

"C" SERIES

CONTRACT

PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2015 IOWA ACTS

C-3

APPENDICES FORM

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

Legislative Services Agency
Legal Services Division
State Capitol
Des Moines, Iowa 50319

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Initials:

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8/30/15
Date

[Signature]

9/1/15
Date

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

BOOK SIZE	ORDER	ESTIMATED PAGE AND 32-PAGE SIGNATURE COUNT FOR THE PUBLICATIONS			
		PER PUBLICATION		AGGREGATE TOTAL	
7 1/2" X 10 3/4" For Page Size See Table A-2.	900	Pages	832	All Pages Per Publication (Book)	748,800
		Signatures	26	All Signatures Per Publication (Book)	23,400

For paper specifications, see Table A-2.

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

MANUFACTURER	BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT- NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVE	RECYCLED MATERIAL
Glatfelter	Stabilite™ (Lawbook)	7 1/4 x 10 1/2 Finished	Blue White	English/ Smooth Eggshell	88.5	83	35	Ideal 750	pH neutral (content of 7 or 7.5) ⁱ	Preferred but not required ⁱⁱ

ⁱ Resistant to oxidation and must be of archival quality.

ⁱⁱ The recycled content must derive from postconsumer materials. To be considered recycled, the paper stock must meet the requirements for procuring recycled printing paper as provided in the federal Resource Conservation and Recovery Act of 1976 (RCRA), as amended (42 U.S.C. § 6962); and set forth in 40 C.F.R., pt. 247, and in related executive orders or advisory notices issued by the United States Environmental Protection Agency.

**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)	Bio-renewable Products	Placement		Width	Number of Pages Minimum
One column 5 1/2" x 9, with folio	Font: Imperial BT	Minimal (Image of the State Seal)	1/1 black ink on two sides. No color (brown/light or faded black unacceptable)	10% - 15%	Right side of right-hand pages	Runs entire length of right-hand pages	9/16"	Regular Session: (a) Tables (1) (b) Index (1)
	Point Size: Various							Extraordinary Session: 2 for each Extra. Sess.

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

ITEM	PERIODS	SPECIAL INSTRUCTIONS	NUMBER
SAMPLE COVERS	Trial Performance	<p>(1) Preliminary Paper Proof Cover. Must be a laser proof or equivalent paper proof approved by the Agency which illustrates how the publications' covers will appear when the publications 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 those used in the production of the publications.</p> <p>(3) Trimmed. Must be trimmed to size or marked to illustrate the trim size.</p>	1 Proof
	Standard Performance	<p>(1) Finished Sample. Cover for hardbound 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 publications.</p> <p>(3) Dyes. Must be produced using the same dyes that will be used in the production of the publications unless otherwise provided by the Agency.</p> <p>(4) Corners. Inside corners must be folded in the same manner as the publications.</p> <p>(5) Trimmed. Must be trimmed to size.</p>	1 Cover
SET OF DIGITAL PROOFS	Trial Performance*	<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. The 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>	1 Set
	Standard Performance	<p>(1), (3), (4), (5), and (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.</p>	1 Set

* The Agency waives this requirement.

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

SPECIAL INSTRUCTIONS	NUMBER
<p>(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 publication size).</p> <p>(2) Page Order. Must be in sequential order by page number and signatures as required by the Agency.</p> <p>(3) 3-Hole Punched. Must be 3-hole punched along the left-hand side for insertion into standard 3-ring binders.</p>	5 Sets

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-3 PUBLICATIONS (BINDING)

CONSTRUCTION	CAMBRIC	BANDS Head Band and Foot Bands	SIGNATURES	
			Type	Construction
Book block thoroughly glued, smashed, and assembled as part of casing (lined with one or more supers and gauze tape) in a manner that ensures the book block is sturdily constructed and bound to the casing.	<p>(1) General. First and last signatures must be reinforced at the spine with cambric which measures at least 1" in width and at least 7/8" from the spine when concealed after the cover is attached to the end sheets.</p> <p>(2) Thoroughly Glued. The entire cambric must be completely glued to the book block (up to the head band and down to the foot band) in a manner that ensures the signatures are permanently bound.</p>	Color must be alternating red and gold checkerboard pattern.	<p>(1) Full. Full 32-page or split (e.g., half 16-page) as approved by the Agency.</p> <p>(2) Prohibition. Signatures having more than 32 pages or less than 16 pages are prohibited.</p>	Burst bound

**APPENDIX B CONSTRUCTION STANDARDS
TABLE B-4 PUBLICATIONS (COVERS)**

CONSTRUCTION	MATERIALS			
	Back Line	Binder's Board	End Sheets	Cover Material
<p>(1) Case Bound Book. Cover must conform to sample finished cover approved by the Agency, with Agency corrections if necessary.</p> <p>(2) Attached Signatures. Signatures must be securely attached to the book block. <i>See Table B-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 not 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 the type and variety designated as Roxite F taupe #69564, and produced by ICG-Holliston, or an equivalent cover approved by the Agency.

