"CS" SERIES

CONTRACT

PRINTING, BINDING, PACKAGING, AND DELIVERING THE 2010 IOWA ACTS AND THE 2011 CODE SUPPLEMENT

CS-3
APPENDICES FORM

Standards with Specifications, Delivery Instructions and Schedules, and Contact Information

---

Legislative Services Agency
Legal Services Division
State Capitol
Des Moines, Iowa 50319

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

Initials: GD 11/30/11
Glen Dickinson Date

Ellen Gillespie 11/21/11
Ellen Gillespie Date

TABLE OF CONTENTS

APPENDIX A PRODUCTION STANDARDS 3
TABLE A-1 GENERAL 3
TABLE A-2 PAPER STOCK 3
TABLE A-3 PAGE COMPOSITION AND PRINTING 4
APPENDIX B CONSTRUCTION STANDARDS 5
TABLE B-1 PRODUCTION ITEMS (OTHER THAN SETS OF ASSEMBLED PAGES) 5
TABLE B-2 PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES) 6
TABLE B-3 PUBLICATIONS (BOOK BINDING) 6
TABLE B-4 PUBLICATIONS (BOOK COVERING) 7
TABLE B-5 PUBLICATIONS (BOOK DECORATION) 8
APPENDIX C DELIVERY INSTRUCTIONS 10
TABLE C-1 DELIVERY OF AGENCY PRODUCTS 10
TABLE C-2 PACKAGING (AND LOADING) PRODUCTION ITEMS AND PUBLICATIONS 11
TABLE C-3 DESTINATION FOR PRODUCTION ITEMS 12
TABLE C-4 DESTINATION FOR PUBLICATIONS (NORMAL DELIVERY) 13
TABLE C-5 DESTINATIONS FOR PUBLICATIONS - PRELIMINARY SHIPPING INFORMATION (SPECIAL DELIVERY) 4th, 6th, 7th, and 8th Judicial Districts 14
TABLE C-6 DESTINATIONS FOR PUBLICATIONS - PRELIMINARY SHIPPING INFORMATION (SPECIAL DELIVERY) 1st Judicial District 15
TABLE C-6 DESTINATIONS FOR PUBLICATIONS - PRELIMINARY SHIPPING INFORMATION (SPECIAL DELIVERY) 2nd Judicial District 16
TABLE C-6 DESTINATIONS FOR PUBLICATIONS - PRELIMINARY SHIPPING INFORMATION (SPECIAL DELIVERY) 3rd Judicial District 18
TABLE C-6 DESTINATIONS FOR PUBLICATIONS - PRELIMINARY SHIPPING INFORMATION (SPECIAL DELIVERY) 5th Judicial District 19
APPENDIX D PRODUCTION AND DELIVERY SCHEDULES 20
TABLE D-1 KEY DEADLINES FOR DELIVERABLES (PRODUCTION ITEMS) 20
TABLE D-2 KEY DEADLINES FOR DELIVERABLES (PUBLICATIONS) 22
TABLE D-3 KEY DEADLINES FOR DELIVERABLES (PAYMENT) 23
APPENDIX E LIQUIDATED DAMAGES FORMULAS 23
TABLE E-1 NUMBER OF PREDETERMINED CALENDAR DAYS CALCULATED PER PUBLICATION 23
TABLE E-2 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PUBLICATIONS 24
TABLE E-3 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PRODUCTION ITEMS (OTHER THAN A SET OF ASSEMBLED PAGES) ASSOCIATED WITH A PUBLICATION 24
TABLE E-4 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR A SET OF ASSEMBLED PAGES ASSOCIATED WITH A PUBLICATION 25
TABLE E-5 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED FOR A PUBLICATION AND ASSOCIATED PRODUCTION ITEMS 25
APPENDIX F CONTACT INFORMATION 26
TABLE F-1 CONTACT INFORMATION FOR THE AGENCY PRODUCTION ITEMS (SAMPLE COVERS) 26
TABLE F-2 CONTACT INFORMATION FOR THE AGENCY PRODUCTION ITEMS (SET OF DIGITAL PROOFS) 26
TABLE F-3 CONTACT INFORMATION FOR THE AGENCY PRODUCTION AND DELIVERY OF PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES) 27
TABLE F-4 CONTACT INFORMATION FOR THE AGENCY DELIVERY OF PUBLICATIONS 27
TABLE F-5 CONTACT INFORMATION FOR THE AGENCY (LEGAL ISSUES) 28
TABLE F-6 CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS) 29
TABLE F-7 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER) 29

APPENDIX A PRODUCTION STANDARDS
TABLE A-1 GENERAL

		PUBLICATION SIZE	ORDER	ESTIMATED PAGE AND 32-PAGE SIGNATURE COUNT FOR THE PUBLICATIONS		
				AGGREGATE TOTAL		PER PUBLICATION
PUBLICATION	Acts	7 1/2" X 10 3/4" For Page Size *See Table A-2.*	1,800	Pages	1,468,800	816
				Signatures	45,900	25 1/2
	CS	7 1/4" X 10 1/2" For Page Size *See Table A-2.*	3,000	Pages	4,992,000	1,664
				Signatures	156,000	52

APPENDIX A PRODUCTION STANDARDS
TABLE A-2 PAPER STOCK

		TYPE	BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT-NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVE	RECYCLED MATERIAL
PUBLICATION	Acts	**Regular (Cream-White)**	Featherweight Opaque[i]	7 1/4 x 10 1/2 Finished	Cream-White	English	85	90	30#	Ideal 943 Range of 900-950	pH neutral (content of 7 or 7.5)[ii]	Preferred but not required[iii]
	CS	↑	↑	7 1/4 x 10 1/2 Finished And Trimmed to Leave as Much Margin as Possible	↑	↑	↑	↑	↑	↑	↑	↑

[i] Manufactured by Domtar Corporation.

[ii] Resistant to oxidation and must be of archival quality.

[iii] The recycled content must derive from postconsumer materials. To be considered recycled, the paper stock must meet the requirements for procuring recycled printing paper as provided in the federal Resource Conservation and Recovery Act of 1976 (RCRA), as amended (42 U.S.C. § 6962); and set forth in 40 C.F.R., pt. 247, and in related executive orders or advisory notices issued by the United States Environmental Protection Agency.

