

A	B	C	D	E	F	G
1	Program No 0563-S Term DATE OF AWARD To 02/28/2017					
2	TITLE: Educational and Informational Products					
3						
4				Graphic Visions	WBC Inc. d/b/a Lithexcel	
5				Gaithersburg, MD	Albuquerque, NM	
6						
7	Item No.	Description	Basis of Award			
8						
9	I.	PRINTING AND BINDING/CONSTRUCTION:				
10	(a)	Posters: Printing in four-color process including binding.....per poster				
11	-1	Makeready and/or setup.....	4 \$	900.00	3600 \$	680.00 2720
12	-2	Running Per 100 copies.....	94 \$	18.00	1692 \$	8.00 752
13	(b)	Booklets (Saddle-Stitched): Printing in four-color process,				
14		including bindingper page				
15	-1	Makeready and/or setup.....	72 \$	40.00	2880 \$	80.00 5760
16	-2	Running Per 100 copies.....	2430 \$	0.65	1579.5 \$	3.00 7290
17	(c)	Booklets (Comb-Bound): Printing in four-color process,				
18		including bindingper page				
19	-1	Makeready and/or setup.....	28 \$	46.00	1288 \$	80.00 2240
20	-2	Running Per 100 copies.....	280 \$	0.75	210 \$	4.00 1120
21	(d)	Rack Cards: Printing in four-color process,				
22		including bindingper card				
23	-1	Makeready and/or setup.....	2 \$	275.00	550 \$	280.00 560
24	-2	Running Per 100 copies.....	74 \$	4.00	296 \$	3.00 222
25	(e)	Brochures: Printing in four-color process,				
26		including bindingper brochure				
27	-1	Makeready and/or setup.....	4 \$	275.00	1100 \$	280.00 1120
28	-2	Running Per 100 copies.....	85 \$	4.50	382.5 \$	8.00 680
29	(f)	Oversized Exhibits: Printing in four-color process,				
30		including binding/construction, and foamcore board.....per exhibit				
31	-1	Makeready and/or setup.....	4 \$	75.00	300 \$	1,540.00 6160
32	-2	Running Per 100 copies.....	19 \$	2,050.00	38950 \$	40.00 760
33	(g)	Retractable Banners: Printing in four color process,				
34		including binding/construction and retractable stand.....per banner				
35	-1	Makeready and/or setup.....	4 \$	75.00	300 \$	148.00 592
36	-2	Running Per 100 copies.....	20 \$	245.00	4900 \$	2.00 40
37						
38	II.	PAPER:				

	A	B	C	D	E	F	G
39	(a)	Posters: White No. 2 Coated Cover, Dull-finish (80-lb).....per 100 leaves	94	\$ 40.00	3760	\$ 30.00	2820
40	(b)	Booklets: White No. 2 Coated Cover, Gloss-finish (80-lb).....per 100 leaves	1355	\$ 3.00	4065	\$ 6.00	8130
41	{c}	Rack Cards: White No. 2 Coated Cover, Gloss-finish (80-lb).....per 100 leaves	74	\$ 2.35	173.9	\$ 5.00	370
42	(d)	Brochures: White No. 2 Coated Cover, Gloss-finish (80-lb).....per 100 leaves	85	\$ 3.00	255	\$ 8.00	680
43							
44	{e}	Oversized Exhibits: Orbus "Coyote" Lexan (or equal)					
45		with a protective laminate.....per leaf	19	\$ 126.00	2394	\$ 180.00	3420
46	(f)	Retractable Banners: Opaque Vinyl with low-gloss finish					
47		and slight texture fabric.....per leaf	10	\$ 44.00	440	\$ 300.00	3000
48	(g)	Retractable Banners: Opaque Polyester Film with					
49		polycarbonate laminate (12 mil).....per leaf	10	\$ 46.00	460	\$ 450.00	4500
50							
51	III.	PACKING AND DISTRIBUTION:					
52	(a)	Posters, Booklets, Rack Cards, and Brochures:					
53		Packing and sealing shipping containers.....per container	154	\$ 3.00	462	\$ 2.50	385
54	(b)	Oversized Exhibit:					
55		Packing and sealing shipping containers.....per container	19	\$ 15.10	286.9	\$ 8.00	152
56	{c}	Retractable Banner:					
57		Packing and sealing shipping containers.....per container	20	\$ 15.10	302	\$ 5.00	100
58							
59							
60		SUBTOTAL LESS PAPER			\$ 59,078.90		\$ 30,653.00
61		ACCELERATED SCHEDULE	25%		\$ 14,769.73		\$ 7,663.25
62		CONTRACTORS PERCENTAGE INCREASE		5%	\$ 738.49	35%	\$ 2,682.14
63		CONTRACTOR TOTALS			\$71,365.29		\$56,255.14
64		DISCOUNT		2.00%	\$1,427.31	1.00%	\$562.55
65		DISCOUNTED TOTALS			\$69,937.98		\$55,692.59

