

**PROGRAM No. 3590-S     June 1, 2017 thru May 31, 2018 plus 4 option years**

**TITLE: Aerospace Frontiers                     NASA**

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	BODNAR PRINTING COMPANY Lorain, OH		GRAPHTECH COMMUNICATIONS , INC Cleveland, OH		GRAY GRAPHICS Capitol Heights, MD		PHIL VEDDA AND SONS PRINTING Cleveland, OH	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
<b>I.</b>	<b>COMPLETE PRODUCT</b>									
(a)	8-Page Pamphlet, self-cover.. .... each issue									
(1)	Makeready and/or Setup.....	10	350.00	3,500.00	1,450.00	14,500.00	500.00	5,000.00	0.00	0.00
(2)	Running per 100 copies.....	510	23.00	11,730.00	29.00	14,790.00	20.00	10,200.00	29.11	14,846.10
(b)	12-Page Pamphlet, self-cover.. ... each issue									
(1)	Makeready and/or Setup.....	2	400.00	800.00	1,806.00	3,612.00	600.00	1,200.00	0.00	0.00
(2)	Running per 100 copies.....	102	34.00	3,468.00	36.12	3,684.24	26.00	2,652.00	44.17	4,505.34
<b>II.</b>	<b>ADDITIONAL OPERATIONS:</b>									
(a)	Mail Stop Labels, per label .....	1680	0.00	0.00	0.00	0.00	1.00	1,680.00		
	TOTAL OFFER:			\$19,498.00		\$36,586.24		\$20,732.00		
	DISCOUNT:			NET \$0.00		NET \$0.00	2.00%	\$414.64	1.00%	
	NET OFFER:			30 DAYS \$19,498.00		30 DAYS \$36,586.24	20 DAYS	\$20,317.36	30 DAYS	

Abstracted by: Teri Shoffstall 5/12/2017

Contract Awarded to: Bodnar Printing Company

Reviewed By: Russ Woodmancy 5/19/2017

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

**U.S. GOVERNMENT PUBLISHING OFFICE**

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

AeroSpace Frontiers

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

National Aeronautics and Space Administration (NASA)

Glenn Research Center, Cleveland, Ohio

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning June 1, 2017 and ending May 31, 2018, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF CONTRACT" clause in Section 1 of this contract.

**SUBMIT QUOTE TO:** U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date or telefax your reply to Columbus Regional Office (614) 488-4577. Telegraphic and e-mail quotes transmitted to GPO offices WILL NOT be considered.

**QUOTES ARE REQUESTED BY:** 2:00 p.m., prevailing Columbus, Ohio time, May 12, 2017.

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME, LATE QUOTES WILL NOT BE CONSIDERED.

Minor changes are scattered throughout.

Abstract is available on GPO Web Site at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature call Russell Woodmancy at (614) 488-4616, ext. 8 (No collect calls).

## 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. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>.

More GPO Publications can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

**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 Z 1.4):

- (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	Approved Proofs
P-8. Halftone Match	Approved Proofs
P-10. Process Color Match	Approved Proofs

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

**OPTION TO EXTEND THE TERM OF 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 5 years (May 31, 2022)** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “*EXTENSION OF TERM OF CONTRACT*” clause. See also “*ECONOMIC PRICE ADJUSTMENT*” for authorized pricing adjustment(s).

**EXTENSION OF TERM OF CONTRACT:** 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 **June 1, 2017 through May 31, 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 **February 28, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

*Note: This contract does not have a Paper Price Adjustment clause.*

**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 **June 1, 2017 through May 31, 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*” 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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.

**DELIVERY/SHIPPING STATUS INFORMATION:** Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus Regional Office via email to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov), or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

**PAYMENT:** Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address:  
<https://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/finance/index.htm>.

At time of invoicing, the contractor shall submit a copy of the print order, and delivery receipts via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov).

In addition, submit one photocopy of all vouchers to NASA – Glenn Research Center, 21000 Brookpark Road, Dennis Dubyk, M/S 21-8, Cleveland, OH 44135.

NOTE: Contractor’s billing invoice must be itemized in accordance with the line items in the “*SECTION 4. - SCHEDULE OF PRICES.*”

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of a newsletter requiring such operations as electronic prepress, printing in four-color process, proofs, binding, packing and delivery.

**TITLE:** AeroSpace Frontiers

**FREQUENCY OF ORDERS:** Approximately 12 issues (monthly) per year.

**NUMBER OF PAGES:** 8 or 12 page self-cover pamphlets.

**QUANTITY:** Approximately 4,000 to 6,000 copies per order; usually 5,000.

**TRIM SIZE:** 8-1/2 x 11”

**GOVERNMENT TO FURNISH:** Electronic files. Hard copy color sample as guide for layout, color match, and color saturation.