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

FRONT AND BACK COVERS	SPINE	
	Stamping	Foil Pieces
<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. See <i>Foil Pieces Box</i>.</p> <p>(c) Content and Point Size. The number "1". Approx. 80 Pts.</p> <p>(d) Font. Times New Roman.</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) Type. 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 "2015", 2nd Line: the word "REGULAR", 3rd Line: the word "SESSION", and 4th Line: the number "86" and the abbrev. "G.A."</p> <p>Regular and Extraordinary Session(s). 1st Line: the word "ACTS" and the number "2015", 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 "86" and the abbrev. "G.A." Approx. 11 pts.</p> <p>(iii) Font. Times New Roman.</p> <p>(iv) Spacing. Uniform spacing for letters, words, and numbers.</p> <p>(v) Capital Letters. All.</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: Wide Top Bars. Approx. the size of a 12 pt. line of rule. 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 Size (Various). All of the following: 1st Line. The word "IOWA". Approx. 12 pts. 2nd Line. The number "86". Approx. 70 pts. 3rd Line. The number "2015". Approx. 12 pts.</p>

* Upon request, the Agency will deliver sample publications to the Contractor. Except for the text provided in quotation marks, the specifications are intended as a guide.

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

SPECIAL INSTRUCTIONS

- (1) **Sample Publication.** Upon request, the Agency will deliver a 2014 edition of the Iowa Acts to the Contractor.
- (2) **Composed Pages.** Agency will deliver composed pages to the Contractor as follows:
 - (a) **Format.** The Agency will transmit fully composed pages in an electronic format (Adobe® Systems portable document format [PDF]) to the Contractor.
 - (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 site.
 - (c) **Paper Copies.** The Agency will deliver paper copies of the composed pages to the Contractor in a manner determined reasonable by the Agency.
 - (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.

**APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-2 PACKAGING (AND LOADING) PRODUCTION ITEMS AND PUBLICATIONS**

SPECIAL INSTRUCTIONS

- (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:
 - (a) **Courier.** The courier must be the United States Mail Service, FedEx® Corp., United Parcel Service, Inc. (UPS®), or another person who is a midwestern or nationally recognized courier authorized by the Agency.
 - (b) **Freight Company.** The freight company must be Roadway® Express, Inc., Con-way® Freight, King Solution, Inc., or another person who is a midwestern or nationally recognized freight company authorized by the Agency.
- (2) **Courier and Freight Company.** All of the following apply:
 - (a) **Less Weight.** A shipment of less than 800 lbs. may be made by a courier or a freight company.
 - (b) **More Weight.** A shipment of 800 lbs. or more must only be made by a freight company.
- (3) **Publications.** For publications, all of the following apply:
 - (a) **Contents Identified.** One side of each carton must reasonably indicate its contents: "2015 IOWA ACTS" and the quantity of books included.
 - (b) **Bulk Packaging.** The publications must be packaged in bulk cartons with 5% (excluding overruns) placed in individual cartons.
 - (c) **Errata or Information Sheet.** Each publication may contain an errata or information sheet composed by the Agency, delivered to the Contractor by the Agency, and produced and packaged by the Contractor.
 - (d) **Weight.** A carton must not exceed 35 lbs.
 - (e) **Loading.** All of the following:
 - (i) **Skids.** Each carton must be packed and delivered on skids and be strapped to the skids by polyethylene wrap.
 - (ii) **Pallets.** All of the following:
 - Each package must fit on a 3' 4" x 5' pallet without overhang.
 - A pallet must not be double stacked.
- (4) **F.O.B. & Risks.** The Contractor must deliver production items and publications 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 publications 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 publication.
- (5) **Specifications.** The Contractor must make shipments in a manner that meets all requirements for the applicable freight classification.

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-3 DESTINATION FOR PRODUCTION ITEMS

PRODUCTION ITEM	ADDRESSEE	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
SAMPLE COVER	Ms. Leslie Hickey Iowa Code Editor	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	<p>(1) Contact. Contact the addressee one business day prior to delivery. <i>For contact information see Appendix F.</i></p> <p>(2) Delivery Day. Business Day.</p> <p>(3) Delivery Time. Generally, 8:00 a.m. - 4:30 p.m. Central Time. Delivery after 10:30 a.m. is considered delivery on the next business day.</p> <p>(4) Contact Persons. See Tables F-1 through F-5.</p>
SET OF DIGITAL PROOFS	Mr. Roger Karns Supervisor, Tables and Indexing Unit	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	
SETS OF ASSEMBLED PAGES	Mr. Roger Karns Supervisor, Tables and Indexing Unit	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-4 NUMBER OF PUBLICATIONS TO BE DELIVEREDⁱⁱⁱ

TOTAL	NORMAL	SPECIAL
900	609	291

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-5 DESTINATION FOR PUBLICATIONS
(NORMAL DELIVERY TO GRIMES OFFICE BUILDING WAREHOUSE)

DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Grimes State Office Building (Warehouse) 400 East 14th St. and Grand Ave. Des Moines, Iowa 50319	<p>(1) General. All of the following:</p> <p>(a) Delivery Day. Business Day.</p> <p>(b) Delivery Time. 8:00 a.m. - 4:30 p.m. (Central Time).</p> <p>(2) Location. The warehouse in the Grimes Office Building is located off Walnut Ave. between 13th and 14th Street.</p> <p>(3) 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. <u>The maximum clearance for the dock is 13' 4". A shipment by a truck that exceeds the 13' 4" clearance shall be deemed undelivered.</u></p> <p>(4) Contact Person:</p> <p>(a) Agency's Contact Person. Contact the Agency's contact person one business day prior to delivery. See <i>Table F-4</i>.</p> <p>(b) Agency's Designee. Contact the Agency's designee person one business day prior to delivery and when the shipment arrives at the warehouse in the Grimes Office Building. The Agency's designee at the warehouse is as follows: Mr. Danny Beck Telephone: (515) 281-5053 E-mail: Danny.Beck@iowa.gov</p>

ⁱⁱⁱ The number of publications reserved for Normal Delivery and Special Delivery will be determined after the execution of the contract. The parties will adjust the contract price after the contract's execution.

**APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-6 DESTINATION FOR PUBLICATIONS
(NORMAL DELIVERY TO STATE CAPITOL)**

NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
55	State Capitol Room G-01 1007 E. Grand Ave., Des Moines Iowa 50319	<p>(1) General. All of the following: (a) Delivery Day. Business Day. (b) Delivery Time. 8:00 a.m. - 4:30 p.m. (Central Time). (2) Same Shipment. Deliver as part of the same shipment to the Grimes State Office Building Warehouse. (3) Location. Deliver to the west side of the building (circular drive). (4) No Dock. It is customary to unload using truck equipped with a "Tommy lift" or "lift gate." (5) Transport within Building. Books must be delivered by handcart to Room G-01 on the ground floor (basement level). (6) Contact Person. Contact the Agency's contact person one business day prior to delivery and when the shipment arrives. See <i>Table F-4</i>. The Agency's principal contact person is as follows: Mr. Doug Adkisson Telephone: (515) 281-3884 E-mail: Doug.Adkisson@legis.iowa.gov</p>

**APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-7 DESTINATION FOR PUBLICATIONS
(NORMAL DELIVERY TO JUDICIAL BRANCH BUILDING)**

NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
70	Iowa Judicial Branch Building 1111 East Court Avenue Des Moines, IA 50319	<p>(1) General. All of the following: (a) Delivery Day. Business Day. (b) Delivery Time. 8:00 a.m. - 4:30 p.m. (Central Time). (2) Same Shipment. Deliver as part of the same shipment to the Grimes State Office Building Warehouse and the State Capitol. (3) Location. Deliver in the parking lot area to the gate and push the button for security in order to access the unloading area. (4) No Dock. It is customary to unload using truck equipped with a "Tommy lift" or "lift gate." (5) Contact Person: (a) Agency's Contact Person. Contact the Agency's contact person one business day prior to delivery. See <i>Table F-4</i>. (b) Agency's Designee. Contact the Agency's designee person one business day prior to delivery and when the shipment arrives at the Judicial Branch Building. The Agency's designee at the Judicial Branch Building is as follows: Ms. Peggy Sullivan Telephone: (515) 242-0171 E-mail: peggy.sullivan@iowacourts.gov</p>

APPENDIX C DELIVERY INSTRUCTIONS

**TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT)
4th, 7th, and 8th Judicial Districts**

DISTRICT	CONTACT INFORMATION		DELIVERY ADDRESS	NUMBER	SPECIAL INSTRUCTIONS
4th	Name	Kent Wirth	Pottawattamie Co. Courthouse 227 S. 6th Street Council Bluffs, IA 50502	0	Ship to the south side of the Courthouse, 5th Avenue (designated as the buildings and grounds garage).
	Telephone	712-328-5733			
	E-Mail	kent.wirth@iowacourts.gov			
7th	Name	Richard Brus	Scott County Courthouse 400 W. 4th Street Davenport, IA 52801	7	Contact Mr. Brus at least one business day prior to delivery.
	Telephone	563-326-8712			
	E-Mail	richard.brus@iowacourts.gov			

APPENDIX C DELIVERY INSTRUCTIONS

**TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)
1st Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code		Telephone	E-mail
Elizabeth Nuss	Clerk of Court	Allamakee	110 Allamakee St. PO Box 248	Waukon	IA	52172	1	563-568-6351	elizabeth.nuss@iowacourts.gov
Diane Lantz	Court Administrator	Black Hawk	316 E. 5th St. PO Box 9500	Waterloo	IA	50704-9500	3	319-833-3332	diane.lantz@iowacourts.gov
Arnell Ernst	Clerk of Court	Buchanan	210 5th Ave. NE PO Box 259	Independence	IA	50644	1	319-833-3256	arnell.ernst@iowacourts.gov
Damian Baltes	Clerk of Court	Chickasaw	8 E. Prospect PO Box 467	New Hampton	IA	50659	1	641-394-2106	damian.baltes@iowacourts.gov
Linny Emrich	Clerk of Court	Clayton	111 High St. PO Box 418	Elkader	IA	52043	1	563-245-2204	linny.emrich@iowacourts.gov
Linny Emrich	Clerk of Court	Delaware	301 E. Main PO Box 527	Manchester	IA	52057	1	563-927-4942	linny.emrich@iowacourts.gov
Dana Havertape	Court Administrator	Dubuque	720 Central Ave. PO Box 1220	Dubuque	IA	52004	2	563-589-4448	dana.havertape@iowacourts.gov
Elizabeth Nuss	Clerk of Court	Fayette	114 N. Vine St. PO Box 458	West Union	IA	52175	1	563-382-2469	elizabeth.nuss@iowacourts.gov
Arnell Ernst	Clerk of Court	Grundy	706 G Ave.	Grundy Center	IA	50658	1	319-824-5229	arnell.ernst@iowacourts.gov
Damian Baltes	Clerk of Court	Howard	137 N. Elm St.	Cresco	IA	52136	1	641-394-2106	damian.baltes@iowacourts.gov
Elizabeth Nuss	Clerk of Court	Winneshiek	201 W. Main	Decorah	IA	52101	1	563-382-2469	elizabeth.nuss@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

**TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)
2nd Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code		Telephone	E-mail
Diane Tott	Clerk of Court	Ames	515 Clark Ave.	Ames	IA	50010	1	(515) 382-7410	diane.tott@iowacourts.gov
Patty Freund	Clerk of Court	Boone	201 State St.	Boone	IA	50036	1	(515) 433-0561	patty.freund@iowacourts.gov
Julie Kneip	Clerk of Court	Bremer	415 E. Bremer Ave.	Waverly	IA	50677	2	(319) 352-5661	julie.kneip@iowacourts.gov
Deb Bausman	Clerk of Court	Butler	428 6th St.	Allison	IA	50602	0	(641) 456-5626	debra.bausman@iowacourts.gov
Donna Geery	Clerk of Court	Calhoun	416 4th St., Suite 5	Rockwell City	IA	50579	0	(712) 662-7791	donna.geery@iowacourts.gov
Linda Frank	Clerk of Court	Carroll	114 E. 6th St.	Carroll	IA	51401	1	(712) 792-4327	linda.frank@iowacourts.gov
Karen Purcell	Clerk of Court	Cerro Gordo	220 N. Washington Ave.	Mason City	IA	50401	5	(641) 494-3637	karen.purcell@iowacourts.gov
Scott Hand	Court Administrator	Cerro Gordo	220 N. Washington Ave.	Mason City	IA	50401	0	(641) 421-0990	scott.hand@iowacourts.gov
Julie Kneip	Clerk of Court	Floyd	101 S. Main St., Suite 305	Charles City	IA	50616	0	(319) 352-5661	julie.kneip@iowacourts.gov
Deb Bausman	Clerk of Court	Franklin	12 1st Ave., N.W.	Hampton	IA	50441	0	(641) 456-5626	debra.bausman@iowacourts.gov
Patty Freund	Clerk of Court	Greene	114 N. Chestnut	Jefferson	IA	50129	2	(515) 433-0561	patty.freund@iowacourts.gov
Janelle Groteluschen	Clerk of Court	Hamilton	2300 Superior St., Suite 9	Webster City	IA	50595	2	(515) 576-7115	janelle.groteluschen@iowacourts.gov
Lori Hasfjord	Clerk of Court	Hancock	855 State St.	Garner	IA	50438	1	(641) 585-4520	lori.hasfjord@iowacourts.gov
Diane Ryerson	Clerk of Court	Hardin	1215 Edgington Ave.	Eldora	IA	50627	0	(641) 858-3461	diane.ryerson@iowacourts.gov
Janelle Groteluschen	Clerk of Court	Humboldt	203 Main St.	Dakota City	IA	50529	0	(515) 576-7115	janelle.groteluschen@iowacourts.gov
Carolyn Haney	Clerk of Court	Marshall	17 E. Main St.	Marshalltown	IA	50158	3	(641) 754-1603	carolyn.haney@iowacourts.gov
Karen Purcell	Clerk of Court	Mitchell	508 State St.	Osage	IA	50461	1	(641) 494-3637	karen.purcell@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)
2nd Judicial District (Cont.)

Addressee		Address					Number	Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code		Telephone	E-mail
Carol Williams	Clerk of Court	Pocahontas	99 Court Square, Ste. 6	Pocahontas	IA	50574	0	(712) 335-4208	carol.williams@iowacourts.gov
Donna Geery	Clerk of Court	Sac	100 N.E. State St.	Sac City	IA	50583	0	(712) 662-7791	donna.geery@iowacourts.gov
Diane Tott	Clerk of Court	Story	1315 S. B Ave.	Nevada	IA	50201	6	(515) 382-7410	diane.tott@iowacourts.gov
Janelle Groteluschen	Clerk of Court	Webster	701 Central, 2nd Floor	Fort Dodge	IA	50501	3	(515) 576-7115	janelle.groteluschen@iowacourts.gov
Bill Watson	Court Administrator	Webster	701 Central, 4th Floor	Fort Dodge	IA	50501	0	(515) 574-3751	bill.watson@iowacourts.gov
Lori Hasfjord	Clerk of Court	Winnebago	126 S. Clark St., Suite 6	Forest City	IA	50436	0	(641) 585-4520	lori.hasfjord@iowacourts.gov
Lori Hasfjord	Clerk of Court	Worth	1000 Central Ave.	Northwood	IA	50459	0	(641) 585-4520	lori.hasfjord@iowacourts.gov
Janelle Groteluschen	Clerk of Court	Wright	115 N. Main	Clarion	IA	50525	0	(515) 576-7115	janelle.groteluschen@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

**TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)
3rd Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code		Telephone	E-mail
Joann Kinnetz	Clerk of Court	Buena Vista	215 E. 5th St.	Storm Lake	IA	50588	0	712-749-2546	joann.kinnetz@iowacourts.gov
Cheryl Kaskey	Clerk of Court	Cherokee	520 W. Main St.	Cherokee	IA	51012	0	712-225-6744	cheryl.kaskey@iowacourts.gov
Laurie Janssen	Clerk of Court	Clay	215 W. 4th St., Ste. 4	Spencer	IA	51301	0	712-262-4335	laurie.janssen@iowacourts.gov
Karen Kahl	Clerk of Court	Crawford	1202 Broadway St., Ste. 1P	Denison	IA	51442	0	712-263-2242	karen.kahl@iowacourts.gov
Marcia Eckerman	Clerk of Court	Dickinson	1802 Hill Ave., Ste. 2506	Spirit Lake	IA	51360	0	712-336-1138	marcia.eckerman@iowacourts.gov
Cynthia Kelly	Clerk of Court	Emmet	609 1st Ave. N	Estherville	IA	51334	0	712-362-3325	cynthia.kelly@iowacourts.gov
Beth Farley	Leadworker/ Clerk of Court Office	Ida	401 Moorehead St.	Ida Grove	IA	51445	0	712-364-2628	beth.farley@iowacourts.gov
Anne Kiess	Judicial Clerk III	Kossuth	114 W. State St.	Algona	IA	50511	0	515-295-3240	anne.kiess@iowacourts.gov
Judy DeBoer	Leadworker/ Clerk of Court Office	Lyon	206 S. 2nd Ave.	Rock Rapids	IA	51246	0	712-472-8530	judy.deboer@iowacourts.gov
Jean Ulven	Leadworker/ Clerk of Court Office	Monona	610 Iowa Ave.	Onawa	IA	51040	0	712-472-2491	jean.ulven@iowacourts.gov
Kim Tewes	Clerk of Court	O'Brien	155 S Hayes Ave.	Primghar	IA	51245	0	712-957-3255	kim.tewes@iowacourts.gov
Stephanie Wollmuth	Clerk of Court	Osceola	300 7th St.	Sibley	IA	51249	0	712-754-3595	stephanie.wollmuth@iowacourts.gov
Mary Ellen Munn	Clerk of Court	Palo Alto	1010 Broadway	Emmetsburg	IA	50536	0	712-852-3603	mary.munn@iowacourts.gov
Peggy Frericks	Clerk of Court	Plymouth	215 4th Ave. S.E.	Le Mars	IA	51031	0	712-546-4215	peggy.frericks@iowacourts.gov
Debra Fischer	Clerk of Court	Sioux	210 Central Ave. S.W.	Orange City	IA	51041	0	712-737-2286	deb.fischer@iowacourt.gov
Debbie Schmith	Account/ Auditor I/DCA Office	Woodbury	620 Douglas St., Ste. 210	Sioux City	IA	51101	0	712-279-6630	debbie.schmith@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

**TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)
5th Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code		Telephone	E-mail
Stacey Armstrong	Clerk of Court	Adair	400 Public Square	Greenfield	IA	50849-0389	1	641-743-2445	stacey.armstrong@iowacourts.gov
Jackie Saville	Clerk of Court	Adams	500 9th St.	Corning	IA	50841	1	712-523-2095	jackie.saville@iowacourts.gov
Linda Graves	Clerk of Court	Clarke	100 S. Main St.	Osceola	IA	50213	1	641-342-6096	linda.graves@iowacourts.gov
Marsha McDermott	Clerk of Court	Dallas	801 Court St.	Adel	IA	50003-1485	4	515-993-6854	marsha.mcdermott@iowacourts.gov
Traci Tharp	Clerk of Court	Decatur	207 N. Main St.	Leon	IA	50144	1	641-446-4331	traci.tharp@iowacourts.gov
Leisa Imboden	Clerk of Court	Guthrie	200 N. 5th St.	Guthrie Center	IA	50115	1	641-747-3415	leisa.imboden@iowacourts.gov
Carol Sage	Clerk of Court	Jasper	101 1st St. N	Newton	IA	50208	3	641-792-3255	carol.sage@iowacourts.gov
Vicky Black	Clerk of Court	Lucas	916 Braden Ave.	Chariton	IA	50049	1	641-774-4421	vicky.black@iowacourts.gov
Janice Bowers	Clerk of Court	Madison	112 N. John Wayne Dr.	Winterset	IA	50273-0152	1	515-462-4451	janice.bowers@iowacourts.gov
Carol Sage	Clerk of Court	Marion	214 E. Main St.	Knoxville	IA	50138	2	641-828-2207	carol.sage@iowacourts.gov
Sherrie Schuck	Admin. Asst.	Polk	500 Mulberry St.	Des Moines	IA	50309-4238	45	515-286-3198	sherrie.schuck@iowacourts.gov
Jackie Saville	Clerk of Court	Ringgold	109 W. Madison St.	Mount Ayr	IA	50854-0523	1	712-523-2095	jackie.saville@iowacourts.gov
Jackie Saville	Clerk of Court	Taylor	405 Jefferson St.	Bedford	IA	50833	1	712-523-2095	jackie.saville@iowacourts.gov
Allison Danilovich	Clerk of Court	Union	300 N. Pine St.	Creston	IA	50801	1	641-782-7315	allison.danilovich@iowacourts.gov
Cathie Hullinger	Clerk of Court	Warren	115 N. Howard St.	Indianola	IA	50125	3	515-961-1069	cathie.hullinger@iowacourts.gov
Traci Tharp	Clerk of Court	Wayne	101 Franklin Rd.	Corydon	IA	50060	1	641-872-2264	traci.tharp@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

**TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)
6th Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code		Telephone	E-mail
Cindy Forsyth	Clerk of Court	Benton	111 E. Fourth Street	Vinton	IA	52349	1	(319) 472-2766	cynthia.forsyth@iowacourts.gov
Cindy Forsyth	Clerk of Court	Iowa	901 Court Avenue	Marengo	IA	52301	1	(319) 472-2766	cynthia.forsyth@iowacourts.gov
Kim Halverson	Clerk of Court	Johnson	417 South Clinton Street	Iowa City	IA	52240	1	(319) 356-6060	kim.halverson@iowacourts.gov
Roxann Repstien	Clerk of Court	Jones	500 West Main Street	Anamosa	IA	52205	1	(319) 398-3411	roxann.repstien@iowacourts.gov
Roxann Repstien	Clerk of Court	Linn	51 - 3rd Avenue Bridge	Cedar Rapids	IA	52401	1	(319) 398-3411	roxann.repstien@iowacourts.gov
Roxann Repstien	Clerk of Court	Linn County Juvenile Justice Center	211 8th Ave. SW	Cedar Rapids	IA	52404	1	(319)398-3411	roxann.repstien@iowacourts.gov
Connie Rohach	Clerk of Court	Tama	100 West High Street	Toledo	IA	52342	1	(641) 484-3721	connie.rohach@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS)
8th Judicial District

