

**THIS CONTRACT IS BEING SOLICITED AS A
SMALL PURCHASE PROCUREMENT**

U.S. GOVERNMENT PRINTING OFFICE
Oklahoma City, OK.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Oklahoma International Trade Bulletin

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

Department of Commerce

Single Award

CONTRACT TERM: The term of this contract is for the period beginning date of award and ending June 30, 2009, plus up to three optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

REQUEST FOR QUOTATION: Submit offers by facsimile machine or mail quotations on "Section 4 - SCHEDULE OF PRICES" no later than 11 A.M., prevailing Oklahoma City, OK time, on January 6, 2009.

Facsimile Telephone Number: **(405) 610-4125**
Mail To: **U.S. Government Printing Office**
Oklahoma City Satellite Printing and Procurement Office
3420 D Ave., Suite 100
Tinker AFB, OK 73145

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 100-kilometer (62-mile) radius of Oklahoma City, OK.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

For information of a technical nature call Tim Ashcraft at (405) 610-4146 (No collect calls), e-mail infoklahomacity@gpo.gov.

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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

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

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ACQC 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:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Camera Copy

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.

OPTION TO EXTEND THE CONTRACT TERM: 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 60 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 three 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 periodic pricing revision.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed before July 1, 2010.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

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.

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 date of award through June 30, 2009 plus for such additional period(s) 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.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a newsletter requiring such operations as printing, binding and distribution.

TITLE: Oklahoma International Trade Bulletin

FREQUENCY OF ORDERS: Monthly.

QUANTITY: Approximately 3,700

NUMBER OF PAGES: 4

PAGE SIZE: 216 x 279 mm (8-1/2 x 11").

GOVERNMENT TO FURNISH:

Each order-

One file containing all text, logos and illustrations. The files are produced on an IBM compatible using the software MS Publisher. Printer and screen fonts are included.

The contractor is cautioned that furnished fonts are the property of the Government and its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

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 image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Tim Ashcraft (405) 610-4146. The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

One file containing addresses. The disk was produced on an IBM compatible using the software Excel.

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

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

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.

Text: White Offset Book, grammage 75 g/m² (basis weight: 60 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60.

PRINTING: Print head-to-head in black ink.

MARGINS: Adequate gripper margins throughout.

BINDING: Fold from 432 x 279 mm (17 x 11") to 216 x 279 mm (8-1/2 x 11") with one parallel folds (title out) and then 20 216 x 140mm (8-1/2 x 5-1/2"), address side out.

Apply 1 or 2 wafer seals to newsletters. Follow US Postal Service regulations.

LABELING AND MARKING:

Address each copy to be mailed as self-mailers.

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

PACKING: Pack bulk shipments in shipping containers. Each shipping container must not exceed 18.1 kilograms (40 pounds) when fully packed.

DISTRIBUTION:

Mail approximately 3,650 copies f.o.b. contractor's city using furnished postal indicia. Mailing must be made from the Main Oklahoma City, OK Post office.

Deliver the remainder f.o.b. destination to U.S. Department of Commerce/ITA, 301 NW 63rd, Suite 330, Oklahoma City, OK 73116. Inside delivery to room number required.

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).

No definite schedule for pickup of material can be predetermined.

Files and print orders will be e-mailed to the contractor. Orders will be mailed/delivered before Noon of the sixth workday.

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 destination(s) specified.

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 12 months' orders 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 during a like period of time.

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

	(1)	(2)
I	12	44.4

II	43.8
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SECTION 4.- SCHEDULE OF PRICES

Offers offered are f.o.b. destination and f.o.b. contractor's city..

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

Offerors must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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 nonresponsive.

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.

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

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

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

Newsletter.....	\$_____	\$_____
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II LABELING:

Affixing address	per 1,000 labels.....\$_____
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(Initials)

Discounts are offered for payment as follows: _____ percent, _____ calendar days.

Offeror hereby acknowledges amendment(s) number(ed) _____ .

OFFEROR'S NAME AND SIGNATURE: Fill out and return one copy of all pages in Section 4.- Schedule of Prices," initial or sign each page in the space provided.

Offeror _____
(Contractor's Code)

(City - State)

By _____
(Signature and title of person authorized to sign this offer)

(Person to be contacted) (Telephone Number) (e-mail address)

My production facilities are located within the assumed area of production..... _____yes _____no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____

2. Proposed carrier(s) for delivery of completed product _____

a. Number of hours from notification to carrier to pickup of completed product..... _____

b. Number of hours from pickup of completed product to delivery at destination..... _____