

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Promotional Pamphlets

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Commerce

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning February 1, 2009 and ending January 31, 2010, plus up to two optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on January 22, 2009.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, STOP: PPSB, 36 H Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:** All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 150-mile radius of zero milestone, Washington, D.C.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

- Restricted Radius
- Determination of Award figures

Additional lesser changes are scattered throughout.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature contact William (Bill) White (202) 512-0303 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (Revised August 2002)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Electronic media.

P-8. One-piece laminated proofs, electronic media.

P-9. Government furnished sample, color swatch, Pantone Matching System color.

P-10. Progressive proofs, Government furnished sample, one-piece laminated color proofs .

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustments.

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from February 1, 2009 to January 31, 2010, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending October 31, 2008, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**PAPER PRICE ADJUSTMENT.** Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of January 2009 will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{_____}\%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items IV(a) through (n) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**POSTAWARD CONFERENCE:** The total requirements of the job as indicated in these specifications, may be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, DC immediately after award.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from February 1, 2009, to January 31, 2010, plus for such additional periods as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

**The contractor will submit a courtesy copy of the billing invoice to: U.S. Department of Commerce, Multimedia Division, Room 2846, 1401 Constitution Avenue, NW, Washington, DC 20230.**

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of self- and separate-covered pamphlets requiring such operations as film making, electronic prepress, printing in one to four colors and four-color process, binding, packing, and distribution.

**TITLE:** Promotional Pamphlets.

**FREQUENCY OF ORDERS:** Based on current activity, approximately 30 to 60 orders per year. Up to 5 orders may be placed in any one day.

**QUANTITIES:** Approximately 200 to 45,000 copies per order. The majority of orders will be for 10,000 copies or less.

**NUMBER OF PAGES:** Pamphlets will contain from 4 to 100 pages per order. The majority of orders will be for 32 pages or less.

**TRIM SIZES:** Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

- (1) Format "A" will include any trim size up to and including 6 x 10" (including album style).
- (2) Format "B" will include any trim size over 6 x 10" up to and including 8-1/2 x 11" (including album style).

It is anticipated that approximately 30 percent of the total orders will be for Format "A", and approximately 70 percent of the total orders will be for Format "B".

### **GOVERNMENT TO FURNISH:**

Electronic Media:

Platform: Windows XP

Storage Media: E-mail; File Transfer Protocol (FTP)

Software: Adobe FrameMaker 7.2; Adobe Photoshop CS3; Adobe InDesign CS3; Adobe Acrobat and Distiller 8, and Adobe Illustrator CS3.

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All custom letter spacing, kerning files, printer and screen fonts are included on electronic media. The contractor is cautioned that furnished fonts are the property of the Government and/or its contractors and may be used only for the purpose of producing material under this contract. Any use other than the contract is in violation of copyright laws. All fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: A visual of the furnished electronic files will be provided. Color visuals shall not be used to set color standards and do not show color breaks or bleeds. Visuals may be output at less than 100 percent.

GPO Form 952 (Desktop Publishing – Disk Information).

Addresses for labels will be furnished in one or both of the following ways:

- (1) Iomega Zip disk or 5-1/4" CD-R, high density, double sided, generated on IBM or compatible system with DOS 6.1, utilizing windows 98, Postal desktop Mailer, and Arclist version 2.11. Arclist can export files in ASCII delimited, ASCII fixed field, Dbase IV or ARclist (DS2).
- (2) Computer printout addresses on 14-7/8" wide, marginally punched, ungummed, continuous paper perforated every 11 inches. Each 14-7/8 x 11" segment contains 44 addresses (4 across and 11 down). Labels are zip code sorted.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on electronic media, copy or film, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

File Transfer Protocol (FTP): Contractor shall have the capability to exchange large graphic digital files over the Internet through an FTP site. The Government will not be responsible for an FTP site being out of service. It is the responsibility of the contractor to maintain the operation of their FTP site. Additional time and/or money will not be authorized due to the FTP site being out of service.

