

Program	3391-S Date of Award through July 31, 2023 plus up to one Option Year						
Title	The Navy Reservist Magazine						
		BASIS OF AWARD	MacDonald & Eudy 190-56520		VNV Management LLC 090-88888		
Item #	DESCRIPTION	AWARD	Unit Rate	COST	Unit Rate	COST	
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I.	PRINTING AND BINDING:						
(a)	Text - Printing in four-color process, including binding, per page						
(1)	Makeready and/or Setup.....	190	45.00	8,550.00	45.00	8,550.00	
(2)	Running Per 1000 Copies.....	12,400	15.10	187,240.00	1,500.00	18,600,000.00	
(b)	Complete Cover - Printing covers 1-4 in four color process, including binding, per complete Cover						
(1)	Makeready and/or Setup.....	5	850.00	4,250.00	45.00	225.00	
(2)	Running Per 1000 Copies.....	300	175.00	52,500.00	500.00	150,000.00	
(c)	Apply SPOT UV to cover 1 &4, per complete Cover						
(1)	Makeready and/or Setup.....	1	350.00	350.00	45.00	45.00	
(2)	Running Per 1000 Copies.....	60	145.00	8,700.00	200.00	12,000.00	
(d)	8 page poster: printing in four-color process, plus satin coating including binding						
(1)	Makeready and/or Setup.....	1	550.00	550.00	45.00	45.00	
(2)	Running Per 1000 Copies.....	60	250.00	15,000.00	1,000.00	60,000.00	
II.	PACKING AND DISTRIBUTION:						
1.	Bulk Shipments: Packing and sealing shipping containers, per container						
		40	3.00	120.00	40.00	1,600.00	
2.	Mailed Shipments - prices must include the cost of creating/affixing address labels or printing addresses onto the copies.						
(a)	Creating and affixing address labels on single copies (self-mailers), per 1,000 labels						
		290	24.00	6,960.00	350.00	101,500.00	
(b)	Multiple copies, up to 12 pounds, in cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds), per bag or bundle						
		5440	0.80	4,352.00	50.00	272,000.00	
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	TOTAL			\$288,572.00		\$19,205,965.00	
	Contractor Discount		1.00%	\$2,885.72	0.00%	\$0.00	
	Net Total			\$285,686.28		\$19,205,965.00	
				AWARD			
Abstracted By: L. Ulerio							
Reviewed by: R Gilbert							

U.S. GOVERNMENT PUBLISHING OFFICE
Virginia Beach, VA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

The Navy Reservist Magazine

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

DLA Document Services

Norfolk, VA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **July 31, 2023** plus up to one (1) optional 12-month extension period 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 opened at 11:00 a.m., prevailing Virginia Beach, VA time, on July 26, 2022. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to bidsvirginiabeach@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.*

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 Ledo Ulerio at Lulerio@gpo.gov or (757) 490-7943.

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

SECTION 1. - GENERAL TERMS AND CONDITIONS

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

GPO Contract Terms (GPO Publication 310.2) –

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

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

SUBCONTRACTING: The predominant production functions will be printing. Any contractor who cannot perform the predominant production functions will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-9. Solid and Screen Tint Color Match	Approved Proofs
P-10. Process Color Match	Approved Proofs

Prior to award, contractor may be required to provide information related to specific equipment that will be used prior to production.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed Two (2) years as a result of, and including, any extension(s)

added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend Date of Award to June 30, 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 three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending (insert the date that is 3 months 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.

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)

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.

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 July 31, 2023, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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.

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

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.

4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid 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.

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."

SECURED HANDLING: Items produced under this contract identified as "*Restricted Distribution*" on the print order must be produced under conditions requiring the following:

1. All data and any physical products are to be stored in a closed, secured area when not in use.
2. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the products ordered under these specifications from falling into the hands of unauthorized persons. Unless otherwise stated herein, all extra copies, materials, waste, etc. must be destroyed in a method that will prevent disclosure of contents or reconstruction of data or printed products.

SECTION 2. - SPECIFICATIONS

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

TITLE: The Navy Reservist.

FREQUENCY OF ORDERS: Quarterly (4 issues per year, plus one Almanac issue)

QUANTITY: Approximately 65,000 copies per order, including the Almanac

An occasional order may require as low as 60,000 copies or as high as 70,000 copies per order.

NUMBER OF PAGES: Approximately 32 (plus covers) per order; Almanac is 64 pages (plus covers)

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

GOVERNMENT TO FURNISH: Electronic files in pdf format. The contractor must have a secure FTP site to accept the files from the agency. No files will be furnished on CD's or be e-mailed.

