

Program No. 0243-S											
Term: Date of Award To June 30, 2020											
Title: PRINT ON DEMAND PUBLICATIONS											
			BLACK CLASSIC PRESS			CORPORATE MEDIA		GRAY GRAPHICS		MARTIN LITHOGRAPH	
		BASIS OF	BALTIMORE, MD		FALLS CHURCH, VA		CAPITOL HEIGHTS, MD		TAMPA, FL		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	PREPRESS:										
(a)	Scanning text matter.....per page.....	2,500	0.05	125.00	0.75	1,875.00	0.05	125.00	2.50	6,250.00	
(b)	Scanning halftones (digitization).....per illustration.....	200	1.00	200.00	2.50	500.00	0.20	40.00	2.50	500.00	
II.	PRINTING AND BINDING:										
1.	Products - 4-1/4 x 5-1/2" up to and including 6 x 9"										
(a)	Saddle Stitched: Printing text in black, including binding.....per page	3,360	0.01	33.60	0.03	100.80	0.02	67.20	0.065	218.40	
(b)	Saddle Stitched: Printing text in full color, including binding.....per page	92,260	0.04	3,690.40	0.10	9,226.00	0.035	3,229.10	0.077	7,104.02	
(c)	Perfect-Bound: Printing text in black, including binding.....per page	368,700	0.01	3,687.00	0.05	18,435.00	0.025	9,217.50	0.728	268,413.60	
(d)	Perfect-Bound: Printing text in full color, including binding.....per page	108,080	0.04	4,323.20	0.125	13,510.00	0.04	4,323.20	0.743	80,303.44	
(e)	Cover: Printing Covers 1 & 4 or Covers 2 & 3 in black including binding.....per side	1,360	0.05	68.00	0.30	408.00	0.04	54.40	0.065	88.40	
(f)	Cover: Printing Covers 1 & 4 or Covers 2 & 3 in full color, including binding.....per side	2,910	0.10	291.00	0.50	1,455.00	0.08	232.80	0.065	189.15	
2.	Products - 7 x 10" up to and including 8-1/2 x 11":										
(a)	Saddle Stitched: Printing text in black, including binding.....per page	3,520	0.02	70.40	0.05	176.00	0.025	88.00	0.085	299.20	
(b)	Saddle Stitched: Printing text in full color, including binding.....per page	4,160	0.08	332.80	0.125	520.00	0.05	208.00	0.097	403.52	
(c)	Perfect-Bound: Printing text in black, including binding.....per page	608,560	0.02	12,171.20	0.75	456,420.00	0.03	18,256.80	0.750	456,420.00	
(d)	Perfect-Bound: Printing text in full color, including binding.....per page	98,700	0.08	7,896.00	0.15	14,805.00	0.06	5,922.00	0.765	75,505.50	
(e)	Cover: Printing Covers 1 & 4 or Covers 2 & 3 in black including binding.....per side	880	0.05	44.00	0.45	396.00	0.05	44.00	0.085	74.80	
(f)	Cover: Printing Covers 1 & 4 or Covers 2 & 3 in full color, including binding.....per side	3,330	0.10	333.00	0.75	2,497.50	0.12	399.60	0.085	283.05	
III.	PAPER: Per 1,000 leaves										
1.	Products -- 4-1/4 x 5-1/2" up to and including 6 x 9"										
(a)	White Offset Book, 50-lb	276,100	0.01	2,761.00	0.005	1,380.50	0.015	4,141.50	0.01	2,761.00	
(b)	White Litho (Gloss) Coated Book, 70-lb	10,100	0.0075	75.75	0.01	101.00	0.025	252.50	0.01	101.00	
(c)	White Offset Cover, 80-lb.	600	0.05	30.00	0.015	9.00	0.04	24.00	0.0150	9.00	
(d)	White Litho (Gloss) Coated Cover, 80-lb.	5,880	0.05	294.00	0.02	117.60	0.04	235.20	0.0150	88.20	
2.	Products -- 7 x 10" up to and including 8-1/2 x 11":										
(a)	White Offset Book, 50-lb	356,590	0.01	3,565.90	0.007	2,496.13	0.025	8,914.75	0.0190	6,775.21	
(b)	White Litho (Gloss) Coated Book, 70-lb	880	0.015	13.20	0.015	13.20	0.035	30.80	0.0190	16.72	
(c)	White Offset Cover, 80-lb	300	0.10	30.00	0.02	6.00	0.06	18.00	0.0195	5.85	
(d)	White Litho (Gloss) Coated Cover, 80-lb	4,720	0.10	472.00	0.025	118.00	0.06	283.20	0.0185	87.32	
IV.	ADDITIONAL OPERATIONS:										
(a)	Creation of book blocks in PDF per Amazon specifications.....per file.....	20	10.00	200.00	650.00	13,000.00	100.00	2,000.00	6.50	130.00	
(b)	Printing ISBN barcode on Cover 4.....per copy.....	20	NC	0.00	475.00	9,500.00	1.00	20.00	NC	0.00	
	CONTRACTOR TOTALS					\$547,065.73		\$58,127.55		\$906,027.38	
	DISCOUNT		0.00%		1.00%	\$5,470.66	2.00%	\$1,162.55	0.00%	\$0.00	
	DISCOUNTED TOTALS					\$541,595.07		\$56,965.00		\$906,027.38	

