"C" SERIES

CONTRACT

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

C-3
APPENDICES FORM

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

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

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

Initials: Glen Dickinson 9/21/2010 Date 9/21/10 Date

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APPENDIX A PRODUCTION STANDARDS

TABLE A-1 GENERAL

PUBLICATION	BOOK SIZE	ORDER	ESTIMATED PAGE AND 32-PAGE SIGNATURE COUNT FOR THE PUBLICATIONS			
			AGGREGATE TOTAL		PER PUBLICATION (BOOK OR CODE)	
Acts	7 1/2" X 10 3/4" For Page Size *See Table A-2.*	2,000	Pages	2,528,000 All Regular Cream-White	All Pages Per Publication (Book)	1,264
			Signatures	79,000 All Regular Cream-White	All Pages Per Publication (Book)	39 1/2
Code	7 1/2" X 10 1/2" For Page Size *See Table A-2.*	4,150	Pages	ALL 50,397,600 Regular Cream-White: 49,468,000 Special Pink: 929,600	All Pages Per Publication (Code)	12,144 Regular (Cream-White): 11,920 Special Pink: 224
			Signatures	ALL 1,574,925 Regular Cream-White: 1,545,875 Special Pink: 29,050	All Signatures Per Publication (Code)	379 1/2 Regular (Cream-White): 372 1/2 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	1,920	1,936	1,936	1,440	2,160	1,568	1,184
All Signatures	60	60 1/2	60 1/2	45	67 1/2	49	37

APPENDIX A PRODUCTION STANDARDS
TABLE A-2 PAPER STOCK

PUBLICATION	TYPE	BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT-NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVE	RECYCLED MATERIAL
Acts	**Regular (Cream-White)**	Featherweight Opaque[i]	7 1/4 x 10 1/2 Finished	Cream-White	English	85	90	30#	Ideal 943 Range of 900-950	pH neutral (content of 7 or 7.5)[ii]	Preferred but not required[iii]
Code	**Regular (Cream-White)**	↑	7 1/4 x 10 1/8 Finished And Trimmed to Leave as Much Margin as Possible	↑	↑	↑	↑	↑	↑	↑	↑
Code	**Special Pink**	Springhill Opaque Offset[iv]	↑	Pink	Smooth or Vellum	N/A	—	50#	Range of 450-575	↑	↑

[i] Manufactured by Domtar Corporation.

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

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

[iv] Manufactured by International Paper Company.

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

PUBLICATION	IMAGE AREA FOR TYPE	FONT/POINT SIZE	ART-WORK	INK		BLEED BARS			
				Ratio (After Conversion)	Soy Oil	Placement		Width/Reverse Copy	Number of Pages Minimum
Acts	One Column (white pages) 5 1/2 X 9 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)	One Column (white pages) ↑ Two Columns (pink pages) 5 1/2 X 9 inches, with folio	↑	↑	↑	↑	↑	↑	↑	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)	Multiple columns (white and pink pages) 5 1/2 X 9 inches, with folio	↑	↑	↑	↑	↑	1" Long	↑	All right-hand pages containing an index entry: several hundred

APPENDIX B CONSTRUCTION STANDARDS

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

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

APPENDIX B CONSTRUCTION STANDARDS

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

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

APPENDIX B CONSTRUCTION STANDARDS

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.	(1) **General.** First and last signatures must be reinforced at the spine with cambric which measures at least 1" in width and at least 7/8" from the spine when concealed after the cover is attached to the end sheets. (2) **Thoroughly Glued.** The entire cambric must be completely glued to the book block (up to the head band and down to the foot band) in a manner that ensures the signatures are permanently bound.	Color must be alternating red and gold checkerboard pattern.	(1) **Full.** Full 32-page or split (e.g., half 16-page) as approved by the Agency. (2) **Prohibition.** Signatures having more than 32 pages or less than 16 pages are prohibited.	Burst bound
	Code	↑	↑	↑	↑	↑

APPENDIX B CONSTRUCTION STANDARDS

TABLE B-4 BOOKS (COVERING)

