

U.S. GOVERNMENT PUBLISHING OFFICE

NORTHCENTRAL REGION APS TEAM
Washington DC 20401

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

USGS Minerals Yearbooks

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

U.S. Geological Survey, Eastern Region, Geology

Single Award

BID OPENING: Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on **December 28, 2022.**

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to bidchicago@gpo.gov for this solicitation.

No other method of bid submission will be accepted at this time.

The program number “3505-S” and bid opening date “**December 28, 2022**” must be specified in the subject line of the emailed bid submission. Bids received after “**2:00 p.m. Central**” on the bid opening date specified above will not be considered for award.

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 10 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 prior to 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.

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 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 in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

NOTE: Bidder must use the exact bid pages in “SECTION 4. – SCHEDULE OF PRICES,” and MUST NOT substitute their own bid formatting in their submitted bid. Substitution may result in a determination of the bid as non-responsive

CONTRACT TERM: The term of this contract is for the period beginning **Date of Award and ending December 31, 2023**, plus up to 2 optional 12-month extension period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause in this contract.

NOTE: This is an existing Term Contract with minor changes throughout.

INFORMATION: For questions about these specifications call Gina Reece @ 312 353-2717 or greece@gpo.gov. Questions about these specifications should be forwarded at least 1 workday before the Bid Deadline, in order to be addressed prior to bid submission.

Email requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at kdodson@gpo.gov.

Doing Business with GPO Customer Services during the Coronavirus Pandemic:

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective 12/1/87, revised 01-18) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective 5/79, revised 09/19).

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-rev-09-19.pdf>.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>). GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is printing. Bidders who must subcontract this operation will be declared non-responsible

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Solicitation Provisions, Supplemental Specifications, and Contract Clauses (GPO Publication 310.2), is waived

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

Product Quality Levels:

- (a) Printing Attributes – Level III.
- (b) Finishing 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>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proof
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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.

OPTION TO EXTEND THE CONTRACT TERM: 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 3 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 periodic pricing revision.

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 December 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 (**October 1, 2022**) prior to the beginning of the contract, 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.

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 December 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

RIGHTS IN DATA: The term "data" as used herein, includes all information in connection with the supplies and operations under the contract herein, including but not exclusive to, magnetic tapes, disks, or other magnetic or similar media, transmissions of or access to any digitized information, and any other data information furnished to or accessed by the contractor, or produced by the contractor.

All data, whether produced in the performance of this contract or delivered by the Government to the contractor for use during the performance of the contract, shall be the sole property of the Government. The contractor shall have no rights at common law or equity and may not establish any statutory copyright in such data. The contractor shall not sell, publish, copy, or distribute any such data, in whole or in part, (other than as required by the terms of this contract), without the express written consent of the Government

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 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. 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.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

PAYMENT:

Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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."

NOTE:

Contractor is required to furnish a courtesy copy of the invoice voucher, including full shipping and postage details, within two (2) workdays of submission of invoice voucher to GPO FMCE to:

Cathy Knutson
Department of Interior
U.S. Geological Survey
Publishing Service Center 4, MS 903, Room 3B431
12201 Sunrise Valley Drive
Reston, VA 20192
703-648-6884
cyknutson@usgs.gov

In addition to the above, the contractor is required to email a copy of each billing along with a copy of the individual print order to infonorthcentral@gpo.gov. Failure to follow this procedure may result in delayed payment. Also contractor is required to email delivery receipts and final invoice in PDF format to originator of each GPO Form 2511 print order. All documents should be in one PDF file. Originator's email address will be found at the bottom of each GPO Form 2511 print order. Subject line of the email will be the print order number.

CONTRACTOR MUST ITEMIZE INVOICES FOR PAYMENT TO MATCH

THE SCHEDULE OF PRICES FORMAT.

FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY

RESULT IN DELAYED PAYMENT

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity shipped and/or delivered, number of cartons and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. Original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of perfect-bound and case-bound books with separate covers, requiring such operations as pickup/receipt of furnished materials, electronic prepress, proofs, prior to production cover samples, printing in black and Pantone inks, foil stamping, perfect binding and case binding, packing, labeling, return of furnished materials and distribution.

TITLE: USGS Minerals Yearbooks.

Although this is an option year contract, all estimates, averages, etc. are based on one year's production.

FREQUENCY OF ORDERS:

Perfect-bound books: Approximately 5 orders per year

Case-bound books: Approximately 2 order per year

QUANTITY:

Perfect-bound books: Approximately 500 to 800 copies per order

Case-bound books: Approximately 500 to 850 copies per order

TRIM SIZE:

Perfect-bound books: 8-1/2 x 11

Case-bound books: Text pages 8-1/2 x 11". Does not include the overall size of the case-bound cover. Contractor to determine the size of case-bound cover in accordance with Library Binding Standards. Contractor must adjust spine and covers as needed, in a uniform manner so that finished product will be of good quality and appearance.

