

PROGRAM: 0544-S						
TITLE: PRELIMINARY PRINTS OF U.S. REPORTS						
AGENCY: Supreme Court of the United States						
TERM: September 1, 2022 to August 31, 2023						
				CURRENT CONTRACTOR		
				McDonald & Eudy		PA Hutchison Co.
				Temple Hills, MD		Mayfield, PA
ITEM NO.	DESCRIPTION	BASIS OF				
I.	PRINTING AND BINDING:	AWARD	UNIT RATE	COST	UNIT RATE	COST
(a)	Text: Printing in black ink only including binding.....per page					
1.	Makeready and/or Setup.....	2,430	6.00	14,580.00	3.60	8,748.00
2.	Running Per 1,000 Copies.....	3,275	5.25	17,193.75	3.82	12,510.50
(b)	Complete Cover: Printing in black ink only including binding.....					
	per complete cover					
1.	Makeready and/or Setup.....	5	375.00	1,875.00	115.20	576.00
2.	Running Per 1,000 Copies.....	7	500.00	3,500.00	28.80	201.60
II.	ADDITIONAL OPERATIONS:					
	Tip-ins: trimming, folding, collating and inserting tip-ins into report					
per 1,000 inserts.....	3	325.00	975.00	360.00	1,080.00
III.	PACKING AND DISTRIBUTION:					
(a)	Individual mailing container printed on the spine.....per cartainer.....	150	3.50	525.00	1.20	180.00
(b)	Packing and sealing shipping container.....per container.....	295	2.50	737.50	0.96	283.20
CONTRACTOR TOTALS				\$39,386.25		\$ 23,579.30
DISCOUNT			1.00%	\$ 393.86	0.50%	\$ 117.90
DISCOUNTED TOTALS				\$38,992.39		\$ 23,461.40
AWARDED						

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Preliminary Prints of U.S. Reports

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

U.S. Supreme Court

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning the September 1, 2022, and ending August 31, 2023, plus up to two (2) optional 12-month extension periods that may be added by the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bid shall be opened at 11: 00 a.m., prevailing Washington, DC Time, on July 8, 2022 at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office, Washington, DC, will NOT be open to the public. Based on this, bidders must submit email bids for this solicitation to: bidsapsdc@gpo.gov. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission.

Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 70-mile radius of zero milestone Washington, DC.

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

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, contact Cecilia Dominguez Castro on (202) 512-0307 or at cdominguezcastro@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.p>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

SUBCONTRACTING: Subcontracting is not permitted.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, No. 9 is waived.

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:

Attribute

Specified Standard

P-7. Type Quality and Uniformity

O.K. Proofs/Average Type Dimension/
Electronic Media

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three (3) years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustments(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 September 1, 2022 to August 31, 2023, 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 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 May 31, 2022, 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)

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. The Preaward Survey will include a review of all contractor’s personnel involved, along with their specific functions.

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 September 1, 2022 through August 31, 2023 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 the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued under 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 above 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 because 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 delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for 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 under the "ORDERING" clause of this contract.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid before bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. 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>.

All contractor billing invoices must be itemized under the line items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of separate cover, perfect-bound books requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Preliminary Prints of U.S. Reports.

FREQUENCY OF ORDERS: Approximately 4 to 8 orders per year.

QUANTITY: Approximately 1,200 to 1,500 copies per order.

NUMBER OF PAGES: Approximately 350 to 850 pages (plus cover) per order. Approximately 1 or 2 orders per year will require approximately 1 to 3 tip-ins.

TRIM SIZES: 5-3/4 x 8-7/8".

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

Platform: Windows.

Storage Media: Email.

Software: Adobe Acrobat Pro DC (or later).

NOTE: All Government software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

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

Additional
Information: Files will be furnished in PDF format.

Tip-ins, when required. A folded sample of the tip-ins will be provided.

Cover Stock: Brown Vellum-Finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20, cut to 25-1/4 x 38" grain long, placed on skid or pallet. (See "CONTRACTOR TO FURNISH.")

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

Ordering Instructions for Cover Stock – Government furnished stock for the covers only must be ordered through GPO. After the print order is issued to the contractor, the contractor is required to email GPO, Agency Publishing Services at cdominguezcastro@gpo.gov with the number of sheets required. After the order is submitted, the contractor will be contacted to arrange for pickup of stock (third-party carriers are acceptable). NOTE: At contractor's option, contractor can order/pick up more than one print order's amount of paper at the same time.

Contractor to pick up the cover stock at Government Publishing Office, Paper Warehouse, Building 4, 1st and G Streets, NW, Washington, DC 20401.

It is the contractor's responsibility to order the amount of stock needed to fulfill the requirements of this contract. The contractor will not be entitled to any additional time in the schedule due to the contractor's failure to order this stock in sufficient time to meet the requirements of the contract schedule. The contractor does not pay for the paper; however, the contractor is responsible for prepaying for the freight or any other charges related to obtaining the paper. Charges incurred by the contractor for pickup of GPO furnished stock via small package carrier will be reimbursable upon submission of shipping receipts with the billing invoice.

