

“A” SERIES

<h1 style="margin: 0;">REQUEST FOR PROPOSALS</h1> <h2 style="margin: 0;">PRODUCING AND DELIVERING THE</h2> <h3 style="margin: 0;">2017 IOWA ACTS</h3>

A-1 RFP FORM

Issued On: June 21, 2017
Issued From:

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

Due On: July 21, 2017

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

I. INSTRUCTIONS

A. Bid Deadline. The Legislative Services Agency (Agency) is issuing this Request for Proposals (RFP) to seek responses by persons (Bidders) to produce and deliver copies of the official hardbound edition of the 2017 Iowa Acts (book) containing statutes enacted by the first session of the 87th General Assembly and miscellaneous related materials produced by the Agency. A Bidder has until 4:00 p.m. on Friday, July 21, 2017, to deliver this completed form to the Agency.

B. Detailed Bid and Contract Information on Internet. Bidder questions, Agency responses to bidder questions, RFPs submitted to the Agency, and subsequent contracts entered into by the Agency and successful Bidders (Contractors) are posted on the Agency's Internet site (choose ALL or calendar year).

TABLE A
Agency's Internet Site for Bid and Contract Information

https://www.legis.iowa.gov/agencies/careers/rfps

C. Questions and Intent to Bid Deadline. Please communicate with an Agency contact regarding any questions and the Bidder's intent to submit this RFP by 4:00 p.m. on Wednesday, July 12, 2017. Upon request, the Agency will deliver a copy of the 2017 Iowa Acts to a potential Bidder.

TABLE B
Agency Contacts

	Primary	Alternative
Name	Mr. Doug Adkisson Legal Counsel	Mr. Richard Johnson Director, Legal Services Division
Telephone	(515) 281-3884	(515) 281-3566
E-Mail	doug.adkisson@legis.iowa.gov	richard.johnson@legis.iowa.gov

II. REQUIREMENTS

A. Prior Requirements Applicable. Only a few minor changes have been made to last year's requirements for the production and delivery of the 2016 Iowa Acts.

B. Production Requirements. For book page production, the Agency will transmit fully composed pages in an electronic format (Adobe® Systems portable document format [PDF]) to the Contractor by file transfer protocol (FTP), by electronic mail to the Contractor's contact person, or to the Contractor's Internet site. For



REQUEST FOR PROPOSALS (RFP) FORM (A-1)
PUBLICATION: 2017 IOWA ACTS

book cover production, the Contractor must ship preliminary paper proof covers and sample covers to the Agency for its approval. Within 30 calendar days after the Agency approves the final set of digital proof book pages, the Contractor must deliver the books to locations as part of normal and special delivery described in this RFP.

TABLE C
Order, Size, and Page Counts

Order	Size		Estimated Pages and Full 32-Page Signature Counts			
	Cover	Page	Per Order		Per Book	
450	7 1/2" x 10 3/4"	7 1/4" x 10 1/2" Finished	Pages	360,000	Pages	800
			Signatures	11,250	Signatures	25

C. Delivery. As part of normal delivery, the Contractor must ship approximately 412 books to the State Capitol Complex in Des Moines, including 320 books to the Grimes Office Building warehouse, 60 books to the State Capitol, and 32 books to the Judicial Branch Building. As part of special delivery, the Contractor must ship or mail approximately 38 books to various courthouses in Iowa's eight judicial districts. The parties to the contract may negotiate to adjust these numbers when the contract is entered into.

III. BIDDER RESPONSES

RESPONSE BOX 1

Bid — Contract's Base Amount and Adjusted Base Amount

The bid is an estimate of the contract's base amount which may be later adjusted due to a number of factors, including the actual number of 32-page or 16-page signatures included in a book.

