

“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 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	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	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.
	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 carton 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

	Bid Amount Total Per Order	Bid Amount Per Book	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">FILL IN</div>	\$25,450.00	\$25.45	= 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

	Additional Signatures	Adjustment Amount		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">FILL IN</div>	Each Additional Full	Increased Bid Amount Per Book:	\$0.69	Increased/Decreased Amount Per Book x Number of Books Ordered
	Each Additional Half	Decreased	-\$0.09	
	Each Fewer Full	Decreased Bid Amount Per Book:	-\$0.54	= Total Adjusted Amount
	Each Fewer Half	↑	-\$0.44	

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

	Item	Adjustment Amount		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">FILL IN</div>	Text or B/W Drawings Only	\$17.50		Amount Per Replacement Page + Number of Pages Replaced Per Book x Number of Books Ordered
	Text or B/W Drawings with Photographs	B/W	\$17.50	
	Photographs Only	Color	\$18.75	= Total Adjusted Amount



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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

ANSWER →	Verify that the Contractor agrees to the overrun discount rate for no more than 50 additional books:	Yes	<u>X</u>
		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

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	<u>X</u>
			No	_____
Optional -- Fill in as Much as Possible				
Item		Prior Requirements	Proposed Requirements	
Paper Stock for Page Paper	Brand	Fortune Matte (Fortune Paper Mills®)		
	Color	Warm White		
	Finish	Coated Matt		
	Brightness	84-87		
	Opacity	92		
	Basis Weight	60#		
	PPI	620 (Ideal)		
	Archive pH Content	Resistant to Oxidation. pH Neutral (Content of 7 or 7.5)		



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

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
FILL IN → Business Name	Tru Art Color Graphics Division of The Economy Advertising Company	
Street	2800 Highway 6 East	
City, State, and Zip Code	Iowa City, Iowa 52240	
FILL IN → State of Incorporation	Iowa	
Federal ID Number	42-0229090	

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

ANSWER →	Does the Bidder qualify as a Targeted Small Business? An unanswered question is deemed to be a "No".	Yes	—
		No	X
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 <u>Yes</u> 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	X
			No	—
Subcontractor Name				Complete this Portion Only if Answering <u>Yes</u> Above
Subcontractor Company		Midwest Editions, Inc.		
Subcontractor Address		1000 33 rd Avenue S.E. Minneapolis, Minnesota 55414		
Subcontractor Contact Information (E-Mail Address and Telephone Number)		MidwestEditions.com (612) 378-2620		
		←		



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Subcontractor Duties	Smyth sew, round back, foil stamp and bind with Arrestox B-grade Scarlet cloth over 98 point binders board
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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	Willis M. (Bill) Bywater	David W. Bywater
Title	Chairman	President
Mailing Address	Box 2060 Iowa City, IA 52240-2060	
E-Mail Address	nracey@truart.com	
Telephone Number	(319) 337-9623 ext. 1125	Ext. 1161
Fax Number	(319) 354-4369	

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	Willis M. (Bill) Bywater	David W. Bywater
Title	Chairman	President
Mailing Address	Box 2060 Iowa City, IA 52240-2060	
E-Mail Address	nracey@truart.com	



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Telephone Number	(319) 337-9623 ext. 1125	Ext. 1161
Fax Number	(319) 354-4369	

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	X



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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



Willis M. Bywater Name	Chairman Title	September 29, 2015 Date
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