

**TITLE: FLIGHT MANUALS AND CHECKLISTS PROGRAM 2848-SP**  
**TERM: OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017 W/OPTIONS**

Item No.	DESCRIPTION	Basis of Award	BKR Printing		Gray Graphics		Lithexcel		Seagull Printing	
			State 430	Code 08870	State 190	Code 38435	State 300	Code 52436	State 430	Code 78976
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PROOFS AND TIMEWORK:</b>									
(a)	Digital content or digital color content proofs...per page-size unit	1067 x	1.10	1,173.70	3.00	3,201.00	2.00	2,134.00		
(b)	Timework.....per hour	3 x	72.00	216.00	85.00	255.00	80.00	240.00		
<b>II.</b>	<b>COMPLETE PRODUCT: (with the exception of the items under I, III, and IV below).</b>									
(a)	Text/cover pages printing in black ink only, per printed page size unit									
1.	Make ready and/or Setup Charges									
(1)	Trim Sizes: Text/Cover pages 5-1/2 x 8-1/2"; Tab Dividers: overall 6 x 8-1/2"	422 x	7.21	3,042.62	6.00	2,532.00	6.00	2,532.00	0.60	253.20
(2)	Trim Sizes: Text/Cover pages 8-1/2 x 11"; Tab Dividers: overall 9 x 11"	192 x	11.85	2,275.20	12.00	2,304.00	8.00	1,536.00	0.78	149.76
2.	Running Charges per 100 Copies									
(1)	Trim Sizes: Text/Cover pages 5-1/2 x 8-1/2"; Tab Dividers: overall 6 x 8-1/2"	1609 x	0.80	1,287.20	0.70	1,126.30	0.60	965.40	3.16	5,084.44
(2)	Trim Sizes: Text/Cover pages 8-1/2 x 11"; Tab Dividers: overall 9 x 11"	2933 x	1.13	3,314.29	1.00	2,933.00	0.80	2,346.40	6.04	17,715.32
(b)	Text/cover pages printed in additional color of ink, per printed page size unit									
1.	Make ready and/or Setup Charges									
(1)	Trim Sizes: Text/Cover pages 5-1/2 x 8-1/2"; Tab Dividers: overall 6 x 8-1/2"	6 x	14.14	84.84	12.00	72.00	12.00	72.00	0.25	1.50
(2)	Trim Sizes: Text/Cover pages 8-1/2 x 11"; Tab Dividers: overall 9 x 11"	151 x	21.00	3,171.00	20.00	3,020.00	18.00	2,718.00	0.35	52.85
2.	Running Charges per 100 Copies									
(1)	Trim Sizes: Text/Cover pages 5-1/2 x 8-1/2"; Tab Dividers: overall 6 x 8-1/2"	5 x	1.17	5.85	1.00	5.00	1.00	5.00	0.90	4.50
(2)	Trim Sizes: Text/Cover pages 8-1/2 x 11"; Tab Dividers: overall 9 x 11"	2659 x	2.08	5,530.72	1.30	3,456.70	1.50	3,988.50	1.45	3,855.55
(c)	Tab dividers, (including die cutting) printing both sides in a single ink color.									
1.	Make ready and/or Setup Charges									
(1)	Trim Sizes: Text/Cover pages 5-1/2 x 8-1/2"; Tab Dividers: overall 6 x 8-1/2"	117 x	18.10	2,117.70	15.00	1,755.00	12.00	1,404.00	0.60	70.20
(2)	Trim Sizes: Text/Cover pages 8-1/2 x 11"; Tab Dividers: overall 9 x 11"	5 x	27.00	135.00	30.00	150.00	20.00	100.00	0.75	3.75
2.	Running Charges per 100 Copies									
(1)	Trim Sizes: Text/Cover pages 5-1/2 x 8-1/2"; Tab Dividers: overall 6 x 8-1/2"	657 x	3.10	2,036.70	5.00	3,285.00	2.00	1,314.00	8.63	5,669.91
(2)	Trim Sizes: Text/Cover pages 8-1/2 x 11"; Tab Dividers: overall 9 x 11"	7 x	9.00	63.00	7.00	49.00	2.00	14.00	11.63	81.41
<b>III.</b>	<b>PAPER: Per 100 leaves</b>									
(a)	White Offset Book, 60 lbs.	3179 x	1.21	3,846.59	1.35	4,291.65	0.80	2,543.20	0.496	1,576.78
(b)	White Printable Plastic Film, 4.5 point	777 x	6.80	5,283.60	9.00	6,993.00	20.00	15,540.00	175.75	136,557.75
(c)	White Printable Plastic Film, 10 point	658 x	14.17	9,323.86	20.00	13,160.00	30.00	19,740.00	376.52	247,750.16
(d)	Colored Extruded Polyethylene, .035 thickness	18 x	28.07	505.26	175.00	3,150.00	70.00	1,260.00	345.00	6,210.00
(e)	White Index, 90 lbs.	10 x	2.96	29.60	5.00	50.00	3.50	35.00	20.60	206.00
<b>IV.</b>	<b>ADDITIONAL OPERATIONS:</b>									
(a)	Additional trimming required for stair step style binding, per 100 leaves	1 x	1.50	1.50	2.00	2.00	5.00	5.00	1.50	1.50
(b)	Die cut rounded corners, per corner/per 100 leaves	5982 x	0.90	5,383.80	2.00	11,964.00	1.00	5,982.00	1.00	5,982.00
(c)	Clear vinyl pockets (sheet protectors) for both 5-1/2 x 8 1/2 or 8-1/2 x 11" trim sizes, per 100 vinyl pockets	1 x	80.00	80.00	200.00	200.00	22.00	22.00	39.80	39.80

