

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Flood Insurance Maps

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

Federal Emergency Management Agency

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending January 31, 2010, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on February 4, 2009.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street NW, Room C-161, Washington, D.C. 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.

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 150-mile radius of zero milestone Washington, D.C.

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.

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

For information of a technical nature call Tony Hooks - 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 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 August 2002)).

SUBCONTRACTING: The predominant production function of this contract is printing. Bidders who must subcontract this operation will be declared non-responsible.

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

Product Quality Levels:

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

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	Film Negatives/Camera Copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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 four (4) 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 adjustment(s).

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 the beginning of the contract 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, 2009, 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.

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 to January 31, 2010, 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.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of maps requiring such operations as printing, folding, packing, and distribution.

TITLE: Flood Insurance Maps.

FREQUENCY OF ORDERS: Approximately 50 to 100 orders per year.

QUANTITY: Approximately 100 to 35,000 copies per map, with an occasional order requiring up to 130,000 copies. (Different items (maps) within an order will usually require varying quantities, as specified on the print order.)

NUMBER OF MAPS: Approximately 1 to 1,000 maps per order, with most orders requiring less than 400 maps. (Most orders will require the printing of maps which are of different sizes, as specified on the print order.)

TRIM SIZES: Trim sizes of maps to be ordered during the contract period are as follows:

18-3/4 x 25-7/8"
22-1/2 x 25-7/8"
26-1/4 x 25-7/8"
30 x 25-7/8"
37-1/2 x 25-7/8"
27-1/2 x 34-1/2"
28-1/2 x 34-1/2"
30 x 43-1/4"

GOVERNMENT TO FURNISH: At the Government's option, film negatives and/or camera copy, or digital (PDF) may be furnished. However, film negatives will be furnished on approximately 90 percent of all orders placed.

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

One reproduction proof, Form 905 (Rev. 6/03), 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 line, form number, and revision date, carried on electronic files or camera copy, 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 product(s) in accordance with these specifications.

INSPECTION OF GOVERNMENT FURNISHED MATERIAL: The contractor will be required to inspect all furnished material within one (1) workday of receipt to determine the suitability for printing by comparing the furnished camera copy and/or film negatives with the print order and contract specifications. If there are questions/concerns, or if the furnished material is found to be defective upon inspection, the contractor will discontinue work on that print order and immediately contact Endora Ramsey at (202) 646-3480 for further instructions. If such notification is not received by the Government, the furnished material will be deemed to be of suitable quality to meet the contract requirements specified herein. If, after the one-workday notification period, the contractor then discovers any defect, or causes any defect with or to the furnished material, it shall then be the contractor's responsibility to obtain, at the contractor's sole expense, replacement of the missing and/or damaged furnished material while still meeting the required delivery date of that print order.

If the contractor fails to abide by this requirement, the Government may exercise its right to "default" the contractor on the affected print order and/or the balance of the contract and charge the contractor for the Government's expenses associated with this action to also include, but not be limited to, the replacement cost of the lost and/or damaged material at a rate equal to the Government's loss.

The contractor is responsible for the safe return of all unsuitable/defective furnished material and is required to maintain signed delivery receipts for this material. The material must be delivered within two (2) workdays after receiving authorization from Endora Ramsey to return the unsuitable/defective material. For each map returned to the Government without printing due to unsuitability, a detailed listing of the defects shall accompany the map(s). The unsuitable/defective material must be packed separately, marked to the attention of Endora Ramsey, be accompanied by a receipt indicating the GPO print order number and map title of the map(s) being returned, and delivered to the address specified by the ordering agency.

The Government has the final approval whether a map will be printed.

FILMS: The contractor must make all films required. Films may be opaqued on either the emulsion or non-emulsion side.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

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. 11" dated February 1999.

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING: Approximately 70 percent of all orders placed will require printing one side only in black and process cyan.

Approximately 30 percent of all orders placed will require printing one side only in exact match of Pantone 296 Blue ink.

MARGINS: Center image. Adequate gripper margins throughout.

BINDING: Fold to 3-3/4 x 8-5/8" with parallel (accordion style) and angle folds (Z style), title out. A folding sample will be furnished with the first print order.

PACKING: Shrink-film wrap or band each map in units of 50. Different items (maps) within a single order must not be mixed.

Pack in shipping containers which must measure 18-1/2 x 12-1/2 x 7". 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.

Pallets are required.

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

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.

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

These randomly selected copies must be packed separately in a sealed kraft envelope which shall contain the required number of maps and shall be sealed and have firmly attached to each envelope which contains only one type of each map ordered and a fully completed special government-furnished blue label, affixed to each affected envelope. The envelopes are then to be placed within a box/container and its contents shall be recorded separately on all shipping documents and sent to the address indicated on the print order.

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

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: Federal Emergency Management Agency, Map Service Center, 6730 (A-G) Santa Barbara Court, Baltimore, MD 21227-6227. Telephone number 1-800-358-9616.

Upon completion of each order, all furnished material must be returned to the address listed under "SCHEDULE". All film negatives must be labeled with the following information: print order number, trim size, community and map panel number, and title.

All expenses incidental to returning materials 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).

Furnished material must be picked up from: Federal Emergency Management Agency, Printing Procurement Section, Washington Design Center, 8th floor, 300 D Street, SW, Washington, DC 20472-3510.

Contractor must return furnished material to: Map Service Center 6730 (A-G) Santa Barbara Court, Baltimore, MD 21227-6227. Telephone number 1-800-358-9616.

No definite schedule for pickup of material can be predetermined.

The following schedule begins 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.

Complete production and delivery must be made within nine (9) workdays.

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.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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. 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 12 months' 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.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

	(1)	(2)	(3)	(4)
I. (a)	11	12	1	10
(b)	3	6	1	10
(c)	3	4	1	10
(d)	13	296	1	10
(e)	3,080	6,160	16,032	22,000
(f)	1	10	1	10
(g)	1	10	1	10
(h)	44	48	201	403

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

Fractional parts of 100 or 1,000 will be prorated at the per 100 or per 1,000 rate.

I. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Printing In</u> <u>Pantone 296 Blue</u>		<u>Printing In</u> <u>Black and Cyan</u>	
	<u>Makeready</u> <u>and/or setup</u>	<u>Running Per</u> <u>100 Copies</u>	<u>Makeready</u> <u>and/or setup</u>	<u>Running Per</u> <u>100 Copies</u>
	(1)	(2)	(3)	(4)
(a) 18-3/4 x 25-7/8"	\$ _____	\$ _____	\$ _____	\$ _____
(b) 22-1/2 x 25-7/8"	\$ _____	\$ _____	\$ _____	\$ _____
(c) 26-1/4 x 25-7/8"	\$ _____	\$ _____	\$ _____	\$ _____
(d) 30 x 25-7/8"	\$ _____	\$ _____	\$ _____	\$ _____
(e) 37-1/2 x 25-7/8"	\$ _____	\$ _____	\$ _____	\$ _____
(f) 27-1/2 x 34-1/2"	\$ _____	\$ _____	\$ _____	\$ _____
(g) 28-1/2 x 34-1/2"	\$ _____	\$ _____	\$ _____	\$ _____
(h) 30 x 43-1/4"	\$ _____	\$ _____	\$ _____	\$ _____

(Initials)

My production facilities are located within the assumed area of productionyes _____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 _____

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 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)