NUMBER OF PAGES:

Perfect-bound books: Approximately 200 to 600 text pages per order, plus separate cover

Case-bound books: Approximately 500 to 1,200 pages per order, plus separate case-bound cover

GOVERNMENT TO FURNISH: Agency will send information to the contractors provided information to upload large files for printing

- GPO Form-952 Desktop Publishing - Disk Information
- Proof labels
- Color lasers of covers and spine to be used as a visual reference

Contractor will be responsible for final output that is in conformance with the visuals provided.

Electronic files will be generated on a PC, utilizing Adobe Creative Suite, including InDesign and Illustrator. Charts generated in Microsoft Excel will have been placed in InDesign. Furnished files will be supplied in high resolution PDF and in native format. All fonts will be embedded, images linked, and the colors specified (PMS 289U, Imitation Gold Foil Match PMS 871C and (CMYK) Black. All printer and screen fonts will be furnished.

Print Order (GPO Form 2511): Print orders will generally be sent via e-mail. At the Government's option, print orders may be furnished as a hard copy by FTP. Contractor must be able to accept via e-mail.

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.

EXAMINATION OF FURNISHED MATERIAL: Contractor must immediately upon receipt perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Additional charges or extensions in schedule will not be allowed due to contractor’s failure to thoroughly examine material.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the Agency in sufficient time to comply with the shipping schedule. 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. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility.

Required electronic prepress operations to be provided at no additional charge to the Government:

Contractor will be required to adjust pages in furnished electronic files as needed to ensure adequate margins, and to ensure that fine lines (usually in charts) do not reproduce so lightly that they become illegible. Contractor will be required to electronically adjust elements on covers and spine as needed for optimal placement. In order to make the adjustments, contractor may be required to revise either the supplied PDFS or native files. See “TYPESETTING” below for requirements related to returned revised production files.

TYPESETTING:

Occasionally, orders may require type or content corrections to furnished, such as correcting misspellings. The contractor must match specified or existing typefaces and sizes as ordered. Varying typestyles and sizes may be required. Acceptance of any similar alternate typeface is at the discretion of the Agency. Separate charges will be allowed for these operations in the “SCHEDULE OF PRICES.”

Contractor must make all additional typesetting to a copy of the furnished electronic files and provide a new electronic files to the agency when the order is completed. Returned revised final production files must be native application files unless otherwise specified on the GPO Form 2511 Print Order or requested by the agency. Files must be an exact representation of the final printed piece and shall be returned on the same type of storage media as the original files. The Government will not accept PostScript files, or any proprietary file formats other than those supplied, unless specified by the Government.

PROOFS: When sending proofs to the agency, contractor must include in the package the furnished materials (lasers, folio'd copy and electronic files) using the agency-furnished proof label which must be filled in by the contractor and used on all proof packages. Contractor must include in the proof package a Proof Sheet, a FedEx or UPS Shipping Label (or provide a FedEx or UPS account number) for overnight return shipping.

Perfect-bound books:

Covers 1 and 4 with spine (covers 2 and 3 are blank):

At the start of the contract (with the shipment of the first set of proofs), contractor to create two (2) sets of ink draw downs on actual production stock of the Pantone color(s) used to produce the covers. One ink drawdown set will be sent to the agency and the second set will be maintained by the contractor. The set of ink drawdowns sent to the agency will not be returned to the contractor. No additional charge will be allowed for ink draw downs.

The ink drawdowns will be used for color match on press. In addition, at the start of the contract, the Government will furnish previously printed samples for color match during the course of the contract. Contractor will be required to match all colors from book to book and order to order during the course of each individual order and across the entire contract.

All text pages and covers, for each individual print order:

One (1) set of digital color content proofs for all text and cover pages. 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.

Case-bound books:

Cover 1 and spine (covers 2, 3, 4 are blank):

At the start of the contract (with the shipment of the first set of proofs for the first order placed whether the order is for a perfect-bound book or a case-bound book), contractor to submit to agency, for approval, samples/swatches of the fabric and gold foil to be used in actual production of the case-bound books. No additional charge will be allowed for these samples/swatches.

With each print order for a case-bound book, contractor to submit to agency, for approval, one prior to production sample of covers 1, 4 and spine, in flat format, using the exact fabric and gold foil to match the actual production materials. The agency will return this sample to contractor.

The prior to production sample will be used for color match of final product. In addition, at the start of the contract, the Government will furnish previously printed samples for color match during the course of the contract. Contractor will be required to match all colors and fabrics from book to book and order to order during the course of each individual order and across the entire contract.

All text pages and covers, for each individual print order:

One (1) set of digital color content proofs for all text and cover pages. 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.

