

# **“C” SERIES**

## **REQUEST FOR INFORMATION**

PRODUCING AND DELIVERING THE  
2017 IOWA CODE

### **C-1B** **RFI FORM**

Issued: August 10, 2016

Due: August 25, 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-1B)

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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 publication referred to as the 2017 edition of the Iowa Code (Code), a set of seven volumes which includes six statutory volumes and an Index and General Index Volume. Note, this form assumes few changes will be made from the production and delivery of the 2015 edition of the Code.
- B. Deadline.** The Contractor has until 4:00 p.m. on Thursday, August 25, 2016, in order to deliver this completed Request for Information (RFI) Form to the Agency. Please deliver the completed Form to Mr. Doug Adkisson by e-mail.
- C. Communication to the Agency.** All communications to the Agency necessary to complete this form must be addressed to the following:

Mr. Doug Adkisson
Legal Counsel, Legal Services Division
Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319
(515) 281-3884 (telephone)
(515) 281-8027 (fax)
<a href="mailto:doug.adkisson@legis.iowa.gov">doug.adkisson@legis.iowa.gov</a> (e-mail)



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### II. SPECIFICATIONS PRODUCTION STANDARDS

	BOOK SIZE	ORDER	ESTIMATED PAGE AND 32-PAGE SIGNATURE COUNT FOR THE PUBLICATIONS				
			AGGREGATE TOTAL		PER PUBLICATION		
<b>Code</b>	7 1/2" x 10 1/2"	3,500	Pages	41,048,000	All Pages Per Publication (Code)		11,728
			Signatures	1,282,750	All Signatures Per Publication (Code)		366.5
CODE'S STATUTORY VOLUMES SET							TABLES AND GENERAL INDEX VOLUME
Per Code Volume	I	II	III	IV	V	VI	
All Pages Per Publication	2,048	1,952	2,080	1,472	2,208	1,632	
All Signatures Per Publication	64	61	65	46	69	51	

### PAPER STOCK

	BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT-NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVE	
<b>Code</b>	<b>Statutory Volumes Sets</b>	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	Resistant to oxidation and of archival quality pH neutral (content of 7-7.5)
	<b>Tables and General Index Volume</b>	Offset Text™	↑	Blue White	Smooth Eggshell I	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		
Code	\$ _____	Divided	Statutory Volumes Sets \$ _____
			Tables and General Index Volumes \$ _____

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- 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.



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## 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	
CODE  3,500	Pages	<i>Statutory Volumes Sets = 39,872,000</i>  <i>Tables and General Index Volumes = 1,176,000</i>	\$ _____	Production Amount			\$ _____
				Production	Attributable to Paper Stock for Pages	Statutory Volumes Sets	\$ _____
						Tables and General Index Volumes	\$ _____
	Signatures	<i>Statutory Volumes Sets = 1,246,000</i>  <i>Tables and General Index Volumes = 36,750</i>		Delivery Amount (including packing and shipping)			\$ _____
				Delivery	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	\$ _____

← FILL IN

**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 are 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		
<b>CODE (Statutory Volumes)</b>	Unadjusted	356 Per Publication/ 1,246,000 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	↑	\$ _____	↑	\$ _____	
	<b>CODE (Tables &amp; General Index Volume)</b>	Unadjusted	10.5 Per Publication/ 36,750 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 100 additional publications for the Code?		Yes	_____	← ANSWER
		No	_____	
	<b>Default Discount Rate Per Publication</b>	<b>Change</b>	Fill in this Portion Only if Responding No Above ←	
<b>Code</b>	75% based on 2017 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 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 Code. 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 an 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 publication.
- b. Delivery.** The pamphlets will be delivered to the same destinations as the publication.



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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
<b>Code</b>	32/1		\$ _____	\$ _____

← FILL IN

**E. Paper Stock.** 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**

<b>Code</b>	<b>Statutory Volumes</b>	Is Featherweight™ 30# paper stock available within the next five weeks for use in the production of page paper.	Yes	_____
			No*	_____
	<b>Tables and General Index Volume</b>	Is Offset Text™ 60# paper stock available within the next five weeks for use in the production of page paper.	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.

**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.



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

<b>Code</b>	<b>Statutory Volumes</b>	Is a recycled version of Featherweight™ 30# paper stock available within the next five weeks for use to produce page paper?	Yes*	___	Amount of any Difference = \$ _____	<b>ANSWER</b>
			No	___		
	<b>Tables and General Index Volume</b>	Is a recycled version of Offset Text™ 60# paper stock available within the next five weeks 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	<input type="checkbox"/>	ANSWER
		No	<input type="checkbox"/>	
Name of Subcontractor		Fill in this Portion Only if Answering Yes Above 		
Address				
Contact Information				
Duties				
<b>ALTERNATIVE ANSWER</b>	<input type="checkbox"/>	IN LIEU OF FILLING OUT THE INFORMATION REQUESTED ABOVE, THE CONTRACTOR MAY CHECK THIS BOX VERIFYING THAT THE SAME INFORMATION IS INCLUDED IN RESPONSE BOX 8 AS PART OF THE RFI FOR THE 2016 EDITION OF THE IOWA ACTS SIGNED BY THE CONTRACTOR ON JUNE 23, 2016.		