Electronic Mail: Contractor shall have the capability to exchange electronic mail. The Government will not be responsible for email accounts being out of service. It is the responsibility of the contractor to maintain the operation of their email accounts. Additional time and/or money will not be authorized due to email being out of service.

Proof Approval Form: Contractor shall provide a proof approval form in fillable PDF format to the Agency using File Transfer Protocol (FTP) and/or electronic mail.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Contract Administrator.

The contractor shall validate integrity and predictability of the listed software under "Government to Furnish" through preflight operations. **Contractor shall preflight the electronic files immediately upon receipt (within three (3) hours of receipt).** It is anticipated that these electronic files will be submitted with enough time for the contractor to perform the preflight during normal work hours. Contractor is to check for potential problems in the following areas: fonts; missing links; ink colors; print settings; and external plug-ins. In addition, the contractor shall check all photographs for the proper dpi (minimum 300 dpi) and CMYK format. The contractor shall notify GPO immediately if there is damage to the electronic file, file corruption, difficulties in image processing, and errors discovered during the preflight operations. It is estimated that preflight operations shall take no longer than three (3) hours to complete per electronic file.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PROOFS:** When indicated on the print order contractor is to furnish:

One complete set of digital color content proofs. At contractor's option, a film-based composite blueline may be submitted provided direct-to-plate is used to produce the final product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

One complete set of digital one-piece composite laminated color proofs for the covers (and/or pages indicated on the print order by the agency) on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct-to-plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Revised proofs due to Author's Alterations (AA's) will consist of one (1) set of PDF files containing the changes. Revised proofs must be submitted to the Agency using the File Transfer Protocol (FTP) and/or electronic mail.

Contractor shall provide a proof approval form in PDF format to the Agency using FTP and/or electronic mail.

The contractor must not print prior to receipt of an "OK to print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

The paper to be used will be indicated on each print order.



Text:

White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Colored Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22" equal to JCP Code D10.

White Matte Coated Offset Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

White Litho (Gloss) Coated Book, basis weight: 70 lbs per 500 sheets, 25 x 38", equal to JCP Code A180.

White No. 1 Coated Text, Dull-Finish, basis weight 70 lbs per 500 sheets, 25 x 38", equal to JCP Code A261.

White No. 1 Coated Text, Dull-Finish, basis weight: 80 lbs per 500 sheets, 25 x 38", equal to JCP Code A261.

Covers:

White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White or Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White or Colored Vellum-Finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

White Matte Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50.

White Dull Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L60.

White No. 1 Coated Cover, Dull-Finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L61.

**PRINTING:** Print cover and text head-to-head, head-to-foot, or head-to-side, as specified on the print order. Print text pages and covers in black and up to three additional Pantone ink colors; in four Pantone ink colors or four-color process. Match Pantone number as indicated on the print order.

Four-color Process: Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

While it is anticipated that most of the orders placed under these specifications will consist of type pages and line illustrations, they will also contain halftones/duotones, solids, reverses, full page flat and halftone panels and reverse printing. Trapping of halftones, flat tones and ink colors may be required. Some text pages may print to and must align across the bind.

**VARNISHING:** When indicated on the print order:

Coat (after printing) the entire surface of covers specified and spine with varnish or lacquer to prevent scratching and smearing.

Spot varnish illustrations with varnish or lacquer to prevent scratching and smearing.

**PRESS SHEET INSPECTION:** Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued August 2002. Note: A press sheet inspection is for the

purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

**MARGINS:** Margins will be indicated on the print order or furnished reproduction media. Front to back alignment of printed pages is critical. An occasional order may contain bleed pages scattered throughout.

**BINDING:** An occasional order may require album style binding.

Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

An occasional order may require the folding of eight- and twelve-page products from 8-1/2 x 11", to 8-1/2 x 5-1/2", permit imprint out and tab sealing (single tab or double tabs) open end with Seal-o-matic or equivalent.

