

# “C” SERIES

## REQUEST FOR PROPOSED CONTRACT INFORMATION

PRODUCING AND DELIVERING THE  
2014 IOWA ACTS AND THE 2015 IOWA CODE

### C-1

### **REVISED REQUEST FORM**

Issued: ~~May 22, 2014~~ May 23, 2014

Due: June 6, 2014

Issued From:

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State Capitol  
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(A Thomson Reuters Business)  
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**REQUEST FOR PROPOSED CONTRACT INFORMATION FORM (C-1)  
2014 IOWA ACTS & 2015 IOWA CODE**

**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 two publications, the 2013 and 2014 editions of the Iowa Acts (Acts) and the 2015 edition of the Iowa Code (Code) 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 publications. These forms are based on documents used by the parties for the last five years to produce editions of the Iowa Acts and the Iowa Code. 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 and Code. Note, this form assumes few changes will be made from the production and delivery of the 2013 edition of the Iowa Acts and the 2013 edition of the Iowa Code. This form does request the Contractor to identify changes it proposes from the contract for the production and delivery of the 2013 edition of the Iowa Acts and the 2013 edition of the Iowa Code. This form also describes changes in the Agency's requirements for the production and delivery of these publications. The Agency is continuing its process to reform publication methods and operations which may affect how the Iowa Code is produced and delivered.
- C. Deadline.** The Contractor has until 4:00 p.m. on Friday, June 6, 2014, 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).
- D. 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.

**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 the contract.

**Response Box 1  
Base Amount**

Publication	Amount			
Acts	<u>\$ 14,412.00</u>			
Code	<u>\$338,124.00</u>	Divided	Statutory Volumes Sets	<u>\$319,238.00</u>
			Tables and General Index Volumes	<u>\$18,886.00</u>



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**C. Base Amount Broken Down Between Production and Delivery.** The base amount must be broken down between costs associated with the production and delivery of publications.

**Response Box 2  
Breakdown of Base Amount -- Attributable to  
Production and Delivery of Publications**

	Order	Page/ Signature Count (Per Order)	Bid Amount (Production Amount Plus Delivery Amount)	Bid Amount Broken Down			
				Item	Amounts		
<b>PUBLICATION Acts</b>	1,200	Pages: 864,000  Signatures: 27,000	<b><u>\$ 14,412.00</u></b> (Response Box 1)	<b>Production</b>	Production Amount	<b><u>\$ 13,669.00</u></b>	
					Attributable to Paper Stock for Pages (Featherweight Opaque™).	<b><u>\$ 3,403.00</u></b>	
				<b>Delivery</b>	Delivery Amount (including packing and shipping).	<b><u>\$ 743.00</u></b>	
					<b><u>\$ 122.00</u></b> Attributable to Normal Delivery	100% Drop-shipped to the Grimes Office Building/State Capitol/Judicial Bldg.	<b><u>\$ 122.00</u></b>
					<b><u>\$ 298.00</u></b> Attributable to Special Delivery	Assume 100% Drop-shipped to 8 Judicial Districts	<b><u>\$ 298.00</u></b>



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**Response Box 2 (Continued)  
Breakdown of Base Amount Attributable to  
Production and Delivery of Publications**

PUBLICATION Code	Order	Page/ Signature Count	Bid Amount (Production Amount Plus Delivery Amount)	Bid Amount Broken Down			
				Item	Amounts		
	3,800	Pages: <u>44,748,800</u> <u>44,870,400</u>  Signatures: <u>1,398,400</u> <u>1,402,200</u>	<u>\$338,124.00</u> (Response Box 1)	Production	Production Amount	<u>\$ 330,565.00</u>	
					Attributable to Paper Stock for Pages (Featherweight Opaque™).	<u>\$ 132,531.00</u>	
				Delivery	Delivery Amount (including packing and shipping).	<u>\$ 7,559.00</u>	
					<u>\$ 2,382.00</u> Attributable to Normal Delivery	100% Drop- shipped to the Grimes Office Building/State Capitol/Judicial Bldg.	<u>\$ 2,382.00</u>
					<u>\$ 1,741.00</u> Attributable to Special Delivery	Assume 100% Drop-shipped to 8 Judicial Districts	<u>\$ 1,741.00</u>

**D. Adjustments to the Base Amount (Variables).** The base amount must 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.
2. **Actual Signature Count.** The Agency is currently calculating the number of pages and signatures for the publications. The number of pages and signatures for the Acts is relatively fixed, but may change after the execution of the contract. There is a greater possibility that the number of pages and signatures for the Code will need to be adjusted during the standard performance period for production. An adjustment to the base price is calculated on a signature or half signature basis.



