

PROGRAM:	219-S								
TITLE:	DOE Publications								
AGENCY:	U.S. Department of Energy (DOE)								
TERM:	December 1, 2015 thru November 30, 2016								
									CURRENT CONTRACTOR
			GRAY GRAPHICS		MCDONALD & EUDY PRINTERS		McDONALD & EUDY PRINTERS		
			Capitol Heights, MD		Temple Hills, MD		Temple Hills, MD		
		BASIS OF							
		AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	PROOFS:								
(a)	Digital color content proofs . . .								
	per trim/page-size unit-----	2,986	2.00	5,972.00	1.25	3,732.50	1.25	3,732.50	
(b)	Digital one-piece composite laminated								
	halftone color proofs . . . per trim/page-size unit-----	391	15.00	5,865.00	2.50	977.50	1.75	684.25	
II.	PRINTING AND BINDING:								
(a)	<i>Regular Cover:</i>								
	Printing Covers 1 and 4 or Covers 2 and 3								
	in black ink, including binding . . . per side								
(1)	Makeready and/or Setup-----	5	200.00	1,000.00	150.00	750.00	150.00	750.00	
(2)	Running Per 100 Copies-----	15	5.00	75.00	6.00	90.00	6.00	90.00	
(b)	<i>Regular Cover:</i>								
	Printing Covers 1 and 4 or Covers 2 and 3								
	in four-color process, including binding . . . per side								
(1)	Makeready and/or Setup-----	20	300.00	6,000.00	250.00	5,000.00	250.00	5,000.00	
(2)	Running Per 100 Copies-----	168	7.50	1,260.00	6.00	1,008.00	6.00	1,008.00	
(c)	<i>Extended Cover:</i>								
	Printing Covers 1 and 4 or Covers 2 and 3								
	in black ink, including binding . . . per side								
(1)	Makeready and/or Setup-----	1	275.00	275.00	400.00	400.00	400.00	400.00	
(2)	Running Per 100 Copies-----	10	8.00	80.00	15.00	150.00	15.00	150.00	
(d)	<i>Extended Cover:</i>								
	Printing Covers 1 and 4 or Covers 2 and 3								
	in four-color process, including binding . . . per side								
(1)	Makeready and/or Setup-----	2	375.00	750.00	450.00	900.00	450.00	900.00	
(2)	Running Per 100 Copies-----	28	11.50	322.00	17.00	476.00	17.00	476.00	
(e)	<i>Saddle-Stitched:</i>								
	Printing text pages in black ink,								
	including binding . . . per page								
(1)	Makeready and/or Setup-----	120	10.00	1,200.00	7.00	840.00	6.50	780.00	
(2)	Running Per 100 Copies-----	912	0.20	182.40	0.20	182.40	0.18	164.16	
(f)	<i>Saddle-Stitched:</i>								
	Printing text pages in four-color process,								
	including binding . . . per page								
(1)	Makeready and/or Setup-----	348	40.00	13,920.00	45.00	15,660.00	45.00	15,660.00	
(2)	Running Per 100 Copies-----	7,995	0.60	4,797.00	0.50	3,997.50	0.60	4,797.00	
(g)	<i>Perfect-Bound:</i>								
	Printing text pages in black ink,								
	including binding . . . per page								
(1)	Makeready and/or Setup-----	2,163	8.00	17,304.00	4.25	9,192.75	4.25	9,192.75	
(2)	Running Per 100 Copies-----	6,890	0.15	1,033.50	0.16	1,102.40	0.16	1,102.40	
(h)	<i>Perfect-Bound:</i>								
	Printing text pages in four-color process,								
	including binding . . . per page								
(1)	Makeready and/or Setup-----	297	35.00	10,395.00	40.00	11,880.00	50.00	14,850.00	
(2)	Running Per 100 Copies-----	1,785	0.60	1,071.00	0.45	803.25	0.55	981.75	
III.	ADDITIONAL OPERATIONS:								
(a)	Varnish/Aqueous Coating (covers and/or text pages) . . .								
	per 100 pages-----	284	5.00	1,420.00	2.50	710.00	3.50	994.00	
(b)	Shrink-film wrapping . . . per package-----	88	0.50	44.00	0.40	35.20	0.20	17.60	

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

DOE Publications

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

U.S. Department of Energy
(DOE)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning December 1, 2015 and ending November 30, 2016, 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 a.m., prevailing Washington, DC time, on November 23, 2015.