APPENDIX A PRODUCTION STANDARDS
TABLE A-3 PAGE COMPOSITION AND PRINTING

PUBLICATION	IMAGE AREA FOR TYPE	FONT/POINT SIZE	ART-WORK	INK		BLEED BARS			
				Ratio (After Conversion)	Soy Oil	Placement		Width/Reverse Copy	Number of Pages Minimum
Acts	One Column 5 1/2 X 9", with folio	**(1) Font.** Imperial BT **(2) Points.** Various	Minimal (Image of the State Seal)	1/1 black ink on two sides. No color (brown/light or faded black unacceptable)	100% must contain at least 10% soy oil	Right side of right-hand pages	Runs entire length of the page	**(1) Width.** 3/8"-Wide **(2) Reverse Copy.** Yes.	Regular Session: Tables: 1 Index: 1 Extraordinary Session: 2 for each Extr.
CS	↑ Generally, One Column (Minimal pages with two or three columns)	↑	↑	↑	↑	↑	↑	↑	Code Editor's Notes: 1 Tables: 1 Index: 1

APPENDIX B CONSTRUCTION STANDARDS

TABLE B-1 PRODUCTION ITEMS (OTHER THAN SETS OF ASSEMBLED PAGES)

ITEM	PERIODS	PUBLICATION	SPECIAL INSTRUCTIONS	NUMBER
SAMPLE COVERS	Trial Performance	Acts	**(1) Preliminary Paper-Proof Cover.** Must be a laser proof or equivalent paper-proof approved by the Agency which illustrates how the publications' covers will appear when they are bound, including all lettering and numbering, and the location of the required impressions and foil pieces. **(2) Virtual Replica.** Lettering and numbering, and the location of the impressions, stampings, and foil pieces must be identical to those used in the production of the publications. **(3) Trimmed.** Must be trimmed to size or marked to illustrate the trim size.	1 Proof
		CS	↑	↑
	Standard Performance	Acts	**(1) Finished Sample.** Cover for book. *See Table B-4.* **(2) Exact Replica.** Must include the same material, blanking, stamping of impressions, and attachment of foil pieces that will be used in the production of the publications. Lettering and numbering and impressions. Stamping and the foil pieces must be identical to those used in the production of the publications. **(3) Dyes.** Must be produced using the same dyes that will be used in the production of the publications unless otherwise provided by the Agency. **(4) Corners.** Inside corners must be folded in the same manner as the publications. **(5) Trimmed.** Must be trimmed to size.	1 Cover
		CS	↑ (1), (3), and (5)	↑
SETS OF DIGITAL PROOFS	Trial Performance	Acts	**(1) Equivalency.** "Digital proofs" must be laser proof replicating conventional blue line pages with crop marks or equivalent proof pages as approved by the Agency. **(2) Exact Replica.** Must be exact replica of the test composed pages delivered by the Agency, with corrections as directly ordered (by markup or replacement page) by the Agency. The Agency will review corrected pages. Contractor is not required to deliver a new set of digital proofs. **(3) Paper Size.** Paper size must not exceed 8 1/2" x 11". **(4) Print.** Must be printed in black, clearly legible type (no faded text). **(5) Assembly.** Must be assembled in the order that the Agency delivered test composed pages to the Contractor. **(6) Format.** Must be arranged in sequential order by page number as transmitted to the Contractor by the Agency, and delivered to the Agency in one of the following forms: **(a) First Preference.** Printed on both sides of each sheet and stapled or folded by signature in book form. **(b) Alternative Preference.** Printed on one side of each sheet and stapled by signature at the top left-hand corner.	1 Set
		CS	↑	↑
	Standard Performance	Acts	**(1), (3), (4), (5), and (6)** ↑ *See Box for Trial Performance Period.* **(2) Exact Replica.** Must be exact replica of the composed pages delivered by the Agency to the Contractor in the same format as the digital proofs approved by the Agency during the trial performance period.	1 Set
		CS	↑	↑

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-2 PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES)

PUBLICATION	SPECIAL INSTRUCTIONS	NUMBER
Acts	(1) **Exact Replica.** Must be sets of digital or press proofs approved by the Agency during the standard performance period (is not required to be cut to the appropriate publication size). (2) **Page Order.** Must be in sequential order by page number and signatures as required by the Agency. (3) **3-Hole Punched.** Must be 3-hole punched along the left-hand side for insertion into standard 3-ring binders.	7 Sets
CS	↑	↑

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-3 PUBLICATIONS (BOOK BINDING)

PUBLICATION	CONSTRUCTION	CAMBRIC	BANDS Head Band and Foot Bands	SIGNATURES	
				Type	Construction
Acts	Book block thoroughly glued, smashed, and assembled as part of casing (lined with one or more supers and gauze tape) in a manner that ensures the book block is sturdily constructed and bound to the casing.	(1) **General.** First and last signatures must be reinforced at the spine with cambric which measures at least 1" in width and at least 7/8" from the spine when concealed after the cover is attached to the end sheets. (2) **Thoroughly Glued.** The entire cambric must be completely glued to the book block (up to the head band and down to the foot band) in a manner that ensures the signatures are permanently bound.	Color must be alternating red and gold checkerboard pattern.	(1) **Full.** Full 32-page or split (e.g., half 16-page) as approved by the Agency. (2) **Prohibition.** Signatures having more than 32 pages or less than 16 pages are prohibited.	Burst bound
CS	Book block thoroughly glued, smashed and attached to the cover's inside spine (up to the top of the spine down to the bottom of the spine) in a manner that ensures the book block is sturdily bound to the cover	N/A	N/A	↑	Perfect bound

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-4 PUBLICATIONS (BOOK COVERING)

PUBLICATION	CONSTRUCTION	MATERIALS			
		Back Line	Binder's Board	End Sheets	Cover Material
Acts	**(1) Case Bound Book.** Cover must conform to sample finished cover approved by the Agency, with Agency corrections if necessary. **(2) Attached Signatures.** Signatures must be securely attached to the book block. *See Table B-3.* **(3) Corners.** For the top corner, the top fabric must be folded down and glued down before the side fabric is folded over, glued down, and trimmed at an angle. For the bottom corner, the bottom fabric must be folded up and glued down before the side fabric is folded over, glued down, and trimmed at an angle. The corner folds must be thoroughly smashed and mitered in a manner that prevents the fabric from fraying. **(4) Loose Rounded Spine.** Spine must be loose and rounded, with uniform and tight joints and adequate gutters. A loose and round spine means the casing must not be glued to the back of the book block. **(5) Blank Pages.** The use of blank pages other than delivered to the Contractor by the Agency must be approved by the Agency. **(6) Dies.** All type and bars must be set from the sampling die on the spine.	Heavy 90# kraft on the spine area	Davey red label binder's board with .097" thickness	80# publisher white	Fabric. Tan color. Same Buckram grain commonly known as the type and variety designated as Roxite F taupe #69564, and produced by ICG-Holliston, or an equivalent cover approved by the Agency.
CS	**(1) Perfect Bound Book.** Cover must conform to sample finished cover approved by the Agency, with Agency corrections if necessary. **(2) & (5)** ↑ **(3) Corners.** N/A **(4) Loose Rounded Spine.** N/A	N/A	N/A	N/A	Tan color. Heavyweight cellulose-blended latex-saturated material. Same material commonly known as 17 pt. Lexotone (Lexotone ® 17 GA LX17, tan, Nubuckram, series 1, Ref. # 6268-1 LK 25806), and produced by FiberMark, or an equivalent cover approved by the Agency

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-5 PUBLICATIONS (BOOK DECORATION)*

