

# RFP "CS" SERIES

## REQUEST FOR PROPOSALS

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

### CS-3

## PROPOSAL FORM

(1) Acts and (2) Code Supplement

Issued: August 24, 2009

Submission Deadline: September 16, 2009

Legislative Services Agency  
State Capitol  
Des Moines, Iowa 50319

Glen Dickinson, Director  
Richard Johnson, Legal Services  
Division Director  
Leslie Hickey, Iowa Code Editor

A bidder may submit a proposal for the Iowa Acts or "Acts" and the Iowa Code Supplement or "Code Supplement," (CS) in both publications. In completing this 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 Proposal Form in Microsoft Word®, please contact the Legislative Services Agency (Agency) (consult the Instructions Form, Part IV). Forms, information regarding this RFP, samples, and proposals and contracts from prior years are available on the Agency's website.

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# REQUEST FOR PROPOSALS (FORM CS-3)

## PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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### I. BID AMOUNT

- A. Key Terms.** Key terms used in this Proposal Form are defined in Contract Form (CS-2) Part II.
- 1. Designating the Publications.** The Acts is a single loose-spine case bound volume (or book), and the Code Supplement is a perfect bound volume (or book).
  - 2. Order.** An order is the total number of books to be produced for and delivered without counting any additional books produced as part of an overrun. This Proposal Form provides two separate orders for the Acts and for the Code Supplement.
  - 3. Signatures.** Signatures are calculated on a full 32-page or half 16-page basis.
- B. Contract Price.** The contract price is calculated by accounting for all production and delivery costs including sample covers, sets of digital proofs, sets of assembled pages, and books. 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 "E."
- C. Bid Amount (Assumption That No Change in Variables).** The bid amount is an estimate of the contract price as provided in Paragraph "B" assuming that adjustments will not be made because a variable has changed. A variable includes any of the following:
- 1. Replacement Pages (None).** The Agency directs the Contractor to replace a digital proof to correct an error discovered in the composed pages previously delivered to the Contractor by the Agency.
  - 2. Signature Count.** The Agency directs the Contractor to increase or decrease the number of signatures for the books. For the Agency's estimated signature count, see *Appendices (CS-4), Appendix A*.
  - 3. Overrun.** The Agency accepts up to 100 additional books more than the Agency ordered. See *Appendices (CS-4), Appendix A*.
  - 4. Statutes Enacted During an Extraordinary Session.** The Agency directs the Contractor to produce a special pamphlet because the General Assembly meets in Extraordinary Session during book production.
- D. Bid Amount Broken Down (Production and Delivery).** The Bidder must break down the bid amount described in Paragraph "C" to account for book production and book delivery.
- 1. Explanation.** Book production includes book manufacturing and the production of production items, the delivery of production items to the Agency, and the Contractor's receipt of the production items after the Agency's review of and response to the production items (e.g., the Agency's marked-up version of a production item). Book delivery includes packaging books (e.g., boxing, loading, shrink wrapping, and placing books onto pallets), loading books onto trucks, and shipping, and unloading books to various destinations.
- Separate production and delivery requirements (schedules) apply to the Acts and the Code Supplement. See *Appendices (CS-4), Appendices C and D*.



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Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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- a. **Normal Delivery.** Normal delivery means shipping books to the Grimes State Office Building in Des Moines, Iowa.
  - b. **Special Delivery.** Special delivery means shipping books to Iowa's eight judicial districts for Judicial Distribution to judges and court employees.
2. **State Bid Amount and Breakdown Bid Amount by Book Production and Book Delivery.** State in Response Box 1 the bid amount and the bid amount broken down between book production and book delivery. For shipment, account separately for Normal Delivery and Special Delivery.



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### Response Box 1

#### Bid Amount and Breakdown of Bid Amount Attributable to Book Production and Book Delivery

	Order	Page/ Signature Count	Bid Amount Production Amount Plus Delivery Amount	Bid Amount Broken Down			
				Item		Amounts	
<b>Publication</b>	<b>Acts</b>	Pages: 4,576,000	<u>\$ 32,825.00</u>	Production	Production Amount		<u>\$ 30,738.00</u>
					Portion Attributable to Paper Stock		<u>\$12,020.00</u>
				Delivery	Delivery Amount		<u>\$ 2,087.00</u>
		Attributable to Special Packaging (if Applicable)			<u>\$ 0</u> (0 if N/A)		
		Attributable to Shipping			Normal	<u>\$ 500.00</u>	
				Special	<u>\$ 1,346.00</u>		
	<b>CS</b>	Pages: 5,640,000	<u>\$ 31,500.00</u>	Production	Production Amount		<u>\$ 29,492.00</u>
					Portion Attributable to Paper Stock		<u>\$ 14,711.00</u>
				Delivery	Delivery Amount		<u>\$ 2,008.00</u>
		Attributable to Special Packaging (if Applicable)			<u>\$ 0</u> (0 if N/A)		
Attributable to Shipping		Normal			<u>\$ 500.00</u>		
		Special		<u>\$ 1,346.00</u>			



