continued* State First Non-Iowa Statutory Publication

Category		Bidder Information
Acts/CS	Reference	Name
		Title
		Telephone No.
		E-Mail Address

Response Box 9c(3) State Second Non-Iowa Statutory Publication

Category		Bidder Information
Acts/CS	Book	Title
		Year of Publication
	Work	Products and Services Furnished
	Percent of Total Production	
Reference		Name
		Title
		Telephone No.
		E-Mail Address

F. Bidder's Contract Manager. It is assumed that the same person who manages the contract for the Acts will manage the contract for the Code Supplement. See *Appendices (CS-4), Appendix E, Table E-2b*. Complete the following response box regarding the person responsible for managing the contract, including issues relating to compliance:



REQUEST FOR PROPOSALS (FORM CS-3)

PROPOSAL FORMS 2007 IOWA ACTS & 2007 CODE SUPPLEMENT

Acts, CS, or Both Acts/CS	Bidder's Name:	
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Response Box 10a State Bidder's Contract Manager

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

G. Authorized Negotiating Representative (Contract). It is assumed that the same person who negotiates the contract for the Acts will negotiate the contract for the Code Supplement. Complete the following response box regarding the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal.

Response Box 10b State Bidder's Authorized Negotiating Representative

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



REQUEST FOR PROPOSALS (FORM CS-3) PROPOSAL FORMS 2007 IOWA ACTS & 2007 CODE SUPPLEMENT

Acts, CS, or Both Acts/CS

Bidder's Name:

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.

Response Box 11 State Additional Comments

Acts/CS

Type Additional Comments Here



REQUEST FOR PROPOSALS (FORM CS-3)

PROPOSAL FORMS 2007 IOWA ACTS & 2007 CODE SUPPLEMENT

Acts, CS, or Both Acts/CS	Bidder's Name:	
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VII. AUTHORIZED SIGNATURES

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 the Acts and the Code Supplement as provided in this RFP.

Response Box 12a Signature of Authorized Representative

Acts			
	_____ Signature	_____ Title	_____ Date

For the Code Supplement, Check the Verification Box if the Bidder Would Provide the Same Information as for the Acts in the Previous Response Box or Complete the Following Response Box:

Response Box 12b Signature of Authorized Representative

CS			
	_____ Signature	_____ Title	_____ Date

CS-3 Proposal 2007fin.doc



REQUEST FOR PROPOSALS (FORM CS-3) PROPOSAL FORMS 2007 IOWA ACTS & 2007 CODE SUPPLEMENT

Acts, CS, or Both Acts/CS	Bidder's Name:	
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VIII. ATTACHED SAMPLES

A.1a. Sample -- Recycled Postconsumer Paper Stock (Page Paper). Provide a sample of recycled paper stock derived from postconsumer material that the bidder proposes to use for page paper.

Sample Box A.1a

Provide Recycled (Postconsumer) Paper Stock Proposed for Page Paper

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

Acts/CS



REQUEST FOR PROPOSALS (FORM CS-3) PROPOSAL FORMS 2007 IOWA ACTS & 2007 CODE SUPPLEMENT

Acts, CS, or Both Acts/CS	Bidder's Name: _____
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A.1b. *Sample -- Recycled Preconsumer Paper Stock (Page Paper).* Provide a sample of recycled paper stock derived from preconsumer material that the bidder proposes to use for page paper.

Sample Box A.1b
Provide Recycled (Preconsumer) Paper Stock Proposed for Page Paper

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

Acts/CS



REQUEST FOR PROPOSALS (FORM CS-3) PROPOSAL FORMS 2007 IOWA ACTS & 2007 CODE SUPPLEMENT

Acts, CS, or Both Acts/CS	Bidder's Name:	
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A.2. *Sample -- Nonrecycled Paper Stock (Page Paper).* Provide a sample of nonrecycled paper stock derived from virgin material that the bidder proposes to use for page paper.

**Sample Box A.2
Provide Nonrecycled Paper Stock Proposed for Page Paper**

Acts/CS

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



REQUEST FOR PROPOSALS (FORM CS-3) PROPOSAL FORMS 2007 IOWA ACTS & 2007 CODE SUPPLEMENT

Acts, CS, or Both Acts/CS	Bidder's Name:
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B.1. Sample -- Cover Material for the Acts. Provide a sample of the cover material that the bidder proposes to use for the Acts. Note, the cover material for the Acts is different than for the Code Supplement.

Sample Box B.1
Provide Cover Proposed for the Acts

Acts

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



REQUEST FOR PROPOSALS (FORM CS-3) PROPOSAL FORMS 2007 IOWA ACTS & 2007 CODE SUPPLEMENT

Acts, CS, or Both Acts/CS	Bidder's Name:	
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B.2. *Sample -- Cover Material for the Code Supplement.* Provide a sample of the cover material that the bidder proposes to use for the Code Supplement. Note, the cover material for the Code Supplement is different than for the Acts.

Sample Box B.2

Provide Cover Proposed for the Code Supplement

CS

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