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Educational and Informational Products

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

U.S. Department of Interior/
Bureau of Safety and Environmental Enforcement (BSEE) and
Bureau of Ocean Energy Management (BOEM)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending February, 28, 2017, plus up to four (4) optional 12-month extension periods 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 March 3, 2016.

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., Eastern Standard 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.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature, call Rose Hood at (202) 512-0310

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.

SUBCONTRACTING: The predominant production function of this contract is printing of the posters, booklets, rack cards, and brochures only. Bidders who must subcontract this operation will be declared non-responsible.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived for the oversized exhibits and retractable banners only.

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

Product Quality Levels:

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

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. Proofs/Average type dimension/ Electronic media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic media
P-10. Process Color Match	O.K. Proofs

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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 Date of Award through October 31, 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 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 July 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.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through October 31, 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 various products requiring such operations as electronic prepress, printing in four-color process, binding and construction, packing, and distribution.

TITLE: Educational and Informational Products.

FREQUENCY OF ORDERS: Up to approximately 30 orders per year.

NOTE: More than one item may be ordered on the same print order requiring the same schedule.

QUANTITY:

Posters: Approximately 500 to 5,000 copies per order.
Booklets: Approximately 500 to 5,000 copies per order.
Rack Cards: Approximately 2,500 to 5,000 copies per order.
Brochures: Approximately 500 to 5,000 copies per order.
Oversized Exhibits: Approximately 4 to 10 copies per order.
Retractable Banners: Approximately 4 to 10 copies per order.

NUMBER OF PAGES:

Posters: Face only.
Booklets: Approximately 20 to 32 pages per order.
Rack Cards: Face and back.
Brochures: Face and back.
Oversized Exhibits: Face only.
Retractable Banners: Face only.

TRIM SIZES:

Posters: 36 x 24".
Booklets: 8-1/2 x 11".
Rack Cards: 3-5/8 x 8-1/2".
Brochures: 3-2/3 x 8-1/2" (folded down from 8-1/2 x 11").
Oversized Exhibits: 10 x 10 ft.
Retractable Banners: 39 x 80".

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

Platform: Windows 7.0 (or higher); Macintosh OS8.

Storage Media: CD-R; DVD; Flash drive; FTP.

Software: Adobe Acrobat 10.

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

Fonts: All printer and screen fonts will be embedded.

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 as jpeg files and/or in PDF format.
A visual of the furnished electronic files will be provided.
All graphics and illustrations will be furnished in place in the electronic files.
CMYK will be used for color identification.
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Distribution addresses will be furnished in a Microsoft Excel file (on CD or via email).

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 (if applicable), 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 products in accordance with these specifications.

Furnished materials may be furnished via FTP. The contractor must be able 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as 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 are to be 175-line screen or finer.

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.

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: Majority of all orders placed will require proofs. When proofs are required, they will be specified on the print order.

Posters, Booklets, Rack Cards, and Brochures –

For products produced via conventional printing, the contractor is required to furnish two (2) sets of digital color content proofs for each product ordered on a print order. 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, as applicable.

For products produced via digital printing, the contractor is required to furnish two (2) sets of digital color one-off proofs created using the same output device that will be used to produce the final printed product on the actual production stock. 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, as applicable. Proof will be used for color match on the press on the production run.

Oversized Exhibits and Retractable Banners –

For products produced via conventional printing, the contractor is required to furnish two (2) sets of proofs. Proofs for oversized/wide format may be provided as a 100% scale, sectional or tiled proof, for proofing of image resolution, print quality, and color approval of the sectional/tiled area. Sectional/tiled proof must be a true representation of the final image quality/color of the final product at the specified full output size. The sectional/tiled proof must be provided along with a matching reduced scale layout/position proof of the full image.

Proofs are to be representative of the text and image quality, resolution, and color match that will be produced on the final printed product at the specified minimum (120, 133, 150, 175, etc.) lines per inch (lpi) or it's stochastic FM/digital halftone equivalent (dpi). Digital proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the finished product. The contractor is responsible for providing a control system that facilitates making the match between the approved proofs and the imaged/printed product. The contractor assumes liability for changes in image quality, integrity, structure, banding, and other elements that appear on the printed product, but not apparent on the contractor supplied and customer approved proofs.

For products produced via digital printing, the contractor is required to furnish two (2) sets of inkjet digital color one-off proofs (each set must consist of one 11 x 17" sheet of the entire image reduced and one 22 x 36" sheet of a selected section at 100%) created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. The approved proof will be used for color match during the production run. NOTE: Proofs (11 x 17") must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009).

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.

All paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine, if applicable.

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

Posters: White No. 2 Coated Cover, Dull-finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L62.

Booklets, Rack Cards, and Brochures: White No. 2 Coated Cover, Gloss-finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

Oversized Exhibits (Curved and without Curve): Orbus "Coyote" Lexan (or equal) with a protective laminate.

Retractable Banners:

Opaque Vinyl with a low-gloss finish and a slight fabric texture.

Opaque Polyester Film with a polycarbonate laminate (12 mil thickness).

PRINTING:

Posters, Booklets, Rack Cards, and Brochures: At contractor's option, these products may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175-line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

Oversized Exhibits and Retractable Banners: At contractor's option, these products may be produced via inkjet wide-format digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based. Dry ink/toner printing is not acceptable. Output must be at a minimum resolution of 1440 x 720 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Posters: Print face only in four-color process.

Booklets: Print head-to-head in four-color process. Pages may print to and must align across the bind.

Rack Cards: Print face and back in four-color process. Cards bleed on all four sides.

Brochures: Print face and back in four-color process. Brochures may bleed on one to four sides.

Oversized Exhibits: Print face only in four-color process.

Retractable Banners: Print face only in four-color process.

MARGINS: Margins will be as indicated on the print order or furnished electronic media.

BINDING AND CONSTRUCTION:

Posters: Trim four sides. An occasional order may require the contractor to fold posters as specified on the print order.

Booklets:

When ordered, 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 left or right side of stitches will not be allowed.

When ordered, punch and bind with plastic combs of suitable capacity. Color of comb to be specified on the print order.

Rack Cards: Trim four sides.

Brochures: Fold from 8-1/2 x 11" down to 3-2/3 x 8-1/2" with two parallel, wraparound folds, title out. Contractor must ensure the folds are clean with no cracking.

Oversized Exhibits: A single thickness of foam core board shall be securely adhered to the back of the sheet as ordered. After mounting, trim flush all four sides.

Oversized exhibits must be equal to Abex 300 four-panel (curved or without curve) portable displays with frame, lights, four graphic panels, two end caps panels, shipping case, and case-to-table conversion kit. (NOTE: Occasionally, only the four graphic panels and two end cap panels will be ordered.)

Retractable Banners: Banners trim four sides. Banners must be attached to retractable banner stands equal to the BannerBug.

PACKING: If more than one item is ordered on the same print order, each item ordered must be packed separately and identified as to contents.

Posters, Booklets, Rack Cards, and Brochures: Unless otherwise specified, pack each item suitable in shipping containers not to exceed 45 pounds when fully packed. NOTE: Unless otherwise specified, posters are to be packed flat.

Oversized Exhibits and Retractable Banners: Pack suitable so as to ensure that exhibits and banners will not be damaged during the shipping process either in manufacturer's case or in suitable shipping containers.

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 shipping process.

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

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

<u>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 to: BSEE, Attn: Gina Bowman-Johnson, 45600 Woodland Road, Sterling, VA 20166.

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 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: Ship f.o.b. contractor's city to several addresses nationwide - *reimbursable*.

Complete addresses and quantities will be furnished with the print orders.

Contractor is to ship (reimbursable) via traceable means. Contractor will be reimbursed for all shipping costs by submitting shipping receipts with billing invoice for payment.