Signature Calculation		Bid	
		Per Order	Per Book
Unadjusted Base Amount (Bid Amount)	11,250 Per Order 25 Per Book	\$ <u>8,433.00</u> Base Amount	\$ <u>18.74</u> Base Amount + by 450 (No. of Ordered Books)
Adjusted Base Amount Note: The base amount may be adjusted due to an increase or decrease of each full 32-page or half 16-page signature count.	Each Additional Full Signature	Increased Base Amount Per Order: \$ <u>211.50</u>	Increased Base Amount Per Book: \$ <u>0.47</u>
	Each Additional Half Signature	↑ \$ <u>108.00</u>	↑ \$ <u>0.24</u>
	Each Fewer Full Signature	Decreased Base Amount Per Order: \$ <u>211.50</u>	Decreased Base Amount Per Book: \$ <u>0.47</u>
	Each Fewer Half Signature	↑ \$ <u>108.00</u>	↑ \$ <u>0.24</u>



REQUEST FOR PROPOSALS (RFP) FORM (A-1)
PUBLICATION: 2017 IOWA ACTS

RESPONSE BOX 2
Paper Stock

The paper stock used to produce book pages must be resistant to oxidation and of archival quality having a pH neutral content of 7 or 7.5. Otherwise, the Agency is not committed to using a particular type of paper stock and would welcome recommendations so long as it is comparable to the paper stock used to produce the 2016 Iowa Acts.

Is the Bidder recommending a different paper stock than used to produce the 2016 Iowa Acts?							ANSWER →	Yes	<u>X</u>
								No	—
Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	2016 Specifications ←	
Thor Offset™	Blue White	Smooth Eggshell	92	88	40#	Range: 650-725	0% (Preference)		
Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	Complete this Portion Only if Responding No Above ←	
<u>Ethos</u>	<u>Blue White</u>	Smooth	<u>_92_</u>	<u>84</u>	<u>40#</u>	<u>645</u>	<u>_30%_</u>		

RESPONSE BOX 3
Case Binding

Indicate whether the books will be burst bound or Smyth-sewn:
 Note: The 2016 Iowa Acts were burst bound.

FILL IN →	Burst Bound	<u>x</u>
	Smyth-sewn	—

RESPONSE BOX 4
Use of Subcontractor to Produce the Books

Will the Bidder use a subcontractor to produce (manufacture) the books?

ANSWER →	Yes	—
	No	<u>x</u>

Subcontractor Name	_____		Complete this Portion Only if Answering Yes Above ←
Subcontractor Address	_____ _____		
Subcontractor Contact Information	Telephone Num.	_____	
	E-Mail Address.	_____	



REQUEST FOR PROPOSALS (RFP) FORM (A-1)
PUBLICATION: 2017 IOWA ACTS

Subcontractor Duties	
----------------------	--

Complete this Portion Only if Answering Yes Above



RESPONSE BOX 5

Bidder's Authorized Negotiating Representative

The Bidder's authorized negotiating representative may negotiate and enter into a contract or any amendments to the contract on behalf of the Bidder.

Facts	Primary	Secondary (if applicable)
Name	<u>Cindy Hansen</u>	<u>John S. Nelson</u>
Title	<u>Manager of Contract Administration and Compliance</u>	<u>Director, Procurement and Proposal Management</u>
Mailing Address	<u>610 Opperman Drive</u> <u>D5-S1801</u>	<u>610 Opperman Drive</u> <u>D5-S1804</u>
Tele. Number	<u>651-848-2975</u>	_____
E-Mail Address	<u>cindy.hansen@tr.com</u>	_____



RESPONSE BOX 6
Additional Comments

Does the Bidder have any additional comments? If so, please attach a separate document to this RFP.	ANSWER	Yes	___
		No	<u>X</u>

IV. AUTHORIZED SIGNATURE

A person authorized by the Bidder must sign and date this completed RFP. The signed RFP as submitted electronically to the Agency's contact shall bind the Bidder to the terms and conditions of this form for 30 days from the date of signing.

RESPONSE BOX 7
Signature of Authorized Representative

	 Name	<u>Manager of Contract Administration and Compliance</u> Title	<u>July 17</u> , 2017
--	----------	---	-----------------------



REQUEST FOR PROPOSALS (RFP) FORM (A-1)
PUBLICATION: 2017 IOWA ACTS

G:\Legal Services\Contracts\ACTS\2017\RFP 2017 ACTS.doc