

**RFP FORMS  
"RB" SERIES**

**REQUEST FOR PROPOSALS  
PRODUCING AND DELIVERING THE  
2007-2008 IOWA OFFICIAL REGISTER (REDBOOK)**

**RB-4  
APPENDICES**

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Executed: \_\_\_\_\_, 2007

Legislative Services Agency  
State Capitol  
Des Moines, Iowa 50319

Mr. Dennis Prouty, Director  
Mr. Richard Johnson,  
Legal Services Division Director

Initials: \_\_\_\_\_  
Dennis Prouty

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

NUMBER OF BOOKS (PER ORDER)	SIZE		ESTIMATED NUMBER OF BOOK PAGES AND 16-PAGE SIGNATURES			
	Book	Page	Per Book		Cumulative (Per Order)	
1,500	9 1/4" x 6 1/4"	9" x 6" Finished	Pages	480	Pages	720,000
			Signatures	30	Signatures	45,000

**TABLE A-2 PAPER STOCK**

BRAND	SIZE	COLOR/ SHADE	GRADE	FINISH	BRIGHT- NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVAL QUALITY	RECYCLED MATERIAL
Fortune Matt (Used for the 2005-2006 Edition) or Equivalent	Table A-1 "Page"	Warm White	3 Book	Coated Matt	84-87	92	60# Book	Ideal 620	Resistant to Oxidation. pH Neutral (Content of 7 or 7.5).	Postconsumer Preferred. At Least 100% of Paper Stock = 10% Recycled Content.

**TABLE A-3a PAGE COMPOSITION AND PRINTING**

IMAGE AREA FOR TEXT AND ARTWORK	FONT/POINT SIZE	FRONT/REVERSE PAGES	INK	
			COVERAGE	SOY OIL
<p>(1) <b>Dimensions.</b> 5" x 8 3/16" Including the Folio and With the Nonuniform Bottom Margins.</p> <p>(2) <b>Margins.</b> Each Page Must Include a Margin and an Element of the Page (Text or Artwork). Must Not Extend Beyond the Image Area (e.g., No "Bleeds").</p> <p>(3) <b>Position.</b> Text and Artwork Must be Positioned (Aligned) Consistently on the Composed Page. Text and Artwork Must be Justified and the Margins Consistent and Even.</p> <p>(4) <b>Right-hand Pages.</b> The Following Must be Placed on Right-hand Pages:            (a) Title Page.            (b) Front Page of Each of the Book's Chapters.</p>	<p>(1) <b>Font.</b> Generally, Times New Roman With Abadi MT Condensed and Lucida Sans.</p> <p>(2) <b>Points.</b> Generally, 9 but Ranging From 7 to 22.</p>	Text or Artwork Will Appear on the Front and Reverse Side of a Page.	<p>(1) <b>Black.</b> For Text, Black Ink on Two Sides of the Same Page.</p> <p>(2) <b>Coverage.</b> Ink Coverage Must be Light to Moderate. No Fading.</p>	100% Must Contain at Least 10% Soy Oil.