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

PUBLICATION	FRONT AND BACK COVERS	SPINE	
		Stamping	Foil Pieces
Acts	**Blind Stamping (Bars).** All of the following: (1) **General.** One impression of blind stamping on the front and back of the cover. Approx. 1/4" from top and sides of the book. (2) **Dies.** A die must be one piece.	(1) **Blind Stamping:** None. (2) **Type.** All of the following: (a) **Appearance and Color.** Crisp and distinct black. (b) **Location.** Centered and equal distance between the red and black foil pieces. *See Foil Pieces Box.* (c) **Content and Point Size.** The number "2". Approx. 80 Pts. (d) **Font.** One of the following: (i) First Preference. Imperial BT. (ii) Second Preference. Century Schoolbook. (e) **Spacing.** N/A. (3) **Dies.** All of the following: (a) **Setting.** Type must be set from the sampling die. (b) **One Piece.** A die must be one piece.	(1) **Red Foil Piece.** All of the following: (a) **Affixed.** Affixed in a manner that is permanently attached to the book. (b) **Alignment.** Straight. (c) **Dimensions.** Approx. 1 7/8" high and wrapped to the gutter of the spine. (d) **Appearance and Color.** Type is crisp and distinct gold leaf. (e) **Location.** The top edge approx. 1 7/8" from the top edge of the book. (f) **Type.** All of the following: (i) **Location.** Centered between the sets of gold bars. (ii) **Content and Point Size.** The content depends upon whether the General Assembly meets in regular session or regular session and one or more extraordinary sessions. (*) **Regular Session Alone. 1st Line:** the word "ACTS" and the number "2010", **2nd Line:** the word "REGULAR", **3rd Line:** the word "SESSION", and **4th Line:** the number "83" and the abbrev. "G.A." (**) **Regular and Extraordinary Session(s). 1st Line:** the word "ACTS" and the number "2010", **2nd Line:** the word "REGULAR", **3rd Line:** the word "SESSION", and **4th Line:** the words "AND EXTRA", **5th Line:** the word "SESSION" or "SESSIONS", and **6th Line:** the number "83" and the abbrev. "G.A." Approx. 11 pts. (iii) **Font.** *See Stamping Box.* (iv) **Spacing.** Uniform spacing for letters, words, and numbers. (v) **Capital Letters.** All. (g) **Bars.** Two sets of bars must run horizontally at the top and bottom of the foil pieces as follows: (i) **Size.** For each set of bars, all of the following: (*) **Wide Top Bars.** Approx. the size of a 12 pt. line of rule. (**) **Thin Bottom Bars.** Not thicker than a 6 pt. line of rule. (ii) **Distance.** The distance between the wide and thin bars must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. (iii) **Placement.** For the top set of bars, the distance between the top edge of the wide bar and the top edge of the foil piece must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. For the bottom set of bars, the same distance applies between the bottom edge of the wide bar and the bottom of the foil piece. (2) **Black Foil Piece.** All of the following: **(a), (b), (c), (d), and (g).** ↑ (e) **Location.** The bottom approx. 3 1/2" from the bottom edge of the book. (f) **Text.** ↑ Except (ii) (ii) **Content and Point Size (Various).** All of the following: **1st Line.** The word "IOWA". Approx. 12 pts. **2nd Line.** The number "83". Approx. 70 pts. **3rd Line.** The number "2010". Approx. 12 pts.

* The Agency will deliver sample books to the Contractor. Except for the text provided in this Table, the specifications are intended as a guide.