Under no circumstances will the paper furnished by the Government be used for any purpose other than for producing the products under this contract. (See "STORAGE" and "CONTRACT EXPIRATION" specified herein for additional information.)

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check of the furnished media and publishing files (to include validating the integrity and predictability of the specified software under "GOVERNMENT TO FURNISH") through preflight operations to assure correct output of the required reproduction image. Any errors, media damage, data corruption, or difficulties in image processing discovered during the preflight operations that might interfere with proper file image processing must be reported immediately to Michael Slayton or Joseph Belange at (202) 479-3390.

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

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

Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

PROOFS:

Contractor to submit one (1) "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Two (2) sets of digital color content proof of the complete product including tip-ins inserted in position before binding, if applicable. 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.

If any contractor's errors are serious enough in the opinion of the Government 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 Government reserves the right to make changes to all proofs. The Government may require one or more sets of revised proofs before rendering an "O.K. to Print."

Contractor must not print prior to the receipt of an "O.K. to Print."

PRIOR TO BINDING SAMPLES: Prior to the binding of the total production quantity, the contractor must submit two (2) sets of gathered and folded printed signatures (trimmed or untrimmed) of the text pages (including any inserts, folded as per sample and inserted where indicated), plus two (2) cover samples for final approval.

Each sample shall be printed, folded, and gathered as specified above and must be of the size, kind, and quality that the contractor will furnish. Sample text signatures, inserts, and covers must be printed on the required stock/paper as specified herein.

Samples will be inspected and must comply with the specifications as to construction, kind, and quality of print and materials.

Contractor shall submit samples to: The U.S. Supreme Court, 3035 V Street, NE, Washington, DC 20018 (Attn.: Attn. Michael Slayton or Joseph Belange).

The container and accompanying documentation shall be marked "PRIOR TO BINDING SAMPLES" and shall include the GPO jacket, purchase order, program, and print order numbers.

After receipt of "O.K. to Print" on proofs, prior to binding samples must be submitted in sufficient time to allow Government inspection of the samples, production, and shipment/delivery in accordance with the "SCHEDULE".

The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Binding of the final product prior to approval of the samples submitted is NOT allowed. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities are to be manufactured.

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. 13" dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

All text paper used in each copy must be of a uniform shade.

Text: White Uncoated Text, basis weight: 40 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Cover: Brown Vellum-Finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20. This stock will be furnished by the Government. (See "CONTRACTOR TO FURNISH" for additional information.)

PRINTING:

Text: Print text head-to-head in black ink.

Cover: Cover 1 and spine prints in black ink. Covers 2, 3, and 4 are blank.

NOTE: The cover must be printed on the dark side of the paper and correct pagination (folio sequence with no missing pages) is critical.

The GPO imprint requirement is waived and must not print on the final product.

MARGINS: Margins will be as indicated on the print order or furnished copy. NOTE: Folio numbers must be aligned.

BINDING: Perfect-bind text and wraparound cover; trim three sides.

Tip-ins may be required on any order. Tip-ins are to be inserted throughout the text of each report. Tip-ins may be run as an extended leaf. The contractor will be required to trim and fold these to page size (according to the folding dummy) and insert into the reports where instructed. NOTE: Tip-ins may require manual insertion.

The size of the tip-ins cannot be predetermined at this time, but it is anticipated that the maximum size will be 17 x 11". When ordered, tip-ins will require from one to three folds (parallel).

PACKING:

Subscription Copies: All reports must be packed individually in one-piece mailing container (approximately 30 copies per order) before mailing.

Pallets are required for shipments to the GPO Laurel, MD address only, as specified in "DISTRIBUTION."

Deliveries to the Agency: Pack in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipping or delivery process.

LABELING AND MARKING: Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, Rev. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping bags or shipping containers. Label must clearly show GPO program number, jacket number, and print order number.

Deliveries to Superintendent of Documents (Laurel, MD, Attn: Subscription Stock): Before packing in shipping containers, full title, stock number, and volume numbers are to be printed on one spine of each individual mailing container.

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 the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. 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 Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor’s bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

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

DISTRIBUTION:

- **ADVANCE COPIES:** Deliver f.o.b. approximately 75 copies to: The U.S. Supreme Court, 3035 V Street, NE, Washington, DC 20018 (Attn.: Attn. Michael Slayton or Joseph Belange).
- Deliver f.o.b. destination approximately 463 copies to: BAC (C&I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 8660 Cherry Lane, Laurel, MD 20707-4986.
- Deliver f.o.b. destination approximately 15 copies to: BAC (By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276. (Marked: “Depository File Copies.”)
- Deliver f.o.b. destination the balance of each order to approximately five (5) addresses in the Washington, DC area. Inside delivery required.

