

# “RB” SERIES

## REQUEST FOR PROPOSALS

2015-2016 IOWA OFFICIAL REGISTER (REDBOOK)

### C-1

### RFP FORM

Issued: September 9, 2015

Due: October 5, 2015

Issued From:

Legislative Services Agency  
State Capitol  
Room G-01  
Des Moines, Iowa 50319

Mr. Glen Dickinson, Director  
Mr. Richard Johnson,  
Legal Services Division Director

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**I. INSTRUCTIONS**

- A. Purposes.** The Agency intends to enter into a contract with the winning Bidder (herein referred to as the “Contractor”) to produce and deliver the 2015-2016 edition of the Iowa Official Register also known as the “Redbook” (herein referred to as the “book”), assuming the parties can agree to the contract’s terms and conditions.
- B. Deadline.** A Bidder has until 4:00 p.m. on Monday, October 5, 2015, in order to deliver this completed Request for Proposals form (herein referred to as the “RFP”) to the Agency. The Bidder must also furnish to the Agency a sample of the paper stock to be used to produce the end sheets and book pages, unless the Agency grants the Bidder extra time to do so. The sample may be delivered separately from the completed RFP. The Bidder may deliver the RFP in person, by mail, or via e-mail.
- C. Communication to the Agency.** Please address this completed RFP and any communications regarding this RFP to the following:

Name:	Mr. Richard Johnson
Title:	Legal Services Division Director
Agency:	Legislative Services Agency
Mailing Address:	Room G-01 State Capitol Des Moines, Iowa 50319
Telephone:	(515) 281-3566
E-Mail Address:	Richard.Johnson@legis.iowa.gov

- D. Additional Comments.** Attach any additional comments including recommendations, qualifications, or conditions to the RFP.

**II. BID INFORMATION**

- A. Production Requirements.** The books must look almost identical to the 2013-2014 edition of the Redbook except for the text identifying the edition year ( from “2013-2014” to “2015-2016”) printed on the front cover and the General Assembly year (from “85th” to “86th”) printed on the spine. The book may include either more or fewer pages, and more or fewer of the pages may include the same or different text, photographs, both color and black and white (B/W). The books must be produced using standards for materials and workmanship comparable to the standards used to produce the 2013-2014 edition of the Redbook. The 2013-2014 edition of the Redbook contains 504 pages, divided into 31.5 16-page signatures, which include text as well as individual color and B/W photographs. Many of the photographs are uniform in appearance and placement in a signature. However, there are occasions when the photographs are of different sizes or appear as drawings. Many pages contain multiple photographs, the photographs may be placed at different locations from page to page, and most pages contain photographs juxtaposed with text. For the electronic version of the 2013-2014 edition of the Redbook see:  
<https://www.legis.iowa.gov/publications/otherResources/register>.



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BOOKS (PER ORDER)	COVER (Book Cloth)	SIZE		ESTIMATED NUMBER OF BOOK PAGES AND 16-PAGE SIGNATURES			
		Book	Page	Per Book		Cumulative (Per Order)	
1,000	Poppy Red or Scarlet with a Silk Finish	6 1/4" x 9 1/4"	6" x 9" Finished	Pages	504	Pages	504,000
				Signatures	31.5	Signatures	31,500

ALL PHOTOGRAPHS				COLOR PHOTOGRAPHS				B/W PHOTOGRAPHS			
Per Book		Per Order		Per Book		Per Order		Per Book		Per Order	
Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures	Pages	Signatures
114	15	114,000	15,000	102	11	102,000	11,000	12	4	12,000	4,000

**B. Delivery Requirements.** The Contractor must deliver to the Agency production items and books as follows:

Item		Requirement
Production Items	<b>Sample Cover</b>	The sample cover must be an exact replica of the finished fabric cover for Agency approval. It must include all stamping and blind debossing with gold text and decorations. The Agency must receive the item within 10 business days after the Agency delivers the book's final page count to the Contractor.
	<b>Press Proofs</b>	The press proofs must be digital color press proofs of the book pages using Dylux® Proofing Paper or an equivalent in book form. The Agency must receive the item within 10 business days after the Agency delivers its preliminary press proofs to the Contractor by mail or courier (Fedex or UPS).
<b>Books</b>		The books must be packaged in cartons with 8-10 books in each cartoon which must be labeled as instructed by the Agency. The Agency must receive the books within 30 business days after the Agency approves the final press proofs. The books must be delivered without further charge "FOB Destination" to Room G-01 of the State Capitol.



