

"CS" SERIES

CONTRACT

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

CS-4 APPENDICES

Executed: _____, 2007

Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

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**APPENDIX A PRODUCTION STANDARDS
TABLE A-1 GENERAL**

BOOK	NUMBER OF BOOKS (PER ORDER)	SIZE		ESTIMATED NUMBER OF BOOK PAGES AND SIGNATURES			
		Book	Page	Per Book		Per Order	
Acts	3,250	7 1/2" X 10 3/4"	7 1/4" X 10 1/2" Finished	Pages	1,376	Pages	4,472,000
				Signatures	43	Signatures	104,000
CS	4,000	7 1/4" X 10 1/2"	7 1/4" X 10 1/2" Finished	Pages	1,376	Pages	5,504,000
				Signatures	43	Signatures	128,000

TABLE A-2 PAPER STOCK

BOOK	BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT- NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVE	RECYCLED MATERIAL
Acts	Custom Plus ⁱ	See Table A-1 (Page Size)	Blue White ⁱⁱ	English Smooth	80	89	40#	Ideal 736 Range of 731-741	pH neutral (content of 7 or 7.5) ⁱⁱⁱ	Postconsumer Preferred 100% of Paper Stock = 30% Recycled Content. ^{iv}
CS	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑

TABLE A-3 PAGE COMPOSITION AND PRINTING

BOOK	IMAGE AREA FOR TYPE	FONT/POINT SIZE	ARTWORK	INK		BLEED BARS			
				Ratio (After Conversion)	Soy Oil	Placement		Width/Reverse Copy	Number of Pages Minimum
Acts	33.25 x 54.75 Picas, with Folio	(1) Font. Imperial BT (2) Points. Various	Minimal (Image of the State Seal)	1/1 Black Ink on Two Sides. No Color (Brown/Light or Faded Black Unacceptable)	100% Must Contain at Least 10% Soy Oil	Right Side of Right-Hand Pages	Runs Entire Length of the Page	(1) Width. 3/8"-Wide (2) Reverse Copy. Yes.	Regular Session: 2 ----- Extraordinary Session: 3 for Each
CS	36 x 54 Picas, with Folio	(1) Font. Century Schoolbook (2) Points. Various	↑	↑	↑	↑	↑	↑	Tables: 1, Code Editor Notes: 1 Index: 1 Other Divisions Possible

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-1a PRODUCTION ITEMS (OTHER THAN ASSEMBLED PAGES)

ITEM	PERIODS	BOOK	SPECIAL INSTRUCTIONS	NUMBER
SAMPLE COVERS	Trial Performance	Acts	<p>(1) Preliminary Paper Proof Cover. Must Be a Laser Proof or Equivalent Paper Proof Approved by the Agency Which Illustrates How the Books' Covers Will Appear When the Books Are Bound, Including All Lettering and Numbering, and the Location of the Required Impressions and Foil Pieces.</p> <p>(2) Virtual Replica. Lettering and Numbering, and the Location of the Impressions, Stampings, and Foil Pieces Must Be Identical to That Used in the Production of the Books.</p> <p>(3) Trimmed. Must Be Trimmed to Size or Marked to Illustrate the Trim Size.</p>	1 Proof
		CS	↑	↑
	Standard Performance	Acts	<p>(1) Finished Sample. Cover for Hard Bound Book. See Table B-2b.</p> <p>(2) Exact Replica. Must Include the Same Material, Blanking, Stamping of Impressions, and Attachment of Foil Pieces That Are to Be Used in the Production of the Books. Lettering and Numbering and Impressions. Stamping and the Foil Pieces Must Be Identical to Those Used in the Production of the Books.</p> <p>(3) Dyes. Must Be Produced Using the Same Dyes That Will Be Used in the Production of the Books Unless Otherwise Provided by the Agency.</p> <p>(4) Mitered Corners. Inside Corners Must Be Mitered in the Same Manner as the Books.</p> <p>(5) Trimmed. Must Be Trimmed to Size.</p>	1 Cover
		CS	<p>(1) Finished Sample Cover for Perfect Bound Cover See Table B-2b.</p> <p>(2), (3), & (5) ↑</p> <p>(4) Mitered Corners. N/A</p>	↑
SETS OF PRESS PROOFS	Trial Performance	Acts	<p>(1) Equivalency. "Press Proofs" May Be Conventional Blue Line Pages or an Equivalent Proof Page as Approved by the Agency.</p> <p>(2) Exact Replica. Must Be Exact Replica of the Test Composed Pages Delivered by the Agency, With Crop Marks and Corrections as Required by the Agency.</p> <p>(3) Paper Size. Paper Size Must Not Exceed 8 1/2" x 11".</p> <p>(4) Print. Must Be Printed in Black Clearly Legible Type (No Faded Text).</p> <p>(5) Assembly. Must Be Assembled in the Order That the Agency Delivered Test Composed Pages to the Contractor.</p> <p>(6) Format. Must Be Arranged in Sequential Order by Page Number as Transmitted to the Contractor by the Agency, and Submitted in One of the Following Forms :</p> <p>(1) First Preference. Printed on Both Sides of Each Sheet and Stapled by Signature in Book Form.</p> <p>(2) Alternative Preference. Printed on One Side of Each Sheet and Stapled by Signature at the Top Left-Hand Corner.</p>	
		CS	↑	↑
	Standard Performance	Acts	<p>(1), (3)-(7) ↑ See Box for Trial Performance Period.</p> <p>(2) Exact Replica. Must Be Exact Replica of the Composed Pages Delivered by the Agency to the Contractor in the Same Format as the Press Proofs Approved by the Agency During the Trial Performance Period, With Crop Marks and Corrections as Required by the Agency.</p>	2 Sets
		CS	↑	↑

