

Acts or Code or Both Acts & Code	Bidder's Name:	
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RFP "C" SERIES

REQUEST FOR PROPOSALS

PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2008 IOWA ACTS AND THE 2009 CODE

C-3 PROPOSAL FORM

(1) Acts and (2) Code

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Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

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C-3

PROPOSAL FORM

This C-series of documents is a request for proposals (RFP), including this Proposal Form (C-3) for the Iowa Acts or "Acts" and the Iowa Code or "Code," issued by the Legislative Services Agency (Agency). A bidder may submit a proposal in response to one or both publications. This Proposal Form contains a majority of provisions common to both publications, including response boxes which require a bidder's statement, verification, or signature and allow a bidder's comments. This Proposal Form also requires a bidder to submit samples for paper stock and cover material that will be used to produce the books for those publications. In completing this Proposal Form, read the Instructions Form (C-1) and consult the relevant tables in the Appendices (C-4) or the Contract Form (C-2). To receive a copy of this Proposal Form in Microsoft Word®, please contact the Agency (consult the Instructions Form, Part IV). Forms, information regarding this RFP, samples, and proposals and contracts from prior years are available on the Agency's web site. A bidder's failure to properly complete this Proposal Form and submit it to the Agency by the deadline may result in the bidder's disqualification.

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I. BID AMOUNT

A. Key Terms. This Proposal Form refers to the production of two publications for the Agency and the delivery of those publications to the Agency or its customers. A number of key terms used in this Proposal Form are defined in Contract Form (C-2) Part II.

1. Designating the Publications. The Acts is a single loose-spine case bound volume (or book), and the Code is a "set" of seven loose-spine case bound volumes (or books). See *Instructions Form (C-1)*. Each Code set includes: (1) six books, Volume I through VI, produced and delivered together and referred to as a "statutory volumes set" and (2) an additional book produced and delivered at a later date referred to as an "index volume." Generally, this Proposal Form refers to the production or delivery of books which may be the Acts or the Code volumes (or a particular volume or volumes of the Code).

2. Order. An order is the total number of a request, for either the Acts or the Code, to be produced and delivered without counting any additional books produced as part of overrun. This Proposal Form provides for two separate orders and not a combined order for the Acts and the Code. When this Proposal Form refers to making a calculation on a "per publication" basis, for the Acts the calculation is by book, and for the Code the calculation is by each seven-book set.

3. Calculating Signatures. Except as expressly otherwise provided, for each book, signatures are calculated on a full 32-page or half 16-page basis.

B. Contract Price Based on Production and Delivery of Books. The contract price is calculated by accounting for all production and delivery costs. The contract price includes the amount associated with producing and delivering production items for Agency approval or acceptance. Production items include sample covers, sets of digital proofs, or sets of assembled pages which must be produced by the Contractor and delivered to the Agency as provided in the contract. The contract price equals the base price (referred to in this Proposal Form as the "bid amount") as provided in Paragraph "C" as adjusted to the extent required in Paragraph "E." See *Contract Form (C-2), Part IX*.

C. Bid Amount (Factors Assumed). The bid amount is an estimate of the contract price as provided in Paragraph "B" assuming that adjustments will not be made because (1) a variable has changed during production [the standard performance period provided in *Contract Form (C-2), Part VII*] or (2) the Agency accepts an alternative production material or process as part of the proposal [See Part II].

1. Assumption That No Change in Variable Occurs. A change in a variable includes all of the following:



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- a. **Replacement Pages (None).** No errors are found and the Contractor is not required to replace digital proofs provided by the Agency to correct composed pages previously delivered to the Contractor by the Agency.
- b. **Signature Count and Publication Count (Estimates Prevail/No Overrun).** Each book contains the same number of signatures as estimated in *Appendices (C-4), Appendix A*. In addition, the order does not include an overrun.
- c. **Statutes Enacted During an Extraordinary Session (None).** No special pamphlet will be required to be produced because the General Assembly does not meet in Extraordinary Session during book production.

2. **Alternative Production Materials and Processes.** An alternative production material or process includes both of the following:

- a. **Paper Stock (Post-consumer Recycled).** The books' page paper are produced using post-consumer recycled paper stock specified in *Appendices (C-4), Appendix A*.
- b. **Binding Method (Smythe Sewn).** The books are Smythe sewn rather than burst bound.