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E. **Adjustments to the Bid Amount (Variables).** The bid amount may be adjusted to account for a number of variables determined during the standard performance period for book production that could not be calculated when the contract is executed.

- 1. Replacement Pages.** The Agency may request replacement of an occasional digital proof page to correct its appearance or text, because of issues related to the Agency's preparation of the composed pages. The Contractor shall not charge the Agency for the first \$300 incurred for replacing digital proofs of a publication. State in the Response Box below the amount added to the bid amount for replacing all digital proofs of a publication on a per hourly basis.

**Response Box 2**  
**Additional Amount for Replacing Digital Proofs**

Publication	Amount Per Hour
Acts	\$ <u>75.00</u> After the First \$300.00
CS	\$ <u>75.00</u> After the First \$300.00

- 2. Actual Signature Count.** The number of signatures for a publication may need to be adjusted during the standard performance period for book production. See *Appendices (CS-4), Appendix A*. State in Response Box 3 the increase or decrease in the bid amount due to each additional or fewer signatures for each publication.



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Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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### Response Box 3 Base Price Adjusted Due to an Increase/Decrease in the Signature Count

	Signature Calculation	Number of Signatures	Amount	
			Per Book	All Books Per Order
Acts	Unadjusted	44 Per Book/ 143,000 Per Order	\$ <u>10.10</u> Base Price + by No. of Ordered Books	\$ <u>32,825.00</u> Base Price
	Adjusted	Each Additional Full	Increased Amount Per Book: \$ <u>.23</u>	Increased Amount Per Order*: \$ <u>747.50</u>
		Each Additional Half	\$ <u>.12</u>	\$ <u>390.00</u>
		Each Fewer Full	Decreased Amount Per Book: \$ <u>.23</u>	Decreased Amount Per Order*: \$ <u>747.50</u>
		Each Fewer Half	\$ <u>.12</u>	\$ <u>390.00</u>
CS	Unadjusted	47 Per Book/ 176,250 Per Order	\$ <u>8.40</u> Base Price + by No. of Ordered Books	\$ <u>31,500.00</u> Base Price
	Adjusted	Each Additional Full	Increased Amount Per Book: \$ <u>.18</u>	Increased Amount Per Order*: \$ <u>675.00</u>
		Each Additional Half	\$ <u>.09</u>	\$ <u>337.50</u>
		Each Fewer Full	Decreased Amount Per Book: \$ <u>.18</u>	Decreased Amount Per Order*: \$ <u>675.00</u>
		Each Fewer Half	\$ <u>.09</u>	\$ <u>337.50</u>

\*Increase or Decrease in Amount Per Book x Number of Books Ordered (not counting any overrun)

- Overrun.** The Agency will accept up to 100 books more than the Agency ordered for a publication. See *Appendices (CS-4), Appendix A*. The Agency assumes that the bidder will discount the price for each book produced and delivered as part of an overrun. Assume the base price has not otherwise been adjusted (e.g., due to an increase or decrease in the signature count). Verify that the bidder will or will not discount the price for each overrun book and, if so, state the amount of the discount.



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### Response Box 4 Verify Discount for Each Book Produced as Part of an Overrun

Discount Price for a Book Produced and Delivered as Part of an Overrun  (i.e., the Percent of the Base Price of a Book Produced and Delivered as Part of the Order Without Other Adjustment)	Acts	Will Discount	<u>  X  </u>	<u>  25  </u> % Discount Per Book of an Overrun
		Will Not Discount	_____	No Discount Per Book of an Overrun
	CS	Will Discount	<u>  X  </u>	<u>  25  </u> % Discount Per Book of an Overrun
		Will Not Discount	_____	No Discount Per Book of an Overrun