Media: CD, e-mail, or FTP to contractor’s site.

Platform: Mac OSX 10.11.6 (El Capitan)

Software: Adobe Acrobat XI Pro v11.0.0  
Adobe InDesign CC 2014 (2014.1 Release)  
Adobe Photoshop CC 2014 (2014.2.1 Release)  
Adobe Illustrator CC 2014 (2014.1.0 Release)

A high resolution PDF file will be provided with each order.

NOTE: Contractor must support all Platform and Software version upgrades during the term of the contract.

All printer and screen fonts will be furnished with the individual print order. These fonts are the property of the Government and must be returned with furnished material. All custom letter spacing and kerning files are included. No compression files have been used. Bleeds up to all 4 sides. Bleeds are provided.

**Distribution Lists:** Microsoft Excel spreadsheet with mail stops and quantities for internal distribution (updated file provided with each order).

**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 Columbus GPO Contracting Office prior to further performance.

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.

**Digital Deliverables:** If contractor is requested by Agency to make revisions, the contractor shall, prior to making revisions, copy the files and make all changes to the copy. No revisions are to be made to furnished files.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables). The digital deliverables must be an exact representation of the final printed piece and shall be sent to Agency FTP site. 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.

GPO Form 2511 (Print Orders).

Delivery/shipping status report form.

Form 905 (R. 3/90) “Labeling and marking specifications”.

Blue Label and Selection Certificates.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, 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.

**REPRODUCIBLES:** The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

**PROOFS:** Each order requires two sets of hard copy proofs (Content Proofs and Color Proofs). The make and model number of the proofing system utilized shall be furnished with the proofs.

**Content Proofs:** Two sets of digital content proofs for each item. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

**Color Proofs:** Two sets of inkjet proofs that are G7 profiled and use pigment-based inks or equivalent. Proofing RIP to provide high quality color matching/management, such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 12/15/2013 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 one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2013 or later), 3-Row Digital Control Wedge or P2P25 Target. When spot colors are required, spot color(s) can be built out of inkjet colors to match the final printed product on offset or digital press.

Proofs must contain color 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 minimum 1/8” x 1/8” solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. The contractor is responsible for providing a quality control system and profile that facilitates making the match between the approved proofs to match the printed press sheets.

**Contractor Proof Error(s):** 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.

**Submission of Proofs:** Submit proofs together (content and color) with the GPO Proof memo, and a prepaid air bill to the address indicated under "[DISTRIBUTION](#)". All packages containing proofs must be clearly marked on the outside as "*PROOFS*", and contain the GPO Program and Print Order Numbers and the publication title.

Author's alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

The contractor must not print prior to receipt of an "*OK to Print*" from the Government.

**STOCK/PAPER:** The specifications of all stock/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.

All paper must have the grain parallel to the spine.

Color of paper/stock furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

White, No. 1 Coated Text, Gloss-Finish, basis size 25 x 38", 80 lbs. per 500 sheets, equal to JCP A181.

**PRINTING:** Print head-to-head with crossovers in four-color process, heavy coverage. Reverse printing required. Registration is critical.

**MARGINS:** Margins will be as indicated on the print order. Bleeds up to 4 sides may be required. Bleeds will be provided on electronic file.

**BINDING:** Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

**BULK PACKING:**

**Internal Distribution by NASA:** Shrink-wrap approximately 3,300 copies by mail stop; pack crisscross packages and place in shipping containers not to exceed 45 lbs. when fully packed. Contractor may have to use chipboard backing on lower quantity mail stop copies to retain stiffing.

**External Distribution by NASA:** Shrink-wrap approximately 1,650 copies (NOT addressed/labeled) and deliver to Duplicating Services, MS 14-1.

Bundle (shrink-wrapped, banded or tied) an additional number of copies (approximately 150 copies) as indicated on the print order and label for delivery to Doreen Zudell, MS 3-11.

**LABELING AND MARKING:** Refer to Contract Terms and furnished Form 905.

**INSPECTION SAMPLES:** When indicated on the print order, or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215-7034, Attn: Russell Woodmancy/Inspection Samples.



These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

**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 [www.gpo.gov](http://www.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>
100 - 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 label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [www.gpo.gov](http://www.gpo.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the “*Distribution*” clause below.

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

**DISTRIBUTION:** Deliver f.o.b. destination.

**Copies for Internal Distribution by NASA:** Approximately 3,300 copies to NASA Glenn Research Center, Building 152, Attn: Receiving/Mailroom, 21000 Brookpark Road, Cleveland, Ohio 44135.

The contractor will receive a Microsoft Excel spreadsheet that includes the mail stop number and quantity for each mail stop, approximately 140 internal mail stops. Each mail stop to be shrink-wrapped package(s) with a label to include title of publication, mail stop and quantity to show through shrink wrap for NASA personnel to handle own distribution. Some locations may receive more than one package, when this is required, label packages 1 of x, 2 of x, and etc. with “x” being the total number of packages being delivered to that mail stop.

