

TITLE: "SWIMMING UPSTREAM" NEWSLETTER, "HIGHLIGHTS" PAMPHLET, AND OTHER PUBLICATIONS

Program 2851-SP

Term JULY 1, 2016 to JUNE 30, 2017 (W/OPTIONS)

Item No	DESCRIPTION	Basis of Award	FREDERIC PRINTING CO		FUSE INC/FUSE MARKETING		VISION GRAPHICS		
			State 050	Code 34310	State 050	Code 34862	State 050	Code 91452	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPLETE PRODUCT:								
(a)	Item "A" per printed page unit (Newsletter)								
5	Printing 4-Color Process, Makeready and Setup Charges	32	x	83.25	2,664.00	316.00	10,112.00	125.00	4,000.00
6	Printing 4-Color Process, Per 100 Copies	1600	x	2.18	3,488.00	69.20	110,720.00	20.00	32,000.00
(b)	Item "B" (text) per printed page unit (Highlights)								
1	Printing in a Single Ink Color, Makeready and Setup Charges	16	x	50.56	808.96	386.00	6,176.00	50.00	800.00
2	Printing in a Single Ink Color, Per 100 Copies	240	x	2.51	602.40	115.66	27,758.40	10.00	2,400.00
5	Printing 4-Color Process, Makeready and Setup Charges	8	x	151.41	1,211.28	521.00	4,168.00	125.00	1,000.00
6	Printing 4-Color Process, Per 100 Copies	120	x	3.58	429.60	176.40	21,168.00	20.00	2,400.00
(c)	Item B (Pocket Folder Cover) per complete item (Highlights)								
1	Printing in a Single Ink Color, Makeready and Setup Charges	1	x	1,216.00	1,216.00	460.00	460.00	500.00	500.00
2	Printing in a Single Ink Color, Per 100 Copies	15	x	16.36	245.40	129.60	1,944.00	130.00	1,950.00
3	Printing in Additional Ink Color(s), Makeready and Setup Charges	1	x	112.00	112.00	580.00	580.00	250.00	250.00
4	Printing in Additional Ink Color(s), Per 100 Copies	15	x	3.27	49.05	169.40	2,541.00	85.00	1,275.00
(d)	Item "C" per complete item (Goldfold Separate)								
5	Printing 4-Color Process, Makeready and Setup Charges	8	x	1,485.00	11,880.00	316.00	2,528.00	1,300.00	10,400.00
6	Printing 4-Color Process, Per 100 Copies	12	x	39.26	471.12	142.40	1,708.80	110.00	1,320.00
(e)	Item "D" per complete item (Face & Back Brochures)								
3	Printing in Additional Ink Color(s), Makeready and Setup Charges	4	x	109.00	436.00	316.00	1,264.00		
4	Printing in Additional Ink Color(s), Per 100 Copies	240	x	3.08	739.20	40.00	9,600.00		
5	Printing 4-Color Process, Makeready and Setup Charges	8	x	1,899.00	15,192.00	316.00	2,528.00	1,400.00	11,200.00
6	Printing 4-Color Process, Per 100 Copies	480	x	14.76	7,084.80	26.00	12,480.00	35.00	16,800.00
II.	ADDITIONAL OPERATIONS:								
(a)	Digital Content Proof (single and multi-color) per trim/page-size unit	76	x	3.01	228.76	260.00	19,760.00	20.00	1,520.00
(b)	One-Piece Laminated Color Proofs, per trim/page-size unit	56	x	3.01	168.56	86.00	4,816.00	40.00	2,240.00
(c)	Timework, per hour	6	x	71.00	426.00	90.00	540.00	165.00	990.00
(d)	Lamination (face and back), per each item	4800	x	1.93	9,264.00	45.00	216,000.00	1.18	5,664.00

CONTRACTOR TOTALS
DISCOUNT if any
DISCOUNTED TOTALS

		\$56,717.13		\$456,852.20		\$96,709.00
2.000%		1,134.34				
		\$55,582.79		\$456,852.20		\$96,709.00

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

Program 2851-SP (6/21)
Specifications by BS

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U.S. GOVERNMENT PUBLISHING OFFICE
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***"Swimming Upstream"* Newsletter, *"Highlights"* Pamphlet,
and other various brochures**

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

**U.S. Department of the Interior/US Fish and Wildlife Service (FWS)
Endangered Fish/Upper Colorado River Recovery Program
(Denver, CO)**

Single Award

NOTICE TO OFFERORS: The term of this contract is for one year **and up to four option years** beginning Date of Award (DOA). (NOTE: The anniversary date for this contract shall be observed as July 1, 2016). Special attention should be directed to the following clauses in Section 1 of this contract: **"ECONOMIC PRICE ADJUSTMENT"** and **"NOTIFICATION"**.

