

"C" SERIES

CONTRACT

PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2006 IOWA ACTS AND THE 2007 CODE OF IOWA

APPENDICES

A and B

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APPENDIX A PRODUCTION STANDARDS

TABLE A-1 GENERAL

BOOKS	SIZE OF EACH BOOK	NUMBER ORDERED (ORDINARY ORDER)	ESTIMATED PAGE AND 32-PAGE SIGNATURE COUNT FOR THE BOOKS									
			AGGREGATE TOTAL		AGGREGATE TOTAL DIVIDED BY VOLUME							
Acts	7 1/2" X 10 3/4"	3250	Pages	1088	N/A							
			Signatures	34								
Code	7 1/2" X 10 1/2"	5750	Pages	9040	BY CODE VOLUME	I	II	III	IV	V	VI	INDEX
			Signatures	282 1/2								
			Pages	1408	1392	1408	1024	1520	1120	1168		
			Signatures	44	43 1/2	44	32	47 1/2	35	36 1/2		

Note: Each Volume Page and Signature Count Includes a 32-Page Pink Paper Skeleton Index Requiring Special Paper Stock. See Table A-2

TABLE A-2 PAPER STOCK

	BOOKS	BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT- NESS	OPACITY	BASIS WEIGHT	PPI	DURATION	RECYCLED CONTENT
ORDINARY PAGES	Acts	Miche Commodity Offset ¹	7 1/4" X 10 1/2" Finished	White ²	Low-English Smooth	84	85.5	40#	Ideal 668	pH neutral (content of 7 or 7.5) ³	100 % of Paper Stock = 30% Recycled Content. ⁴
	Code	Custom Plus ⁵	7 1/4" X 10 1/8" Finished and Trimmed to Leave as Much Margin as Possible	Blue White ⁶	English Smooth	80	89	40#	Ideal 736 Range of 731-741	↑	↑
PINK PAGES	Code Only	Springhill Offset	↑	Pink	Regular or Vellum	N/A	90	50#	N/A Range of 450-575	↑	↑

¹ Manufactured by Domtar Inc.

² "White" is the manufacturer's term. The true color or shade is cream white.

³ Resistant to oxidation and must be of archival quality.

APPENDIX A
TABLE A-3 PAGE COMPOSITION AND PRINTING

BOOKS	IMAGE AREA FOR TYPE	FONT	ARTWORK	INK		BLEED BARS			
				Ratio	Soy Oil	Placement		Width/Reverse Copy	Number of Pages Minimum
Acts	33.25 x 54.75 Picas, With Folio	Imperial BT	Minimal (Image of the State Seal)	1/1 Black Ink on Two Sides. No Color	100% Must Contain at Least 10% Soy Oil	Right Side of Right-Hand Pages	Runs Entire Length of the Page	3/8"-Wide Reverse Copy	Regular Session: 2 Extraordinary Session: 3
Code (Statutory Volumes Set)	36 x 54 Picas, With Folio	Century Schoolbook	↑	↑	↑	↑	↑	↑	Each Code Volume: Between 1 and 5
Code (Index Volume)	↑	↑	↑	↑	↑	↑	1" Long	↑	All Containing an Index Entry: Between 850-900

TABLE A-4a BINDING AND FINISHING (BOOK BLOCK)

BOOK	CONSTRUCTION	CAMBRIC	BANDS Head Band and Foot Bands	SIGNATURES	
				Type	Sewn
Acts	Thoroughly Glued, Smashed, and Lined With One or More Supers and Gauze Tape in a Manner That Assures That the Book Block Is Sturdily Constructed	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	Color Must Be Alternating Red and Gold Checkerboard Pattern	Full 32-Page or Split (e.g., Half 16-Page) as Approved by the Agency. Signatures Having 8 Pages or Less Are Prohibited Unless Otherwise Expressly Approved in Writing by the Agency	Smythe Sewn (Tightly Sewn) First and Last Signatures Must Be Tipped to Adjoining Signatures Signature of Less Than 16 Pages Must Be Wrapped Around a Preceding Signature
Code	↑	↑	↑	↑	↑

⁴ 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.

⁵ Manufactured by Nexfor Fraser Papers Inc.

⁶ "Blue White" is the manufacturer's term. The true color or shade is cream white.