**III. BID AMOUNT**

**A. Bid Amount.** The bid amount is an estimate of the contract price assuming that an adjustment will not be made as otherwise described in Paragraph “B”.

**Response Box 1**

**Bid Amount Without Adjustment**

	<b>Bid Amount Total Per Order</b>	<b>Bid Amount Per Book</b>	
<b>FILL IN</b> →	\$ _____	\$ _____	= Bid Amount Total ÷ Number of Books Ordered

**B. Bid Amount Adjusted.** The bid amount total described in Paragraph “A” may be adjusted to account for a number of possible variables that cannot be calculated at the time the contract is entered into.

**1. Actual Signature Count.** The Agency is currently calculating the number of book pages and signatures. An adjustment to the bid amount is calculated on a signature or half signature basis.

**Response Box 2**

**Bid Amount Adjusted Due to an Increase/Decrease in the Book’s Signature Count**

	<b>Additional Signatures</b>	<b>Adjustment Amount</b>		
<b>FILL IN</b> →	Each Additional Full	Increased Bid Amount Per Book:	\$ _____	Increased/Decreased Amount Per Book x Number of Books Ordered
	Each Additional Half	↑	\$ _____	
	Each Fewer Full	Decreased Bid Amount Per Book:	\$ _____	= Total Adjusted Amount
	Each Fewer Half	↑	\$ _____	

**2. Replacement Pages.** The bid amount described in Paragraph “A” may be adjusted to account for the replacement of an occasional digital proof page to make a correction.

**Response Box 3**

**Bid Amount Adjusted Due to a Replacement Page**

	<b>Item</b>	<b>Adjustment Amount</b>		
<b>FILL IN</b> →	Per Page	Text or B/W Drawings Only		Amount Per Replacement Page + Number of Pages Replaced Per Book x Number of Books Ordered
		Text or B/W Drawings with Photographs	B/W	
		Photographs Only	Color	\$ _____



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3. **Overrun.** The bid amount for the ordinary order is calculated on a per book basis. The contract price of each book of the overrun will be discounted to 70% of the per book bid amount. The Agency is required to pay for all books which are part of an overrun at the discounted rate, but for not more than 50 additional books.

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

<b>ANSWER</b> →	Verify that the Contractor agrees to the overrun discount rate for no more than 50 additional books:	Yes	_____
		No	_____
Complete this Portion Only if Answering <u>No</u> →		Discount Rate Per Book	_____ %
		Additional Book Limit	_____

**IV. SPECIFICATIONS**

The Agency is not committed to using a particular type of materials to produce book pages but expects the materials to be comparable to those used to produce the 2013-2014 edition of the Redbook.

**Response Box 5  
Materials and Binding**

<b>ANSWER</b> →	Verify that the Contractor can match or provide an equivalent type of materials (paper stock for page paper, end sheets, and cover fabric) and binding processes:		Yes	_____
			No	_____
<b>Optional -- Fill in as Much as Possible</b>				
Item		Prior Requirements	Proposed Requirements	
<b>Paper Stock for Page Paper</b>	<b>Brand</b>	Fortune Matte (Fortune Paper Mills®)		
	<b>Color</b>	Warm White		
	<b>Finish</b>	Coated Matt		
	<b>Brightness</b>	84-87		
	<b>Opacity</b>	92		
	<b>Basis Weight</b>	60#		
	<b>PPI</b>	620 (Ideal)		
	<b>Archive pH Content</b>	Resistant to Oxidation. pH Neutral (Content of 7 or 7.5)		



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	<b>% Recycled Content</b>	10% of Paper Stock (Preference Only/ Postconsumer if Possible)	
<b>Paper Stock for End Sheets</b>	<b>Brand</b>	Exact Vellum Bristol (Springhill®)	
	<b>Basis Weight</b>	67-80#	
	<b>Color</b>	White	
<b>Bio-Renewable Materials</b>		100% (Preference Only)	
<b>Binder Board</b>		.088" Caliper thickness	
<b>Cover Fabric</b>		Arrestox® (Holliston Mills)	
<b>Sewn or Burst Bound</b>		Sewn (Sewn Preferred)	

**V. STATEMENT OF WORK**

**A. Business Information.** Provide information about the Bidder's business:

**Response Box 6  
Bidder's Business**

	<b>Category</b>	<b>Place of Business</b>	
		<b>Headquarters</b>	<b>Principal Place of Production if Different than Headquarters</b>
<b>FILL IN</b> →	<b>Business Name</b>		
	<b>Street</b>		
	<b>City, State, and Zip Code</b>		
<b>FILL IN</b> →	<b>State of Incorporation</b>		
	<b>Federal ID Number</b>		

**B. Targeted Small Business Preference.** A preference may be provided to a “Targeted Small Business” as defined in Iowa Code Section 15.102. Generally the business must: (1) be located in Iowa, (2) operate for a profit, (3) have less than \$4 million in annual gross income computed as an average of the preceding three fiscal years, and (4) be majority-owned (51% or more), operated and managed by a female, minority group member, service-disabled veteran, or a person with a disability.



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**Response Box 7**  
**Targeted Small Business**

	Does the Bidder qualify as a Targeted Small Business? An unanswered question is deemed to be a "No".	Yes	___
		No	___
<p>Furnish the Agency with a certificate by the Department of Inspections and Appeals. See: <a href="http://www.dia.iowa.gov/page7.html">http://www.dia.iowa.gov/page7.html</a></p>		<p>Complete this Portion Only if Answering <u>Yes</u> Above</p>	

**C. Persons Responsible for Production.** The Agency requires the following information regarding production.

**Response Box 8**  
**Primary Responsibility**

	Will the Contractor be primarily responsible for directly producing the books?	Yes	___
		No	___

**Response Box 9**  
**Use of Subcontractors to Produce the Books**

	Will the Contractor use subcontractors to produce the books?		Yes	___
			No	___
<b>Subcontractor Name</b>		<p>Complete this Portion Only if Answering <u>Yes</u> Above</p>		
<b>Subcontractor Company</b>				
<b>Subcontractor Address</b>				
<b>Subcontractor Contact Information (E-Mail Address and Telephone Number)</b>				



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<p style="color: red;">Subcontractor Duties</p>	
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- D. Production Managers.** The Agency requires the following information regarding the Bidder’s production and delivery managers who are responsible for day-to-day operations, and are available for consultation by the Agency on a regular basis.

**Response Box 10  
Production and Delivery Managers**



Facts	Primary	Secondary (if applicable)
Name		
Title		
Mailing Address		
E-Mail Address		
Telephone Number		
Fax Number		

- E. Contract Managers.** The Agency requires the following information regarding the Bidder’s contract managers who are authorized to discuss any issue relating to the interpretation of a provision of the contract between the parties.

**Response Box 11  
Contract Managers**



Facts	Primary	Secondary (if applicable)
Name		
Title		
Mailing Address		
E-Mail Address		



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Telephone Number		
Fax Number		

**F. Reference.** The Agency requires the following information regarding an individual who may provide a reference regarding the Bidder’s production and delivery of a similar book (e.g., a fabric bound book with color photographs). This paragraph does not apply to a person who has previously produced and delivered a book for the Agency.

**Response Box 12**  
**Reference**



Facts	Primary	Secondary (if applicable)
Name		
Title		
Company		
Address		
E-Mail Address		
Description of the Book		
The Bidder May Forward a Copy of the Book with this RFP Form		

**G.** The Bidder may provide any additional comments to further explain a response made to any question included in this RFP Form or to offer an alternative to a requirement stated in this RFP Form.

**Response Box 13**  
**Additional Comments**



Does the Bidder have any additional comments?	Yes	___
	No	___



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Complete this  
Portion Only  
if Responding  
Yes Above





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**VI. AUTHORIZED SIGNATURE**

A person authorized by the Bidder must sign and date this RFP Form. The signed RFP Form as submitted to the Agency shall bind the Bidder to its terms for 30 days from the date of signing.

**Response Box 14**  
**Signature of Authorized Representative**

			September _____, 2015
	_____ <b>Name</b>	_____ <b>Title</b>	<b>Date</b>

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