

| Program No. C375-S | | | | | | | | |
|---|--|-----|---------------------|------------|------------------|------------|--------------------|------------|
| Term: JULY 1, 2017 TO JUNE 30, 2018 | | | | | | | | |
| TITLE: RESEARCH & DEVELOPMENT PROMOTIONAL MATERIALS | | | | | | | | |
| | | | GRAY GRAPHICS | | McDONALD & EUDY | | CURRENT CONTRACTOR | |
| | | | CAPITOL HEIGHTS, MD | | TEMPLE HILLS, MD | | McDONALD & EUDY | |
| ITEM NO. | DESCRIPTION | BOA | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST |
| I. | PROOFS: | | | | | | | |
| | <i>One-piece composite laminated color proofs-</i> | | | | | | | |
| (A) | Publications (8-1/2 x 11).....per page..... | 96 | \$20.00 | \$1,920.00 | \$40.00 | \$3,840.00 | \$40.00 | \$3,840.00 |
| (B) | Brochures (10-1/2 x 8-1/2" or 14 x 8-1/2 flat size fold to 3-1/2 x 8-1/2).....per brochure..... | 1 | \$50.00 | \$50.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 |
| (C) | Brochures (19-3/8 x 11" flat size fold to 6-1/2 x 11).....per brochure..... | 2 | \$85.00 | \$170.00 | \$125.00 | \$250.00 | \$125.00 | \$250.00 |
| (D) | Brochures (25-1/2 x 11 or 32 x 10" flat size fold to 8-1/2 x 11" or 8 x 10".....per brochure..... | 1 | \$125.00 | \$125.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 |
| (E) | Folders (9 x12").....per folder..... | 1 | \$200.00 | \$200.00 | \$175.00 | \$175.00 | \$140.00 | \$140.00 |
| (F) | Poster (24 X 36").....per poster..... | 1 | \$225.00 | \$225.00 | \$250.00 | \$250.00 | NEW | - |
| II. | PRINTING, BINDING, PACKING, AND DISTRIBUTION: | | | | | | | |
| | <i>1 Publications-</i> | | | | | | | |
| (A) | Saddle-Stitched: Printing text in four-color process, including binding.....per page..... | | | | | | | |
| 1 | Makeready and/or Setup..... | 96 | \$55.00 | \$5,280.00 | \$40.00 | \$3,840.00 | \$35.00 | \$3,360.00 |
| 2 | Running Per 1,000 Copies..... | 288 | \$12.00 | \$3,456.00 | \$0.75 | \$216.00 | \$0.67 | \$192.96 |
| (B) | Complete Cover: Printing Covers 1 through 4 in four-color process, including aqueous coating, scoring and binding.....per complete cover..... | 2 | \$800.00 | \$1,600.00 | \$500.00 | \$1,000.00 | \$500.00 | \$1,000.00 |
| 1 | Makeready and/or Setup..... | 6 | \$65.00 | \$390.00 | \$70.00 | \$420.00 | \$60.00 | \$360.00 |
| 2 | Running Per 1,000 Copies..... | | | | | | | |
| | <i>2 Brochures-</i> | | | | | | | |
| (A) | Brochures (flat size 10-1/2 x 8-1/2" or 14 x 8-1/2") Printing in four-color process, including aqueous coating, scoring, and folding.....per brochure..... | 1 | \$550.00 | \$550.00 | \$450.00 | \$450.00 | \$425.00 | \$425.00 |
| 1 | Makeready and/or Setup..... | 5 | \$45.00 | \$225.00 | \$55.00 | \$275.00 | \$45.00 | \$225.00 |
| 2 | Running Per 1,000 Copies..... | | | | | | | |
| (B) | Brochures (flat size 19-3/8 x 11") Printing in four-color process, including aqueous coating, scoring, and folding.....per brochure..... | | | | | | | |
| 1 | Makeready and/or Setup..... | 2 | \$550.00 | \$1,100.00 | \$500.00 | \$1,000.00 | \$475.00 | \$950.00 |
| 2 | Running Per 1,000 Copies..... | 6 | \$55.00 | \$330.00 | \$65.00 | \$390.00 | \$55.00 | \$330.00 |
| (C) | Brochures (flat size 25-1/2 x 11" or 32 x 10") Printing in four-color process, including aqueous coating, scoring, and folding.....per brochure..... | | | | | | | |
| 1 | Makeready and/or Setup..... | 1 | \$600.00 | \$600.00 | \$550.00 | \$550.00 | \$540.00 | \$540.00 |
| 2 | Running Per 1,000 Copies..... | 2 | \$65.00 | \$130.00 | \$75.00 | \$150.00 | \$60.00 | \$120.00 |
| | <i>3 Pocket Folders-</i> | | | | | | | |
| (A) | Printing in four-color process, including aqueous coating, embossing, and construction.....per folder..... | | | | | | | |
| 1 | Makeready and/or Setup..... | 1 | \$950.00 | \$950.00 | \$950.00 | \$950.00 | \$925.00 | \$925.00 |
| 2 | Running Per 1,000 Copies..... | 3 | \$350.00 | \$1,050.00 | \$300.00 | \$900.00 | \$265.00 | \$795.00 |
| 4 | <i>Posters-</i> | | | | | | | |
| (a) | Printing in four-color process, including aqueous coating,per poster..... | | | | | | | |
| | Makeready and/or Setup..... | 1 | \$600.00 | \$600.00 | \$600.00 | \$600.00 | NEW | - |
| | Running Per 1,000 Copies..... | 1 | \$300.00 | \$300.00 | \$85.00 | \$85.00 | NEW | - |
| III. | PAPER: | | | | | | | |
| | <i>1 Publications-</i> | | | | | | | |
| (A) | White Dull Coated Offset Book (80 lb.).....per 1,000 leaves | 84 | \$20.00 | \$1,680.00 | \$14.50 | \$1,218.00 | \$15.50 | \$1,302.00 |
| (B) | White Dull Coated Cover (80.lbs).....per 1,000 leaves..... | 6 | \$60.00 | \$360.00 | \$42.00 | \$252.00 | \$42.00 | \$252.00 |
| | <i>2 Annual Publication-</i> | | | | | | | |
| (A) | No. 2 Coated Text, Dull Finish, White (80-lb.).....per 1,000 leaves | 204 | \$20.00 | \$4,080.00 | \$14.50 | \$2,958.00 | NEW | - |
| (B) | White Dull Coated Cover (80.lbs).....per 1,000 leaves | 6 | \$60.00 | \$360.00 | \$42.00 | \$252.00 | NEW | - |
| | <i>3 Brochures (14 x 8-1/2" or 10-1/2 x 8-1/2" flat; folds to 3-1/2 x 8-1/2")-</i> | | | | | | | |
| (A) | White Dull Coated Offset Book (80 lb.).....per 1,000 leaves | 5 | \$60.00 | \$300.00 | \$35.00 | \$175.00 | \$33.00 | \$165.00 |
| | <i>4 Brochures (19-3/8 x 11" flat size fold to 6-1/2 x 11"):</i> | | | | | | | |
| (A) | White Dull Coated Offset Book (80 lb.).....per 1,000 leaves | 6 | \$80.00 | \$480.00 | \$60.00 | \$360.00 | \$55.00 | \$330.00 |
| | <i>5 Brochures (32 x 10" flat; folds to 8 x10" or 25-1/2 x 11" flat; folds to 8-1/2 x 11"):</i> | | | | | | | |
| (A) | White Dull Coated Offset Book (80 lb.).....per 1,000 leaves | 2 | \$90.00 | \$180.00 | \$65.00 | \$130.00 | \$65.00 | \$130.00 |
| | <i>6 Pocket Folders-</i> | | | | | | | |