<b>CONTRACTOR TOTALS</b>										
<b>DISCOUNT if any</b>										
<b>DISCOUNTED TOTALS</b>		<b>5.000%</b>	<b>\$48,908.03</b>	<b>2.000%</b>	<b>\$63,954.65</b>	<b>1.000%</b>	<b>\$64,496.50</b>	<b>0.500%</b>	<b>\$431,266.38</b>	
		<b>AWARDED</b>	<b>2,445.40</b>		<b>1,279.09</b>		<b>644.97</b>		<b>2,156.33</b>	
			<b>\$46,462.63</b>		<b>\$62,675.56</b>		<b>\$63,851.53</b>		<b>\$429,110.05</b>	

U.S. GOVERNMENT PUBLISHING OFFICE  
Denver, Colorado

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Flight Manuals and Checklists**

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

**Department of the Air Force  
Hill AFB, Utah**

**Single Award**

**NOTICE TO BIDDERS:** The term of this contract is for one year **and up to four option years** beginning October 1, 2016. Special attention should be directed to the following clauses in Section 1 of this contract: "**ECONOMIC PRICE ADJUSTMENT**" and "**NOTIFICATION**".

**The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.**

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

**BID OPENING:** Bids shall be publicly opened at 2 p.m., prevailing Denver, Colorado time, on September 16, 2016.

Mail To: **U.S. Government Publishing Office  
Denver Regional Office  
12345 West Alameda Pkwy, Ste 208  
Lakewood, CO 80228**

## SECTION 1. - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:

<http://www.gpo.gov/pdfs/vendors/terms.pdf>, & <http://www.gpo.gov/pdfs/vendors/qatap.pdf>

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](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing Attributes - Level II.
- (b) Finishing 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	Government furnished negatives, camera copy, approved contract proofs, average type dimension in publication.

\* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.

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 October 1, 2016, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending July 1, 2016, 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.

NOTIFICATION: The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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 October 1, 2016 through September 30, 2017 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.

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.

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 one of these specifications.

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 that 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 BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

PAYMENT: The Government Publishing Office will utilize the following procedure. **A copy of the print order and billing certification sheet(s)** for the work performed will be sent by the contractor to the *Denver RO, Attn: Bob Stanley, via e-mail to: [infodenver@gpo.gov](mailto:infodenver@gpo.gov)* for examination and certification as to correctness of the billing as applicable to the work performed. **The Denver RO will return the signed billing certification to the contractor within five (5) workdays of receipt.**

After examination and certification by the *Denver RO* the invoice/voucher, print order, proof of delivery, and the signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401.**

For the purpose of earning the discount when a prompt payment discount is offered by a bidder, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

**Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.**

**SUBMISSION OF BIDS: Facsimile bids are permitted.**

- (a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.
- (b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.
- (c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.
- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to FAX No. **(303) 236-5332 or (303) 236-5304**, one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
  - (1) Receipt of garbled or incomplete bid.
  - (2) Availability or condition of the receiving facsimile equipment.
  - (3) Incompatibility between the sending and receiving equipment.
  - (4) Delay in transmission or receipt of bid.
  - (5) Failure of the bidder to properly identify the bid.
  - (6) Illegibility of bid.
  - (7) Security of bid data.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of various separate cover and self-cover books requiring such operations as electronic pre-press, proofing, printing, die cut tab dividers, binding, packing, and distribution.

