

“C” SERIES

REQUEST FOR INFORMATION

PRODUCING AND DELIVERING THE
2016 IOWA ACTS and 2017 IOWA CODE

C-1 **RFI FORM**

Issued: June 13, 2016

Due: June 30, 2016

Issued By:

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

Mr. Glen Dickinson, Director
Mr. Richard Johnson,
Legal Services Division Director
Ms. Leslie Hickey, Iowa Code Editor



REQUEST FOR INFORMATION (RFI) FORM (C-1)

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I. INSTRUCTIONS

- A. Purpose.** The Agency intends to enter into a contract with the Contractor, assuming the parties can agree to its terms and conditions for the production and delivery of the 2016 edition of the Iowa Acts (Acts) and the 2017 edition of the Iowa Code (Code). Note, this form assumes few changes will be made from the production and delivery of the 2014 and 2015 editions of the Acts and the 2015 edition of the Code.
- B. Deadline.** The Contractor has until 4:00 p.m. on June 30, 2016, in order to deliver this completed Request for Information (RFI) Form relating to the Acts to the Agency. Please deliver the completed Form to Mr. Richard Johnson by e-mail. The Agency will accept a completed Form for the Code at a later date, after the Agency submits information necessary for the Contractor to complete that part of the Form.
- C. Communication to the Agency.** All communications to the Agency necessary to complete this Form must be addressed to the following:

| |
|---|
| Mr. Richard Johnson |
| Director, Legal Services Division |
| Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319 |
| (515) 281-3566 (telephone) |
| (515) 281-8027 (fax) |
| richard.johnson@legis.iowa.gov (e-mail) |



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**II. SPECIFICATIONS
PRODUCTION STANDARDS**

| PUBLICATION | BOOK SIZE | ORDER | ESTIMATED PAGE AND 32-PAGE SIGNATURE COUNT FOR THE PUBLICATIONS | | | | |
|--------------------------------|------------------|------------------|---|--------|---------------------------------------|----------------------------------|---------------------------------|
| | | | AGGREGATE TOTAL | | PER PUBLICATION | | |
| | Acts | 7 1/2" x 10 3/4" | 800 | Pages | 486,400 | All Pages Per Publication (Book) | |
| | | | Signatures | 15,200 | All Signatures Per Publication (Book) | | 19 |
| Code | 7 1/2" x 10 1/2" | _____ | Pages | _____ | All Pages Per Publication (Code) | | _____ |
| | | | Signatures | _____ | All Signatures Per Publication (Code) | | _____ |
| CODE'S STATUTORY VOLUMES SET | | | | | | | TABLES AND GENERAL INDEX VOLUME |
| Per Code Volume | I | II | III | IV | V | VI | |
| All Pages Per Publication | | | | | | | |
| All Signatures Per Publication | | | | | | | |



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PAPER STOCK

| | | BRAND | SIZE | COLOR/ SHADE | FINISH | BRIGHT- NESS | OPACITY | BASIS WEIGHT | PPI | ARCHIVE |
|-------------|--|-------------------------------|---|-----------------|--------------------|-----------------|---------|-----------------|-------------------------------------|---|
| Acts | | Thor Offset™ | 7 1/4" x 10 1/2" Finished | Blue White | Smooth Eggshell | 92 | 88 | 40# | Ideal 690 Range of 650-725 | pH neutral (content of 7-7.5) Resistant to oxidation and of archival quality |
| Code | Statutory Volumes Sets | Feather- weight Opaque™ | 7 1/4" x 10 1/8" Finished and trimmed to leave as much margin as possible | Cream White | English | 85 | 90 | 30# | Ideal 943 Range of 900-950 | ↑ |
| | Tables and General Index Volume | Offset Text™ | ↑ | Blue White | Smooth Eggshell | 92 | 92 | 60# | Ideal 440 | ↑ |



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III. 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 this RFI Form.