| | | | | | | | | | | |
|-----|--|---|----------|-------------|----------|-------------|----------|-------------|--|--|
| (A) | White No. 1 Coated Cover, Dull-Finish (100-lb.).....per 1,000 leaves | 3 | \$210.00 | \$630.00 | \$155.00 | \$465.00 | \$187.00 | \$561.00 | | |
| 7 | Posters- | | | | | | | | | |
| (A) | White No. 2 Coated Text, Gloss-Finish (100-lb.).....per 1,000 leaves | 1 | \$100.00 | \$100.00 | \$195.00 | \$195.00 | NEW | - | | |
| IV. | Additional Operations | | | | | | | | | |
| 1 | Shrink wrapping- | | | | | | | | | |
| (a) | 25 per bundle.....per 1,000 packages | 1 | \$300.00 | \$300.00 | \$350.00 | \$350.00 | NEW | - | | |
| | | | | | | | | | | |
| | CONTRACTOR TOTALS | | | \$27,321.00 | | \$21,431.00 | | \$16,472.96 | | |
| | DISCOUNT | | 1.00% | \$273.21 | 1.00% | \$214.31 | 1.00% | \$164.73 | | |
| | DISCOUNTED TOTALS | | | \$27,047.79 | | \$21,216.69 | | \$16,308.23 | | |