D. **Bid Amount Broken Down (Production and Delivery).** The Bidder must break down the bid amount described in Paragraph "C" to account for book production and book delivery.

1. **Explanation.** Book production accounts for production materials and workmanship associated with manufacturing production items and books, but excludes the delivery of the books. Book production also includes the production of production items, the delivery of production items to the Agency, and the Contractor's receipt of the production items after the Agency's review of and response to the production items (e.g., the Agency's marked-up version of a production item).

Book delivery includes packaging books (e.g., boxing, loading, shrink wrapping, and placing books onto pallets), loading books onto trucks, and shipping, and unloading books to various destinations.

There are separate production and delivery requirements for books associated with the Acts and the Code (including different production and delivery schedules for statutory volumes sets and index volumes). See *Appendices (C-4), Appendices C and D*. See also *Contract Form (C-2), Part V and Parts VII and VIII*.

- a. **Normal Delivery.** Normal delivery means shipping books to the Grimes State Office Building in Des Moines, Iowa, and includes books intended for General Distribution to the Agency's customers, State Capitol Complex Distribution to state officials and employees, and Legislative Distribution to members and staff



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of the General Assembly. For the Acts, there will be one shipment to the Grimes State Office Building in Des Moines and for the Code there will be two shipments to the same destination (one for the statutory volumes sets and one for the index volumes).

b. Special Delivery. Special delivery means shipping books to Iowa's eight judicial districts for Judicial Distribution to judges and court employees. For the Acts, there will be one shipment to Iowa's eight judicial districts and for the Code there will be two shipments to the same destinations (one for the statutory volumes sets and one for the index volumes).

2. State Bid Amount and Breakdown Bid Amount by Book Production and Book Delivery. State in Response Box 1 the bid amount and the bid amount broken down between book production and book delivery. The bid amount broken down for book delivery must account for any special packaging (the use of cartons customized for an order of the Acts or Code and procured from another business). For shipment, account separately for Normal Delivery and Special Delivery.



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Response Box 1 Bid Amount and Breakdown of Bid Amount Attributable to Book Production and Book Delivery

	Order	Page/ Signature Count	Bid Amount Production Amount Plus Delivery Amount	Bid Amount Broken Down			
				Item		Amounts	
Publication	Acts	3,250 Pages: 5,200,000	\$ _____	Production	Production Amount		\$ _____
					Attributable to Paper Stock Regular Cream-White		\$ _____
				Delivery	Delivery Amount		\$ _____
		Attributable to Special Packaging (if Applicable)			\$ _____ (0 if N/A)		
		Attributable to Shipping			Normal	\$ _____	
				Special	\$ _____		
	Code	5,750 Pages: 53,728,000	\$ _____	Production	Production Amount		\$ _____
					Attributable to Paper Stock Regular Cream-White and Special Pink		\$ _____
				Delivery	Delivery Amount		\$ _____
		Attributable to Special Packaging (if Applicable)			\$ _____ (0 if N/A)		
Attributable to Shipping		Normal			\$ _____		
		Special		\$ _____			
		Signatures: 162,500					
		Signatures: 1,679,000					

E. Adjustments to the Bid Amount (Unknown Variables). The bid amount may be adjusted to account for a number of variables determined during the standard performance period for book production that could not be calculated when the contract is executed. See *Contract Form (C-2), Part VII and Part IX, Paragraph "C."*



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- 1. Replacement Pages.** During the process of preparing digital proofs, the Agency may replace 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 shall deliver a replacement composed page to the Contractor by electronic transmission during the standard performance period for book production. See *Contract Form (C-2), Part VII*. The Contractor shall not charge the Agency for the first \$300 incurred for replacing digital proofs of a publication. The Agency assumes that the rate for replacing digital proofs for the Acts will be the same as for the Code. State in the Response Box below the amount added to the bid amount for replacing all digital proofs of a publication on a per hourly basis.