Program No. 0243-S										
Term: Date of Award To June 30, 2020										
Title: PRINT ON DEMAND PUBLICATIONS										
										CURRENT CONTRACTOR
										THE PRINT HOUSE
			TEXAS DIGITAL COPY		WBC INC. LITHEXCEL		THE PRINT HOUSE		THE PRINT HOUSE	
			SAN ANTONIO, TX		ALBUQUERQUE, NM		BROOKLYN, NY		BROOKLYN, NY	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. PREPRESS:										
(a)	Scanning text matter.....per page.....	2,500	0.05	125.00	2.00	5,000.00	1.00	2,500.00	1.00	2,500.00
(b)	Scanning halftones (digitization).....per illustration.....	200	0.10	20.00	4.00	800.00	5.00	1,000.00	5.00	1,000.00
II. PRINTING AND BINDING:										
1. Products for 4-1/4 X 5-1/2" up to and including 6 x 9"										
(a)	Saddle Stitched: Printing text in black, including binding.....per page	3,360	0.02	67.20	0.02	67.20	0.05	168.00	0.05	168.00
(b)	Saddle Stitched: Printing text in full color, including binding.....per page	92,260	0.07	6,458.20	0.06	5,535.60	0.15	13,839.00	0.15	13,839.00
(c)	Perfect-Bound: Printing text in black, including binding.....per page	368,700	0.03	11,061.00	0.03	11,061.00	0.07	25,809.00	0.07	25,809.00
(d)	Perfect-Bound: Printing text in full color, including binding.....per page	108,080	0.07	7,565.60	0.07	7,565.60	0.17	18,373.60	0.17	18,373.60
(e)	Cover: Printing Covers 1 & 4 or Covers 2 & 3 in black including binding.....per side	1,360	0.20	272.00	0.20	272.00	1.00	1,360.00	0.50	680.00
(f)	Cover: Printing Covers 1 & 4 or Covers 2 & 3 in full color, including binding.....per side	2,910	0.22	640.20	0.60	1,746.00	1.00	2,910.00	0.75	2,182.50
2. Products for 7 x 10" up to and including 8-1/2 x 11":										
(a)	Saddle Stitched: Printing text in black, including binding.....per page	3,520	0.03	105.60	0.03	105.60	0.07	246.40	0.07	246.40
(b)	Saddle Stitched: Printing text in full color, including binding.....per page	4,160	0.10	416.00	0.10	416.00	0.17	707.20	0.17	707.20
(c)	Perfect-Bound: Printing text in black, including binding.....per page	608,560	0.04	24,342.40	0.04	24,342.40	0.10	60,856.00	0.10	60,856.00
(d)	Perfect-Bound: Printing text in full color, including binding.....per page	98,700	0.10	9,870.00	0.11	10,857.00	0.20	19,740.00	0.20	19,740.00
(e)	Cover: Printing Covers 1 & 4 or Covers 2 & 3 in black including binding.....per side	880	0.25	220.00	0.30	264.00	1.00	880.00	0.75	660.00
(f)	Cover: Printing Covers 1 & 4 or Covers 2 & 3 in full color, including binding.....per side	3,330	0.27	899.10	0.80	2,664.00	1.25	4,162.50	1.00	3,330.00
III. PAPER: Per 1,000 leaves										
1. Products for 4-1/4 X 5-1/2", up to and including 6 x 9":										
(a)	White Offset Book, 50-lb	276,100	NC	0.00	0.01	2,761.00	0.02	5,522.00	0.02	5,522.00
(b)	White Litho (Gloss) Coated Book, 70-lb	10,100	0.01	101.00	0.015	151.50	0.035	353.50	0.035	353.50
(c)	White Offset Cover, 80-lb.	600	0.01	6.00	0.05	30.00	0.10	60.00	0.10	60.00
(d)	White Litho (Gloss) Coated Cover, 80-lb.	5,880	0.02	117.60	0.06	352.80	0.10	588.00	0.10	588.00
2. Products -- 7 x 10" up to and including 8-1/2 x 11":										
(a)	White Offset Book, 50-lb	356,590	NC	0.00	0.02	7,131.80	0.03	10,697.70	0.03	10,697.70
(b)	White Litho (Gloss) Coated Book, 70-lb	880	0.01	8.80	0.03	26.40	0.04	35.20	0.04	35.20
(c)	White Offset Cover, 80-lb	300	0.01	3.00	0.07	21.00	0.15	45.00	0.10	30.00
(d)	White Litho (Gloss) Coated Cover, 80-lb	4,720	0.02	94.40	0.08	377.60	0.15	708.00	0.10	472.00
IV. ADDITIONAL OPERATIONS:										
(a)	Creation of book blocks in PDF per Amazon specifications.....per file.....	20	10.00	200.00	50.00	1,000.00	150.00	3,000.00	250.00	5,000.00
(b)	Printing ISBN barcode on Cover 4.....per copy.....	20	0.05	1.00	0.10	2.00	NC	0.00	NC	0.00
CONTRACTOR TOTALS				\$62,594.10		\$82,550.50		\$173,561.10		\$172,850.10
DISCOUNT				1.00% \$625.94	1.00%	\$825.51	0.25%	\$433.90	0.25%	\$432.13
DISCOUNTED TOTALS				\$61,968.16		\$81,725.00		\$173,127.20		\$172,417.97