## APPENDIX A PRODUCTION STANDARDS

### TABLE A-3b ARTWORK PHOTOGRAPHS/ DRAWINGS

REPLACEMENT OF ARTWORK	PLACEMENT			PROCESSING	
	Size	Number	Front/Reverse Pages	Black & White	Color
<p>The Agency Will Deliver to the Contractor Composed Pages Which Include Replica Artwork for Replacement as Follows:</p> <p><b>(1) Later Delivery of Genuine Artwork.</b> The Agency Shall Separately Deliver Replacement Genuine Artwork to Replace the Replica Artwork for Use in Producing Book Pages.</p> <p><b>(2) Replacement.</b> The Contractor Shall Replace Each Replica Artwork With its Corresponding Genuine Artwork.</p> <p><b>(3) Standard.</b> The Contractor Shall Ensure That Each Genuine Artwork Corresponds to Each Replica Artwork That is Being Replaced for Publication in the Book Pages (Including the Same Image and Size).</p>	<p>Artwork Will Not Cover More Than Half of a Page.</p>	<p>Based on the 2005-2006 Edition of the Redbook, an Estimated Number of Pages Will Have at Least One Form of Artwork.</p> <p><b>(1) Black and White.</b> 62 Black-and-white Photographs and Drawings of Various Sizes.</p> <p><b>(a)</b> One Photograph Printed On Each of the 10 Chapter Title Pages.</p> <p><b>(b)</b> 25 Pages With at Least One Black-and-white Photograph or Drawing (e.g., Repeated Reproductions of the Great Seal of the State of Iowa).</p> <p><b>(2) Color.</b> 219 Color Photographs or Drawings of Various Sizes.</p> <p><b>(a)</b> No Photograph or Drawing Covers More than 1/2 Page.</p> <p><b>(b)</b> 90 Pages With at Least One Color Photograph or Drawing.</p>	<p>Based on the 2005-2006 Edition of the Redbook, 82 Pages Will Include Color Artwork Printed on Both Sides of the Same Sheet</p>	<p>Must Use a Range of Halftones</p>	<p>Must Utilize a Four-color Process or a Superior Process Approved by the Agency</p>

**APPENDIX B CONSTRUCTION STANDARDS  
TABLE B-1 PRODUCTION ITEMS**

ITEM	TYPES OF PROOFS	SPECIAL INSTRUCTIONS	NUMBER
SAMPLE COVERS	PAPER	<p>(1) <b>Preliminary Paper Proof Cover.</b> 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) <b>Virtual Replica.</b> Lettering and Numbering, and the Location of the Impressions, Stampings, and Foil Stampings. Must be Identical to That Used in the Production of the Books.</p> <p>(3) <b>Trimmed.</b> Must be Trimmed to Size or Marked to Illustrate the Trim Size.</p>	1 Proof
	FABRIC	<p>(1) <b>Finished Sample.</b> Cover for Hard Bound Book. <i>See Table B-2b.</i></p> <p>(2) <b>Exact Replica.</b> Must Include the Same Material, Blanking, and Stamping of Impressions That are to be Used in the Production of the Books. Lettering and Numbering and Impressions and Stamping Must be Identical to That Used in the Production of the Books.</p> <p>(3) <b>Dyes.</b> 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) <b>Mitered Corners.</b> Inside Corners Must be Mitered with top and bottom overlapping the sides at a 45° angle.</p> <p>(5) <b>Trimmed.</b> Must be Trimmed to Size.</p>	1 Cover
SET OF PRESS PROOFS	PRELIMINARY	<p>(1) <b>Equivalency.</b> May be Laser Proofs or Equivalent Proof Pages as Approved by the Agency. The Proof Pages Must be the Composed Pages as Delivered by the Agency, With Crop Marks and Genuine Artwork Replacing Replica Artwork.</p> <p>(2) <b>Paper Size.</b> Paper Size Must Not Exceed 8 1/2" x 11".</p> <p>(3) <b>Print.</b> Must be Printed in Black and Clearly Legible Type (No Faded Text).</p>	1 Set
	FINAL	<p>(1) <b>Final Proofs Corrected.</b> Must be Corrected Proof Pages of the Composed Pages Delivered by the Agency to the Contractor in the Same Format as the Preliminary Press Proofs Approved by the Agency. The Final Proof Pages May be Delivered in Signature Form.</p> <p>(2)-(3) ↑ <i>See Box for Preliminary Set of Press Proofs.</i></p>	1 Set

**APPENDIX B CONSTRUCTION STANDARDS  
TABLE B-2a BOOKS (BINDING)**

CONSTRUCTION	CAMBRIC	BANDS Head & Foot	SIGNATURES	
			TYPE	CONSTRUCTION
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. The Joints Must be Uniform and Tight, and the Casing Must Include Adequate Gutters.	<p>(1) <b>General.</b> First and Last Signatures Must be Reinforced at the Spine With Cambric and Concealed After the Cover is Attached to the End Sheets.</p> <p>(2) <b>Thoroughly Glued.</b> 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) <b>Forms.</b> Assume Full 16-page Signatures. Full 32-page, 28-page, 24-page, or 8-page Signatures are Acceptable.</p> <p>(2) <b>Limits.</b> More Than 32-page Signatures or Less Than 8-page Signatures are Prohibited Unless Approved by the Agency.</p>	<p>(1) <b>Tipped.</b> The First and Last Signatures Must be Tipped to Adjoining Signatures.</p> <p>(2) <b>Binding.</b> Burst Bound or Smythe Sewn (Tightly Sewn). See Proposal Form (RB-3), Response Box 2C.</p>