Response Box 2
Additional Amount for Replacing Digital Proofs

Publication	Amount Per Hour
Acts	\$_____ After the First \$300.00
Code	\$_____ After the First \$300.00

- 2. Actual Signature Count and Publication Count.** The size of a book and the order of a publication (either the Acts or the Code) is subject to adjustment after the execution of the contract as follows:
- a. Actual Signature Count.** The number of signatures for each publication may need to be adjusted during the standard performance period for book production. See *Contract Form (C-2), Part VII*. The Agency will instruct the Contractor to add to or subtract from the estimated signature count. See *Appendices (C-4), Appendix A*. Only the signatures using regular cream-white book pages and not special pink book pages will be adjusted. State in Response Box 3 the increase or decrease in the bid amount due to each additional or fewer signatures for a publication (per book for the Acts, or per set for the Code).
 - b. Publication Count (Overrun).** The actual number of books which may be accepted by the Agency includes a possible overrun of up to 100 more books or sets of books per publication (per book for the Acts or per set for the Code) than the order placed by the Agency during the standard performance period for book production. See *Contract Form (C-2), Part VII*. See also *Appendices (C-4), Appendix A*. If the Contractor delivers the additional books or sets of books as part of an overrun, the Agency will pay for each additional book or set of the publication on a prorated basis. The Agency will not accept a volume of the Code that is produced as part of an overrun, unless it is part of an overrun for the set. State in Response Box 3 the increase in the bid amount due to an overrun for each additional publication.



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Response Box 3

Bid Amounts and Adjustments to the Bid Amounts for Adjusted Signature Counts and Overrun

	Signature Calculation	Signatures Per Publication (Full 32-Page or Half 16-Page Signature Form)	Amount Per Signature (Full 32-Page or Half 16-Page Signature Form)		
			Order <i>See Appendix A</i>	Overrun (Each Additional Publication)	
Publication	Acts	Estimated For Bid Amount	50 Per Book	\$ _____ Bid Amount Divided by 50	\$ _____
		Adjusted	Each Additional Full	\$ _____	\$ _____
			Each Additional Half	\$ _____	\$ _____
			Each Fewer Full	\$ _____	\$ _____
			Each Fewer Half	\$ _____	\$ _____
Code	Code	Estimated For Bid Amount	292 Per Code Set	\$ _____ Bid Amount Divided by 292	\$ _____
		Adjusted	Each Additional Full	\$ _____	\$ _____
			Each Additional Half	\$ _____	\$ _____
			Each Fewer Full	\$ _____	\$ _____
			Each Fewer Half	\$ _____	\$ _____

3. Statutes Enacted During an Extraordinary Session — Supplementary Pamphlets.

During the standard performance periods for book production and book delivery, the General Assembly may meet in Extraordinary Session and enact statutes for publication in the Acts and 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 periods. *See Contract Form (C-2), Parts VII and VIII* for purposes of creating one or more supplementary pamphlets. The Agency and the Contractor will discuss the best method to timely produce and deliver one or more supplementary pamphlets and the feasibility of fastening the pamphlet(s) to the books or producing the pamphlet(s) as a separate publication. The supplementary pamphlet for the Acts will be in the same format as the Acts and the supplementary pamphlet for the Code will be in the same format as the Code. It is expected that a Contractor will have an adequate supply of paper stock to produce supplementary pamphlets using Normal Cream-White page paper as specified in the *Appendices (C-4), Appendix A*. However, after the execution of the contract, the Agency and the Contractor may discuss the best materials and methods to produce the supplementary pamphlets,



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including the best type and size of the paper stock to be used, the best method to attach the supplementary pamphlets to the books, and the best methods to deliver the supplementary pamphlets to the Agency. As a preliminary matter, complete Response Box 4, by making a best recommendation and estimate the increase in the Bid Amount based upon that recommendation.

Response Box 4 Production and Delivery of Supplemental Pamphlet

Publication	Acts	Recommendation	
		Based Upon the Recommendation, Estimate the Amount to Produce and Deliver All Supplements (Assuming Each Supplement Has One 32-Page Signature)	
	Code	Recommendation	
		Based Upon the Recommendation, Estimate the Amount to Produce and Deliver All Supplements (Assuming Each Supplement Has One 32-Page Signature)	