- 4. Statutes Enacted During an Extraordinary Session — Supplementary Pamphlets.** During the standard performance periods, the General Assembly may meet in Extraordinary Session and enact statutes for publication in the Acts and the Code Supplement. The Agency may consequently deliver a separate set of composed pages to the Contractor in the same manner as provided during the standard performance periods. The Agency and the Contractor will discuss the best method to timely produce and deliver one or more supplementary pamphlets and the feasibility of fastening the pamphlet(s) to the books or producing the pamphlet(s) as a separate publication. The supplementary pamphlet for the Acts will be in the same format as the Acts and the supplementary pamphlet for the Code Supplement will be in the same format as the Code Supplement. It is expected that a Contractor will have an adequate supply of paper stock to produce supplementary pamphlets as specified in the *Appendices (CS-4), Appendix A*. However, after the execution of the contract, the Agency and the Contractor may discuss the best materials and methods to produce the supplementary pamphlets, including the best type and size of the paper stock to be used, the best method to attach the supplementary pamphlets to the books, and the best methods to deliver the supplementary pamphlets to the Agency. As a preliminary matter, complete Response Box 5, by making a best recommendation and estimate the increase in the Bid Amount based upon that recommendation.



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**Response Box 5**  
**Production and Delivery of Supplemental Pamphlet**

<b>Publication</b>	<b>Acts</b>	<b>Recommendation</b>	<p><b>Based on the specifications provided, and assuming the supplement will consist of one 32-page signature, West recommends producing a sticky-back supplement. A sticky-back supplement is similar to a pocket part in which the signatures and tag card stock (with an adhesive backing) are side stitched together and would be adhered to the inside back cover of the Acts publication. A sample of a sticky-back supplement is available upon request.</b></p>
		<p>Based Upon the Recommendation, Estimate the Amount to Produce and Deliver All Supplements (Assuming Each Supplement Has One 32-Page Signature)</p>	
	<b>CS</b>	<b>Recommendation</b>	<p><b>Based on the specifications provided, and assuming the supplement will consist of one 32-page signature, West recommends producing a sticky-back supplement. A sticky-back supplement is similar to a pocket part in which the signatures and tag card stock (with an adhesive backing) are side stitched together and would be adhered to the inside back cover of the Code Supplement. A sample of a sticky-back supplement is available upon request.</b></p>
		<p>Based Upon the Recommendation, Estimate the Amount to Produce and Deliver All Supplements (Assuming Each Supplement Has One 32-Page Signature)</p>	



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Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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### II. STANDARDS AND ALTERNATIVES FOR PRODUCTION AND DELIVERY

- A. Production.** A bidder must use production materials that comply with this RFP's standards for production materials or workmanship for each publication or provide a reasonable equivalent approved by the Agency. See *Appendices (CS-4), Appendices A and B*. If a bidder is proposing an alternative approach beyond what is provided for below, describe the alternative approach in Part V.
- 1. Page Paper.** The Agency may accept alternative page paper which is equivalent to the paper stock specified in the Appendices (CS-4), Appendix A. However, no deviation in page paper size is acceptable. Note, attach three samples of paper stock that best satisfies the requirements of this RFP and specify whether the paper stock is (1) in stock or (2) recycled.

#### Response Box 6 In Stock vs Ordered Paper Stock

The Agency will consider using page paper that the Bidder maintains in stock even if the paper stock does not exactly meet the specifications detailed in Appendix A. State whether the bidder maintains such paper stock as part of its inventory. If a bidder proposes a paper stock that does not meet the specifications detailed in Appendix A, complete Response Box 10.

Acts/ CS	In Stock	Unavailable	<u>  X  </u>
		Available	<u>      </u>
	Ordered	Unavailable	<u>      </u>
		Available	<u>  X  </u>

#### Response Box 7 Ability to Use Recycled Paper Stock

The Agency prefers paper stock be manufactured with recycled content when the price is comparable with paper stock manufactured with virgin material so long as it meets the specifications detailed in Appendix A. State whether the Bidder can or cannot obtain recycled paper that satisfies this preference. If the bidder can use recycled paper stock complete Response Box 8.

Acts/ CS	1. Can	<u>  X  </u>
	2. Cannot	<u>      </u>



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Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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### Response Box 8 Information About Nonrecycled and Recycled Paper

Acts/CS	Type	Percentage of Recycled Material	Number of Weeks Required to Obtain the Paper Stock		Any Change in Bid Amount Using the Recycled Paper Stock
	Nonrecycled (third preference)	_0_ %	_6_ Weeks	___ Not Applicable	
	Recycled Postconsumer (first preference)	_30_ %	_6_ Weeks	___ Not Applicable	\$1,072.00 increase for Acts / \$1,150.00 increase for CS
	Recycled Preconsumer (second preference)	_*_ %	_*_ Weeks	_*_ Not Applicable	\$ *_

\* Preconsumer recycled content not available in Custom Plus paper.

