

|             |   |          |                          |                    |                      |                      |                         |                    |                      |                     |
|-------------|---|----------|--------------------------|--------------------|----------------------|----------------------|-------------------------|--------------------|----------------------|---------------------|
| Program:    | 137-S   |          |                          |                    |                      |                      |                         |                    |                      |                     |
| Term:       | Date of Award to March 31, 2018   |          |                          |                    |                      |                      |                         |                    |                      |                     |
| Title:      | Rural Cooperatives  |          |                          |                    |                      |                      |                         |                    |                      |                     |
|             |   |          | <b>DISTRICT CREATIVE</b> |                    |                      | <b>INTELLIGENCER</b> |                         |                    | <b>WBC INC.</b>      |                     |
|             |   |          | <b>PRINTING INC.</b>     |                    | <b>GRAY GRAPHICS</b> |                      | <b>PRINTING COMPANY</b> |                    | <b>dba LITHEXCEL</b> |                     |
|             |   | BASIS OF | UPPER MARLBORO           |                    | CAPITOL HEIGHTS, MD  |                      | LANCASTER, PA           |                    | ALBUQUERQUE, NM      |                     |
| ITEM NO.    | DESCRIPTION   | AWARD    | UNIT RATE                | COST               | UNIT RATE            | COST                 | UNIT RATE               | COST               | UNIT RATE            | COST                |
| <b>I.</b>   | <b>PREPRESS:</b>  |          |                          |                    |                      |                      |                         |                    |                      |                     |
| (a)         | Trim/Page-size unit produced from electronic file<br>.....per color/ per page   | 1,266    | \$1.70                   | \$2,152.20         | \$3.00               | \$3,798.00           | \$2.04                  | \$2,582.64         | \$1.00               | \$1,266.00          |
| (b)         | PDF Proofs.....per file.....  | 4        | \$10.00                  | \$40.00            | \$20.00              | \$80.00              | \$52.50                 | \$210.00           | \$10.00              | \$40.00             |
| (c)         | Digital Color Content Proofs .....per trim/page-size unit   | 236      | \$2.00                   | \$472.00           | \$2.00               | \$472.00             | \$2.63                  | \$620.68           | \$2.00               | \$472.00            |
| (d)         | Inkjet proofs ..... per trim/page-size unit   | 42       | \$4.50                   | \$189.00           | \$5.00               | \$210.00             | \$5.25                  | \$220.50           | \$16.00              | \$672.00            |
| (e)         | System Timework.....per hour  | 1        | \$100.00                 | \$100.00           | \$85.00              | \$85.00              | \$115.50                | \$115.50           | \$80.00              | \$80.00             |
| <b>II.</b>  | <b>PRINTING AND BINDING:</b>  |          |                          |                    |                      |                      |                         |                    |                      |                     |
| (a)         | Printing in 4-color process.....per page.....   |          |                          |                    |                      |                      |                         |                    |                      |                     |
| (1)         | <b>Make ready and/or Setup</b>  | 270      | \$44.00                  | \$11,880.00        | \$40.00              | \$10,800.00          | 40.38                   | \$10,902.60        | \$110.00             | \$29,700.00         |
| (2)         | <b>Running Per 1,000 Copies</b>   | 2,142    | \$11.00                  | \$23,562.00        | \$14.00              | \$29,988.00          | \$12.93                 | \$27,696.06        | \$28.00              | \$59,976.00         |
| (b)         | Printing in each additional color.....per color/per page...   |          |                          |                    |                      |                      |                         |                    |                      |                     |
| (1)         | <b>Make ready and/or Setup</b>  | 46       | \$10.00                  | \$460.00           | \$12.00              | \$552.00             | \$6.55                  | \$301.30           | \$25.00              | \$1,150.00          |
| (2)         | <b>Running Per 1,000 Copies</b>   | 365      | \$1.25                   | \$456.25           | \$2.00               | \$730.00             | \$0.48                  | \$175.20           | \$10.50              | \$3,832.50          |
| <b>III.</b> | <b>PACKING AND DISTRIBUTIONS:</b>   |          |                          |                    |                      |                      |                         |                    |                      |                     |
| <b>1</b>    | <b>Bulk shipments-</b>  |          |                          |                    |                      |                      |                         |                    |                      |                     |
| (a)         | Packing and sealing shipping containers (Up to approximately 45 lbs. capacity) .....per container.....  | 111      | \$2.50                   | \$277.50           | \$4.00               | \$444.00             | \$2.36                  | \$261.96           | \$12.00              | \$1,332.00          |
| <b>2</b>    | <b>Mailed Shipments-</b>  |          |                          |                    |                      |                      |                         |                    |                      |                     |
| (a)         | Generating and affixing labels for single copies (self-mailer) .....per 100 copies.....   | 355      | \$5.50                   | \$1,952.50         | \$4.00               | \$1,420.00           | \$5.78                  | \$2,051.90         | \$5.00               | \$1,775.00          |
| (b)         | Multiple copies up to 12pds, in kraft envelopes, cushioned shipping bags, or wrapped in shipping bundles ( maximum gross weight 14 pounds) .....per kraft envelope, bag or bundle | 7        | \$6.50                   | \$45.50            | \$4.00               | \$28.00              | \$3.68                  | \$25.76            | \$2.00               | \$14.00             |
|             | <b>CONTRACTOR SUBTOTALS</b>   |          |                          | <b>\$41,586.95</b> |                      | <b>\$48,607.00</b>   |                         | <b>\$45,164.10</b> |                      | <b>\$100,309.50</b> |
|             | <b>DISCOUNT</b>   |          | <b>2.00%</b>             | \$831.74           | <b>1.00%</b>         | \$486.07             | <b>5.00%</b>            | \$2,258.21         | <b>1.00%</b>         | \$1,003.10          |
|             | <b>DISCOUNTED TOTALS</b>  |          |                          | <b>\$40,755.21</b> |                      | <b>\$48,120.93</b>   |                         | <b>\$42,905.89</b> |                      | <b>\$99,306.40</b>  |
|             |   |          |                          | <b>AWARD</b>       |                      |                      |                         |                    |                      |                     |

|             |   |          |                            |                    |                           |                    |                           |                    |
|-------------|---|----------|----------------------------|--------------------|---------------------------|--------------------|---------------------------|--------------------|
| Program:    | 137-S   |          |                            |                    |                           |                    |                           |                    |
| Term:       | Date of Award to March 31, 2018   |          |                            |                    |                           |                    |                           |                    |
| Title:      | Rural Cooperatives  |          |                            |                    |                           |                    |                           |                    |
|             |   |          | <b>McDONALD &amp; EUDY</b> |                    |                           |                    |                           |                    |
|             |   |          | <b>PRINTERS INC.</b>       |                    | <b>GATEWAY PRESS INC.</b> |                    | <b>CURRENT CONTRACTOR</b> |                    |
|             |   | BASIS OF | TEMPLE HILLS, MD           |                    | LOUISVILLE, KY            |                    | GATEWAY PRESS INC.        |                    |
| ITEM NO.    | DESCRIPTION   | AWARD    | UNIT RATE                  | COST               | UNIT RATE                 | COST               | UNIT RATE                 | COST               |
| <b>I.</b>   | <b>PREPRESS:</b>  |          |                            |                    |                           |                    |                           |                    |
| (a)         | Trim/Page-size unit produced from electronic file<br>.....per color/ per page   | 1,266    | \$1.75                     | \$2,215.50         | \$3.00                    | \$3,798.00         | \$3.00                    | \$3,798.00         |
| (b)         | PDF Proofs.....per file.....  | 4        | \$75.00                    | \$300.00           | \$1.00                    | \$4.00             | \$2.00                    | \$8.00             |
| (c)         | Digital Color Content Proofs .....per trim/page-size unit   | 236      | \$1.50                     | \$354.00           | \$4.00                    | \$944.00           | \$3.00                    | \$708.00           |
| (d)         | Inkjet proofs ..... per trim/page-size unit   | 42       | \$4.00                     | \$168.00           | \$5.00                    | \$210.00           | \$4.00                    | \$168.00           |
| (e)         | System Timework.....per hour  | 1        | \$75.00                    | \$75.00            | \$50.00                   | \$50.00            | \$50.00                   | \$50.00            |
| <b>II.</b>  | <b>PRINTING AND BINDING:</b>  |          |                            |                    |                           |                    |                           |                    |
| (a)         | Printing in 4-color process.....per page.....   |          |                            |                    |                           |                    |                           |                    |
| (1)         | <b>Makeready and/or Setup</b>   | 270      | \$26.00                    | \$7,020.00         | \$48.00                   | \$12,960.00        | \$40.00                   | \$10,800.00        |
| (2)         | <b>Running Per 1,000 Copies</b>   | 2,142    | \$13.00                    | \$27,846.00        | \$13.00                   | \$27,846.00        | \$10.50                   | \$22,491.00        |
| (b)         | Printing in each additional color.....per color/per page...   |          |                            |                    |                           |                    |                           |                    |
| (1)         | <b>Makeready and/or Setup</b>   | 46       | \$15.00                    | \$690.00           | \$3.00                    | \$138.00           | \$3.00                    | \$138.00           |
| (2)         | <b>Running Per 1,000 Copies</b>   | 365      | \$4.25                     | \$1,551.25         | \$0.25                    | \$91.25            | \$0.25                    | \$91.25            |
| <b>III.</b> | <b>PACKING AND DISTRIBUTIONS:</b>   |          |                            |                    |                           |                    |                           |                    |
| 1           | <b>Bulk shipments-</b>  |          |                            |                    |                           |                    |                           |                    |
| (a)         | Packing and sealing shipping containers (Up to approximately 45 lbs. capacity) .....per container.....  | 111      | \$2.00                     | \$222.00           | \$1.50                    | \$166.50           | \$1.50                    | \$166.50           |
| 2           | <b>Mailed Shipments-</b>  |          |                            |                    |                           |                    |                           |                    |
| (a)         | Generating and affixing labels for single copies (self-mailer) .....per 100 copies.....   | 355      | \$6.50                     | \$2,307.50         | \$6.00                    | \$2,130.00         | \$5.00                    | \$1,775.00         |
| (b)         | Multiple copies up to 12pds, in kraft envelopes, cushioned shipping bags, or wrapped in shipping bundles ( maximum gross weight 14 pounds) .....per kraft envelope, bag or bundle | 7        | \$85.00                    | \$595.00           | \$1.25                    | \$8.75             | \$125.00                  | \$875.00           |
|             | <b>CONTRACTOR SUBTOTALS</b>   |          |                            | <b>\$43,344.25</b> |                           | <b>\$48,346.50</b> |                           | <b>\$41,068.75</b> |
|             | <b>DISCOUNT</b>   |          | <b>1.00%</b>               | \$433.44           | <b>3.00%</b>              | \$1,450.40         | <b>5.00%</b>              | \$2,053.44         |
|             | <b>DISCOUNTED TOTALS</b>  |          |                            | <b>\$42,910.81</b> |                           | <b>\$46,896.10</b> |                           | <b>\$39,015.31</b> |
|             |   |          |                            |                    |                           |                    |                           |                    |
|             |   |          |                            |                    |                           |                    |                           |                    |

