



U.S. GOVERNMENT PUBLISHING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Saddle-Stitched Publications**

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

**Library of Congress**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning October 1, 2019 and ending September 30, 2020, plus up to four (4) optional 12-month extension periods 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 September 27, 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. Contractor is to follow the instructions 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 the following:

- 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](mailto: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 (revised 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
- (c) Exceptions:           P-1. Hickies and Spots – Level II  
                                  P-7. Type Quality and Uniformity – 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	OK Proofs; Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

\*Special Instructions: When press sheet inspection is required, O.K. Press Sheets shall become the Specified Standards.

**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 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for periodic 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. 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, 2019 through September 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 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 June 30, 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.

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.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with "Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of September 2019, will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which two months prior to the month is being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \underline{\quad} \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.

7. Adjustments under this clause will be applied to the contractor's bid price(s) for Item II. "PAPER" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**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. At the option of the Government, the postaward conference may be held via teleconference.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. 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.

**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, 2019 to September 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 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/agency/billing-and-payment>.

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of self- and separate-covered saddle-stitched publications requiring such operations as electronic prepress, proofs, printing, binding, packing and distribution.

**TITLE:** Saddle-Stitched Publications.

**TRIM SIZE:** 8-3/8 x 10-7/8".

**QUANTITY AND FREQUENCY OF ORDERS:** Approximately six (6) orders per year for 250,000 to 300,000 copies

**NUMBER OF PAGES:** Approximately 72 to 112 pages per order. Saddle-stitching required.

### GOVERNMENT TO FURNISH:

*Electronic media will be furnished as follows –*

*Platform:* IBM PC Compatible System.

*Storage Media:* CD-R/RW, E-mail or via contractor-hosted FTP server  
Files will be furnished as Print-quality PDFs

*Software:* Adobe InDesign CC, Adobe Acrobat.

All files will be created in current versions or near current versions of the above mentioned program.

**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.**

*Fonts:* All fonts will be provided with electronic files or embedded in the PDF files.

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 supplied

**Note:** Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

Names and addresses will be furnished by File Transfer Protocol (FTP) via the Internet, protected by "For Your Eyes Only" software, for addressing self-mailers by ink jet printing.

Quantities to each destination are indicated in the data.

A test run of ink jet addressing is required before the first print order is issued. An electronic file for conducting the test will be provided to the contractor. After transmission of the electronic file, the contractor will provide samples of ink jet addressing within **one week**, to the address noted under "Schedule." Addresses must contain all fields and codes in proper position as specified by the department with no extraneous information. Addresses must be located according to U.S. Postal regulations.

Identification markings such as, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, 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.

**File Transfer Protocol (FTP):** The Contractor must be able to transfer large graphic digital files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award.

The Government will not be responsible for an FTP site being out of service. It is the responsibility of the contractor to maintain the operation of their FTP site. Additional time and/or money will not be authorized due to the FTP site being out of service.

**Electronic Mail:** Contractor shall have the capability to exchange electronic mail. The Government will not be responsible for email accounts being out of service. It is the responsibility of the contractor to maintain the operation of their email accounts. Additional time and/or money will not be authorized due to the email being out of service.

**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 image processing must be reported to the ordering agency.

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those specified by the Government.

**PROOFS:** Provide on every order the following:

**Digital color content proofs** - Two complete sets of the entire publication.

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. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Deliver one set of proofs to National Library Service for the Blind and Physically Handicapped (NLS), 1291 Taylor Street NW, Washington, DC 20011.

Deliver one set of proofs to The Library of Congress, 101 Independence Avenue, S.E., Washington, DC 20540.

**Inkjet Proofs** – One set for cover only.

Proofs must be G7 profiled and use pigment based inks. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized.

Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009 or later).



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

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.

If any author's alterations are submitted and serious enough to require revised proofs, and original schedule cannot be maintained, contractor must notify GPO (Compliance and Contract Administrator) and the ordering Agency immediately of the need for the change in schedule. If author's alterations are required and schedule can be maintained, a per page charge will be allowed for each page change, as a result of the alterations. However, schedule must be maintained in order for the per page charge to be granted

**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-standards-pdf-files/vol\\_12.pdf?sfvrsn=2](https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf?sfvrsn=2)

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

Text: 50lb. White Opacified Offset, equal to JCP Code A80

Cover: White Vellum-Finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

**PRINTING:**

*All covers* – Print one Pantone color in the following colors (must match Pantone number as indicated on the print order).