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II. STANDARDS AND ALTERNATIVES FOR PRODUCTION AND DELIVERY

- A. Production.** A bidder must use production materials that comply with this RFP's standards for production materials or workmanship for each publication or provide a reasonable equivalent approved by the Agency. *See Appendices (C-4), Appendices A and B. See also Contract Form (C-2), Part IV and Parts VI through VIII.* If a bidder is proposing an alternative approach beyond what is provided for below, describe the alternative approach in Part V.
1. The Agency may accept alternative page paper which is equivalent to the paper stock specified in the Appendices (C-4), Appendix A. However, no deviation in page paper size is acceptable. In summary, the Agency prefers that 100 percent of the paper stock used for the books' text pages (page paper) contain at least 30 percent recycled material, when such paper stock is available, the price is reasonably competitive, and the quality meets the standards of the contract. *See Appendices (C-4), Appendix A.* The Agency's first preference is that the recycled materials derive from postconsumer materials and the Agency's second preference is that the recycled materials derive from preconsumer materials. State in Response Box 5 a bid amount for books produced using postconsumer recycled paper stock, then the adjusted bid amount attributable to using preconsumer recycled paper stock and nonrecycled (virgin) paper stock.



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Response Box 5 Bid Amount for Paper Stock Used for Page Paper

		Page and Signature Count	Paper Stock		Amount Bid Amount and Adjusted Bid Amount			
			Type	Percentage of Recycled Materials				
Publication Code	Acts	Pages: 5,200,000 Signatures: 162,500	Recycled	Postconsumer	% ____	Bid Amount	\$ ____	
				Preconsumer	% ____	Adjusted Bid Amount	\$ ____	
			Nonrecycled		% N/A	Adjusted Bid Amount	\$ ____	
	Code	Regular	Pages: 52,440,000 Signatures: 1,638,750	Recycled	Postconsumer	% ____	Bid Amount	\$ ____
					Preconsumer	% ____	Adjusted Bid Amount	\$ ____
				Nonrecycled		% N/A	Adjusted Bid Amount	\$ ____
		Pink	Pages: 1,288,000 Signatures: 40,250	Recycled	Postconsumer	% ____	Bid Amount	\$ ____
					Preconsumer	% ____	Adjusted Bid Amount	\$ ____
				Nonrecycled		% N/A	Adjusted Bid Amount	\$ ____

Response Box 6 Verify Paper Stock

Verify that the bidder will or will not use the Agency's preferred paper stock. If the bidder is proposing to use an alternative paper stock for Regular Cream-White page paper, complete Response Box 7. If the bidder is proposing to use an alternative paper stock for Special Pink page paper, complete Response Box 8.

Acts/Code	Will Use	____
	Will Not Use	____



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Response Box 7

Detailed Standards for Alternative Regular Cream-White Paper Stock

Acts/Code	RFP	Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	Archive	Recycled Material
		Custom Plus	Blue White ¹	English Smooth	80	89	40#	Ideal 736 Range 731-741	pH neutral 7 or 7.5	Postconsumer 100% of Paper Stock = 30% Recycled Content ²
PROPOSAL										

Response Box 8

Detailed Standards for Alternative Special Pink Paper Stock

Code	RFP	Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	Archive	Recycled Material
		Springhill Offset	Pink	Regular or Vellum	N/A	90	50#	Ideal 736 Range 731-741	Range of 450-575	Postconsumer 100% of Paper Stock = 30% Recycled Content ³
PROPOSAL										

¹ "Blue White" is the manufacturer's term. The true color or shade is cream white.

² A recycled paper stock is not a requirement but a preference. However, if paper stock is represented as recycled, it must meet the requirements of this RFP. See *Appendices (C-4), Appendix A.*

³ A recycled paper stock is not a requirement but a preference. However, if paper stock is represented as recycled, it must meet the requirements of this RFP. See *Appendices (C-4), Appendix A.*



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- 2. Binding Methods (Sample).** The Agency requires that books be produced with Smythe sewing, but may consider books produced using burst binding. State in Response Box 9 the bid amount for books produced with Smythe sewing and then the adjusted bid amount attributable to producing books using burst binding.

Response Box 9 Bid Amount for Binding

		Binding Method	Amount	
Publication	Acts	Smythe Sewn	Bid Amount	\$ _____
		Burst Bound	Adjusted Bid Amount	\$ _____
	Code	Smythe Sewn	Bid Amount	\$ _____
		Burst Bound	Adjusted Bid Amount	\$ _____

Response Box 10 Binding Methods

Verify that the Contractor will produce as a sample for the Agency one book comparable in size and complexity to the 2007 Edition of the Iowa Acts using both Smythe sewing and burst binding methods for examination by the Agency prior to the date of transmission of composed pages of the Acts. *See Appendices (C-4), Appendix D.*

Will Furnish	_____
Will Not Furnish	_____

- 3. Binding and Finishing Materials.** The Agency may accept alternative binding and finishing materials which are equivalent to binding and finishing materials specified in this RFP. However, no deviation in decoration is acceptable. The Agency will furnish the Contractor with a copy of the 2007 Edition of the Iowa Acts and 2005 Edition of the Code. Note, the same cover materials including cover fabric is used for the Acts and the statutory volumes sets, although a different cover fabric is used for the index volume. *See Appendices (C-4), Appendix B. See also Contract Form (C-2), Part IV and Parts VI through VIII.*



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Response Box 11
Verify Cover Material

Verify that the bidder will or will not use the Agency's preferred cover material. If the Bidder is proposing to use an alternative cover material, complete the Response Box 12.

Acts		Will Use	_____
		Will Not Use	_____
Code	Statutory Volumes Sets	Will Use	_____
		Will Not Use	_____
	Index Volume	Will Use	_____
		Will Not Use	_____

It is assumed that under ordinary circumstances the bid amount will not be increased for using alternative binding and finishing material after the bid has been accepted by the Agency.



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Response Box 12
Detailed Standards for Alternative Cover Material

		Detailed Standards for Alternative Cover Material				
		Back Line	Binders' Board	End Sheets	Cover Fabric	
Acts	RFP	Heavy 90# Kraft Back	Davey Red Label with .97" Thickness	80# Publisher White	Tan Color. Buckram Grain. The Type and Variety Designated as Roxite F Taupe #69564, and Produced by ICG-Holliston.	
	PROPOSAL					
Code	Statutory Volumes Sets	RFP	Same as the Acts	Same as the Acts	Same as the Acts	
		PROPOSAL				
	Index Volumes	RFP	Same as the Acts	Same as the Acts	Same the as Acts	Blue Color. Buckram Grain. A Variety Designated as Roxite Record Buckram #63043--K02, and Produced by ICG-Holliston
		PROPOSAL				



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- B. *Delivery.*** A bidder must package and ship (including loading and unloading) production items and books to various locations and provide for communication with the Agency regarding all matters relating to production and delivery, or provide a reasonable equivalent approach subject to approval by the Agency in Part VI. *See Appendices (C-4), Appendices C-E. See also Contract Form (C-2), Part V and Parts VI through VIII.*
- C. *Production and Delivery Management.*** Provide information about the primary and secondary production and delivery managers, by completing Response Box 13. It is assumed that the persons responsible for managing the production for the Acts are the same persons responsible for managing the production and delivery of the Code.

Response Box 13
Bidder's Primary Production and Delivery Manager

		Category	Bidder Information
Acts/Code	Personal	Name	
		Title	
	Business	Street Address	
		City, State, and Zip Code	
	Contact	Telephone Number	
		E-mail Address	
		Pager Number (if any)	



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Response Box 14
Bidder's Secondary Production and Delivery Manager

		Category	Bidder Information
Acts/Code	Personal	Name	
		Title	
	Business	Street Address	
		City, State, and Zip Code	
	Contact	Telephone Number	
		E-mail Address	
		Pager Number (if any)	

III. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as the potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form, which includes combined provisions applicable to the Acts and the Code and special provisions applicable only to the Acts or the Code, unless the Contractor expressly provides otherwise in Part VI. Some contract terms are nonnegotiable. See the Instructions Form (C-1). Otherwise, if a bidder elects not to comply with a provision in the Contract Form, complete Part VI and provide both an explanation for why the election was made and a description of an alternative approach which satisfies the objectives of this Proposal Form.



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IV. STATEMENT OF WORK

A. *Place of Business.* Provide information about the bidder's place of business:

Response Box 15 Bidder Place of Business

	Category	Bidder Information	
Acts/Code	Business Name		
	Principal Place of Business	Street Address	
		City, State, and Zip Code	
	State of Incorporation		
	Federal ID Number		

B. *Production Locations.* Provide information regarding the location of production operations for the production of production items and books:

Response Box 16 Bidder Place of Production

	Category	Bidder Information		
Acts/Code	In-State Production	Percentage of Production Located in this State	100% ____ Less than 100% ____	
		Principal Place of Production	Street Address	
	City, State, and Zip Code			
	Out-of-State Production	Principal Place of Production	Street Address	
			City, State, and Zip Code	
		Secondary Place of Production	Street Address	
City, State, and Zip Code				



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C. Subcontractors (Production). Provide information regarding subcontractors used in the production of production items and books.