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Rural Cooperatives**

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

U.S. Department of Agriculture (USDA)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **April 1, 2017** and ending **March 31, 2018**, plus up to *four (4)* optional 12-month extension period(s) 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 11:00 AM, prevailing Washington, DC time, on **March 28, 2017**.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**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 60-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.

**BIDDERS, PLEASE NOTE:** These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

For information of a technical nature call **David Love** (202) 512-0310 or email [aps-team1@gpo.gov](mailto:aps-team1@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 (Rev. August 2002)).

**GPO Contract Terms** (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

**GPO QATAP** (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

**DISPUTES:** 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](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

**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                   | Approved Proofs           |
| P-8.  | Halftone Match (Single and Double Impression) | Approved Proofs           |
| P-9.  | Solid and Screen Tint Color Match             | Approved Proofs           |
| P-10. | Process Color Match                           | Approved 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 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 **April 1, 2017** through **March 31, 2018**, 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 **December 31, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility 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 will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

**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 **April 1, 2017** through **March 31, 2018** 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:** Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address:

<https://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>.

**NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."**

## SECTION 2 – SPECIFICATIONS

**SCOPE:** These specifications cover the production of self-covered, saddle-stitched, pamphlets requiring such operations as electronic prepress, printing in up to five colors (four-color process plus one additional color), flood and spot gloss varnishing, binding, packing, mailing and distribution.

**TITLE:** Rural Cooperatives.

**FREQUENCY OF ORDERS:** Bi-monthly (every two months).

**QUANTITY:** Approximately 7,800 to 8,200 copies per order.

**NUMBER OF PAGES:** Approximately 36 to 60 pages, self-cover

**TRIM SIZE:** 8-1/2 x 11”.

**GOVERNMENT TO FURNISH:** *Electronic media will be furnished as follows -*

*Platform:* Macintosh OSX

*Storage Media:* Files furnished via contractor-hosted SFTP server.  
On occasion: CD-R/RW; DVD-R/RW; or E-mail

Files will be furnished in both PostScript and native application format.

*Software:* Adobe Creative Suite (Illustrator, Photoshop and InDesign)

All files will be created in current versions or near current versions of the above mentioned programs.

**Note:** **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.**

*Fonts:* All printer and screen fonts will be furnished.