Response Box 1 Base Amount

| Publication | Amount | | | | | |
|----------------------------------|---|---------|------------------------|------------------------|----------------------------------|----------|
| Acts | \$ _____ | | | | | |
| Code | <table border="1" style="border-collapse: collapse;"> <tr> <td rowspan="2" style="writing-mode: vertical-rl; transform: rotate(180deg);">Divided</td> <td>Statutory Volumes Sets</td> <td>\$ _____</td> </tr> <tr> <td>Tables and General Index Volumes</td> <td>\$ _____</td> </tr> </table> | Divided | Statutory Volumes Sets | \$ _____ | Tables and General Index Volumes | \$ _____ |
| | | | Divided | Statutory Volumes Sets | \$ _____ | |
| Tables and General Index Volumes | \$ _____ | | | | | |

FILL IN

- 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 | Aggregate Page/ Signature Count | | Base Amount (Production Plus Delivery Amounts) | Base Amount Broken Down | | | |
|-------|---------------------------------------|---------|---|-------------------------|---|---|----------|
| | | | | Item | Amounts | | |
| ACTS | Pages | 486,400 | \$ _____ | Production | Production Amount | \$ _____ | |
| | | | | | Attributable to Paper Stock for Pages | \$ _____ | |
| | Signatures | 15,200 | | Delivery | Delivery Amount (including packing and shipping) | \$ _____ | |
| | | | | | Attributable to Normal Delivery | 100% Drop-shipped to the Grimes Office Building/State Capitol/Judicial Building | \$ _____ |
| | | | | | Attributable to Special Delivery | Assume 100% Dropped Shipped to 8 Judicial Districts | \$ _____ |

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Response Box 2 Continued

Breakdown of Base Amount -- Attributable to Production and Delivery of Publications

| Order | Aggregate Page/Signature Count | | Base Amount (Production Plus Delivery Amounts) | Base Amount Broken Down | | | | |
|-------|--------------------------------|--|--|--|---------------------------------------|---|---|----------|
| | | | | Item | | Amounts | | |
| CODE | Pages | _____ | \$ _____ | Production Amount | | \$ _____ | | |
| | | Statutory Volumes Sets = _____ | | Production | Attributable to Paper Stock for Pages | Statutory Volumes Sets | \$ _____ | |
| | | Tables and General Index Volumes = _____ | | | Tables and General Index Volumes | | \$ _____ | |
| | Signatures | _____ | | Delivery Amount (including packing and shipping) | | \$ _____ | <div style="border: 1px solid black; padding: 5px; display: inline-block;"> FILL IN </div> | |
| | | Statutory Volumes Sets = _____ | | Delivery | Attributable to Normal Delivery | 100% Drop-shipped to the Grimes Office Building/State Capitol/Judicial Building | | \$ _____ |
| | | Tables and General Index Volumes = _____ | | | Attributable to Special Delivery | Assume 100% Dropped Shipped to 8 Judicial Districts | | \$ _____ |

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 entered into.

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 incur the first \$300 of expenses for replacing digital proofs of a publication.
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 parties enter into the contract. 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 | |
| Unadjusted | 19 Per Publication/ 15,200 Per Order | \$ _____ Base Amount ÷ by No. of Ordered Books | | \$ _____ Base Amount | |
| Adjusted | Each Additional Full | Increased Base Amount Per Publication: | \$ _____ | Increased Base Amount Per Order*: | \$ _____ |
| | Each Additional Half | ↑ | \$ _____ | ↑ | \$ _____ |
| | Each Fewer Full | Decreased Base Amount Per Publication: | \$ _____ | Decreased Base Amount Per Order*: | \$ _____ |
| | Each Fewer Half | ↑ | \$ _____ | ↑ | \$ _____ |

