

"C" SERIES

CONTRACT

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

C-4 APPENDICES

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

Executed: _____, 2008

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State Capitol
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**APPENDIX A PRODUCTION STANDARDS
TABLE A-1 GENERAL**

	BOOK SIZE	ORDER	ESTIMATED PAGE AND 32-PAGE SIGNATURE COUNT FOR THE PUBLICATIONS							
			AGGREGATE TOTAL		PER PUBLICATION (BOOK OR CODE)					
PUBLICATION	7 1/2" X 10 3/4" For Page Size See Table A-2.	3,250	Pages	5,200,000 All Regular Cream-White	All Pages Per Publication (Book)		1,600			
			Signatures	162,000 All Regular Cream-White	All Pages Per Publication (Book)		50			
Code	7 1/2" X 10 1/2" For Page Size See Table A-2.	5,750	Pages	ALL 53,728,000 Regular Cream-White: 52,440,000 Special Pink: 1,288,000	All Pages Per Publication (Code Set)		9,344 Regular (Cream-White): 9,120 Special Pink: 224			
			Signatures	ALL 1,679,000 Regular Cream-White: 1,638,750 Special Pink: 40,250	All Signatures Per Publication (Code Set)		292 Regular (Cream-White): 285 Special Pink: 7			
CODE SETS. Each Volume of the Code Includes Various Counts of Regular (Cream-White) Pages/Signatures and a 32-Page Signature Pink Page Skeleton Index Requiring Special Paper Stock. For Paper Specifications for Regular (Cream-White) and Special Pink Pages, See Table A-2.			VOLUME	I	II	III	IV	V	VI	INDEX
			All Pages	1,504	1,456	1,472	1,088	1,584	1,120	1,120
			All Signatures	47	45 1/2	46	34	49 1/2	35	35

**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)	Custom Plus ⁱ	7 1/4 x 10 1/2 Finished	Blue White ⁱⁱ	English Smooth	80	89	40#	Ideal 736 Range of 731-741	pH neutral (content of 7 or 7.5) ⁱⁱⁱ	Postconsumer Preferred 100% of Paper Stock = 30% Recycled Content ^{iv}
	Code	Regular (Cream-White)	↑	7 1/4 x 10 Finished And Trimmed to Leave as Much Margin as Possible	↑	↑	↑	↑	↑	↑	↑	↑
		Special Pink	Springhill Offset	↑	Pink	Regular or Vellum	N/A	90	50#	Range of 450-575	↑	↑

ⁱ Manufactured by Nexfor Fraser Papers Inc.

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

ⁱⁱⁱ Resistant to oxidation and must be of archival quality.

^{iv} 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	5 1/2 x 9 1/8 Inches, 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: 2 ----- Extraordinary Session: 3 for Each
Code (Statutory Volumes Set)	6 x 9 Inches, with Folio	(1) Font. Century Schoolbook (2) Points. Various	↑	↑	↑	↑	↑	↑	Tables: 1 Code Editor Notes: 1 Index: 1 Each new Title of the Code: 1 (16 Titles Total Spread Among 6 Volumes) Other Divisions Possible
Code (Index Volumes)	↑	↑	↑	↑	↑	↑	1" Long	↑	All Right-Hand Pages Containing an Index Entry: Between 850-900

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	<p>(1) Preliminary Paper Proof Cover. Must Be a Laser Proof or Equivalent Paper Proof Approved by the Agency Which Illustrates How the Books' Covers Will Appear When the Books Are Bound, Including All Lettering and Numbering, and the Location of the Required Impressions and Foil Pieces.</p> <p>(2) Virtual Replica. Lettering and Numbering, and the Location of the Impressions, Stampings, and Foil Pieces Must Be Identical to That Used in the Production of the Books.</p> <p>(3) Trimmed. Must Be Trimmed to Size or Marked to Illustrate the Trim Size.</p>	1 Proof
		Code	↑	↑
	Standard Performance	Acts	<p>(1) Finished Sample. Cover for Hard Bound Book. See Table 3.</p> <p>(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 Books. Lettering and Numbering and Impressions. Stamping and the Foil Pieces Must Be Identical to Those Used in the Production of the Books.</p> <p>(3) Dyes. Must Be Produced Using the Same Dyes That Will Be Used in the Production of the Books Unless Otherwise Provided by the Agency.</p> <p>(4) Mitered Corners. Inside Corners Must Be Mitered in the Same Manner as the Books.</p> <p>(5) Trimmed. Must Be Trimmed to Size.</p>	1 Cover
		Code	↑	↑
SETS OF DIGITAL PROOFS	Trial Performance	Acts	<p>(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.</p> <p>(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. Agency Will Review Corrected Pages. Contractor is <u>Not</u> Required to Deliver a New Set of Digital Proofs.</p> <p>(3) Paper Size. Paper Size Must Not Exceed 8 1/2" x 11".</p> <p>(4) Print. Must Be Printed in Black Clearly Legible Type (No Faded Text).</p> <p>(5) Assembly. Must Be Assembled in the Order That the Agency Delivered Test Composed Pages to the Contractor.</p> <p>(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.</p>	
		Code	↑	↑
	Standard Performance	Acts	<p>(1), (3)-(6) ↑ See Box for Trial Performance Period.</p> <p>(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.</p>	2 Sets
		Code	↑	↑