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

		FRONT AND BACK COVERS	SPINE	
			Stamping	Foil Pieces
PUBLICATION	Code (Statutory Volumes Sets)	**(1) Blind Stamping (Bars):** ↑ **(2) Type (Front Cover).** All of the following: **(a) Appearance and Color.** Crisp and distinct black. **(b) Location.** Centered and on the top half of the book. **1st Line.** From the top of the letter "V" to the top edge cover, approx. 2". **4th Line.** From the bottom of the letters to the bottom edge of the book, approx. 5 1/2". **(c) Content and Point Size (Various).** All of the following: **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. **2nd Line.** The words "CODE OF IOWA". Approx. 46 pts. **3rd Line.** The number "2011". Approx. 30 pts. **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. **(d) Font.** Century Schoolbook. **(e) Spacing.** Standard spacing for letters and words in "CODE OF IOWA" and nonuniform spacing for lines (approx. 7/16" between 1st and 2nd line, 1/2" between 2nd and 3rd lines, and 9/16" between the 4th and 5th lines). **(f) Capital Letters.** All. **(3) Dies.** All of the following: **(a) Setting.** Type and bars must be set from the sampling die on the spine. **(b) One Piece.** A die must be one piece.	**(1) Blind (Bars).** Six evenly spaced. **1st.** From the top to the top edge of the book, approx. 1/4". **2nd.** From the bottom to the top of the red foil piece, approx. 1/4". **3rd.** Immediately below the red foil piece. **4th.** Immediately above the black foil piece. **5th.** From the top to the bottom of the black foil piece, approx. 1/4". **6th.** From the bottom to the bottom edge of the book, approx. 1/4". **(2) Type.** All of the following: **(a) Appearance.** Crisp and distinct black. **(b) Location.** Centered and equal distance between the red and black foil pieces. Immediately below the 3rd bar and immediately above the 4th bar. *See Foil Pieces Box.* **(c) Content and Point Size (approx. 19 pts.).** All of the following: **1st Line.** The word "VOLUME" and a Roman numeral designating the volume number. **2nd Line.** The word "CHAPTERS". **3rd Line.** The chapters designation. *See Front and Back Covers Box.* **(d) Font. One of the following:** (i) First Preference. Imperial BT. (ii) Second Preference. Century Schoolbook. **(e) Spacing.** Standard spacing for letters and words. **(f) Capital Letters.** All. **(3) Dies.** All of the following: **(a) Setting.** Type and bars must be set from the sampling die. **(b) One Piece.** A die must be one piece.	**(1) Red Foil Piece.** All of the following: **(a), (b), (c), (d), and (g)** ↑ **(e) Location.** The top edge approx. 2 1/4" from the top edge of the book. **(f) Type.** All of the following: **(i) Location.** Centered between the sets of gold bars. **(ii) Content and Point Size (Various).** All of the following: **1st Line.** The word "CODE". Approx. 34 pts. **2nd Line.** The word "OF". Approx. 18 pts. **3rd Line.** The word "IOWA". Approx. 34 pts. **(iii) Font.** *See Stamping Box.* **(iv) Spacing.** Extra spacing between the letters "CODE" and "IOWA" and uniform spacing between lines (approx. 1/8"). **(v) Capital Letters.** All. **(2) Black Foil Piece.** All of the following: **(a), (b), (c), (d), and (g).** ↑ **(e) Location.** From the bottom to the bottom edge of the book, approx. 2 5/8". **(f) Type.** All of the following: **(i) Location.** Centered between the sets of bars. **(ii) Content and Point Size.** The number "2011". Approx. 28 pts. **(iii) Font.** Century Schoolbook. **(iv) Spacing.** Standard spacing for numbers. **(v) Capital Letters.** N/A.

APPENDIX B CONSTRUCTION STANDARDS

TABLE B-5 BOOKS (DECORATION) *Continued*

		FRONT AND BACK COVERS	SPINE	
			Stamping	Foil Pieces
PUBLICATION	Code (Index Volumes)	(1) **Blind Stamping (Bars):** ↑ (2) **Type (Front Cover).** All of the following: (a) **Appearance and Color.** Crisp and distinct black. (b) **Location.** Centered and on the top half of the book. **1st Line.** From the top of the letters "TABLES" to the top edge of the book, approx. 1 1/2". **6th Line.** From the bottom of the number "2011" to the bottom edge of the book, approx. 4 1/4". (c) **Content and Point Size (Various).** All of the following: **1st Line.** The word "TABLES". Approx. 41 pts. **2nd Line.** The word "AND". Approx. 25 pts. **3rd Line.** The word "INDEX". Approx. 41 pts. **4th Line.** The words "TO THE". Approx. 22 pts. **5th Line.** The words "CODE OF IOWA". Approx. 41 pts. **6th Line.** The number "2011". Approx. 30 pts. (d) **Font.** Century Schoolbook. (e) **Spacing.** Nonstandard spacing for letters and "TABLES" and "INDEX". Standard spacing for the letters and words "AND", "TO THE", "CODE OF IOWA", and "2011". Uniform spacing for lines (approx. 1/2" between lines). (f) **Capital Letters.** All. (3) **Dies.** ↑	(1) **Blind (Bars):** ↑ (2) **Type (Front Cover).** All of the following: (a) **Appearance.** Crisp and distinct black. (b) **Location.** All of the following: **1st Line.** The top of the letters approx. 7/16" from the bottom of the red foil piece. **3rd Line.** The bottom of the letters approx. 6/8" from the top of the black foil piece. (c) **Content and Point Size (Various).** All of the following: **1st Line.** The word "TABLES". Approx. 20 pts. **2nd Line.** The word "AND". Approx. 13 pts. **3rd Line.** The word "INDEX". Approx. 20 pts. (d) **Font.** Century Schoolbook. (e) **Spacing.** Uniform spacing for letters, words, numbers, and lines (approx. 1/8"). (f) **Capital Letters.** All. (3) **Dies.** ↑	↑

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-1 DELIVERY OF AGENCY PRODUCTS

