



BID INVITATION

U.S. GOVERNMENT PUBLISHING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Emerging Infectious Disease Journal

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

Department of Health and Human Services
Centers of Disease Control

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning March 01, 2018 and ending February 28, 2019, plus up to four 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.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO CAREY JOSEPH, (404) 605-9160, EXT. 32703, OR E-MAIL cjoseph@gpo.gov. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – AMINA HARVEY, (404) 605-9160, Ext. 32712, OR E-MAIL aharvey@gpo.gov.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Atlanta>)
or bidder may email request to infoatlanta@gpo.gov.

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Atlanta, GA time on February 22, 2018.

BID SUBMISSION: Submit bid to: U.S. Government Publishing Office (GPO), Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Atlanta Regional Office Fax No. (404) 605-9185 or (404) 605-9186. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitations Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

All GPO publications referenced in these specifications are available on the internet via the GPO website, <https://contractorconnection.gpo.gov/>.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>	<u>Alternate Standard*</u>
P-7. Type Quality and Uniformity	Approved Proof / Approved Press Sheet	File Setup
P-8. Halftone Match (Single and Double Impression)	Approved Proof / Approved Press Sheet	File Setup
P-9. Solid and Screen Tint Color Match	Pantone Matching System	
P-10. Process Color Match	Approved Proof / Approved Press Sheet	File Setup

*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

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 March 01, 2018 through February 28, 2019, 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 (insert the date that is 3 months prior to the beginning of the contract), called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

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.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

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

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

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 14 THRU 17.

Additionally, the contractor is required to submit a copy of the billing, along with one printed sample, to GPO, Atlanta RPPO, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. ATTN: Program 1424-S.

(Failure to do so may result in nonpayment.)

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 March 01, 2018 through February 28, 2019, 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 a magazine requiring such operations as electronic prepress, proofs, printing (four-color process plus one spot color), binding, packing, addressing, mailing, and distribution.

TITLE: Emerging Infectious Disease Journal

FREQUENCY OF ORDERS: Approximately 12 issues (monthly).

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

QUANTITY/NUMBER OF PAGES: Each order will require the following:

- 1) Approximately 4,700 – 6,700 copies of the entire magazine. Page count will range from approximately 152 to 232 pages, plus separate cover.
- 2) Approximately 1,650 – 1,700 kraft envelopes (for distribution of the international copies). Contractor may choose to use an approved polywrap as an option.

TRIM SIZE: Magazines: 7-7/8 x 10-1/2"
Envelopes: 9 x 12"

GOVERNMENT TO FURNISH:

- Print orders.
- Electronic print files will be furnished (see "ELECTRONIC MEDIA").
- A B/W and color visual of the furnished electronic files will be provided. Visual will be created on a PostScript language printer. Color separated visuals of cover 1, 4 and spine are also provided.
- Electronic file for the mailing list will be furnished in comma delimited ascii format.
- GPO Form 952, Desktop Publishing - Disk Information, as applicable.
- GPO proof letter.
- Form 905 (R. 3/90) with labeling and marking specifications.
- Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/e-mailed to the GPO on the day shipment is due.
- A supply of blue labels and selection certificates for shipping Departmental Random Copies.
- A supply of Business Reply Mail labels and selection certificates for shipping Quality Assurance Random Copies.

ELECTRONIC MEDIA:

- PLATFORM: Files will be created on IBM-compatible computers using Windows 10 or newer.

- STORAGE MEDIA: Electronic files to be submitted via contractor-maintained secure FTP site. The contractor is to establish a site that the Government can FTP files using WS_FTP (Version WS_FTP Pro). Contractor must provide a Uniform Resource Locator (URL) to upload files to – i.e., <ftp.contractor.com>. Contractor must set the Government's user ID and password, and provide the name of the remote site folder to upload to, if applicable.
- Software: ADDITIONAL SYSTEM TIME IS REQUIRED. Files will be furnished in press-ready PDF format. (Native files created using Adobe InDesign CS5 or higher version).
NOTE: All software upgrades (for specified applications), including the system OS, which may occur during the term of the contract, must be supported by the contractor.
Usually, one EPS file will be provided for the cover artwork to be placed into the cover file (template provided for cover 1, 4 and spine; on occasion, the contractor will be given a transparency, which must be drum-scanned, 300 DPI at a 1:1 ratio, for placement into the cover file. This image is also required to be returned to the CDC as a high-resolution TIFF file.
NOTE: The contractor must use the electronic media to produce the product; re-keying text is not acceptable.
- FONTS: All fonts will be embedded and/or embedded subsets in PDF files. **NOTE: In the event all fonts have not been embedded/embedded subset (a font and/or fonts are missing), contractor is to immediately notify Atlanta GPO, Carey Joseph (404) 605-9160, EXT. 32703.**
- COLORS: Identified as CMYK, spot color Black, and Pantone 877 Metallic Silver.
- OUTPUT: 150 minimum line screen for all halftones and spot color screens, 1200+ dpi for remainder.