PUBLICATION	FRONT AND BACK COVERS	SPINE	
		Stamping	Foil Pieces
Acts	**Blind Stamping (Bars).** All of the following: **(1) General.** One impression of blind stamping on the front and back of the cover. Approx. 1/4" from top and sides of the book. **(2) Dies.** A die must be one piece.	**(1) Blind Stamping:** None. **(2) Type.** All of the following: **(a) Appearance and Color.** Crisp and distinct black. **(b) Location.** Centered and equal distance between the red and black foil pieces. *See Foil Pieces Box.* **(c) Content and Point Size.** The number "1". Approx. 80 Pts. **(d) Font.** One of the following: (i) First Preference. Imperial BT. (ii) Second Preference. Century Schoolbook. **(e) Spacing.** N/A. **(3) Dies.** All of the following: **(a) Setting.** Type must be set from the sampling die. **(b) One Piece.** A die must be one piece.	**(1) Red Foil Piece.** All of the following: **(a) Affixed.** Affixed in a manner that is permanently attached to the publication. **(b) Alignment.** Straight. **(c) Dimensions.** Approx. 1 7/8" high and wrapped to the gutter of the spine. **(d) Appearance and Color.** Type is crisp and distinct gold leaf. **(e) Location.** The top edge approx. 1 7/8" from the top edge of the book. **(f) Text.** All of the following: **(i) Location.** Centered between the sets of gold bars. **(ii) Content and Point Size.** The content depends upon whether the General Assembly meets in regular session or regular session and one or more extraordinary sessions. **Regular Session Alone. 1st Line:** the word "ACTS" and the number "2011", **2nd Line:** the word "REGULAR", **3rd Line:** the word "SESSION", and **4th Line:** the number "84" and the abbrev. "G.A." **Regular and Extraordinary Session(s). 1st Line:** the word "ACTS" and the number "2011", **2nd Line:** the word "REGULAR", **3rd Line:** the word "SESSION", and **4th Line:** the words "AND EXTRA", **5th Line:** the word "SESSION" or "SESSIONS", and **6th Line:** the number "84" and the abbrev. "G.A." Approx. 11 pts. **(iii) Font.** *See Stamping Box.* **(iv) Spacing.** Uniform spacing for letters, words, and numbers. **(v) Capital Letters.** All. **(g) Bars.** Two sets of bars must run horizontally at the top and bottom of the foil pieces as follows: **(i) Size.** For each set of bars, all of the following: **Wide Top Bars.** Approx. the size of a 12 pt. line of rule. **Thin Bottom Bars.** Not thicker than a 6 pt. line of rule. **(ii) Distance.** The distance between the wide and thin bars must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. **(iii) Placement.** For the top set of bars, the distance between the top edge of the wide bar and the top edge of the foil piece must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. For the bottom set of bars, the same distance applies between the bottom edge of the wide bar and the bottom of the foil piece. **(2) Black Foil Piece.** All of the following: **(a), (b), (c), (d), and (g).** ↑ **(e) Location.** The bottom approx. 3 1/2" from the bottom edge of the book. **(f) Text.** ↑ Except (ii) **(ii) Content and Point Size (Various).** All of the following: **1st Line.** The word "IOWA". Approx. 12 pts. **2nd Line.** The number "84". Approx. 70 pts. **3rd Line.** The number "2011". Approx. 12 pts.

* The Agency will deliver sample publications to the Contractor. Except for text provided in quotation marks, the specifications in this table are intended as a guide.

APPENDIX B CONSTRUCTION STANDARDS

TABLE B-5 PUBLICATIONS (BOOK DECORATION) *Continued*

PUBLICATION	FRONT COVER	SPINE	
		Stamping	Foil Pieces
CS	**(1) Blind Stamping (Bars):** None. **(2) Type (Front Cover).** All of the following: **(a) Appearance and Color.** Crisp and distinct black. **(b) Location.** Centered and on the top half of the cover. **1st Line.** From the top of the numerals to the top edge cover, approx. 1 7/8". **4th Line.** From the bottom of the letters to the bottom edge of the publication, approx. 5 7/16". **(c) Content and Point Size.** All of the following: **1st Line.** The numeral "2011", approx. 34 pts. **2nd Line.** The word "SUPPLEMENT". Approx. 40 pts. **3rd Line.** The design. Approx. 40 pts. **4th Line.** The words "CODE OF IOWA". Approx. 40 pts. **(d) Font.** Century Schoolbook. **(e) Spacing.** Standard spacing for numbers and letters and words. Nonuniform spacing for lines (approx. 3/16" between 1st and 2nd line, 3/8" between 2nd and 3rd lines, and 3/8" between the 3rd and 4th lines). **(f) Capital Letters.** All. **(3) Dies.** A die must be one piece.	N/A	**(1) Red Foil Piece. All of the following:** **(a) Affixed.** ↑ **(b) Alignment.** ↑ **(c) Dimensions.** ↑ **(d) Appearance and Color.** ↑ **(e) Location.** Approx. 2 1/4" from the top edge of the publication. **(f) Text.** All of the following: **(i) Location.** Top of the first line approx. 1/16" from the bottom thin bar and bottom of the second line approx. 1/16" from the top thin bar with a design between the two lines approx. 2/16" closer to the top than the bottom line. **(ii) Content and Point Size.** **First Line.** The word "SUPPLEMENT". Approx. 13 pts. **Second Line.** The same design impressed upon the front cover reduced proportionately. **Third Line.** The words "CODE OF IOWA". Approx. 11pts. **(iii) Font.** Century Schoolbook. **(iv) Spacing.** Uniform spacing for words and numbers. **(g) Bars.** Two sets of bars must run horizontally at the top and bottom of the foil pieces as follows: **(i) Size.** For each set of bars, all of the following: **Wide Top Bar.** Approx. the size of a 6 pt. line of rule. **Thin Bottom Bar.** Not thicker than 3 pt. of line or rule. **(ii) Distance.** The distance between the wide and thin bars must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. **(iii) Placement.** For the top set of bars the distance between the top edge of the wide bar and top edge of the foil piece must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. For the bottom set of bars, the same distance applies between the bottom edge of the wide bar and bottom of the foil piece. **(2) Black Foil Piece.** All of the following apply: **(a), (b), (c), (d),** and **(g).** ↑ **(e) Location.** Approx. 2 1/2" from the bottom edge of the book. **(f) Text.** ↑ Except **(ii)** **(ii) Content and Point Size.** The number "2011". Approx. 24 pts.

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-1 DELIVERY OF AGENCY PRODUCTS

PUBLICATION	SPECIAL INSTRUCTIONS
Acts	(1) **Sample Books.** Upon request, the Agency will deliver a copy of the 2010 Acts to the Contractor. (2) **Composed Pages.** Agency will deliver composed pages to the Contractor as follows: (a) **Format.** The Agency will transmit fully composed pages in an electronic format (Adobe® Systems portable document format [PDF]) to the Contractor. (b) **Electronic Delivery.** The Agency may deliver files used in production by electronic transfer directly to the Contractor by file transfer protocol (FTP), by electronic mail to the Contractor's contact person, or to the Contractor's Internet site. (c) **Paper Copies.** The Agency will deliver paper copies of the composed pages to the Contractor in a manner determined reasonable by the Agency. (d) **Incremental Delivery.** During the standard performance period, the Agency may deliver composed pages to the Contractor in installments by groupings of signatures. The Contractor must ship sets of press proofs for delivery to the Agency as the Agency delivers composed pages to the Contractor.
CS	(1) **Sample Books.** Upon request, the Agency will deliver a copy of the 2009 Code Supplement to the Contractor. (2) ↑