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

		SPECIAL INSTRUCTIONS	NUMBER
PUBLICATION	Acts	<p>(1) Exact Replica. Must Be Sets of Digital or Press Proofs Approved by the Agency During the Standard Performance Period (Is <u>Not</u> Required to be Cut to the Appropriate Book Size).</p> <p>(2) Page Order. Must Be in Sequential Order by Page Number and Signatures as Required by the Agency.</p> <p>(3) 3-Hole Punched. Must Be 3-Hole Punched Along the Left-Hand Side for Insertion Into Standard 3-Ring Binders.</p>	12 Sets
	Code	↑	↑

TABLE B-3 BOOKS (BINDING)

		CONSTRUCTION	CAMBRIC	BANDS Head Band and Foot Bands	SIGNATURES	
					Type	Construction
PUBLICATION	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	<p>(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.</p> <p>(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.</p>	Color Must Be Alternating Red and Gold Checkerboard Pattern	<p>(1) Full. Full 32-Page or Split (e.g., Half 16-Page) as Approved by the Agency.</p> <p>(2) Prohibition. Signatures Having More Than 32 Pages or Less Than 16 Pages Are Prohibited.</p>	Smythe Sewn (Tightly Sewn) or Burst Bound Upon Agency Approval
	Code	↑	↑	↑	↑	↑

**APPENDIX B CONSTRUCTION STANDARDS
TABLE B-4 BOOKS (COVERING)**

PUBLICATION	CONSTRUCTION	MATERIALS			
		Back Line	Binder's Board	End Sheets	Cover Material
Acts	<p>(1) Case Bound Book. Cover Must Conform to Sample Finished Cover Approved by the Agency, With Agency Corrections if Necessary.</p> <p>(2) Attached Signatures. Signatures Must Be Securely Attached to the Book Block. <i>See Table 3.</i></p> <p>(3) Mitered Corners. Inside Corners Must Be Mitered With Top and Bottom Overlapping the Sides at a 45-Degree Angle.</p> <p>(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 <u>Not</u> Be Glued to the Back of the Book Block.</p> <p>(5) Blank Pages. The Use of Blank Pages Other Than Delivered to the Contractor by the Agency Must Be Approved by the Agency.</p> <p>(6) Dies. All Type and Bars Must Be Set from the Sampling Die on the Spine.</p>	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
Code (Statutory Volumes Sets)	↑	↑	↑	↑	↑
Code (Index Volumes)	↑	↑	↑	↑	Fabric. Blue Color. Same Buckram Grain Commonly Known as the Type and Variety Designated as Roxite Record Buckram #63043--K02, and Produced by ICG-Holliston

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-5 BOOKS (DECORATION) *Continued*

	FRONT AND BACK COVERS	SPINE	
		Stamping	Foil Pieces
PUBLICATION Code (Statutory Volumes Sets)	<p>(1) Blind Stamping (Bars): ↑</p> <p>(2) Type (Front Cover). All of the Following:</p> <p>(a) Appearance and Color. Crisp and Distinct Black.</p> <p>(b) Location. Centered and on the Top Half of the Book.</p> <p>1st Line. From the Top of the Letter "V" to the Top Edge Cover, Approx. 2".</p> <p>4th Line. From the Bottom of the Letters to the Bottom Edge of the Book, Approx. 5 1/2".</p> <p>(c) Content and Point Size (Various). All of the Following:</p> <p>1st Line. The Word "VOLUME" and the Roman Numeral Designating the Volume Number. Approx. 30 Pts With the Letter "V" and the Roman Numeral, Approx. 42 Pts.</p> <p>2nd Line. The Words "CODE OF IOWA". Approx. 46 Pts.</p> <p>3rd Line. The Number "2009". Approx. 30 Pts.</p> <p>4th Line. The Word "CHAPTERS" and the Arabic Numerals Referring to the Chapters Expressed as a Range (e.g., "CHAPTERS 123 to 255A"). Approx. 24 Pts.</p> <p>(d) Font. Century Schoolbook.</p> <p>(e) Spacing. Standard Spacing for Letters and Words in "CODE OF IOWA" and Non-uniform Spacing For Lines (Approx. 7/16" Between 1st and 2nd Line, 1/2" Between 2nd and 3rd Lines, and 9/16ths Between the 4th and 5th Lines).</p> <p>(f) Capital Letters. All.</p> <p>(3) Dies. All of the Following:</p> <p>(a) Setting. Type and Bars Must Be Set From the Sampling Die on the Spine.</p> <p>(b) One Piece. A Die Must Be One Piece.</p>	<p>(1) Blind (Bars). Six Evenly Spaced.</p> <p>1st. From the Top to the Top Edge of Book, Approx. 1/4".</p> <p>2nd. From the Bottom to the Top of Red Foil Piece, Approx. 1/4".</p> <p>3rd. Immediately Below Red Foil Piece.</p> <p>4th. Immediately Above the Black Foil Piece.</p> <p>5th. From the Top to the Bottom of the Black Foil Piece, Approx. 1/4".</p> <p>6th. From the Bottom to the Bottom Edge of the Book, Approx. 1/4".</p> <p>(2) Type. All of the Following:</p> <p>(a) Appearance. Crisp and Distinct Black.</p> <p>(b) Location. Centered and Equal Distance Between the Red and Black Foil Pieces. Immediately Below the 3rd Bar and Immediately Above the 4th Bar. <i>See Foil Pieces Box.</i></p> <p>(c) Content and Point Size (Approx. 19 Pts.). All of the Following:</p> <p>1st Line. The Word "VOLUME" and a Roman Numeral Designating the Volume Number.</p> <p>2nd Line. The Word "CHAPTERS".</p> <p>3rd Line. The Chapters Designation. <i>See Front and Back Covers Box.</i></p> <p>(d) Font. Century Schoolbook.</p> <p>(e) Spacing. Standard Spacing For Letters and Words.</p> <p>(f) Capital Letters. All.</p> <p>(3) Dies. All of the Following:</p> <p>(a) Setting. Type and Bars Must Be Set From the Sampling Die.</p> <p>(b) One Piece. A Die Must Be One Piece.</p>	<p>(1) Red Foil Piece. All of the Following:</p> <p>(a), (b), (c), (d), and (g) ↑</p> <p>(e) Location. All of the Following:</p> <p>(1) From the Top Edge to the Top Edge of the Book, Approx. 2 1/4".</p> <p>(f) Type. All of the Following:</p> <p>(i) Location. Centered Between the Sets of Gold Bars.</p> <p>(ii) Content and Point Size (Various). All of the Following:</p> <p>1st Line. The Word "CODE". Approx. 34 Pts.</p> <p>2nd Line. The Word "OF" Approx. 18 Pts.</p> <p>3rd Line. The Word "IOWA" Approx. 34 Pts.</p> <p>(iii) Spacing. Extra Spacing Between the Letters "CODE" and "IOWA" and Uniform Spacing Between Lines (Approx. 1/8").</p> <p>(iv) Capital Letters. All.</p> <p>(2) Black Foil Piece. All of the Following:</p> <p>(a), (b), (c), (d), and (g). ↑</p> <p>(e) Location. From the Bottom to the Bottom Edge of the Book, Approx. 2 5/8".</p> <p>(f) Text. All of the Following:</p> <p>(i) Location. Centered Between the Sets of Bars.</p> <p>(ii) Content and Point Size. The Number "2009". Approx. 28 Pts.</p> <p>(iii) Font. Century Schoolbook.</p> <p>(iv) Spacing. Standard Spacing For Numbers.</p> <p>(v) Capital Letters. N/A.</p>

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-5 BOOKS (DECORATION) *Continued*

	FRONT AND BACK COVERS	SPINE	
		Stamping	Foil Pieces
PUBLICATION Code (Index Volumes)	<p>(1) Blind Stamping: ↑ (Match the Code).</p> <p>(2) Type (Front Cover). All of the Following:</p> <p>(a) Appearance and Color. Crisp and Distinct Black.</p> <p>(b) Location. Centered and on the Top Half of the Book.</p> <p>1st Line. From the Top of the Letters to the Top Edge of the Book, Approx. 1 1/2".</p> <p>6th Line. From the Bottom of the Number "2009" to the Bottom Edge of the Book, Approx. 4 1/4".</p> <p>(c) Content and Point Size (Various). All of the Following:</p> <p>1st Line. The Word "TABLES". Approx. 41 Pts.</p> <p>2nd Line. The Word "AND". Approx. 25 Pts.</p> <p>3rd Line. The Word "INDEX". Approx. 41 Pts.</p> <p>4th Line. The Words "TO THE". Approx. 22 Pts.</p> <p>5th Line. The Words "CODE OF IOWA". Approx. 41 Pts.</p> <p>6th Line. The Number "2009". Approx. 30 Pts.</p> <p>(d) Font. Century Schoolbook.</p> <p>(e) Spacing. Non-Standard Spacing for Letters and Text (Greater Spacing for the Letters in "TABLES" and "INDEX" and Standard Spacing for the Words "TO THE") and Uniform Spacing for Lines (Approx. 1/2" Between Lines).</p> <p>(f) Capital Letters. All.</p> <p>(3) Dies. ↑</p>	<p>(1) Blind. ↑ (Match the Statutory Volumes).</p> <p>(2) Type (Front Cover). All of the Following:</p> <p>(a) Appearance. Crisp and Distinct Black.</p> <p>(b) Location. All of the Following:</p> <p>1st Line. The Top of the Letters Approx. 7/16" From the Bottom of the Red Foil Piece.</p> <p>3rd Line. The Bottom of the Letters Approx. 6/8" From the Top of the Black Foil Piece.</p> <p>(c) Content and Point Size (Various). All of the Following:</p> <p>(i) 1st Line. The Word "TABLES". Approx. 20 Pts.</p> <p>(ii) 2nd Line. The Word "AND". Approx. 13 Pts.</p> <p>(iii) 3rd Line. The Word "INDEX". Approx. 20 Pts.</p> <p>(d) Font. Century Schoolbook.</p> <p>(e) Spacing. Uniform Spacing for Letters, Words, and Numbers, and Lines (Approx. 1/8").</p> <p>(f) Capital Letters. All.</p> <p>(3) Dies. ↑</p>	↑

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-1 DELIVERY OF AGENCY PRODUCTS

	SPECIAL INSTRUCTIONS
PUBLICATION	<p>Acts</p> <p>(1) Sample Books. The Agency Will Deliver a Copy of the 2007 Acts to the Contractor.</p> <p>(2) Composed Pages. Agency Will Deliver Composed Pages to the Contractor as Follows:</p> <p>(a) Format. The Agency Will Transmit Fully Composed Pages in an Electronic Format (Adobe® Systems Portable Document Format [PDF]) to the Contractor</p> <p>(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 Website.</p> <p>(c) Paper Copies. The Agency Will Deliver Paper Copies of the Composed Pages to the Contractor in a Manner Determined Reasonable by the Agency.</p> <p>(d) Incremental Delivery. During the Standard Performance Period, the Agency May Deliver Composed Pages to the Contractor in Installments by Signature or Split Signature. The Contractor Must Ship Sets of Press Proofs for Delivery to the Agency as the Agency Delivers Composed Pages to the Contractor.</p>
	<p>Code</p> <p>(1) Sample Books. The Agency Will Deliver a Copy of the 2005 Code to the Contractor. The 2005 Index Contains Two Anomalies, Including Improperly Mitered Corners and Indistinct Blind Stamping. The Agency Will Deliver Samples of Properly Mitered Corners and Distinct Blind Stamping.</p> <p>(2) ↑</p>