The contractor must not print prior to written receipt of an "OK to Print."

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.

AUTHOR'S ALTERATIONS: Author's alterations (AAs) may occur occasionally during the proofing stage. At the Government's option, changes may be supplied by the Agency or requested from the contractor. It is anticipated that most AA's will be supplied by the agency.

Author's alterations (AA's) proofs shall be digital color content PDF proofs, provided via e-mail to one or more email addresses as provided by the Agency.

One (1) or more "Press Quality" PDF "soft" proof(s) (for content only) created 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. Contractor must call agency to confirm receipt.

Author's alterations will be charged at the regular contract rates per the "SCHEDULE OF PRICES" Charges for making author's alterations will not be honored unless the invoice voucher that is submitted to GPO is supported by all documentation showing author's alterations marks.

The contractor must not print prior to written receipt of an "OK to Print."

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.

Color of paper furnished shall be of a uniform shade. The GPO Contracting Officer reserves the right to reject any order printed on paper the color of which materially differs from JCP standards.

Perfect-bound books:

Text: White Offset Book, basis weight 70 lbs. per 500 sheets, 25 x 38", equal to JCP A60.

Cover: White Smooth Finish Cover, basis weight 100 lbs. per 500 sheets, 20 x 26", equal to JCP L21.

Case-bound books:

Text: White Offset Book, basis weight 60 lbs. per 500 sheets, 25 x 38", equal to JCP A60.

Endleaves: Machine-Finish Book End, basis weight 80 lbs., 25 x 38", equal to JCP A50.

Binders Board: Book Cover Board, basis weight .079" thick, 25 x 38", equal to JCP R30.

Case-bound Cover Material: Vellum-Finish Holliston Roxite, Pyroxylin Impregnated Binding Fabric. Basis Weight 65 lbs. Fabric material must be a close color match to PMS 289U blue.

Barcode Sticker: White Offset Book, basis weight 60 lbs. per 500 sheets, 25 x 38", equal to JCP A60.

PRINTING AND INKS: Digital printing or offset printing is acceptable at contractor's option.

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

Perfect-bound books:

Text prints in black ink, head to head, type, line matter, grayscale, solids with reversing and silhouettes. Approximately 5% of pages will be blank.

Covers 1, 4 and spine print in Pantone 289U. It is preferred that the barcode on cover 4 print in Pantone 289U, but at contractor option may print in black. If contractor chooses to print barcode in black no additional charge to the Government is allowable. Adjust the spine and cover elements as necessary. Cover is a wrap around. Covers 2 and 3 are blank.

Case-bound books:

Text prints in black ink, head to head, with type, line matter, grayscale, solids with reversing and silhouettes. Approximately 5% of pages will be blank.

Stamp front cover and spine in imitation metallic gold foil to match Pantone 871C. Stamping must have good adherence to case cover material and have solid impressions – no picking, pinholes, or filled letters or areas.

Contractor to create the necessary media to foil stamp the cover and spine. Cover image is approximately 7-1/2 x 10-1/4" consisting of 7 typelines, 1 rule and 1 fine line detailed departmental logo. Spine image is approximately 1-3/4 x 10-1/8" consisting of 7 typelines and 1 fine line detailed departmental logo.

Barcode sticker for cover 4: GPO Sales Publication and GPO Bookstore copies require an adhesive-backed sticker to be printed for application to cover 4. Sticker prints in black ink on white background, dimensions approximately 2-1/4" wide x 1-1/4" tall, and contains the Agency ISBN Barcode, unique to each volume. The ISBN number must be printed in Human-Readable Interpretation, and bar coded using 3 of 9 (code 39) Bar Code System, non-contact reading in accordance with ISO-2108:2005.

See <http://www.isbn-international.org/en/userman/download/ISBNmanual.pdf>.

MARGINS:

Perfect-bound books: Contractor must adjust margins as needed. Margins must be suitable and uniform on the text pages. Outside cover bleeds, generally on bottom and right. Text pages do not bleed.

Case-bound books: Adequate gripper. Contractor must adjust margins as needed. Margins must be suitable and uniform on the text pages.

BINDING:

Perfect-bound books: Perfect bind on the left 11" dimension. Trim 3 sides. Wrap around cover, trim flush, glued on with grain running parallel to spine. Score on all folds with two additional scores placed to create hinge 1/4" from spine.

Case-bound books: Case bind on the left 11" dimension. Reinforce the endleaves and the first and last signatures with strips of ungummed, sized cotton cloth extending 3/4" on inner side of the signatures and 1" on the endleaves. Smyth (Signature) sew. Paste endleaves front and back and free fly leaves front and back. Trim 3 sides, round, back and headband (blue/gold headbands). Reinforce back with sturdy crash paper liner. Case bind with suitable squares.