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-2 PACKAGING (AND LOADING) PRODUCTION ITEMS AND PUBLICATIONS

PUBLICATION	SPECIAL INSTRUCTIONS
Acts	**(1) Common Carrier Requirement.** If the Contractor does not personally perform packaging (and loading) and shipping (and unloading) production items or publications, the following apply: **(a) Courier.** The courier must be the United States Mail Service, FedEx® Corp., United Parcel Service, Inc. (UPS®), or another person who is a midwestern or nationally recognized courier authorized by the Agency. **(b) Freight Company.** The freight company must be Roadway® Express, Inc., Con-way® Freight, King Solution, Inc., or another person who is a midwestern or nationally recognized freight company authorized by the Agency. **(2) Courier and Freight Company.** All of the following apply: **(a) Less Weight.** A shipment of less than 800 lbs. may be made by a courier or a freight company. **(b) More Weight.** A shipment of 800 lbs. or more must only be made by a freight company. **(3) Publications.** For publications, all of the following apply: **(a) Contents Identified.** One side of each carton must reasonably indicate its contents: "2011 IOWA ACTS" and the quantity of books included. **(b) Bulk Packaging.** The books must be packaged in bulk cartons with 5% of publications (excluding overruns) placed in individual cartons. **(c) Errata Sheet.** Each publication may contain an errata sheet composed by the Agency, delivered to the Contractor by the Agency, and produced and packaged by the Contractor. **(d) Weight.** A carton must not exceed 35 lbs. **(e) Loading.** All of the following: **(i) Skids.** Each carton must be packed and delivered on skids and be strapped to the skids by polyethylene wrap. **(ii) Pallets.** All of the following: Each package must fit on a 3' 4" x 5' pallet without overhang. A pallet must not be double stacked. **(4) F.O.B. & Risks.** The Contractor must deliver production items and publications free on board (F.O.B.), destination, door, freight prepaid and allowed. The Contractor bears the expense and risk of putting the production items and publications into the possession of a common carrier, and the Contractor is responsible for securing all necessary and customary insurance for shipment. The risk of loss is borne by the Contractor until the Agency takes possession of the production item or publication. **(5) Specifications.** The Contractor must make shipments in a manner that meets all requirements for the applicable freight classification.
CS	**(1)-(5)** ↑ Except **(3)(a)** One side of each carton must reasonably indicate its contents: "2011 CODE SUPPLEMENT".

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-3 DESTINATION FOR PRODUCTION ITEMS

PUBLICATION	PRODUCTION ITEM	ADDRESSEE	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Acts	SAMPLE COVER	Ms. Leslie Hickey Iowa Code Editor	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	**(1) Contact.** Contact the addressee one business day prior to delivery. *For contact information see Appendix F.* **(2) Delivery Day.** Business Day. **(3) Delivery Time.** Generally, 8:00 a.m. - 4:30 p.m. Central Time. Delivery after 10:30 a.m. is considered delivery on the next business day. **(4) Contact Persons.** See Tables F-1 through F-4.
	SET OF DIGITAL PROOFS	Mr. Roger Karns Supervisor, Tables and Indexing Unit	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	
	SETS OF ASSEMBLED PAGES	Ms. Leslie Hickey Iowa Code Editor	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
CS	SAMPLE COVER	↑	↑	↑
	SETS OF DIGITAL PROOFS	↑	↑	↑
	SETS OF ASSEMBLED PAGES	↑	↑	↑

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-4 DESTINATION FOR PUBLICATIONS (NORMAL DELIVERY)

PUBLICATION	NUMBERS AND TYPE	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Acts	**Total:** 1,800 divided as follows: **(1) Normal Delivery:** 1,172 **(2) Special Delivery:** Approximately 628[iv] *See Tables C-5 and C-6.*	**(1) Normal Delivery:** Grimes State Office Building (Loading Dock) 400 East 14th St. and Grand Ave. Des Moines, Iowa 50319 **(2) Special Delivery:** *See Tables C-5 and C-6.*	**(1) General.** All of the following: **(a) Delivery Day.** Business Day. **(b) Delivery Time.** 8:00 a.m. - 4:30 p.m. (Central Time). **(2) Destinations:** **(a) Normal Delivery:** **(i) Contact.** Contact the Agency or the Agency's designee one business day prior to delivery. **(ii) Low Dock.** The dock is inside the building, and there are no accommodations to unload by forklift. All pallets must be unloaded by pallet jacks located at the dock. The maximum clearance for the dock is 13' 4". A shipment by a truck that exceeds the 13' 4" clearance shall be deemed undelivered. **(b) Special Delivery:** *See Tables C-5 and C-6.* **(3) Contact Persons.** *See Table F-4.* The Agency's designee is the Grimes State Office Building warehouse supervisor: Mr. Danny Beck Telephone: (515) 281-5053 E-mail: Danny.Beck@iowa.gov
CS	**Total:** 3,000 as follows: **(1) Normal Delivery:** 2,163 **(2) Special Delivery:** Approximately 837[iv] *See Tables C-5 and C-6.*	↑	↑

[iv] The number of publications reserved for Special Delivery will be determined after the execution of the contract. The parties will adjust the contract price after the contract's execution.

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-5 DESTINATIONS FOR PUBLICATIONS - PRELIMINARY SHIPPING INFORMATION (SPECIAL DELIVERY)

DISTRICT	CONTACT INFORMATION		DELIVERY ADDRESS	NUMBER		SPECIAL INSTRUCTIONS
				Acts	CS	
4th	Name	Kent Wirth	Pottawattamie Co. Courthouse 227 S. 6th Street Council Bluffs, IA 50502	39	27	Ship to the south side of the Courthouse, 5th Avenue (designated as the buildings and grounds garage).
	Telephone	712-328-5733				
	E-Mail	kent.wirth@iowacourts.gov				
6th	Name	Julie Green	Linn County Courthouse Court Administration Office 3rd Ave. Bridge Cedar Rapids, IA 52401	87	87	None
	Telephone	319-398-3920 ext. 100				
	E-Mail	julie.green@iowacourts.gov				
7th	Name	Richard Brus	Scott County Courthouse 400 W. 4th Street Davenport, IA 52801	73	73	Contact Mr. Brus at least one business day prior to delivery.
	Telephone	563-326-8712				
	E-Mail	richard.brus@iowacourts.gov				
8th	Name	Chris Sinnott	Court Administration 211 E. 4th Street Ottumwa, IA 52501	118	118	**(1)** Ship to first floor. **(2)** Do not drive up the hill. **(3)** The truck can back in and use the side entrance door under the canopy.
	Telephone	641-684-6502				
	E-Mail	chris.sinnott@iowacourts.gov				

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-6 DESTINATIONS FOR PUBLICATIONS - PRELIMINARY SHIPPING INFORMATION (SPECIAL DELIVERY) 1st Judicial District