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**Response Box 3  
Base Amount Adjusted Due to an  
Increase/Decrease in the Signature Count**

	Signature Calculation	Estimated Number of Signatures	Amount	
			Per Publication	All Publications Per Order
<b>Acts</b>	Unadjusted	22.5 Per Publication/ 27,000 Per Order	<u>\$ 12.01</u> Base Amount + by No. of Ordered Books	<u>\$ 14,412.00</u> Base Amount
	Adjusted	Each Additional Full	Increased Base Amount Per Publication: <u>\$ 0.20</u>	Increased Base Amount Per Order*: <u>\$240.00</u>
		Each Additional Half	↑ <u>\$ 0.10</u>	↑ <u>\$120.00</u>
		Each Fewer Full	Decreased Base Amount Per Publication: <u>\$ 0.20</u>	Decreased Base Amount Per Order*: <u>\$240.00</u>
		Each Fewer Half	↑ <u>\$ 0.10</u>	↑ <u>\$120.00</u>
<b>Code</b>	Unadjusted	<del>368</del> <b>369</b> Per Publication/ <u>1,398,400 1,402,200</u> Per Order	<u>\$ 88.98</u> Base Amount + by No. of Ordered Publications	<u>\$ 338,124.00</u> Base Amount
	Adjusted	Each Additional Full	Increased Base Amount Per Publication: <u>\$ 1.13</u>	Increased Base Amount Per Order*: <u>\$4,294.00</u>
		Each Additional Half	↑ <u>\$ 0.56</u>	↑ <u>\$2,128.00</u>
		Each Fewer Full	Decreased Base Amount Per Publication: <u>\$1.13</u>	Decreased Base Amount Per Order*: <u>\$4,294.00</u>
		Each Fewer Half	↑ <u>\$ 0.56</u>	↑ <u>\$2,128.00</u>

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

- 3. Actual Number of Publications Delivered (Overrun).** The Agency will adjust the base amount specified in Response Box 1, or if necessary the adjusted base amount specified in Response Box 3 to account for 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 amount (adjusted for a change in the signature count as provided in Response Box 3) for each publication produced and delivered as part of an overrun at the same default discount rate as applied for the 2013 edition of the Iowa Acts and the 2013 edition of the Code. See *Contract Form, Part IX (C-2)*.



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**Response Box 4  
Additional Amount Adjusted Due to an Overrun**

Is the Contractor charging the same default discount rate due to an overrun of up to 50 additional publications for the Acts and 100 additional publications for the Code?		Yes	<u>X</u>
		No	<u>      </u>
Publication	Percentage Discount Rate		Complete this Portion Only if Responding <u>No</u> Above
	Default Discount Rate Per Publication	Change	
<b>Acts</b>	25% based on 2013 edition of the Acts	<u>      </u> %	
<b>Code</b>	25% based on 2013 edition of the Code	<u>      </u> %	

**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 statutory volumes. 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 or Code 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 and the order of the contents for the Code's pamphlet is the same order as for the statutory volumes.
- b. **Delivery.** The pamphlets will be delivered to the same destinations as the publications.



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**Response Box 5**

**Base Amount 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	
<b>Publication</b>	<b>Acts</b>	32/1	1,200	\$ <u>0.83</u>	\$ <u>996.00</u>
	<b>Code</b>	32/1	3,800	\$ <u>0.47</u>	\$ <u>1,786.00</u>

- E. 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 and the 2013 edition of the Code. 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 6**

**Standards for Featherweight Opaque™**

Have the standards for the Featherweight Opaque™ stock paper changed? If yes, forward a sample sheet of the paper stock to the Agency with this completed form.								No	<u>X</u>
								Yes	<u>      </u>
Publication	Color/Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	Archive	Complete this Portion Only if Responding Yes Above	
2012 Acts 2013 Code	Cream-White	English	85	90	30#	Ideal 943 Range 900-950	pH neutral (content of 7 or 7.5)		
Changes									

- F. 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).





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**III. SPECIAL ADJUSTMENTS TO THE BASE AMOUNT**

**A. Bind-in Pages.** The Agency may elect to adjust the base amount for the Code specified in Response Box 1 in order to account for the addition of a bind-in page attached to a volume of the Code. The bind-in page will be delivered to the Contractor by the Agency or an agent of the Agency in the same manner as provided during the production of the 2013 Code. The bind-in page will include a standard sized DVD and 4 3/4 x 4 3/4 paper slip. The bind-in page must be approved by the Contractor prior to production, according to requirements specified by the Contractor.