Sticker for cover 4 of case-bound books: Sticker must be applied to cover 4 in the bottom right corner, approximately 1/2" from the bottom and 1/2" from the edge of the spine using suitable high tack adhesive to ensure that at any time during or after production, including in any excessive handling situations, the sticker will not fall off.

PACKING AND LABELING:

Pack suitably in shipping containers not to exceed 45 lbs. when fully packed. Pack in heavy duty cartons (275 psi) with padded corners to prevent damage.

The following must be included on all shipping containers and labels: Program 3505-S, Print Order Number, Requisition Number, Jacket Number and Title. Sales Publication copies must also include Stock Number, Requisition Number and ISBN number. Requisition Number and ISBN Number are unique to each order and will be noted on the GPO Form 2511 Print Order.

Contractor must notify the agency on the same day that the product ships, via e-mail sent to Cathy Knutson at cyknutson@usgs.gov, (703) 648-6884. The subject line of this message shall be "Distribution Notice for Program 3505-S, Print Order Number, Jacket Number, Requisition Number". The notice must provide all applicable tracking numbers, shipping method, and book title.

Special Note on GPO Copies for Each Volume of 500+ Pages:

Individual Mailing Cartons (IMCs) are required for each GPO Copy that is 500+ pages.

When a volume is 500+ pages, ALL GPO RIDER COPIES (FDLP Depository, Library of Congress Depository File, IES Depository, Sales Publication/GPO Bookstore copies) must be placed in IMCs prior to being packed suitably in cartons.

- GPO Depository copies must have the full title printed on the spine of the IMC.
- GPO Sales Publication and GPO Bookstore copies must additionally include printing of the Stock Number, Requisition Number and ISBN Number printed in the location as directed by the agency. See "DISTRIBUTION" for details.

Individual Mailing Carton (IMC) Criteria:

1. Top flaps when folded over inside tucks should meet "FLUSH" or have a gap of no more than 1 inch between them. Top flaps should NOT overlap.
2. Gummed reinforced tape should be 3 inches wide and must completely cover the edges of both of the top flaps and extend around both ends of the mailing container.

3. Cartons must hold publications snugly to avoid internal movement and damage to the publication.

GPO SUPT. DOC FEDERAL DEPOSITORY LIBRARY PROGRAM (FDLP) COPIES: Cartons containing FDLP copies delivered to the GPO document warehouse must be clearly marked to indicate the total number of cartons in the shipment. For example: 1 of 3; 2 of 3; 3 of 3.

GPO LIBRARY OF CONGRESS DEPOSITORY FILE COPIES: Must be shipped via FedEx, UPS or USPS due to security requirements.

GPO INTERNATIONAL EXCHANGE SERVICE (IES) DEPOSITORY COPIES: Cartons containing IES copies delivered to the GPO document warehouse must be clearly marked to indicate the total number of cartons in the shipment. For example: 1 of 3; 2 of 3; 3 of 3.

GPO SALES PUBLICATION AND GPO BOOKSTORE COPIES: See special requirements throughout contract, including “PRINTING”, “PACKING AND LABELING” and “DISTRIBUTION”.

GPO SAMPLES: Mark package with Program number and Print Order number. GPO samples are to be shipped at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. Deliver sample copies by the most economical method. No additional charge will be allowed for these samples.

GPO “VERIFICATION OF DELIVERY”: Contractor MUST email delivery verification information to VerifyChicago@gpo.gov WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. If a contract specifies a shipping method of **f.o.b. contractor city** (at government’s expense), enter the date of shipment. If a contract specifies **f.o.b. destination** (at contractor’s expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each print order may result in delayed payment of invoices.**

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity shipped and/or delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of these receipts or other acceptable proof must accompany the contractor’s voucher for payment.

DISTRIBUTION:

Proofs: (Deliver F.O.B. Destination (at contractor’s expense) via traceable means).

Address for delivery of proofs will be provided on each print order, but is anticipated to be as shown as follows. Address will include a mail stop as indicated on each GPO Form 2511 print order.

Department of Interior
U.S. Geological Survey
Publishing Service Center 4, MS 903, Room 3B431
Room 3B128, MS 984
12201 Sunrise Valley Drive
Reston, VA 20192
Attn: Cathy Knutson (703-648-6884)

See “PROOFS” for additional proof package instructions.

Agency copies: Deliver F.O.B. Destination (at contractor’s expense) via traceable means. See pages 16 to

19 for sample distribution lists. All destinations are in the U.S.

Estimated distribution for Agency copies:

- Single copies to 1-15 destinations
- 2 copies to 1-7 destinations
- 3 – 49 copies to 1-2 destinations

Inside delivery required.

Delivery of cartons to the Reston, VA loading dock must be made between 7:30 a.m. and 3:30 p.m.

GPO copies: Deliver F.O.B. Destination (at contractor's expense) via traceable means. All destinations are in the U.S.

Requisition Number and ISBN Number are unique to each order and will be noted on each GPO Form 2511 Print Order.

(Varies) Copies to:
(Per each fiscal year)

U.S. Government Publishing Office
Federal Depository Library Program (FDLP)
Document Warehouse
8660 Cherry Lane
Laurel, MD 20707-4986
Marked: Supt. Doc, FDLP Depository Copies, BAC 1520-01,
Item No. 0639
**(Approximately 565 copies at start of contract for both
perfect-bound books and case-bound books)**

25 Copies to:

Library of Congress
US/Anglo Division
US Government Documents Section
101 Independence Ave., SE
Washington, DC 20540-4274
Marked: Depository File Copies, BAC (By-Law) 1525-01
(Must deliver via FedEx, UPS or USPS)

90 Copies to:

U.S. Government Publishing Office
International Exchange Service (IES)
Document Warehouse
8660 Cherry Lane
Laurel, MD 20707-4986
Marked: IES Copies, BAC (FDLP) 1540-01

85 Copies to:

U.S. Government Publishing Office
Document Warehouse
Receiving Section, STOP SSWR
8660 Cherry Lane
Laurel, MD 20707-4986
Attn: "Subscription Stock"

(Varies) Copies to:
(Per each 2511)

U.S. Government Publishing Office
Documents Warehouse
Receiving Branch, STOP SSWR
8660 Cherry Lane
Laurel, MD 20707-4950
Marked: Sales Publication - Stock Number, Requisition Number,
ISBN Number
**(Approximately 65 copies at start of contract for perfect-bound
books and 80 copies for case-bound books)**

(Varies) Copies to:
(Per each 2511)

U.S. Government Publishing Office
GPO Bookstore
Manager, GPO Bookstore, Stop SSFM
732 North Capitol Street NW
Washington DC 20401-0003
Marked: Sales Publication - Stock Number, Requisition Number,
ISBN Number
**(Approximately 5 copies at start of contract for perfect-bound
books and 5 copies for case-bound books)**

Questions regarding Sales Publication copies or GPO Bookstore copies
can be directed to Glenda Carmichael gcarmichael@gpo.gov 866-512-
1800, ext. 31636 or Tiffany Merrick tmerrick@gpo.gov 866-512-1800,
ext. 30906, or send to IntentToPublish@gpo.gov

1 GPO Sample to:

U.S. Government Publishing Office
Attn: (Program 3505-S) and (Print Order #)
7725 Suburban Lane
Bridgeview, IL 60455

RETURN OF GOVERNMENT FURNISHED MATERIALS: Upon completion of each order, all
furnished materials must be packed separately and returned to the agency at the same address indicated
for delivery of proofs in "DISTRIBUTION" unless otherwise indicated on the GPO Form 2511 Print
Order or by the agency, and shall be marked with program number, print order number, jacket number
and requisition number.

All expenses incidental to returning materials 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).

No definite schedule for pickup of material can be predetermined. The Government will notify the
contractor when furnished material and print order are available for pickup.

Multiple print orders may be placed on the same date. No additional time will be allowed for multiple
print orders whose schedules overlap.

All pickups and deliveries must be made Monday through Friday, exclusive of Federal Holidays, before
3:30 pm local prevailing time.

Perfect-bound books:

Proofs must be provided within 5 workdays of notification of availability of materials.

The Agency will hold proofs 5 workdays from receipt to notification of contractor for pickup.

When revised proofs are required due to author's alterations, revised proofs should be sent to Agency within 2 workdays from contractor receipt of first set.

The Agency will hold revised proofs 2 workdays from receipt to notification of contractor for pickup.

Complete production and delivery must be made within 20 workdays after agency "OK to PRINT".

Case-bound books:

Proofs and prior to production sample must be provided within 8 workdays of notification of availability of materials.

The Agency will hold proofs 5 workdays from receipt to notification of contractor for pickup.

When revised proofs are required due to author's alterations, revised proofs should be sent to Agency within 2 workdays from contractor receipt of first set.

The Agency will hold revised proofs 2 workdays from receipt to notification of contractor for pickup.

Complete production and delivery must be made within 20 workdays after agency "OK to PRINT".

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.