Response Box 17 Verify Use of Subcontractors

Verify that the bidder will or will not use subcontractors to perform any part of production of production items or books. If the bidder is proposing to use subcontractors, complete the Response Box 18.

Acts	Will Use	_____
	Will Not Use	_____
Code	Will Use	_____
	Will Not Use	_____

Response Box 18 Subcontractor Information (Production)

	Category	Bidder Information	
	Name		
	Principal Place of Business	Street Address	
		City, State, and Zip Code	
	Principal Place of Production	Street Address	
		City, State, and Zip Code	
	Percent of Total Production	_____ %	
Acts	Type of Production		
	Qualifications		



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Response Box 19 Verify Use of Subcontract

Verify by checking the adjacent box that the Bidder would provide the same information for the Code as for the Acts in the Response Box 18 or complete Response Box 20.

*Check To
Verify Same
Information*

Response Box 20 Subcontractor Information (Production)

Category	Bidder Information	
Name		
Principal Place of Business	Street Address	
	City, State, and Zip Code	
Principal Place of Production	Street Address	
	City, State, and Zip Code	
Percent of Total Production	_____ %	
Type of Production		
Qualifications		

Code



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D. Subcontractors (Delivery). It is assumed that the same subcontractor used to deliver production items and books for the Acts will be used to deliver production items and books for the Code.

1. **Production Items.** It is assumed that a nationally or regionally recognized courier will be used to deliver (ship and receive) production items. Complete Response Box 21.

Response Box 21
Subcontractor Information (Courier)

Acts/Code	Category	Bidder Information
	Name	

2. **Books.** Complete Response Box 22 regarding the freight company used in the delivery of books.

Response Box 22
Subcontractor Information (Freight Company)

Acts/Code	Category	Bidder Information	
	Name		
	Principal Place of Business	Street Address	
		City, State, and Zip Code	
Qualifications			



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E. Statutory Publications. Provide information regarding statutory publications produced by the bidder.

Response Box 23 Verify Production of Iowa Statutory Publications

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years. If yes, complete Response Box 24.

Yes	_____
No	_____

Response Box 24 Iowa Statutory Publications

	Publication	Each Year Bidder Produced a Publication			
Acts/Code	Iowa Acts				
	Code of Iowa				
	Code Supplement				

Response Box 25 Verify Non-Iowa Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years. If yes, complete Response Boxes 26 and 27.

Yes	_____
No	_____

Response Box 26 Most Recent Non-Iowa Statutory Publications

Category		Bidder Information
Acts/Code	Book	Title
	Book	Year of Publication
Work	Products and Services Furnished	
Percent of Total Production		_____ %



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Acts or Code or Both Acts & Code	Bidder's Name:	
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Response Box 26 (Continued) Most Recent Non-Iowa Statutory Publications

Category		Bidder Information
Acts/Code	Reference	Name
		Title
		Telephone No.
		E-Mail Address

Response Box 27 Most Recent Second Non-Iowa Statutory Publications

Category		Bidder Information
Acts/Code	Book	Title
		Year of Publication
Work	Products and Services Furnished	
Percent of Total Production		_____ %
Acts/Code	Reference	Name
		Title
		Telephone No.
		E-Mail Address

F. Bidder's Contract Manager. It is assumed that the same person who manages the contract for the Acts will manage the contract for the Code. See *Appendices (C-4), Appendix E*. Complete Response Box 28 regarding the person responsible for managing the contract on behalf of the bidder, including issues relating to compliance.



REQUEST FOR PROPOSALS (FORM C-3)

PROPOSAL FORMS 2008 IOWA ACTS & 2009 CODE

Acts or Code or Both Acts & Code	Bidder's Name:	
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Response Box 28 Bidder's Contract Manager

		Category	Bidder Information
Acts/Code	Personal	Name	
		Title	
	Business	Street Address	
		City, State, and Zip Code	
	Contact	Telephone Number	
		E-mail Address	
		Pager Number (if any)	

G. Authorized Negotiating Representative (Contract). It is assumed that the same person who negotiates the contract for the Acts will negotiate the contract for the Code. Complete Response Box 29 regarding the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal.