**TITLE:** Flight Manuals and Checklists.

**FREQUENCY OF ORDERS:** It's anticipated there will be approximately 5-10 orders per year.

**QUANTITY:** Approximately 30 to 1,500 copies per order. The majority of format A orders will be from 50 to 200 copies.

**NUMBER OF PAGES:** Approximately 24 pages to 500 pages per order.

### **TRIM SIZE:**

#### **Format A:**

- Text and Covers: 5-1/2 x 8-1/2"
- Tab Dividers: 6 x 8-1/2" (the 6" dimension includes a 1/2" tab extension).

#### **Format B:**

- Text and Covers: 8-1/2 x 11".
- Tab Dividers: 9 x 11" (the 9" dimension includes a 1/2" tab extension).

It is anticipated that most orders will be for Format A (5-1/2 x 8-1/2" trim size).

**GOVERNMENT TO FURNISH:** Print Orders. Hard copy visuals output from furnished files. Electronic PDF files with the print order identifying if these files are suitable for production purposes or if only to be used as visual aid. CD-ROM, DVD or similar will be provided, or at the Government's option, the data will be transmitted direct to the contractor's facility via e-mail or to contractor's FTP site. The electronic media furnished by the Government will be generated on a MAC System or PC/Windows 2000, Windows XP, Windows 7 or Windows 8 platform in a variety of software formats including, but not limited to: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat PDF, QuarkXPress, Aldus Freehand, Corel Draw, Adobe PageMaker, Microsoft Publisher, Microsoft Word, Microsoft Office, and WordPerfect. NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. Contractor will be responsible for final output that is in conformance with the visuals as provided.

**Fonts:** Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software.

**INSPECTION OF FILES:** Contractor to perform a basic check, preflight of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

Prior to making any revisions, the contractor must make a "copy" of the original files, and then proceed to make any revisions to the "copy" as required. Upon delivery of the printed product the contractor must provide corrected native applications files (digital deliverables) if files are modified during production. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

Upon completion of 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.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "**GOVERNMENT TO FURNISH**" and including the requirement to occasionally create artwork for screen overlays necessary to produce the product(s) in accordance with these specifications.

**PROOFS:** When ordered, submit Digital content proofs (for single color work) or Digital color content proofs (for multi-color work). Proof must be to size. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall have all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. The digital color content proof is intended as a check on image position, cropping, scaling, and other visual features of text or illustration. It is NOT intended as a check of color fidelity.

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

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

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

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



Submit proofs together **with all of the furnished material** to the address as listed on the print order. It is anticipated that this address will be on Hill AFB, UT 84056.

NOTE: Timework charges for making author's alterations on an individual print order will be paid only when supported by a Contract Modification from the Contracting Officer.

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. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

All text paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

Stock to be used will be indicated on print order from the following choices:

**TEXT:**

- White Offset Book, basis weight 25 x 38", 60 lbs. per 500 sheets equal to JCP Code A60.
- White Printable Plastic Film (Synthetic paper), 4.5 point, equal to JCP Code O90.

**COVERS & TAB DIVIDERS:**

- White Printable Plastic Film (Synthetic paper), 10 point, Kimdura, Yupo, Polyart II, or equal.
- Clear and Colored Extruded Polyethylene, .035 thickness, (Covers Only).
- White Index, basis weight 25-1/2 x 30-1/2", 90 lbs. per 500 sheets equal to JCP Code K10.

It's anticipated that most orders under Format A will require synthetic stock, and orders under Format B will require offset and/or index stock.

PRINTING:

Text and covers: Print face only or head to head in black ink, plus an occasional additional ink color in addition to the black.

Tab dividers will print black ink on both sides, head to head on tab extension with copy for tab extensions to read in. Body copy prints in black ink only.

Must use **UV resistant inks.**

MARGINS: Anticipate bleeds through-out. Margins will be as indicated on the print order or furnished copy.

