

Program:	11-S					
Title:	COPS Office Publications					
Agency:	U.S. Department of Justice					
	Office of Community Oriented Policing Services (COPS Office)					
Term:	Beginning 05.01.23 and ending 04.30.24					
			MCDONALD Y EUDY PRTRS.		CURRENT CONTRACTOR	
			Temple Hills, MD		McDonald & Eudy Prtrs., Inc.	
		BASIS OF				
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING, BINDING, PACKING AND DISTRIBUTION				Due to extensive revision of specification, the current contractor prices will not be shown	
1	Saddle-Stitched Products (7x9" up to and including 8-1/2"x11"):					
(a)	Printing text in a single ink color, including bindingper page.....					
	1 Makeready and/or Setup	200	12	2400		
	2 Running Per 1,000 copies	254	11	2794		
(b)	Printing text in each additional ink color not charged for under Item 1.(a).....per color/per page					
	1 Makeready and/or Setup	200	15	3000		
	2 Running Per 1,000 copies	254	10	2540		
(c)	Printing text in four-color process, including binding.....per page.....					
	1 Makeready and/or Setup	56	50	2800		
	2 Running Per 1,000 copies	28	25	700		
(d)	Printing Covers 1 through 4 in four-color process, including binding.....per complete cover.....					
	1 Makeready and/or Setup	5	725	3625		
	2 Running Per 1,000 copies	6	280	1680		
2	Saddle-Stitched Products (9x9"):					
(a)	Printing text in a single ink color, including binding.....per page.....					
	1 Makeready and/or Setup	36	13	468		
	2 Running Per 1,000 copies	72	11	792		
(b)	Printing text in each additional ink color not charged for under Item 2.(a).....per color/per page..					
	1 Makeready and/or Setup	34	15	510		
	2 Running Per 1,000 copies	68	12	816		
(c)	Printing Covers 1 through 4 in four-color process, including binding.....per complete cover.....					
	1 Makeready and/or Setup	1	725	725		
	2 Running Per 1,000 copies	2	280	560		
3	Perfect-Bound products (7x9" up to and including 8-1/2x11")					
(a)	Printing text in a single ink color, including bindingper page.....					
	1 Makeready and/or Setup	100	12	1200		
	2 Running Per 1,000 copies	100	11	1100		
(b)	Printing text in each additional ink color not charged for under Item 3.(a).....per color/page...					
	1 Makeready and/or Setup	94	13	1222		
	2 Running Per 1,000 copies	94	10	940		

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(c)	Printing Covers 1 through 4 in four-color process, including binding.....per complete cover.....					
1	<u>Makeready and/or Setup</u>	1	750	750		
2	<u>Running Per 1,000 copies</u>	1	500	500		
	CONTRACTOR TOTALS			\$29,122.00		
	DISCOUNT		1.00%	\$291.22		
	DISCOUNTED TOTALS			\$28,830.78		
			AWARDED			

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

COPS Office Publications

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

U.S. Department of Justice
Office of Community Oriented Policing Services (COPS Office)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning May 1, 2023, and ending April 30, 2024, plus up to two (2) optional 12-month extension periods that may be added by the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on April 7, 2023, at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

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

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

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

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

For information of a technical nature, contact Cecilia Dominguez Castro at (202) 512-0418 or at cdominguezcastro@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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

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

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

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Average Type Dimension/ Electronic Media
P-8 Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic Media
P-9 Solid and Screen Tint Color Match	Pantone Matching System
P-10 Process Color Match	O.K. Proofs/Electronic Media

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

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from May 1, 2023 to April 30, 2024, 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 January 31, 2023, 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)
- 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.

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 May 1, 2023 through April 30, 2024 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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

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

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

For each print order submitted for payment, the contractor must also email a copy of the itemized invoice to Esteban Hernandez at: Esteban.P.Hernandez.III@usdoj.gov.

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

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of separate covered publications, requiring such operations as electronic prepress, printing in multiple ink colors (including four-color process), binding, packing and distribution.

TITLE: COPS Office Publications.

FREQUENCY OF ORDERS: Approximately 1 to 8 orders per year.

Separate orders will be placed for each type of product. No more than two (2) orders will be placed on the same day with the same schedule.

QUANTITY: Approximately 500 to 2,500 copies per order.

NUMBER OF PAGES:

Saddle-Stitched Products: Approximately 28 to 96 pages (plus cover) per order.

Perfect-Bound Products: Approximately 96 to 140 pages (plus cover) per order.