**APPENDIX A
TABLE A-4b BINDING AND FINISHING (CASING)**

BOOKS	CONSTRUCTION	MATERIALS			
		BACK LINE	BINDERS' BOARD	END SHEETS	COVER FABRIC
Acts	Signatures Must Be Securely Attached to the Book Block and Corners Mitered With Top and Bottom Overlapping the Sides at a 45-Degree Angle Spine Must Be Loose and Rounded, With Uniform and Tight Joints and Adequate Gutters All Type and Bars Must Be Set from the Sampling Die on the Spine	Heavy 90# Kraft on the Spine Area	Davey Red Label Binders' Board With .097" Thickness	80# Publisher White	Tan Color. Same Buckram Grain Commonly Known as the Type and Variety Designated as Roxite F Taupe #69564, and Produced by ICG-Holliston
Code (Statutory Volumes Set)	↑	↑	↑	↑	
Code (Index Volume)	↑	↑	↑	↑	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 A
TABLE A-4c BINDING AND FINISHING (DECORATION)

BOOK	FRONT AND BACK COVERS	SPINE	
		Stamping	Foils
Acts	<p>(1) Blind Stamping. One Impression of Blind Stamping on the Front and Back Covers.</p>	<p>(1) Blind Stamping. None.</p> <p>(2) Text. Crisp and Distinct Black Numeral "2" (Referring to the Session of the Iowa General Assembly)</p> <p>(3) Location. Located Between the Red and Black Foils (See Foils Box)</p> <p>(4) Specifications. Century Schoolbook Font and Various Point Sizes (All Caps) Except for the Numbers.</p> <p>(5) Dies. Must Set All Type and Bars From the Sampling Die on the Spine. A Die Must Be One Piece</p>	<p>(1) Appearance. Crisp and Distinct, and Affixed in a Manner That Is Permanently Attached To the Book</p> <p>(2) Text. (a) One Red Foil With Gold Leaf Lettering Identifying the "Acts," the Year of Edition, the Regular and Any Extraordinary Sessions, the Number of the General Assembly, and the Abbreviation "G.A." and (b) One Black Foil With Gold Leaf Lettering Identifying "Iowa," the Year of the General Assembly, and the Year of the Session</p> <p>(3) Location. Each Foil Must Wrap Around the Edges of the Spine of the Book. The Red Foil With Gold Leaf Lettering and Bars Must Be Affixed Above the Stamping, and the Black Foil With Gold Leaf Lettering Must Be Affixed Below the Number Stamping.</p> <p>(4) Specifications. Century Schoolbook Font and Various Point Sizes (All Caps)</p> <p>(5) Lines of Rule (Gold Bars Which Appear On the Red and Black Foil) On Both the Red and Black Foil, the Wider, Outside Gold Bar Must Be Approximately the Size of a 12 Pt. Line of Rule and the Thin, Inside Gold Bar Must Be No Thicker Than a 6 Pt. Line of Rule. The Distance Between the Wider, Outside Gold Bar and the Thin, Inside Gold Bar. Must Be No Less Than a 1 1/2 Pt. Line of Rule and No Greater than a 2 Pt. Line of Rule.</p>
	<p>(1) Blind Stamping. †</p> <p>(2) Text. Crisp and Distinct Black Letters and Numbers Identifying the Volume of the Code (I-VI), a Reference to the Year of the Edition, and Its Volume's Chapters.</p> <p>(3) Location. The Top Half of the Book.</p> <p>(4) Specifications. Century Schoolbook Font and Various Point Sizes (All Caps).</p>	<p>(1) Blind Stamping.</p> <p>(a) Impressions of Blind Stamping on Spine Evenly Spaced, With Two Above the Red Foil, Two Between the Red and Black Foils, and Two Below the Black Foil.</p> <p>(b) Bottom and Top Stamping on Front and Back Covers Must Line Up With Top and Bottom Stamping on Spine.</p> <p>(2) Text. Crisp and Distinct Black Letters and Numbers Identifying the Volume of the Code (I-V), Its Year of Edition, and Its Volume's Chapters</p> <p>(3) Location †</p> <p>(4) Specifications. †</p> <p>(5) Dies. †</p>	<p>(1) Appearance. †</p> <p>(2) Text. (a) One Red Foil With Gold Leaf Lettering Identifying the "Code of Iowa," and (b) One Black Foil With Gold Leaf Lettering Identifying the Year of Edition</p> <p>(3) Location. †</p> <p>(4) Specifications. Century Schoolbook Font and Various Point Sizes (All Caps)</p> <p>(5) Lines of Rule (Gold Bars Which Appear On the Red and Black Foil) On Both the Red and Black Foil, the Wider, Outside Gold Bar Must Be Approximately the Size of a 6 Pt. Line of Rule and the Thin, Inside Gold Bar Must Be No Thicker Than a 2 Pt. Line of Rule. The Distance Between the Wider, Outside Gold Bar and the Thin, Inside Gold Bar Must Be No Less Than a 1 1/2 Pt. Line of Rule and No Greater Than a 2 Pt. Line of Rule.</p>
Code (Statutory Volumes Set)			