BINDING: Various binding operations will be ordered as follows:

- Loose-leaf (i.e. trim four sides).
- Drilling: All text, tab dividers, and covers drill with 1/4", 5/16", or 3/8" round holes. The size and number of holes required will be indicated on the order. It is anticipated that most orders will be for 9 holes, 1/4" diameter with center of holes to be located 3/8" from the 8-1/2" or 11" left edge.
- On occasion, the contractor will be required to trim in a stair step style with various trim sizes as indicated on the individual print order. The largest trim size for an individual order will be 5-1/2 x 8-1/2" or 8-1/2 x 11".
- Tab Dividers: One to 40 die-cut tab dividers (1/2, 1/3, 1/4th, etc. up to 1/12th cut).
- Round 2 to 4 corners of text, tabs, and covers as indicated on the individual print order.

On occasion, the contractor will be required to furnish suitable clear vinyl pockets (sheet protectors) for both 5-1/2 x 8-1/2" and 8-1/2 x 11" trim sizes.

**PACKING:** Pack in shipping containers. Individually shrink film wrap each book. A large majority of these orders will involve books that include tab divider leaves. When divider tabs are involved, contractor to place a 6 x 8-1/2" or 9 x 11" sheet (depending on trim size of book) of chipboard or equal on top and bottom of the publication to protect the tabs before wrapping. Each shipping container must not exceed 45 pounds when fully packed.

**DEPARTMENTAL RANDOM COPIES (i.e. BLUE LABEL SAMPLES):** 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. 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 in accordance with the distribution list.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. A copy of the Government furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

**INSPECTION SAMPLES:** Occasionally, when so indicated on the print order, or otherwise requested, the first two copies of each order must be sent for inspection to **U.S. Government Publishing Office, Denver Regional Office, 12345 West Alameda Pkwy, Suite 208, Lakewood, CO 80228 Attn: "Inspection Samples"**.

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

A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, Program, and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

**DISTRIBUTION:** Ship f.o.b. destination to the following address.

**DOL-W MEDIA DISTRIBUTION  
DIVISION RECEIVING  
1655 Woodson Lane  
St Louis, MO 63114  
including blue label sample copies**

**INSIDE DELIVERY REQUIRED**

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

RECEIPT FOR DELIVERY: The 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; 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.

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

The contractor will be required to pickup and deliver print orders, copy, proofs, and other furnished material at the address listed under "**DISTRIBUTION**".

Arrangements will be made by the Government to wrap or otherwise prepare the furnish material in preparation for delivery to the contractor's plant.

The ship/deliver date indicated on the print order is the date products ordered must be **delivered in-hand** at destination.

Complete delivery will be required within 10 workdays. There will be 12 workdays allowed when proofs are required.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld no more than two workdays. The proof hold period by the Government begins when proofs are **received** by the designated party and ends when the contractor is notified that the proofs are **available for pick-up** by the contractor or their designated service.

Proofs, along with the Government furnished material, a copy of the print order, the contractor's usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor's plant will be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "**Proof**" label (GPO Form 892) or contractor's standard "proof" label (provided it contains a full identification of the order) and to include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. **The cost of transporting of the proofs and the furnished materials BOTH ways is to be borne by the contractor.** The contractor has the option of using their own personnel to pick up and deliver the proofs. Transportation of the proofs may be handled by any traceable means. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

The contractor must return all camera copy and/or films furnished by the Government along with any films made by the contractor within five workdays of completion of the job. These materials must be packaged and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials any time up to a year after mailing. All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

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

**SECTION 3. - DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices bid in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce **one year's work** 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 under this contract.

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

I.	(a)	<b>1,067</b>		
	(b)	<b>3</b>		
II.			(1)	(2)
	(a)	1.	<b>422</b>	<b>192</b>
		2.	<b>1,609</b>	<b>2933</b>
	(b)	1.	<b>6</b>	<b>151</b>
		2.	<b>5</b>	<b>2659</b>
	(c)	1.	<b>117</b>	<b>5</b>
		2.	<b>657</b>	<b>7</b>
III.	(a)	<b>3,179</b>		
	(b)	<b>777</b>		
	(c)	<b>658</b>		
	(d)	<b>18</b>		
	(e)	<b>10</b>		
IV.	(a)	<b>1</b>		
	(b)	<b>5,982</b>		
	(c)	<b>1</b>		

**The term of this contract is for one year and up to four option years.**

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**SECTION 4. - SCHEDULE OF PRICES**

Bids are f.o.b. destination, **"INCLUDING INSIDE DELIVERY"**.