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-2 PACKAGING (AND LOADING) PRODUCTION ITEMS AND BOOKS

SPECIAL INSTRUCTIONS	
Acts	<p>(1) Common Carrier Requirement. The Contractor Provides for the Packaging (and Loading) of Production Items and Books by a Common Carrier Approved By the Agency:</p> <p>(2) Books. For Books, All of the Following Apply:</p> <p>(a) Contents Identified. One Side of Each Carton Must Reasonably Indicate Its Contents: "2008 IOWA ACTS" and the Quantity of Books Included.</p> <p>(b) Bulk Packaging. Books Must Be Packaged in Bulk Cartons With 5% of Books (Excluding Overruns) Placed in Individual Cartons.</p> <p>(c) Errata Sheet. Each Book May Contain an Errata Sheet Composed by the Agency, Delivered to the Contractor by the Agency, and Produced and Packaged By the Contractor.</p> <p>(d) Weight. A Carton Must Not Exceed 35 Lbs.</p> <p>(e) Loading. All of the Following:</p> <p>(i) Skids. Each Carton Must be Packed and Delivered on Skids and Be Strapped to the Skids by Polyethylene Wrap.</p> <p>(ii) Pallets. All of the Following:</p> <p>(*) Each Package Must Fit on a 3' 4" x 5' Pallet Without Overhang.</p> <p>(**) A Pallet Must Not Be Double Stacked.</p>
Code (Statutory Volumes Sets)	<p>(1) ↑</p> <p>(2) Books. For Books, All of the Following Apply:</p> <p>(a) Contents Identified. One Side of Each Carton Must Reasonably Indicate Its Contents: "2009 CODE OF IOWA" and the Number of Volumes "VOLUMES I-VI".</p> <p>(b) Volume Packaging. The Statutory Set Must Be Packaged in a Single Carton.</p> <p>(c) Notice Sheets. All of the Following:</p> <p>(i) Index Notice. Each Carton Must Contain a Paper Flyer That States the Contents of the Carton and that the Index Volume Will Be Delivered at a Later Date, as Directed by the Agency.</p> <p>(ii) Errata Sheet. Each Carton May Contain an Errata Sheet Composed by the Agency, Delivered to the Contractor by the Agency, and Produced and Packaged By the Contractor.</p> <p>(d) Weight. N/A.</p> <p>(e) Loading. ↑ See Table C-5.</p>
Code (Index Volumes)	<p>(1) and (2). ↑ Same As the Acts except (2)(a). ↑</p> <p>(2)(a) Contents Identified. One Side of Each Carton Must Reasonably Indicate Its Contents: "2009 CODE OF IOWA INDEX" and the Quantity of Books Included.</p>

PUBLICATION

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-3 SHIPPING (AND UNLOADING) PRODUCTION ITEMS AND BOOKS

SPECIAL INSTRUCTIONS	
PUBLICATION	<p>Acts</p> <p>(1) Common Carrier Requirement. If the Contractor Does Not Personally Perform Shipping, the Contractor Shall Provide for Shipping (Transportation and Unloading) of the Production Items or Books by a Common Carrier as follows:</p> <p>(a) Courier. Courier Must Be FedEx® Corp., United Parcel Service, Inc. (UPS®), or Another Person Who is a Midwestern or Nationally Recognized Courier Authorized by the Agency.</p> <p>(b) Freight Company. Freight Company Must Be Roadway® Express, Inc., Con-way® Freight, or Another Person Who is a Midwestern or Nationally Recognized Freight Company Authorized by the Agency.</p> <p>(2) Courier and Freight Company. All of the Following Apply:</p> <p>(a) Less Weight. A Shipment of Less Than 800 Lbs. May Be Made by a Courier or a Freight Company.</p> <p>(b) More Weight. A Shipment of 800 Lbs. or More Must Only Be Made by a Freight Company.</p> <p>(3) F.O.B. & Risks. The Contractor Must Deliver Production Items and Books 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 Books 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 Book.</p> <p>(4) Specifications. The Contractor Must Make Shipments in a Manner That Meets All Requirements for the Applicable Freight Classification.</p>
Code	↑

TABLE C-4 DESTINATION FOR PRODUCTION ITEMS

		CONTACT INFORMATION		DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
PUBLICATION	Acts	Name	Ms. Leslie Hickey Iowa Code Editor	Ms. Joanne Page Deputy Code Editor	<p>(1) Contact. Contact the Agency One Business Day Prior to Delivery.</p> <p>(2) Delivery Day. Business Day. <i>See Appendix C, Tables C-2 and C-3.</i></p> <p>(3) Delivery Time. Generally, 8:00 a.m. - 4:30 p.m. Central Time. For Digital Proofs, Delivery Must Not Be Later Than 10:30 a.m. Central Time.</p>
		Address	See Box For Delivery Address	See Box For Delivery Address	
		Telephone	(515) 281-8871	(515) 242-6464	
		Fax	(515) 281-5534	(515) 281-5534	
		E-Mail	leslie.hickey@legis.state.ia.us	joanne.page@legis.state.ia.us	
Code		↑	↑	↑	↑

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-5 DESTINATION FOR BOOKS

(NORMAL DELIVERY)

		NUMBERS AND TYPE	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
PUBLICATION	Acts	<p>Total: 3,250 Divided as Follows: (1) Normal Delivery: 2,391 (est.). (2) Special Delivery: 859 (est.).</p>	<p>(1) Normal Delivery: Grimes State Office Building (Loading Dock) 400 East 14th St. and Grand Ave. Des Moines, Iowa 50319 (2) Special Delivery: See Table C-6.</p>	<p>(1) General. All of the Following: (a) Delivery Day. Business Day. See Appendix D. (b) Delivery Time. 8:00 a.m. - 4:30 p.m. (Central Time) (2) Destinations: (a) Normal Delivery: (i) Contact. Contact the Agency One Business Day Prior to Delivery. See Table C-4. (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". <u>A Shipment by a Truck that Exceeds the 13' 4" Clearance Shall Be Deemed Undelivered.</u> (b) Special Delivery: See Table C-6.</p>
	Code (Statutory Volumes Sets)	<p>Total: 5,750 as follows: (1) Normal Delivery: 4,770 (est.). (2) Special Delivery: 980 (est.).</p>		↑
	Code (Index Volumes)	↑	↑	↑

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-6 DESTINATION FOR BOOKS (SPECIAL DELIVERY)

DISTRICT	CONTACT INFORMATION		DELIVERY ADDRESS	NUMBER*		SPECIAL INSTRUCTIONS
				Acts	Code	
1st	Name	Diane May	Court Administration Black Hawk County Courthouse 316 E. 5 th St. Waterloo, IA 50703	137	137	Ship to Ms. May's Attention (Court Administration)
	Telephone	319-833-3332				
	E-Mail	diane.may@jb.state.ia.us				
2nd	Name	JoAnne Hagen	Webster Co. Courthouse 701 Central Ave. 4 th Floor Fort Dodge, IA 50501	183	183	Ship to Court Administration Office, 4 th Floor of Webster County Courthouse
	Telephone	515-576-6336				
	E-Mail	joanne.hagen@jb.state.ia.us				
3rd	Name	Debbie Schmith	Woodbury Co. Courthouse 620 Douglas Street Room 210 Sioux City, IA 51101	126	143	Contact Woodbury County Building Maintenance at 712-279-6539 to Make Delivery Arrangements
	Telephone	712-279-6630				
	E-Mail	debbie.schmith@jb.state.ia.us				
4th	Name	Kent Wirth	Pottawattamie Co. Courthouse 227 S. 6th Street Council Bluffs, IA 50502	17	75	Ship to the South Side of the Courthouse, 5th Avenue (Designated as Building Maintenance)
	Telephone	712-328-5733				
	E-Mail	kent.wirth@jb.state.ia.us				
5th	Name	Sherry Schuck	Polk County Courthouse 500 Mulberry St. Des Moines, IA 50309	85	210	(1) Call Ms. Schuck Prior to Delivery. (2) Security Must Allow Delivery to Enter Through the West Door. (3) Books Are to Be Delivered to the 3rd Floor, NE corner of the Building.
	Telephone	515-286-3198				
	E-Mail	N/A				
6th	Name	Harold Soppe	Linn County Courthouse 3 rd Ave. Bridge Cedar Rapids, IA 52401	90	90	None
	Telephone	319-398-3920 ext 100				
	E-Mail	harold.soppe@jb.state.ia.us				
7th	Name	Richard Brus	Scott County Courthouse 416 W. 4 th Street Davenport, IA 52801	86	86	(1) Contact Mr. Brus at Least One Business Day Prior to Delivery. (2) Park Along 4th Street. (3) Construction Makes Parking Difficult. Mr. Brus Will Assist.
	Telephone	563-326-8712				
	E-Mail	richard.brus@jb.state.ia.us				
8th	Name	Sandra Anderson	Court Administration 211 E. 4 th Street Ottumwa, IA 52501	135	135	(1) Located East of the Courthouse. (2) Call Ms. Anderson Prior to Delivery. (3) Do Not Drive Up the Hill. Vehicles Must Be Moved to Accommodate Delivery. Back Up Truck as Directed. (4) Park and Unload on the Bottom Level Right off the Street - the Parking Lot Appears to be a Drive-in Bank.
	Telephone	641-684-6502				
	E-Mail	sandra.anderson@jb.state.ia.us				

* This number is an estimation. The Agency will deliver to the Contractor the precise numbers when they become available.