Addressee		Address						Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code	Number	Telephone	E-mail
Jeannie Houser	Clerk of Court	Appanoose	201 North 12	Centerville	IA	52544	2	(641) 856-6101	jeannie.houser@iowacourts.gov
Jeannie Houser	Clerk of Court	Davis	100 Courthouse Square	Bloomfield	IA	52577	2	(641) 856-6101	jeannie.houser@iowacourts.gov
Jackie Morrison	Clerk of Court	Des Moines	513 North Main	Burlington	IA	52601	5	(319) 753-8262	jackie.morrison@iowacourts.gov
Linda Fear	Clerk of Court	Henry	100 East Washington	Mt. Pleasant	IA	52641	2	(319) 385-2632	linda.fear@iowacourts.gov
Jennifer Nelson	Clerk of Court	Jefferson	51 W. Briggs	Fairfield	IA	52556	3	(641) 472-3454	jennifer.nelson@iowacourts.gov
Janietta Criswell	Clerk of Court	Keokuk	101 S. Main	Sigourney	IA	52591	2	(641) 623-5644	janietta.criswell@iowacourts.gov
Susan McCarty	Clerk of Court	North Lee	701 Avenue F	Fort Madison	IA	52627	2	(319) 542-2433	susan.mccarty@iowacourts.gov
Susan McCarty	Clerk of Court	South Lee	25 North 7th Street	Keokuk	IA	52632	2	(319) 542-2433	susan.mccarty@iowacourts.gov
Melissa Schoonover	Clerk of Court	Louisa	117 South Main	Wapello	IA	52653	2	(319) 523-4541	melissa.schoonover@iowacourts.gov
Janietta Criswell	Clerk of Court	Mahaska	106 S. 1st Street	Oskaloosa	IA	52577	3	(641) 623-5644	janietta.criswell@iowacourts.gov
Ann Taylor	Clerk of Court	Monroe	10 Benton Ave. East	Albia	IA	52531	2	(641) 932-5212	ann.taylor@iowacourts.gov
Janietta Criswell	Clerk of Court	Poweshiek	302 East Main	Montezuma	IA	50171	3	(641) 623-5644	janietta.criswell@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS)
8th Judicial District (Cont.)

Addressee		Address						Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code	Number	Telephone	E-mail
Jennifer Nelson	Clerk of Court	Van Buren	4th & Dodge	Keosauqua	IA	52565	2	(641) 472-3454	jennifer.nelson@iowacourts.gov
Deb Littlejohn	Clerk of Court	Wapello	101 West 47th St.	Ottumwa	IA	52501	5	(641) 683-0060	deb.littlejohn@iowacourts.gov
Julie Johnson	Clerk of Court	Washington	224 West Main	Washington	IA	52353	3	(319) 653-7741	julie.johnson@iowacourts.gov
Chris Sinnott	Court Administration	Court Administrator's Office	211 E. 4th Street	Ottumwa	IA	52501	1	(641) 684-6502	chris.sinnott@iowacourts.gov

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

PERIOD	TYPE	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
TRIAL PERFORMANCE*	Paper Proof Covers	Within 10 calendar days after the Agency delivers its specifications to the Contractor, the Contractor must deliver a paper proof cover to the Agency (Ms. Leslie Hickey) 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).
	Set of Digital Proofs*	Within 5 business days after the Agency delivers test composed pages to the Contractor, the Contractor must deliver 1 set of digital proofs to the Agency (Mr. Roger Karns) 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 set of digital proofs (or parts of a set) to the Contractor (stating approval, qualified approval, or disapproval), assuming that the Contractor delivers the set of digital proofs to the Agency by 10:30 a.m. Central Time.

* The Agency waives this requirement.

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

PERIOD	TYPE	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
STANDARD PERFORMANCE	Finished Cover	Within 15 calendar days after the Agency delivers its final page count for the publication to the Contractor, the Contractor must deliver 1 finished cover to the Agency (Ms. Leslie Hickey) for approval. <i>See Table F-1.</i>	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).
	Set of Digital Proofs	Within 5 business days after the Agency delivers composed pages to the Contractor, the Contractor must deliver 1 set of digital proofs to the Agency (Mr. Roger Karns) for approval (delivery by 10:30 a.m. Central Time). <i>See Table F-2.</i>	Within 1 business day after the Contractor delivers a set of digital proofs to the Agency, the Agency must deliver notice or marked up set of digital proofs (or parts of a set) to the Contractor (stating approval, qualified approval, or disapproval), assuming that the Contractor delivers the set of digital proofs to the Agency by 10:30 a.m. Central Time.
	Sets of Assembled Pages	Within 4 business days after the Agency delivers its approval of the final set of digital proofs for a publication, the Contractor must deliver 5 sets of assembled pages to the Agency (Mr. Roger Karns). <i>See Table F-3.</i>	No response necessary.

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

PERIOD	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
STANDARD PERFORMANCE	<p>Within 30 calendar days after the Agency delivers its approval of the final set of digital proofs, the Contractor must deliver 900 publications to the Agency, as part of Normal Delivery and Special Delivery. See Tables C-4 through C-9.</p>	<p>Within 42 calendar days after the Contractor delivers all publications to the Agency, the Agency will respond by delivering a notice to the Contractor stating one of the following:</p> <ul style="list-style-type: none"> (1) Accept or Reject Publications. The Agency accepts or rejects any number of the publications. (2) Notice to Extend Time. The Agency reserves a total of 70 calendar days to accept or reject any number of the publications.

