

# “C” SERIES

## REQUEST FOR PROPOSED CONTRACT INFORMATION

PRODUCING AND DELIVERING THE  
2013 IOWA ACTS

### C-1 REQUEST FORM

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Due: September 9, 2013

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Legislative Services Agency  
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### I. INSTRUCTIONS

- A. General.** This Request Form (C-1) refers to two other documents: the Contract Form (C-2) which will be used as a model for terms and conditions of the contract for the production and delivery of 2013 edition of the Iowa Acts (Acts) to be executed by the parties and the Appendix Form (C-3) which is part of the contract and includes standards and other detailed information related to the publication. These forms are based on documents used by the parties for the last four years to produce editions of the Iowa Acts. For relevant definitions used throughout this document, see *Contract Form C-2*.
- B. Purposes.** The Agency is not issuing a Request for Proposals (RFP), but intends to execute a contract with the Contractor, assuming the parties can agree to its terms and conditions for the production and delivery of the Acts. Note, this form assumes few changes will be made from the production and delivery of the 2012 edition of the Iowa Acts. This form does request the Contractor to identify changes it proposes from the contract for the production and delivery of the 2012 edition of the Iowa Acts.
- C. Code Supplement.** The Agency is discontinuing its production of the Code Supplement. There are no significant changes from the contract for the production and delivery of the 2012 edition of the Iowa Acts as provided in the contract executed by the parties in 2012. The Agency intends to produce and deliver the next edition of the Iowa Code in 2014.
- D. Deadline.** The Contractor has until 4:00 p.m. on September 9, 2013, in order to deliver this completed Request form to the Agency. Please deliver to Doug Adkisson by e-mail at the following address: [doug.adkisson@legis.iowa.gov](mailto:doug.adkisson@legis.iowa.gov).
- E. Communication to the Agency.** All communications to the Agency must be addressed to the appropriate contact persons as stipulated in Appendix F (C-3). A communication may be accomplished by telephone conversation, fax delivery, or e-mail to the Agency's contact person.



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**II. BID AMOUNT INFORMATION**

- A. General.** The bid amount is an estimate of the contract price which includes a base amount and adjustments or modifications to the base amount as provided in this part.
- B. Base Amount.** The base amount is an estimate of the contract price assuming that an adjustment will not be made as otherwise provided in this part.

**Response Box 1  
Base Amount and Breakdown of Base Amount Attributable to  
Production and Delivery of Publications**

Order	Page/ Signature Count	Bid Amount (Production Amount Plus Delivery Amount)	Bid Amount Broken Down			
			Item		Amounts	
1,400	Pages: 960  Signatures: 30	<b><u>\$14,787.00</u></b>	Production	Production Amount	<b><u>\$ 13,405.00</u></b>	
				Attributable to Paper Stock for Pages (Featherweight Opaque™).		<b><u>\$ 3,775.00</u></b>
			Delivery	Delivery Amount (including packing and shipping).		<b><u>\$ 1,382.00</u></b>
				Attributable to Normal Delivery	100% Drop-shipped to the Grimes Office Building	<b><u>\$ 209.00</u></b>
				Attributable to Special Delivery	Assume 100% Drop-shipped to 8 Judicial Districts	<b><u>\$ 896.00</u></b>

**\*\*\*\*\*Price quote is based on using Cascade Opaque 35# (see specifications below)**

Mill: Cascade Paper  
 Brand Name: Cascade Opaque  
 Basis Weight 35#  
 Opacity 87  
 Brightness 86  
 PPI 769  
 Finish: Smooth  
 Shade: Blue white



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**C. Adjustments to the Base Amount (Variables).** The base amount may be adjusted to account for a number of variables determined during the standard performance period for publication production that cannot be calculated at the time the contract is executed. *See Appendix A (C-3).*

- 1. Replacement Pages.** The Agency may request the 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 Agency assumes that the Contractor will continue to incur the first \$300 for replacing digital proofs of a publication. The Agency also assumes that an additional default amount charged to the Agency by the Contractor will continue to apply.