June 23, 2017

This is Amendment No. 2. The specifications in our invitation for bids on Program 375-S, scheduled for opening on Jun 26, 2017 at 11am, are amended as follows:

1. Change the bid opening date to June 27, 2017.

2.

On page 12 of 16, under Section 3 DETERMINATION OF AWARD:

Change II

4 (a) 1 to read

4 (a) 1 1

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Bid Section, Room C848, Stop CSPS
732 North Capitol Street NW
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

JAMES A. MCWILLIAMS
Contracting Officer



June 21, 2017

This is Amendment No. 1. The specifications in our invitation for bids on Program 375-S, scheduled for opening on June 26, 2017 at 11am, are amended as follows:

On page 12 of 16, under DETRMINATION OF AWARD:

Under I (e) add

(f) 1

After III 7. (a) 1 add

IV (a) 1

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Bid Section, Room C848, Stop C848
732 North Capitol Street NW
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

A handwritten signature in black ink that reads "Brian T. Coleman".

BRIAN T. COLEMAN
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Research & Development Promotional Materials

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

Department of Veterans Affairs
Office of Research and Development
Baltimore, MD

Single Award

CONTRACT TERM: The term of this contract is for the period beginning July 1, 2017 and ending June 30, 2018, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE CONTRACT TERM" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC, time, on June 26, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 732 North Capitol Street NW, Mailstop: PPSB, Room C-831, Attn: Bid Section, Washington, D.C. 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 jacket 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).

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the products ordered under this contract must be located within a 60-mile radius of Baltimore, MD.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Frequency of Orders. Quantity. Stock/Paper Schedule of Prices.

Additional lesser changes are scattered throughout.

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

For information of a technical nature, call Jim Ballou at (202) 512-0310, or email at jballou@gpo.gov.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2): <http://www.gpo.gov/printforms/pdf/terms.pdf>.

GPO QATAP (GPO Publication 310.1): <http://www.gpo.gov/printforms/pdf/qatap.pdf>.

DISPUTES: 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.

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 III.
- (b) Destructive Tests - Special Inspection Level S-3.

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. Proofs, average type dimension in publication, electronic media.
- P-8. Proofs, electronic media.
- P-10. Proofs, electronic media.

OPTION TO EXTEND THE CONTRACT TERM: 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 July 1, 2017 to June 30, 2018, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

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

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 July 1 2017 through June 30, 2018, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of various printed products consisting of separate-covered publications, brochures, and pocket folders, requiring such operations as electronic prepress, printing in four-color process, binding, embossing, packing, and distribution.

TITLE: Research & Development Promotional Materials.

FREQUENCY OF ORDERS: Approximately 5 to 8 orders per year.

NOTE: Multiple products may be ordered on the same print order.

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

NUMBER OF PAGES:

Publications: Approximately 24 or 28 pages (plus cover) per order.

With one annual publication of 68 pages (plus cover) per year.

Brochures: Face and back.