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

PERIOD	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
POST STANDARD PERFORMANCE	After the Agency delivers its approval or rejection of all publications 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 Table D-2.	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.

APPENDIX E LIQUIDATED DAMAGES FORMULAS
TABLE E-1 NUMBER OF PREDETERMINED CALENDAR DAYS
CALCULATED PER PUBLICATION (BOOK)

DESIGNATED BREACH		NUMBER
Publication	#1 Unsatisfactory.....	= 10.0
	#2 Improperly Shipped or Unloaded	= 3.0
Production Item Other than a Set of Assembled Pages	#3 Late Delivery	
	a. General.....	= 0.25
	b. Response.....	= 0.10
	#4 Unsatisfactory	= 0.15

APPENDIX E LIQUIDATED DAMAGES FORMULAS

TABLE E-2 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PUBLICATIONS (BOOKS)

Predetermined Rate Per Publication	Calendar Days Publication Delivered Late Per Publication		Amount of Liquidated Damages Per Publication	Total Number of Publications Delivered	Total Liquidated Damages						
	Actual	Predetermined									
\$0.20	x	_____	or	_____	=	_____	x	_____	=	\$	_____

TABLE E-3 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PRODUCTION ITEMS (OTHER THAN A SET OF ASSEMBLED PAGES) ASSOCIATED WITH A PUBLICATION (BOOK)

Predetermined Rate Per Publication	Actual Calendar Days Production Item Delivered Late	Predetermined Number of Calendar Days Publication Delivered Late	Amount of Liquidated Damages Per Publication Delivered Late	Total Number of Publications Delivered Late	Total Liquidated Damages						
\$0.20	x	_____	x	_____	=	_____	x	_____	=	\$	_____

APPENDIX E LIQUIDATED DAMAGES FORMULAS

TABLE E-4 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR A SET OF ASSEMBLED PAGES ASSOCIATED WITH A PUBLICATION (BOOK)

Predetermined Rate Per Set of Assembled Pages	Actual Business Days Per Set of Assembled Pages Delivered Late	Amount of Liquidated Damages Per Set of Assembled Pages Delivered Late	Total Number of Sets of Assembled Pages Delivered Late	Total Liquidated Damages
\$10.00	x _____	= _____	x _____	= \$ _____

TABLE E-5 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED FOR A PUBLICATION AND PRODUCTION ITEMS ASSOCIATED WITH A PUBLICATION (BOOK)

Item		Category of Breach	Maximum	Percent of Contract Price
Publications		Late Deliveries	20.00%	
		Unsatisfactory Production or Materials or Workmanship	15.00%	
		Improperly Packaging or Shipping	2.50%	
Production Items	All Production Items Other than Set of Assembled Pages	Late Deliveries	2.00%	
		Unsatisfactory Production Materials or Workmanship	1.50%	
		Late Deliveries of Responses	0.50%	
	All sets of Assembled Pages	Late Deliveries	0.50%	

**APPENDIX F CONTACT INFORMATION
TABLE F-1 CONTACT INFORMATION FOR THE AGENCY
PRODUCTION ITEMS (SAMPLE COVERS)**

CONTACT INFORMATION			SPECIAL GUIDANCE
	Primary	Alternative	
Name	Ms. Leslie Hickey Iowa Code Editor	Mr. Doug Adkisson Legal Counsel	<p>(1) Authorization. Ms. Hickey is authorized to discuss any production and delivery issue.</p> <p>(2) Contact. Ms. Hickey is principally responsible for issues regarding the production and delivery of the sample covers.</p> <p>(3) Procedure. The following procedures apply: (a) Alternatives. If the Contractor cannot communicate with Ms. Hickey, the Contractor may communicate with Mr. Adkisson. (b) E-Mails. An e-mail addressed to Ms. Hickey is not required to be addressed to Mr. Adkisson.</p> <p>(4) Other Persons. Ms. Hickey may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.</p>
Address	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
Telephone	(515) 281-8871	(515) 281-3884	
Fax	(515) 281-8027	(515) 281-8027	
E-Mail	leslie.hickey@legis.iowa.gov	doug.adkisson@legis.iowa.gov	

**APPENDIX F CONTACT INFORMATION
TABLE F-2 CONTACT INFORMATION FOR THE AGENCY
PRODUCTION ITEMS (SET OF DIGITAL PROOFS)**

CONTACT INFORMATION			SPECIAL GUIDANCE
	Primary	Alternative	
Name	Mr. Roger Karns Supervisor, Tables and Indexing Unit	Ms. Leslie Hickey Iowa Code Editor	<p>(1) Authorization. Mr. Karns or Ms. Hickey is authorized to discuss any production and delivery issue.</p> <p>(2) Contact. For issues regarding the review and approval of set of digital proofs, Mr. Karns is the primary contact person.</p> <p>(3) Procedure. The following procedures apply: (a) Alternatives. If the Contractor cannot communicate with Mr. Karns, the Contractor may communicate with Ms. Hickey. (b) E-Mails. The Contractor should address electronic messages to both contact persons.</p> <p>(4) Other Persons. Mr. Karns or Ms. Hickey may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.</p>
Address	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
Telephone	(515) 242-6459	(515) 281-8871	
Fax	(515) 281-6625	(515) 281-8027	
E-Mail	roger.karns@legis.iowa.gov	leslie.hickey@legis.iowa.gov	