**Response Box 2  
Base Price Adjusted Due to  
Replacing Digital Proofs**

Verify that the Contractor is charging the same default amount for replacing an occasional digital proof page.	Yes	<u>  X  </u>
	No	<u>      </u>
<b>Amount Per Hour (after the first \$300.00)</b>		
<b>Default Amount</b>	<b>Change</b>	
\$75.00 based on the 2012 edition of the Iowa Acts	\$ <u>      </u>	

Complete this Portion Only if Responding No Above

- 2. Actual Signature Count.** The Agency has calculated the actual number of pages and signatures for the publications.
- 3. Actual Number of Publications Delivered (Overrun).** The Agency will adjust the base price specified in Response Box 1, or if necessary the adjusted base price specified in Response Box 2, to account for any number of up to 100 additional publications of an overrun which the Contractor delivers to the Agency during the standard performance period. The Agency assumes that the Contractor will continue to discount the base price for each publication produced and delivered as part of an overrun at the same default discount rate as applied for the 2012 edition of the Iowa Acts. *See Contract Form, Part IX (C-2).*



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**Response Box 3  
Additional Amount Adjusted Due to an Overrun**

Is the Contractor charging the same default discount rate due to an overrun of up to 100 additional publications for the Acts and 100 additional publications for the Code?	Yes	<u>  X  </u>
	No	<u>      </u>
<b>Percentage Discount Rate</b>		
<b>Default Discount Rate Per Publication</b>	<b>Change</b>	
25% based on 2012 edition of the Acts	<u>      </u> %	

Complete this Portion Only if Responding **No** Above

**4. Statutes Enacted During an Extraordinary Session — Supplementary Pamphlets.** During a standard performance period, the General Assembly may meet in Extraordinary Session and enact statutes for publication in the Acts and the Code. The Agency may consequently deliver a separate set of composed pages to the Contractor in the same manner as provided during the standard performance period for the production and delivery of a supplementary pamphlet. The supplementary pamphlet for the Acts will be in the same format as the Acts and the supplementary pamphlet for the Code will be in the same format as the Code. The Agency assumes all of the following:

**a. Production.** For production of the pamphlet, all of the following apply:

- (1) **Page and Signature Counts.** A pamphlet for the Acts will consist of one 32-page signature.
- (2) **Paper Stock for Page Paper.** The pamphlets will be composed of the same paper stock as the publications.
- (3) **Page Composition and Printing Specifications.** The Agency shall determine the page composition and printing specifications for the publications. The font will be Imperial BT.
- (4) **Construction Specifications.** A pamphlet will be produced as a sticky-back supplement similar to a pocket part in which the signatures and tag card stock with an adhesive backing are side-stitched together and adhered to the inside back cover of the publication as designated by the Agency.
- (5) **Order.** The order of the contents for the Acts' pamphlet is the same order as for the Acts.



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b. **Delivery.** The pamphlets will be delivered to the same destinations as the publications.

**Response Box 4**

**Base Price Adjusted Due to the Production and Delivery of a Supplementary Pamphlet**

Number of Pages/Signatures		Amount		Contractor Comments (Optional)
Per Pamphlet	Per Order	Per Pamphlet	Per Order	
32/1	1,400	\$ .65	\$ 910.00	

D. **Standards for Featherweight Opaque™.** The base amount assumes that the standards for Featherweight Opaque™ stock paper have not changed since the production of the 2012 edition of the Iowa Acts. See Appendix A (C-3). If the standards have changed, forward a sample sheet of the paper stock to the Agency with this completed form.

**Response Box 5**

**Standards for Featherweight Opaque™**

Have the standards for the Featherweight Opaque™ stock paper changed since the production of the 2012 edition of the Iowa Acts? If yes, forward a sample sheet of the paper stock to the Agency with this completed form.								No	<u> X </u>
								Yes	_____
	<b>Color/ Shade</b>	<b>Finish</b>	<b>Bright -ness</b>	<b>Opacity</b>	<b>Basis Weight</b>	<b>PPI</b>	<b>Archive</b>	Complete this Portion Only if Responding <u>Yes</u> Above	
<b>2012 Edition of Iowa Acts</b>	Cream-White	English	85	90	30#	Ideal 943 Range 900-950	pH neutral (content of 7 or 7.5)		
<b>Changes</b>									



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**E. Modifications to the Base Amount.** The base amount may be modified to account for a number of variables to be determined prior to the execution of the contract. See *Appendix A (C-3)*.

- 1. Alternative Paper Paper.** If Featherweight Opaque™ paper stock is unavailable for use in the production of page paper, the Agency will accept an alternative paper stock. If the paper stock is not available, forward a sample sheet of the alternative paper stock to the Agency with this completed form.

