

TITLE:	PUBLIC ROADS											
TERMS:	March 1, 2018 thru February 28, 2019											
	PROGRAM 620-S			DISTRICT CREATIVE			GRAY GRAPHICS		INTELLICOR PRINTING		WESTLAND ENTERPRISES	
				Upper Marlboro, MD			Capitol Heights, MD		Lancaster, PA		Forestville, MD	
	BASIS OF											
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING AND BINDING:											
(a)	Complete cover: Printing in four color process											
(1)	Makeready and/or Setup	4	550.00	2,200.00	500.00	2,000.00	312.45	1,249.80	651.00	2,604.00		
(2)	Running per 1,000 Copies	7	100.00	700.00	120.00	840.00	158.41	1,108.87	114.00	798.00		
(b)	Text: Printing in four color process.....per page											
(1)	Makeready and/or Setup	184	33.00	6,072.00	40.00	7,360.00	32.38	5,957.92	41.00	7,544.00		
(2)	Running per 1,000 Copies	322	10.00	3,220.00	11.50	3,703.00	25.68	8,268.96	12.00	3,864.00		
II.	PACKING AND DISTRIBUTION:											
(a)	Packing and sealing shipping containers											
per container	40	2.00	80.00	2.00	80.00	1.31	52.40	2.00	80.00		
(b)	Addressing single copies (self-mailers)											
per copy	250	4.00	1,000.00	0.04	10.00	4.20	1,050.00	6.00	1,500.00		
(c)	Single or multiple copies in kraft envelope											
	up to 200 leaves.....per envelope	8	0.25	2.00	1.50	12.00	0.42	3.36	5.75	46.00		
(d)	Quantities over 200 leaves, up to 36 pounds, in in cushioned shipping bags, wrapped in shipping bundles, or packed in shipping containers											
per bag, bundle, or container	8	1.25	10.00	2.00	16.00	1.58	12.64	2.00	16.00		
	CONTRACTOR TOTALS					\$13,284.00		\$14,021.00		\$17,703.95		\$16,452.00
	DISCOUNT				2%	\$265.68		1%	\$140.21	5%	\$885.20	0%
	DISCOUNTED TOTALS					\$13,018.32		\$13,880.79		\$16,818.75		\$16,452.00
TITLE:	PUBLIC ROADS											
TERMS:	March 1, 2018 thru February 28, 2019											
	PROGRAM 620-S			MCDONALD & EUDY PRINTERS			CURRENT CONTRACTOR					
				Temple Hills, MD			McDonald & Eudy Printers					
	BASIS OF											
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST						
I.	PRINTING AND BINDING:											
(a)	Complete cover: Printing in four color process											
(1)	Makeready and/or Setup	4	450.00	1,800.00	450.00	1,800.00						
(2)	Running per 1,000 Copies	7	125.00	875.00	115.00	805.00						
(b)	Text: Printing in four color process.....per page											
(1)	Makeready and/or Setup	184	35.00	6,440.00	27.00	4,968.00						
(2)	Running per 1,000 Copies	322	10.25	3,300.50	10.75	3,461.50						
II.	PACKING AND DISTRIBUTION:											
(a)	Packing and sealing shipping containers											
per container	40	2.50	100.00	1.50	60.00						
(b)	Addressing single copies (self-mailers)											
per copy	250	0.25	62.50	6.50	1,625.00						
(c)	Single or multiple copies in kraft envelope											
	up to 200 leaves.....per envelope	8	2.00	16.00	0.30	2.40						
(d)	Quantities over 200 leaves, up to 36 pounds, in in cushioned shipping bags, wrapped in shipping bundles, or packed in shipping containers											
per bag, bundle, or container	8	2.00	16.00	1.50	12.00						
	CONTRACTOR TOTALS					\$12,610.00		\$12,733.90				
	DISCOUNT				1%	\$126.10		1%	\$127.34			
	DISCOUNTED TOTALS					\$12,483.90		\$12,606.56				
	AWARDED											

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Public Roads

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

Department of Transportation (DOT)

Federal Highway Administration

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning March 1, 2018 and ending February 28, 2019, 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 February 2, 2018.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 50-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: These specifications have been 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 <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

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 Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	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; Electronic Media.

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

P-10. O.K. Proofs; Electronic Media.

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 March 1, 2018 to 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 November 30, 2017, 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.

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 1, 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

PAYMENT:

Submitting 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/agency/billing-and-payment>.

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

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of saddle-stitched pamphlets requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Public Roads.

FREQUENCY OF ORDERS: Approximately 4 to 6 orders per year.

QUANTITY: Approximately 1,000 to 5,000 copies per order.

NUMBER OF PAGES: Approximately 36 to 96 text pages (plus cover) per order.

TRIM SIZE: 8-1/2 x 11".

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

Platform: Macintosh OS X El Capitan, Version 10.11.6

Storage Media: CD-ROM

Software: Adobe InDesign CC 2015, Adobe Photoshop CC 2015, Adobe Illustrator CC 2015, and Adobe Acrobat.

All 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 furnished/embedded, as applicable.

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 native application format and/or PDF format.
GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.
Visuals, output at 100 percent, will be furnished for all files. Visuals will be produced on a printer using PostScript language in order to show bleeds and will be marked for color breaks.

Mailing addresses will be provided to the contractor via e-mail, FTP, CD-ROM, or USB drive in Microsoft Access or Excel. Address file for labels will be zip-code sorted. Quantities for mailing will be indicated on the labels when output.

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.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Maria Romstedt, Federal Highway Administration, (202) 493-3432.

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 produced must be 175 line screen or finer.

The contractor shall make all revisions to the electronic files.