### Response Box 9 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 Response Box 10.

Acts/CS	Will Use	_X_
	Will Not Use	___

### Response Box 10 Detailed Standards for Alternative Regular Cream-White Paper Stock

Acts/CS		Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	Archive
	RFP		Custom Plus	Blue White <sup>1</sup>	English Smooth	80	89	40#	Ideal 736 Range 731-741
PROPOSAL									

2. **Binding Method.** The Agency does not discriminate between the Acts being burst bound or Smythe sewn. Complete Response Box 11 regarding the Bidder's proposed method.

<sup>1</sup> "Blue White" is the manufacturer's term. The true color or shade is cream-white.



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Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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### Response Box 11 Bid Amount for Binding the Acts

Type	Available		Plans to Use	
	Yes	No	Yes	No
Burst Bound	Yes	<u>X</u>	Yes	<u>X</u>
	No	—	No	—
Smythe Sewn	Yes	<u>X</u>	Yes	—
	No	—	No	<u>X</u>

3. **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. It is assumed that under ordinary circumstances the bid amount will not be increased for using alternative binding and finishing material after the bid has been accepted by the Agency. See Appendices (CS-4), Appendix B.

### Response Box 12 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 Response Box 13.

Publication	Acts	Will Use	<u>X</u>
		Will Not Use	—
	CS	Will Use	<u>X</u>
		Will Not Use	—



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Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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### Response Box 13 Detailed Standards for Alternative Cover Material

			Back Line	Binders' Board	End Sheets	Cover Fabric
PUBLICATION	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				
	CS	RFP	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.
		PROPOSAL				

- B. Delivery.** A bidder must package and ship (including loading and unloading) production items and books to various locations and provide for communication with the Agency. *See Appendices C-E.*
- C. Production and Delivery Management.** Provide information about the primary and secondary production and delivery managers by completing Response Boxes 14 and 15.



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Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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### Response Box 14 Bidder's Primary Production and Delivery Manager

Category		Bidder Information
Personal	Name	Paul O'Neill
	Title	Account Representative - Manufacturing and Client Services
Business	Street Address	610 Opperman Drive
	City, State, and Zip Code	Eagan, MN 55123
Contact	Telephone Number	(651) 687-6139
	E-mail Address	Paul.o'neill@thomsonreuters.com
	Pager Number (if any)	(612) 622-6513

### Response Box 15 Bidder's Secondary Production and Delivery Manager

Category		Bidder Information
Personal	Name	Beth Riege
	Title	Account Representative - Manufacturing and Client Services
Business	Street Address	610 Opperman Drive
	City, State, and Zip Code	Eagan, MN 55123
Contact	Telephone Number	(651) 848-4196
	E-mail Address	Beth.riegen@thomsonreuters.com
	Pager Number (if any)	(612) 621-2303



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### III. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as the prospective contractor agrees to the terms and conditions as provided in the Contract Form (CS-2), unless the Contractor expressly provides otherwise in Part VI. If a bidder elects not to comply with a provision in the Contract Form, complete Part VI and provide both an explanation for why the election was made and a description of an alternative approach which satisfies the objectives of this Proposal Form.

### IV. STATEMENT OF WORK

A. **Place of Business.** Provide information about the bidder's place of business:

**Response Box 16**  
**Bidder Place of Business**

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

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



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### Response Box 17 Bidder Place of Production

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

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

### Response Box 18 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 Response Box 19.

Publication	Acts	Will Use	<u>    </u>
		Will Not Use	<u>  X  </u>
	CS	Will Use	<u>    </u>
		Will Not Use	<u>  X  </u>



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## PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

<b>Acts or CS or Both Acts &amp; CS</b>	<b>Bidder's Name:</b>	West, a Thomson Reuters business
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### Response Box 19 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	_____ %	
Type of Production		
Qualifications		

Acts

### Response Box 20 Verify Use of Subcontract

Verify by checking the adjacent box that the Bidder would provide the same information for the Code Supplement as for the Acts in the Response Box 19 or complete Response Box 21.

*Check To  
Verify Same  
Information*



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### Response Box 21 Subcontractor Information (Production)

CS

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	_____ %	
Type of Production		
Qualifications		

**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, and that a nationally or regionally recognized courier be used to deliver (ship and receive) production items and a nationally or regionally recognized freight company will be used to deliver the books. Complete Response Box 22.