**Response Box 6  
Alternative Paper Stock for Page Paper**

Does the Contractor recommend using an alternative paper stock for use to produce page paper?				No	___	
				Yes	<u>X</u>	
Brand	No. of Weeks to Receive Paper Stock	Adjusted Base Price			Complete this Portion Only if Responding <u>Yes</u> Above	
		No	___	N/A		
<u>Cascade Opaque</u>	<u>in stock</u>	Yes	___	\$ see response box 1		

- 2. Recycled Paper Paper.** The Agency prefers paper stock used in the production of page paper to be manufactured with recycled content when the price is the same or less when compared with paper stock manufactured with virgin material and the paper stock meets the specifications detailed in *Appendix A (C-3)*. If the qualifying recycled paper stock is available, forward a sheet of the paper stock to the Agency with this completed form.

**Response Box 7  
Recycled Paper Stock for Page Paper**

Is a recycled version of Featherweight Opaque™ available for use to produce page paper? See <i>Part VII, Par. "B."</i> The Contractor is not required to engage in a long research analysis in order to respond to this question.				No	<u>N/A</u>	
				Yes	___	
Brand	No. of Weeks to Receive Paper Stock	Modified Base Price			Complete this Portion Only if Responding <u>Yes</u> Above	
		No	___	N/A		
Featherweight Opaque™	___	Yes	___	\$ _____		



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**III. SUBCONTRACTOR INFORMATION**

**A. Production.** It is assumed that the Contractor will not use a subcontractor to produce a publication.

**Response Box 8  
Use of Subcontractors to Produce a Publication**

Verify that the Contractor <u>will not</u> use subcontractors to produce a publication.		No: Will Not Use Subcontractors Again this Year	<u>X</u>
		Yes: Will Use Subcontractors this Year	___
Explanation	Name		
	Address		
	Contact Information		
	Duties		
		Complete this Portion Only if Responding <u>Yes</u> Above	



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**B. Delivery.** It is assumed that the Contractor will use one of the same subcontractors authorized for use when delivering the 2012 edition of the Iowa Acts.

**Response Box 9  
Subcontractor Information**

Will the Contractor use one of the same couriers authorized for the delivery of production items and one of the same freight companies authorized for the delivery of the 2012 edition of the Iowa Acts?		Yes	<u>  X  </u>
		No	<u>      </u>
<b>Delivery Items</b>	<b>Subcontractor Information</b>	<b>Change</b>	
Courier (Production Items)	United States Mail Service; FedEx Corp®; or United Parcel Service, Inc. (UPS®)	Complete this Portion Only if Responding <u>No</u> Above	
Freight Companies (Publications)	Roadway® Express, Inc.; Con-way® Freight; or King Solutions Inc.		

**Response Box 10  
Subcontractor Delivery Verification**

In 2012, the Contractor's freight company refused to deliver a number of the 2013 edition of the Iowa Code to a ground floor location within the State Capitol. Will the contractor use a freight company that delivers a number of the publications to a ground floor location within the State Capitol as designated by the Agency?	Yes	<u>  X  </u>
	No	<u>      </u>

**IV. MANAGER INFORMATION**

**A. Production and Delivery Managers.** It is assumed that the Contractor will use the same production and delivery managers that the Contractor used to produce and deliver the 2013 edition of the Iowa Acts. The production and delivery managers are responsible for day-to-day operations, and are available for consultation by the Agency on a regular basis. See *Appendix F (C-3)*.



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**Response Box 11  
Production and Delivery Managers**

Will the Contractor use the same production and delivery managers, and if so, is their contact information correct?				Yes	___
				No	<u>X</u>
Facts	Managers		Change		Complete this Portion Only if Responding <u>No</u> Above
	Primary	Secondary	Primary	Secondary	
Name	Paul O'Neill	Beth Riege		Mary Kay Peterson	
Title	Account Representative Manufacturing and Client Services	Account Representative Manufacturing and Client Services		Account Representative Manufacturing and Client Services	
Addr.	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive Eagan, MN 55123		610 Opperman Drive Eagan, MN 55123	
Tele.	(651) 687-6139	(651) 848-4196		(651) 687-5221	
Fax	Not applicable	Not applicable		Not applicable	
E-Mail	paul.o'neill@thomsonreuters.com	beth.riege@thomsonreuters.com		mary.kay.peterson@thomsonreuters.com	
Pager	(612) 622-6513	(612) 621-2303		n/a	

**B. Contract Managers.** It is assumed that the Contractor will use the same contract managers that the Contractor used to produce and deliver the 2012 edition of the Iowa Acts. The contract manager for the Contractor is authorized to discuss any issue relating to the interpretation of a provision of the Contract Form (C-2). See *Appendix F (C-3)*.

