

"CS" SERIES

CONTRACT

**PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2009 IOWA ACTS AND THE 2009 CODE SUPPLEMENT**

CS-4 APPENDICES

Standards and Specifications, Delivery Instructions and Schedules, and Contact Information

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

PUBLICATION	BOOK SIZE	ORDER	ESTIMATED PAGE AND 32-PAGE SIGNATURE COUNT		
			PER BOOK		PER ORDER
Acts	7 1/2" x 10 3/4" For Page Size See Table A-2.	3,250	Pages	1,408	4,576,000
			Signatures	44	143,000
CS	7 1/4" x 10 1/2" For Page Size See Table A-2.	3,750	Pages	1,504	5,640,000
			Signatures	47	176,250

**APPENDIX A PRODUCTION STANDARDS
TABLE A-2 PAPER STOCK**

PUBLICATION	BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT- NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVE	RECYCLED MATERIAL
Acts	Custom Plus. Manufactured by Nexfor Fraser Papers Inc.	7 1/4" x 10 1/2" Finished	Blue White. True color or shade is cream white.	English Smooth	80	89	40#	Ideal 736 Range of 731-741	pH neutral (content of 7 or 7.5). Resistant to oxidation/archi- val quality.	Unknown
CS	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑

**APPENDIX A PRODUCTION STANDARDS
TABLE A-3 PAGE COMPOSITION AND PRINTING**

	IMAGE AREA FOR TYPE	FONT/POINT SIZE	ART-WORK	INK		BLEED BARS				
				Ratio (After Conversion)	Soy Oil	Placement		Width/Reverse Copy	Number of Pages Minimum	
PUBLICATION	Acts	5 1/2 x 9 1/8 Inches, 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	6 x 9 Inches, with Folio	(1) Font. Century Schoolbook (2) Points. Various	↑	↑	↑	↑	↑	↑	Code Editor Notes: 1 Tables: 1 Index: 1 Other divisions possible

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

ITEM	PERIODS	PUBLICATION	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-4.</p> <p>(2) Exact Replica. Must include the same material, blanking, stamping of impressions, and attachment of foil pieces that will 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) Corners. Inside corners must be folded 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-4.</p> <p>(2), (3), & (5) ↑</p> <p>(4) Corners. N/A</p>	↑
SETS OF DIGITAL PROOFS	Trial Performance	Acts	<p>(1) Equivalency. "Digital proofs" must be laser proof replicating conventional blue line pages with crop marks or equivalent proof pages as approved by the Agency.</p> <p>(2) Exact Replica. Must be exact replica of the test composed pages delivered by the Agency, with corrections as directly ordered (by markup or replacement page) by the Agency. Agency will review corrected pages. Contractor is not required to deliver a new set of digital proofs.</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 delivered to the Agency in one of the following forms: (a) First Preference. Printed on both sides of each sheet and stapled or folded by signature in book form. (b) Alternative Preference. Printed on one side of each sheet and stapled by signature at the top left-hand corner.</p>	2 Sets
		CS	↑	↑
	Standard Performance	Acts	<p>(1), (3)-(6) ↑ 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 digital proofs approved by the Agency during the trial performance period.</p>	2 Sets
		CS	↑	↑

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-2 PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES)

PUBLICATION	SPECIAL INSTRUCTIONS		NUMBER
	Acts	(1) Exact Replica. Must be sets of digital or press proofs approved by the Agency during the standard performance period (is <u>not</u> required to be cut to the appropriate book size). (2) Page Order. Must be in sequential order by page number and signatures as required by the Agency. (3) 3-Hole Punched. Must be 3-hole punched along the left-hand side for insertion into standard 3-ring binders.	
CS	↑		↑

TABLE B-3 BOOKS (BINDING)

PUBLICATION	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	(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. (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.	Color must be alternating red and gold checkerboard pattern	(1) Full. Full 32-page or split (e.g., half 16-page) as approved by the Agency. (2) Prohibition. Signatures having more than 32 pages or less than 16 pages are prohibited.	Burst bound or 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	↑	Perfect bound

**APPENDIX B CONSTRUCTION STANDARDS
TABLE B-4 BOOKS (COVERING)**

PUBLICATION

	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 3.</i></p> <p>(3) Corners. For the top corner, the top fabric must be folded down and glued down before the side fabric is folded over, glued down, and trimmed at an angle. For the bottom corner, the bottom fabric must be folded up and glued down before the side fabric is folded over, glued down, and trimmed at an angle. The corner folds must be thoroughly smashed and mitered in a manner that prevents the fabric from fraying.</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) Blank Pages. The use of blank pages other than delivered to the Contractor by the Agency must be approved by the Agency.</p> <p>(6) 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 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) Corners. N/A</p> <p>(4) Loose Rounded Spine. N/A</p>	N/A	N/A	N/A	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

**APPENDIX B CONSTRUCTION STANDARDS
TABLE B-5 BOOKS (DECORATION)***

		FRONT AND BACK COVERS	SPINE	
			Stamping	Foil Pieces
PUBLICATION	Acts	<p>Blind Stamping (Bars). All of the following:</p> <p>(1) General. One impression of blind stamping on the front and back of the cover. Approx. 1/4" from top and sides of the book.</p> <p>(2) Dies. A die must be one piece.</p>	<p>(1) Blind Stamping: None.</p> <p>(2) Type. All of the following:</p> <p>(a) Appearance and Color. Crisp and distinct black.</p> <p>(b) Location. Centered and equal distance between the red and black foil pieces. <i>See Foil Pieces Box.</i></p> <p>(c) Content and Point Size. The number "1". Approx. 80 pts.</p> <p>(d) Font. One of the following:</p> <p>(i) First Preference. Imperial BT.</p> <p>(ii) Second Preference. Century Schoolbook.</p> <p>(e) Spacing. N/A.</p> <p>(3) Dies. All of the following:</p> <p>(a) Setting. Type must be set from the sampling die.</p> <p>(b) One Piece. A die must be one piece.</p>	<p>(1) Red Foil Piece. All of the following:</p> <p>(a) Affixed. Affixed in a manner that is permanently attached to the book.</p> <p>(b) Alignment. Straight.</p> <p>(c) Dimensions. Approx. 1 7/8" high and wrapped to the gutter of the spine.</p> <p>(d) Appearance and Color. Type is crisp and distinct gold leaf.</p> <p>(e) Location. The top edge approx. 1 7/8" from the top edge of the book.</p> <p>(f) Text. All of the following:</p> <p>(i) Location. Centered between the sets of gold bars.</p> <p>(ii) Content and Point Size. The content depends upon whether the General Assembly meets in regular session or regular session and one or more extraordinary sessions.</p> <p>(*) Regular Session Alone. 1st Line: the word "ACTS" and the number "2009", 2nd Line: the word "REGULAR", 3rd Line: the word "SESSION", and 4th Line: the number "83" and the abbrev. "G.A."</p> <p>(**) Regular and Extraordinary Session(s). 1st Line: the word "ACTS" and the number "2009", 2nd Line: the word "REGULAR", 3rd Line: the word "SESSION", and 4th Line: the words "AND EXTRA", 5th Line: the word "SESSION" or "SESSIONS", and 6th Line: the number "83" and the abbrev. "G.A." Approx. 11 pts.</p> <p>(iii) Font. Century Schoolbook.</p> <p>(iv) Spacing. Uniform spacing for letters, words, and numbers.</p> <p>(g) Bars. Two sets of bars must run horizontally at the top and bottom of the foil pieces as follows:</p> <p>(i) Size. For each set of bars, all of the following:</p> <p>(*) Wide Top Bars. Approx. the size of a 12 pt. line of rule.</p> <p>(**) Thin Bottom Bars. Not thicker than a 6 pt. line of rule.</p> <p>(ii) Distance. The distance between the wide and thin bars must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule.</p> <p>(iii) Placement. For the top set of bars, the distance between the top edge of the wide bar and the top edge of the foil piece must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. For the bottom set of bars, the same distance applies between the bottom edge of the wide bar and the bottom of the foil piece.</p> <p>(2) Black Foil Piece. All of the following:</p> <p>(a), (b), (c), (d), and (g). ↑</p> <p>(e) Location. The bottom approx. 3 1/2" from the bottom edge of the book.</p> <p>(f) Text. ↑ Except (ii)</p> <p>(ii) Content and Point Sizes. All of the following:</p> <p>1st Line. The word "IOWA". Approx. 12 pts.</p> <p>2nd Line. The number "82". Approx. 70 pts.</p> <p>3rd Line. The number "2008" Approx. 12 pts.</p>

* The Agency will deliver sample books to the Contractor. Except for the text provided in the Appendix, the specifications are intended as a guide.

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-5 BOOKS (DECORATION) *Continued*

		FRONT AND BACK COVERS		SPINE		
				Stamping	Foil Pieces	
PUBLICATION	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 "2009"</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 "2009" 2" from the top edge of the cover, and the bottom of the words "CODE OF IOWA" 6 1/2" from the bottom edge of the cover, and the design an equal distance between the words "SUPPLEMENT" and "CODE OF IOWA".</p> <p>(4) Specifications. All of the following apply:</p> <p>(a) Font. Century Schoolbook font.</p> <p>(b) Point Size. Approx. 33 pt.</p>		N/A	<p>(1) Red Foil Piece. All of the following:</p> <p>(a) Affixed. ↑</p> <p>(b) Alignment. ↑</p> <p>(c) Dimensions. ↑</p> <p>(d) Appearance and Color. ↑</p> <p>(e) Location. Approx. 2 1/4" from the top edge of the book.</p> <p>(f) Text. All of the following:</p> <p>(i) Location. Top of the first line approx. 1/16" from the bottom thin bar and bottom of the second line approx. 1/16" from the top thin bar with a design between the two lines approx. 2/16" closer to the top than the bottom line.</p> <p>(ii) Content and Point Size. First Line. The word "SUPPLEMENT". Approx. 13 pts. Second Line. The same design impressed upon the front cover reduced proportionately. Third Line. The words "CODE OF IOWA". Approx. 11pts.</p> <p>(iii) Font. Century Schoolbook.</p> <p>(iv) Spacing. Uniform spacing for words and numbers.</p> <p>(g) Bars. Two sets of bars must run horizontally at the top and bottom of the foil pieces as follows:</p> <p>(i) Size. For each set of bars, all of the following:</p> <p>(*) Wide Top Bar. Approx. the size of a 6 pt. line of rule. (**) Thin Bottom Bar. Not thicker than 3 pt. of line or rule.</p> <p>(ii) Distance. The distance between the wide and think bars must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule.</p> <p>(iii) Placement. For the tope set of bars the distance between the top edge of the wide bar and top edge of the foil piece must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. For the bottom set of bars, the same distance applies between the bottom edge of the wide bar and bottom of the foil piece.</p> <p>(2) Black Foil Piece. All of the following apply:</p> <p>(a), (b), (c), and (g). ↑</p> <p>(e) Location. Approx. 2 1/2" from the bottom edge of the book.</p> <p>(f) Text. ↑ Except (ii)</p> <p>(ii) Content and Point Size. The number "2009". Approx. 24 pts.</p>	

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

SPECIAL INSTRUCTIONS	
PUBLICATION	<p>Acts</p> <p>(1) Sample Books. The Agency will deliver a copy of the 2008 Acts to the Contractor.</p> <p>(2) Composed Pages. The 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 (Adobe® Systems portable document format [PDF]) 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), by electronic mail to the Contractor's contact person, 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 groupings of signatures. The Contractor must ship sets of press proofs for delivery to the Agency as the Agency delivers composed pages to the Contractor.</p>
	<p>CS</p> <p>(1) Sample Books. The Agency will deliver a copy of the 2007 Code Supplement to the Contractor.</p> <p>(2) ↑</p>

APPENDIX C DELIVERY INSTRUCTIONS

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

SPECIAL INSTRUCTIONS	
PUBLICATION	<p>Acts (1) Common Carrier Requirement. If the Contractor does not personally perform packaging (and loading) and shipping (and unloading) production items or books, the following apply:</p> <p style="margin-left: 20px;">(a) Courier. The 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 style="margin-left: 20px;">(b) Freight Company. The 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 style="margin-left: 20px;">(a) Less Weight. A shipment of less than 800 lbs. may be made by a courier or a freight company.</p> <p style="margin-left: 20px;">(b) More Weight. A shipment of 800 lbs. or more must only be made by a freight company.</p> <p>(3) Books. For books, all of the following apply:</p> <p style="margin-left: 20px;">(a) Contents Identified. One side of each carton must reasonably indicate its contents: "2009 IOWA ACTS" and the quantity of books included.</p> <p style="margin-left: 20px;">(b) Bulk Packaging. The books must be packaged in bulk cartons with 5% of books (excluding overruns) placed in individual cartons.</p> <p style="margin-left: 20px;">(c) Errata Sheet. Each book may contain an errata sheet composed by the Agency, delivered to the Contractor by the Agency, and produced and packaged by the Contractor.</p> <p style="margin-left: 20px;">(d) Weight. A carton must not exceed 35 lbs.</p> <p style="margin-left: 20px;">(e) Loading. All of the following:</p> <p style="margin-left: 40px;">(i) Skids. Each carton must be packed and delivered on skids and be strapped to the skids by polyethylene wrap.</p> <p style="margin-left: 40px;">(ii) Pallets. All of the following:</p> <p style="margin-left: 60px;">(*) Each package must fit on a 3' 4" x 5' pallet without overhang.</p> <p style="margin-left: 60px;">(**) A pallet must not be double stacked.</p> <p>(4) F.O.B. & Risks. The Contractor must deliver production items and books free on board (F.O.B.), destination, door, freight prepaid and allowed. The Contractor bears the expense and risk of putting the production items and books into the possession of a common carrier, and the Contractor is responsible for securing all necessary and customary insurance for shipment. The risk of loss is borne by the Contractor until the Agency takes possession of the production item or book.</p> <p>(5) Specifications. The Contractor must make shipments in a manner that meets all requirements for the applicable freight classification.</p>
CS	(1)-(5) ↑ Except (3)(a) One side of each carton must reasonably indicate its contents: "2009 CODE SUPPLEMENT".

TABLE C-3 DESTINATION FOR PRODUCTION ITEMS

		CONTACT INFORMATION		DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
		Name	Ms. Leslie Hickey Iowa Code Editor	Ms. Joanne Page Deputy Code Editor	
PUBLICATION	Acts	Address	See Box For Delivery Address	See Box For Delivery Address	<p>(1) Contact. Contact the Agency one business day prior to delivery.</p> <p>(2) Delivery Day. Business day. See Table C-3.</p> <p>(3) Delivery Time. Generally, 8:00 a.m. - 4:30 p.m. Central Time. For digital proofs, delivery must not be later than 10:30 a.m. Central Time.</p>
	Telephone	(515) 281-8871	(515) 242-6464	1112 E. Grand Ave.	
	Fax	(515) 281-5534	(515) 281-5534	3rd Floor West (Iowa Code Office)	
	E-Mail	leslie.hickey@legis.state.ia.us	joanne.page@legis.state.ia.us	Des Moines, Iowa 50319	
	Name	Ms. Leslie Hickey Iowa Code Editor	Ms. Joanne Page Deputy Code Editor		
CS	↑	↑	↑	↑	

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-4 DESTINATION FOR BOOKS (NORMAL DELIVERY)

		NUMBERS AND TYPE	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
PUBLICATION	Acts	Total: 3,250 Divided as Follows: (1) Normal Delivery: 2,233 (est.) (2) Special Delivery: 1,017 (est.)	(1) Normal Delivery: Grimes State Office Building (Loading Dock) 400 East 14th St. and Grand Ave. Des Moines, Iowa 50319 (2) Special Delivery: See Table C-5.	(1) General. All of the following: (a) Delivery Day. Business Day. See Appendix D. (b) Delivery Time. 8:00 a.m. - 4:30 p.m. (Central Time) (2) Destinations: (a) Normal Delivery: (i) Contact. Contact the Agency one business day prior to delivery. See Table C-3. (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". A shipment by a truck that exceeds the 13' 4" clearance shall be deemed undelivered. (b) Special Delivery: See Table C-5.
	CS	Total: 3,750 as follows: (1) Normal Delivery: 2,233 (est.) (2) Special Delivery: 1,059 (est.)	↑	↑

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-5 DESTINATION FOR BOOKS (SPECIAL DELIVERY)

DISTRICT	CONTACT INFORMATION		DELIVERY ADDRESS	NUMBER		SPECIAL INSTRUCTIONS
				Acts	CS	
1st	Name	Diane May	Court Administration Black Hawk County Courthouse 316 E. 5 th St. Waterloo, IA 50703	—	—	Ship to 1 st Floor Court Attendant Station.
	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	—	—	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	—	—	Contact Building Services at 712-279-6539 prior to delivery as they will have to assist with unloading in the alley behind the Courthouse.
	Telephone	712-279-6630				
	E-Mail	debbie.schmith@jb.state.ia.us				
4th	Name	Kent Wirth	Pottawattamie Co. Courthouse 227 S. 6 th Street Council Bluffs, IA 50502	—	—	Ship to the south side of the Courthouse, 5 th Avenue (Designated as the buildings and grounds garage).
	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	—	—	(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 4 th Floor, Court Administration.
	Telephone	515-286-3198				
	E-Mail	N/A				
6th	Name	Harold Soppe	Linn County Courthouse Court Administration Office 3 rd Ave. Bridge Cedar Rapids, IA 52401	—	—	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	—	—	Contact Mr. Brus at least one business day prior to delivery.
	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	—	—	(1) Ship to first floor. (2) Do not drive up the hill. (3) The truck can back in and use the side entrance door under the canopy.
	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	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
TRIAL PERFORMANCE	Paper-Proof Covers	Acts	Within 10 calendar days after the Agency delivers its specifications to the Contractor, the Contractor must deliver a paper proof cover to the Agency (Ola Babcock Miller Building) for approval.	Within 10 calendar days after the Contractor delivers the paper proof cover, the Agency must deliver notice or marked up paper proof cover to the Contractor (stating approval, qualified approval, or disapproval).
		CS	↑	↑
	Sets of Digital Proofs	Acts	Within 5 business days after the Agency delivers test composed pages to the Contractor, the Contractor must deliver 2 sets of digital 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 digital proofs, the Agency must deliver notice or marked up sets of digital proofs (or parts of sets) to the Contractor (stating approval, qualified approval, or disapproval), assuming that the Contractor delivers the sets of digital proofs to the Agency by 10:30 a.m. Central Time.
		CS	↑	↑