Pocket Folders: One side only (before construction).

Posters: One Side Only

TRIM SIZE:

Publications: 8-1/2 x 11"

Brochures: 14 x 8-1/2" or 10-1/2 x 8-1/2" (flat) folds to 3-1/2 x 8-1/2";

19-3/8 x 11" (flat) folds to 6-1/2 x 11"

32 x 10" or 25-1/2 x 11"(flat) folds to 8 x 10"; or 8-1/2 x 11" (finished sizes).

Pocket Folders: 9 x 12" (finished size).

Posters: 24 x 36" (flat)

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

Platform: Macintosh OSX.

Storage Media: CD.

Files will be furnished in native application and PDF format.

Software: Adobe InDesign CS; Adobe Acrobat (current or near current version).

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 screen and printer fonts will be furnished/embedded.

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: All illustrations and graphics will be furnished in place on the disc.

The color identification systems used is CMYK.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

One die for embossing of agency seal and text on folders.

Previously printed samples to be used as a guide.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on the 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 the agency contact listed 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.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

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

Prior to making revisions, 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. NOTE: The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

PROOFS:

When ordered, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009 or later).

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

Contractor must not print prior to the 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 1, 2014.

Government Paper Specification Standards No. 12: http://www.gpo.gov/acquisition/paperspecs_vol12.htm.

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

Publications –

Text – White Dull Coated Offset Book, basis weight: 80 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A260.

Cover – White Dull Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L60.

Brochures –

White Dull Coated Offset Book, basis weight: 80 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A260.

Pocket Folders – White No. 1 Coated Cover, Dull-Finish, basis weight: 100 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L61.

PRINTING: All orders must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

Publications –

Print Covers 1 through 4 and text pages head-to-head in four-color process. Some cover and text pages may have full ink coverage, type reversing out to white, and/or solid colors or background screens created through the four color process builds.

After printing, coat the entire surface of Covers 1 and 4 with a satin aqueous coating.

Brochures –

Print face and back in four-color process. Brochures may have full ink coverage and some type reversing out to white. Brochures may contain solids and background screens created through four-color process builds.

After printing, coat the entire surface of both sides (face and back) with a satin aqueous coating.

Pocket Folders –

Print one side only (before construction) in four-color process. Folders may have some type reversing out to white, and/or solid colors or background screens created through the four process color builds.

After printing, coat entire printed area with a satin aqueous coating.

Posters—

Print one side only in four-color process. Posters have some type reversing out to white, and/or solid colors or background screens created through the four process color builds.

After printing, coat entire printed area with a satin aqueous coating.

PRESS SHEET INSPECTION: Final makeready press sheets may 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 QA TAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued 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.

COLOR CONTROL BARS FOR PRESS SHEETS: 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 118 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; slur targets; two-color overprint ink trapping targets and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

MARGINS: Margins will be as specified on the print order or furnished electronic media. Majority of covers, brochures, and folders bleed on all sides.

EMBOSSING (Pocket Folders): Contractor to use furnished die.

Emboss and print (in four-color process) agency seal and text matter on outside front of pocket folder.

Embossed image for agency seal is approximately 1-3/8" in diameter. Embossed text matter area is approximately 3-5/8 x 1-7/8". (One die will be provided for seal/text matter.)

BINDING: Bind as indicated on the print order.

Publications –

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

Score covers on bind.

Brochures –

Fold brochures as follows –

- Fold from 10-1/2 x 8-1/2" down to 3-1/2 x 8-1/2" with letter fold, title out.
- Fold from 14 x 8-1/2" down to 3-1/2 x 8-1/2" with a double parallel fold or Gate-fold, title out.
- Fold from 19-3/8 x 11" down to 6-1/2 x 11" with two parallel wraparound folds, title out.
- Fold from 32 x 10" down to 8 x 10" with three parallel folds (accordion style fold), title out.
- Fold from 25-1/2 x 11" down to 8-1/2 x 11" with two parallel wraparound folds, title out.

Score on all folds.