PERFECT-BOUND BOOKS - SAMPLE DISTRIBUTION LIST

USGS copies to be paid for by USGS		
Quantity	To address	Notes
2	Jan Ishee, U.S. Geological Survey, Reston Publishing Service Center, 12201 Sunrise Valley Dr., MS 984, Rm. 3B128 Reston, VA 20192 (703) 648-4753	
14 Blue label	Jan Ishee, U.S. Geological Survey, Reston Publishing Service Center, 12201 Sunrise Valley Dr., MS 984, Rm. 3B128 Reston, VA 20192 (703) 648-4753	
1	Cathy Knutson, U.S. Geological Survey, Publishing Service Center 4, 12201 Sunrise Valley Dr., MS 903, Rm. 3B431 Reston, VA 20192 (703) 648-6884	
34	Dave Menzie USGS, 12201 Sunrise Valley Dr., MS 991, Rm. 3D324, Reston VA 20192 (703) 648-7732	Usually 50-150 copies. Name, mail stop (MS___), and room (Rm. ___).in address will vary.
1	Marcia McNutt, Director, U.S. Geological Survey, 12201 Sunrise Valley Dr., MS 100, Rm. 7A412, Reston, VA 20192 (703) 648-7411	
1	David G. Frank, U.S. Geological Survey, 904 W. Riverside Ave., Rm. 202, Spokane, WA 99201 (509) 368-3107	
1	Jane Jenness, U.S. Geological Survey, 12201 Sunrise Valley Dr., MS 954, Rm. 4C214, Reston, VA 20192 (703) 648-6341	
1	Maria R. Montour, U.S. Geological Survey, West 6 th Ave. & Kipling St., Denver Federal Center, Bldg. 20, MS 964, Room B1330, Lakewood, CO 80225-0046 (303) 236-2787	
1	Jill L Schneider, U.S. Geological Survey, 4200 University Dr., Rm. 200, Anchorage, AK 99508-4644 (907) 786-7457	
1	U.S. Geological Survey Data Library Archives. Woods Hole Field Center, 11 Woods Hole Rd., Falmouth, MA 02540, Attn: Nancy Soderberg (508) 457-2275	
2	Library, U.S. Geological Survey, 12201 Sunrise Valley Dr., MS 950, Reston VA 20192, Attn: Irena Kavalek (703) 648-4486	
2	Library, U.S. Geological Survey, West 6 th Ave. & Kipling St., Denver Federal Center, Bldg. 20, MS 914, Lakewood, CO 80225-0046, Attn: April Kobayashi (303) 236-1095	
2	Library, U.S. Geological Survey, MS 955, 345 Middlefield Rd., Menlo Park, CA 94025, Attn: Joseph Langdon (650) 329-5013	
1	Library, U.S. Geological Survey, 2255 N Gemini Dr., Flagstaff, AZ 86001, Attn: Donita Polly (928) 556-7008	
2	Department of the Interior, Natural Resources Library, Gifts and Exchange Section, MS 1151, 1849 C Street, NW, Washington DC 20240 Attn: George D. Francois	

NOTE

	(202) 208-3796	
1	USGS, Records Management Program, NARA Archive, 12201 Sunrise Valley Drive, MS 807, Reston, VA 20192 Attn: Christina Bartlett 703-648-7197	
1	USGS, Information Services Anchorage, 4210 University Dr, Rm 208, Anchorage AK 99508-4644 Attn: Brendan Kelly (907) 786-7017	
1	USGS, Information Services Rolla, 1400 Independence, MS 260, Rolla MO 65401 Attn: Patrick Wilson (573) 308-3563	
69	USGS	
Supt Docs copies (to be paid for by GPO)		
609	BAC (FDLP) 1520-01 U.S. Government Printing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986 <i>Marked "Depository Copies", Item 0639</i>	Karen Peregoy is the contact to update these quantities and addresses. 202-512-1408, kperegoy@gpo.gov
25	BAC (By-Law) 1525-01 Library of Congress, US/Anglo Division, U.S. Government Documents Section, 101 Independence Ave. SE, Washington, D.C. 20540-4274 <i>Marked: "Depository File Copies"</i>	
90	BAC (IES) 1540-01 U.S. Government Printing Office, International Exchange Service, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986 <i>Marked "IES Copies"</i>	
65	USGPO Documents Warehouse, Receiving Section, Stop SSWR, 8660 Cherry Lane, Laurel, MD 20707-4950 Attn: "Subscription Stock" <i>(includes USGPO Bookstore copies)</i>	GPO sales quantity will vary slightly and will be supplied with each order. Cathy will, call Tina Perantanakis at (202) 512-0409 and ask for the quantity for each order.
789	GPO	
858	TOTAL	

NOTE: Above GPO Addresses may not be current. Blue Label copies will no longer be required. This quantity may still be ordered by the agency. See "DISTRIBUTION" for additional updates.