NOTE: *If more economically feasible to the Government, contractor may mail via USPS (reimbursable) in lieu of shipping for the posters, booklets, rack cards, and brochures only. Oversized exhibits and retractable banners are not to be sent through the USPS.*

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 563-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

Upon completion of each order, contractor must return all furnished materials (if applicable) and digital deliverables to: BSEE, Attn: Gina Bowman-Johnson, 45600 Woodland Road, Sterling, VA 20166.

All expenses incidental to picking up and returning materials (if 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 materials (if applicable) and proofs must be picked up from and delivered to: BSEE, Attn: Gina Bowman-Johnson, 45600 Woodland Road, Sterling, VA 20166.

No definite schedule for pickup of material can be predetermined.

The following schedules begin 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 10 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. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the 10-workday schedule.

NOTE: Contractor will be allowed four (4) additional workdays for orders requiring oversized exhibits or retractable banners.

Accelerated Schedule – Approximately 25% of all orders placed will require the 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 SAME DAY as their receipt at the ordering agency.
- All proof and transit time is included in the 5-workday schedule.

NOTE: No orders for oversized exhibits and retractable banners will be placed with the accelerated schedule.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be picked up by the 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, 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, 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 (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 for a like period of time.

PREMIUM PAYMENTS: Orders requiring the "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 Item II., "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 his billing invoice.

It is estimated that 25% 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 in the "SCHEDULE OF PRICES" (Item IV.), to 25% of the prices offered for all items except paper.

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

	(1)	(2)
I. (a)	4	94
(b)	72	2,430
(c)	28	280
(d)	2	74
(e)	4	85
(f)	4	19
(g)	4	20

II. (a)	94
(b)	1,355
(c)	74
(d)	85
(e)	19
(f)	10
(g)	10

III. (a)	154
(b)	19
(c)	20

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city.

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

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, as applicable.

Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

For the booklets, a charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text for the saddle-stitched booklets.

Cost of all required paper must be charged under Item II., “PAPER.”

I. PRINTING AND BINDING/CONSTRUCTION: Prices offered shall include the cost of all required materials (minus paper) and operations necessary (including proofs) for the printing and binding/construction of the products listed in accordance with these specifications.

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) Posters: Printing in four-color process including binding.....per poster.....	\$ _____	\$ _____
(b) Booklets (Saddle-Stitched): Printing in four-color process, including binding.....per page.....	\$ _____	\$ _____
(c) Booklets (Comb-Bound): Printing in four-color process, including binding.....per page.....	\$ _____	\$ _____
(d) Rack Cards: Printing in four-color process, including binding.....per card.....	\$ _____	\$ _____
(e) Brochures: Printing in four-color process, including binding.....per brochure.....	\$ _____	\$ _____

 (Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per Each Copy</u> (2)
(f) Oversized Exhibits: Printing in four-color process, including binding/construction, and foamcore board... per exhibit.....	\$ _____	\$ _____
(g) Retractable Banners: Printing in four-color process, including binding/construction and retractable stand....per banner.....	\$ _____	\$ _____

II. 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:

- Posters – Each poster leaf.
- Booklet – Each page-size leaf.
- Rack Cards – Each card leaf.
- Brochures – Each brochure leaf.
- Oversized Exhibits – Each exhibit leaf.
- Retractable Banners – Each banner leaf.

	<u>Per 100 Leaves</u>
(a) Posters: White No. 2 Coated Cover, Dull-finish (80-lb.)	\$ _____
(b) Booklets: White No. 2 Coated Cover, Gloss-finish (80-lb.)	\$ _____
(c) Rack Cards: White No. 2 Coated Cover, Gloss-finish (80-lb.)	\$ _____
(d) Brochures: White No. 2 Coated Cover, Gloss-finish (80-lb.)	\$ _____

	<u>Per Leaf</u>
(e) Oversized Exhibits: Orbus “Coyote” Lexan (or equal) with a protective laminate.....	\$ _____
(f) Retractable Banners: Opaque Vinyl with low-gloss finish and slight texture fabric	\$ _____
(g) Retractable Banners: Opaque Polyester Film with polycarbonate laminate (12 mil).....	\$ _____

 (Initials)

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

- (a) Posters, Booklets, Rack Cards, and Brochures:
Packing and sealing shipping containers per container\$ _____
- (b) Oversized Exhibit: Packing and sealing shipping container per container\$ _____
- (c) Retractable Banner: Packing and sealing shipping container per container\$ _____

IV. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item II., "PAPER." Percentage increase will be added to all orders which require the "Accelerated Schedule."

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)