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Print On Demand Publications

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

U.S. Government Publishing Office
Superintendent of Documents

Single Award

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending June 30, 2020, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on July 17, 2019.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to: (1) GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract; and, (2) The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Shirley Forster at sforster@gpo.gov or (202) 512-0310.

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 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.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 I.
- (b) Destructive Tests - Special Inspection Level S-2.

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

<u>Attributes</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic Media /Supplied Copy
P-8. Halftone Match (Single and Double Impression)	Electronic Media /Supplied Copy
P-10. Process Color Match	Electronic Media /Supplied Copy

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 THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below.

Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to June 30, 2020, 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, 2019, 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 contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

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 Date of Award through June 30, 2020, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

PAYMENT:

Submitting all invoices for payment via the GPO fax gateway (if no samples are required), utilizing the GPO barcode coversheet program application, is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of print on demand (POD) publications requiring such operations as electronic prepress, scanning, digital printing in black and full color, binding, packing, and distribution

TITLE: Print on Demand Publications

FREQUENCY OF ORDERS: Approximately 80 to 100 orders per year.

(NOTE: More than one title may be ordered on the same print order requiring the same schedule. Multiple orders may be issued on the same day requiring the same schedule.)

QUANTITY: Approximately 1 to 500 copies per title per order. (NOTE: The majority of orders issued will be for 50 copies or less.)

NUMBER OF PAGES: Approximately 8 to 1,000 pages (plus cover, when ordered) per title per order.

TRIM SIZES: 4-1/4 x 5-1/2” up to and including 6 x 9”; 7 x 10” up to and including 8-1/2 x 11”.

NOTE: The trim size ordered on the print order will be the trim size of the original publication.

GOVERNMENT TO FURNISH: The Government may furnish books or hard copy for up to approximately 5% of the titles. (The contractor may disassemble the furnished books as necessary in order to scan the text and cover pages.)

On the balance of the titles, electronic media will be furnished as follows –

Platform: IBM compatible using Windows 7.

Media: CD-R/RW; email; contractor-hosted FTP server.

Software: Adobe Acrobat DC or Adobe InDesign.

NOTE: All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.

Fonts: All printer and screen fonts will be furnished/embedded, as applicable.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional

Information: Files will be furnished in native application and/or PDF formats.

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.

The contractor is required to maintain a digital archive (press-ready PDF files) of all titles ordered and printed to be returned to the Government (on CD) upon completion of the contract.

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

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 Shirley Forster at the GPO on (202) 512-0310.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

All halftones are to be 150-line screen or finer.

When ordered, contractor will also be required to create book blocks and full jacket images (back cover, spine, and front cover) in separate PDF files per Amazon specifications. After award, Amazon specifications will be available upon request and may include margins, bleed, and other printing specifications.

SCANNING: All text matter/line artwork is to be scanned as 1200 dpi line scans (bitmap files) and dropped into press-ready PDF files. All halftones are to be scanned at a minimum of 2400 dpi as CopyDot files and descreened using the Eskofot Perfection software, or equal, to create CMYK.tiff files or grayscale.tiff files. Files for halftones are to be placed into the page layout program with scanned text matter/line artwork to match furnished hard copy.

DIGITAL DELIVERABLES: 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, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

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

Government Paper Specification Standards No. 12 –

https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.

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

NOTE for JCP Codes A180 and L10 only: The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

Text –

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

Cover –

White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L10.

White Offset Cover, basis weight 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L23.

DIGITAL PRINTING: Print Covers 1 through 4 and text in black or full color. Facing pages print to and align across the bind.