APPENDIX B
TABLE B-1b PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES)

BOOK	SPECIAL INSTRUCTIONS	NUMBER
Acts	<p>(1) Exact Replica. Must Be Exact Replica of the Final Pages to be Published in the Books Based on the Agency's Approval of Sets of Press Proofs During the Standard Performance Period (Formatted and Cut to the Appropriate Size According to the Crop Marks Approved by the Agency), With Agency Corrections if Necessary.</p> <p>(2) Page Order. Must Be in Sequential Order by Page Number and Signatures as Required by the Agency.</p> <p>(3) 3-Hole Punched. Must Be 3-Hole Punched Along the Left-Hand Side for Insertion Into 3-Ring Binders.</p>	12 Sets
CS	↑	↑

TABLE B-2a BOOKS (BINDING)

BOOK	CONSTRUCTION	CAMBRIC	BANDS Head Band and Foot Bands	SIGNATURES	
				Type	Construction
Acts	Book Block Thoroughly Glued, Smashed, and Assembled as Part of Casing (Lined With One or More Supers and Gauze Tape) in a Manner That Ensures the Book Block Is Sturdily Constructed and Bound to the Casing	<p>(1) General. First and Last Signatures Must Be Reinforced at the Spine With Cambric Which Measures at Least 1" in Width and at Least 7/8" From the Spine When Concealed After the Cover Is Attached to the End Sheets.</p> <p>(2) Thoroughly Glued. The Entire Cambric Must Be Completely Glued to the Book Block (Up to the Head Band and Down to the Foot Band) in a Manner That Ensures the Signatures are Permanently Bound.</p>	Color Must Be Alternating Red and Gold Checkerboard Pattern	<p>(1) Full. Full 32-Page or Split (e.g., Half 16-Page) as Approved by the Agency.</p> <p>(2) Prohibition. Signatures Having More Than 32 Pages or Less Than 16 Pages Are Prohibited.</p>	Smythe Sewn (Tightly Sewn)
CS	Book Block Thoroughly Glued, Smashed and Attached to the Cover's Inside Spine (Up to the Top of the Spine Down to the Bottom of the Spine) in a Manner that Ensures the Book Block Is Sturdily Bound to the Cover	N/A	N/A	↑	N/A

**APPENDIX B
TABLE B-2b BOOKS (COVERING)**

BOOK	CONSTRUCTION	MATERIALS			
		Back Line	Binder's Board	End Sheets	Cover Material
Acts	<p>(1) Case Bound Book. Cover Must Conform to Sample Finished Cover Approved by the Agency, With Agency Corrections if Necessary.</p> <p>(2) Attached Signatures. Signatures Must Be Securely Attached to the Book Block. <i>See Table B-2a.</i></p> <p>(3) Mitered Corners. Inside Corners Must Be Mitered With Top and Bottom Overlapping the Sides at a 45-Degree Angle.</p> <p>(4) Loose Rounded Spine. Spine Must Be Loose and Rounded, With Uniform and Tight Joints and Adequate Gutters. A Loose and Round Spine Means the Casing Must <u>Not</u> Be Glued to the Back of the Book Block.</p> <p>(5) Dies. All Type and Bars Must Be Set from the Sampling Die on the Spine.</p>	Heavy 90# Kraft on the Spine Area	Davey Red Label Binder's Board With .097" Thickness	80# Publisher White	Fabric. Tan Color. Same Buckram Grain Commonly Known as the Type and Variety Designated as Roxite F Taupe #69564, and Produced by ICG-Holliston, or an Equivalent Cover Approved by the Agency
CS	<p>(1) Perfect Bound Book. Cover Must Conform to Sample Finished Cover Approved by the Agency, With Agency Corrections if Necessary.</p> <p>(2) & (5) ↑</p> <p>(3) Mitered Corners. N/A</p> <p>(4) Loose Rounded Spine. N/A</p>	N/A	N/A	N/A	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