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

Subscription Copies: When subscription copies are ordered, the contractor will be required to mail f.o.b. contractor's city approximately 30 copies per order for Information Dissemination (*Superintendent of Documents*). The contractor must apply the appropriate postage to these subscription copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The contractor will be reimbursed for the postage to mail these subscription copies by submitting a properly completed postal service certificate of mailing with billing invoice.

The postage for these subscription copies must be separated from other mailings; the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute subscription copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of subscription copies ordered may exceed the number of copies requiring mail distribution. Any residual subscription copies (subscription quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor's city by suitable means to a single address in the Washington, DC area.

The postage class and other mail requirements for subscription copies will be furnished as an excel file. The contractor shall contact Simone Silva-Sutton at ssilva-sutton@gpo.gov or (202) 512-2010 ext. 33213 for the subscription distribution addresses/labels and the postage class and other mail requirements, prior to the scheduled due date, if this information is not otherwise furnished.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order delivers/mailed) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 544-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivering/ mailing method, and title of the product. Contractor must be able to provide copies of all delivering/ mailing receipts upon agency request.

Upon completion of each order, all furnished materials must be returned to the U.S. Supreme Court to the address indicated under "SCHEDULE".

All expenses incidental to picking up and returning furnished materials (if applicable), and submitting proofs must be borne by the contractor.

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

Print order and furnished electronic media will be furnished via email.

When required, furnished materials (tip-ins) must be picked up from: The U.S. Supreme Court, 1 First Street NE, Washington, DC 20543.

Furnished material (except paper) to be delivered to: The U.S. Supreme Court, 3035 V Street, NE, Washington, DC 20018 (Attn.: Attn. Michael Slayton or Joseph Belange).

PDF soft proofs must be emailed to the ordering agency at the email address specified on the print order.

Digital color content proof must be delivered to and picked up from: The U.S. Supreme Court, Attn. Michael Slayton or Joseph Belange, 3035 V Street, NE, Washington, DC 20018.

No definite schedule for placement of orders can be predetermined.

The contractor must give two (2) workdays advance notice for arrangements to pick up the Government furnished cover stock via email. (See "CONTRACTOR TO FURNISH" for more information.)

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

- Contractor must complete production and distribution within 22 workdays after notification of availability of the print order and furnished material(s).
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided via email. The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.
- After receipt of "O.K. to Print" on proofs, prior to binding samples must be submitted in sufficient time to allow Government inspection of the samples, production, and shipment/delivery in accordance with this schedule.
- The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof.
- Contractor to complete distribution of advance copies only within five (5) workdays of receipt of approval on binding. (NOTE: Contractor must not complete the distribution until the ordering agency gives approval for distribution.)
- The ordering agency will provide approval/disapproval within five (5) workdays of receipt of advance copies.
- All proof, prior to binding sample and advance copy transit time are included in the 22-workday schedule.

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

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Offices of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov or via telephone at (202) 512.0520. Personnel receiving email or call, will be unable to respond to questions of a technical nature or to transfer any inquires.

STORAGE: The contractor must properly store all furnished paper stock in a manner that provides protection from any type of damage, especially from the elements.

Contractor must keep an accurate and updated account of how much stock is used under the requirements of this contract, including spoilage and/or damaged stock. The contractor will be responsible for reimbursing the Government for any stock that is damaged while in their possession.

CONTRACT EXPIRATION: The contractor must return any unused paper stock to the U.S. Government Publishing Office upon completion of the contract.

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)	(1) 2,430	(2) 3,275
	(b)	5	7
II.		3	
III.	(a)	150	
	(b)	295	

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other consignments.

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 non-responsive.

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 non-responsive.

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

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

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

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

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

I. PRINTING AND BINDING: Prices offered must be all inclusive, as applicable, and must include the cost of all required materials and operations necessary (including proofs, prior to binding samples, text stock, and storage of furnished cover stock) for the printing and binding of the product listed in accordance with these specifications.

NOTE: Contractor is not allowed to charge for any cover stock furnished by the Government.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 copies</u> (2)
(a) Text: Printing in black ink only including binding.....per page.....	\$ _____	\$ _____
(b) Complete Cover: Printing in black ink only including binding.....per complete cover.....	\$ _____	\$ _____

II. ADDITIONAL OPERATIONS:

Tip-ins: trimming, folding, collating and inserting tip-ins into report.....per 1,000 inserts.....\$ _____

(Initials)

III. PACKING AND DISTRIBUTION: Prices offered must be all inclusive, as applicable, and must include the cost of packing; mailing and shipping containers; all necessary wrapping and packing materials; labeling and markings; and complete distribution in accordance with these specifications.

- (a) Individual mailing container printed on the spine per container.....\$ _____
- (b) Packing and sealing shipping container per container.....\$ _____

My production facilities are located within the assumed area of production yes _____ no _____

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

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

(Initials)

SHIPMENTS: 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 Solicitations 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 agrees, 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 point(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in the expiration of the bid before award.

BIDDER'S NAME AND SIGNATURE: Unless a 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 email, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted per the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the Bid being declared non-responsive.*

Bidder _____
(Contractor's 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)