ADDITIONAL INFORMATION:

- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- 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.
- 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 the finished product.
- PRIOR TO IMAGE PROCESSING, THE CONTRACTOR SHALL PERFORM A BASIC CHECK (PREFLIGHT) OF THE FURNISHED MEDIA AND PUBLISHING FILES TO ASSURE CORRECT OUTPUT OF THE REQUIRED REPRODUCTION IMAGE. ANY ERRORS, MEDIA DAMAGE OR DATA CORRUPTION THAT MIGHT INTERFERE WITH PROPER FILE IMAGE PROCESSING MUST BE REPORTED TO YOUR CONTRACT ADMINISTRATOR.
- THE CONTRACTOR SHALL CREATE/ALTER ANY NECESSARY TRAPPING, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.
- UPON COMPLETION OF EACH ORDER, THE CONTRACTOR MUST FURNISH FINAL PRODUCTION NATIVE APPLICATION FILES (DIGITAL DELIVERABLE) AND ONE "PRESS QUALITY" PDF FILE WITH THE FURNISHED MEDIA. STORAGE MEDIA MUST BE MAC/PC COMPATIBLE. THE DIGITAL DELIVERABLES MUST BE AN EXACT REPRESENTATION OF THE FINAL PRODUCT AND SHALL BE RETURNED ON THE SAME TYPE OF STORAGE MEDIA AS WAS ORIGINALLY FURNISHED. 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.

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 capability to download files from contractor-maintained FTP site, and must e-mail the agency when the files have been received.

Reproducibles may be destroyed 30 days after delivery of the finished product.

PROOFS: Text/Envelopes: One Press Quality PDF proof (for content only) to be emailed to Barbara Segal at wym9@cdc.gov and Reginald Tucker at rpt4@cdc.gov. PDF proof must be ripped using the same Raster Image Processor (RIP) that will be used to produce the product. Proof must contain all crop marks. This proof will not be used /approved for color match or resolution. NOTE: Contractor must call Barbara Segal at (404) 639-1627 to confirm receipt.

Covers: One set of digital one-piece composite color CONTRACT proof on the actual production stock (i.e. Kodak Approval, Screen TrueRite, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi are required created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs must have all elements in proper position (indicate margins). Proofs will be used for color match on the press (except for Pantone* colors) and must show dot structure. Sublimation, inkjet, photographic, and overlay proofs are not acceptable.

***PANTONE COLORS MAY BE SUBSTITUTED WITH A SIMILAR COLOR BUT MAY NOT BE BUILT!**

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press' ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs.

It is understood that the proof supplied under this contract will match the final output.

Submit proofs to: CDC, 1600 Clifton Rd., NE, Atlanta, GA 30329, Attn: Barbara Segal MS-C19 (404) 639-1627.

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

Proofs must be clean on white paper, free of ink smudges, with all images clearly legible. All proofs must be collated in sets, numbered sequentially, and have a one-inch clear margin on all sides.

Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

Based upon past requirements, the majority of the orders will require the contractor to produce new proofs on approximately 2 to 10 of the pages due to AAs. Most of these will be CONTENT proofs; however, occasionally there will be a revised color CONTRACT proof required. Contractor will be allowed additional charges for this under Item II in the Schedule of Prices.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

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

NOTE: Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval.

PRESS-SHEET INSPECTION: May be required for covers and text (color pages) on the first print order and will be indicated on the print order. Notify the Atlanta GPO, Carey Joseph (404) 605-9160 ext. 32703, at least 72 hours prior. See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). 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.

Final make-ready 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 make-ready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued July 1994. 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 must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as Brunner, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

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" in effect at the time of award.

NOTICE: Copies of the "Government Paper Specifications Standards" are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, D.C. 20402; or available as a PDF on the GPO web site: http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine and must not crack on fold.

Text: JCP Code A175, (Publication Grade) Gloss Coated Book, Basis Size 25 X 38", Basis Weight 50 lbs.
SPECIFICATIONS ARE ALTERED TO REFLECT ACID FREE PAPER.

Cover: JCP Code A181, No. 1 Coated Text, Gloss-Finish, Basis Size 25 X 38", Basis Weight 80 lbs.
SPECIFICATIONS ARE ALTERED TO REFLECT ACID FREE PAPER.

Envelope: JCP Code V10, Light-Colored Brown (Kraft Shade) Envelopes, Basis Size 17 X 22, Basis Weight 20 - 28 lbs.