**APPENDIX B
TABLE B-3 BOOKS (DECORATION)^v**

BOOK	FRONT AND BACK COVERS	SPINE	
		Stamping	Foil Pieces
Acts	<p>Blind Stamping. One Impression of Blind Stamping on the Front and Back of the Cover.</p>	<p>(1) Blind Stamping. None.</p> <p>(2) Text. Crisp and Distinct Black Numeral "1" (Referring to the Session of the Iowa General Assembly).</p> <p>(3) Location. Centered and Equal Distance Between the Red and Black Foil Pieces. <i>See Foil Pieces Box.</i></p> <p>(4) Specifications. All of the Following: a. Font. One of the Following: (1) First Preference. Imperial BT. (2) Second Preference. Century School Book. b. Point Size. Approximately 80 Point Type.</p> <p>(5) Dies. All Type and Bars Must Be Set From the Sampling Die on the Spine. A Die Must Be One Piece.</p>	<p>(1) Appearance. Crisp and Distinct, and Affixed in a Manner That Must Be Permanently Attached To the Book.</p> <p>(2) Text. All of the Following Apply: (a) Top. For the Top, One Red Foil Piece With Gold Leaf. Between the Bars [Described Below]: (i) The Words "Acts 2007 Regular Session" and (ii) The Number "82" [Year of the General Assembly] and the Abbreviation "G.A." (b) Bottom. For the Bottom, One Black Foil Piece with Gold Leaf. Between the Bars [Described Below]: (i) The Word "IOWA", (ii) The Number "82", and (iii) The Number "2007" [the Year of the Books' Edition].</p> <p>(3) Location. All of the Following Apply: (a) Wrap. Each Foil Piece Must Wrap to the Gutter of the Spine, (b) Placement. (i) For the Red Foil Piece, the Top Must Be Placed Approximately 3 5/16" From the Top of the Spine and the Bottom Must Be Placed Approximately 4 3/16" From the Top of the Spine, and (ii) For the Black Foil Piece, the Top Must Be Placed Approximately 6 3/16" From the Top of the Spine and the Bottom Must Be Placed Approximately 8 1/16" From the Top of the Spine.</p> <p>(4) Specifications. All of the Following Apply: (a) Size. Each Foil Piece Must Be 1 15/16" x 3". (b) Font. Must Match Stamping. <i>See Stamping Box.</i> (c) Point Size. Various. (i) For the Red Foil Piece, the Words Must Be Approximately 11 Pts., and (ii) For the Black Foil Piece the Words Must Be Approximately 10 Pts., and the Number Must Be Approximately 68 Pts. (d) Capital Letters. The Text Must Be in All Capital Letters.</p> <p>(5) Bars (Lines of Rule). All of the Following Apply: (a) Placement. For the Red Foil Piece, a Set of Bars of Different Widths Must Run Horizontally at the Top and the Same Set of Bars Must Run Horizontally at the Bottom, and For the Black Foil Piece, a Set of Bars Identical to Those on the Red Foil Piece Must Run Horizontally at the Top and the Same Set of Bars Must Run Horizontally at the Bottom. (b) Size. (i) For Each Set of Bars, the Wide Top Bar Must Be Approximately the Size of a 12 Pt. Line of Rule and the Thin Bottom Bar Must Be Not Thicker Than a 6 Pt. Line of Rule, and (ii) The Distance Between the Bottom of the Wide Top Bar and the Top of the Thin Bottom Bar Must Not Be Less Than a 1 1/2 Pt. Line of Rule and Not Greater Than a 2 Pt. Line of Rule.</p>