APPENDIX A
TABLE A-4c BINDING AND FINISHING (DECORATION) Continued

BOOK	FRONT AND BACK COVERS	SPINE	
		Stamping	Foils
Code (Index Volume)	<p>(1) Blind Stamping. ↑</p> <p>(2) Text. Crisp and Distinct Black Letters and Numbers Identifying the Volume of the Code ("Tables and Index") and of the Year of the Edition.</p> <p>(3) Location. Top Half to Center of the Volume.</p> <p>(4) Specifications. Century Schoolbook Font and Various Point Sizes (All Caps).</p>	<p>(1) Blind Stamping. ↑</p> <p>(2) Text. Crisp and Distinct Black Letters Identifying the Volume of the Code ("Tables and Index").</p> <p>(3) Location, (4) Specifications, and</p> <p>(5) Dies ↑</p>	<p>(1) Appearance, (2) Text, (3) Location, (4) Specifications, and</p> <p>(5) Lines of Rule (Gold Bars Which Appear On the Red and Black Foil)</p> <p>↑</p>

TABLE A-5 INSTRUCTIONS FOR PRODUCTION (PRODUCTION ITEMS AND BOOKS)

ITEM		BOOK PER VOLUME	SPECIAL INSTRUCTIONS	NUMBER OF ITEMS PRODUCED
SAMPLE COVERS	Paper-Proof Cover	Acts	Must Illustrate How Book Covers Will Appear When the Books Are Bound	1 Proof
		Code	↑	↑
	Finished Cover	Acts	Must Be Exact Replica of the Book Covers Which Includes the Same Fabric, Blanking, Stamping of Impressions, and Attachment of Foils	1 Cover
		Code	↑	↑
BLUE LINE PAGES	Sample Blue Line Pages	Acts	(1) Must Be Exact Replica of the Test Composed Pages Delivered to the Agency, With Crop Marks and Corrections as Required by the Agency. (2) Paper Size Should Not Exceed 8 1/2" x 11". (3) Must Be: (a) Printed in Clearly Legible Type, (b) Assembled in the Order That the Agency Delivered Test Composed Pages to the Contractor and (c) Printed on One Side of Each Sheet and Stapled at the Top Left Hand Corner or Alternatively Printed on Both Sides of Each Sheet and Stapled in Book-Form.	1 Set
		Code	↑	↑
	Sets of Blue Line Pages	Acts	Must Be Exact Replica of the Sample Blue Line Pages as Approved by the Agency, With Corrections as Necessary.	2 Sets
		Code	↑	↑

APPENDIX A

TABLE A-5 INSTRUCTIONS FOR PRODUCTION (PRODUCTION ITEMS AND BOOKS) *Continued*

ITEM	BOOK PER VOLUME	SPECIAL INSTRUCTIONS	NUMBER OF ITEMS PRODUCED
SETS OF ASSEMBLED PAGES	Acts	(1) Must Be Exact Replica of the Final Pages to be Published in the Books Based on the Agency's Approval of Blue Line Pages (Formatted and Cut to the Appropriate Size According to the Crop Marks), With Agency Corrections if Necessary, According to the Standards of the Contract Including this Appendix. (2) Must be in Sequential Order By Page Number as Required by the Agency. (3) Must Be 3-Hole Punched.	12 Sets
	Code	↑	↑
BOOKS	Acts	(1) Pages Must Conform to Sets of Blue Line Pages Approved by the Agency, With Agency Corrections if Necessary, According to the Standards of the Contract Including this Appendix. (2) Cover Must Conform to Sample Finished Cover Approved by the Agency, With Agency Corrections if Necessary, According to the Standards of the Contract Including this Appendix.	Total Books: 3250 (Plus Overrun of 100 or Less)
	Code	(1) - (2) ↑ (3) Each Volume Must Be Bound As Sets for Blue Line Pages for that Volume are Approved.	Total Codes: 5750 (Plus Overrun of 100 or Less)