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: PPSGB, 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. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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 60-mile radius of zero milestone, Washington, DC.

BIDDERS, PLEASE NOTE: These specifications have been EXTENSIVELY 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, contact Linda Giacomo at lgiacomo@gpo.gov or (202) 512-0307.

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. 8-02)).

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. 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 and standards shall apply to these specifications –

Product Quality Levels:

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

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

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

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

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

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

P-7. O.K. Proofs; Average Type Dimension in Publication; Electronic Media.

P-8. O.K. Proofs; Electronic Media.

P-10. O.K. 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 (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing 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 December 1, 2015 to November 30, 2016, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending August 31, 2015, 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.

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: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the U.S. GPO, Washington, DC, immediately after award.

ON-SITE AGENCY VISITS: This contract will require close cooperation between agency personnel and the contractor. If necessary, agency personnel must be able to visit the contractor's site and work with prepress staff on various problems, including but not limited to, page layout and graphic file issues. In addition, communication, via teleconference, must be available between agency personnel and contractor's prepress staff. Agency personnel must have direct access to the contractor's customer service representatives without going through voicemail.

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 December 1, 2015 through November 30, 2016, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued," for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of self- and separate-covered saddle-stitched and perfect-bound publications requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: DOE Publications.

FREQUENCY OF ORDERS: Up to approximately 20 orders per year.

Up to approximately five different publications may be ordered on the same print order requiring the same schedule.

QUANTITY: Approximately 100 to 20,000 copies per order.

NUMBER OF PAGES: Approximately 8 to 200 pages (plus cover, when required) per order.

An occasional order may require up to approximately 500 pages.

TRIM SIZES: 5-1/2 x 8-1/2” (including album style); 8-1/2 x 11” (including album style).

The majority of orders will be for 8-1/2 x 11”.

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows –

Platform: Macintosh; IBM or compatible using Windows
(current or near current versions)

Storage Media: CD; DVD; FTP; Email

Software: Corel Draw; Adobe Photoshop; Adobe Illustrator; Adobe InDesign;
Microsoft Word; Microsoft PowerPoint* (current or near current versions)

* *It is anticipated that approximately 10% of orders may furnish files using software that will require some additional work for the files to be prepared for printing due to software issues. It is the contractor's responsibility, if required, to perform additional work to the files in order to prepare the files for printing. All required work shall be made at no additional cost to the Government.*

All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished, excluding Adobe fonts.
(See “ELECTRONIC PREPRESS.”)

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: Files will be furnished in both native application and PostScript formats.
A visual of furnished electronic files will be provided.
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Addresses for distribution will be furnished on CD or DVD for outputting mailing list using various formats – dBase IV, ASCII, MC Foxpro, MS Access, or Arclist DS2.

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.

Contractor must have the capability to accept files and/or corrections via electronic transmission (to an e-mail address, Internet provider, etc.) during the contract term. The Government reserves the right to determine the suitability of the contractor’s proposed method for receiving files.

Contractor must have the capability to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

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, within 24 hours of receipt, to the ordering agency point of contact specified on the print order.

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.

All halftones and screen tints are to be 150-line screen or finer.

Contractor to furnish all Adobe fonts as listed in the Linotype Library 1 thru 174.

Contractor must be able to make color separations and/or color changes to furnished PostScript files, including RGB to CMYK conversion.

When required by the Government, the contractor shall make minor revisions to the electronic files which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions.

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

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

PROOFS: When required, one (1) or two (2) sets of digital color content proofs of entire publication. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

When required, one (1) or two (2) sets of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and 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. Proofs must show dot structure.

In lieu of digital one-piece laminated halftone proofs, at contractor's option, inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. 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 or later).

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.

Spot varnish may be shown as either a digital content proof or as an overlay on the one-piece laminated proofs.

Author's Alterations – When proofs are required, author's alterations are to be expected. The contractor will be required to perform author's alterations which may consist of outputting agency corrected files and replacing the corrected pages, or when instructed, the contractor may be required to make the corrections. Marginal (very minor) author's alterations must be performed under the original schedule.

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."

Approval will occasionally be authorized via telephone. Normal procedure will be a notation on the proofs returned.

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.

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

All cover stock must have the grain parallel to the spine.

All paper must contain the minimum percent waste paper as required in the paper specification.

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

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

White No. 1 Coated Text, Gloss-finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181. *Exception to the "Government Paper Specification Standards No. 12" (dated March 2011), under "Testing" – The acceptance criteria in Part 4 shall apply for opacity only.*

White Matte Coated Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

White No. 2 Coated Text, Dull-finish, basis weight: 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A262. *Exception to the "Government Paper Specification Standards No. 12" (dated March 2011), under "Testing" – The acceptance criteria in Part 4 shall apply for opacity only.*

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

White No. 1 Coated Cover, Dull-finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L61.

White No. 2 Coated Cover, Dull-finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L62.

White Cast Coated Cover, 10 pt., equal to JCP Code L80.

PRINTING: Print cover (when required) and text head-to-head in four-color process or in black ink with four-color process pages scattered throughout. Some covers may print with heavy ink coverage with solids and reverses.

Products may print to and must align across the bind.

When required, coat (after printing) parts of or the entire surface of covers and/or text pages printed on coated paper with gloss, dull, or satin varnish, or, at contractor's option, aqueous coating to prevent scratching and smearing. *NOTE: All varnishing/coating must be done in-line.*

Orders must be printed on a press capable of printing five (5) colors in a single pass through the press (minimum five printing units).

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, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum 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 across the entire press sheet.

Viewing Light – Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ANSI PH2.30-1989. A viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

MARGINS: Unless otherwise indicated, margins will be as specified on the print order or furnished media.

Products may bleed up to four sides.

BINDING: Bind as indicated on the print order.

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

Perfect-bind text and wraparound cover; trim three sides. Adjust thickness of the spine as necessary. Hinge-score all covers.

When ordered, publication will have an extended cover for cover pages 1 and 2 (16-3/4" in size folding down to 8-1/2"). Extended portion will fold in towards inside binding.

BINDERY INSPECTION: Bindery operations may be inspected at the contractor's plant for quality conformance prior to distribution. When a bindery inspection is required, it will be specified on the print order.

Bindery inspections are for the purpose of establishing specified standards for use during the binding process. Upon approval, contractor is charged with maintaining those standards throughout the binding process.

PACKING: When required, shrink-film wrap in units as specified on the print order.

Bulk Shipments –

Pack in shipping containers.

Single and/or multiple copies marked "*Attn: Mail Room to Open*" and delivered to: DOE Mail Room (GL-072), Forrestal Building, 1000 Independence Avenue, SW, Washington, DC 20585, must be packed into shipping containers.

Mailed Shipments –

Single copies, excepting those sent to foreign destinations, must be mailed as self-mailers, unless otherwise specified on the print order.

Insert single copies to foreign destinations and multiple copies (up to 200 leaves) into kraft envelopes.

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

Quantities over 12 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING:

Bulk Shipments –

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

Containers for single and/or multiple copies marked on the address labels for internal distribution to DOE will be marked "*Attn: Mail Room to Open.*"

Mailed Shipments –

Create and affix a recipient address label to the back of each copy mailed singly as self-mailers and to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers. At contractor's option, addresses may be imaged directly onto the self-mailers, kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers.

Single copies for internal distribution to DOE will require the contractor to create/apply an address label or image the address directly on Cover 1. (Containers for internal copies to be marked "Attn: Mail Room to Open.")

Envelopes used for foreign addresses will be marked "Air Mail - Par Avion, Printed Matter" for products 12 leaves or less and "Air Mail - Par Avion, Printed Matter - Books" for products 13 or more leaves.

For copies packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers, the address labels or imaged address area must show number of copies inside.

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

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

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

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the billing invoice.

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

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

A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION:

- Deliver f.o.b. destination to approximately 15 addresses within the commercial zone of Washington, DC including Laurel, MD. (*Inside delivery to room numbers specified may be required.*)
- Deliver f.o.b. destination approximately 15 to 20 copies (GPO depository and file) to approximately two (2) addresses within the commercial zone of Washington, DC.
- Mail/ship f.o.b. contractor's city (reimbursable) to addresses outside the commercial zone of Washington, DC.