APPENDIX B
TABLE B-3 BOOKS (DECORATION) *Continued*

BOOK	FRONT AND BACK COVERS	SPINE	
		Stamping	Foil Pieces
CS	<p>(1) Blind Stamping. None.</p> <p>(2) Text. Crisp and Distinct Black Impressions Which Include Lines of Text and a Design as follows:</p> <p>(a) Edition. The Numeral "2007" [Referring to the Year of the Edition of the Code].</p> <p>(b) Title. The Word "SUPPLEMENT".</p> <p>(c) Design. A Design.</p> <p>(d) Code. The Words "CODE OF IOWA".</p> <p>(3) Location. Centered and on the Top Half of the Book, With the Top of "2007" 2" from the Top Edge of the Cover, and the Bottom of "CODE OF IOWA" 6 1/2" from the Bottom Edge of the Cover.</p> <p>(4) Specifications. All of the Following Apply:</p> <p>(a) Font. Century Schoolbook Font and Approximately 33 Point Type Size.</p> <p>(b) Capital Letters. Text Is in All Capital Letters.</p>	N/A	<p>(1) Appearance. ↑</p> <p>(2) Text and Design. All of the Following Apply:</p> <p>(a) Top. For the Top, One Red Foil Piece With Gold Leaf. Between the Bars [Described Below]: (i) The Word "SUPPLEMENT", (ii) The Same Design Impressed Upon the Front Cover, and (iii) The Words "CODE OF IOWA".</p> <p>(b) Bottom. For the Bottom, One Black Foil Piece With Gold Leaf. Between the Bars [Described Below]: the Number "2007" [the Year of the Books' Edition].</p> <p>(3) Location. All of the Following Apply:</p> <p>(a) Wrap. Each Foil Piece Must Wrap To the Hinge of the Spine.</p> <p>(b) Placement. (i) For the Red Foil Piece, the Top Must Be Placed Approximately 1 7/8" From the Top of the Spine, and the Bottom Must Be Placed Approximately 3 6/8" From the Top of the Spine, and (ii) For the Black Foil Piece, the Top Must Be Placed Approximately 5 1/2" From the Top of the Spine and the Bottom Must Be Placed Approximately 7 5/16" From the Top of the Spine.</p> <p>(4) Specifications. All of the Following Apply:</p> <p>(a) Size. Each Foil Piece Must Be 1 15/16" x 3".</p> <p>(b) Font. Century Schoolbook Font.</p> <p>(c) Point Size. Various. (i) For the Red Foil Piece, the Word "SUPPLEMENT" Must Be Approximately 13 Pts., and the Words "CODE OF IOWA" Must Be Approximately 11 Pts., and (ii) For the Black Foil Piece, the Number Must Be Approximately 24 Pts.</p> <p>(d) Capital Letters. The Text Must Be in All Capital Letters.</p> <p>(5) Bars (Lines of Rule). All of the Following Apply:</p> <p>(a) Placement. (i) For the Red Foil Piece, a Set of Bars of Different Widths Must Run Horizontally at the Top and the Same Set of Bars Must Run Horizontally at the Bottom, and (ii) For the Black Foil Piece, a Set of Bars Identical to Those on the Red Foil Piece Must Run Horizontally at the Top and the Same Set of Bars Must Run Horizontally at the Bottom.</p> <p>(b) Size. (i) For Each Set of Bars, the Wide Top Bar Must Be Approximately the Size of a 6 Pt. Line of Rule and the Thin Bottom Bar Must Be Not Thicker Than a 3 Pt. Line of Rule, and (ii) The Distance Between the Bottom of the Wide Top Bar and the Top of the Thin Bottom Bar Must Not Be Less Than a 1 1/2 Pt. Line of Rule and Not Greater than a 2 Pt. Line of Rule.</p>

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

BOOK	SPECIAL INSTRUCTIONS
Acts	<p>(1) Sample Books. The Agency Will Deliver a Copy of the 2005 Acts and 2006 Acts to the Contractor.</p> <p>(2) Composed Pages. Agency Will Deliver Composed Pages to the Contractor as Follows:</p> <p>(a) Format. The Agency Will Transmit Fully Composed Pages in an Electronic Format (e.g., in a Postscript Format) to the Contractor.</p> <p>(b) Electronic Delivery. The Agency May Deliver Files Used in Production by Electronic Transfer Directly to the Contractor by File Transfer Protocol (FTP), Electronic Mail, or to the Contractor's Internet Website.</p> <p>(c) Paper Copies. The Agency Will Deliver Paper Copies of the Composed Pages to the Contractor in a Manner Determined Reasonable by the Agency.</p> <p>(d) Incremental Delivery. During the Standard Performance Period, the Agency May Deliver Composed Pages to the Contractor in Installments by Signature or Split Signature. The Contractor Must Ship Sets of Press Proofs for Delivery to the Agency as the Agency Delivers Composed Pages to the Contractor.</p>
CS	<p>(1) Sample Books. The Agency Will Deliver a Copy of the 2005 Code Supplement to the Contractor.</p> <p>(2) ↑</p>

TABLE C-2 PACKAGING (AND LOADING) PRODUCTION ITEMS AND BOOKS

BOOK	SPECIAL INSTRUCTIONS
Acts	<p>(1) Common Carrier Requirement. The Contractor Provides for the Packaging (and Loading) of Production Items and Books:</p> <p>(2) Books. For Books, All of the Following Apply:</p> <p>(a) Contents Identified. One Side of Each Carton Must Reasonably Indicate Its Contents: "2007 IOWA ACTS".</p> <p>(b) Bulk Packaging. Books Must Be Packaged in Bulk Cartons With 5% of Books (Excluding Overruns) Placed in Individual Cartons.</p> <p>(c) Errata Sheet. Each Carton May Contain an Errata Sheet Composed by the Agency and Delivered to the Contractor.</p> <p>(d) Weight and Loading. A Carton Cannot Exceed 35 Lbs.</p> <p>(e) Skids. Each Carton Must be Packed and Delivered on Skids and Be Strapped to the Skids by Polyethylene Wrap.</p> <p>(f) Pallets. All of the Following Apply:</p> <p>(i) Each Package Must Fit on a 3' 4" x 5' Pallet Without Overhang.</p> <p>(ii) A Pallet Must Not Be Double Stacked.</p>
CS	<p>(1) and (2) ↑ Except (2)(a) One Side of Each Carton Must Reasonably Indicate Its Contents: "2007 CODE SUPPLEMENT".</p>