**Response Box 9  
Adjustment Due to Bind-in Pages**

	Amounts	Contract Price for the Publications (Statutory Volume Sets/Tables and General Index Volumes)	
		Per Publication	All Publications Per Order
Code Volume	Base Amount (Response Box 1)	\$ <u>88.98</u>	\$ <u>338,124.00</u>
	Adjusted Base Amount	\$ <u>89.22</u>	\$ <u>339,036.00</u>

**B. Page Paper — Tables and General Index Volumes.** The Agency may elect to adjust the base amount for the Code specified in Response Box 1 in order to account for the use of a stock paper other than Featherweight Opaque™. The page paper will only be used to produce the Tables and General Index Volume. See Appendix A (C-3). Featherweight Opaque™ would continue to be used to produce the statutory volumes sets. The page paper would be the same or comparable to the page paper used to produce the General Index for the 2013 Code.

**Response Box 10  
Adjustment Due to Different Page Paper Used to Produce the Tables and General Index Volumes**

Specifications		Page and Signature Count for the Tables and General Index Volumes		Contract Price for the Publications (Statutory Volume Sets/Tables and General Index Volumes)			
Size	Type	Per Volume	All Volumes Per Order	Amounts	Per Publication	All Publications Per Order	
7 1/4" x 10 1/8"	60# Offset Text pH neutral (content of 7-7.5)	Pages	<u>288 320</u>	<u>1,094,400</u> <u>1,216,000</u>	Base Amount (Response Box 1)	\$ <u>4.97</u>	\$ <u>18,886.00</u>
		Signatures	<u>9 10</u>	<u>34,200</u> <u>38,000</u>	Adjusted Base Amount	\$ <u>4.82</u>	\$ <u>18,316.00</u>



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**C. Paper Stock — Additional Page Paper in the Same Order.** The Agency may elect to adjust the base amount for the Code specified in Response Box 1 in order to account for additional Featherweight Opaque™ page paper to produce the 2015 edition of the Acts according to a contract to be executed at the option of the parties. See *Appendix A (C-3)*. This assumes that under this contract the Contractor will pay only for costs incurred for the order of additional page paper and will not be liable for any other costs, including storage charges.

**Response Box 11  
Adjustment Due to the Order of Additional Page Paper  
Production of the 2015 Edition of the Acts**

Order Information		Page and Signature Count			Contract Price Statutory Volume Sets/Tables and General Index Volumes		
Page Paper	Number of Publications	Per Publication (Book)		All Publications (Books) Per Order	Amount	Per Publication (Book)	All Publications (Books) Per Order
Feather-weight Opaque™	1,200	Pages	960	1,152,000	Base Amount (Response Box 1) *see below	<u>\$14,412.00</u>	<u>\$ 12.01</u>
		Signatures	30	36,000	Adjusted Base Amount **see below	<u>\$17,400.00</u>	<u>\$ 14.50</u>

\* This pricing is from response box 1 for the publishing of the 2014 Iowa Acts at an order quantity of 1200 books at 720 pages.

\*\* This pricing is for the 2015 Iowa Acts at an order qty of 1200 books and 960 pages.



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**D. Page/Signature Count for Volume V of the Code's Statutory Volumes Set.** It is estimated that Volume V of a statutory volumes set for the Code will include a page count of not more than 2,224 equaling a corresponding signature count of not more than 69.5. Assuming the volume contains this number pages and signatures, and that Featherweight Opaque is used to produce the page paper, confirm that this will not exceed the permissible maximum page and signature count for permanently binding the volume. *See Appendix A (C-3).*

**Response Box 12**

Verify that the page and signature count estimated for Volume V <u>will not</u> exceed the maximum page and signature count limit for binding the volume.		No: Will Not Exceed the Limit	<u>X</u>
		Yes: May Exceed the Limit	—
<b>Explanation</b>		<p>Complete this Portion Only if Responding <u>Yes</u> Above. If Responding <u>Yes</u> Please contact the Agency (Doug Adkisson) before proceeding further. <i>See Appendix F (C-3).</i></p>	



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**IV. SUBCONTRACTOR INFORMATION**

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

**Response Box 13  
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	—
<b>Explanation</b>	<b>Name</b>	Complete this Portion Only if Responding <u>Yes</u> Above	
	<b>Address</b>		
	<b>Contact Information</b>		
	<b>Duties</b>		



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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 2013 edition of the Iowa Acts.

**Response Box 14  
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 2013 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; Lakeville® Motor Express; or King Solutions Inc.		