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

### Additional Information supplied

- GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.
- A visual will be furnished of the electronic files for all pages with indications for color breaks.
- All illustrations are scanned into electronic files.
- The color identification system used is CMYK.
- Distribution list to be provided electronically  
Files will be furnished in ASCII columnar format containing approximately 6,500 addresses in ZIP Code order. Each address is delimited with a hard return.  
Contractor must create their own mailing file and select a suitable method for bar-coding and addressing copies so that the Government receives the most advantageous bulk postal rate.
- One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.
- A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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.

The Contractor must be able to accept large files electronically via a contractor-hosted Secure File Transfer Protocol (SFTP) server. Appropriate log-on instructions and protocol must be provided at time of award

**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 contact listed on the Print Order or GPO Form 952.

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.

All halftones are to be at 175-line screen or finer.

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

**PROOFS:** As indicated on the Print Order

#### **PDF Soft Proofs**

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof must indicate margins. PDF will be evaluated for text flow, image position, and margins. Proof will not be used for color match.

E-Mail PDF Proof (or deliver via SFTP) to the Agency contact noted on the Order.

NOTE: PDF must be marked with the Program number / Print Order number along with a return name and E-Mail address.

#### **Digital color content proofs**

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. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

#### **Inkjet proofs**

Proofs must be G7 profiled and use pigment based inks. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 2009.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

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 "O.K. 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 March 2011.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

All paper used in each copy must be of a uniform shade.

White No. 2 Coated Text, Gloss-Finish, Basis Weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182\*.

\* *Exception to Paper Specification Standards (March 2011, No. 12), under "Testing" - The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.*

This change is being implemented due to the paper manufacturing industry not currently producing No. 2 Gloss Text papers that will meet the JCP opacity tolerances.

**PRINTING:** Print head to head in four-color process throughout, plus up to one additional Pantone color, if required. Some orders may have signatures which require printing in black only.

Self-Cover outer-wrap may print full coverage in four-color process with reversed-out areas. Most illustrations will have a thin rule boarder around the illustration.

Coat the surface of Self-Cover outer-wrap with a clear non-yellowing gloss varnish and spot gloss varnish all four-color illustrations in text.

**MARGINS:** Maintain margins as indicated on copy. Pages may bleed up to three (3) sides and/or print to and align across the bind.

**BINDING:** Saddle-wire stitch in two (2) places across the 11" dimension and trim three (3) sides.

**Note:** 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.

**PACKING:**

**Bulk Shipments**

Pack in shipping containers not to exceed 45 lbs. when fully packed. Shipping containers shall have a minimum bursting strength of 275 lbs per square inch or a minimum edge crush test (ECT) of 44 lbs per inch width.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

**Mailed Shipments**

Single copies, when indicated on the Print Order, must be mailed as self-mailers.

Insert multiple copies (up to 200 leaves) into 9-1/2 x 12-5/8" brown kraft envelopes.

Quantities over 200 leaves, up to 12 lbs. must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 lbs).

**LABELING AND MARKING:**

**Bulk Shipments**

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

**Mailed Shipments**

Contractor will be required to inkjet or create a mailing label containing return address and "Postage and Fee's Paid" permit and address label (created from Government furnished electronic file).

Contractor must then affix it to the back of each copy mailed singly as self-mailers, and to each unit of mail packaged in envelopes, cushioned shipping bags, shipping bundles and 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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

| Quantity Ordered | Number of Sublots |
|------------------|-------------------|
| 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 and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to USDA, 0466 Rear So. Bldg., 14th & Independence Ave., SW, Washington, D.C. 20250.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies 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 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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). 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. A copy of the Print Order must be included with the samples.

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 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:** Complete addresses and quantities will be furnished with the Print Orders.

**f.o.b. destination**

Deliver approximately 500 copies as one (1) bulk shipment to St. Louis, MO and deliver approximately 400 copies to one address in the Washington DC area (packed in shipping containers).

**f.o.b. contractor's city**

Mail approximately 7,000 copies per furnished mailing disk to nationwide destinations using the "Postage & Fees Paid" indicia; Contractor must create, affix, or inkjet and address label on each copy. All mailed copies must be sorted and prepared in packages and sacks as prescribed in the U.S. Postal Service Domestic Mail Manual.

All mailing shall be made at the Periodicals Postage Paid rate.

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

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office.

The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the Program Number, Print Order, Jacket Number as appropriate.

