

June 2002

## INVITATION TO BID - LEGISLATIVE ASSEMBLY BILL AND JOURNAL ROOM SERVICES

Please submit your bid in accordance with the instructions. Please use this invitation to submit your bid and attach supplemental pages as necessary. One copy of your bid must be received in the Legislative Council office no later than 10:00 a.m. on Tuesday, October 1, 2002. The bids will be opened and read on that date. The bids will be reviewed by the Legislative Management Committee on Monday, October 7, 2002. If your bid is accepted, your bid constitutes a binding contract and includes the specifications of this invitation to bid.

### **BACKGROUND - 2001 LEGISLATIVE SESSION Bill and Journal Room Services**

In 2001 the printer under contract to print the bills, resolutions, and journals for the Legislative Assembly also staffed and operated the bill and journal room, which is located on the ground floor in the legislative wing of the State Capitol. Bill and journal room personnel are responsible for receiving copies of bills, resolutions, journals, daily calendars, weekly committee hearing schedules, and daily bill status reports from the printers. The personnel sort and place the copies of bills, resolutions, and journals on shelves; deliver copies of bills, resolutions, journals, daily calendars, weekly committee hearing schedules, and daily bill status reports to the Legislative Council office; hand out copies of bills, resolutions, journals, daily calendars, and committee hearing schedules to individuals who request these items at the "walkup" windows in the bill and journal room; place bills and resolutions on tables in the hallway on the ground floor to allow House and Senate pages and bill book clerks to compile sets of bills and resolutions for legislators in the House and Senate chambers; hand out calendars and hearing schedules on request; receive subscription fees for transmittal to the Legislative Council office and maintain a list of subscribers to sets of bills and resolutions, journals, the journal index, calendars, committee hearing schedules, and bill status reports; maintain "boxes" in the bill and journal room for distribution of bills, resolutions, journals, calendars, committee hearing schedules, and bill status reports to entities that have subscribed to those materials or reserved those boxes for receipt of those materials; mail copies of bills, resolutions, journals, calendars, committee hearing schedules, and bill status reports to those entities that have subscribed to receive sets of those items by mail, and to any other entities who request individual copies of those items by mail; and assemble a set of bills and resolutions and a set of journals for each legislator who has a personal computer and requests a set of bills, resolutions, and journals upon adjournment of the Legislative Assembly. The

Legislative Assembly pays the postage costs for documents mailed by the bill and journal room personnel.

Total work product or service information is unknown, but in 2001 three libraries in the state each received a set of bills and resolutions, a set of daily journals, and a set of bill status reports (bill and journal room personnel package and deliver these items to United Parcel Service as they are received from the printers); 144 entities subscribed to pick up a set of bills and resolutions as available, and three subscribed to receive the set by mail (bills and resolutions are introduced daily during the first three weeks of session and on a very limited basis thereafter, journals are printed on a daily basis, and bill status reports are printed on a daily basis); 89 entities subscribed to pick up the daily journals, and one subscribed to receive them by mail; no one subscribed to receive daily calendars by mail; one entity subscribed to receive weekly committee hearing schedules by mail; 17 entities subscribed to pick up a daily bill status report, and two to receive the report by mail. Also, the Legislative Council office received 20 sets of bills and resolutions, 35 sets of daily journals, and 29 sets of daily calendars. State agencies are not required to pay for these documents but can reserve a "box" to receive copies that are placed in the box by bill and journal room personnel. Subscribers who pick up their documents also have reserved a box to receive the copies. In 2001, 109 entities (private subscribers and state agencies) had boxes for receipt of one or more copies of the materials.

In 2001 the contractor operated the bill and journal room at a bid price of \$510 per day for 88 days and \$440 per day for each day beyond the 67th legislative day, for a total price of \$49,790. Approximately five employees provided bill and journal room services at the beginning of the session and the number was reduced as the session progressed.

### **GENERAL SPECIFICATIONS**

The successful bidder must provide personnel necessary to perform bill and journal room services required by the House of Representatives and the Senate of the 58th Legislative Assembly similar to that provided during the 2001 session. The period of the contract is from the first day that bills are delivered to the bill and journal room (approximately December 9, 2002) through the last day of the legislative session (unknown, but probably in mid-April) and includes one day after the last day of the session as necessary to package and mail to legislators and subscribers the journal of the last day of the session and to compile a set of the daily journals for each legislator with a personal computer who requests a set of the printed daily journals (these sets may be compiled during the session as time permits). The Legislative Assembly meets in session Monday

through Friday, with the possibility of meeting in session on a few Saturdays. The Legislative Assembly may be in session on Martin Luther King, Jr., Day, George Washington's Birthday, and Good Friday. The Legislative Assembly is scheduled for a recess on February 24-25, 2003. The Legislative Assembly is responsible for paying any overtime required under state or federal law if the Legislative Assembly meets on a Saturday or Sunday. Otherwise, the contractor is responsible for overtime required to complete projects on a timely basis.

The contractor is responsible for the discipline or the dismissal of any employee. The chairman of the House and Senate Employment Committees may discuss with the contractor the discipline or dismissal of any employee.