APPENDIX B

PRODUCTION AND DELIVERY SCHEDULES TABLE B-1a PRODUCTION ITEMS (OTHER THAN ASSEMBLED PAGES)

PRODUCTION ITEM	BOOK BY VOLUME	TRIGGERING EVENT (CONTRACT EXECUTION, AGENCY'S DELIVERY OF A PREPRODUCTION ITEM, CONTRACTOR'S DELIVERY OF PRODUCTION ITEM, OR AGENCY'S DELIVERY OF APPROVAL OF A PRODUCTION ITEM)	DELIVERY OF PRODUCTION ITEMS OR RESPONSE TO A PRODUCTION ITEM (RESPONSE IS APPROVAL, QUALIFIED APPROVAL, OR DISAPPROVAL)		DEADLINE NUMBER OF DAYS TO DELIVER	
			Type of Delivery	Number		
SAMPLE COVERS	Paper-Proof Cover	Acts	Agency and Contractor Execute the Contract	Agency Delivers its Specifications for Paper-Proof Cover to the Contractor	1 Cover	When Available
		Code	Agency Delivers Notice to the Contractor	↑	↑	↑
		Acts	Agency Delivers its Specifications for Paper-Proof Cover to the Contractor	Contractor Delivers its Paper-Proof Cover to the Agency for its Approval	1 Cover	10 Calendar
		Code	↑	↑	↑	↑
		Acts	Contractor Delivers its Paper-Proof Cover to the Agency for its Approval	Agency Delivers its Response for Paper Proof Cover to the Contractor	1 Cover	5 Calendar
		Code	↑	↑	↑	↑
	Finished Cover	Acts	Agency Delivers its Final Page Count for a Book	Contractor Delivers its Finished Cover of the Book to the Agency for its Approval	1 Cover	10 Calendar
		Code	Agency Delivers its Final Page Count to the Contractor: (1) All Statutory Volumes to the Contractor (2) Index Volume	Contractor Delivers its Finished Covers to the Agency: (1) All Statutory Volumes (2) Index Volume	6 Covers 1 Cover	21 Calendar 21 Calendar
		Acts	Contractor Delivers its Finished Cover of the Book to the Agency for its Approval	Agency Delivers its Response for Finished Cover to the Contractor	1 Cover	5 Calendar
		Code	↑	↑	↑	↑
BLUE LINE PAGES	Sets of Sample Blue Line Pages	Acts	Agency Delivers its Test Composed Pages to Contractor	Contractor Delivers its Sets of Sample Blue Line Pages to the Agency for its Approval	2 Sets	2 Business
		Code	↑	↑	↑	↑
		Acts	Contractor Delivers its Sets of Sample Blue Line Pages to the Agency for its Approval	Agency Delivers its Response to Sets of Sample Blue Line Pages to the Contractor	2 Sets	3 Business
		Code	↑	↑	↑	↑
	Sets of Blue Line Pages	Acts	Agency Delivers its Test Composed Pages to Contractor	Contractor Delivers its Sets of Sample Blue Line Pages to the Agency for its Approval	2 Sets	2 Business
		Code	↑	↑	↑	↑
		Acts	Contractor Delivers its Sets of Sample Blue Line Pages to the Agency for its Approval	Agency Delivers its Response to Sets of Blue Line Pages to the Contractor	2 Sets	3 Business
		Code	↑	↑	↑	↑

APPENDIX B
TABLE B-1b SCHEDULE FOR PRODUCTION ITEMS (ASSEMBLED PAGES)

BOOK/BOOK BY VOLUME	TRIGGERING EVENT (AGENCY'S DELIVERY OF APPROVAL OF PRODUCTION ITEM OR CONTRACTOR'S DELIVERY OF SETS OF ASSEMBLED PAGES)	DELIVERY OF SETS OF ASSEMBLED PAGES (RESPONSE IS ACCEPTANCE OR REJECTION)		DEADLINE NUMBER OF DAYS TO DELIVER
		Type of Delivery	Number	
Acts	Agency Delivers its Approval of Sets of Blue Line Pages to the Contractor	Contractor Delivers its Sets of Assembled Pages to the Agency for its Acceptance	12 Sets	19 Calendar
Code	↑	↑	↑	Volume I: 39 Calendar Volume II: 28 Calendar Volume III: 20 Calendar Volume IV: 11 Calendar Volume V: 24 Calendar Volume VI: 21 Calendar Index Volume: 13 Calendar
Acts	Contractor Delivers its Sets of Assembled Pages to the Agency for its Acceptance	Agency Delivers its Response to Sets of Assembled Pages to the Contractor	12 Sets	10 Calendar
Code	↑	↑	↑	↑