**TABLE B-2b BOOKS (COVERING)**

CONSTRUCTION	MATERIALS			
	BACK LINE	BINDER'S BOARD	END SHEETS	COVER MATERIAL
<p>(1) <b>Case Bound Book.</b> Cover Must Conform to Sample Finished Cover Approved by the Agency, With Agency Corrections if Necessary.</p> <p>(2) <b>Attached Signatures.</b> Signatures Must be Securely Attached to the Book Block. See Table B-2a.</p> <p>(3) <b>Mitered Corners.</b> Inside Corners Must be Mitered With Top and Bottom Overlapping the Sides at a 45-degree Angle.</p> <p>(4) <b>Loose &amp; Rounded Spine.</b> 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) <b>Dies.</b> All Type and Bars Must be Set From the Sampling Die on the Spine.</p>	Heavy Kraft on the Spine Area.	Davey Red Label Binder's Board With .088 Caliper Thickness.	80# Publisher White.	Arrestox®, Poppy Red 66000 (V) or Scarlet 67000 (V) (Used for the 2005-2006 Edition) or Equivalent Which is a Red Bookcloth With a Silk Finish.

**APPENDIX B CONSTRUCTION STANDARDS  
TABLE B-3 BOOKS (DECORATION)**

BLIND STAMPING	GOLD STAMPING	
<p>(1) <b>Front and Back Cover.</b> Must Include One Impression of Blind Stamping Approximately 1/4" From the Top and Sides of Each Cover.</p> <p>(2) <b>Spine.</b> Must Include Four Impressions of Blind Stamping as Designated by the Agency, One Approximately 1/4" From the Top, the Next Approximately 3" From the Top, the Next Approximately 5 3/4" From the Top, and the Last 8 1/2" From the Top of the Spine.</p>	PLACEMENT	FONT AND POINT SIZE
	<p>(1) <b>Front Cover.</b> Centered. Decoration Must Include:</p> <p>(a) <b>Title.</b> The Title "Iowa Official Register" Located on the Top Third of the Cover With the Top of the Highest Letter Approximately 1 3/4" From the Top of the Cover.</p> <p>(b) <b>Great Seal of the State of Iowa.</b> The Great Seal Located Beneath the Title With the Middle of the Seal Approximately 5" From the Top of the Cover.</p> <p>(c) <b>Edition.</b> Reference to the Date of the Edition "2007-2008" Located Between Bars Below the Great Seal of the State of Iowa With the Top of the Bars Approximately 6 1/2" From the Top of the Cover.</p> <p>(2) <b>Spine.</b> Centered. Decoration Must Include:</p> <p>(a) <b>Title.</b> The Title "Iowa Official Register" with the Top of the Highest Letters Approximately 1 1/4" From the Top of the Spine.</p> <p>(b) <b>Edition.</b> Reference to the Date of the Edition "2007-2008" Located Between the Same Style of the Bars Which Are On the Front Cover With the Top of the Bars Located Approximately 4 1/4" From the Top of the Spine.</p> <p>(c) <b>General Assembly.</b> Reference to the General Assembly "82nd General Assembly" With the Top of the Numerals Located Approximately 7 1/2" From the Top of the Spine.</p>	<p>(1) <b>Front Cover.</b></p> <p>(a) <b>Font.</b> Times New Roman.</p> <p>(b) <b>Point Size.</b> For Words 25 Points and For Edition Year 18 Points.</p> <p>(2) <b>Spine.</b></p> <p>(a) <b>Font.</b> Times New Roman.</p> <p>(b) <b>Point Size.</b> 12 Points.</p>