CASE-BOUND BOOKS - SAMPLE DISTRIBUTION LIST

Agency copies to be paid for by USGS		
Quantity	To address	Notes
10	Katherine Schindler, U.S. Geological Survey, Publishing Service Center 4, 12201 Sunrise Valley Dr., MS 903, Rm. 3B100, Reston, VA 20192, (703) 648-4338	Includes 14 "Blue Label" random copies. Return originals to this address after binding books.
14 Blue Label	Katherine Schindler, U.S. Geological Survey, Publishing Service Center 4, 12201 Sunrise Valley Dr., MS 903, Rm. 3B100, Reston, VA 20192, (703) 648-4338	
1	Cathy Knutson, U.S. Geological Survey, Publishing Service Center 4, 12201 Sunrise Valley Dr., MS 903, Rm 3B431, Reston, VA 20192	
10	David Menzie, USGS, 12201 Sunrise Valley Dr., MS991, Rm. 3D324, Reston VA 20192, (703) 648-7732	Usually 50-150 copies. Name, mail stop (MS__), and room (Rm. __) in address will vary.
20	Joyce Ober, USGS, 12201 Sunrise Valley Dr., MS991, Rm. 3D222, Reston VA 20192, (703) 648-7717	
2	Library, U.S. Geological Survey, 12201 Sunrise Valley Dr., MS 950, Reston VA 20192, Attn: Irena Kavalek, (703) 648-4486	
2	Library, U.S. Geological Survey, West 6 th Ave. & Kipling St., Denver Federal Center, Bldg. 20, MS 914, Lakewood, CO 80225-0046, Attn: April Kobayashi, (303) 236-1095	
2	Library, U.S. Geological Survey, MS 955, 345 Middlefield Rd., Menlo Park, CA 94025, Attn: Joseph Langdon, (650) 329-5013	
2	Library, U.S. Geological Survey, 2255 N Gemini Dr., Flagstaff, AZ 86001, Attn: Donita Polly, (928) 556-7008	
2	Department of the Interior, Natural Resources Library, Library Acquisitions, MS 1151, 1849 C St., NW, Washington, DC 20240, Attn: George D. Franchois, (202) 208-3796	
1	Suzette M. Kimball, Acting Director, U.S. Geological Survey, 12201 Sunrise Valley Dr., MS 100, Rm. 7A412, Reston, VA 20192, (703) 648-7412	
1	Linda Gundersen, Office of the Chief Scientist for Geology, U.S. Geological Survey, 12201 Sunrise Valley Dr., MS 911, Rm. 7A208, Reston, VA 20192 (703) 648-6600	
1	Jane Jenness, U.S. Geological Survey, 12201 Sunrise Valley Dr., MS 954, Rm. 4C214, Reston, VA 20192, (703) 648-6341	
1	David G. Frank, U.S. Geological Survey, 904 W. Riverside Ave., Rm. 202, Spokane, WA 99201, (509) 368-3107	
1	Maria R. Montour, U.S. Geological Survey, West 6 th Ave. & Kipling St., Denver Federal Center, Bldg. 20, MS 964, Room B1330, Lakewood, CO 80225-0046, (303) 236-2787	
1	Jill L Schneider, U.S. Geological Survey, 4200 University Dr., Rm. 200, Anchorage, AK 99508-4644, (907) 786-7457	
1	U.S. Geological Survey Data Library Archives. Woods Hole Field Center, 11 Woods Hole Rd., Falmouth, MA 02540, Attn: Nancy Soderberg, (508) 457-2275	
1	U.S. Geological Survey, Information Delivery, NARA Storage, West 6 th Ave. & Kipling St., Denver Federal Center, Bldg. 810, MS 306, Lakewood, CO 80255, Attn: Jan Simmons, (303) 202-4692	
73	USGS	

Supt Docs copies (to be paid for by GPO)		
565	BAC (FDLP) 1520-01 U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986 <i>Marked "Depository Copies", Item 0639</i>	
25	BAC (By-Law) 1525-01 Library of Congress, US/Anglo Division, U.S. Government Documents Section, 101 Independence Ave. SE, Washington, D.C. 20540-4274 <i>Marked: "Depository File Copies"</i>	
90	BAC (IES) 1540-01 U.S. Government Publishing Office, International Exchange Service, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986 <i>Marked "IES Copies"</i>	
85	US GPO Documents Warehouse, Receiving Section, Stop SSWR, 8660 Cherry Lane, Laurel, MD 20707-4950 <i>Attn: "Subscription Stock"</i> <i>(includes USGPO Bookstore copies)</i>	
765	GPO	
838	TOTAL	

NOTE: Above GPO Addresses may not be current. Blue Label copies will no longer be required. This quantity may still be ordered by the agency. See "DISTRIBUTION" for additional updates.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted 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.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. A.
 - (1) (a) 8
 - (b) 59

 - (2) (a) 3,000
 - (b) 21,749

 - B.
 - (1) (a) 2
 - (b) 15

 - (2) (a) 1,606
 - (b) 21,752
-
- II. A. 7

 - B. 10

 - C. 1

SECTION 4. - SCHEDULE OF PRICES

Bids offered are F.O.B. Destination.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

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

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary, including proofs, prior to production samples, paper, printing, barcode sticker, packing, labeling, delivery, etc., for the complete production and distribution of the product listed in accordance with these specifications, with the exception of Item II, AUTHOR'S ALTERATIONS.