APPENDIX C
TABLE C-3 SHIPPING (AND UNLOADING) PRODUCTION ITEMS AND BOOKS

BOOK	SPECIAL INSTRUCTIONS
Acts	<p>(1) Common Carrier Requirement. If the Contractor Does Not Personally Perform Shipping, the Contractor Shall Provide for Shipping (Transportation and Unloading) of the Production Items or Books by a Common Carrier as follows:</p> <p>(a) Courier. Courier Must Be FedEx® Corp., United Parcel Service, Inc. (UPS®), or Another Person Who is a Midwestern or Nationally Recognized Courier Authorized by the Agency.</p> <p>(b) Freight Company. Freight Company Must Be Roadway® Express, Inc., Con-way® Freight, or Another Person Who is a Midwestern or Nationally Recognized Freight Company Authorized by the Agency.</p> <p>(2) Courier and Freight Company. All of the Following Apply:</p> <p>(a) Less Weight. A Shipment of Less Than 800 Lbs. May Be Made by a Courier or a Freight Company.</p> <p>(b) More Weight. A Shipment of 800 Lbs. or More Must Only Be Made by a Freight Company.</p> <p>(3) F.O.B. The Contractor Must Deliver Production Items and Books Free on Board (F.O.B.), Destination, Door, Freight Prepaid and Allowed.</p> <p>(4) Specifications. The Contractor Must Make Shipments in a Manner That Meets All Requirements for the Applicable Freight Classification.</p>
CS	↑

TABLE C-4a DESTINATION FOR PRODUCTION ITEMS

BOOKS	CONTACT INFORMATION		DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Acts	Name	Ms. Leslie Hickey Iowa Code Editor	Ms. Joanne Page Deputy Code Editor	<p>(1) Contact. Contact the Agency One Business Day Prior to Delivery.</p> <p>(2) Delivery Day. Business Day. <i>See Appendix C, Tables C-2 and C-3.</i></p> <p>(3) Delivery Time. Generally, 8:00 a.m. - 4:30 p.m. Central Time. For Press Proofs, Delivery Must Not Be Later Than 10:30 a.m. Central Time.</p>
	Address	See Box For Delivery Address	See Box For Delivery Address	
	Telephone	(515) 281-8871	(515) 242-6464	
	Fax	(515) 281-5534	(515) 281-5534	
	E-Mail	leslie.hickey@legis.state.ia.us	joanne.page@legis.state.ia.us	
CS	↑	↑	↑	↑

APPENDIX C
TABLE C-4b(1) DESTINATION FOR BOOKS
(NORMAL AND SPECIAL DELIVERY FOR LEGISLATIVE DISTRIBUTION)

BOOK	NUMBERS AND TYPE	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Acts	<p>Total: 3,250 Divided as Follows: (1) Normal Delivery: 2,391 (est.) (a) General Distribution: 996 (est.) (Plus Overrun of 100 or Less as Part of an Overrun). (b) State Capitol Complex: 1,395 (2) Special Delivery: 859 (est.) (a) Legislative. N/A. (b) Judicial. 859 (est.).</p>	<p>(1) Normal Delivery: Grimes State Office Building (Loading Dock) 400 East 14th St. and Grand Ave. Des Moines, Iowa 50319</p> <p>(2) Special Delivery (a) Legislative. N/A. (b) Judicial. See Table C-4b(2).</p>	<p>(1) General: (a) Delivery Day. Business Day. See Appendix D. (b) Delivery Time. 8:00 a.m. - 4:30 p.m. (Central Time)</p> <p>(2) Destinations: (a) Normal Delivery: (i) Contact. Contact the Agency One Business Day Prior to Delivery. See Table C-4a. (ii) Low Dock. The Dock Is Inside the Building, and There Are No Accommodations to Unload by Forklift. All Pallets Must Be Unloaded by Pallet Jacks Located at the Dock. The Maximum Clearance for the Dock Is 13' 4". <u>A Shipment by a Truck that Exceeds the 13' 4" Clearance Shall Be Deemed Undelivered.</u> (iii) Normal Delivery (Segregation). Books for State Capitol Complex Distribution Must Be Segregated (Fit on One or More Separate Pallets to Accommodate Their Separate Unloading, Warehousing, and Distribution). (b) Special Delivery (Judicial Distribution) See Table C-4b(2).</p>
CS	<p>Total: 4,000 as follows: (1) Normal Delivery: 2,521 (est.) (a) General Distribution: 1,546 (est.) (Plus Overrun of 100 or Less as Part of an Overrun). (b) State Capitol Complex: 975 (est.) (2) Special Delivery: 1,479. (a) Legislative: 420. (b) Judicial: 1,059 (est.).</p>	<p>(1) and (2)↑ (3) Special Delivery (Legislative Distribution). Same as Normal Delivery.</p>	<p>(1) and (2)↑ (3) Special Delivery (Legislative Distribution). Same as Normal Delivery. If Books for Legislative Distribution Are Shipped With Other Books as Part of Normal Delivery, Books for Legislative Distribution Must Be Segregated and Fit on One or More Separate Pallets to Accommodate Their Separate Unloading, Warehousing, and Distribution.</p>

APPENDIX C

TABLE C-4b(2) DESTINATION FOR BOOKS (SPECIAL DELIVERY FOR JUDICIAL DISTRIBUTION)

DISTRICT	CONTACT INFORMATION		DELIVERY ADDRESS	NUMBER ^{vi}		SPECIAL INSTRUCTIONS
				Acts	CS	
1st	Name	Diane May	Court Administration Black Hawk County Courthouse 316 E. 5 th St. Waterloo, IA 50703	137	137	Ship to Ms. May's Attention (Court Administration)
	Telephone	319-833-3332				
	E-Mail	diane.may@jb.state.ia.us				
2nd	Name	JoAnne Hagen	Webster Co. Courthouse 701 Central Ave. 4 th Floor Fort Dodge, IA 50501	183	183	Ship to Court Administration Office, 4 th Floor of Webster County Courthouse
	Telephone	515-576-6336				
	E-Mail	joanne.hagen@jb.state.ia.us				
3rd	Name	Debbie Schmith	Woodbury Co. Courthouse 620 Douglas Street Room 210 Sioux City, IA 51101	126	143	Contact Woodbury County Building Maintenance at 712-279-6539 to Make Delivery Arrangements
	Telephone	712-279-6630				
	E-Mail	debbie.schmith@jb.state.ia.us				
4th	Name	Kent Wirth	Pottawattamie Co. Courthouse 227 S. 6th Street Council Bluffs, IA 50502	17	75	Ship to the South Side of the Courthouse, 5th Avenue (Designated as Building Maintenance)
	Telephone	712-328-5733				
	E-Mail	kent.wirth@jb.state.ia.us				
5th	Name	Sherry Schuck	Polk County Courthouse 500 Mulberry St. Des Moines, IA 50309	85	210	(1) Call Ms. Schuck Prior to Delivery. (2) Security Must Allow Delivery to Enter Through the West Door. (3) Books Are to Be Delivered to the 3rd Floor, NE corner of the Building.
	Telephone	515-286-3198				
	E-Mail	N/A				
6th	Name	Harold Soppe	Linn County Courthouse 3 rd Ave. Bridge Cedar Rapids, IA 52401	90	90	None
	Telephone	319-398-3920 ext 100				
	E-Mail	harold.soppe@jb.state.ia.us				
7th	Name	Richard Brus	Scott County Courthouse 416 W. 4 th Street Davenport, IA 52801	86	86	(1) Contact Mr. Brus at Least One Business Day Prior to Delivery. (2) Park Along 4th Street. (3) Construction Makes Parking Difficult. Mr. Brus Will Assist.
	Telephone	563-326-8712				
	E-Mail	richard.brus@jb.state.ia.us				
8th	Name	Sandra Anderson	Court Administration 211 E. 4 th Street Ottumwa, IA 52501	135	135	(1) Located East of the Courthouse. (2) Call Ms. Anderson Prior to Delivery. (3) Do Not Drive Up the Hill. Vehicles Must Be Moved to Accommodate Delivery. Back Up Truck as Directed. (4) Park and Unload on the Bottom Level Right off the Street - the Parking Lot Appears to be a Drive-in Bank.
	Telephone	641-684-6502				
	E-Mail	sandra.anderson@jb.state.ia.us				