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### Response Box 22 Names of Subcontractor

Acts/CS	<b>Courier (Production items)</b>	<b>Freight Company (Books)</b>
	United Parcel Service of America	King Solutions, Inc.

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

### Response Box 23 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 yes, complete Response Box 24.

Yes	<u>  X  </u>
No	<u>      </u>

### Response Box 24 Iowa Statutory Publications

Acts/CS	Publication	Each Year Bidder Produced a Publication			
		2004	2005	2007	2008
	Iowa Acts				
	Code of Iowa	2005	2009		
	Code Supplement	2003	2005	2007	

### Response Box 25 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 yes, complete Response Boxes 26 and 27.

Yes	<u>  X  </u>
No	<u>      </u>



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### Response Box 26 Most Recent Non-Iowa Statutory Publications

		Category	Bidder Information
Acts/CS	Book	Title	New Hampshire Revised Statutes Annotated and New Hampshire Session Laws
		Year of Publication	1999-2009
	Work	Products and Services Furnished	NH Office of Legislative Services - Full production services for the New Hampshire Revised Statutes Annotated - editorial, indexing, composition, prepress, press, binding, distribution, marketing and sales.
		Percent of Total Production	100 %
Acts/CS	Reference	Name	Ms. Carol Holahan
		Title	Director, Office of Legislative Services
		Telephone No.	(603) 271-3435
		E-Mail Address	Carol.Holahan@leg.state.nh.us

### Response Box 27 Most Recent Second Non-Iowa Statutory Publications

		Category	Bidder Information
Acts/CS	Book	Title	Alabama Code of 1975
		Year of Publication	1997-2009
	Work	Products and Services Furnished	AL Legislative Reference - Full production services for the Alabama Code of 1975 - editorial, indexing, composition, prepress, press, binding, distribution, marketing and sales
		Percent of Total Production	100 %
Acts/CS	Reference	Name	Mr. Jerry Bassett
		Title	Director, Legislative Reference Service
		Telephone No.	(334) 242-7560
		E-Mail Address	Jelbalrs@aol.com



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F. **Bidder's Contract Manager.** Complete Response Box 28 regarding the person responsible for managing the contract on behalf of the bidder, including issues relating to compliance.

### Response Box 28 Bidder's Contract Manager

		Category	Bidder Information
Acts/CS	Personal	Name	Jackie Wrolstad
		Title	Contract Administration Specialist
	Business	Street Address	610 Opperman Drive
		City, State, and Zip Code	Eagan, MN 55123
	Contact	Telephone Number	(651) 848-3623
		E-mail Address	Jackie.wrolstad@thomsonreuters.com
		Pager Number (if any)	N/A

G. **Authorized Negotiating Representative (Contract).** Complete Response Box 29 regarding the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal.

### Response Box 29 Bidder's Authorized Negotiating Representative

		Category	Bidder Information
Acts/CS	Personal	Name	Ellen Gillespie
		Title	Director, Contract Management
	Business	Street Address	610 Opperman Drive (D5-S514)
		City, State, and Zip Code	Eagan, MN 55123
	Contact	Telephone Number	(651) 687-5888
		E-mail Address	Ellen.gillespie@thomsonreuters.com
		Pager Number (if any)	N/A



# REQUEST FOR PROPOSALS (FORM CS-3)

## PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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### V. 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. If so, complete Response Box 30.

#### Response Box 30 Additional Comments

N/A

Acts/CS



# REQUEST FOR PROPOSALS (FORM CS-3)

## PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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### VI. AUTHORIZED SIGNATURES

A person authorized by the bidder must sign and date this proposal for both publications or for only one publication. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal. Complete the following response boxes.

#### Response Box 31 Signature of Authorized Representative

Acts & CS	 _____ Signature	Director, Contract Management _____ Title	9/11/09 _____ Date
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#### Response Box 32 Signature of Authorized Representative

Acts Only	_____ Signature	_____ Title	_____ Date
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#### Response Box 33 Signature of Authorized Representative

CS Only	_____ Signature	_____ Title	_____ Date
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# REQUEST FOR PROPOSALS (FORM CS-3)

## PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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### VII. ATTACHED SAMPLES

- A. **Sample — Paper Stock.** Provide three samples of the paper stock that the bidder proposes to use for page paper, indicating whether it is (1) in stock or ordered and (2) nonrecycled or recycled post-consumer, or recycled preconsumer, as specified in response Box 8.

#### Sample Box A 1st Paper Stock Proposed for Page Paper

Acts/CS	<b>West Publishing Corporation Paper Sample</b>
	Custom Plus 40# Nonrecycled Special Order
	Note: See 2007 Iowa Acts publication for sample of Custom Plus containing 30% post-consumer. Special order paper



# REQUEST FOR PROPOSALS (FORM CS-3)

## PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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### Sample Box A (cont.) 2nd Paper Stock Proposed for Page Paper

Staple the Samples Here and Submit Full-page Samples With the Proposal.

Acts/CS



# REQUEST FOR PROPOSALS (FORM CS-3)

## PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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**Sample Box A (cont.)**  
3rd Paper Stock Proposed for Page Paper

Acts/CS

Staple the Samples Here and Submit Full-page Samples With the Proposal.

- B. **Sample — Cover Fabric for the Acts.** Provide a sample of the cover fabric that the bidder proposes to use for the Acts.



# REQUEST FOR PROPOSALS (FORM CS-3)

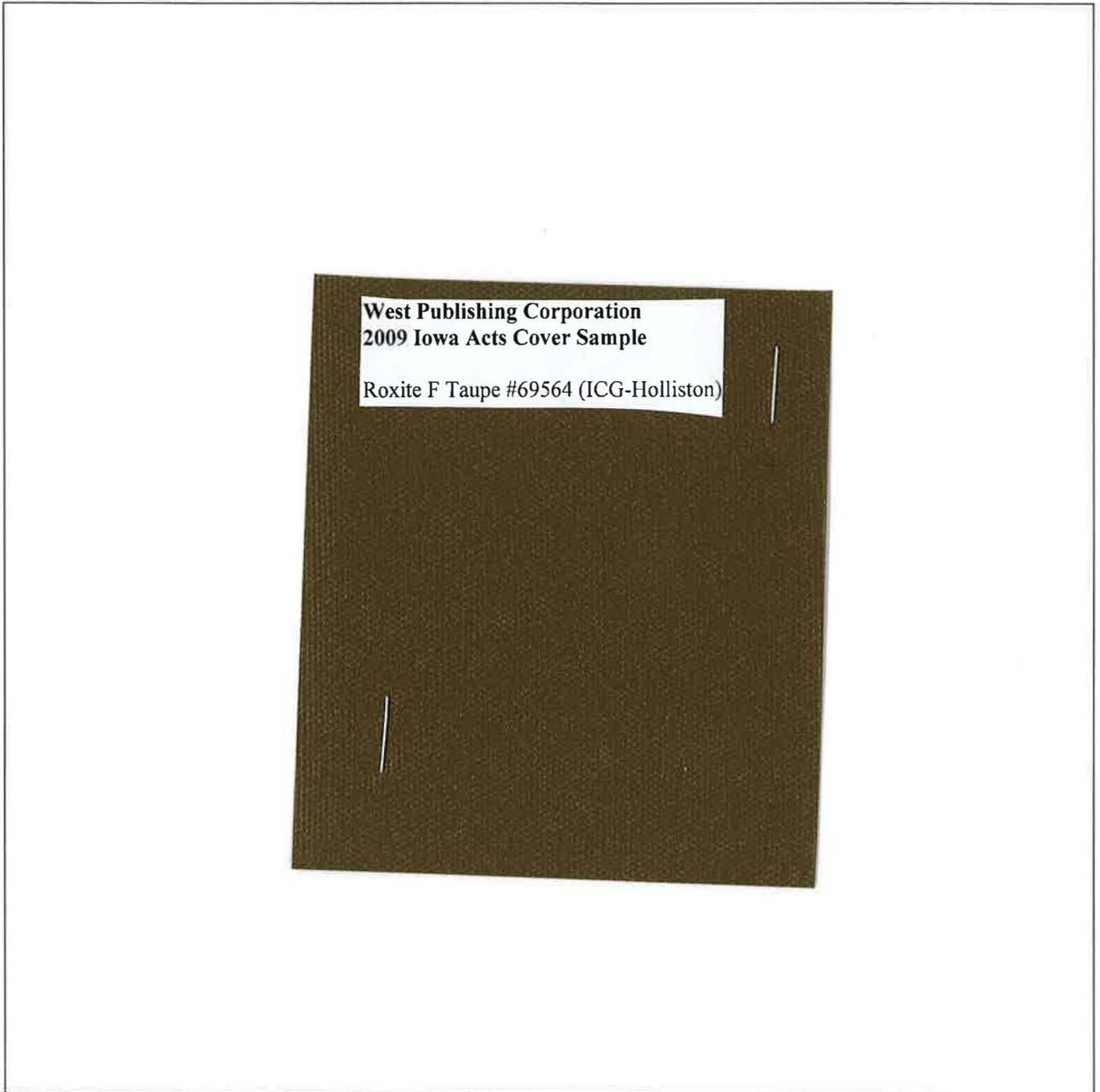
## PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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### Sample Box B

Provide Cover Proposed for the Acts

Acts





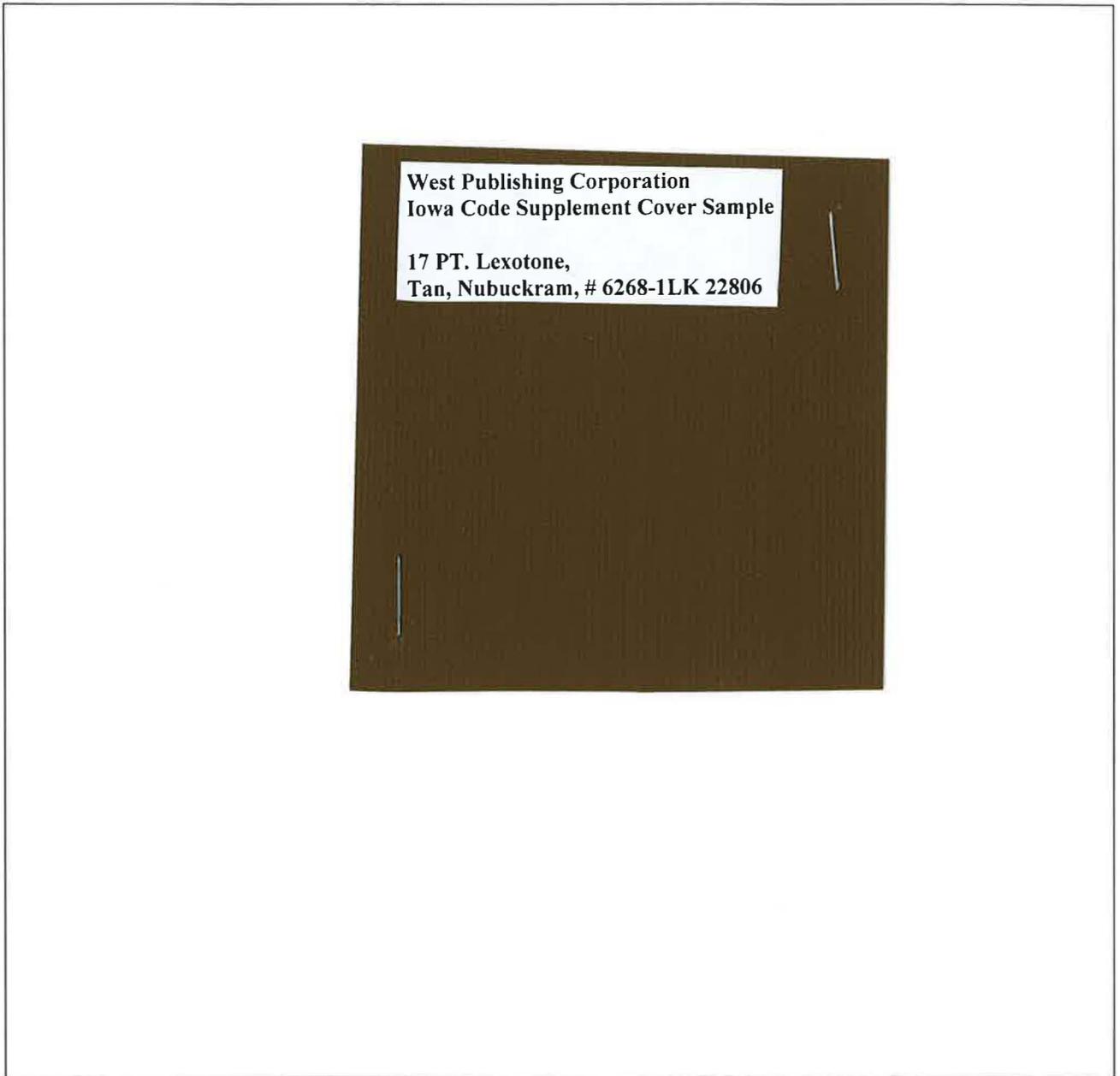
# REQUEST FOR PROPOSALS (FORM CS-3)

## PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

Acts or CS or Both Acts & CS	Bidder's Name:	West, a Thomson Reuters business
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- C. **Sample --- Cover Material for the Code Supplement.** Provide a sample of the cover material that the bidder proposes to use for the Code Supplement.

**Sample Box C**  
Provide Cover Proposed for the Code Supplement



CS



# **REQUEST FOR PROPOSALS (FORM CS-3)**

## **PROPOSAL FORMS 2009 IOWA ACTS & 2009 CODE SUPPLEMENT**

CS-3 Proposal 2009.doc

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

**BIDDER QUESTIONS AND AGENCY RESPONSES**

**09/08/09**

**Q:** We have an initial question regarding what pricing we should provide in Response Box 1. According to II. Standards and Alternatives for Production and Delivery, A. 1. (page 9), vendors can note if they have paper in stock and/or paper that can be ordered. The document also indicates that required paper specifications do not necessarily have to meet the specs outlined in Appendix A for “in-stock” paper.

- a.** We would be able to provide a paper that meets the specs outlined in App. A, and we also have paper in our warehouse that does not necessarily meet the specs, but according to the documentation that would be acceptable, does this sound correct?
- b.** What paper should we use in the pricing for Response Box 1?
- c.** Should we base our pricing on the required text paper as specified in Appendix A?

**A:** The goal of our specifications is to acquire a good quality, light cream-colored paper for our publications that is of sufficient weight, opacity, and consistency to provide the following:

- 1. Minimal bleed-through.
- 2. Durability.
- 3. Minimal glare.
- 4. Reasonable cost.

We would prefer that the proposal be based on paper that best complies with our specifications regardless of source, but that paper need not be an exact match to the specifications listed in the Appendix. We will need samples of the paper and information on whether the paper is a stock (in house) paper or a custom paper, as well as current availability of that paper for our publications. We would be willing to accept a stock paper if it meets our needs and is readily available. If the bidder believes price or availability is a factor, and the stock paper is not the best paper, the bidder is encouraged to supplement the bid by telling the Agency how much less a particular paper would be or provide information on the availability of the custom paper.

09/09/09

**Q:** In Part II. Standards and Alternatives for Production and Delivery, Section A. Production, 1. Page Paper (page 9 of the RFP), it indicates that bidders should “attach three samples of paper stock that best satisfies the requirements of this RFP and specify whether the paper stock is (1) in stock or (2) recycled.” If we decide to use only the Custom Plus paper as the basis for our bid response, can we assume that we do not need to attach samples of two other, totally different paper stocks (i.e. we would only submit one paper stock sample in Sample Box A on page 23 (the Custom Plus paper) and no samples would be attached to pages 24 and 25)?

**A:** The Agency made several assumptions: that Custom Plus may not be available, may be more expensive than in stock (in house) paper, or may take longer to procure than in stock paper. If a bidder has stock paper that is competitive in price to Custom Plus, we would consider it even though it does not meet our specifications. In that case we would need to see a sample to determine if it is reasonably equivalent to Custom Plus. But if the bidder does not have stock paper that is reasonably equivalent to Custom Plus and does not submit pricing for the paper as part of their bid, it is not necessary to attach the sample of that paper.

**Q:** It appears that the bid amounts you are requesting in Response Box 1 on page 4 would have to be based on nonrecycled paper, even though that is your third preference. The reason we are assuming this is because Response Box 8 on page 10 of the RFP only allows for a change in bid amount for recycled stock (postconsumer or preconsumer). This appears to be the reverse of how the pricing was handled last year in the RFP for the 2008 Acts and 2009 Code, where the bid amount was based on postconsumer paper (your first preference) and adjusted bid amounts were for preconsumer and nonrecycled papers (see Response Box 5, page 11 of last year’s RFP). Is it your intention that the pricing in Response Box 1 of the current RFP be based on nonrecycled paper?

**A:** Custom Plus and other brands are produced in both nonrecycled and recycled forms, and we may select paper that is not recycled based on the following factors: (1) quality, (2) price, and (3) delivery time. Last year, based on these factors, the Agency selected nonrecycled paper. Given this experience, we assumed that it may be easier for bidders to prepare and the Agency to review bids for nonrecycled paper first. The Agency will still give preference to recycled paper (first to postconsumer and second to preconsumer), when recycled paper is comparable to nonrecycled paper in quality, price, and delivery time.