Response Box 29 Bidder's Authorized Negotiating Representative

		Category	Bidder Information
Acts/Code	Personal	Name	
		Title	
	Business	Street Address	
		City, State, and Zip Code	
	Contact	Telephone Number	
		E-mail Address	
		Pager Number (if any)	



REQUEST FOR PROPOSALS (FORM C-3) PROPOSAL FORMS 2008 IOWA ACTS & 2009 CODE

Acts or Code or Both Acts & Code	Bidder's Name:	
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V. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this proposal. If so, complete Response Box 30.

Response Box 30 Additional Comments

Acts/Code



REQUEST FOR PROPOSALS (FORM C-3)

PROPOSAL FORMS 2008 IOWA ACTS & 2009 CODE

Acts or Code or Both Acts & Code	Bidder's Name:	
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VI. AUTHORIZED SIGNATURES

A person authorized by the bidder must sign and date this proposal. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal. A person authorized to sign a bid for a combined proposal for the production and delivery of both publications (the Acts and Code) must sign Response Box 31 for both publications, and a person authorized to sign a bid for a single proposal (the Acts or Code) must sign Response Box 32 or 33 only for that publication.

Response Box 31 Signature of Authorized Representative

Acts & Code	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Title	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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Response Box 32 Signature of Authorized Representative

Acts Only	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Title	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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Response Box 33 Signature of Authorized Representative

Code Only	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Title	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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REQUEST FOR PROPOSALS (FORM C-3) PROPOSAL FORMS 2008 IOWA ACTS & 2009 CODE

Acts or Code or Both Acts & Code	Bidder's Name:	
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VII. ATTACHED SAMPLES

- A. **Sample — Paper Stock (Regular Cream-White Page Paper).** Provide a sample of paper stock that the bidder proposes to use for ordinary page paper.

Sample Box A
Paper Stock Proposed for Regular Cream-White Page Paper

Acts/Code

Staple a Sample Here and Submit One Full-page Sample With the Proposal.
The Bidder May Submit Multiple Full-page Samples of Alternative Paper Stock for Agency Comparison so Long as the Bidder Identifies the Alternative Paper Stock as Recycled (Postconsumer or Preconsumer) or Nonrecycled Specified in Response Box 5.



REQUEST FOR PROPOSALS (FORM C-3) PROPOSAL FORMS 2008 IOWA ACTS & 2009 CODE

Acts or Code or Both Acts & Code	Bidder's Name:	
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- B. Sample — Paper Stock (Pink Page Paper).** Provide a sample of paper stock that the bidder proposes to use for special pink page paper.

Sample Box B
Provide Paper Stock Proposed for Special Pink Page Paper

Staple a Sample Here and Submit a Full-page Sample With the Proposal.
The Bidder May Submit Multiple Full-page Samples of Alternative Paper Stock for Agency Comparison so Long as the Bidder Identifies the Alternative Paper Stock as Recycled (Postconsumer or Preconsumer) or Nonrecycled Specified in Response Box 5.

Acts/Code



REQUEST FOR PROPOSALS (FORM C-3) PROPOSAL FORMS 2008 IOWA ACTS & 2009 CODE

Acts or Code or Both Acts & Code	Bidder's Name:	
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- C. **Sample — Cover Fabric for the Acts.** Provide a sample of the cover fabric that the bidder proposes to use for the Acts or the Code's statutory volumes sets. Note, this cover fabric is different than for the Code's index volume.

Sample Box C

Provide Cover Proposed for the Acts or Code's Statutory Volumes Sets

Acts/Code's Statutory Volumes Sets

Staple a Sample Here and Submit a Full-page Sample With the Proposal.



REQUEST FOR PROPOSALS (FORM C-3) PROPOSAL FORMS 2008 IOWA ACTS & 2009 CODE

Acts or Code or Both Acts & Code	Bidder's Name:	
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- D. **Sample — Cover Fabric for the Code's Index Volume.** Provide a sample of the cover fabric that the bidder proposes to use for the Code's index volume. Note, this cover fabric is different than for the Acts and the Code's statutory volumes sets.

Sample Box D
Provide Cover Proposed for the Code's Index Volume

Code

Staple a Sample Here and Submit a Full-page Sample With the Proposal.