Complete addresses and quantities will be furnished with each print order.

Deliveries to DOE Mail Room (GL-084), Forrestal Building, 1000 Independence Avenue, SW, Washington, DC 20585 may not be mailed.

All deliveries to 1707 H Street require the contractor to contact the person specified on the print order for advance notification of delivery.

All mailing shall be made at the Air Mail rate (reimbursable) for foreign mailing and at the First, Periodical, Standard Mail (A) or (B) Class rate (reimbursable) for domestic mailing. The required rate(s) will be specified on the print order.

All mailing shall be reimbursable. Contractor will be required to apply appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

All shipping shall be reimbursable. Contractor will be reimbursed for all shipping costs by submitting appropriate shipping receipts with billing invoice for payment.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government, unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

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

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 219-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailed/shipping methods, and title of product.

Within 24 hours of completion of the distribution on each order, the contractor must provide a signed receipt from the consignee for each delivery in the Washington, DC area. Contractor to furnish the signed receipts to one of the addresses listed under "SCHEDULE," as specified on the print order.

Within 24 hours of completion of the distribution on each order, the contractor must furnish a copy of all mailing/shipping receipts to the attention of the person listed on the print order. The receipts must include GPO program and print order numbers.

Upon completion of each order, all furnished material (as applicable), digital deliverables, and one (1) sample copy are to be returned to: U.S. Department of Energy, Forrestal Building, 1000 Independence Avenue, SW, Room GE-140, Washington, DC 20585; or to: U.S. Department of Energy, 19901 Germantown Road, Germantown, MD 20874, as specified on the print order. Mark to the attention of the person(s) specified. Deliver or ship via small package carrier. Do not send via USPS.

All expenses incidental to picking up and returning materials (as applicable), 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 (as applicable) and proofs must be picked up from and delivered to: U.S. Department of Energy, Forrestal Building, 1000 Independence Avenue, SW, Room GE-140, Washington, DC 20585; or to: U.S. Department of Energy, 19901 Germantown Road, Germantown, MD 20874, as specified on the print order. Mark to the attention of the person(s) specified.

Deliver or ship proofs via small package carrier. Do not send via USPS. Contractor's representative must sign, date, and indicate time of each pickup on DOE Form AD 1420.6.

Furnished electronic media and visuals (as applicable) must be returned with proofs.

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.

Regular Schedule –

- Contractor must complete production and distribution within 14 workdays.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof, press sheet/binding inspection, and transit time is included in the 14-workday schedule.

NOTE: At the Government's option, the ordering agency may review proofs at the contractor's plant. If author's alterations are required, the contractor will be allowed one (1) additional workday.

Accelerated Schedule – Approximately 10% of orders placed will require an accelerated schedule.

- Contractor must complete production and distribution within five (5) workdays.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.
- Proofs will be reviewed on-site at the contractor's facility.
- All proof, press sheet/binding inspection, and transit time is included in the five-workday schedule.

The contractor must notify the GPO of the date and time the press sheet/binding inspection can be performed. In order for proper arrangements to be made, notification must be given at least two (2) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, prevailing Eastern Time. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 9-88)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

NOTE: Press sheet inspections are anticipated on approximately 30 percent of all orders placed.

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 products ordered for mailing/shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service or picked up by small package carrier.

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, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving 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 (1) 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.

PREMIUM PAYMENTS: Orders requiring an accelerated schedule will be paid for at the premium rate in accordance with the contractor’s offered percentage in the “SCHEDULE OF PRICES.”

All other orders will be placed with the regular schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work.

Premium payments, when authorized, will apply to all items except those under IV. PAPER in the “SCHEDULE OF PRICES.”

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on the billing invoice.

It is estimated that 10% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase offered for the accelerated schedule under VI. PREMIUM PAYMENTS to 10% of the prices offered for all items in the “SCHEDULE OF PRICES” excluding paper.