At contractor’s option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

ISBN Barcode: When required, the contractor must print an ISBN barcode in black ink in the bottom-right corner or bottom-center of Cover 4. The ISBN number must be printed in Human-Readable Interpretation and barcoded using 3 of 9 (code 39) Bar Code System, non-contact reading in accordance with 180-2108:2005.

MARGINS: Margins will be as indicated on the print order or furnished copy/electronic files.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

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.

Perfect bind text and wraparound cover; trim three sides.

PACKING:

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

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open or split when processed through the U.S. mail system or a small package carrier delivery system.

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

NOTE: Non-compliance with the labeling and marking specifications may be cause for the Government to reject the shipment, at destination, and return it to the contractor at his expense. After giving notice of the deficiency and affording the contractor an opportunity and a reasonable time to correct, the Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor.

DISTRIBUTION:

- Deliver f.o.b. destination to one (1) address in Laurel, MD.

NOTE: On approximately 20 percent of orders, contractor will be required to deliver f.o.b. destination two (2) copies to one (1) address in Washington, DC.

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

Inside delivery to the room number specified is required.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order mail/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 243-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, mailing/shipping methods, and title of product. Contractor must be able to provide copies of all mailing/shipping receipts upon agency request.

Within 10 workdays of completion of the contract, the digital deliverables (digital archive) are to be returned to: U.S. Government Publishing Office, Attn: Jerry Reed, 732 North Capitol Street, NW, Washington, DC 20401. (Telephone: 202-512-2010, Ext. 30847)

Upon completion of each order, all furnished materials must be destroyed.

All expenses incidental to picking up (if applicable) 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).

When required, furnished material must be picked up from: U.S. Government Publishing Office, Washington, DC 20401.

No definite schedule for pickup of material/placement of orders can be predetermined.

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

Contractor must complete production and distribution within seven (7) workdays of receipt of notification of the availability of the print order and furnished material.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

REPORTS: At the end of each month, the contractor must generate and submit a monthly report to the GPO. The report shall contain:

- Total number of orders placed each month
- Date orders were placed; the title(s) ordered on each print order
- Number of copies for each title ordered
- Number of pages for each title ordered
- How each ordered title was printed and bound
- Billing information for each title ordered

The contractor is to email the monthly report to the GPO, Attn: Shirley Forster, at sforster@gpo.gov.

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) 2,500
(b) 200

	(1)	(2)
II. (a)	3,360	3,520
(b)	92,260	4,160
(c)	368,700	608,560
(d)	108,080	98,700
(e)	1,360	880
(f)	2,910	3,330

	(1)	(2)
III. (a)	276,100	356,590
(b)	10,100	880
(c)	600	300
(d)	5,880	4,720

IV. (a) 20
(b) 20

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), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

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

A charge will be allowed for each text page, whether printed or blank. Unless otherwise specified, no more than three (3) 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. PREPRESS:

- (a) Scanning text matter per page.....\$ _____
- (b) Scanning halftones (digitization).....per illustration.....\$ _____

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 products listed in accordance with these specifications.

	4-1/4 x 5-1/2" up to and including <u>6 x 9"</u> (1)	7 x 10" up to and including <u>8-1/2 x 11"</u> (2)
(a) Saddle-Stitched: Printing text in black, including binding..... per page..... \$ _____	\$ _____	\$ _____
(b) Saddle-Stitched: Printing text in full color, including binding..... per page..... \$ _____	\$ _____	\$ _____
(c) Perfect-Bound: Printing text in black, including binding..... per page..... \$ _____	\$ _____	\$ _____
(d) Perfect-bound: Printing text in full color, including binding..... per page..... \$ _____	\$ _____	\$ _____
(e) Cover: Printing Covers 1 and 4 or Covers 2 and 3 in black, including binding..... per side..... \$ _____	\$ _____	\$ _____
(f) Cover: Printing Covers 1 and 4 or Covers 2 and 3 in full color, including binding..... per side..... \$ _____	\$ _____	\$ _____

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 page-size 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.

 (Initials)

4-1/4 x 5-1/2”
up to and
including
6 x 9”
(1)

7 x 10”
up to and
including
8-1/2 x 11”
(2)

- (a) White Offset Book (50-lb.)..... per leaf..... \$ _____ \$ _____
- (b) White Litho (Gloss) Coated Book (70-lb.)..... per leaf..... \$ _____ \$ _____
- (c) White Offset Cover (80-lb.) per leaf..... \$ _____ \$ _____
- (d) White Litho (Gloss) Coated Cover (80-lb.)..... per leaf..... \$ _____ \$ _____

IV. ADDITIONAL OPERATIONS:

- (a) Creation of book blocks in PDF per Amazon specifications.....per file.....\$ _____
- (b) Printing ISBN barcode on Cover 4..... per copy.....\$ _____

(Initials)

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

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

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

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

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

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

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

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

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

(Street Address)

(City - State - Zip Code)

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

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