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

APPENDIX C DELIVERY INSTRUCTIONS

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

PUBLICATION	SPECIAL INSTRUCTIONS
Acts	**(1) Common Carrier Requirement.** If the Contractor does not personally perform packaging (and loading) and shipping (and unloading) production items or books, the following apply: **(a) Courier.** The courier must be the United States Mail Service, FedEx® Corp., United Parcel Service, Inc. (UPS®), or another person who is a midwestern or nationally recognized courier authorized by the Agency. **(b) Freight Company.** The freight company must be Roadway® Express, Inc., Con-way® Freight, King Solution, Inc., or another person who is a midwestern or nationally recognized freight company authorized by the Agency. **(2) Courier and Freight Company.** All of the following apply: **(a) Less Weight.** A shipment of less than 800 lbs. may be made by a courier or a freight company. **(b) More Weight.** A shipment of 800 lbs. or more must only be made by a freight company. **(3) Books.** For books, all of the following apply: **(a) Contents Identified.** One side of each carton must reasonably indicate its contents: "2010 IOWA ACTS" and the quantity of books included. **(b) Bulk Packaging.** The books must be packaged in bulk cartons with 5% of books (excluding overruns) placed in individual cartons. **(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. **(d) Weight.** A carton must not exceed 35 lbs. **(e) Loading.** All of the following: **(i) Skids.** Each carton must be packed and delivered on skids and be strapped to the skids by polyethylene wrap. **(ii) Pallets.** All of the following: **(*)** Each package must fit on a 3' 4" x 5' pallet without overhang. **(**)** A pallet must not be double stacked. **(4) F.O.B. & Risks.** The Contractor must deliver production items and 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. **(5) Specifications.** The Contractor must make shipments in a manner that meets all requirements for the applicable freight classification.
Code (Statutory Volumes Sets)	**(1), (2), (4), and (5)** ↑ **(3) Books.** For books, all of the following apply: **(a) Contents Identified.** One side of each carton must reasonably indicate its contents: "2011 CODE OF IOWA" and the number of volumes "VOLUMES I-VI". **(b) Volume Packaging.** The statutory set must be packaged in a single carton. **(c) Notice Sheets.** All of the following: **(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. **(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. **(d) Weight.** N/A. **(e) Loading.** ↑ *See Table C-5.*
Code (Index Volumes)	↑ Except (3)(a): **(3)(a) Contents Identified.** One side of each carton must reasonably indicate its contents: "2011 CODE OF IOWA INDEX" and the quantity of books included. ↑

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-3 DESTINATION FOR PRODUCTION ITEMS (PAPER PROOF COVERS AND FINISHED COVERS)

PUBLICATION		CONTACT INFORMATION		SPECIAL INSTRUCTIONS
		Primary	Alternative	
Acts	Name	Ms. Leslie Hickey Iowa Code Editor	Mr. Roger Karns	(1) **Contact.** Contact the Agency one business day prior to delivery. (2) **Delivery Day.** Business Day. (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.
	Address	3rd Floor State Capitol Building Des Moines, Iowa 50319	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	
	Telephone	(515) 281-8871	(515) 242-6459	
	Fax	(515) 281-8027	(515) 281-6625	
	E-Mail	leslie.hickey@legis.state.ia.us	roger.karns@legis.state.ia.us	
Code	↑	↑	↑	↑

TABLE C-4 DESTINATION FOR PRODUCTION ITEMS (OTHER THAN PAPER PROOF COVERS AND FINISHED COVERS)

PUBLICATION		CONTACT INFORMATION		SPECIAL INSTRUCTIONS
		Primary	Alternative	
Acts	Name	Mr. Roger Karns	Ms. Leslie Hickey Iowa Code Editor	(1) **Contact.** Contact the Agency one business day prior to delivery. (2) **Delivery Day.** Business Day. (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.
	Address	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	3rd Floor State Capitol Building Des Moines, Iowa 50319	
	Telephone	(515) 242-6459	(515) 281-8871	
	Fax	(515) 281-6625	(515) 281-8027	
	E-Mail	roger.karns@legis.state.ia.us	leslie.hickey@legis.state.ia.us	
Code	↑	↑	↑	↑

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-5 DESTINATION FOR BOOKS (NORMAL DELIVERY)

PUBLICATION	NUMBERS AND TYPE	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Acts	**Total:** 2,000 divided as follows: (1) **Normal Delivery:** 1,134 (2) **Special Delivery:** 866	(1) **Normal Delivery:** Grimes State Office Building (Loading Dock) 400 East 14th St. and Grand Ave. Des Moines, Iowa 50319 (2) **Special Delivery:** *See Tables C-5 and C-6.*	(1) **General.** All of the following: (a) **Delivery Day.** Business Day. (b) **Delivery Time.** 8:00 a.m. - 4:30 p.m. (Central Time). (2) **Destinations:** (a) **Normal Delivery:** (i) **Contact.** Contact the Agency one business day prior to delivery. *See Table F-1.* (ii) **Low Dock.** The dock is inside the building, and there are no accommodations to unload by forklift. All pallets must be unloaded by pallet jacks located at the dock. The maximum clearance for the dock is 13' 4". A shipment by a truck that exceeds the 13' 4" clearance shall be deemed undelivered. (b) **Special Delivery:** *See Tables C-5 and C-6.*
Code (Statutory Volumes Sets)	**Total:** 4,150 as follows: (1) **Normal Delivery:** 3,242 (2) **Special Delivery:** 908	↑	↑
Code (Index Volumes)	↑	↑	↑