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

I. (a) 2,986
(b) 391

II. (a)	(1)	(2)
	5	15
(b)	20	168
(c)	1	10
(d)	2	28
(e)	120	912
(f)	348	7,995
(g)	2,163	6,890
(h)	297	1,785

III. (a) 284
(b) 88

- IV. (a) 3,703
- (b) 3,050
- (c) 160
- (d) 1,878
- (e) 122
- (f) 5
- (g) 140
- (h) 8

V. 1. 338

- 2. (a) 246
- (b) 35
- (c) 5
- (d) 8

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailing/shipping and f.o.b. destination for all other consignments.

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 non-responsive.

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

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

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

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

Fractional parts of 100 will be prorated at the per-100 rate.

A charge will be allowed for each text page, whether printed or blank.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text for saddle-stitched products.

For products printing in black ink with four-color process pages scattered throughout, a charge under line items II. (f) and (h), as applicable, will be allowed only for pages actually printing in four-color process.

Cost of all required paper must be charged under IV. PAPER.

Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

(Initials)

I. PROOFS:

- (a) Digital color content proofs..... per trim/page-size unit.....\$_____
- (b) Digital one-piece composite laminated halftone color proofs per trim/page-size unit.....\$_____

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary for the printing and binding of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) <i>Regular Cover:</i> Printing Covers 1 and 4 or Covers 2 and 3 in black ink, including binding..... per side.....	\$_____	\$_____
(b) <i>Regular Cover:</i> Printing Covers 1 and 4 or Covers 2 and 3 in four-color process, including binding per side.....	\$_____	\$_____
(c) <i>Extended Cover:</i> Printing Covers 1 and 4 or Covers 2 and 3 in black ink, including binding..... per side.....	\$_____	\$_____
(d) <i>Extended Cover:</i> Printing Covers 1 and 4 or Covers 2 and 3 in four-color process, including binding per side.....	\$_____	\$_____
(e) <i>Saddle-Stitched:</i> Printing text pages in black ink, including binding..... per page.....	\$_____	\$_____
(f) <i>Saddle-Stitched:</i> Printing text pages in four-color process, including binding per page.....	\$_____	\$_____
(g) <i>Perfect-Bound:</i> Printing text pages in black ink, including binding..... per page.....	\$_____	\$_____
(h) <i>Perfect-Bound:</i> Printing text pages in four-color process, including binding..... per page.....	\$_____	\$_____

(Initials)

III. ADDITIONAL OPERATIONS:

- (a) Varnish/Aqueous Coating (covers and/or text pages)per 100 pages\$_____
- (b) Shrink-film wrappingper package\$_____

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

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

Text – Each page-size leaf.

Covers – Two page-size leaves will be allowed for each complete regular cover. Three page-size leaves will be allowed for each complete extended cover. Prices offered must include the cost of any paper for backstrip, when required.

	<u>Per 100 leaves</u>
(a) White Offset Book (60-lb.)	\$_____
(b) White No. 1 Coated Text, Gloss-finish (80-lb.)	\$_____
(c) White Matte Coated Offset Book (60-lb.)	\$_____
(d) White No. 2 Coated Text, Dull-finish (100-lb.)	\$_____
(e) White Litho (Gloss) Coated Cover (80-lb.).....	\$_____
(f) White No. 1 Coated Cover, Dull-finish (80-lb.).....	\$_____
(g) White No. 2 Coated Cover, Dull-finish (100-lb.).....	\$_____
(h) White Cast Coated Cover (10-pt.)	\$_____

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

1. *Bulk Shipments* –

Packing and sealing shipping containers..... per container\$_____

(Initials)

2. *Mailed Shipments* –

- (a) Addressing single copies (self-mailers)per 100 copies\$ _____
- (b) Single and multiple copies in kraft envelope
(up to 200 leaves).....per envelope\$ _____
- (c) Single or multiple copies, over 200 leaves,
up to 12 pounds, in cushioned shipping bags
or wrapped in shipping bundles
(maximum gross weight 14 pounds).....per bag or bundle\$ _____
- (d) Quantities over 12 pounds, up to 36 pounds,
packed in shipping containers
(maximum gross weight 40 pounds).....per container\$ _____

VI. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all line items except those under IV. PAPER.

Percentage increase %

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)