PRINTING: Magazines print head to head.

Covers 1, 4 and spine print a full bleed of Silver PMS 877 with knockouts to type, rule, illustrations and halftone matter printing in four-color process. After printing flood coat entire face of covers 1, 4 and spine with a clear, non-yellowing, Gloss UV coating. Covers 2 and 3 print type and line matter in black.

Text pages print type, rule, line art, screen and halftone matter in Black ink and CMYK. Approximately 14-47 pages of the magazine will print in 4-color process each month.

Envelopes print in Black ink on the side opposite seams.

NOTE: Covers 1, 4 and spine must be printed on a press capable of printing five colors in a single pass through the press (minimum five printing units). All process color text pages must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Covers 1, 4, and spine - full bleed; covers 2, 3, and text pages - adequate gripper, follow copy.

BINDING: Magazine: Perfect Bind on the 10-1/2" left side. Trim 3 sides. Score covers to prevent cracking – grain must run parallel to the spine.

Envelopes: Suitable seams, open side, water-soluble gummed flap.

PACKING: Pack suitable, uniform quantities per shipping containers.

At the contractor's option, single and multiple copies may be inserted in polywrap that meets USPS specifications. This is in lieu of wafer seals or kraft envelopes.

The following is typical of the requirements: (NOTE: Inkjet addressing is acceptable.)

Domestic Singles (approximately 1,300 copies) - Adhere one address label with CDC return address and media mail imprint, to Cover 4 of each magazine. Seal the open 10-1/2" edge with a translucent wafer seal suitable for mailing.

Internal Singles (approximately 15 copies) - Adhere one address label with CDC return address to Cover 4 of each magazine. Seal the open 10-1/2" edge with a translucent wafer seal suitable for mailing.

International Singles* (approximately 850 – including **Canadian Singles***, approximately 55) - Insert one magazine into a contractor furnished 9 x 12" kraft envelope and seal. Contractor to overprint envelopes with CDC return address. Adhere one address label to each envelope.

Domestic Multiples** (approximately 24 copies) - Count out the number of copies indicated in the record, on the right side of the addresses (approximately 14 labels) and stuff in a jiffy bag and/or carton and seal. Adhere one address label to each jiffy bag and/or carton and seal.

International Multiples*/** (approximately 7 copies – including **Canadian Multiples***, approximately 2 to a single address) - Count out the number of copies in each record, the upper right side of address (approximately 3 labels) and stuff in a jiffy bag and/or carton and seal. Adhere one address label to each jiffy bag and or carton and seal.

**For all Domestic and International multiples: For quantities up to 10 copies, insert into a contractor furnished suitable size jiffy bag and seal. For quantities over 10 copies (1 label), insert copies into contractor furnished carton and seal.

Internal Multiples. (approximately 10 copies) – Affix 1 address label to cover 4 of Journal and count out number of copies in the file, the upper right hand corner of address (approximately 4 labels) and band or string tie. Label must be face out of string tied package.

Balance of magazine after above distribution - Pack separately and identify. Contractor to put ID # (as indicated on the print order) on all cartons. Pack suitable, uniform quantities per shipping containers.

The recipient ID number, which is in the last field of each address, must appear on the top line of each address. Contractor must apply sufficient address information to assure proper mail delivery.

Contractor shall mail domestic singles, international singles and international multiples copies of the journal. Return internal single copies, internal multiple copies and domestic multiple copies to CDC for mailing. Box all categories separately and identify.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

LABELING AND MARKING:

Mail: Affix address labels, or at contractor's option ink-jet addresses to Cover 4, of each copy mailed as self-mailers and to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles and containers.

Addressing information will be furnished in comma delimited ascii format. Prior to addressing, contractor must run the mail list through a Move Update software (software must have been updated within the last 30 days) to identify and update address files. Contractor must also CASS certify list to identify any addresses with potential delivery problems – these addresses must not be used and those copies should be sent to stock. NOTE: All addresses identified by both Move Update and CASS certifications must be furnished to CDC either in hard copy or electronically.

Bulk: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers. **The stock number, issue and release date must appear on all labels.** Additionally, all copies delivering to the CDC Transshipping Facility MUST be marked per instructions with the individual print order (i.e. "Internal Singles", "Domestic Multiples", bulk copies for specific CDC recipients, etc) and ship to:

Danya Publication Distribution Center
700 North Third Avenue
Altoona, PA 16601

ATTN: Michael Bingham
Logistics Manager, NPC Inc.
Phone: 814-239-8787

NOTE: ALL shipments delivering to ALTOONA, PA 16601 require the following:

- (1) All shipping container labels must be clearly legible and contain title, contents, quantity* (*exact count required, cartons will be weighed and counted upon arrival) and specified stock number, as indicated on the delivery instructions.
- (2) All shipping documents (i.e. bill of lading, packing slip, etc.) must include specified stock number, number of cartons, and the total number of finished pieces.
- (3) If ANY of the requirements above are not fulfilled, the shipment may be refused upon delivery at the contractor's expense!
- (4) Contractor MUST contact Michael Bingham at (866) 377-8225 at least 48 hours in advance to schedule any freight deliveries between the hours of 8:00 AM and 3:00 PM, Monday through Friday.

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 the address indicated on the print order.

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

A copy of the Government-furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor will be required to complete a "Certificate of Selection" furnished by GPO certifying that the copies were selected as directed. Business Reply Mail labels will be furnished for mailing the QARC copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Purchase Order must be furnished along with the QARC's and Certificate of Selection. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, must be furnished with billing as evidence of mailing.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	13
3,201 - 10,000	20
10,001 - 35,000	32
35,001 and over	50

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

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: F.O.B. Contractor's City for all domestic singles, international singles and international multiple mail shipments. Complete addresses and quantities will be furnished with the print order. Mailing is to be made per CDC permit provided.

F.O.B. Destination for all internal singles, internal multiples, domestic multiples and bulk copies delivering to Danya Publication Distribution Center in Altoona, PA 16601.

Upon award, the CDC will establish a prepaid postage account at the contractor's entry post office for use on the contract only.

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

Prompt payment discounts will not apply to that part of the invoice which applies to freight charges.

All expenses incidental to the pickup and return of furnished materials and furnishing samples must be borne by the contractor.

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail as indicated on the Print Order. The subject line of this message shall be "Distribution Notice for Program 1424-S, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Upon completion of each order all Government furnished material must be returned to the address indicated on the print order.

All expenses incidental to the pickup and return of furnished materials, submitting proofs, and furnishing samples must be borne by the contractor.

Certificate of Conformance: Whenever a Government furnished mail indicia is used, the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO, and the appropriate mailing statement or statements, supplied by USPS.

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

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).

No definite schedule can be predetermined.

The Government will notify the contractor via e-mail that the files are available on the ftp site, and will fax the individual print order (GPO Form 2511) to the contractor at the same time.

The following schedule begins upon notification of the availability of print order and furnished material.

Orders require complete production and delivery to be made within 7 workdays (including proofing) after receipt of print order. All proofs will be withheld not longer than 2 workdays from date of receipt by the Government** to date proofs are approved and MADE AVAILABLE FOR PICKUP by the contractor.

**NOTE: The date of receipt by the Government is NOT considered the first workday.

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destination specified, and the date products order f.o.b. contractor's city must delivered to the US Postal Service for mailing.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders 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 during the term of the contract.

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

I.		(1)	(2)
	(a)	12	59
	(b)	1,937	9,637
	(c)	344	1,740
II.	(a)	72	
	(b)	2	
III.	(a)	35,591	
	(b)	19,849	
	(c)	192	
	(d)	5	

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, may be declared nonresponsive.

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

Bids submitted with NB (No Bid), N/A (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

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

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications except for Items II and III.

	Make-ready and/or Setup (1)	Running Per 1,000 Copies (2)
(a) Complete cover.....	\$ _____	\$ _____
(b) Text (black ink)..... per page.....	\$ _____	\$ _____
(c) Text (4-color process) ... per page.....	\$ _____	\$ _____

II. ADDITIONAL OPERATIONS: Revisions and revised proofs due to AAs. Contractor will be allowed charges under (a) and (b) below **ONLY** when AAs are indicated on the initial proofs submitted, and this information **MUST** accompany billing in order for the contractor to receive payment. Additionally, the contractor will be allowed a charge of \$60.00 per hour for computer time required to generate the AAs in increments of 15 minutes per page.

- (a) PDF CONTENT proofs.....per trim/page-size unit..... \$ _____
- (b) Digital color CONTRACT proofs.....per trim/page-size unit..... \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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

(a) Affixing labels and translucent wafer seal to singles
(including cost of mailing tab)... each..... \$ _____

(b) Affixing labels to envelopes (including
cost of inserting copy(s) indicated and
printing envelopes) each..... \$ _____

NOTE: No additional charge will be allowed for polywrap in lieu of wafer seals in Item III (a) or kraft envelopes in Item III (b).

(c) Affixing labels to jiffy bags/suitable carton (including cost of
inserting copy(s) indicated) each..... \$ _____

(d) Affixing labels to string tied copies (including cost of
string tying copies indicated)..... each..... \$ _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)