Addressee		Address					Number		Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	CS	Telephone	E-mail
Elizabeth Nuss	Clerk of Court	Allamakee	110 Allamakee St. PO Box 248	Waukon	IA	52172	3	3	563-568-6351	elizabeth.nuss@iowacourts.gov
Diane Lantz	Clerk of Court	Black Hawk	316 E. 5th St. PO Box 9500	Waterloo	IA	50703	32	32	319-833-3282	diane.lantz@iowacourts.gov
Waynette Saul	Clerk of Court	Buchanan	210 5th Ave. NE, PO Box 259	Independence	IA	50644	3	3	319-334-2196	waynette.saul@iowacourts.gov
Damian Baltes	Clerk of Court	Chickasaw	8 E. Prospect PO Box 467	New Hampton	IA	50659	3	3	641-394-2106	damian.baltes@iowacourts.gov
Linny Emrich	Clerk of Court	Clayton	111 High St. PO Box 418	Elkader	IA	52043	3	3	563-245-2204	linny.emrich@iowacourts.gov
Linny Emrich	Clerk of Court	Delaware	301 E. Main. PO Box 527	Manchester	IA	52057	4	4	563-927-4942	linny.emrich@iowacourts.gov
Deb Calhoun	Court Administration	Dubuque	720 Central Ave. PO Box 1220	Dubuque	IA	52004	14	14	563-589-4591	deb.calhoun@iowacourts.gov
Elizabeth Nuss	Clerk of Court	Fayette	114 N. Vine St. PO Box 458	West Union	IA	52175	5	5	563-422-5694	elizabeth.nuss@iowacourts.gov
Waynette Saul	Clerk of Court	Grundy	706 G. Ave.	Grundy Center	IA	50658	4	4	319-824-5229	waynette.saul@iowacourts.gov
Damian Baltes	Clerk of Court	Howard	137 N. Elm St.	Cresco	IA	52136	3	3	563-547-2661	damian.baltes@iowacourts.gov
Elizabeth Nuss	Clerk of Court	Winneshiek	201 W. Main	Decorah	IA	52101	4	4	563-382-2469	elizabeth.nuss@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-6 DESTINATIONS FOR PUBLICATIONS - PRELIMINARY SHIPPING INFORMATION (SPECIAL DELIVERY) 2nd Judicial District

Addressee		Address					Number		Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	CS	Telephone	E-mail
Patty Freund	Clerk of Court	Boone	201 State Street	Boone	IA	50036	1	5	(515) 433-0561	patty.freund@iowacourts.gov
Nancy Greenlee	Clerk of Court	Bremer	415 E. Bremer Ave.	Waverly	IA	50677	2	7	(319) 352-5661	nancy.greenlee@iowacourts.gov
Nancy Greenlee	Clerk of Court	Butler	428 6th Street	Allison	IA	50602	0	3	(319) 352-5661	nancy.greenlee@iowacourts.gov
Donna Geery	Clerk of Court	Calhoun	416 4th St., Suite 5	Rockwell City	IA	50579	0	3	(712) 662-7791	donna.geery@iowacourts.gov
Linda Frank	Clerk of Court	Carroll	114 E. 6th St.	Carroll	IA	51401	2	6	(712) 792-4327	linda.frank@iowacourts.gov
Karen Purcell	Clerk of Court	Cerro Gordo	220 N. Washington Ave.	Mason City	IA	50401	0	1	(641) 494-3637	karen.purcell@iowacourts.gov
Scott Hand	Court Administrator	Cerro Gordo	220 N. Washington Ave.	Mason City	IA	50401	5	12	(641) 421-0990	scott.hand@iowacourts.gov
Nancy Greenlee	Clerk of Court	Floyd	101 S. Main St., Suite 305	Charles City	IA	50616	0	5	(319) 352-5661	nancy.greenlee@iowacourts.gov
Deb Bausman	Clerk of Court	Franklin	12 1st Ave., N.W.	Hampton	IA	50441	1	4	(641) 456-5626	debra.bausman@iowacourts.gov
Patty Freund	Clerk of Court	Greene	114 N. Chestnut	Jefferson	IA	50129	1	5	(515) 433-0561	patty.freund@iowacourts.gov
Janelle Groteluschen	Clerk of Court	Hamilton	2300 Superior St., Suite 9	Webster City	IA	50595	2	5	(515) 576-7115	janelle.groteluschen@iowacourts.gov
Barb Lovick	Clerk of Court	Hancock	855 State St.	Garner	IA	50438	0	3	(641) 585-4520	barbara.lovick@iowacourts.gov
Diane Ryerson	Clerk of Court	Hardin	1215 Edgington Ave.	Eldora	IA	50627	0	3	(641) 858-3461	diane.ryerson@iowacourts.gov
Janelle Groteluschen	Clerk of Court	Humboldt	203 Main Street	Dakota City	IA	50529	1	3	(515) 576-7115	janelle.groteluschen@iowacourts.gov
Kim Halverson	Clerk of Court	Marshall	17 E. Main St.	Marshalltown	IA	50158	3	9	(641) 754-1603	kim.halverson@iowacourts.gov
Karen Purcell	Clerk of Court	Mitchell	508 State St.	Osage	IA	50461	1	4	(641) 494-3637	karen.purcell@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-6 DESTINATIONS FOR PUBLICATIONS - PRELIMINARY SHIPPING INFORMATION (SPECIAL DELIVERY)

2nd Judicial District (Cont.)

Addressee		Address					Number		Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	CS	Telephone	E-mail
Carol Williams	Clerk of Court	Pocahontas	99 Court Square, Ste. 6	Pocahontas	IA	50574	0	3	(712) 335-4208	carol.williams@iowacourts.gov
Donna Geery	Clerk of Court	Sac	100 N.E. State St.	Sac City	IA	50583	0	3	(712) 662-7791	donna.geery@iowacourts.gov
Diane Tott	Clerk of Court	Story	1315 S. B Ave.	Nevada	IA	50201	7	14	(515) 382-7410	diane.tott@iowacourts.gov
Diane Tott	Clerk of Court	Ames	515 Clark Ave.	Ames	IA	50010	0	3	(515) 382-7410	diane.tott@iowacourts.gov
Janelle Groteluschen	Clerk of Court	Webster	701 Central, 2nd Floor	Fort Dodge	IA	50501	0	1	(515) 576-7115	janelle.groteluschen@iowacourts.gov
Bill Watson	Court Administrator	Webster	701 Central, 4th Floor	Fort Dodge	IA	50501	3	12	(515) 574-3751	bill.watson@iowacourts.gov
Barb Lovick	Clerk of Court	Winnebago	126 S. Clark St., Suite 6	Forest City	IA	50436	0	3	(641) 585-4520	barbara.lovick@iowacourts.gov
Barb Lovick	Clerk of Court	Worth	1000 Central Ave.	Northwood	IA	50459	0	3	(641) 585-4520	barbara.lovick@iowacourts.gov
Janelle Groteluschen	Clerk of Court	Wright	115 N. Main	Clarion	IA	50525	0	3	(515) 576-7115	janelle.groteluschen@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-6 DESTINATIONS FOR PUBLICATIONS - PRELIMINARY SHIPPING INFORMATION (SPECIAL DELIVERY) 3rd Judicial District