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 (Ola Babcock Miller Building) for Approval.	Within 10 Calendar Days After the Contractor Delivers the Paper Proof Cover, the Agency Must Deliver Notice or Marked Up Paper Proof Cover to the Contractor (Stating Approval, Qualified Approval, or Disapproval).
		Code (Statutory Volumes Sets)	↑	↑
		Code (Index Volume)	↑	↑
	Sets of Digital Proofs	Acts	Within 5 Business Days After the Agency Delivers Test Composed Pages to the Contractor, the Contractor Must Deliver 2 Sets of Digital Proofs to the Agency (Ola Babcock Miller Building) for Approval (Delivery by 10:30 a.m. Central Time).	Within 1 Business Day After the Contractor Delivers the Sets of Digital Proofs, the Agency Must Deliver Notice or Marked Up Sets of Digital Proofs (or Parts of Sets) to the Contractor (Stating Approval, Qualified Approval, or Disapproval), Assuming That the Contractor Delivers the Sets of Digital Proofs to the Agency by 10:30 a.m. Central Time.
		Code (Statutory Volumes Sets)	↑	↑
		Code (Index Volumes)	↑	↑

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 10 Calendar Days After the Agency Delivers its Final Page Count for the Books to the Contractor, the Contractor Must Deliver 1 Finished Cover to the Agency (Ola Babcock Miller Building) for Approval.	Within 5 Calendar Days After the Contractor Delivers the Finished Cover, the Agency Must Deliver Notice or Marked Up Finished Cover to the Contractor (Stating Approval, Qualified Approval, or Disapproval).
		Code (Statutory Volumes Sets)	↑ For Each Volume of the Code	↑ For Each Volume of the Code
		Code (Index Volume)	↑ Same as the Acts	↑ Same as the Acts
	Sets of Digital Proofs	Acts	Within 5 Business Days After the Agency Delivers Composed Pages to the Contractor, the Contractor Must Deliver 2 Sets of Digital Proofs to the Agency (Ola Babcock Miller Building) for Approval (Delivery by 10:30 a.m. Central Time).	Within 1 Business Day After the Contractor Delivers the Sets of Digital Proofs to the Agency, the Agency Must Deliver Notice or Marked Up Sets of Digital Proofs (or Parts of Sets) to the Contractor (Stating Approval, Qualified Approval, or Disapproval), Assuming That the Contractor Delivers the Sets of Digital Proofs to the Agency by 10:30 a.m. Central Time. The Agency's Approval or Disapproval of One Set of Digital Proofs is Deemed as the Approval or Disapproval of Both Sets of Digital Proofs. If the Agency Approves a Set of Digital Proofs With Qualification or Disapproves a Set of Digital Proofs, the Agency May Return an Entire Set of Digital Proofs, or Any Part of the Set of Digital Proofs, to the Contractor With Markings indicating Where Any Deficiencies Were Found.
		Code (Statutory Volumes Sets)	↑ For Each Volume of the Code	↑ For Each Volume of the Code
		Code (Index Volume)	↑ Same as the Acts	↑ Same as the Acts
	Sets of Assembled Pages	Acts	Within 2 Business Days After the Agency Delivers its Approval of the Final Sets of Digital Proofs for a Book, the Contractor Must Deliver 12 Sets of Assembled Pages to the Agency (Ola Babcock Miller Building).	No Response Necessary.
		Code (Statutory Volumes Sets)	↑ For Each Volume of the Code	↑ For Each Volume of the Code
		Code (Index Volume)	↑ Same as the Acts	↑ Same as the Acts

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES
TABLE D-2 KEY DEADLINES FOR DELIVERABLES (BOOKS)

PERIOD	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
STANDARD PERFORMANCE	Acts	<p>Within 30 Calendar Days After the Agency Delivers its Approval of Final Sets of Digital Proofs, the Contractor Must Deliver 3,250 Books to the Agency. <i>See Tables C-5 and C-6.</i></p> <p>(1) Normal Delivery: 2,391 (est.) Books Delivered to the Grimes State Office Building.</p> <p>(2) Special Delivery: 996 (est.) Books Delivered to 8 Judicial Districts.</p>	<p>Within 42 Calendar Days After the Contractor Delivers All Books to the Agency, the Agency Will Respond by Delivering a Notice to the Contractor Stating One of the Following:</p> <p>(1) Accept or Reject Books. The Agency Accepts or Rejects Any Number of the Books.</p> <p>(2) Notice to Extend Time. The Agency Reserves a Total of 70 Days to Accept or Reject Any Number of the Books.</p>
	Code (Statutory Volumes Sets)	<p>Within 30 Calendar Days After the Agency Delivers its Approval of Final Sets of Digital Proofs for the Last Statutory Volume, the Contractor Must Deliver the Statutory Volumes Sets to the Agency. <i>See Tables C-5 and C-6.</i></p> <p>(1) Normal Delivery: 4,770 (est.) Statutory Volume Sets Delivered to the Grimes State Office Building.</p> <p>(2) Special Delivery: 980 (est.) Statutory Volume Sets Delivered to 8 Judicial Districts.</p>	<p>Within 42 Calendar Days After the Contractor Delivers All Statutory Volumes Sets to the Agency, the Agency Will Respond by Delivering a Notice to the Contractor Stating One of the Following:</p> <p>(1) Accept or Reject Books. The Agency Accepts or Rejects as Any Number of Books and May Reject Complete Statutory Volumes Sets if 3 or More Volumes in a Statutory Volumes Set Are Rejected.</p> <p>(2) Notice to Extend Time. The Agency Reserves a Total of 70 Days to Accept or Reject Any Number of the Books or Statutory Volume Sets.</p>
	Code (Index Volumes)	<p>Within 15 Calendar Days After the Agency Delivers its Approval of Final Sets of Digital Proofs, the Contractor Must Deliver the Index Volumes to the Agency. <i>See Tables C-5 and C-6.</i></p> <p>(1) (2) ↑</p>	<p>Within 42 Calendar Days After the Contractor Delivers All Books to the Agency, the Agency Will Respond by Delivering a Notice to the Contractor Stating One of the Following:</p> <p>(1) Accept or Reject Books. The Agency Accepts or Rejects Any Number of the Books.</p> <p>(2) Notice to Extend Time. The Agency Reserves a Total of 70 Days to Accept or Reject Any Number of the Books.</p>