APPENDIX F CONTACT INFORMATION
TABLE F-3 CONTACT INFORMATION FOR THE AGENCY
DELIVERY OF PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES)

CONTACT INFORMATION			SPECIAL INSTRUCTIONS
	Primary	Alternative	
Name	Mr. Roger Karns Supervisor, Tables and Indexing Unit	Mr. Doug Adkisson Legal Counsel	<p>(1) Authorization. Mr. Karns and Mr. Adkisson are authorized to discuss any delivery issue.</p> <p>(2) Procedure. The following procedures apply:</p> <p>(a) Alternatives. If the Contractor cannot communicate with Mr. Karns, the Contractor may communicate with Mr. Adkisson.</p> <p>(b) E-Mails. An e-mail addressed to Mr. Karns is required to be addressed to Ms. Hickey and Mr. Adkisson.</p> <p>(3) Other Persons. Mr. Karns or Mr. Adkisson may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.</p>
Address	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
Telephone	(515) 242-6459	(515) 281-3884	
Fax	(515) 281-6625	(515) 281-8027	
E-Mail	roger.karns@legis.iowa.gov	doug.adkisson@legis.iowa.gov	

APPENDIX F CONTACT INFORMATION
TABLE F-4 CONTACT INFORMATION FOR THE AGENCY
DELIVERY OF PUBLICATIONS

CONTACT INFORMATION			SPECIAL GUIDANCE
	Primary	Alternative	
Name	Mr. Doug Adkisson Legal Counsel	Ms. Leslie Hickey Iowa Code Editor	<p>(1) Authorization. Mr. Adkisson and Ms. Hickey are authorized to discuss any delivery issue.</p> <p>(2) Contact. For issues regarding the review and approval of publications, Mr. Adkisson is the primary contact person.</p> <p>(3) Procedure. The following procedures apply:</p> <p>(a) Alternatives. If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Ms. Hickey.</p> <p>(b) E-Mails. An e-mail addressed to Mr. Adkisson is required to be addressed to Ms. Hickey.</p> <p>(4) Other Persons. Mr. Adkisson or Ms. Hickey may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.</p>
Address	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
Telephone	(515) 281-3884	(515) 281-8871	
Fax	(515) 281-8027	(515) 281-8027	
E-Mail	doug.adkisson@legis.iowa.gov	leslie.hickey@legis.iowa.gov	

APPENDIX F CONTACT INFORMATION
TABLE F-5 CONTACT INFORMATION FOR THE AGENCY (LEGAL ISSUES)

	CONTACT INFORMATION		SPECIAL GUIDANCE
	Primary	Alternative	
Name	Mr. Doug Adkisson Legal Counsel	Mr. Richard Johnson Director, Legal Services Division	<p>(1) Authorization. Mr. Adkisson and Mr. Johnson are authorized to discuss any legal issue relating to the contract, including:</p> <p>(a) Compliance. Compliance with a term or condition of the contract relating to production or delivery.</p> <p>(b) Payment. The payment of any invoice submitted to the Agency. The Contractor shall submit the invoice to Mr. Adkisson.</p> <p>(2) Contact. The Contractor must make contact as follows:</p> <p>(a) Procedure. If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. Johnson. The Contractor may always communicate with Ms. Hickey.</p> <p>(b) E-Mails. The Contractor should address electronic messages to both contact persons.</p> <p>(3) Other Persons. Mr. Johnson may designate alternate persons to discuss any legal issue relating to the contract. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.</p>
Address	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
Telephone	(515) 281-3884	(515) 281-3566	
Fax	(515) 281-8027	(515) 281-8027	
E-Mail	doug.adkisson@legis.iowa.gov	richard.johnson@legis.iowa.gov	

APPENDIX F CONTACT INFORMATION

TABLE F-6 CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS)

CONTACT INFORMATION			SPECIAL INSTRUCTIONS
Name Title	Ms. Nancy Roth Account Representative - Manufacturing and Client Services	Ms. Sharon Kavanagh Account Representative - Manufacturing and Client Services	<p>(1) Authorization. The Contractor's contact persons are authorized to discuss any issue relating to the day-to-day administration of the contract.</p> <p>(2) Availability. One of the Contractor's contact persons must be available on all days during which the publications 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 an Agency's contact person 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 the Agency's contact person 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 the Agency's contact person 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>
Address	610 Opperman Drive Eagan, MN 55123 C1-N171	610 Opperman Drive Eagan, MN 55123 C1-N161	
Telephone	(651) 687-6964	(651) 687-6951	
Fax	N/A	N/A	
E-Mail	nancy.roth@thomsonreuters.com	sharon.kavanagh@thomsonreuters.com	
Pager	N/A	N/A	

APPENDIX F CONTACT INFORMATION

TABLE F-7 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)

CONTACT INFORMATION			SPECIAL INSTRUCTIONS
Name Title	Ms. Jackie Wrolstad Contract Administration Specialist	Ms. Ellen Gillespie Senior Director, Customer Contract Management	The Contractor's contact person is the contract manager for the Contractor and is authorized to discuss any issue relating to the interpretation of a provision of the contract.
Address	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive (D5-S514) Eagan, MN 55123 D5-S439	
Telephone	(651) 848-3623	(651) 687-5888	
Fax	(651) 687-5686	(651) 687-5686	
E-Mail	jackie.wroldstad@thomsonreuters.com	ellen.gillespie@thomsonreuters.com	

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