## APPENDIX C DELIVERY INSTRUCTIONS

### TABLE C-1 AGENCY'S DELIVERY OF PRODUCTION MATERIALS TO THE CONTRACTOR

SAMPLE BOOK	FILES		
	METHOD OF TRANSFER	TYPES OF FILES	
		Composed Pages	Artwork
2005-2006 Iowa Official Register (Redbook)	<p><b>(1) Electronic Delivery.</b> The Agency Will Deliver Files Used In the Production of Composed Pages or Artwork by Electronic Transfer Directly to the Contractor by File Transfer Protocol (FTP), Electronic Mail, or to the Contractor's Internet Website.</p> <p><b>(2) Paper Copies.</b> The Agency Will Deliver Paper Copies of the Composed Pages to the Contractor by Mail or Courier.</p>	<p><b>(1) Publisher.</b> The Composed Pages Are Produced by the Agency Using Microsoft Office Publisher® (Microsoft Office Professional Edition 2003 SP 1 or Later Edition) Using an IBM®-compatible Personal Computer.</p> <p><b>(2) Replica Artwork.</b> The Composed Pages Will Include Replica Artwork for Replacement With Genuine Artwork. See <i>Artwork Box and Table A-3b.</i></p>	<p><b>(1) Scanned Images.</b> Artwork is in the Form of Scanned Images Delivered to the Contractor.</p> <p><b>(2) Replacement Artwork.</b> The Agency Shall Separately Deliver Replacement Genuine Artwork to Replace the Replica Artwork for Use in Producing Book Pages. See <i>Table A-3b.</i></p>

### TABLE C-2 CONTRACTOR'S PACKAGING AND SHIPPING OF PRODUCTION ITEMS AND BOOKS TO THE AGENCY

SET OF PRESS PROOFS		BOOKS	
PACKAGING	SHIPPING	PACKAGING	SHIPPING
<p><b>(1) Assembly.</b> Must be Assembled in the Order That the Agency Delivered Test Composed Pages to the Contractor.</p> <p><b>(2) Format.</b> Must be Arranged in Sequential Order by Page Number as Transmitted to the Contractor by the Agency, and Submitted in One of the Following Forms:</p> <p><b>(a) First Preference.</b> Printed on Both Sides of Each Sheet and Stapled in Book Form.</p> <p><b>(b) Alternative Preference.</b> Printed on One Side of Each Sheet and Stapled at the Top Left-hand Corner.</p>	<p><b>(1) Method.</b> U.S. Mail or Authorized Courier if Requested By the Agency.</p> <p><b>(2) Risk.</b> The Contractor Shall Bear the Expense and Risk of Shipment Until the Agency Takes Possession of the Production Item. The Contractor Shall Secure All Necessary and Customary Insurance for the Shipment.</p>	<p><b>(1) Bulk Packaging.</b> Books Must be Packaged in Bulk Cartons.</p> <p><b>(2) Contents Identified.</b> One Side of Each Carton Must Reasonably Indicate Its Contents: "2007-2008 REDBOOK."</p> <p><b>(3) Weight.</b> A Carton Cannot Exceed 35 Lbs.</p>	<p><b>(1) Carrier.</b> Authorized Freight Company.</p> <p><b>(2) F.O.B.</b> F.O.B. Destination, Door, Freight Prepaid and Allowed.</p> <p><b>(3) Freight Class.</b> Must Meet All Requirements for the Applicable Freight Classifications.</p> <p><b>(4) Unload and Transfer.</b></p> <p><b>(a) Designated Room.</b> To a Room Designated by the Agency Located on the Same Floor (Entrance Level) Where the Books are Unloaded.</p> <p><b>(b) Pushcart.</b> Must be Made by Pushcart Furnished by the Contractor (No Accommodations For Unloading or Transferring Cartons by Forklift).</p> <p><b>(5) Risk.</b> Same as Box for Set of Press Proofs.</p>