Addressee		Address					Number		Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	CS	Telephone	E-mail
Joann Kinnetz	Clerk of Court	Buena Vista	215 E. 5th St.	Storm Lake	IA	50588	6	8	712-749-2546	joann.kinnetz@iowacourts.gov
Cheryl Kaskey	Clerk of Court	Cherokee	520 W. Main St.	Cherokee	IA	51012	5	6	712-225-6744	cheryl.kaskey@iowacourts.gov
Laurie Janssen	Acting Clerk of Court	Clay	215 W. 4th St. - Ste. 4	Spencer	IA	51301	8	9	712-262-4335	laurie.janssen@iowacourts.gov
Karen Kahl	Clerk of Court	Crawford	1202 Broadway St. - Ste. 1P	Denison	IA	51442	4	5	712-263-2242	karen.kahl@iowacourts.gov
Marcia Eckerman	Clerk of Court	Dickinson	1802 Hill Ave. - Ste. 2506	Spirit Lake	IA	51360	6	7	712-336-1138	marcia.eckerman@iowacourts.gov
Cynthia Kelly	Clerk of Court	Emmet	609 1st Ave. N	Estherville	IA	51334	4	5	712-362-3325	cynthia.kelly@iowacourts.gov
Beth Farley	Leadworker/ Clerk of Court Office	Ida	401 Moorehead St.	Ida Grove	IA	51445	4	5	712-364-2628	beth.farley@iowacourts.gov
Barbara Schilmoeller	Leadworker/ Clerk of Court Office	Kossuth	114 W. State St.	Algona	IA	50511	5	6	515-295-3240	barbara.schilmoeller@iowacourts.gov
Judy DeBoer	Leadworker/ Clerk of Court Office	Lyon	206 S. 2nd Ave.	Rock Rapids	IA	51246	4	4	712-472-8530	judy.deboer@iowacourts.gov
Sue Hansohn	Leadworker/ Clerk of Court Office	Monona	610 Iowa Ave.	Onawa	IA	51040	4	5	712-472-2491	sue.hansohn@iowacourts.gov
Jeff Roos	Clerk of Court	O'Brien	155 S Hayes Ave.	Primghar	IA	51245	4	5	712-957-3255	jeff.roos@iowacourts.gov
Eileen Grave	Clerk of Court	Osceola	300 7th St.	Sibley	IA	51249	4	5	712-754-3595	eileen.grave@iowacourts.gov
Mary Ellen Munn	Clerk of Court	Palo Alto	1010 Broadway	Emmetsburg	IA	50536	4	5	712-852-3603	mary.munn@iowacourts.gov
Charlene Peterson	Clerk of Court	Plymouth	215 4th Ave. S.E.	Le Mars	IA	51031	5	6	712-546-4215	charlene.peterson@iowacourts.gov
Debra Fischer	Clerk of Court	Sioux	210 Central Ave. S.W.	Orange City	IA	51041	5	6	712-737-2286	deb.fischer@iowacourt.gov
Debbie Schmith	Account/ Auditor I/DCA Office	Woodbury	620 Douglas St. - Ste. 210	Sioux City	IA	51101	31	31	712-279-6630	debbie.schmith@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-6 DESTINATIONS FOR PUBLICATIONS - PRELIMINARY SHIPPING INFORMATION (SPECIAL DELIVERY) 5th Judicial District

Addressee		Address					Number		Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	CS	Telephone	E-mail
Stacey Armstrong	Clerk of Court	Adair	400 Public Square	Greenfield	IA	50849-0389	2	4	641-743-2445	stacey.armstrong@iowacourts.gov
Lori Reed	Clerk of Court	Adams	500 9th St.	Corning	IA	50841	2	4	641-322-4711	lori.reed@iowacourts.gov
Linda Graves	Clerk of Court	Clarke	100 S. Main St.	Osceola	IA	50213	3	8	641-342-6096	linda.graves@iowacourts.gov
Kelly Thompson	Clerk of Court	Dallas	801 Court St.	Adel	IA	50003-1485	6	17	515-993-6854	kelly.thompson@iowacourts.gov
Traci Tharp	Clerk of Court	Decatur	207 N. Main St.	Leon	IA	50144	2	6	641-446-4331	traci.tharp@iowacourts.gov
Leisa Imboden	Clerk of Court	Guthrie	200 N. 5th St.	Guthrie Center	IA	50115	3	4	641-747-3415	leisa.imboden@iowacourts.gov
Carol Sage	Clerk of Court	Jasper	101 1st St. N	Newton	IA	50208	5	13	641-792-3255	carol.sage@iowacourts.gov
Vicky Black	Clerk of Court	Lucas	916 Braden Ave.	Chariton	IA	50049	2	5	641-774-4421	vicky.black@iowacourts.gov
Janice Bowers	Clerk of Court	Madison	112 N. John Wayne Dr.	Winterset	IA	50273-0152	2	5	515-462-4451	janice.bowers@iowacourts.gov
Carol Sage	Clerk of Court	Marion	214 E. Main St.	Knoxville	IA	50138	4	12	641-828-2207	carol.sage@iowacourts.gov
Sherrie Schuck	Admin. Asst.	Polk	500 Mulberry St.	Des Moines	IA	50309-4238	56	107	515-286-3198	sherrie.schuck@iowacourts.gov
Donna Stephens	Acting Clerk of Court	Ringgold	109 W. Madison St.	Mount Ayr	IA	50854-0523	2	5	641-464-3234	donna.stephens@iowacourts.gov
Lori Reed	Clerk of Court	Taylor	405 Jefferson St.	Bedford	IA	50833	2	4	712-523-2095	lori.reed@iowacourts.gov
Marsha Parsons	Clerk of Court	Union	300 North Pine St.	Creston	IA	50801	3	4	641-782-7315	marsha.parsons@iowacourts.gov
Laura Peterson	Clerk of Court	Warren	115 N. Howard St.	Indianola	IA	50125	5	10	515-961-1069	laura.peterson@iowacourts.gov
Traci Tharp	Clerk of Court	Wayne	101 Franklin Rd.	Corydon	IA	50060	2	5	641-872-2264	traci.tharp@iowacourts.gov

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

TABLE D-1 KEY DEADLINES FOR DELIVERABLES (PRODUCTION ITEMS)

PERIOD	TYPE	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
TRIAL PERFORMANCE	**Paper Proof Covers**	**Acts**	Within 10 calendar days after the Agency delivers its specifications to the Contractor, the Contractor must deliver a paper proof cover to the Agency (Ms. Leslie Hickey) for approval.	Within 10 calendar days after the Contractor delivers the paper proof cover, the Agency must deliver written notice or marked up paper proof cover to the Contractor (stating approval, qualified approval, or disapproval).
		CS	↑	↑
	Sets of Digital Proofs	**Acts**	Within 5 business days after the Agency delivers test-composed pages to the Contractor, the Contractor must deliver 1 set of digital proofs to the Agency (Mr. Roger Karns) for approval (delivery by 10:30 a.m. Central Time).	Within 1 business day after the Contractor delivers the set of digital proofs, the Agency must deliver written notice or marked up set of digital proofs (or parts of a set) to the Contractor (stating approval, qualified approval, or disapproval), assuming that the Contractor delivers the set of digital proofs to the Agency by 10:30 a.m. Central Time.
		CS	↑	↑

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

TABLE D-1 KEY DEADLINES FOR DELIVERABLES (PRODUCTION ITEMS) *Continued*

PERIOD	TYPE	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
STANDARD PERFORMANCE	**Finished Cover**	**Acts**	Within 15 calendar days after the Agency delivers its final page count for the publications to the Contractor, the Contractor must deliver 1 finished cover to the Agency (Ms. Leslie Hickey) for approval.	Within 5 calendar days after the Contractor delivers the finished cover, the Agency must deliver written notice or marked up finished cover to the Contractor (stating approval, qualified approval, or disapproval).
		CS	↑	↑
	Set of Digital Proofs	**Acts**	Within 5 business days after the Agency delivers composed pages to the Contractor, the Contractor must deliver 1 set of digital proofs to the Agency (Mr. Roger Karns) for approval (delivery by 10:30 a.m. Central Time).	Within 1 business day after the Contractor delivers the set of digital proofs to the Agency, the Agency must deliver a written notice or marked up set of digital proofs (or parts of a set) to the Contractor (stating approval, qualified approval, or disapproval), assuming that the Contractor delivers the set of digital proofs to the Agency by 10:30 a.m. Central Time.
		CS	↑	↑
	Sets of Assembled Pages	**Acts**	Within 4 business days after the Agency delivers its approval of the final sets of digital proofs for a publication, the Contractor must deliver 7 sets of assembled pages to the Agency (Mr. Doug Adkisson).	No response necessary.
		CS	↑	↑