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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	—	ANSWER
		No	—	
Name of Subcontractor		Fill in this Portion Only if Answering Yes Above 		
Address				
Contact Information				
Duties				
<b>ALTERNATIVE ANSWER</b>	<input type="checkbox"/>	IN LIEU OF FILLING OUT THE INFORMATION REQUESTED ABOVE, THE CONTRACTOR MAY CHECK THIS BOX VERIFYING THAT THE SAME INFORMATION IS INCLUDED IN RESPONSE BOX 9 AS PART OF THE RFI FOR THE 2016 EDITION OF THE IOWA ACTS SIGNED BY THE CONTRACTOR ON JUNE 23, 2016.		



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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>ALTERNATIVE ANSWER</b>	<input type="checkbox"/>	IN LIEU OF FILLING OUT THE INFORMATION REQUESTED ABOVE, THE CONTRACTOR MAY CHECK THIS BOX VERIFYING THAT THE SAME INFORMATION IS INCLUDED IN RESPONSE BOX 10 AS PART OF THE RFI FOR THE 2016 EDITION OF THE IOWA ACTS SIGNED BY THE CONTRACTOR ON JUNE 23, 2016.

FILL IN



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- 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)		
<b>ALTERNATIVE ANSWER</b>	<input type="checkbox"/>	IN LIEU OF FILLING OUT THE INFORMATION REQUESTED ABOVE, THE CONTRACTOR MAY CHECK THIS BOX VERIFYING THAT THE SAME INFORMATION IS INCLUDED IN RESPONSE BOX 11 AS PART OF THE RFI FOR THE 2016 EDITION OF THE IOWA ACTS SIGNED BY THE CONTRACTOR ON JUNE 23, 2016.





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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 Authorized Negotiating Representative

Facts	Primary	Secondary (if applicable)
Name		
Title		
Mailing Address		
Tele.		
Fax		
E-Mail		
Pager (if applicable)		
<b>ALTERNATIVE ANSWER</b>	<input type="checkbox"/>	IN LIEU OF FILLING OUT THE INFORMATION REQUESTED ABOVE, THE CONTRACTOR MAY CHECK THIS BOX VERIFYING THAT THE SAME INFORMATION IS INCLUDED IN RESPONSE BOX 12 AS PART OF THE RFI FOR THE 2016 EDITION OF THE IOWA ACTS SIGNED BY THE CONTRACTOR ON JUNE 23, 2016.

FILL IN



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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: 600px; 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/> <b>Name</b>	<hr/> <b>Title</b>	<hr/> _____, ____ <b>Date</b>
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## VIII. DESCRIPTION OF PRIOR CONTRACTS AND ASSUMPTIONS

- A. Production and Workmanship Standards.** The production and workmanship standards required to produce the Code will not significantly change from the production standards used to produce the 2015 edition of the Code.
- 1. Page and Signature Counts.** Each statutory volume will no longer include a Skeleton Index which will be added to the Tables and General Index Volume. Therefore, each publication will decrease by approximately 80 pages and 2.5 signatures (-0.68%) when compared to the 2015 edition of the Code. In addition, the Agency is ordering 300 fewer publications and therefore the aggregate numbers of pages ordered will decrease by approximately 3,822,400 pages and 119,400 signatures (-8.52%) when compared to the 2015 edition of the Code.
  - 2. Paper Stock for Page Paper.** The Agency will again 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 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 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 year and chapter numbers.
  - 4. Sample Books.** Upon request, the Agency will deliver the Contractor a copy of the 2015 edition of the Code.
- 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 Code. Generally, the number of deliveries to each destination may change as well as the names of the contact persons.
- 1. Specifications for Packaging (and Loading) Production Items and Publications.** The packaging (and loading) specifications for the 2015 edition of the Code have not changed.
  - 2. 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 Code.
  - 3. Delivery of Sets of Assembled Pages.** The Contractor is no longer required to deliver sets of assembled pages.
  - 4. Delivery of Publications.** This year the Agency is ordering 3,500 editions of the Code (a reduction of 300 publications). The following requirements apply to the normal and special delivery of the publications.



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- 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 2,558 publications will be delivered to the Grimes Office Building warehouse. Approximately 303 publications will be delivered to the State Capitol as part of Normal Delivery. Approximately 60 publications will be delivered to the Judicial Branch Building as part of Normal Delivery.
- b. **Special Delivery.** The Agency expects that the publications will be shipped as part of Special Delivery to Iowa's eight judicial districts in the same manner as the 2015 edition of the Code. Approximately 579 publications 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 delivered publications 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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