**Copies for External Distribution by NASA:** Approximately 1,650 copies (NOT addressed/labeled packages), these are to be shrink-wrapped, banded, or tied at contractor’s option and delivered to NASA Glenn Research Center, Building 152, Attn: Duplicating Services, MS 14-1, 21000 Brookpark Road, Cleveland, Ohio 44135.

**Proofs and Balance of Copies:** Deliver approximately 150 copies (Include Blue Label Copies) as indicated on the print order to NASA Glenn Research Center, Attn: Doreen Zudell MS 3-11, 21000 Brookpark Road, Cleveland, Ohio 44135. Inside Delivery Required.

**NOTE:** THESE COPIES MUST BE RECEIVED BY DOREEN ZUDELL AT THE SAME TIME COPIES ARE DELIVERED TO THE RECEIVING/MAILROOM. FURTHER, THE CONTRACTOR MUST RETURN ALL GOVERNMENT FURNISHED MATERIAL WITH THESE COPIES.

**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) to be mailed or delivered f.o.b. contractor's plant by Federal Express.

If agent delivers proofs, the contractor must provide an adequate supply of completed manifests (airbills) to the Government agency placing the orders listing his firm as both the shipper and consignee.

The Government will notify contractor that proofs are “*Okay to Print*” or “*Okay to Print with Corrections*” via phone, fax, or e-mail the same day proofs are received.

The ship/deliver date indicated on the print order is the date products must be received at Cleveland, OH.

The following schedule is anticipated:

Issue date	Contractor to receive material/print order by	NASA to receive proofs by	Complete delivery by 10:00 a.m.
June 2017	June 5, 2017	June 6, 2017	June 8, 2017
July 2017	July 10, 2017	July 11, 2017	July 13, 2017
August 2017	August 7, 2017	August 8, 2017	August 10, 2017
September 2017	September 1, 2017*	September 5, 2017	September 7, 2017
October 2017	October 6, 2016*	October 10, 2017	October 12, 2017
November 2017	November 6, 2017	November 7, 2017	November 9, 2017
December 2017	December 4, 2017	December 5, 2017	December 7, 2017
January 2018	January 8, 2018	January 9, 2018	January 11, 2018
February 2018	February 5, 2018	February 6, 2018	February 8, 2018
March 2018	March 5, 2018	March 6, 2018	March 8, 2018
April 2018	April 9, 2018	April 10, 2018	April 12, 2018
May 2018	May 7, 2018	May 8, 2018	May 10, 2018

\*Schedule modification to accommodate the Labor Day and Columbus Day holidays.

**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 voucher for payment.

Unscheduled material such as 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.

**RETURN OF GOVERNMENT FURNISHED PROPERTY:** The contractor must deliver ALL material furnished by the government and digital deliverables, **TOGETHER WITH THE COPIES TO BE RECEIVED BY Doreen Zudell.**

These materials must be packaged, properly labeled, and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to return of materials and pickup/return of proofs, and furnishing sample copies must be borne by the contractor.

**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 1 year's product 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.  | (1) | (2)   |
| (a) | 10  | 510   |
| (b) | 2   | 102   |
| II. | (a) | 1,680 |

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. delivery at destination to Cleveland, Ohio.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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

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

**I. COMPLETE PRODUCT:** The prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations for complete production except for Item II. Additional Operations.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) 8 page pamphlet, self-cover ..... each issue.....	\$ _____	\$ _____
(b) 12 page pamphlet, self-cover ..... each issue.....	\$ _____	\$ _____

**II. ADDITIONAL OPERATIONS:** The prices for each of the following operations must include the cost of all required materials and operations.

(a) Mail Stop Labels ..... per label .....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**SCHEDULE OF PRICES**

**PROOFING METHODS:** Specified Proofing Method for Content Proofs and Color Proofs as specified under "[PROOFS](#)" on page 6:

Content Proof:

Make (Company) \_\_\_\_\_ Model \_\_\_\_\_

Color Proof:

Make (Company) \_\_\_\_\_ Model \_\_\_\_\_

**QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE:** Fill out and return two copies of all pages in "*Section 4. - Schedule of Prices,*" initial or sign each in the space provided. See Page 1 for instructions on how and where to submit quotation.

**Discounts are offered for payment as follows: \_\_\_ percent, \_\_\_\_\_ calendar days. See Article 12 "*Discounts*" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).**

Bidder \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be Contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(Contractor Code Number if Known)

\_\_\_\_\_  
(e-mail address)

**SHIPMENT(S) WILL BE MADE FROM:** City \_\_\_\_\_, State \_\_\_\_\_

RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE