"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.

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 Scarlett 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	Signa-tures	Pages	Signa-tures	Pages	Signa-tures	Pages	Signa-tures	Pages	Signa-tures	Pages	Signa-tures
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	**Sample Cover**	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.
Production Items	**Press Proofs**	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).
Books		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

FILL IN

Bid Amount Total Per Order	Bid Amount Per Book
$24741.60	$24.74

= 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

FILL IN

Additional Signatures	Adjustment Amount	
Each Additional Full	Increased Bid Amount Per Book:	$_____
Each Additional Half	↑	$_____
Each Fewer Full	Decreased Bid Amount Per Book:	$_____
Each Fewer Half	↑	$no change

Increased/Decreased Amount Per Book
x
Number of Books Ordered

_____

= Total Adjusted Amount

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

FILL IN

Item		Adjustment Amount	
Per Page	Text or B/W Drawings Only	$_____	
	Text or B/W Drawings with Photographs	B/W	$no change
	Photographs Only	Color	$it depends on placement but

Amount Per Replacement Page +
Number of Pages Replaced Per Book
x
Number of Books Ordered

_____

= Total Adjusted Amount

			potentially no change

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

ANSWER

Verify that the Contractor agrees to the overrun discount rate for no more than 50 additional books:	Yes	__X_
	No	___
Complete this Portion Only if Answering No	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

ANSWER

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	Exact match
	No	___

Optional -- Fill in as Much as Possible

Item		Prior Requirements	Proposed Requirements
Paper Stock for Page Paper	Brand	Fortune Matte (Fortune Paper Mills®)	Exact match
	Color	Warm White	Exact match
	Finish	Coated Matt	Exact match
	Brightness	84-87	Exact match
	Opacity	92	Exact match

	Basis Weight	60#	Exact match
	PPI	620 (Ideal)	Exact match
	Archive pH Content	Resistant to Oxidation. pH Neutral (Content of 7 or 7.5)	yes
	% Recycled Content	10% of Paper Stock (Preference Only/ Postconsumer if Possible)	yes
Paper Stock for End Sheets	Brand	Exact Vellum Bristol (Springhill®)	yes
	Basis Weight	67-80#	yes
	Color	White	yes
Bio-Renewable Materials		100% (Preference Only)	Yes and soy ink printing and tsb printer
Binder Board		.088″ Caliper thickness	yes
Cover Fabric		Arrestox® (Holliston Mills)	yes
Sewn or Burst Bound		Sewn (Sewn Preferred)	Smyth Sewn as previous samples. See examples.

V. STATEMENT OF WORK

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

Response Box 6
Bidder's Business

Category	Place of Business	
	Headquarters	**Principal Place of Production if Different than Headquarters**
Business Name	Heuss Printing	
Street	903 North Second Street	
City, State, and Zip Code	Ames, Iowa 50010	
State of Incorporation	Iowa	
Federal ID Number	42-1030278	

FILL IN

FILL IN

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.

Heuss Printing is a TSB registered with the state of Iowa and owned and operated by Kori Heuss.

Response Box 7
Targeted Small Business

ANSWER

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

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

Response Box 8
Primary Responsibility

ANSWER

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

Response Box 9
Use of Subcontractors to Produce the Books

ANSWER

Will the Contractor use subcontractors to produce the books?	Yes	___
	No	_X__
Subcontractor Name		Complete this Portion Only if Answering Yes Above
Subcontractor Company		
Subcontractor Address		

Subcontractor Contact Information (E-Mail Address and Telephone Number)	
Subcontractor Duties	

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

FILL IN

Facts	Primary	Secondary (if applicable)
Name	Kori Heuss	Jace Woodley
Title	Owner	Director of Operations
Mailing Address	903 North Second Street Ames Iowa 50010	903 North Second Street Ames Iowa 50010
E-Mail Address	kori@heuss.com	jace@heuss.com
Telephone Number	515-290-3260	515-232-6710
Fax Number	515-232-8781	515-232-8781

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	Kori Heuss	

FILL IN

Title	President and Owner	
Mailing Address	903 North Second Street Ames, Iowa 50010	
E-Mail Address	kori@heuss.com	
Telephone Number	515-290-3260	
Fax Number	515-232-8781	

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

FILL IN

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

ANSWER

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

Your previous book was a Smyth bound lay flat stitched binding. If you are open to other types of sewn binding, the price would drop. The bid requested comparable or exact material and there is nothing that is the same as Smyth Sewn binding.

We would recommend a sewn binding if cost is a concern.

Complete this Portion Only if Responding Yes Above

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

FILL IN

Kori Heuss	President and Owner	October 5 2015
Name	**Title**	**Date**

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