The contractor must provide:

1. Continuous monitoring of the performance of employees and provide a replacement if a current employee does not perform as required.
2. Payroll services for its employees and maintenance of all required payroll records, including necessary employee forms, taxes, Social Security, and workers' compensation.
3. All recruiting and testing to ensure employees will possess high-quality skills and workmanship.

The contractor must designate an account manager or liaison to manage the communication process between the Legislative Council, the bill and journal room, and the contractor.

### **Bill and Journal Room Services**

Bill and journal room employees will be located in the bill and journal room, which is located on the ground floor in the legislative wing of the State Capitol. Except for the photocopier and fax machine referred to in the last paragraph of this section, as being provided by the contractor, equipment and supplies will be provided by the Legislative Assembly. This includes envelopes, address labels, and postage for documents required to be mailed.

The contractor, through its onsite supervisor, is accountable to the Chief Clerk of the House with respect to requests from representatives and is accountable to the Secretary of the Senate with respect to requests from senators.

The contractor must provide a bill and journal room services supervisor. The supervisor is to:

1. Supervise employees of the contractor and provide for flexible work schedules. Bill and journal room service should be provided between the hours of 7:00 a.m. to 5:30 p.m. on each legislative day. On any Friday when both houses have recessed before 3:00 p.m., the room may be closed at 4:00 p.m. During any extended recess beyond Saturday and Sunday, bill and journal room service should be provided the day after the Legislative Assembly recesses and the day before the Legislative Assembly is to reconvene.
2. Assign work to the employees.

3. Supervise the process for ensuring appropriate handling of subscription requests and requests made by telephone or mail.
4. Answer the telephone and delegate this responsibility when necessary.
5. Work with the Legislative Council staff in determining the appropriate number of bills, resolutions, journals, daily calendars, weekly hearing schedules, and bill status reports to be printed.
6. Collect subscription fees and transmit those fees along with the completed subscription forms to the Legislative Council office.

The contractor must provide the following basic level of service:

1. At least one person must be onsite between 8:00 a.m. and 5:00 p.m. Monday through Friday during the period from December 9, 2002, through January 6, 2003, excluding Christmas Eve Day, Christmas Day, and New Year's Day, to organize the bill and journal room, receive copies of bills and resolutions from the printer, sort and place those copies on the shelves, and distribute those copies to individuals who come to the walkup windows.
2. At least one person must be in the bill and journal room, providing copies of items as requested, anytime either house of the Legislative Assembly is in session after 5:30 p.m.
3. At least one person must be available during all hours of operation to respond to requests for bills, resolutions, and journals from persons who make the requests at the walkup windows.
4. Bills and resolutions must be placed in the boxes in the bill and journal room as soon as possible after receipt from the printer and must be mailed to subscribers on the same day received from the printer.
5. Daily journals, daily calendars, and weekly committee hearing schedules must be placed in the boxes in the bill and journal room as soon as possible and not later than three hours after receipt from the printer and must be mailed to subscribers on the same day received from the printer.
6. Bill status reports must be placed in the boxes in the bill and journal room as soon as possible and not later than two hours after receipt from the printer and must be packaged and labeled for distribution to subscribers the same day received from the printer.
7. Daily calendars and weekly committee hearing schedules must be made available for distribution immediately upon receipt from the printer.
8. Any person who requests an item for which a copy is available in the bill and journal room should receive that document within three minutes of the request.

The contractor must provide, above the basic level of service, photocopying services and fax services upon payment of fees set by the contractor. This service may be through coin-operated devices or devices provided by

the contractor or by another entity under contract with the contractor. The contractor may not charge a fee for providing a photocopy of a legislative document available for distribution to the public by personnel in the bill and journal room, nor for providing a copy of an engrossed bill or resolution to a legislator who requests a copy at the walkup window. The contractor is entitled to retain all fees received for providing these services, but must provide the Legislative Council with an accounting of the fees received.

**BID SPECIFICATIONS**

Your proposal must be accompanied by a list of similar projects you have handled and a list of no fewer than three references who can attest to your capability to handle a contract of this magnitude.

This contract can be amended only by a written modification signed by both parties to the contract.

Bids are requested based on the general specifications outlined above. For purposes of this proposal, a legislative day is a day when the Legislative Assembly is in session.

Bid proposal: Five employees, which includes an onsite bill and journal room service supervisor for approximately 75 legislative days (amount per day)

\$ \_\_\_\_\_

One bill and journal room service employee for 18 days before the Legislative Assembly convenes and one day after the Legislative Assembly has adjourned (amount per day)

\$ \_\_\_\_\_

Pay ranges: List the pay rate or ranges for employees included in the bid proposal (hourly rate of pay)

\$ \_\_\_\_\_

What arrangements will be made to adjust the daily contract amount if fewer or more employees are needed to adequately perform the work. For example, after the 15th legislative day few bills are introduced and after the 34th legislative day (crossover) the number of bills under consideration is substantially reduced and the bill and journal room could operate with fewer than five employees after the first four weeks of the session:

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If the Legislative Assembly meets for more than 75 legislative days, each additional day of service beyond 75 days will be provided for (amount per day)  
\$ \_\_\_\_\_

Bidder \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_