CONSTRUCTION (Pocket Folders) – Pocket folders fold from a flat size approx. 19-1/2 x 16" down to a finished size of 9 x 12".

Folders include two horizontal pockets (4" deep) on the left and right side of the folder. Pockets are glued on the outside edge and open towards center with a "V" cut.

Pocket on right side requires two standard (diagonal) business card slits to hold one business card and one horizontal die-cut slit (approximately 3-5/8" in length). Follow furnished sample for placement.

Pocket on left side requires four horizontal die-cut slits (each approximately 3-3/4" in length). Follow furnished sample for placement.

All glue tabs must be 3/4" and glued inside finished product (no printing on glue tabs).

Score on all folds.

PACKING: At Agencies request shrink-film wrap or band in units of 25 copies.

Pack each product ordered in separate containers. 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 nor split when processed through the U.S. mail system or a small package carrier delivery system.

SPECIAL PACKING: Posters are to be packed so as to prevent damage during shipping. Must use reinforced corners on shipping packages. Packages not to weigh more than 45lbs each.

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

Each shipping container must be identified by title, Jacket Number, and Requisition Number.

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: Department of Veterans Affairs, VHA Office of Research and Development, Fallon Federal Building, Ste 102, 31 Hopkins Plaza, Baltimore, MD 21202, Attn: Christine Amereihn..

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 GPO, 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 Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

- Deliver f.o.b. destination to: Department of Veterans Affairs, Department of Veterans Affairs, VHA Office of Research and Development, Fallon Federal Building, Ste 102, 31 Hopkins Plaza, Baltimore, MD 21202, Attn: Christine Amereihn. (NOTE: All deliveries must be made no later than 3:00 p.m, local time.)
- When ordered, deliver f.o.b. destination Depository and File copies to two addresses within the Washington, DC area. (Quantity to be specified on each print order.)

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

Upon completion of each order, all furnished material must be returned to: Department of Veterans Affairs, VHA Office of Research and Development, Fallon Federal Building, Ste 102, 31 Hopkins Plaza, Baltimore, MD 21202, Attn: Christine Amereihn, 443-759-3458.

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

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

Furnished material and proofs must be picked up from and delivered to: VHA Office of Research and Development, Fallon Federal Building, Ste 102, 31 Hopkins Plaza, Baltimore, MD 21202, Attn: Christine Amereihn, 443-759-3458.

Furnished electronic media must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must furnish proofs within two (2) workdays of receipt of notification of availability of print order and furnished material.

Proofs will be withheld no more than one (1) workday 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 of the hold time.)

Contractor must complete production and distribution within five (5) workdays of receipt of an "O.K. to Print" on proofs.

The contractor must notify the U.S. Government Printing Office 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 48 hours prior to the inspection. Notify the U.S. Government Printing Office, Quality Assurance for Procured Printing, Washington, DC 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., 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 destinations specified.

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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable) via email at compliance@gpo.gov . Call 202-512-0520; or via facsimile at 202-512-1364.

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.

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

| | | | | |
|------|-----|-----|-----|-----|
| I. | (a) | 96 | | |
| | (b) | 1 | | |
| | (c) | 2 | | |
| | (d) | 1 | | |
| | (e) | 1 | | |
| II. | 1. | (a) | 96 | 288 |
| | | (b) | 2 | 6 |
| | 2. | (a) | 1 | 5 |
| | | (b) | 2 | 6 |
| | | (c) | 1 | 2 |
| | 3. | (a) | 1 | 3 |
| | 4. | (a) | 1 | |
| III. | 1. | (a) | 84 | |
| | | (b) | 6 | |
| | 2. | (a) | 204 | |
| | | (b) | 6 | |
| | 3. | (a) | 5 | |
| | 4. | (a) | 6 | |
| | 5. | (a) | 2 | |
| | 6. | (a) | 3 | |
| | 7. | (a) | 1 | |

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

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

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

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

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

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

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

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

The cost of all required paper must be charged under Item III. "PAPER."