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-6 SHIPPING DESTINATION FOR BOOKS (SPECIAL DELIVERY)

DISTRICT	CONTACT INFORMATION		DELIVERY ADDRESS	NUMBER		SPECIAL INSTRUCTIONS
				Acts	Code	
2nd	Name	JoAnne Hagen	Webster Co. Courthouse 701 Central Ave. 4th Floor Fort Dodge, IA 50501	159	156	Ship to Court Administration Office, 4th Floor of Webster County Courthouse.
	Telephone	515-576-6336				
	E-Mail	joanne.hagen@iowacourts.gov				
4th	Name	Kent Wirth	Pottawattamie Co. Courthouse 227 S. 6th Street Council Bluffs, IA 50502	26	57	Ship to the south side of the Courthouse, 5th Avenue (designated as the buildings and grounds garage).
	Telephone	712-328-5733				
	E-Mail	kent.wirth@iowacourts.gov				
6th	Name	Harold Soppe	Linn County Courthouse Court Administration Office 3rd Ave. Bridge Cedar Rapids, IA 52401	87	87	None
	Telephone	319-398-3920 ext. 100				
	E-Mail	harold.soppe@iowacourts.gov				
7th	Name	Richard Brus	Scott County Courthouse 400 W. 4th Street Davenport, IA 52801	73	73	Contact Mr. Brus at least one business day prior to delivery.
	Telephone	563-326-8712				
	E-Mail	richard.brus@iowacourts.gov				
8th	Name	Chris Sinnott	Court Administration 211 E. 4th Street Ottumwa, IA 52501	117	117	**(1)** Ship to first floor. **(2)** Do not drive up the hill. **(3)** The truck can back in and use the side entrance door under the canopy.
	Telephone	641-684-6502				
	E-Mail	chris.sinnott@iowacourts.gov				

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-7 MAILING DESTINATION FOR BOOKS (SPECIAL DELIVERY) 1st Judicial District

Addressee		Address					Number		Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	Code	Telephone	E-mail
Elizabeth Nuss	Clerk of Court	Allamakee	110 Allamakee St. PO Box 248	Waukon	IA	52172	6	6	563-568-6351	elizabeth.nuss@iowacourts.gov
Diane May	Court Administration	Black Hawk	316 E. 5th St. PO Box 9500	Waterloo	IA	50703	45	44	319-833-3282	diane.may@iowacourts.gov
Waynette Saul	Clerk of Court	Buchanan	210 5th Ave. NE, PO Box 259	Independence	IA	50644	5	5	319-334-2196	waynette.saul@iowacourts.gov
Damian Baltes	Clerk of Court	Chickasaw	8 E. Prospect PO Box 467	New Hampton	IA	50659	4	4	641-394-2106	damian.baltes@iowacourts.gov
Susan Johnson	Clerk of Court	Clayton	111 High St. PO Box 418	Elkader	IA	52043	4	4	563-245-2204	susan.johnson@iowacourts.gov
Linny Emrich	Clerk of Court	Delaware	301 E. Main. PO Box 527	Manchester	IA	52057	6	6	563-927-4942	linny.emrich@iowacourts.gov
Deb Calhoun	Court Administration	Dubuque	720 Central Ave. PO Box 1220	Dubuque	IA	52004	21	21	563-589-4591	deb.calhoun@iowacourts.gov
Elizabeth Nuss	Clerk of Court	Fayette	114 N. Vine St. PO Box 458	West Union	IA	52175	8	8	563-422-5694	elizabeth.nuss@iowacourts.gov
Waynette Saul	Clerk of Court	Grundy	706 G. Ave.	Grundy Center	IA	50658	6	6	319-824-5229	waynette.saul@iowacourts.gov
Damian Baltes	Clerk of Court	Howard	137 N. Elm St.	Cresco	IA	52136	4	4	563-547-2661	damian.baltes@iowacourts.gov
Elizabeth Nuss	Clerk of Court	Winneshiek	201 W. Main	Decorah	IA	52101	8	8	563-382-2469	elizabeth.nuss@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-7 MAILING DESTINATION FOR BOOKS (SPECIAL DELIVERY) 3rd Judicial District