← FILL IN

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



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Response Box 3 *Continued*
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 | |
| CODE (Statutory Volumes) | Unadjusted | ____ Per Publication/ ____ Per Order | \$ _____ Base Amount ÷ by No. of Ordered Books | | \$ _____ Base Amount | |
| | Adjusted | Each Additional Full | Increased Base Amount Per Publication: | \$ _____ | Increased Base Amount Per Order*: | \$ _____ |
| | | Each Additional Half | ↑ | \$ _____ | ↑ | \$ _____ |
| | | Each Fewer Full | Decreased Base Amount Per Publication: | \$ _____ | Decreased Base Amount Per Order*: | \$ _____ |
| | | Each Fewer Half | ↑ | \$ _____ | ↑ | \$ _____ |
| | Unadjusted | ____ Per Publication/ ____ Per Order | \$ _____ Base Amount ÷ by No. of Ordered Books | | \$ _____ Base Amount | |
| | Adjusted | Each Additional Full | Increased Base Amount Per Publication: | \$ _____ | Increased Base Amount Per Order*: | \$ _____ |
| | | Each Additional Half | ↑ | \$ _____ | ↑ | \$ _____ |
| Each Fewer Full | | Decreased Base Amount Per Publication: | \$ _____ | Decreased Base Amount Per Order*: | \$ _____ | |
| Each Fewer Half | | ↑ | \$ _____ | ↑ | \$ _____ | |

← **FILL IN**

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



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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 Contractor must adjust the base amount (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 a discount rate.

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 | _____ | ← ANSWER |
|--|-------------|---------------------------------------|---------|---|
| | | No | _____ | |
| | | Default Discount Rate Per Publication | Change | Fill in this Portion Only if Responding No Above ← |
| Publication | Acts | 75% based on 2015 edition | _____ % | |
| | Code | 75% based on 2015 edition | _____ % | |

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 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 will be in the same format as the Acts. 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 will consist of one 32-page signature.
 - (2) **Paper Stock for Page Paper.** The pamphlets' page paper 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 pamphlet is the same order as for the books.
- b. **Delivery.** The pamphlets will be delivered to the same destinations as the books.



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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 | | |
|--------------------|----------------------------|-----------|--------------|-----------|----------|
| | Per Pamphlet | Per Order | Per Pamphlet | Per Order | |
| Publication | Acts | 32/1 | 800 | \$ _____ | \$ _____ |
| | Code | 32/1 | _____ | \$ _____ | \$ _____ |

← FILL IN

E. Paper Stock. For the Acts, the Agency assumes the Contractor will use Thor Offset™ 40# paper stock for the production of page paper. For the Code, the Agency assumes that the Contractor will use Featherweight Opaque™ 30# paper stock for the production of page paper for the statutory volumes and Offset Text™ 60# for the production of page paper for the Tables and General Index volume.

**Response Box 6
Availability of Paper Stock**

| | | | | | |
|--------------------|-------------|---|---|-------|-------|
| Publication | Acts | Is Thor Offset™ 40# paper stock available within the next five weeks for use in the production of page paper. | Yes | _____ | |
| | | | No* | _____ | |
| | Code | Statutory Volumes | Is Featherweight™ 30# paper stock available within the next five weeks for use in the production of page paper. | Yes | _____ |
| | | | | No* | _____ |
| | | Tables and General Index Volume | | Yes | _____ |
| | | | | No* | _____ |

← ANSWER

*The Agency will accept an alternative comparable paper stock. If recommending alternative comparable paper stock, forward a sample sheet and its specifications to the Agency with this completed form.



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F. Recycled Page Paper. The Agency prefers paper stock used in the production of page paper to be manufactured with recycled content when the price is the same or less when compared with paper stock manufactured with virgin material and the paper stock meets the specifications detailed in Part II. If the qualifying recycled paper stock is available, forward a sheet of the paper stock to the Agency with this completed form.