Addresses for distribution will be furnished electronically either emailed, on disc, or uploaded to Contractor's secure FTP site in Excel, MS Word or WordPerfect file. Addresses are in zip code order.

Five (5) sets of mailing addresses, each in Zip Code sequence, transmitted via e-mail, to include: Pentagon officials, Navy Reserve members, Navy Commanders, Reserve sites, and a special mailing list.

A Print Order (GPO Form 2511) will be supplied, via email or fax, for each individual order.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or in 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.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported within 24 hours of receipt of the Government-furnished material to: LT Adam Demeter / 757-322-5651 or MCC Stephen Hickok / 757-322-5662.

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.

Halftones are to be 150-line screen or finer.

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.

PROOFS: Contractor must notify the ordering agency via email to the address indicated on the print order. The subject line of the email shall be “PROOF for Program 3391-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery/ mailing methods, and title of product.

Supply all Government Furnished Materials, proof sign-off sheet, return airbill, copy of specifications, & reminder agency can only keep proof TWO (2) days. Date of receipt is not considered first day. Contractor is responsible for costs incurred and arrangements of delivery and pickup of proofs.

Deliver proofs to:

CNRFC NOOP, Public Affairs
1915 Forrestal Drive
Norfolk, VA 23551-4615
Attn: TNR Senior Editor.

1 set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum 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.

AND

1 sets of inkjet proofs that are 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 plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. 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 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers and must show areas consisting of minimum 1/8 x 1/8” solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

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.

The contractor must not print prior to 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 and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

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

Text: No. 2 White Matte Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

Poster: No. 2 White Matte Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

Cover: No. 2 White Matte Coated Cover basis weight: 100 lbs. per 500 sheets, 20 x 38", equal to JCP Code L50.

PRINTING: Print text and Covers 1 through 4 head-to-head in four-color process. Flood coat cover 1 and 4 (with the exception of the address area) with a matte aqueous coating, or as specified on the print order.

The majority of pages will contain full-color illustrations and halftones/flat tones. Anticipate heavy ink coverage.

Images (including illustrations) may print to, and must align across, the bind.

Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

Occasionally an order will require spot gloss UV coating on Covers 1 and 4, over spot matte aqueous coating as specified on the print order.

Occasionally an order will require an 8-page poster printed 4 head-to-head in four-color process. Flood coat with a satin aqueous coating on both sides. Flat size of poster is 15-3/4 x 20-3/4" and folds to 7-7/8 x 10-3/8" and tips onto the last page of the text, or as specified on the print order.

INK: Four color process.

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

MARGINS: Margins will be as indicated on the print order or furnished copy. Majority of pages, including covers, bleed all sides.

PACKING:

Bulk Shipments:

- Pack suitable in shipping containers not to exceed 45 pounds when fully packed.
- All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the delivery/shipping process.

Mailed Shipments:

- Single copies, except those sent to foreign destinations, must be mailed as self-mailers.
- Insert multiple copies (up to 200 leaves) into kraft envelopes.
- Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

LABELING AND MARKING:

Bulk Shipments -- Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments: Create and affix a label to the back of each copy mailed singly as self-mailers and to each unit of mail packaged in cushioned shipping bags, shipping bundles, and shipping containers. At the contractor's option they may image addresses directly onto the self-mailers/bags/bundles/containers in lieu of creating address labels. The address is to be in the upper 1/3 of the back cover.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into 200 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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to:

CNRFC NOOP, Public Affairs,
1915 Forrestal Drive,
Norfolk, VA 23551-4615

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

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

QUALITY ASSURANCE RANDOM COPIES: 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 the specifications.

The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

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 20 PRE-DISTRIBUTION COPIES to: CNRFC NOOP, Public Affairs, 1915 Forrestal Drive, Norfolk, VA 23551-4615
- Mail balance to domestic (nationwide) and foreign addresses using contractor's permit. All domestic and foreign mailing shall be reimbursable, mailed as presort standard. Contractor is required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment. (Contractor must furnish a copy of mailing receipts to: DLA Strategic Data Services, J67 DLA Data Management Services, J67D (North Region), Attn: Jennifer Brown, 1641 Morris Street, BLDG K-BB, Norfolk, VA23511.

- Mail balance to domestic (nationwide) and foreign addresses using contractor's permit.
 - Complete addresses and quantities will be furnished with each print order.
 - All mailing shall be made at the most economical bulk rate.
 - The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.
 - Contractor to merge all mailing address lists electronically to receive the 3/5 digit pre-sort zip code discount, in accordance with the U. S. Postal Service Domestic Mail Manual. The contractor must provide a recap sheet.
 - Contractor must prepare mailing to qualify for the most economical postal rate. Contractor is required to apply the appropriate postage to each mailing.
 - All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.
 - In accordance with United States Postal Service (USPS) regulations, contractor will be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.
 - Contractor will be required to create and affix bar-coded mailing address labels to self-mailers or ink jet addresses directly onto self-mailers.
 - The contractor will be required to electronically store and maintain a data base for names and addresses and merge electronically with other listings for mailing of a specific number of the publications from each order. When required, the print order will contain an electronic or hard copy listing for additions or deletions and the contractor must update the stored data accordingly.
 - All mailing lists are the property of the U. S. Government and are not to be used for purposes other than as specified herein without the expressed written permission of the Government. Upon termination of this contract, or at the request of the Government, all mailing lists held by the contractor must be completely updated on Zip cartridges or CDs and returned to the Government at the address specified.
 - Contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the Program Number, Print Order, and Jacket Number, as appropriate.
 - Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

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 supplied, unless specified by the Government. NOTE: The Government will

accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

All f.o.b. destination shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

Upon completion of each order, all furnished material and digital deliverables must be returned to CNRFC NOOP, Public Affairs, 1915 Forrestal Drive, Norfolk, VA 23551-4615 or the address indicated on the print order.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies 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).

Furnished material and Proofs must be picked up from and delivered to:

CNRFC NOOP, Public Affairs,
1915 Forrestal Drive,
Norfolk, VA 23551-4615

Furnished material (other than electronic files) will be ready for pickup within one (1) hour after notification.

All pick-ups and deliveries to the ordering agency must be made between 7:30 a.m. and 3:00 p.m., prevailing Eastern Standard Time.

Furnished electronic media and visuals must be returned with proofs. This is to be accomplished at the contractor's expense.

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.

PROOF SCHEDULE: The contractor is to submit proof within six (6) workdays after receipt of furnished materials.

Proofs will be withheld no more than one (1) workday from receipt by the customer agency. The first workday after receipt of proofs at the Department is day one of the hold time.

If required, contractor to submit revised proofs within one (1) workday. (Black ink digital or laser proofs are acceptable for revised proofs.) Department to give "O.K. to Print", by telephone, within one (1) workday of receipt of revised proofs.

NOTE: If additional revised proofs are required, contractor to submit within one (1) workday after notification. The Department will notify the contractor of "O.K. to Print" or of any additional changes or corrections within one (1) workday after receipt of revised proofs.

PRODUCTION SCHEDULE:

Contractor must complete production and distribution within fourteen (14) workdays after receipt of OK to Print.

Contractor to deliver **20 PRE-DISTRIBUTION COPIES 24 hours prior to complete distribution** via overnight express service.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and the date products ordered with contractor's permit and EPS account must be delivered to the U.S. Post Office.

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.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed) via email to the address indicated on the print order, as well as the Government Publishing Office via email to infoVirginiaBeach@gpo.gov. The subject line of the email shall be "Distribution Notice for Program 3391S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailed methods, and title of product. Contractor must be able to provide copies of all delivery/mailed receipts upon agency request.

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".

	(1)	(2)
I.	(a) 190	12,400
	(b) 5	300
	(c) 1	60
	(d) 1	60
II.	1.	40
	2. (a)	290
		(b) 5,440

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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

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

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

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

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

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

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

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

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations (including proofs and paper) necessary for the printing and binding of the product listed in accordance with these specifications. Prices must include the cost of initial output from electronic media and all required paper/stock.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Text: printing in four-color process, including binding ... per page.....	\$ _____	\$ _____
(b) Complete Cover: printing in four-color process, including binding..... per complete cover.....	\$ _____	\$ _____
(c) Apply SPOT UV to cover 1 &4 per complete cover.....	\$ _____	\$ _____
(d) 8 page poster: printing in four-color process, plus satin coating including binding..... per complete poster.....	\$ _____	\$ _____

(Initials)

II. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of shipping containers, bags, bundles, and kraft envelopes; all necessary wrapping and packing materials; labeling and marking; and distribution, in accordance with these specifications.

1. Bulk Shipments: Packing and sealing shipping containersper container\$ _____

2. Mailed Shipments: Prices must include the cost of creating/affixing address labels or printing addresses onto the copies.
 - (a) Creating and affixing address labels
on single copies (self-mailers)per 1,000 labels\$ _____

 - (b) Multiple copies, up to 12 pounds, in cushioned shipping bags or wrapped
in shipping bundles (maximum gross weight 14 pounds)..... per bag or bundle\$ _____

(Initials)