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

TABLE D-2 KEY DEADLINES FOR DELIVERABLES (PUBLICATIONS)

PERIOD	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
STANDARD PERFORMANCE	**Acts**	Within 30 calendar days after the Agency delivers its approval of final sets of digital proofs, the Contractor must deliver 1,800 publications to the Agency. *See Tables C-4, C-5, and C-6.* **(1) Normal Delivery:** 1,172 publications delivered to the Grimes State Office Building (warehouse). **(2) Special Delivery:** 628 publications delivered to 8 Judicial Districts.[v]	Within 42 calendar days after the Contractor delivers all publications to the Agency, the Agency will respond by delivering a written notice to the Contractor stating one of the following: **(1) Accept or Reject Publications.** The Agency accepts or rejects any number of the publications. **(2) Notice to Extend Time.** The Agency reserves a total of 70 calendar days to accept or reject any number of the publications.
	CS	Within 30 calendar days after the Agency delivers its approval of final sets of digital proofs, the Contractor must deliver 3,000 publications to the Agency. *See Tables C-4, C-5, and C-6.* **(1) Normal Delivery:** 2,163 publications delivered to the Grimes State Office Building (warehouse). **(2) Special Delivery:** 837 publications delivered to 8 Judicial Districts.[vi]	↑

[v] The exact number of publications reserved for Special Delivery may be changed after the execution of the contract. In that case, the parties will adjust the contract price after the contract's execution.

[vi] The exact number of publications reserved for Special Delivery may be changed after the execution of the contract. In that case, the parties will adjust the contract price after the contract's execution.

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

TABLE D-3 KEY DEADLINES FOR DELIVERABLES (PAYMENT)

PERIOD	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
POST STANDARD PERFORMANCE	**Acts**	After the Agency delivers its approval or rejection of all publications required to be delivered to the Agency, the Contractor will deliver an invoice to the Agency for the amount of the contract price (subject to any adjustments as provided in the contract). *See Table D-2.*	Generally, within 90 days of the Contractor's delivery of an invoice to the Agency for the contract price (subject to any adjustments as provided in the contract), the Agency will approve the invoice and deliver payment of the contract price to the Contractor.
	CS	↑	↑

APPENDIX E LIQUIDATED DAMAGES FORMULAS

TABLE E-1 NUMBER OF PREDETERMINED CALENDAR DAYS CALCULATED PER PUBLICATION

	DESIGNATED BREACH		NUMBER
Publication	**#1**	Unsatisfactory.....	= 10.0
	#2	Improperly Shipped or Unloaded	= 3.0
Production Item Other than a Set of Assembled Pages	**#3**	Late Delivery	
		a General.....	= 0.25
		b Response.....	= 0.10
	#4	Unsatisfactory	= 0.15

APPENDIX E LIQUIDATED DAMAGES FORMULAS

TABLE E-2 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PUBLICATIONS

Publication	Predetermined Rate Per Publication	Calendar Days Publication Delivered Late Per Publication				Amount of Liquidated Damages Per Publication		Total Number of Publications Delivered		Total Liquidated Damages		
		Actual		Predetermined								
Acts	$0.20	x	_____	or	_____	=	_____	x	_____	=	$	_____
CS	$0.30	x	_____	or	_____	=	_____	x	_____	=	$	_____

TABLE E-3 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PRODUCTION ITEMS (OTHER THAN A SET OF ASSEMBLED PAGES) ASSOCIATED WITH A PUBLICATION

Publication	Predetermined Rate Per Publication	Actual Calendar Days Production Item Delivered Late		Predetermined Number of Calendar Days Publication Delivered Late		Amount of Liquidated Damages Per Publication Delivered Late		Total Number of Publications Delivered Late		Total Liquidated Damages		
Acts	$0.20	x	____	x	____	=	____	x	____	=	$	____
CS	$0.30	x	____	x	____	=	____	x	____	=	$	____

APPENDIX E LIQUIDATED DAMAGES FORMULAS

TABLE E-4 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR A SET OF ASSEMBLED PAGES ASSOCIATED WITH A PUBLICATION

Publication	Predetermined Rate Per Set of Assembled Pages	Actual Business Days Per Set of Assembled Pages Delivered Late		Amount of Liquidated Damages Per Set of Assembled Pages Delivered Late		Total Number of Sets of Assembled Pages Delivered Late		Total Liquidated Damages		
Acts	$10.00	x	———	=	———	x	———	=	$	———
CS	↑	x	———	=	———	x	———	=	$	———

TABLE E-5 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED FOR A PUBLICATION AND ASSOCIATED PRODUCTION ITEMS

Item		Category of Breach	Maximum	
Publications	**All Books Associated with the Acts** **All Books Associated with the CS**	Late Deliveries	20.00%	**Percent of Contract Price**
		Unsatisfactory Production or Materials or Workmanship	15.00%	
		Improperly Packaging or Shipping	2.50%	
Associated Production Items	**All Production Items Other than Sets of Assembled Pages**	Late Deliveries	2.00%	
		Unsatisfactory Production Materials or Workmanship	1.50%	
		Late Deliveries of Responses	0.50%	
	All Sets of Assembled Pages	Late Deliveries	0.50%	

APPENDIX F CONTACT INFORMATION

TABLE F-1 CONTACT INFORMATION FOR THE AGENCY PRODUCTION ITEMS (SAMPLE COVERS)

PUBLICATION

		CONTACT INFORMATION		SPECIAL GUIDANCE
		Primary	Alternative	
Acts	Name	Ms. Leslie Hickey Iowa Code Editor	Mr. Doug Adkisson Legal Counsel	(1) **Authorization.** Ms. Hickey is authorized to discuss any production and delivery issue. (2) **Contact.** Ms. Hickey is principally responsible for issues regarding the production and delivery of the sample covers. (3) **Procedure.** The following procedures apply: (a) **Alternatives.** If the Contractor cannot communicate with Ms. Hickey, the Contractor may communicate with Mr. Adkisson. (b) **E-Mails.** An e-mail addressed to Ms. Hickey is not required to be addressed to Mr. Adkisson. (4) **Authorization.** Ms. Hickey may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
	Address	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
	Telephone	(515) 281-8871	(515) 281-3884	
	Fax	(515) 281-8027	(515) 281-8027	
	E-Mail	leslie.hickey@legis.state.ia.us	doug.adkisson@legis.state.ia.us	
CS	↑	↑	↑	↑

APPENDIX F CONTACT INFORMATION

TABLE F-2 CONTACT INFORMATION FOR THE AGENCY PRODUCTION ITEMS (SET OF DIGITAL PROOFS)