**APPENDIX B
TABLE B-2 SCHEDULE FOR BOOKS**

BOOK/BOOK BY VOLUME OR SETS OF VOLUMES	TRIGGERING EVENT (DELIVERY OF PREPRODUCTION ITEM, PRODUCTION ITEM, OR BOOKS, OR ACCEPTANCE)	DELIVERY OF PRODUCTION ITEMS AND BOOKS		DEADLINE NUMBER OF DAYS TO DELIVER
		Type of Delivery	Number	
Acts	Agency Delivers Information Regarding the Number of Books to be Shipped to Locations as Part of Normal and Special Deliveries (Shipment Information for the Judicial Districts).	Contractor Delivers Acts During Time of Delivery: See Below	See Below	See Below
Code	↑	Contractor Delivers Codes During Time of Delivery: See Below	See Below	See Below
Acts	Agency Delivers its Final Approval of All Sets of Blue Line Pages to the Contractor	Contractor Delivers Books: 1. Normal Delivery : a. General Distribution to Grimes State Office Building. b. State Capitol Complex Distribution. 2. Special Delivery (Judicial Distribution): Drop Shipment to Iowa's Eight Judicial Districts.	Total Books: 3250 (Plus Overrun of 100 or Less as Part of Normal Delivery for General Distribution). 1. Normal Delivery: 2270. a. General Distribution: 920. b. State Capitol Distribution: 1350. 2. Special Delivery (Judicial Districts): 980.	27 Calendar
Code Statutory Volumes Sets	Agency Delivers its Final Approval of All Blue Line Pages for Last Statutory Volume Except ↓ Special Delivery (Legislative Distribution): (1) First Shipment for Volumes I-IV: Agency Delivers Final Approval of All Blue Line Pages for Volumes I-IV. (2) Second Shipment for Volumes V-VI: Agency's Final Approval of All Blue Line Pages for Volumes V-VI.	Contractor Delivers Sets 1. ↑ 2. Special Delivery a. Judicial Distribution: ↑ b. Legislative Distribution: Two Shipments to Grimes State Office Building as follows: First Shipment = Volumes I-IV and Second Shipment = Volumes V-VI.	Total Sets: 5750 (Plus Overrun of 100 or Less as Part of Normal Delivery for General Distribution) 1. Normal Delivery: 4350 a. General Distribution: 3000 b. State Capitol Distribution: 1350 2. Special Delivery a. Judicial Distribution: 980 b. Legislative Distribution: Two Shipments, Each for 420.	35 Calendar Except ↓ (1) Special Delivery for Legislative Distribution: For Volumes I-IV: 01/07/07 (2) Index Volume: 31 Calendar
Code Index Volume	Agency's Final Approval of All Blue Line Pages for Index Volume	↑ Except 2b ↓ Special Delivery (Legislative Distribution): One Shipment Which May be Included as Part of Normal Delivery if Segregated (Fit on Separate Pallets).	↑ Except 2b ↓ Special Delivery (Legislative Distribution): One Shipment of 420.	30 Calendar