**Response Box 12  
Contract Managers**

Will the Contractor use the same contract managers and, if so, is their contact information correct?				Yes	<u>X</u>
				No	___
Facts	Managers		Change		Complete this Portion Only if Responding <u>No</u> Above
	Primary	Secondary	Primary	Secondary	
Name	Jackie Wrolstad	Ellen Gillespie			
Title	Contract Administration Specialist	Senior Director, Customer Contract Management			
Addr.	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive (D5-S514) Eagan, MN 55123			
Tele.	(651) 848-3623	(651) 687-5888			
E-Mail	jackie.wrolstad@thomsonreuters.com	ellen.gillespie@thomsonreuters.com			



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**D. Authorized Negotiating Representative.** It is assumed that the Contractor will use the same authorized negotiating representative that the Contractor used to produce and deliver the 2012 edition of the Iowa Acts. The authorized negotiating representative may negotiate and execute a contract or any amendments to the contract on behalf of the Contractor based on this Proposal Form. See Appendix F (C-3).

**Response Box 13  
Authorized Negotiating Representative**

Will the Contractor use the same authorized negotiating representative and, if so, is the representative's title correct?		Yes	<u>X</u>
		No	—
<b>Facts</b>	<b>Representative</b>	<b>Change</b>	
Name	Ellen Gillespie		
Title	Senior Director, Customer Contract Management		

Complete this Portion Only if Responding No Above



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**V. FINAL COMMENTS**

**A. Appendices.** The Contractor must review the Appendices (C-3) and verify that it can comply with all standards and specifications applicable to the Contractor.

**Response Box 14  
Compliance**

Is the Contractor prepared to comply with all standards stated in the Appendices?		Yes	<input checked="" type="checkbox"/>
		No	<input type="checkbox"/>
Explanation of any Reservations	Please note the paper for the 2013 Acts will be Cascade Opaque		Complete this Portion Only if Responding <u>No</u> Above



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- B. Additional Comments.** The Contractor may provide any additional comments as required to further explain a response made to any question included in this Request Form or to an alternative to a requirement stated in this form which satisfies the objectives of this form.

**Response Box 15  
Additional Comments**



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**VI. AUTHORIZED SIGNATURE**

A person authorized by the Contractor must sign and date this proposal for both publications. The signed proposal as submitted to the Agency shall bind the Contractor to the terms and conditions of this form for 30 days from the date of signing.

**Response Box 16  
Signature of Authorized Representative**

 Name	<u>Manager, Gov Contracts</u> Title	<u>9/9/13</u> Date
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**VII. DESCRIPTION OF CHANGES FROM PRIOR YEAR CONTRACTS AND ASSUMPTIONS**

- A. Modeled Upon the 2012 Contract.** In order to better account for changes in the contract, the Contract Form (C-2) and Appendices Form (C-3) are based on the 2012 forms executed by the parties for the production and delivery of the 2012 edition of the Iowa Acts.
- B. Production and Workmanship Standards.** The production and workmanship standards required to produce the Acts will not significantly change from the production standards used to produce the 2012 edition of the Iowa Acts. *See Appendix A (C-3).*
  - 1. Page and Signature Counts.** For the Acts, each publication will have approximately 4.5% additional pages and signatures than for the 2012 edition of the Iowa Acts.