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. Bids submitted with **"NB"** (No Bid), **"NA"** (Not Applicable), or blank spaces for an item 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.

All vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts will be prorated

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.

I. **PROOFS AND TIMEWORK:** For pricing purposes, a page-size unit is considered 47 square inches.

(a) Digital content or digital color content proofs..... per page-size unit..... \$ \_\_\_\_\_

(b) Timework..... per hour..... \$ \_\_\_\_\_

*NOTE: "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds three hours or for other than aa's will only be allowed under exceptional circumstances and must **specifically authorized** by the Contracting Officer using a subsequent Contract Modification(s). In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under II. (e).*

II. **COMPLETE PRODUCT:** (Except Items I, III, and IV.) Contractor is cautioned that any prepress or intermediate steps including but not limited to electronic file prep, films, platemaking are inclusive to the prices bid and are included in the makeready charges.

**"Format"** groups shall be defined as follows based upon final trim size:

**Format "A"** – Trim sizes: Text/Cover pages 5½ x 8½"; Tab Dividers: overall 6 x 8-1/2".

**Format "B"** -- Trim sizes: Text/Cover pages 8½ x 11"; Tab Dividers: overall 9 x 11".

	<b>Format "A" (1)</b>	<b>Format "B" (2)</b>
(a) Text/Cover Pages printing black ink only, per printed page		
1. Makeready and setup charge.....	\$ _____	\$ _____
2. Running rate per 100 copies.....	\$ _____	\$ _____
(b) Text/Cover Pages printing in an additional color of ink, per printed page		
1. Makeready and setup charge.....	\$ _____	\$ _____
2. Running rate per 100 copies.....	\$ _____	\$ _____

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

	<b>Format "A" (1)</b>	<b>Format "B" (2)</b>
(c) Tab Dividers (including die-cutting), printing both sides in a single ink color		
1. Makeready and setup charge.....	\$ _____	\$ _____
2. Running rate per 100 copies.....	\$ _____	\$ _____

III. PAPER: Payment for 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 ordered. The cost of any paper required for makeready or running spoilage must be included in the prices bid. For pricing purposes, a page-size unit is considered 47 square inches.

**Format "A"** - Each leaf will be billed as **one page-sized leaf**.

**Format "B"** - Each leaf will be billed as **two page-sized leaves**.

It is anticipated that items (a) White Offset Book and (e) White Index will be used only on format "B" publications and the remainder of the stocks will be used on format "A" only.

	<b><u>Per 100 leaves</u></b>
(a) White Offset Book, 60 lbs.....	\$ _____
(b) White Printable Plastic Film, 4.5 point.....	\$ _____
(c) White Printable Plastic Film, 10 point.....	\$ _____
(d) Clear and Colored Extruded Polyethylene, .035 thickness.....	\$ _____
(e) White Index, 90 lbs.....	\$ _____

IV. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

(a) Additional trimming required for stair step style binding..... per 100 leaves.....	\$ _____
(b) Die cut rounded corners..... per corner/per 100 leaves.....	\$ _____
(c) Clear vinyl pockets (sheet protectors) either 5-1/2 x 8-1/2" or 8-1/2 x 11" trim sizes ..... per 100 vinyl pockets.....	\$ _____

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

**DISCOUNTS ARE BID FOR PAYMENT AS FOLLOWS:**

\_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BIDDER'S NAME AND SIGNATURE:** Fill out and return one copy of all pages in "**SECTION 4. - SCHEDULE OF PRICES**", including initialing where indicated, and submit with an original, signed copy of GPO Form 910, "**Bid.**" Do not enter offered prices on GPO Form 910. NOTE: The "**SCHEDULE OF PRICES**" will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder \_\_\_\_\_ (Contractor Code)

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

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this offer)

\_\_\_\_\_  
(Person to be contacted) (Telephone Number)

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

**BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.**



**SAMPLE OF THE BID ENVELOPE**

In order to ensure proper processing of all bids the following information is suggested on all bid envelopes.

Program Number **2848-S**  
From: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Postage  
Stamp  
Required  
Here

**Bid Enclosed**

Bids will be received until  
**September 16, 2016 at 2:00 P.M.**  
prevailing  
Denver time.

U.S. Government Publishing Office  
Denver Regional Office  
12345 W Alameda Pkwy, Ste 208  
Lakewood, CO 80228