**Response Box 7
Availability of Recycled Paper Stock**

| | | | | | | | |
|--------------------|-------------|--|--|------|-------------------------------------|---|-------------------------------------|
| Publication | Acts | Is a recycled version of Thor Offset™ 40# paper stock available for use to produce page paper? | Yes* | ___ | Amount of any Difference = \$ _____ | <div style="border: 1px solid black; padding: 5px; display: inline-block;">ANSWER</div> | |
| | | | No | ___ | | | |
| | Code | Statutory Volumes | Is a recycled version of Featherweight™ 30# paper stock available for use to produce page paper? | Yes* | ___ | | Amount of any Difference = \$ _____ |
| | | | | No | ___ | | |
| | Code | Tables and General Index Volume | Is a recycled version of Offset Text™ 60# paper stock available for use to produce page paper? | Yes* | ___ | | Amount of any Difference = \$ _____ |
| | | | | No | ___ | | |

*If a recycled version of the paper stock can be used to produce page paper, please state the amount of the increase in price between the non-recycled and recycled paper stock and forward a sample sheet and specifications to the Agency with this completed form.



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IV. SUBCONTRACTOR INFORMATION

A. Delivery of Production Items. It is assumed that the Contractor will use a subcontractor to deliver a production item such as sets of digital proof pages (e.g., FedEx®).

Response Box 8 Use of Subcontractors to Deliver Production Items

| | | | | |
|--|--|---|-----|--------|
| Verify that the Contractor <u>will</u> use subcontractors to deliver production items: | | Yes | ___ | ANSWER |
| | | No | ___ | |
| Name of Subcontractor | | Fill in this Portion Only if Answering Yes Above  | | |
| Address | | | | |
| Contact Information | | | | |
| Duties | | | | |



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- B. Delivery of Publications.** It is assumed that the Contractor will use a subcontractor to deliver publications to the Grimes Office Building Warehouse, the State Capitol, and the Judicial Branch Building as part of Normal Delivery, and to courthouses, including associated buildings, throughout the state as part of Special Delivery (e.g., UPS Freight).

Response Box 9 Use of Subcontractors to Deliver Publications

| | | | |
|---|--|---|-----|
| Verify that the Contractor <u>will</u> use subcontractors to deliver publications as part of normal and special delivery: | | Yes | ___ |
| | | No | ___ |
| Name of Subcontractor | | Fill in this Portion Only if Answering Yes Above  | |
| Address | | | |
| Contact Information | | | |
| Duties | | | |





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V. MANAGER AND REPRESENTATIVE INFORMATION

- A. Production and Delivery Managers.** The production and delivery managers for the Contractor 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 | | |
| Tele. | | |
| Fax | | |
| E-Mail | | |
| Pager (if applicable) | | |



- B. Contract Managers.** The contract manager for the Contractor is authorized to discuss any issue with the Agency relating to the interpretation of a provision of the contract executed by the parties.

Response Box 11 Contract Managers

| Facts | Primary | Secondary (if applicable) |
|--------------------------|---------|------------------------------|
| Name | | |
| Title | | |
| Mailing Address | | |
| Tele. | | |
| Fax | | |
| E-Mail | | |
| Pager (if applicable) | | |





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- C. Authorized Negotiating Representative.** The authorized negotiating representative may negotiate and enter into a contract or any amendments to the contract on behalf of the Contractor.

Response Box 12 Contract Managers

| Facts | Primary | Secondary (if applicable) |
|--------------------------|---------|------------------------------|
| Name | | |
| Title | | |
| Mailing Address | | |
| Tele. | | |
| Fax | | |
| E-Mail | | |
| Pager (if applicable) | | |





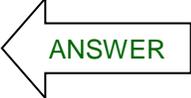
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VI. FINAL COMMENTS

The Contractor may provide any additional comments as required to further explain a response made to any question included in this RFI Form or to offer an alternative to a requirement stated in this form which satisfies the objectives of this Form.