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

REQUEST FOR QUOTATION: Please review the attached specifications and **SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN:** 11:00 a.m. prevailing Denver, Colorado time, on July 25, 2016.

Facsimile Telephone Number: **(303) 236-5332**
Mail To: **U.S. Government Publishing Office
Denver Regional Office
Suite 208, 12345 W. Alameda Parkway,
Lakewood, CO 80228-2842**

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 **25-mile radius of 44 Union Blvd, Lakewood CO 80228.**

NOTE: These specifications have been extensively revised. This is a display bid. Materials are available for inspection at the Denver RO (address above).

For information of a technical nature call (303) 236-5292 (No collect calls) or email to infoDenver@gpo.gov .

SECTION 1 - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:

<http://www.gpo.gov/pdfs/vendors/terms.pdf>, & <http://www.gpo.gov/pdfs/vendors/qatap.pdf>

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing Attributes - Level II.
- (b) Finishing 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	OK'd Press Sheets
P-8.	Halftone Match (Single/Double Impression)	OK'd Press Sheets
P-9.	Solid and Screen Tint Color Match	OK'd Press Sheets
P-10.	Process Color Match	OK'd Press Sheets

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

- P-7. Approved Contract Proofs, average type dimension in publication.
- P-8. Approved Contract Proofs.
- P-9. Color swatch, Pantone Matching System color, and approved Contract Proofs.
- P-10. Approved Contract proofs and government furnished sample.

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 DOA through June 30, 2017, 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 three (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 April 1, 2016, 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.

NOTIFICATION: The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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 DOA through June 30, 2017 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically 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 one of these specifications.

The Government shall not be required to purchase from the contractor, any 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 that 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.

INSPECTION OF MATERIAL: The previous printed samples will be available for examination at the U.S. Government Publishing Office, 12345 W Alameda Pkwy, Suite 208, Lakewood, CO 80228 between the hours of 8:00 a.m. and 3:00 p.m. local time, on any workday prior to the day of bid opening.

Examination of materials by the offeror is an integral part of these specifications. No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the materials and thoroughly understand the nature and extent of the work to be performed.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

PAYMENT: The Government Publishing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401.** **In addition the contractor is instructed to fax a duplicate set of these documents to the Denver GPO office. The fax number is 303-236-5304 or emailed to infodenver@gpo.gov.**

For the purpose of earning the discount when a prompt payment discount is offered by a bidder, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.

NOTICE TO OFFERORS: The offer (**SECTION 4 - SCHEDULE OF PRICES**) may be facsimile transmitted direct to GPO office.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of various brochures and pamphlets requiring such operations as electronic pre-press, proofs, printing in 1 to 4 colors (including 4-color process), binding, packing, and distribution.

TITLE: US Fish and Wildlife Service "*Swimming Upstream*" Newsletter, "*Highlights*" Pamphlet, and other various brochures.

GENERAL DESCRIPTION:

Item A - "*Swimming Upstream*" Newsletter – Approximately 16 pages, self-cover.

Item B - "*Highlights*" Pamphlet – Approximately 16 text pages plus a centerspread foldout 34 x 11" and a pocket folder as a separate cover.

Item C - A separate centerspread foldout of Item B with changes.

Item D - Various face and back brochures.

Samples are available for inspection at the Denver Regional Office – see clause "INSPECTION OF MATERIAL" on Page 4 of these specifications.

FREQUENCY OF ORDERS:

Item A - Approximately 2 orders per year.

Item B - One order per year.

Item C - One order per year (coordinates with Item B).

Item D - Approximately 2 orders per year.

QUANTITY:

Item A - approximately 4,000 - 9,000 copies per order.

Item B - approximately 1,500 – 2,000 copies per order.

Item C - approximately 1,500 - 2,000 copies per order.

Item D - approximately 5,000 – 10,000 copies per order.

NOTE: Items B and C are usually ordered together.

TRIM SIZE:

Item A - 8-1/2 x 11".

Item B – Text: 8-1/2 x 11" plus separate Pocket Folder Cover: 9 x 12" constructed, and centerspread foldout 34 x 11".

Item C - 34 x 11" folds to 8-1/2 x 11".

Item D - 16 x 9" folds to 4 x 9".

GOVERNMENT TO FURNISH: Print order. Electronic files. In addition to the electronic files the contractor will be furnished one hard copy visual or electronic PDF file to be used as a visual ONLY.

Files will be provided as follows:

CD-ROM, DVD, thumb drive, or similar will be provided, or at the Government's option, the data will be transmitted direct to the contractor's facility via e-mail or to contractor's FTP site. The electronic media furnished by the Government will be generated on a MAC System or PC, Windows XP, Windows 7, 8, or 10 platform in a variety of software formats including, but not limited to: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, or Adobe Acrobat PDF. NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. Contractor will be responsible for final output that is in conformance with the visuals as provided.

Fonts: Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software.

INSPECTION OF FILES: Contractor to perform a basic check, preflight of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

Prior to making any revisions, the contractor must make a "copy" of the original files, and then proceed to make any revisions to the "copy" as required. Upon delivery of the printed product the contractor must provide corrected native applications files (digital deliverables) if files are modified during production. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

Contractor must provide final output with text equivalent to a minimum of 2400 dpi and all equal to 175 line screen or finer.

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. The contractor's responsibilities include:

CONSULTATION: It is anticipated that prior to placing a print order or during the course of production of an order, the FWS may consult with the contractor (over the telephone or face-to-face contact) regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone and/or person-to-person inquiries of a technical nature

that will NOT require access to the contractor's electronic pre-press system (EPS). This level of consultation, which may occur frequently, shall be at no cost to the Government.

For more complex consultations (i.e. those that require data to be downloaded into contractor's EPS for viewing and, if necessary, manipulation), a timework charge will be permitted. This level of consultation requires the issuance of a print order, as the consultation will be job specific. The time involved will be agreed upon by FWS personnel and the contractor upon completion of the consultation and added to the print order. Any disagreement on the amount of chargeable time shall be referred to the Contracting Officer for final resolution.

PROOFS: As Ordered:

One set digital content and digital color content proofs. Digital proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product.

One set, high resolution one-piece analog laminated color proofs may be submitted provided direct to plate is used to produce the final product, or one-piece digital color proofs (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi and must show halftone dot. These proofs must have all elements in proper position (illustrations and text matter composited). The proofs should have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across sheet. Dye Sublimation (Rainbow), Color inkjet (Dupont Digital Waterproof, Iris, Epson), photographic, and overlay proofs are not acceptable. 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 1/8" x 1/8" 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. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

Proofs must be clean, free of ink smudges, with all images clearly legible. All proofs must be collated in sets, numbered sequentially, and have a 1" clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

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.

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

Submit proofs together **with all of the furnished material** to:

US Department of the Interior, US Fish and Wildlife Service
Upper Colorado River Recovery Program
Attn: Melanie Fischer, (303) 236-9881
Suite 120
44 Union Blvd.
Lakewood, CO 80228 **INSIDE DELIVERY REQUIRED**

FILMS: Films are NOT required; computer to plate is acceptable and is the preferred method of production. At the contractor's option, they may use film; however; the Government will not pay for any film costs, even if these costs are the result of author's alterations.

Output resolution: Where electronic media is provided, the contractor **MUST** generate images, whether via films or direct to plate, text equivalent to a minimum of 2400 dpi and all flattones, halftones (gray scale illustrations), and CMYK graphics equal to 175 line screen or finer. At contractor's option, stochastic screening may be used, provided the FM screens (microdots) must be equivalent to or better than 175 line screen. Stochastic screening is the preferred method.

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 March 2011. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

Paper usage by item as follows:

- Items A, B (text and centerspread foldout), and C - White No. 1 Coated Text, Dull-Finish, basis weight: 100 lbs per 500 sheets, 25 x 38", equal to JCP Code A261 (equal to Flo Dull Book or Sterling Matte Text).
- Item D - White No. 1 Coated Text, Dull-Finish, basis weight: 80 lbs per 500 sheets, 25 x 38", equal to JCP Code A261 (equal to Flo Dull Book or Sterling Matte).
- Item B - (Cover/Pocket Folder) - White Smooth-Finish Cover, basis weight: 80 lbs per 500 sheets, 20 x 26", equal to JCP Code L21 - exception: Target brightness 95% (equal to Lynx or Classic Crest).