APPENDIX B
TABLE B-2 SCHEDULE FOR BOOKS *Continued*

BOOK/ BOOK BY VOLUME OR SETS OF VOLUMES	TRIGGERING EVENT (DELIVERY OF ITEM OR APPROVAL OF BOOKS)	DELIVERY OF PRODUCTION ITEMS, BOOKS, AND PAYMENT (RESPONSE IS ACCEPTANCE OR REJECTION)		DEADLINE NUMBER OF DAYS TO DELIVER
		Type of Delivery	Number	
Acts	Contractor Delivers All Books to All Destinations	(1) Agency Delivers its Response to the Books or Reserves an Extension of Time to Deliver its Response (2) The Agency May Accept or Reject Any Number of Books Based on Contract	Total Books: 3250 (Plus Overrun of 100 or Less as Part of Normal Delivery for General Distribution)	42 Calendar or 70 Calendar if Extended (Total)
Code	Contractor Delivers All Codes to All Destinations (Statutory Volumes and Index Volumes)	(1) ↑ (2) For Statutory Volumes Sets, the Agency May: (a) Accept or Reject any number of Statutory Volumes Sets. (b) Reject One or More Statutory Volumes Sets, If Three or More Books (Volumes) Which are Part of a Statutory Volumes Set are Rejected or Missing. (3) For Books Which Are Part of a Statutory Volumes Set or an Index Volume the Agency May Accept One or More Books.	Total Codes: 5750 (Plus Overrun of 100 or Less as Part of Normal Delivery for General Distribution)	↑
Acts	Agency Delivers its Acceptance of Books to the Contractor	Contractor Delivers Invoice to the Agency for Payment	Total Number of Books Accepted	Generally, Within 30 Days
Code	↑	↑	↑	↑
Acts	Contractor Delivers Invoice to the Agency for Payment	The Agency Delivers Payment to the Contractor Payment to the Contractor of the Amount Invoiced Shall Be Deemed Conclusive Evidence of Satisfaction by the Agency of Any Payment Obligation for the Items Invoiced.	Total Number of Books Accepted	Generally Within 90 Days
Code	↑	↑	↑	↑

APPENDIX B

TABLE B-3 ESTIMATED PRODUCTION AND DELIVERY DEADLINES FOR PRODUCTION ITEMS AND BOOKS FOR THE CODE

ASSUMING THAT EACH PARTY TAKES ALL OF ITS DEDICATED DAYS, RECEIPT IS IN THE MORNING, AND THERE ARE NO DELAYS

Book	Contractor's Receipt of Page Count for Volumes	Agency's Receipt of Laser Proof Sample Covers	Contractor's Delivery of Finished Sample Covers for Volumes	Contractor's Receipt of Agency's Composed Pages	Agency's Receipt of Contractor's Blue Line Pages	Contractor's Receipt of Approval of Blue Line Pages	Agency's Receipt of Contractor's Sets of Assembled Pages	Agency's Receipt of Contractor's Three Shipments of 420 Packaged Volumes as Part of Special Delivery (Legislative Distribution)	Agency's & Judicial District's Receipt of Contractor's Two Shipments of Packaged Volumes for Normal Delivery & Special Delivery (for Judicial Distribution)		
Vol. I	10/04/06	11/2/2006	12/11/06	11/01/06	11/03/06	11/03/06	12/13/06	Packed Together ↑	01/06/07	Packed Together	01/19/07
Vol. II	10/19/06	11/2/2006	12/11/06	11/10/06	11/14/06	11/14/06	12/13/06		01/06/07		01/19/07
Vol. III	10/19/06	11/2/2006	12/11/06	11/20/06	11/22/06	11/22/06	12/13/06		01/06/07		01/19/07
Vol. IV	11/01/06	11/2/2006	12/11/06	11/28/06-11/29/06(S)	11/30/06-12/01/06(S)	12/01/06	12/13/06		01/06/07		01/19/07
Vol. V	11/06/06	11/2/2006	12/11/06	12/07/06 - 12/08/06 (S)	12/08/06-12/11/06(S)	12/11/06	01/04/07		01/19/07		01/19/07
Vol. VI	11/20/06	11/2/2006	12/11/06	12/13/06-12/14/06 (S)	12/14/06-12/16/06(S)	12/15/06	01/05/07		01/19/07		01/19/07
Index	01/31/07	11/2/2006	02/21/07	02/28/07	03/02/07	03/05/07	03/16/07	04/05/07	04/05/07		