I. PROOFS:

One-piece composite laminated color proofs –

- (a) Publications (8-1/2 x 11") per page.....\$_____
- (b) Brochures (10-1/2 x 8-1/2" or 14 x 8-1/2" flat size; fold to 3-1/2 x 8-1/2")per brochure.....\$_____
- (c) Brochures (19-3/8 x 11" flat size; fold to 6-1/2 x 11")per brochure.....\$_____
- (d) Brochures (25-1/2 x 11 or 32 x 10" flat size; fold to 8-1/2 x 11" or 8 x 10")per brochure.....\$_____
- (e) Folders (9 x 12")..... per folder.....\$_____
- (f) Poster (24 x 36")..... per Poster.....\$_____

(Initials)

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

| | <u>Makeready and/or Setup</u> (1) | <u>Running Per 1,000 Copies</u> (2) |
|--|--|--|
| <i>1. Publications –</i> | | |
| (a) Saddle-Stitched: Printing text in four-color process, including binding | per page..... \$ _____ | \$ _____ |
| (b) Complete Cover: Printing Covers 1 through 4 in four-color process, including aqueous coating, scoring, and binding | per complete cover..... \$ _____ | \$ _____ |
| <i>2. Brochures –</i> | | |
| (a) Brochures (flat size 10-1/2 x 8-1/2" or 14 x 8-1/2"): Printing in four-color process, including aqueous coating, scoring, and folding..... | per brochure..... \$ _____ | \$ _____ |
| (b) Brochure (flat size 19-3/8 x 11"): Printing in four-color process, including aqueous coating, scoring, and folding..... | per brochure..... \$ _____ | \$ _____ |
| (c) Brochures (flat size 25-1/2 x 11" or 32 x 10"): Printing in four-color process, including aqueous coating, scoring, and folding..... | per brochure..... \$ _____ | \$ _____ |
| <i>3. Pocket Folders –</i> | | |
| (a) Printing in four-color process, including aqueous coating, embossing, and construction..... | per folder..... \$ _____ | \$ _____ |
| <i>4 Posters–</i> | | |
| (a) Printing in four-color process, including aqueous coating, | per Poster..... \$ _____ | \$ _____ |

(Initials)

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

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

Text - Each trim/page-size leaf (two pages equal one leaf).

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

Brochures – Each flat trim size brochure.

Folders – Each complete folder.

| | <u>Per 1,000 Leaves</u> |
|--|-------------------------|
| <i>1. Publications –</i> | |
| (a) White Dull Coated Offset Book (80-lb.)..... | \$ _____ |
| (b) White Dull Coated Cover (80-lb.) | \$ _____ |
| <i>2 Annual Publication –</i> | |
| (a) No. 2 Coated Text, Dull Finish, White (80-lb.) | \$ _____ |
| (b) White Dull Coated Cover (80-lb.) | \$ _____ |
| <i>3. Brochures (14 x 8-1/2" or 10-1/2 x 8-1/2" flat; folds to 3-1/2 x 8-1/2") –</i> | |
| (a) White Dull Coated Offset Book (80-lb.)..... | \$ _____ |
| <i>4. Brochures (19-3/8 x 11" flat; folds to 6-1/2 x 11"):</i> | |
| (a) White Dull Coated Offset Book (80-lb.)..... | \$ _____ |
| <i>5 Brochures (32 x 10" flat; folds to 8 x 10" or 25-1/2 x 11" flat; folds to 8-1/2 x 11"):</i> | |
| (a) White Dull Coated Offset Book (80-lb.)..... | \$ _____ |
| <i>6 Pocket Folders –</i> | |
| (a) White No. 1 Coated Cover, Dull-Finish (100-lb.) | \$ _____ |
| <i>7. Posters–</i> | |
| (a) White No. 2 Coated Text, Gloss-Finish (100-lb.)..... | \$ _____ |

 (Initials)

IV . Additional Operations

| | <u>Per 1,000 packages</u> |
|-----------------------------|---------------------------|
| <i>1. Shrink wrapping –</i> | |
| (a) 25 per bundle..... | \$ _____ |

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)