A charge will be allowed for each page whether printed or blank. Each leaf contains two pages. Only one makeready charge will be allowed for each complete cover and for each complete set of interior text pages regardless of the number of copies run.

Running rate prices apply to both agency copies and GPO rider copies. Contractor's invoice voucher must include separate line items for the running rate costs of agency and GPO rider copies.

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

(A) Perfect-Bound Books

(1) Perfect-bound covers, printing in one PMS color on covers 1, 4 and spine, covers 2 and 3 blank

(a) Makeready and/or Setup, per complete cover..... \$ _____

(b) Running per 100 copies..... \$ _____

(2) Text pages printing in black ink

(a) Makeready and/or Setup, per text page..... \$ _____

(b) Running per text page, per 100 copies..... \$ _____

(B) Case-Bound Books

(1) Case-bound covers, cover 1 and spine foil stamped in gold, covers 2, 3 and 4 are blank, includes adhesive-backed sticker on cover 4 for 13-digit ISBN barcode

(a) Makeready and/or Setup, per complete cover..... \$ _____

(b) Running per 100 copies..... \$ _____

(1) Text pages printing in black ink

(a) Makeready and/or Setup, per text page..... \$ _____

(b) Running per text page, per 100 copies..... \$ _____

II. AUTHOR'S ALTERATIONS:

A. PDF proofs..... per page..... \$ _____

B. Typesetting..... per line..... \$ _____

C. System timework..... per hour..... \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

SHIPMENT(S): All Shipping will be made from the City _____, State _____,

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 email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with 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 Name) (GPO State & 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)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID PAGE WITH YOUR BID)

PROGRAM NO. 3505-S

Contract Period: Date of Award through December 31, 2023, plus four option years

TITLE: USGS Minerals Yearbooks

ITEM	DESCRIPTION	BASIS OF AWARD	KM Media Group LLC/Kay Printing Clifton, NJ		McDonald & Eudy Printers Inc. Temple Hills, MD		GPO ESTIMATE	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT:							
A.	Perfect-Bound Books							
(1)	Perfect-bound covers, printing in one PMS color on covers 1, 4 and spine, covers 2 and 3 blank							
(a)	Makeready and/or Setup.....per complete cover	8	\$1,000.00	\$8,000.00	\$650.00	\$5,200.00	\$350.00	\$2,800.00
(b)	Running.....per 100 copies	59	\$100.00	\$5,900.00	\$80.00	\$4,720.00	\$60.00	\$3,540.00
(2)	Text pages printing in black ink							
(a)	Makeready and/or Setup.....per text page	3,000	\$15.00	\$45,000.00	\$15.00	\$45,000.00	\$15.00	\$45,000.00
(b)	Running per text page.....per 100 copies	21,749	\$7.50	\$163,117.50	\$1.95	\$42,410.55	\$1.00	\$21,749.00
B.	Case-Bound Books							
(1)	Case-bound covers, cover 1 and spine foil stamped in gold, covers 2, 3, 4 are blank, includes adhesive-backed sticker on cover 4 for 13-digit ISBN Barcode							
(a)	Makeready and/or Setup.....per complete cover	2	\$7,500.00	\$15,000.00	\$9,950.00	\$19,900.00	\$6,500.00	\$13,000.00
(b)	Running.....per 100 copies	14	\$2,500.00	\$35,000.00	\$750.00	\$10,500.00	\$600.00	\$8,400.00
(2)	Text pages printing in black ink							
(a)	Makeready and/or Setup.....per text page	1,606	\$15.00	\$24,090.00	\$16.00	\$25,696.00	\$15.50	\$24,893.00
(b)	Running per text page.....per 100 copies	21,752	\$10.00	\$217,520.00	\$5.50	\$119,636.00	\$7.50	\$163,140.00
II.	AUTHOR'S ALTERATIONS:							
A.	PDF proofs.....per page	7	\$25.00	\$175.00	\$20.00	\$140.00	\$19.00	\$133.00
B.	Typesetting.....per line	10	\$25.00	\$250.00	\$25.00	\$250.00	\$20.00	\$200.00
C.	System Timework.....per hour	1	\$100.00	\$100.00	\$90.00	\$90.00	\$85.00	\$85.00
	TOTAL OFFER :			\$514,152.50		\$273,542.55		\$282,940.00
	DISCOUNT :		0.25%	\$1,285.38	1.00%	\$2,735.43	2.00%	\$5,658.80
	NET OFFER :			\$512,867.12		\$270,807.12		\$277,281.20
	Reviewed GR 01/19/23							