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

PERIOD	TYPE	BOOK	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
TRIAL PERFORMANCE	Cover	Acts	Within 10 Calendar Days After the Agency Delivers its Specifications to the Contractor, the Contractor Must Deliver a Preliminary Paper Proof Cover to the Agency (Ola Babcock Miller Building) for Approval	Within 10 Calendar Days After the Contractor Delivers the Preliminary Paper Proof Cover, the Agency Must Deliver Notice or Marked Up Preliminary Paper Proof Cover to the Contractor (Stating Approval, Qualified Approval, or Disapproval)
		CS	↑	↑
	Sets of Press Proofs	Acts	Within 5 Business Days After the Agency Delivers Test Composed Pages to the Contractor, the Contractor Must Deliver 2 Sets of Press Proofs to the Agency (Ola Babcock Miller Building) for Approval (Delivery by 10:30 a.m. Central Time)	Within 1 Business Day After the Contractor Delivers the Sets of Press Proofs, the Agency Must Deliver Notice or Marked Up Sets of Press Proofs (or Parts of Sets) to the Contractor (Stating Approval, Qualified Approval, or Disapproval), Assuming That the Contractor Delivers the Sets of Press Proofs to the Agency by 10:30 a.m. Central Time
		CS	↑	
STANDARD PERFORMANCE	Cover	Acts	Within 10 Calendar Days After the Agency Delivers its Final Page Count for the Books to the Contractor, the Contractor Must Deliver 1 Finished Cover to the Agency (Ola Babcock Miller Building) for Approval	Within 5 Calendar Days After the Contractor Delivers the Finished Cover, the Agency Must Deliver Notice or Marked Up Finished Cover to the Contractor (Stating Approval, Qualified Approval, or Disapproval)
		CS	↑	↑
	Sets of Press Proofs	Acts	Within 5 Business Days After the Agency Delivers Composed Pages to the Contractor, the Contractor Must Deliver 2 Sets of Press Proofs to the Agency (Ola Babcock Miller Building) for Approval (Delivery by 10:30 a.m. Central Time)	Within 1 Business Day After the Contractor Delivers the Sets of Press Proofs to the Agency, the Agency Must Deliver Notice or Marked Up Sets of Press Proofs (or Parts of Sets) to the Contractor (Stating Approval, Qualified Approval, or Disapproval), Assuming That the Contractor Delivers the Sets of Press Proofs to the Agency by 10:30 a.m. Central Time
		CS	↑	↑
	Sets of Assembled Pages	Acts	Within 10 Calendar Days After the Agency Delivers its Approval of the Final Sets of Press Proofs, the Contractor Must Deliver 12 Sets of Assembled Pages to the Agency (Ola Babcock Miller Building) for its Acceptance	Within 10 Calendar Days After the Contractor Delivers the Final Sets of Assembled Pages to the Agency, the Agency Must Deliver Notice or Marked Up Pages to the Contractor (Stating Acceptance or Rejection of Any Number of Sets)
CS		↑	↑	

**APPENDIX D
TABLE D-2 KEY DEADLINES FOR DELIVERABLES (BOOKS)**

PERIOD	BOOK	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
STANDARD PERFORMANCE	Acts	<p>Within 30 Calendar Days After the Agency Delivers its Approval of Final Sets of Press Proofs, the Contractor Must Deliver 3,250 Books to the Agency. See <i>Tables C-4b(1) and C-4b(2)</i>.</p> <p>(1) Normal Delivery: 2,391 (est.) Books (Segregated Between General Distribution and Capitol Complex Distribution) Delivered to the Grimes State Office Building.</p> <p>(2) Special Delivery (Judicial Distribution): 859 (est.) Books Delivered to 8 Judicial Districts.</p>	<p>Within 42 Calendar Days After the Contractor Delivers All Books to the Agency, the Agency Will Respond by Delivering a Notice to the Contractor Stating One of the Following:</p> <p>(1) Accept or Reject Books. The Agency Accepts or Rejects Any Number of the Books.</p> <p>(2) Notice to Extend Time. The Agency Reserves a Total of 70 Days to Accept or Reject Any Number of the Books.</p>
	CS	<p>The Contractor Must Deliver 4,000 Books to the Agency as Follows:</p> <p>(1) Normal Delivery and Special Delivery (Judicial Distribution) Within 15 Calendar Days After the Agency Delivers its Approval of Final Sets of Press Proofs, the Contractor Must Deliver 2,521 Books to the Agency. See <i>Tables C-4b(1) and C-4b(2)</i>.</p> <p>(a) Normal Delivery: 2,521 (est.) Books Segregated Between General Distribution and Capitol Complex Distribution Delivered to the Grimes State Office Building.</p> <p>(b) Special Delivery (Judicial Distribution): 1,059 (est.) Books Delivered to 8 Judicial Districts.</p> <p>(2) Special Delivery (Legislative Distribution): By 01/10/08 the Contractor Must Deliver 420 Books to the Agency (Grimes State Office Building) Which May Be Shipped With Books as Part of Normal Delivery if Books for Legislative Distribution Are Segregated. See <i>Table C-4b(1)</i>.</p>	↑

TABLE D-3 KEY DEADLINES FOR DELIVERABLES (PAYMENT)

PERIOD	BOOK	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
POST STANDARD PERFORMANCE	Acts	<p>After the Agency Delivers its Approval or Rejection of All Books Required to be Delivered to the Agency, the Contractor Will Deliver an Invoice to the Agency for the Amount of the Contract Price (Subject to Any Adjustments as Provided in the Contract). See <i>Table D-2</i>.</p>	<p>(1) Payment Period. Generally, Within 90 Days of the Contractor's Delivery of an Invoice to the Agency for the Contract Price (Subject to Any Adjustments as Provided in the Contract), the Agency Will Approve the Invoice and Deliver Payment of the Contract Price to the Contractor.</p> <p>(2) Satisfaction. The Amount Invoiced by the Contractor and Paid by the Agency Is Deemed Conclusive Evidence That the Agency Has Satisfied Its Obligation to Pay for the Deliverables Listed in the Invoice.</p>
	CS	↑	↑