**V. 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 15  
Production and Delivery Managers**

Will the Contractor use the same production and delivery managers, and if so, is their contact information correct?				Yes	<input type="checkbox"/>
				No	<input checked="" type="checkbox"/>
Facts	Managers		Change		Complete this Portion Only if Responding <u>No</u> Above
	Primary	Secondary	Primary	Secondary	
Name	Paul O'Neill	Ms. Mary Kay Peterson	Ms. Nancy Roth		
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) 687-5221	(651) 687-6964		
Fax	Not applicable	Not applicable			
E-Mail	paul.o'neill@thomsonreuters.com	mary.kay.peterson@thomsonreuters.com	nancy.roth@thomsonreuters.com		
Pager	(612) 622-6513	N/A	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 2013 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 16  
Contract Managers**

Will the Contractor use the same contract managers and, if so, is their contact information correct?				Yes	<input checked="" type="checkbox"/>
				No	<input type="checkbox"/>
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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**C. 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 2013 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 17  
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	Complete this Portion Only if Responding <u>No</u> Above	
Title	Senior Director, Customer Contract Management		



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**VI. 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 18  
Compliance**

Is the Contractor prepared to comply with all standards stated in the Appendices?	Yes	<u>X</u>
	No	<u>—</u>
Explanation of any Reservations	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 19**  
**Additional Comments**



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**VII. 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 20  
Signature of Authorized Representative**

 Name	Sr. Director of Contract Title Management	June 5, 2014 Date
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**VIII. DESCRIPTION OF CHANGES FROM PRIOR YEAR CONTRACTS AND ASSUMPTIONS**

- A. Modeled Upon Prior Contracts.** In order to better account for changes in the contract, the Contract Form (C-2) and Appendices Form (C-3) are based on the forms executed by the parties for the production and delivery of the 2012 and 2013 editions of the Acts and the 2013 edition of the Code.
- B. Tables and General Index Volume.** An index volume (this year entitled Tables and General Index) will again be part of the Code as it was for the 2011 edition of the Code. Each volume **statutory** will continue to include a skeleton index. This year the Tables and General Index volume will be produced with the statutory volumes sets and delivered in the same box.
- C. 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 and 2013 edition of the Acts (the page paper will be Featherweight Opaque™). The production and workmanship standards required to produce the Code will not significantly change from the production standards used to produce the 2013 edition of the Code. *See Appendix A (C-3).*
  - 1. Page and Signature Counts.** For this edition of the Acts, each publication will have approximately 25% fewer pages than for the 2013 edition of the Iowa Acts. For the this edition of the Code, each publication will have approximately **1.65% 2.65%** additional pages than the 2013 edition of the Code.
  - 2. Paper Stock for Page Paper.** The agency will use Featherweight Opaque™ for the publication of the Acts and Code.
    - a. 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, recent editions of the Acts and Code have been produced using nonrecycled paper stock.
    - b. Pink Pages.** The Code will no longer use pink pages. Except as provided in paragraph "c", all pages will be produced using the same paper stock. *See Appendix A (C-3).*
    - c. Tables and General Index Volume.** The Agency is considering using different page paper to produce the Tables and General Index volume for the Code.





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4. **Delivery of Sets of Assembled Pages.** The Contractor is still required to deliver five sets of assembled pages for each publication item.
5. **Delivery of Publications.** This year the Agency is ordering 1,200 publications for the Acts, a 14% reduction from the 2013 edition of Acts, and the same number of publications for the Code. 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 according to the same conditions as part of normal delivery. As in past years, the exact number of publications ordered as part of normal delivery will depend upon the number of publications ordered as part of special delivery. A certain number of publications may be delivered to the State Capitol and the Judicial Building as part of normal delivery. Note that a shipment to the Grimes Building has usually included a shipment to both of those other locations.
  - b. **Special Delivery.** The Agency expects that the Acts and Code will be shipped as part of special delivery to Iowa's eight judicial districts in the same manner as the 2013 editions of the Iowa Acts were delivered. The final number of ordered publications dedicated for special delivery may not be known until after the contract is executed. Approximately 453 Acts and 863 Codes will be shipped as part of a special delivery. See *Appendix D (C-3)*.
6. **Destinations.** As part of special delivery, the Contractor delivered the 2013 edition of the Acts by drop shipment to the 4th, 7th, and 8th judicial districts, and by mail or courier to multiple destinations in the 1st, 2nd, 3rd, 5th, and 6th judicial districts. It is expected that the Contractor will deliver the publications by drop shipment or by mail or carrier to the same locations. However, for purposes of completing this form, assume that the publications will be delivered by drop shipment to one destination in each judicial district.

**Publications Delivered as Part of Special Delivery**

1st District	2nd District	3rd District	4th District
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
5th District	6th District	7th District	8th District
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

- F. **Production and Delivery Schedule.** The Agency will deliver production items earlier than in past years. The Agency is not reducing the number of days required by the Contractor to produce or deliver production items or publications. The Agency will consult with the Contractor and notify the Contractor of its production and delivery schedule.

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