All paper must have the grain parallel to the spine/fold.

Upon award, the contractor shall provide the ordering agency with paper samples that are available for use under this contract.

PRINTING:

Item A: Print head to head in 4-color process.

Item B: The separate cover/pocket folder prints in black ink or a single Pantone color, on occasion one or more additional pantone colors may be required. All text prints in black ink. The center spread foldout prints in 4-color process (overall length of the center spread piece is 34", eight panels, double gate fold into the center bind). Covers, text, and center spread foldout will print head to head with heavy ink coverage. Printed folios may reverse (drop out of image). NOTE: Center spread will reproduce separately as Item C (see below). Samples are available for inspection at the Denver RO.

Item C: A reproduction of the center spread as described above in Item B with the following exceptions: 1) Two inside folioed pages to be replaced (content change) with outside title panels; and 2) The removal of folios on all pages/panels. Samples are available for inspection at the Denver RO.

Item D: Print head to head in a single ink color or in 4 color process. An occasional order will print with additional inks.

Match Pantone number(s) as indicated on the print order.

Ink coverage on all orders is expected to be approximately 60% or greater (with all ink colors combined) and will include numerous solid areas.

MARGINS: The majority of the items produced as **Item "A"** - bleeds on all sides. **Item "B"** - text and cover/pocket folder bleed one or more sides. **Item "C"** and **Item "D"** - bleeds on all sides. Follow the trim marks as noted in the electronic media.

BINDING:

Item A: Self-cover, saddle stitch, trim three sides.

Item B: The cover to be produced as a double pocket folder. Overall flat size of cover is 19-1/2 x 17" which includes 5" deep pockets at the left and right with "V" cut center relief feature between pockets and 3/4" die-cut glue tabs at the left and right. Glue tabs to inside of pockets. Inside left pocket will die cut with up to 4 slits for business card insert(s) and the right inside pocket will die cut with a straight line slit approximately 4" in length for insertion of undersized materials. Fold to a finished trim size of 9 x 12". Score on all folds. Included in the text, is the center spread foldout with one panel which opens to the left and one panel opens to the right, bound in as a double gatefold in the center bind (overall length of the center spread piece is 34", eight page/panels). Gather the pocket folder cover with text (including double gate fold center spread) centered top and bottom in the 12" depth and saddle stitch in two places.

Item C: Trim 4 sides to 34 x 11" double gatefold to 8-1/2 x 11".

Item D: Trim 4 sides to 16 x 9", accordion fold to 4 x 9". Laminate approximately 10 to 20% of the total quantity face and back copies with 3 mil laminate on each side, edge seal, and fold to 4 x 9". Laminate may extend approximately 1/8" over trim on all sides to allow an adequate seal. Folded laminated copies must lay flat after folding, and be completely sealed and waterproof. At the contractor's option, they may use an approximately 1/16" relief cut on the folds, out of base printed document (not the laminate), to facilitate folding on laminated copies.

PACKING: Shrink film wrap in suitable units, or as indicated on print order. Pack in shipping containers.

Exception to GPO contract terms: Each shipping container must not exceed **20 pounds** when fully packed.

Pallets are required for all destinations receiving 10 or more shipping containers.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order or otherwise requested, the first two copies, as soon as completed, must be sent for inspection to the **U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 W. Alameda Parkway, Lakewood, CO 80228-2842, Attn: Inspection Samples.**

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which

these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart shown below. A random sample 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>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 samples must be packed separately and must be identified by a special government-furnished Blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list.

In addition, a copy of the PRINT ORDER/SPECIFICATION along with the signed selection certificate, furnished, must be included with the samples.

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 quoted in the contractor's offer 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 for reimbursement of certificate fee.

DISTRIBUTION: Ship f.o.b. destination to addresses in the Denver, CO commercial zone. Complete addresses and quantities will be furnished with the print order. It is anticipated that each print order will require shipment to one or two destinations in Denver, CO with **INSIDE DELIVERY REQUIRED** to each.