APPENDIX E CONTACT INFORMATION
TABLE E-1 CONTACT INFORMATION FOR THE AGENCY

BOOKS	CONTACT INFORMATION			SPECIAL INSTRUCTIONS
Acts	Name	Ms. Leslie Hickey Iowa Code Editor	Ms. Joanne Page Deputy Code Editor	<p>(1) Authorization. Ms. Hickey and Ms. Page Are Authorized to Discuss Any Issue Relating to the Contract.</p> <p>(2) Contact. The Contractor Must Make Contact as Follows: (a) Procedure. If the Contractor Cannot Directly Make Contact With One Contact Person, the Contractor Must Make Every Reasonable Effort to Make Direct Contact With the Other Contact Person. (b) E-Mails. The Contractor Must Address Electronic Messages to Both Contact Persons.</p> <p>(3) Alternatives. Ms. Hickey or Ms. Page May Designate Alternate Persons to Communicate Regarding Any Issue Which Arises Under the Contract. Nothing Prevents Another Person Authorized by the Agency from Initiating Communication With the Contractor.</p>
	Address	Ola Babcock Miller Building 1112 E. Grand Ave. 3rd Floor (Iowa Code Office) Des Moines, Iowa 50319	Ola Babcock Miller Building 1112 E. Grand Ave. 3rd Floor (Iowa Code Office) Des Moines, Iowa 50319	
	Telephone	(515) 281-8871	(515) 242-6464	
	Fax	(515) 281-5534	(515) 281-5534	
	E-Mail	leslie.hickey@legis.state.ia.us	joanne.page@legis.state.ia.us	
CS	↑	↑	↑	↑

TABLE E-2a CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS)

BOOKS	CONTACT INFORMATION			SPECIAL INSTRUCTIONS
Acts	Name			<p>(1) Authorization. The Contractor's Contact Persons Are Authorized to Discuss Any Issue Relating to the Day-to-Day Operations of the Contract.</p> <p>(2) Availability. One of the Contractor's Contact Persons Must be Available on All Days During Which the Books Are Being Produced for or Delivered to the Agency.</p> <p>(3) Production Items. For Production Items, the Following Applies: (a) Set of Press Proofs. For a Set of Press Proofs, if Ms. Hickey or Ms. Page Delivers a Message Regarding the Production or Delivery of a Set of Press Proofs, the Contractor's Contact Person Must Respond Not Later Than 4 Hours After Ms. Hickey or Ms. Page Delivers the Message. However, if the 4-Hour Period Will Expire After 4:30 p.m. of the Business Day on Which the Message is Delivered, the Contractor's Contact Person Must Respond by Not Later Than 8:30 a.m. on the Next Business Day. (b) Not a Set of Press Proofs. For a Production Item Other Than a Set of Press Proofs, if Ms. Hickey or Ms. Page Delivers a Message, Other Than a Message Regarding the Production or Delivery of a Set of Press Proofs, the Contact Person Must Respond by Not Later Than Noon on the Next Business Day.</p>
	Address			
	Telephone			
	Fax			
	E-Mail			
	Pager (If Available)			
CS	↑	↑	↑	↑

APPENDIX E

TABLE E-2b CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)

BOOKS	CONTACT INFORMATION			SPECIAL INSTRUCTIONS
Acts	Name			The Contact Person Is the Contract Manager for the Contractor and Is Authorized to Discuss Any Issue Relating to the Interpretation of a Provision of the Contract
	Address			
	Telephone			
	Fax			
	E-Mail			
CS	↑	↑	↑	

ENDNOTES

- ⁱ Manufactured by Nexfor Fraser Papers Inc.
- ⁱⁱ "Blue White" is the manufacturer's term. The true color or shade is cream white.
- ⁱⁱⁱ Resistant to oxidation and must be of archival quality.
- ^{iv} The recycled content must derive from postconsumer materials. To be considered recycled, the paper stock must meet the requirements for procuring recycled printing paper as provided in the federal Resource Conservation and Recovery Act of 1976 (RCRA), as amended (42 U.S.C. § 6962); and set forth in 40 C.F.R., pt. 247, and in related executive orders or advisory notices issued by the United States Environmental Protection Agency.
- ^v The Agency will deliver sample books to the Contractor. Except for the text provided in the Appendix, the specifications are intended as a guide.
- ^{vi} This number is an estimation. The Agency will deliver to the Contractor the precise numbers when they become available.

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