Addressee		Address					Number		Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	Code	Telephone	E-mail
Joann Kinnetz	Clerk of Court	Buena Vista	215 E. 5th St.	Storm Lake	IA	50588	6	6	712-749-2546	joann.kinnetz@iowacourts.gov
Cheryl Kaskey	Clerk of Court	Cherokee	520 W. Main St.	Cherokee	IA	51012	7	7	712-225-6744	cheryl.kaskey@iowacourts.gov
Laurie Janssen	Acting Clerk of Court	Clay	215 W. 4th St. - Ste. 4	Spencer	IA	51301	8	8	712-262-4335	laurie.janssen@iowacourts.gov
Karen Kahl	Clerk of Court	Crawford	1202 Broadway St. - Ste. 1P	Denison	IA	51442	6	6	712-263-2242	karen.kahl@iowacourts.gov
Marcia Eckerman	Clerk of Court	Dickinson	1802 Hill Ave. - Ste. 2506	Spirit Lake	IA	51360	5	6	712-336-1138	marcia.eckerman@iowacourts.gov
Cynthia Kelly	Clerk of Court	Emmet	609 1st Ave. N	Estherville	IA	51334	4	4	712-362-3325	cynthia.kelly@iowacourts.gov
Beth Farley	Leadworker/ Clerk of Court Office	Ida	401 Moorehead St.	Ida Grove	IA	51445	5	5	712-364-2628	beth.farley@iowacourts.gov
Barbara Schilmoeller	Leadworker/ Clerk of Court Office	Kossuth	114 W. State St.	Algona	IA	50511	6	6	515-295-3240	barbara.schilmoeller@iowacourts.gov
Judy DeBoer	Leadworker/ Clerk of Court Office	Lyon	206 S. 2nd Ave.	Rock Rapids	IA	51246	3	3	712-472-8530	judy.deboer@iowacourts.gov
Sue Hansohn	Leadworker/ Clerk of Court Office	Monona	610 Iowa Ave.	Onawa	IA	51040	4	4	712-472-2491	sue.hansohn@iowacourts.gov
Jeff Roos	Clerk of Court	O'Brien	155 S Hayes Ave.	Primghar	IA	51245	3	3	712-957-3255	jeff.roos@iowacourts.gov
Eileen Grave	Clerk of Court	Osceola	300 7th St.	Sibley	IA	51249	3	3	712-754-3595	eileen.grave@iowacourts.gov
Mary Ellen Munn	Clerk of Court	Palo Alto	1010 Broadway	Emmetsburg	IA	50536	4	4	712-852-3603	mary.munn@iowacourts.gov
Charlene Peterson	Clerk of Court	Plymouth	215 4th Ave. S.E.	Le Mars	IA	51031	5	5	712-546-4215	charlene.peterson@iowacourts.gov
Debra Fischer	Clerk of Court	Sioux	210 Central Ave. S.W.	Orange City	IA	51041	7	7	712-737-2286	deb.fischer@iowacourt.gov
Debbie Schmith	Account/ Auditor I/DCA Office	Woodbury	620 Douglas St. - Ste. 210	Sioux City	IA	51101	28	42	712-279-6630	debbie.schmith@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-7 MAILING DESTINATION FOR BOOKS (SPECIAL DELIVERY) 5th Judicial District