Twenty-five (25) copies of each order (plus "Blue Label" sample copies) will be delivered f.o.b. destination to:

**US Department of the Interior, U.S. Fish and Wildlife Service
Upper Colorado River Recovery Program
Attn: Melanie Fischer, (303) 236-9881
Suite 120
44 Union Boulevard
Lakewood, CO 80228-1807**

INSIDE DELIVERY REQUIRED

Upon completion of each order, **all** furnished materials must be returned to the address above.

The government will require delivery to the following 2 addresses f.o.b. destination (*freight prepaid and add) with **quantities required as noted below**. Agencies are advised to review Circular Letter NO. 793 regarding Superintendent of Documents copies or contact the Denver Regional Office at (303) 236-5294 for any clarification. The ordering agency in cooperation with Superintendent of Documents has determined that the following quantities will be ordered:

15 copies to: **(Every order)**

BAC (By-Law) 1525-01
Library of Congress
U.S./Anglo Division
U.S. Government Documents Section
101 Independence Avenue, SE
Washington, DC 20540-4274
Mark For: Depository File Copies

1 copy to: **(Every order)**

BAC (C&I) 1523-01
U.S. Government Publishing Office
Federal Depository Library Program
Mail Stop: FDLP
44 H Street, NW Loading Dock
Washington, DC 20401
Marked: Item No. 0612

INSIDE DELIVERY REQUIRED ON ALL ORDERS.

*The contractor will be reimbursed for actual freight costs for Superintendent of Documents shipments by submitting a properly completed shipping receipt with the billing voucher/invoice for payment.

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

RECEIPT FOR DELIVERY: The contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered; number of cartons; quantity per carton; date delivery made; and signature of the Government agent accepting delivery.

PRESS SHEET INSPECTION: Final makeready press sheets will 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, the 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. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. 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.

A representative(s) of the Government may inspect press sheets at the contractor's plant when the job is going to press. These representatives will make their inspections on any official Government work day (Monday through Friday 8:00 a.m. to 5:00 p.m., contractor's local time), and suitable space shall be provided at the plant for this purpose. It is anticipated that nearly all of the orders under this contract will require press sheet inspection.

The contractor shall notify the Government Publishing Office of the date and the time that the press sheets will be available. In order that proper arrangements can be made, notification must be given **at least 72 hours in advance** of the time scheduled for inspection of the press sheets. Notify: Diane Abeyta, Denver Regional Office at (303) 236-5292 and Melanie Fischer at (303) 236-9881.

The contractor must furnish a suitable viewing light for color transparencies during press sheet inspection. Examples of acceptable viewers are Macbeth Avlit Standard View Model T-214, Macbeth ProofLite Model V-135, or Macbeth Examo-Lite Fixture Model TC-440.

SCHEDULE: Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order.

Furnished material and proofs must be picked up from and delivered to: US Department of the Interior, US Fish and Wildlife Service, Upper Colorado River Recovery Program, Attn: Melanie Fischer (303) 236-9881, Suite 120, 44 Union Blvd, Lakewood CO 80228.

The proof hold period by the Government begins when the proofs are **received** by the designated party and ends when the contractor is notified that the proofs are **available for pick-up** by the contractor or their designated service.

The schedule for each item is as follows:

<u>ITEM</u>	<u>SCHEDULE</u>	<u>Proof Hold period</u>
Item A	Delivery within 12 workdays	3 days
Item B and C	Delivery within 5-10 workdays	1-2 days
Item D	Delivery within 15–20 workdays	3 days

*It is anticipated that 75% of the orders will be required within 15 workdays with the remainder required within 20 workdays. Proofs will be held the number of workdays as above from receipt by the agency until the proofs are made available for pickup by the contractor.

Note: The contractor is required to **ship**, as per the schedule as noted above, to only the two Superintendent of Documents addresses in Washington, D. C. as listed above.

Proofs, along with the Government furnished material, a copy of the print order, the contractor's usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor's plant will be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "Proof" label (or contractor's standard "Proof" label provided it contains a full identification of the order) and to include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. **The cost of transporting of the proofs and the furnished materials BOTH ways is to be borne by the contractor.** The contractor has the option of using their own personnel to pick up and deliver the proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

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.

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest offer by applying the prices quoted in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce **one year's work** 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 under this contract.