(S) = Split Signatures

**APPENDIX B
TABLE B-4 INSTRUCTIONS FOR PACKAGING AND SHIPPING OF BOOKS**

BOOK	SPECIAL INSTRUCTIONS
Acts	<p>(1) Packaging. Cartons Must Meet All Construction Requirements of the Applicable Freight Classifications (Not More Than 35 Pounds). Books Must Be Packaged in Bulk. One Side of Each Carton Must Reasonably Indicate Its Contents and the Quantity of Books Contained in the Carton.</p> <p>(2) Shipping. Shipment Must Meet All Requirements for the Applicable Freight Classifications. F.O.B. Destination, Door, Freight Prepaid and Allowed to: Grimes State Office Building and 8 Judicial Districts.</p> <p>(3) Cartons. Books Must Be Packaged in Bulk Cartons (5% Must Be Placed in Individual Cartons). One Side of Each Carton Must Reasonably Indicate Its Contents ("Iowa Acts") and the Quantity of Books Contained in the Carton.</p> <p>(4) Errata Sheet. Each Carton Must Contain an Errata Sheet Composed by the Agency and Delivered to the Contractor.</p>
Code Statutory Volumes Sets	<p>(1) Packaging. Cartons Must Meet all Construction Requirements of the Applicable Freight Classifications (Not More Than 35 Pounds).</p> <p>(2) Shipping †</p>
	<p>Normal Delivery and Special Delivery (Other Than for Early Legislative Distribution): Volumes I-VI Must Be Packaged Together in a Single Carton. One Side of Each Carton Must Reasonably Indicate its Contents ("2007 Code of Iowa") and the Number of Volumes ("Volumes I-VI") Contained in the Carton.</p> <p>Special Delivery (Legislative Distribution): Volumes I-IV Must Be Packaged Together in a Single Carton and Volumes IV and VI Must Be Packaged Together in a Single Carton and Shipped at a Later Date.</p>
	<p>Normal Delivery and Special Delivery (Other Than for Early Legislative Distribution): Each Carton Must Contain a Paper Flyer as Directed by the Agency Which States the Contents of the Carton and That the Index Volume Will Be Delivered at a Later Date.</p>
Code Index Volumes	<p>(1) Packaging, (2) Shipping, and (3) Unloading †</p>
	<p>Must Be Shipped Separately at Later Date.</p>
	<p>Must Be Packaged in Bulk Cartons With 5% Placed in Individual Cartons. One Side of Each Carton Must Reasonably Indicate Its Contents ("Index Volumes") and the Quantity of Books Contained in the Carton.</p>

**TABLE B-5a INSTRUCTIONS TO SHIP BOOKS TO THE GRIMES STATE OFFICE BUILDING
Normal Delivery**

Contact Information		Delivery Address	Special Instructions (Dock Unloading)
Name	Leslie Hickey	Grimes State Office Building 400 E. 14th St. Des Moines, Iowa 50319	<p>(1) Contact Ms. Hickey One Business Day Prior to Delivery.</p> <p>(2) 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". If the Contractor Makes the Delivery to the Dock by a Truck that Exceeds the 13'4" Clearance, the Books Shall be Deemed Undelivered.</p>
Address	Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319		
Telephone	(515) 281-8871		
E-Mail	leslie.hickey@legis.state.ia.us		

APPENDIX B
TABLE B-5b INSTRUCTIONS TO SHIP BOOKS TO THE STATE CAPITOL
Special Delivery (Legislative Distribution)

Contact Information			Delivery Address	Special Instructions
Name	Doug Adkisson	Richard Johnson	State Capitol Building 1007 E. Grand Ave. Des Moines, Iowa 50319 (West Side of Building)	(1) Contact Mr. Adkisson or Mr. Johnson by Friday, January 5th to Arrange for Delivery. (2) The Destination is on the West Side of the State Capitol in Front of the Building. There are No Accommodations to Unload by Forklift. (3) The Building is Locked on Sunday. It Will Be Necessary to Contact Mr. Adkisson or Mr. Johnson Immediately Prior to Delivery on that Day. LexisNexis Has Cell Phone Numbers for Both Mr. Adkisson and Mr. Johnson.
Address	State Capitol Building 1007 E. Grand Ave. Des Moines, Iowa 50319	State Capitol Building 1007 E. Grand Ave. Des Moines, Iowa 50319		
Telephone	(515) 281-3884 (515) 276-6512	(515) 281-3566 (515) 281-3894		
E-Mail	doug.adkisson@legis.state.ia.us	richard.johnson@legis.state.ia.us		

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TABLE B-5c INSTRUCTIONS TO SHIP BOOKS TO JUDICIAL DISTRICTS
Special Delivery (Judicial Distribution)

District	Contact Information		Delivery Address	Books		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 County 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				

APPENDIX B
TABLE B-5c INSTRUCTIONS TO SHIP BOOKS TO JUDICIAL DISTRICTS
Special Delivery (Judicial Distribution *Continued*)

District	Contact Information		Delivery Address	Books		Special Instructions
				Acts	Code	
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					
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) Must 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				

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