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 Books 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 <i>Table D-2</i> .	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. For the Payment Schedule, and Consequences Associated With Presenting an Invoice See the Contract Form (C-2), Part XI.
	Code	After the Agency Delivers its Approval or Rejection of the Index Volume 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 <i>Table D-2</i> .	↑

APPENDIX E CONTACT INFORMATION
TABLE E-1 CONTACT INFORMATION FOR THE AGENCY

CONTACT INFORMATION				SPECIAL INSTRUCTIONS
PUBLICATION	Acts	Name	Ms. Leslie Hickey Iowa Code Editor	<p>(1) Authorization. Ms. Hickey and Ms. Page Are Authorized to Discuss Any Issue Relating to the Contract.</p> <p>(2) Contact. The Contractor Must Make Contact as Follows:</p> <p>(a) Procedure. If the Contractor Cannot Directly Make Contact With One Contact Person, the Contractor Must Make Every Reasonable Effort to Make Direct Contact With the Other Contact Person.</p> <p>(b) E-Mails. The Contractor Must Address Electronic Messages to Both Contact Persons.</p> <p>(3) Alternatives. Ms. Hickey or Ms. Page May Designate Alternate Persons to Communicate Regarding Any Issue Which Arises Under the Contract. Nothing Prevents Another Person Authorized by the Agency from Initiating Communication With the Contractor.</p>
	Address	Ola Babcock Miller Building 1112 E. Grand Ave. 3rd Floor West (Iowa Code Office) Des Moines, Iowa 50319	Ola Babcock Miller Building 1112 E. Grand Ave. 3rd Floor West (Iowa Code Office) Des Moines, Iowa 50319	
	Telephone	(515) 281-8871	(515) 242-6464	
	Fax	(515) 281-5534	(515) 281-5534	
	E-Mail	leslie.hickey@legis.state.ia.us	joanne.page@legis.state.ia.us	
	Code	↑	↑	

APPENDIX E

TABLE E-2 CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS)

PUBLICATION	CONTACT INFORMATION			SPECIAL INSTRUCTIONS	
	Acts	Name			<p>(1) Authorization. The Contractor's Contact Persons Are Authorized to Discuss Any Issue Relating to the Day-to-Day Operations of the Contract.</p> <p>(2) Availability. One of the Contractor's Contact Persons Must be Available on All Days During Which the Books Are Being Produced for or Delivered to the Agency.</p> <p>(3) Production Items. For Production Items, the Following Applies:</p> <p>(a) Set of Digital Proofs. For a Set of Digital Proofs, if Ms. Hickey or Ms. Page 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 Ms. Page 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.</p> <p>(b) Not a Set of Digital Proofs. For a Production Item Other Than a Set of Digital Proofs, if Ms. Hickey or Ms. Page 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.</p>
		Address			
		Telephone			
		Fax			
		E-Mail			
Pager (If Available)					
Code	↑	↑	↑	↑	

APPENDIX E

TABLE E-3 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)

PUBLICATION	CONTACT INFORMATION			SPECIAL INSTRUCTIONS	
	Acts	Name			<p>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.</p>
		Address			
		Telephone			
		Fax			
		E-Mail			
Code	↑	↑	↑	↑	