Color will be specified on the print order:

Pantone 187U (dark red)	Pantone 032U (bright red)
Pantone 166U (orange)	Pantone 7549U (yellow)
Pantone 377U (green)	Pantone Green (green/teal)
Pantone 309U (dark blue)	Pantone 307U (bright blue)
Pantone 304U (light blue)	Pantone 280U (indigo)
Pantone 2603U (purple)	Pantone Black 6 (black)
Pantone 7540U (dark gray)	Pantone Cool Gray 1 (light gray)

*All text pages* - Print face and back, head to head in black.

**NOTE:** Extraneous ink spots or any other foreign matter deposited on the finished product will be cause for rejection of the order. It is essential that there be no ink splatter onto the background area; these products are for low vision customers.

**MARGINS:** Margins will be as indicated on the print order or furnished copy. Cover 1 and/or Cover 4 occasionally bleed on 2 or 3 sides.

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

**QUALITY CONTROL AND INSPECTION:** The contractor must maintain a thorough quality assurance program to guarantee that computerized jet printing, or a comparable system of address printing, is clear and legible and that a copy of the finished product is mailed to all addresses contained in electronic files.

All electronic files furnished by the Government or duplicates made by the contractor or his/her representatives and any resultant printouts must be kept accountable and under guarded security to prevent tampering or their release to any unauthorized persons. Files may not be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All files, or resultant printouts, shall be destroyed by the contractor pursuant to subsequent directions of the contracting officer or the contracting officer's authorized representative.

**PACKING:**

Shrink-film wrap in units of 25, 50, as ordered.

**Bulk Shipments:** Pack in shipping containers. Each shipping container must not exceed 40 pounds when fully packed. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

**Palletizing:** Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill 2 layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 48 x W 40", Full entry must be on the 40" width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 47". Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Cartons should be arranged with labels facing outward on all sides of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

**Mailed Shipments:** Single copies, except those sent to foreign, APO, and FPO destinations, must be mailed as self-mailers.

Insert single copies to foreign, APO, and FPO destinations and multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 36 pounds, must be inserted into cushioned shipping bags or packed in shipping containers (maximum gross weight 40 pounds).

**LABELING AND MARKING (Package and/or Container label): Bulk Shipments:** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

**Mailed Shipments:** Addressing of self-mailers will be accomplished by ink jet printing directly onto finished product from information provided in electronic files. The Government will supply address information by electronic files, for use in preparing addresses for printing by ink jet or equivalent. The contractor must extract those files from a URL that will be provided.

For foreign, APO, and FPO addresses, ink jet spray address directly to each unit of mail packaged in kraft envelopes. For bulk mail, ink jet spray address to the container label for each unit of mail packaged in cushioned shipping bags and shipping containers. All envelopes, bags, and containers shall indicate the return address provided by the department.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on 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) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [www.gpo.gov](http://www.gpo.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address listed under SCHEDULE.

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

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against 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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (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 Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

Deliver f.o.b. destination

NLS/BPH Inventory Management Section, Library of Congress, 1291 Taylor St. NW, Washington, DC 20011, (202) 707-0761

Multistate Center East, Library of Congress, 685 Redna Terrace, Cincinnati, OH 45215-1190, Attn: Jacqueline Conner, (513) 771-1127

Multistate Center West, Library of Congress, 250 North 1950 West, Suite D, Salt Lake City, UT 84116-7904, Attn: Joe Ballard, (801) 715-6779

A fourth address, if required, will be supplied on the Print Order.

Ship f.o.b. contractor's city

A single shipment or several shipments over 40 pounds scheduled for shipment on the same day to a single destination are to be shipped by reimbursable prepaid commercial bill of lading unless otherwise instructed. Shipments under 40 pounds may be made by "Free Matter" mailing.

**NOTE: Inside delivery required.**

Mail f.o.b. contractor's city

All foreign mailing shall be made at the printed matter air rate for foreign destinations, and the words "Airmail, PAR AVION" must appear on the address side of the package to the left of the destination address. A second "PAR AVION" marking must be placed on the back of the package.

Domestic mail will be at the "Free Matter for the Blind or Handicapped" rate, except mail to APO and FPO addresses.

Mailing for APO and FPO addresses will be at the First Class rate.

If mail is metered by the contractor's personnel, the contractor will be responsible for insuring that the correct postage is affixed to foreign and domestic packages to avoid the return of mail due to insufficient postage and delayed receipt by addressee.

Items mailed as "Free Matter for the Blind or Handicapped" will be prepared and sorted in ZIP code order in accordance with U.S. Postal Service requirements, or other specific sort as required by local postal authorities. Foreign, APO, FPO, and bulk addresses will be sorted separately. Contractor shall be responsible for coordinating the expeditious handling of large quantities of "Free Matter" mail with local post office.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

**Certificate of Conformance:** When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

A copy of all mailing receipts must be sent to the address listed under "Schedule" within 5 workdays after completion of mailing.