Addressee		Address					Number		Contact Information	
Name	Title	CourtHouse	Street	City	State	Zip Code	Acts	Code	Telephone	E-mail
Stacey Armstrong	Clerk of Court	Adair	400 Public Square	Greenfield	IA	50849-0389	3	3	641-743-2445	stacey.armstrong@iowacourts.gov
Lori Reed	Clerk of Court	Adams	500 9th St.	Corning	IA	50841	3	3	641-322-4711	lori.reed@iowacourts.gov
Linda Graves	Clerk of Court	Clarke	100 S. Main St.	Osceola	IA	50213	7	7	641-342-6096	linda.graves@iowacourts.gov
Kelly Thompson	Clerk of Court	Dallas	801 Court St.	Adel	IA	50003-1485	15	15	515-993-6854	kelly.thompson@iowacourts.gov
Traci Tharp	Clerk of Court	Decatur	207 N. Main St.	Leon	IA	50144	5	5	641-446-4331	traci.tharp@iowacourts.gov
Leisa Imboden	Clerk of Court	Guthrie	200 N. 5th St.	Guthrie Center	IA	50115	3	3	641-747-3415	leisa.imboden@iowacourts.gov
Carol Sage	Clerk of Court	Jasper	101 1st St. N	Newton	IA	50208	9	9	641-792-3255	carol.sage@iowacourts.gov
Vicky Black	Clerk of Court	Lucas	916 Braden Ave.	Chariton	IA	50049	5	5	641-774-4421	vicky.black@iowacourts.gov
Janice Bowers	Clerk of Court	Madison	112 N. John Wayne Dr.	Winterset	IA	50273-0152	4	4	515-462-4451	janice.bowers@iowacourts.gov
Carol Sage	Clerk of Court	Marion	214 E. Main St.	Knoxville	IA	50138	9	9	641-828-2207	carol.sage@iowacourts.gov
Sherrie Schuck	Admin. Asst.	Polk	500 Mulberry St.	Des Moines	IA	50309-4238	97	97	515-286-3198	sherrie.schuck@iowacourts.gov
Donna Stephens	Acting Clerk of Court	Ringgold	109 W. Madison St.	Mount Ayr	IA	50854-0523	4	4	641-464-3234	donna.stephens@iowacourts.gov
Lori Reed	Clerk of Court	Taylor	405 Jefferson St.	Bedford	IA	50833	3	3	712-523-2095	lori.reed@iowacourts.gov
Marsha Parsons	Clerk of Court	Union	300 North Pine St.	Creston	IA	50801	3	3	641-782-7315	marsha.parsons@iowacourts.gov
Laura Peterson	Clerk of Court	Warren	115 N. Howard St.	Indianola	IA	50125	9	9	515-961-1069	laura.peterson@iowacourts.gov
Traci Tharp	Clerk of Court	Wayne	101 Franklin Rd.	Corydon	IA	50060	4	4	641-872-2264	traci.tharp@iowacourts.gov

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

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

PERIOD	TYPE	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
TRIAL PERFORMANCE	**Paper Proof Covers**	Acts	Within 10 calendar days after the Agency delivers its specifications to the Contractor, the Contractor must deliver a paper proof cover to the Agency (State Capitol) 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 Volumes)	↑	↑
	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 (State Capitol) 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 15 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 (State Capitol) 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 Volumes)	↑ 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 (State Capitol) 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 1 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 Volumes)	↑ Same as the Acts	↑ Same as the Acts
	Sets of Assembled Pages	**Acts**	Within 4 business days after the Agency delivers its approval of the final sets of digital proofs for a book, the Contractor must deliver 7 sets of assembled pages to the Agency (State Capitol).	No response necessary.
		Code (Statutory Volumes Sets)	↑ For each volume of the Code	↑ For each volume of the Code
		Code (Index Volumes)	↑ 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**	Within 30 calendar days after the Agency delivers its approval of final sets of digital proofs, the Contractor must deliver 2,000 books to the Agency. *See Tables C-4, C-5, and C-6.* **(1) Normal Delivery:** 1,134 books delivered to the Grimes State Office Building. **(2) Special Delivery:** 866 books delivered to 8 Judicial Districts.	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: **(1) Accept or Reject Books.** The Agency accepts or rejects any number of the books. **(2) Notice to Extend Time.** The Agency reserves a total of 70 calendar days to accept or reject any number of the books.
	Code (Statutory Volumes Sets)	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 4,150 statutory volumes sets to the Agency. *See Tables C-4, C-5, and C-6.* **(1) Normal Delivery:** 3,242 statutory volumes sets delivered to the Grimes State Office Building. **(2) Special Delivery:** 908 statutory volumes sets delivered to 8 Judicial Districts.	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: **(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. **(2) Notice to Extend Time.** The Agency reserves a total of 70 calendar days to accept or reject any number of the books or statutory volumes sets.
	Code (Index Volumes)	Within 15 calendar days after the Agency delivers its approval of final sets of digital proofs, the Contractor must deliver 4,150 index volumes to the Agency. *See Tables C-4, C-5, and C-6.* **(1) and (2) ↑**	Within 42 calendar days after the Contractor delivers all index volumes to the Agency, the Agency will respond by delivering a notice to the Contractor stating one of the following: **(1) Accept or Reject Books.** The Agency accepts or rejects any number of the books. **(2) Notice to Extend Time.** The Agency reserves a total of 70 calendar days to accept or reject any number of the books.