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

### **Subscription Copies**

When "Subscription" copies are ordered, the contractor will be required to mail approximately 19 copies per order for Information Dissemination (Superintendent of Documents). The contractor must apply the appropriate postage to these "Subscription" copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The contractor will be reimbursed for the postage to mail these "Subscription" copies by submitting a properly completed Postal Service certificate of mailing with their invoice. All related costs associated with the distribution of "Subscription" copies must be itemized separately from other mailings; the packing and mailing costs must be separately accounted for, the mailing must have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute "Subscription" copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of "Subscription" copies ordered may exceed the number of copies requiring mail distribution. Any residual "Subscription" copies ("Subscription" quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor's city by suitable means to a single address in the Washington, DC area. Contractors outside the Washington, D.C., commercial zone may be reimbursed for any shipping costs incurred by submitting a properly completed commercial shipping (including mailing) receipt with their invoice.

The postage class and other mail requirements for "Subscription" copies will be furnished. The contractor shall call the Superintendent of Documents (number to be provided) for the "Subscription" distribution addresses/labels, and the postage class and other mail requirements, prior to the scheduled due date if this information is not otherwise furnished.

***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.

Upon completion of each order, all furnished material, films made, and one sample copy must be returned to the address under "Schedule".

Upon completion of required mailing on each order, a copy of all commercial carrier receipts and postal receipts must be returned to USDA, OC/Printing Services, 1400 Independence Ave. SW, Room 444A, Washington, DC 20250. Attn: Jeff Isreal.

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).

Furnished material and proofs must be picked up from and delivered to USDA, OC/Printing Services, 1400 Independence Ave., SW., Room 444A, Washington, D.C. 20250. Attn: Jeff Isreal.

Contractor will be notified by telephone, fax, or e-mail when furnished material is available for pickup.

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.

The contractor must submit proofs within **three workdays** of notification of availability of Print Order and furnished material.

Proofs will be withheld no more than **one workday** from their receipt at the Department until they are made available for pickup. **Note:** The first workday after receipt of proofs at the Department is day one (1) of the hold time.)

Contractor must complete production and distribution within **five workdays** of receipt of "O.K. to print" on proofs.

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 and the date products ordered shipping/ mailing f.o.b. contractor's city must be delivered to the USPS.

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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov), via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

### 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 under this contract for a like period of time.

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

- I. (a) 1,266
- (b) 4
- (c) 236
- (d) 42
- (e) 1

- II. (1) (2)
- (a) 270 2,142
- (b) 46 365

- III. 1. (a) 111
- 2. (a) 355
- (b) 7

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**SECTION 4 – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination for deliveries to one (1) address in St. Louis and approximately four (4) addresses in the Washington DC area and f.o.b. contractor's city for all mailed shipments.

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 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 PREPRESS:** One basic charge will be allowed for each color (or spot varnish, if required) on each printed trim size page of the product.

- (a) Trim/Page-size unit from electronic file ..... per color/per page .....\$ \_\_\_\_\_
- (b) PDF Proofs .....per file .....\$ \_\_\_\_\_
- (c) Digital Color Content Proofs ..... per trim/page-size unit .....\$ \_\_\_\_\_
- (d) Ink-jet proofs ..... per trim/page-size unit .....\$ \_\_\_\_\_
- (e) 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 I. (e).

**II. PRINTING & BINDING:** Prices offered under Item II. (a) shall include the cost of all required materials and operations necessary for the complete printing and binding of the product listed in accordance with these specifications including varnishing, spot varnishing, and paper.

“Each Additional Color”: For products printing four-color process plus one (1) or more Pantone color(s), a charge will be allowed only for the pages (text or cover-wrap) actually printed with the additional color(s).

|   | <u>Makeready<br/>and/or Setup</u><br>(1) | <u>Running Per<br/>1,000 Copies</u><br>(2) |
|---|--|--|
| (a) Printing in 4-color process..... per page .....                 | \$ _____                                 | \$ _____                                   |
| (b) Printing in each additional color..... per color/per page ..... | \$ _____                                 | \$ _____                                   |

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

**III. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of all necessary kraft envelopes, shipping bags, shipping bundles and shipping containers; all necessary wrapping and packing materials; labeling or marking; addressing kraft envelopes, bags, bundles or containers; and complete distribution, in accordance with these specifications.

1. *Bulk Shipments* –

(a) Packing and sealing shipping containers..... per container .....\$ \_\_\_\_\_  
(Up to approximately 45 lbs. capacity)

2. *Mailed Shipments* –

(a) Generating and affixing labels for  
single copies (self-mailer) .....per 100 copies ..... \$ \_\_\_\_\_

(b) Multiple copies up to 12 pounds, in  
kraft envelopes, cushioned shipping bags, or  
wrapped in shipping bundles (maximum gross  
weight 14 pounds) ..... per kraft envelope, bag or bundle ..... \$ \_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_.

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..... \_\_\_\_\_



**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)

\_\_\_\_\_  
(Fax Number)