One copy of contractor's billing invoice for each print order showing itemized amount of billing must be emailed to Mark Schwartz, Library of Congress, at [mschw@loc.gov](mailto:mschw@loc.gov) within 10 days of the delivery date.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed/ships) via email at [srudy@loc.gov](mailto:srudy@loc.gov). The subject line of the email shall be "Distribution Notice for Program 760-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailed/shipping methods, and title of product. Contractor must be able to provide copies of all delivery/mailed/shipping receipts upon agency request. Upon completion of each order, all furnished materials plus one sample copy must be returned to the address under "Schedule".

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

Complete addresses and quantities will be furnished with the print orders. Occasionally, distribution will be sent with O.K. to print proofs.

Upon completion of each order, the contractor is to notify the LOC of the date of shipment (or delivery, if applicable) USPS certificates of mailing must be supplied. E-mail information to: [mschw@loc.gov](mailto:mschw@loc.gov) ; [krfe@loc.gov](mailto:krfe@loc.gov)

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

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be delivered to: The Library of Congress, Publications and Media Section, 1291 Taylor Street, NW, Washington, DC 20011

**Note:** For this address, use ZIP code 20011 for deliveries and shipments.

No deliveries shall be made through U.S. Mail to this address. Contact Mark Schwartz at 202-707-9280 or by email at [mschw@loc.gov](mailto:mschw@loc.gov) or Kristen Fernekes at 202-707-0521 or by email at [Krfe@loc.gov](mailto:Krfe@loc.gov) regarding any problems or difficulties.

Government furnished materials will be provided at the agency pickup location. It is the responsibility of the contractor to pick up the materials. If the contractor hires a shipping company such as Federal Express to transport the Government furnished materials, it is the responsibility of the contractor to make all arrangements and to provide completed shipping forms.

No definite schedule for pickup of material 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.

Complete production and distribution, including proofing, must be completed in 19 workdays. When ordered, proofs will be withheld 4 workdays from receipt in the Library of Congress until available for pickup.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified, and the date products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service, UPS, and Federal Express.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov), via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

### 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 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) 492
- (b) 984
- (c) 24

- II.
- (1) (2)
- (a) 6 1,701
- (b) 468 132,734

- III. (a) 66,367
- (b) 3,402

- IV. (a) 100

- V. (a) 1. 200
- 2. 1
- (b) 1. 1,571
- 2. 1,733
- 3. 225

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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city for mailing and shipments sent under commercial bills of lading and f.o.b. destination for all other shipments.

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 100 or 1,000, will be prorated at per 100 or 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.

**I. ELECTRONIC PREPRESS**

Trim/Page-Size: one basic charge will be allowed for each color per page

- (a) Trim/Page-Size unit produced from electronic file ..... per color/per page ..... \$ \_\_\_\_\_
- (b) Digital Content Proofs ..... per trim/page size unit ..... \$ \_\_\_\_\_
- (c) Ink-jet Proofs ..... per trim/page size unit ..... \$ \_\_\_\_\_

**II. PRINTING AND BINDING:**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
a) Printing separate cover in one additional pantone color .....per cover .....	\$ _____	\$ _____
b) Printing text pages in a single color .....per page .....	\$ _____	\$ _____

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



**III. PAPER:**

(a) 50 lb. Opacified White Offset.....per 1,000 leaves .....\$ \_\_\_\_\_

(b) 50 lb. White Vellum Cover .....per 1,000 leaves .....\$ \_\_\_\_\_

**IV. ADDITIONAL OPERATIONS:**

(a) Shrink-film wrapping..... per 100 packages ..... \$ \_\_\_\_\_

**V. PACKING AND DISTRIBUTION**

(a) Bulk shipments (other than by mail):

(1) Packing and sealing shipping containers.....each container..... \$ \_\_\_\_\_

(2) Palletizing..... per pallet..... \$ \_\_\_\_\_

(b) Mailing: (including affixing labels and delivery to Post Office). The price must be all-inclusive as applicable in accordance with these specifications.

(1) Single copies (self-mailer) ..... per 1,000 copies..... \$ \_\_\_\_\_

(2) Single copy or multiple copies in kraft envelope (up to 200 leaves)..... per envelope ..... \$ \_\_\_\_\_

(3) Multiple copies over 200 leaves, up to 36 lbs., in cushioned shipping bags or (at contractor's option) packed in shipping containers with maximum gross weight of 40 lbs..... per bag or container ..... \$ \_\_\_\_\_

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

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)