**Number of Pages/Signatures Per Publication**

Publication	Past Edition		Current Edition
	2011	2012	2013
Pages/Signatures	816/25 1/2	832/26	960/30

- 2. a. Paper Stock for Page Paper.** In 2010, the Agency changed the stock paper used to produce page paper for the 2010, 2011, and 2012 editions of the Iowa Acts to Featherweight Opaque™. The Agency will again use this paper stock for the publication of the Acts.
  - b. Recycled Paper Stock.** The Agency prefers the paper stock be manufactured with recycled material if the quality is comparable and the cost does not increase. However, the 2010, 2011, and 2012 editions of the Iowa Acts were produced using nonrecycled paper stock.
- 3. Page Composition and Printing Specifications.** The pages will continue to be composed in a single-column format corresponding to the 2011 and 2012 editions of the Iowa Acts.
- 4. Construction Specifications.** The construction specifications have not changed from construction specifications required for the 2011 and 2012 editions of the Iowa Acts with limited exceptions relating to book decoration. *See Appendix B (C-3).* The book decoration for the Acts will remain the same except as necessary to change information regarding the edition (e.g., the number of the General Assembly and the year). Note, the font used on the cover of the Acts will be Times New Roman, even though the font used in page composition will be Imperial BT.
- C. Waiver of Trial Digital Proofs.** The Agency waives the requirement that the Contractor provide a set of digital proofs as part of Trial Performance. *See Appendix B (C-3).*
- D. Delivery Standards.** The delivery standards have not changed from delivery standards required for the 2012 edition of the Iowa Acts with limited exceptions. Generally, the number of orders at each destination may change as well as the names of the contact persons. *See Appendix C (C-3).*
  - 1. Sample Publication.** Upon request, the Agency will deliver to the Contractor a copy of the 2012 edition of the Iowa Acts.
  - 2. Specifications for Packaging (and Loading) Production Items and Publications.** The



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packaging (and loading) specifications have not changed other than labeling the cartons or boxes to indicate the publication's edition.

3. **Destination for Production Items.** Ms. Leslie Hickey will continue to receive sample covers for approval and Mr. Roger Karns will continue to receive the digital proof set for approval in the same manner as Ms. Hickey and Mr. Karns received and approved those production items for the 2011 and 2012 editions of the Iowa Acts. Mr. Karns will receive sets of assembled pages. *See Appendix F (C-3).*
4. **Delivery of Sets of Assembled Pages.** The Contractor is again required to deliver five sets of assembled pages.
5. **Delivery of Publications.** This year the Agency is ordering 1,400 publications for the Acts, a 7% reduction from the 2012 edition order of 1,500. The following requirements apply to the normal and special delivery of the publications. *See Appendix C (C-3).*
  - a. **Normal Delivery.** For normal delivery, the publications will continue to be shipped to the Grimes Building in the same manner as the 2011 and 2012 editions of the Iowa Acts were delivered.

### Number of Publications Ordered as Part of Normal Delivery

Publication	Past Editions		Current Edition
Edition	2011	2012	2013
<b>Order</b>	1,092	976	890

- b. **Special Delivery.** For special delivery, the publications will continue to be delivered to the Judicial Building and Iowa's eight judicial districts generally in the same manner as the 2011 and 2012 editions of the Iowa Acts were delivered.

### Number of Publications Ordered as Part of Special Delivery

Publication	Past Editions		Current Edition
Edition	2011	2012	2013
<b>Order</b>	708	522	510

5. **Destinations.** The Contractor delivered the 2011 and 2012 editions of the Iowa Acts by drop shipment to the Judicial Building, one destination in the 4th, 6th, 7th, and 8th judicial districts, and by mail or courier to multiple destinations in the 1st, 2nd, 3rd, and 5th judicial districts. With one exception, the Contractor will deliver the publications by drop shipment or by mail to the same locations. The Contractor will now deliver one publication to each of six destinations in the 6th judicial district. For purposes of completing this form, assume that the publications will be delivered by drop shipment to one destination in each judicial district.



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**Publications Delivered as Part of Special Delivery**

<b>1st District</b>	<b>2nd District</b>	<b>3rd District</b>	<b>4th District</b>
Black Hawk Co. Courthouse 316 E. 5th St. Waterloo, IA 50703	Webster Co. Courthouse 701 Central Ave. Fort Dodge, IA 50501	Woodbury Co. Courthouse 620 Douglas St. Sioux City, IA 51101	Pottawattamie Co. Courthouse 227 S. 6th Street Council Bluffs, IA 50502
<b>5th District</b>	<b>6th District</b>	<b>7th District</b>	<b>8th District</b>
Polk County Courthouse 500 Mulberry St. Des Moines, IA 50309	Linn County Courthouse 3rd Ave. Bridge Cedar Rapids, IA 52401	Scott County Courthouse 416 W. 4th Street Davenport, IA 52801	Court Administration 211 E. 4th Street Ottumwa, IA 52501

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