## APPENDIX C DELIVERY INSTRUCTIONS

### TABLE C-3 CONTRACTOR'S DESTINATION FOR PRODUCTION ITEMS AND BOOKS

CONTACT INFORMATION		DELIVERY ADDRESS		SPECIAL INSTRUCTIONS
		PRODUCTION ITEMS	BOOKS	
Name	Mr. Richard Johnson Director, Legal Services Division Legislative Services Agency	State Capitol, Room G-01, Des Moines, IA 50309	Ola Babcock Miller Building East Grand Avenue and East 12th Street Des Moines, Iowa 50319  Basement Level: Room to be Designated.	<b>(1) Contact.</b> Contact the Agency One Business Day Prior to Delivery of Books. <b>(2) Delivery Day and Time.</b> Business Day. Generally, 8:00 a.m. - 4:30 p.m. Central Time. <b>(3) Noon.</b> All Deliveries Made After 12:00 Noon Shall be Deemed to be Made at 8:00 a.m. on the Next Succeeding Day.
Address	See Box For Delivery Address			
Telephone	(515) 281-3566			
Fax	(515) 281-8027			
E-mail	richard.johnson@legis.state.ia.us			

## APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

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

ITEM	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
<b>Paper Proof Cover</b>	Within 10 Days After the Agency Delivers its Specifications to the Contractor, the Contractor Must Deliver a Preliminary Paper Proof Cover to the Agency for Approval.	Within 10 Days After the Contractor Delivers the Paper Proof Cover, the Agency Must Deliver Notice or a Marked-up Paper Proof Cover to the Contractor (Stating Approval, Qualified Approval, or Disapproval).
<b>Preliminary Press Proofs</b>	Within 10 Days After the Agency Delivers Composed Pages to the Contractor, the Contractor Must Deliver a Set of Preliminary Press Proofs to the Agency for Approval.	Within 5 Days After the Contractor Delivers the Set of Preliminary Set of Press Proofs, the Agency Must Deliver Notice or a Marked-up Set of Preliminary Press Proofs to the Contractor (Stating Approval, Qualified Approval, or Disapproval).
<b>Fabric Cover</b>	Within 10 Days After the Agency Delivers its Final Page Count for the Books to the Contractor, the Contractor Must Deliver a Fabric Cover to the Agency for Approval.	Within 5 Days After the Contractor Delivers the Fabric Cover, the Agency Must Deliver Notice or a Marked-up Fabric Cover to the Contractor (Stating Approval, Qualified Approval, or Disapproval).
<b>Final Press Proofs</b>	Within 10 Days After the Agency Delivers the Marked-up Set of Preliminary Press Proofs to the Contractor, the Contractor Must Deliver a Set of Final Press Proofs to the Agency for Approval.	Within 5 Days After the Contractor Delivers the Final Set of Press Proofs to the Agency, the Agency Must Deliver Notice or a Marked-up Final Set of Press Proofs to the Contractor (Stating Approval, Qualified Approval, or Disapproval).

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

CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
Within 30 Days After the Agency Delivers Its Approval of the Final Set of Press Proofs, the Contractor Must Deliver Books to the Agency.	Within 42 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: <b>(1) Accept or Reject Books.</b> The Agency Accepts or Rejects Any Number of the Books. <b>(2) Notice to Extend Time.</b> The Agency Reserves a Total of 70 Days After Delivery to Accept or Reject Any Number of the Books.

**TABLE D-3 KEY DEADLINES FOR DELIVERABLES (PAYMENT)**

CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
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).	<b>(1) Payment Period.</b> Generally, Within 45 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. <b>(2) Satisfaction.</b> The Amount Invoiced by the Contractor and Paid by the Agency Is Deemed Conclusive Evidence That the Agency Has Satisfied Its Obligation to Pay for the Deliverables Listed in the Invoice.

**APPENDIX E COMMUNICATION**

CONTACT INFORMATION FOR THE AGENCY'S PROJECT MANAGER		CONTACT INFORMATION FOR THE CONTRACTOR'S PROJECT MANAGERS			
		Operations Manager		Contract Manager (If Not the Same as Day to Day Operations Manager)	
Name	Mr. Richard Johnson Director, Legal Services Division Legislative Services Agency	Name		Name	
Address	See Box For Delivery Address	Address		Address	
Telephone	(515) 281-3566	Telephone		Telephone	
Fax	(515) 281-8027	Fax		Fax	
E-Mail	richard.johnson@legis.state.ia.us	E-Mail		E-Mail	

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