Response Box 13 Additional Comments

| | | | |
|--|-----|---|---|
| Does the Contractor have any additional comments? | Yes | <input type="checkbox"/> |  |
| | No | <input type="checkbox"/> | |
| <div style="border: 1px solid black; height: 500px; width: 100%;"></div> | | Fill in this Portion Only if Responding Yes Above |  |
| | | | |



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VII. AUTHORIZED SIGNATURE

A person authorized by the Contractor must sign and date this RFI Form. The signed form 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 14 Signature of Authorized Representative

| | | |
|-------------------|--------------------|----------------------------------|
| <hr/> Name | <hr/> Title | <hr/> _____, ____ Date |
|-------------------|--------------------|----------------------------------|



VIII. DESCRIPTION OF PRIOR CONTRACTS AND ASSUMPTIONS

- A. 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 2014 and 2015 editions of the Acts and the 2015 edition of the Code.
- 1. Page and Signature Counts.** The Acts will have approximately 27% fewer pages and 27% fewer signatures than the 2015 edition of the Acts. The Code will have approximately 27% more pages and ___% more signatures than the 2015 edition of the Code.
 - 2. Paper Stock for Page Paper.** For the Acts, the Agency will use Thor Offset™ 40# paper stock to produce page paper. For the Code, the Agency will use Featherweight Opaque™ 30# and Offset Text™ 60# paper stock for page paper. 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 for page paper.
 - 3. Construction Specifications.** The construction specifications have not significantly changed from those required for the 2014 and 2015 editions of the Acts and the 2015 edition of the Code with limited exceptions relating to book decoration which will remain the same except as necessary to change information regarding the edition (e.g., the number of the General Assembly and the year).
- B. Waiver of Trial Digital Proofs.** The Agency may again waive the requirement that the Contractor provide a set of digital proofs as part of Trial Performance.
- C. Delivery Standards.** The delivery standards have not significantly changed from those required for the 2015 edition of the Acts. Generally, the number of deliveries to each destination may change as well as the names of the contact persons.
- 1. Sample Books.** Upon request, the Agency will deliver the Contractor a copy of the 2014 and 2015 editions of the Acts and the 2015 edition of the Code.
 - 2. Specifications for Packaging (and Loading) Production Items and Publications.** The packaging (and loading) specifications for the 2015 edition of the Acts and the 2015 edition of the Code have not changed.
 - 3. Destination for Production Items.** Ms. Leslie Hickey will receive sample covers for approval and Mr. Roger Karns will receive the digital proof sets for approval in the same manner as Ms. Hickey and Mr. Karns received and approved those production items for the 2015 edition of the Acts and the 2015 edition of the Code.
 - 4. Delivery of Sets of Assembled Pages.** The Contractor is no longer required to deliver sets of assembled pages.
 - 5. Delivery of Publications.** This year the Agency is ordering 800 editions of Acts and _____ editions of the



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Codes. The following requirements apply to the normal and special delivery of the publications.

- a. **Normal Delivery.** For Normal Delivery, the publications will continue to be shipped to the Grimes Office Building warehouse. 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. Approximately 55 editions of the Acts and _____ editions of the Code will be delivered to the State Capitol as part of Normal Delivery. Approximately 70 editions of the Acts and _____ editions of the Code will be delivered to the Judicial Branch Building as part of Normal Delivery.
 - b. **Special Delivery.** The Agency expects that the Acts and Codes will be shipped as part of Special Delivery to Iowa's eight judicial districts in the same manner as the 2015 edition of the Acts and the 2015 edition of the Code. Approximately 484 editions of the Acts and _____ editions of the Code will be shipped as part of Special Delivery. However, the final numbers may not be known until after the contract is entered into.
6. **Destinations.** In the past, the Contractor has delivered the Acts and Codes by drop shipment to the 4th and 7th, judicial districts, and by mail or courier to multiple destinations in the 1st, 2nd, 3rd, 5th, 6th, and 8th judicial districts. It is expected that the Contractor will deliver the publications by drop shipment or by mail or courier to the same locations. However, for purposes of completing this RFI 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 |

- E. **Production and Delivery Schedule.** The Agency may 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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