Approximately 8 to 12 orders may require perforating on the bind or 1/4" from the bind edge.

An occasional order will require drilling of three holes, 1/4 to 5/16" in diameter. Dimensions for drilling will be indicated on the print order. It is estimated that less than 10% of the work ordered on this Program will require drilling.

**PACKING:** Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

Bulk Shipments: Pack in shipping containers not to exceed 45 lbs. when fully packed.

Pallets are required.

Mailed Shipments: Single copies except those sent to foreign destinations must be mailed as self-mailers.

Insert single or multiple copies (up to 200 leaves) into Kraft envelopes. The agency furnishes labels for these copies which are to be inserted into envelopes and delivered to the agency for mailing.

When indicated on the Print order, contractor must utilize the CASS (Coding Accuracy Support System) certification for all mailings that meet the qualifications as described in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail".

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Contractor to create and affix labels from Government furnished diskettes and/or affix a Government furnished label to each envelope for mailing and to the back of each copy mailed singly as a self-mailer.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Books and Pamphlets

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,000 and over	200

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address specified on the print order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to approximately five to seven addresses within the commercial zone of Washington, DC. When indicated, balance of order mails f.o.b. contractor's city.

When ordered on the print order, contractor is required to use the Coding Accuracy Support System (CASS) certified ZIP+4 software licensed by USPS to correct blank ZIP code data and sorting to USPS discount levels. Printing of addresses, ZIP+4, etc., makeup and processing of mail pieces must comply with the Domestic Mail Manual (DDM) section on Automation-Compatible Mail.

Entrance to the receiving platform at the Department of Commerce, 1401 Constitution Avenue, Washington, DC has a maximum height clearance of 10'6". It is the responsibility of the contractor to provide delivery to the loading platform.

At the time of delivery to the Department of Commerce, the contractor is to deliver one finished copy to Room 2846. Hand delivery to room number specified is required.

All deliveries must be made on Government workdays between the hours of 8 a.m. and 3 p.m. local time.

All mail is to be made at the First Class rate.

Complete addresses and quantities will be furnished with the print orders.

The contractor is cautioned that "Postage and Fees Paid" permit imprint may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Orders which result in mailings of less than 200 pieces or less than 50 lbs will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

Ship f.o.b. contractor's city to all other destinations.

A single shipment or several shipments totaling 90.7 kg (200 pounds) or less scheduled for shipment on the same day to a single destination are to be mailed by Standard Mail unless otherwise instructed. Government bills of lading will be furnished by the GPO for all shipments requiring a bill of lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

In the event an advance supply of partially completed Government Bills of Lading (GBL) are furnished, the contractor shall type in all necessary information as instructed on either GPO Form 2153 or 2344 for each shipment. Distribution of each GBL for each shipment will be as instructed on one of GPO Forms 276 through 281. GBL's furnished for one Government department or agency shall not be used for another. The contractor will be held accountable to the GPO for all furnished GBL's. All unused GBL's shall be returned to the U.S. Government Printing Office, Stop: PPST, Washington, D.C. 20401, with the original copy of GPO Form 192, within 30 days of the termination of this contract.

Upon completion, all furnished material and films made by the contractor and a copy of all mailing receipts (including receipts for CASS mailing) must be marked with the Program, Print Order, and Requisition numbers and returned to the address stated on the Print order.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

All proofs, electronic media, and furnished visual(s) must be picked up from, and delivered to: the U.S. Department of Commerce, Room 2846, 1401 Constitution Avenue NW, Washington, DC 20230.

Furnished copy must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

The following schedules begin the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

WD After

Contractor submit all proofs (as required).....	1
Contractor pick up OK'd proofs.....	1
Complete production and distribution of all copies delivering f.o.b. destination.....	2
Complete labeling and delivery to Post Office.....	1

All furnished material and films made by the contractor must be delivered to the Government within 5 workdays after completion of the product.