PUBLICATION

		CONTACT INFORMATION		SPECIAL GUIDANCE
		Primary	Alternative	
Acts	Name	Mr. Roger Karns Supervisor, Tables and Indexing Unit	Ms. Leslie Hickey Iowa Code Editor	(1) **Authorization.** Ms. Hickey is authorized to discuss any production and delivery issue. (2) **Contact.** For issues regarding the review and approval of set of digital proofs, Mr. Karns is the primary contact person. (3) **Procedure.** The following procedures apply: (a) **Alternatives.** If the Contractor cannot communicate with Mr. Karns, the Contractor may communicate with Ms. Hickey. (b) **E-Mails.** The Contractor should address electronic messages to both contact persons. (4) **Authorization.** Ms. Hickey or Mr. Karns may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
	Address	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
	Telephone	(515) 242-6459	(515) 281-8871	
	Fax	(515) 281-6625	(515) 281-8027	
	E-Mail	roger.karns@legis.state.ia.us	leslie.hickey@legis.state.ia.us	
CS	↑	↑	↑	↑

APPENDIX F CONTACT INFORMATION

TABLE F-3 CONTACT INFORMATION FOR THE AGENCY

PRODUCTION AND DELIVERY OF PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES)

PUBLICATION		CONTACT INFORMATION		SPECIAL INSTRUCTIONS
		Primary	Alternative	
Acts	Name	Ms. Leslie Hickey Iowa Code Editor	Mr. Doug Adkisson Legal Counsel	1) **Authorization.** Ms. Hickey and Mr. Karns are authorized to discuss any production issue. Ms. Hickey and Mr. Adkisson are authorized to discuss any delivery issue. (2) **Contact.** For issues regarding the review and approval of sets of assembled pages, Mr. Karns is the primary contact person. (3) **Procedure.** The following procedures apply: (a) **Alternatives.** If the Contractor cannot communicate with Ms. Hickey, the Contractor may communicate with Mr. Adkisson. (b) **E-Mails.** An e-mail addressed to Ms. Hickey is not required to be addressed to Mr. Adkisson. (4) **Authorization.** Ms. Hickey may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
	Address	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	Ground Floor (GO-1) State Capitol Building Des Moines, Iowa 50319	
	Telephone	(515) 281-8871	(515) 281-3884	
	Fax	(515) 281-8027	(515) 281-8027	
	E-Mail	leslie.hickey@legis.state.ia.us	doug.adkisson@legis.state.ia.us	
CS	↑	↑	↑	↑

APPENDIX F CONTACT INFORMATION

TABLE F-4 CONTACT INFORMATION FOR THE AGENCY

DELIVERY OF PUBLICATIONS

PUBLICATION		CONTACT INFORMATION		SPECIAL GUIDANCE
		Primary	Alternative	
Acts	Name	Mr. Doug Adkisson Legal Counsel	Ms. Leslie Hickey Iowa Code Editor	1) **Authorization.** Ms. Hickey and Mr. Adkisson are authorized to discuss any delivery issue. (2) **Contact.** For issues regarding the review and approval of publications, Mr. Adkisson is the primary contact person. (3) **Procedure.** The following procedures apply: (a) **Alternatives.** If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Ms. Hickey. (b) **E-Mails.** An e-mail addressed to Mr. Adkisson is not required to be addressed to Ms. Hickey. (4) **Authorization.** Ms. Hickey may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
	Address	Ground Floor (GO-1) State Capitol Building Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
	Telephone	(515) 281-3884	(515) 281-8871	
	Fax	(515) 281-8027	(515) 281-8027	
	E-Mail	doug.adkisson@legis.state.ia.us	leslie.hickey@legis.state.ia.us	
CS	↑	↑	↑	↑

APPENDIX F CONTACT INFORMATION

TABLE F-5 CONTACT INFORMATION FOR THE AGENCY (LEGAL ISSUES)

PUBLICATION

		CONTACT INFORMATION		SPECIAL GUIDANCE
		Primary	Alternative	
Acts	Name	Mr. Doug Adkisson Legal Counsel	Mr. Richard Johnson Director, Legal Services Division	(1) **Authorization.** Mr. Adkisson and Mr. Johnson are authorized to discuss any legal issue relating to the contract, including: (a) **Compliance.** Compliance with a term or condition of the contract relating to production or delivery. (b) **Payment.** The payment of any invoice submitted to the Agency. The Contractor shall submit the invoice to Mr. Adkisson. (2) **Contact.** The Contractor must make contact as follows: (a) **Procedure.** If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. Johnson. The Contractor may always communicate with Ms. Hickey. (b) **E-Mails.** The Contractor should address electronic messages to both contact persons. (3) **Alternatives.** Mr. Johnson may designate alternate persons to discuss any legal issue relating to the contract. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
	Address	Ground Floor (Room G-23) State Capitol Building Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
	Telephone	(515) 281-8871	(515) 281-3566	
	Fax	(515) 281-8027	(515) 281-8027	
	E-Mail	doug.adkisson@legis.state.ia.us	richard.johnson@legis.state.ia.us	
CS	↑	↑	↑	↑

APPENDIX F CONTACT INFORMATION

TABLE F-6 CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS)

PUBLICATION

	CONTACT INFORMATION			SPECIAL INSTRUCTIONS
Acts	Name Title	Mr. Paul O'Neill Account Representative - Manufacturing and Client Services	Ms. Beth Riege Account Representative - Manufacturing and Client Services	(1) **Authorization.** The Contractor's contact persons are authorized to discuss any issue relating to the day-to-day administration of the contract. (2) **Availability.** One of the Contractor's contact persons must be available on all days during which the publications are being produced for or delivered to the Agency. (3) **Production Items.** For production items, the following apply: (a) **Set of Digital Proofs.** For a set of digital proofs, if Ms. Hickey or Mr. Karns delivers a message regarding the production or delivery of a set of digital proofs, the Contractor's contact person must respond not later than 4 hours after Ms. Hickey or Mr. Karns delivers the message. However, if the 4-hour period will expire after 4:30 p.m. of the business day on which the message is delivered, the Contractor's contact person must respond by not later than 8:30 a.m. on the next business day. (b) **Not a Set of Digital Proofs.** For a production item other than a set of digital proofs, if Ms. Hickey or Mr. Karns delivers a message, other than a message regarding the production or delivery of a set of digital proofs, the contact person must respond by not later than noon on the next business day.
	Address	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive Eagan, MN 55123	
	Telephone	(651) 687-6139	(651) 848-4196	
	Fax	N/A	N/A	
	E-Mail	paul.o'neill@thomsonreuters.com	beth.riege@thomsonreuters.com	
	Pager (If Available)	(612) 622-6513	(612) 621-2303	
CS	↑	↑	↑	↑

APPENDIX F CONTACT INFORMATION

TABLE F-7 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)

PUBLICATION

	CONTACT INFORMATION			SPECIAL INSTRUCTIONS
Acts	Name Title	Ms. Jackie Wrolstad Contract Administration Specialist	Ms. Ellen Gillespie Senior Director, Customer Contract Management	The contact person is the contract manager for the Contractor and is authorized to discuss any issue relating to the interpretation of a provision of the contract.
	Address	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive (D5-S514) Eagan, MN 55123	
	Telephone	(651) 848-3623	(651) 687-5888	
	Fax	N/A	N/A	
	E-Mail	jackie.wroldstad@thomsonreuters.com	ellen.gillespie@thomsonsreuters.com	
CS	↑	↑	↑	↑

g:/Legal Services/Contracts/Acts and Code/2011/C-3 Appendix 2011.doc