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

PERIOD	TYPE	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
STANDARD PERFORMANCE	Finished Cover	Acts	Within 15 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 Digital Proofs	Acts	Within 5 business days after the Agency delivers composed pages to the Contractor, the Contractor must deliver 2 sets of digital proofs to the Agency (Ola Babcock Miller Building) for approval (Delivery by 10:30 a.m. Central Time).	<p>Within 1 business day after the Contractor delivers the sets of digital proofs to the Agency, the Agency must deliver notice or marked up sets of digital proofs (or parts of sets) to the Contractor (stating approval, qualified approval, or disapproval), assuming that the Contractor delivers the sets of digital proofs to the Agency by 10:30 a.m. Central Time.</p> <p>The Agency's approval or disapproval of one set of digital proofs is deemed as the approval or disapproval of both sets of digital proofs. If the Agency approves a set of digital proofs with qualification or disapproves a set of digital proofs, the Agency may return an entire set of digital proofs, or any part of the set of digital proofs, to the Contractor with markings indicating where any deficiencies were found.</p>
		CS	↑	↑
	Sets of Assembled Pages	Acts	Within 4 business days after the Agency delivers its approval of the final sets of digital proofs for a book, the Contractor must deliver 7 sets of assembled pages to the Agency (Ola Babcock Miller Building).	No response necessary
		CS	↑	↑

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES
TABLE D-2 KEY DEADLINES FOR DELIVERABLES (BOOKS)

PERIOD	PUBLICATION	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 digital proofs, the Contractor must deliver 3,250 books to the Agency. See <i>Tables C-4 and C-5</i>.</p> <p>(1) Normal Delivery: 2,233 (est.) books delivered to the Grimes State Office Building.</p> <p>(2) Special Delivery: 1,017 (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>Within 15 calendar days after the Agency delivers its approval of final sets of digital proofs, the Contractor must deliver 3,750 books to the Agency. See <i>Tables C-4 and C-5</i>.</p> <p>(1) Normal Delivery: 2,691 (est.) books delivered to the Grimes State Office Building.</p> <p>(2) Special Delivery: 1,059 (est.) books delivered to 8 Judicial Districts.</p>	↑

**APPENDIX D PRODUCTION AND DELIVERY SCHEDULES
TABLE D-3 KEY DEADLINES FOR DELIVERABLES (PAYMENT)**

PERIOD	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
POST STANDARD PERFORMANCE	Acts	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> .	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. For the payment schedule, and consequences associated with presenting an invoice, see the <i>Contract Form (C-2)</i> , Part XI.
	CS	↑	↑

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

		CONTACT INFORMATION		SPECIAL INSTRUCTIONS	
PUBLICATION	Acts	Name Title	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 West (Iowa Code Office) Des Moines, Iowa 50319	Ola Babcock Miller Building 1112 E. Grand Ave. 3rd Floor West (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	↑	↑	↑	↑	

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

		CONTACT INFORMATION		SPECIAL INSTRUCTIONS
PUBLICATION	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 apply:</p> <p>(a) Set of Digital Proofs. For a set of digital proofs, if Ms. Hickey or Ms. Page delivers a message regarding the production or delivery of a set of digital 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.</p> <p>(b) Not a Set of Digital Proofs. For a production item other than a set of digital proofs, if Ms. Hickey or Ms. Page delivers a message, other than a message regarding the production or delivery of a set of digital proofs, the contact person must respond by not later than noon on the next business day.</p>
		Title		
		Address		
		Telephone		
		Fax		
		E-Mail		
	Pager (If Available)			
CS	↑	↑	↑	↑

APPENDIX E CONTACT INFORMATION
TABLE E-3 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)

		CONTACT INFORMATION		SPECIAL INSTRUCTIONS
PUBLICATION	Acts	Name		<p>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.</p>
		Title		
		Address		
		Telephone		
		Fax		
		E-Mail		
CS	↑	↑	↑	↑

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