Call (202) 512-1162, between the hours of 8:00 a.m. and 2:00 p.m., prevailing eastern time, with 1 workday notice to schedule press sheet inspection.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and the mailed copies delivered to the Post Office.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

Estimated travel and per diem to be incurred by the Government for press sheet inspection will be a factor in determining award. This factor will be determined by estimating the cost of sending two Government representative from the Washington, DC area to the contractor's plant for 45 inspection trips lasting one workday each.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)	(2)			(h) 10	10
	(a) 390	1910			(i) 10	10
	(b) 300	1500			(j) 20	20
	(c) 90	410			(k) 10	10
	(d) 25	NA			(l) 20	20
					(m) 20	20
					(n) 20	20
II.	(1)	(2)	(3)	(4)		
	(a) 5	25	5	25		
	(b) 3	25	6	25		
	(c) 3	25	6	25		
	(d) 10	65	NA	NA		
	(e) 10	65	NA	NA		
	(f) 5	25	NA	NA		
	(g) 7	45	NA	NA		
	(h) 35	90	NA	NA		
	(i) 10	30	10	30		
	(j) 10	30	12	30		
	(k) 10	25	NA	NA		
	(l) 30	75	NA	NA		
	(m) 10	75	NA	NA		
	(n) 18	50	NA	NA		
	(o) 12	30	NA	NA		
III.	(a) 10					
	(b) 10					
	(c) 30					
IV.	(1)	(2)				
	(a) 850	2000				
	(b) 200	500				
	(c) 200	500				
	(d) 50	100				
	(e) 250	500				
	(f) 250	500				
	(g) 20	40				
					V.	
					(a) 1150	
					(b) 250	
					(c) 1	

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination for delivery to approximately five to seven addresses within the commercial zones of Washington, DC, and f.o.b. contractor's city for mailed shipments.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

**I. PREPRESS:** One basic charge will be allowed for each color on each printed page or side (face or back) of the product.

	<u>Format A</u> (1)	<u>Format B</u> (2)
(a) Trim/Page-size unit ..... produced from electronic media.....	\$ _____	\$ _____
Price offered for item I(a) shall include the cost of any halftones contained in the furnished file.		
(b) Digital color content proof ..... per trim/page-size unit.....	\$ _____	\$ _____
(c) Digital one-piece composited laminated proof.... per trim/page-size unit...	\$ _____	\$ _____
_____		
(d) System timework..... per hour .....	\$ _____	

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (d).

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(Initials)

**II. PRINTING AND BINDING:** The prices offered must be all-inclusive for printing and binding (as required) in accordance with these specifications and shall include the costs of all required materials (except paper) and operations, as applicable. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text. A charge will be allowed for each page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under "Each additional color" will be allowed only for the pages actually printed with the additional color(s).

Cost of all required paper must be charged under Item III.

FORMAT A:

	<u>Black Ink or a Color Other Than Black</u>		<u>Each Additional Color of Ink</u>	
	<u>Makeready And Setup Charges</u>	<u>Per 1,000 Copies</u>	<u>Makeready And Setup Charges</u>	<u>Per 1,000 Copies</u>
	(1)	(2)	(3)	(4)
(a) Text pages..... per page .....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Cover pages 1 and 4 .....	\$ _____	\$ _____	\$ _____	\$ _____
(c) Cover pages 2 and 3 .....	\$ _____	\$ _____	\$ _____	\$ _____

	<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
	(1)	(2)

Four-color Process:

(d) Text pages..... per page .....	\$ _____	\$ _____
(e) Cover pages 1 and 4 .....	\$ _____	\$ _____
(f) Cover pages 2 and 3 .....	\$ _____	\$ _____

Varnishing Covers:

(g) Flood varnish..... per cover page .....	\$ _____	\$ _____
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(Initials)



FORMAT B:

	<u>Black Ink or a Color Other Than Black</u>		<u>Each Additional Color of Ink</u>	
	<u>Makeready And Setup Charges</u>	<u>Per 1,000 Copies</u>	<u>Makeready And Setup Charges</u>	<u>Per 1,000 Copies</u>
	(1)	(2)	(3)	(4)
(h) Text pages..... per page .....	\$ _____	\$ _____	\$ _____	\$ _____
(i) Cover pages 1 and 4 .....	\$ _____	\$ _____	\$ _____	\$ _____
(j) Cover pages 2 and 3 .....	\$ _____	\$ _____	\$ _____	\$ _____

	<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
	(1)	(2)
<u>Four-color Process:</u>		
(k) Text pages..... per page .....	\$ _____	\$ _____
(l) Cover pages 1 and 4 .....	\$ _____	\$ _____
(m) Cover pages 2 and 3 .....	\$ _____	\$ _____

Varnishing Covers:

(n) Flood varnish..... per cover page .....	\$ _____	\$ _____
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FORMAT A or B:

	<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
	(1)	(2)
(o) Spot varnish..... per illustration .....	\$ _____	\$ _____

**III.ADDITONAL OPERATIONS:** Sealing with Seal-o-matic or equivalent: Price offered must include the cost of folding 8 or 12 page pamphlets from 8-1/2 x 11", to 8-1/2 x 5-1/2", mailing indicia out. Creating PDF file: Price offered must include the cost of providing a directory printout and a visual.

Tab Seals:

(a) One tab seal .....	per 1,000 pamphlets .....	\$ _____
(b) Two tab seals .....	per 1,000 pamphlets .....	\$ _____

PDF File

(c) Creating PDF file.....	per file .....	\$ _____
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(Initials)

**IV. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page size leaf.

Covers - Two page-size leaves will be allowed for each complete cover.

	<u>Per 1,000 leaves</u>	
	<u>FORMAT A</u> (1)	<u>FORMAT B</u> (2)
TEXT:		
(a) White Offset Book (60-lb) .....	\$ _____	\$ _____
(b) White Matte Coated Offset Book (70-lb) .....	\$ _____	\$ _____
(c) White Litho (Gloss) Coated Book (70-lb) .....	\$ _____	\$ _____
(d) Colored Writing (20-lb) .....	\$ _____	\$ _____
(e) White No. 1 Coated Text,Dull Finish (70-lb) .....	\$ _____	\$ _____
(f) White No. 1 Coated Text,Dull Finish (80-lb) .....	\$ _____	\$ _____

	<u>Per 1,000 leaves</u>	
	<u>FORMAT A</u> (1)	<u>FORMAT B</u> (2)
COVERS:		
(g) White Litho (Gloss) Coated Cover (80 lb) .....	\$ _____	\$ _____
(h) White Index (110-lb) .....	\$ _____	\$ _____
(i) Colored Index (110-lb) .....	\$ _____	\$ _____
(j) White Vellum-Finish Cover (50-lb) .....	\$ _____	\$ _____
(k) Colored Vellum-Finish Cover (50-lb) .....	\$ _____	\$ _____
(l) White Matte Coated Cover (80-lb) .....	\$ _____	\$ _____
(m) White Dull Coated Cover (80-lb).....	\$ _____	\$ _____
(n) White No. 1 Coated Cover, Dull Finish (100-lb).....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

**V. PACKING SEALING AND DISTRIBUTION:** Bulk Shipments: Prices must be all-inclusive, as applicable, and must include the cost of shipping containers, pallets, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

(a) Packing and sealing shipping containers (up to approximately 40 lbs. capacity) ..... per container.....\$ \_\_\_\_\_

Mailing: Prices must be all-inclusive, as applicable, and must include the cost of generating mailing labels in accordance with these specifications

(b) Affixing Government furnished and/or contractor created labels to single copies (self-mailers) ..... per 1,000 labels .....\$ \_\_\_\_\_

(c) Single and multiple copies in kraft envelope (up to 200 leaves) (includes affixing labels) ..... per 1,000 envelopes.....\$ \_\_\_\_\_

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two parts (1 and 2) or copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)