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. 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 PDF files as digital deliverables when furnished by the Government.)

IMAGE ENHANCEMENT SYSTEM: It is anticipated at this time that the contractor will be required to make image enhancements and color corrections to approximately 15 to 20 live images, on each print order. The timework and charges for these manipulations must be included as part of the printing, binding, and distribution prices offered. The contractor will not be allowed to charge for system time for these corrections, unless identified by the Government.

In addition, the contractor may be required to creative vignettes, graduated tones, image to image assembly, and/or other manipulations using a digital image enhancement system. The individual print order or proofs will indicate if any enhancements are required. GPO reserves the right to determine the acceptable amount of timework allowed for system work.

PROOFS:

One (1) set of digital color content proofs of the 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.

-PLUS-

One (1) set 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 dpi. 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; slur targets; and gray balance patches for process color (if applicable). These areas must be repeated across the sheet. Proofs must show dot structure.

In lieu of digital one-piece laminated proofs, at contractor's option, one (1) set of 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 meet or exceed industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 2009.

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

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

The contractor must not print prior to receipt of an "O.K. to Print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 - https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf.

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

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

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

Cover: White No. 2 Coated Cover, Gloss-Finish, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

PRINTING:

Print cover and text head-to-head in four color process. Cover and text pages will require printing in full and partial reverse.

Cover and some text pages have screen and solid tints created through four color process builds.

Coat the entire surface (over the printing) of Covers 1 and 4 with a clear, non-yellowing aqueous coating.

Facing pages print to and must align across the bind.

All orders must be printed on a press capable of printing four (4) colors in a single pass through the press (minimum of four (4) 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. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. 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 ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

MARGINS: Crop marks will indicate margins on disc or furnished visuals. Covers and text pages may bleed on all sides.

BINDING: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-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.

PACKING:

Bulk Shipments –

Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

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 or split when processed through the U.S. mail system or a small package carrier delivery system.

Mailed Shipments -

Single copies, except those sent to foreign destinations, must be mailed as self-mailers.

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

Quantities over 200 leaves, up to 36 pounds, must be inserted into cushioned shipping bags, wrapped in shipping bundles, or packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING:

Bulk Shipments –

Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, Rev. 7-15) from GPO.gov, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments -

Create, print, and affix a recipient address label to each copy mailed as a self-mailer and to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and 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 certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<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 packaged separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: Federal Highway Report Center, NPC/Szanca Solutions Inc., Ward Building, 700 North 3rd Avenue, Altoona, PA 16601. Product distribution center for (PDC) in Pennsylvania.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the Certificate of Selection of Random Copies 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 certify that the copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION:

- Deliver f.o.b. destination to approximately five (5) addresses in the Washington, DC area, including McLean, VA, and Laurel, MD. Inside delivery to room number specified is required.
- Deliver f.o.b. destination to one (1) address in Altoona, PA.
- Mail f.o.b. contractor's city. It is anticipated that approximately 5% of the total print quantity will mail.

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

Mailing shall be made at the First and Periodicals Class rate. (Mailing instructions will be furnished with the print order).

Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

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

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712-Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

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

In accordance with United States Postal Service (USPS) regulations, contractor may be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 620-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/ mailing methods, and title of product. Contractor must be able to provide copies of all delivery/mail receipts upon agency request.

Upon completion of each order, contractor is to submit a completed United States Postal Service PS Form 3526, dated July 2014, to the ordering agency via email to Brenda.Newman@dot.gov.

Upon completion of each order, one sample copy must be delivered to: Federal Highway Administration, Attn: Lisa Shuler, HRTM-20, Room F-204, Turner-Fairbank Highway Research Center, 6300 Georgetown Pike, McLean, VA 22101-2296.

Digital deliverables must be delivered to one (1) address in the Washington, DC area, as indicated on the print order.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (Form 2511).

Furnished material must be picked up from and delivered to: Federal Highway Administration, Attn: Maria Romstedt, HRTM-20, Room F-204, Turner-Fairbank Highway Research Center, 6300 Georgetown Pike, McLean, VA 22101-2296.

Proofs must be picked up from and delivered before noon on the scheduled days to: ICF, Inc., 9300 Lee Highway, Fairfax, VA 22031, Attn: John Sullivan (703-969-7381) or Carrie Boris (703-579-7597).

No definite schedule for pickup of material can be predetermined.

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.

- If no proofs are ordered, complete production and distribution must be made within nine (9) workdays.
- When proofs are ordered, complete production and distribution must be made within 11 workdays. Proofs will be held for two (2) workdays from receipt thereof until made available for pickup by the contractor.

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 2 workday(s) prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). 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.

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 f.o.b. contractor's city must be delivered to the U.S. Postal Service.

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.

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 for a like period of time.

Travel expenses and per diem to be incurred by the Government for a press sheet inspection on two (2) orders will be a factor in determining award. This will be based on sending two (2) Government representatives from the Washington, DC, area for one (1) calendar day.

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

	(1)	(2)
I.	(a) 4	7
	(b) 184	322
II.	(a) 40	
	(b) 250	
	(c) 8	
	(d) 8	

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailing 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 bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid), NA (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.

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

Fractional parts of 100 or 1,000 will be prorated at the per-100 or per-1,000 rate.

A charge will be allowed for each text 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 saddle-stitched products.

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Complete Cover: Printing in four color process, including binding per complete cover	\$ _____	\$ _____
(b) Text: Printing in four color process, including binding per page	\$ _____	\$ _____

(Initials)

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

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

My production facilities are located within the assumed area of production..... _____yes _____no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

- 1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____
- 2. Proposed carrier(s) for delivery of completed product..... _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination ... _____

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

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

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) (Email Address)