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

	(1)	(2)	(3)	(4)	(5)	(6)
I. (a)	XXX	XXX	XXX	XXX	32	1600
(b)	16	240	XXX	XXX	8	120
(c)	1	15	1	15	XXX	XXX
(d)	XXX	XXX	XXX	XXX	8	12
(e)	XXX	XXX	4	240	8	480
II. (a)	76					
(b)	56					
(c)	6					
(d)	4800					

NOTE: RESTRICTED PRODUCTION AREA LIMITATIONS. THE FACILITIES MUST BE LOCATED WITHIN A 25-MILE RADIUS OF 44 UNION BLVD, LAKEWOOD CO 80228.

NOTE: THIS IS A DISPLAY JOB. BIDDERS ARE CAUTIONED TO INSPECT MATERIALS AT DENVER RO PRIOR TO SUBMITTING OFFERS (see Page 4 of these specifications).

SECTION 4 - SCHEDULE OF PRICES

Offers submitted are f.o.b. destination.

Offers for each item listed in its respective format group, as defined in "**Section 2. - SPECIFICATIONS**", must include the cost of all required materials and operations in accordance with these specifications.

The offeror 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 offers may be declared nonresponsive. Offers submitted with "**NB**" (No Quote), "**NA**" (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

Prices must be submitted for the entire term of the contract and offers qualified for a lesser period will not be considered.

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

Fractional quantities will be prorated.

Initials

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

A page unit will be defined as follows: To determine the number of units divide the total square inches of the trim size of the product by 94 square inches, fractions will be counted as a whole.

	Printing in a Single		Printing in Additional		Printing 4-color	
	<u>Ink Color</u>		<u>Ink Color(s)</u>		<u>Process</u>	
	Makeready	Per	Makeready	Per	Makeready	Per
	and Setup	100	and Setup	100	and Setup	100
	<u>Charges</u>	<u>Copies</u>	<u>Charges</u>	<u>Copies</u>	<u>Charges</u>	<u>Copies</u>
	(1)	(2)	(3)	(4)	(5)	(6)
(a) Item "A"						
per printed page unit.....	\$ <u>XXX</u>	\$ <u>XXX</u>	\$ <u>XXX</u>	\$ <u>XXX</u>	\$ _____	\$ _____
(b) Item "B" (text) *						
per printed page unit.....	\$ _____	\$ _____	\$ <u>XXX</u>	\$ <u>XXX</u>	\$ _____	\$ _____
(c) Item B (Pocket Folder Cover)						
per complete item	\$ _____	\$ _____	\$ _____	\$ _____	\$ <u>XXX</u>	\$ <u>XXX</u>
(d) Item "C"						
per complete item	\$ <u>XXX</u>	\$ <u>XXX</u>	\$ <u>XXX</u>	\$ <u>XXX</u>	\$ _____	\$ _____
(e) Item "D"						
per complete item	\$ <u>XXX</u>	\$ <u>XXX</u>	\$ _____	\$ _____	\$ _____	\$ _____

* Item B Centerspread foldin will be charged in page units under Item I. (b).

II. ADDITIONAL OPERATIONS:

- (a) Digital Content Proof (single and multi-color)..... per trim/page-size unit ... \$ _____
- (b) One-Piece Laminated Color Proofs..... per trim/page-size unit ... \$ _____
- (c) Timework..... per hour \$ _____

NOTE: "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework will only be allowed under exceptional circumstances and must **specifically authorized** on the print order or subsequent Contract Modification(s). In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under II. (c).

- (d) Lamination* (face and back)..... per each item \$ _____

*Note: Pricing should include Lamination of both sides. This should include all materials and operations necessary to produce the product including folding, scoring, relief cuts in item I(e), etc. so the end product lays flat after folding and is completely sealed (waterproof) per specifications.

 Initials

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:

_____ Percent, _____calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

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

OFFEROR'S NAME AND SIGNATURE: When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated.

Offeror _____ Contractor's Code _____

(Street Address)

(City - State)

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

(Person to be contacted)

(Telephone Number)

e-mail address

(Facsimile Number)

OFFERORS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.

SAMPLE OF THE QUOTE ENVELOPE

In order to ensure proper processing of all offers the following information is suggested on all quote envelopes.

Program Number **2851-SP**
From: _____
Address: _____

Postage
Stamp
Required
Here

Offer Enclosed

Offers will be received until
July 25, 2016
at **11 A.M.** prevailing Denver time.

|||||
U.S. Government Publishing Office
Denver Regional Office
Suite 208
12345 W. Alameda Parkway
Lakewood, CO 80228-2842