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 Table D-2.*	Generally, within 90 days of the Contractor's delivery of an invoice to the Agency for the contract price (subject to any adjustments as provided in the contract), the Agency will approve the invoice and deliver payment of the contract price to the Contractor.
	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 Table D-2.*	↑

APPENDIX E LIQUIDATED DAMAGES FORMULAS

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

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

* Per publication for the Acts means each book and for the Code means each statutory volumes set or each statutory volume and each index volume

APPENDIX E LIQUIDATED DAMAGES FORMULAS

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

Publication			Predetermined Rate Per Publication		Calendar Days Publication Delivered Late Per Publication				Amount of Liquidated Damages Per Publication		Total Number of Publications Delivered		Total Liquidated Damages	
					Actual		Predetermined							
Acts	Book		$0.20		x	_____	or	_____	=	_____	x	_____	=	$ _____
Code	Statutory Volume	Volume	$0.15	Apply Lesser Rate	x	_____	or	_____	=	_____	x	_____	=	$ _____
		Set	$0.45											
	Index Volume		$0.05		x	_____	or	_____	=	_____	x	_____	=	$ _____

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

Publication			Predetermined Rate Per Publication		Actual Calendar Days Production Item Delivered Late		Predetermined Number of Calendar Days Publication Delivered Late		Amount of Liquidated Damages Per Publication Delivered Late		Total Number of Publications Delivered Late		Total Liquidated Damages	
Acts	Book		$0.20		x	_____	x	_____	=	_____	x	_____	=	$ _____
Code	Statutory Volume	Volume	$0.15	Apply Lesser Rate	x	_____	x	_____	=	_____	x	_____	=	$ _____
		Set	$0.45											
	Index Volume		$0.05		x	_____	x	_____	=	_____	x	_____	=	$ _____

APPENDIX E LIQUIDATED DAMAGES FORMULAS

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

Publication			Predetermined Rate Per Set of Assembled Pages		Actual Business Days Per Set of Assembled Pages Delivered Late		Amount of Liquidated Damages Per Set of Assembled Pages Delivered Late		Total Number of Sets of Assembled Pages Delivered Late		Total Liquidated Damages	
Acts	Book		$10.00		x	_____	=	_____	x	_____	=	$ _____
Code	Statutory Volume	Volume	$5.00	Apply Lesser Rate	x	_____	=	_____	x	_____	=	$ _____
		Set	$20.00									
	Index Volume		$2.50		x	_____	=	_____	x	_____	=	$ _____

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

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

APPENDIX F CONTACT INFORMATION

TABLE F-1 CONTACT INFORMATION FOR THE AGENCY

			CONTACT INFORMATION		SPECIAL INSTRUCTIONS
			Primary	Alternative	
PUBLICATION	Acts	Name	Ms. Leslie Hickey Iowa Code Editor	Mr. Roger Karns	(1) **Authorization.** Ms. Hickey and Mr. Karns are authorized to discuss any issue relating to this Appendix. (2) **Contact.** The Contractor must make contact as follows: (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. (b) **E-Mails.** The Contractor must address electronic messages to both contact persons. (3) **Alternatives.** Ms. Hickey may designate alternate persons to communicate regarding any issue which arises under this Appendix. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
		Address	3rd Floor State Capitol Building Des Moines, Iowa 50319	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	
		Telephone	(515) 281-8871	(515) 242-6459	
		Fax	(515) 281-8027	(515) 281-6625	
		E-Mail	leslie.hickey@legis.state.ia.us	roger.karns@legis.state.ia.us	
	Code	↑	↑	↑	↑

APPENDIX F CONTACT INFORMATION

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

			CONTACT INFORMATION		SPECIAL INSTRUCTIONS
PUBLICATION	Acts	Name Title	Paul O'Neill Account Representative - Manufacturing and Client Services	Chris Graf Account Representative - Manufacturing and Client Services	(1) **Authorization.** The Contractor's contact persons are authorized to discuss any issue relating to the day-to-day operations of the contract. (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. (3) **Production Items.** For production items, the following apply: (a) **Set of Digital Proofs.** For a set of digital proofs, if Ms. Hickey or Mr. Karns delivers a message regarding the production or delivery of a set of digital proofs, the Contractor's contact person must respond not later than 4 hours after Ms. Hickey or Mr. Karns delivers the message. However, if the 4-hour period will expire after 4:30 p.m. of the business day on which the message is delivered, the Contractor's contact person must respond by not later than 8:30 a.m. on the next business day. (b) **Not a Set of Digital Proofs.** For a production item other than a set of digital proofs, if Ms. Hickey or Mr. Karns delivers a message, other than a message regarding the production or delivery of a set of digital proofs, the contact person must respond by not later than noon on the next business day.
		Address	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive Eagan, MN 55123	
		Telephone	(651) 687-6139	(651) 687-4232	
		Fax	N/A	N/A	
		E-Mail	paul.o'neill@thomsonreuters.com	chris.graf@thomsonreuters.com	
		Pager (If Available)	(612) 622-6513	(612) 606-0301	
	Code	↑	↑	↑	↑

APPENDIX F CONTACT INFORMATION

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

PUBLICATION

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

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