TRIM SIZES: 7 x 9" up to and including 8-1/2 x 11", or 9 x 9".

NOTE: Publications may be ordered in album style.

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

Platform: Windows.

Storage Media: Email, FTP.

Software: Adobe Creative Suite (Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and Adobe Acrobat), current or near current version.

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

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

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

Additional
Information: Files will be furnished in both native application and/or PDF format.
All graphics and illustrations will be furnished in place within electronic files.
Pantone Matching System and CMYK will be used for color identification.

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

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

The contractor must be able to accept files electronically via email and contractor-hosted FTP server. For the FTP server, appropriate log-on instructions and protocol must be provided by the contractor at time of award. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to immediately to the ordering agency indicated on the print order.

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

All halftones are to be 175-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.

Digital Deliverables: Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. The returned digital deliverable must be clearly indicated in the subject line with the Title, Jacket Number, Program Number 11-S, and Print Order Number. The Government will accept PDF files as digital deliverables when furnished by the Government.

PROOFS:

If contractor is producing the publications via offset printing:

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

One (1) sets of digital color content proof. 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.

One (1) set of digital one-piece composite laminated halftone proofs for the cover pages only on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. At contractor's option, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. 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 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1-bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found on www.gpo.gov/gporestarget.pdf.

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.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. If producing Inkjet proofs, Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof. When requested, contractor to submit ink draw downs on actual production stock of Pantone colors used. Half of the ink draw down must be coated if coating is required.

If contractor is producing the publications via digital printing:

One (1) set of digital color one-off proofs created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the complete product, as applicable. Proof will be used for color match on the press on the production run.

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.

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

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

Text: White Dull or Silk Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A260.

Cover: White No.1 Gloss-Coated Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

PRINTING: At the contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 175-line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8-bit depth technology. Digital device must have a RIP that provides an option for high-quality color matching such as Device Links Technology and/or ICC Profiles.

Text: Print head-to-head in one to four ink colors or four-color process. Four-color-process pages may be scattered throughout.

Covers: Print head-to-head in four-color process.

On every order, after printing, flood and/or spot coat the printed surface of the text pages and Cover pages 1, 4, and spine with aqueous coating to prevent scratching and/or smearing.

Match Pantone number as indicated on the print order.

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

MARGINS: Margins will be as indicated on the print order or furnished copy. All products may bleed one to four sides.

BINDING: Various binding styles will be ordered. Binding style will be indicated on the print order.

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

Perfect-bind text and wraparound cover. Trim three sides. Score Covers approximately 1/4" from edge of spine. Securely glue the front and back covers to the first and last text pages between the cover score and the bind.

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

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

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the address specified on the print order.

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

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

QUALITY ASSURANCE RANDOM COPIES: 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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

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

DISTRIBUTION: Deliver all copies f.o.b. destination to one (1) address within the DMV area (District of Columbia, Maryland, Virginia region surrounded by Interstate 495 with the locations inside of it referred to as Inside the Beltway). Complete address will be indicated on the print order.

The Government may request for copies to be shipped f.o.b. contractor's city to an address outside the DMV area. Shipping information and the ordering agency's FedEx shipping account number will be provided with the print order. NOTE: When furnished, the ordering agency's shipping account information may only be used for shipping required on this contract.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order delivers/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 11-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivering/shipping method, and title of the product. Contractor must be able to provide copies of all delivering/shipping receipts upon agency request.

Within three (3) workdays of completion of each order, five (5) sample copies must be returned to: U.S. Department of Justice, Office of Community Oriented Policing Services, COPS Publications, Attn: Esteban Hernandez, Two Constitution Square, 145 N Street, NE, 11th Floor, Washington, DC 20530 (for overnight delivery, the zip code is 20005). Additionally, contractor must furnish digital deliverables via email or FTP on the same day the samples are delivered.

All expenses incidental to picking up and returning furnished materials (if applicable), 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).

Print order and furnished material will be submitted via email or FTP.

All pickups and deliveries must be made between 8:30 a.m. and 5:00 p.m.

Hard copy proofs must be delivered to and picked up from Esteban Hernandez at the Washington, DC address indicated under "DISTRIBUTION." Proofs deliveries/pickups must be made between 8:30 a.m. and 5:00 p.m.

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

No definite schedule for placement of orders can be predetermined.

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

- Contractor must complete production and distribution within 15 workdays after notification of availability of the print order and furnished material.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided via email. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

All proofs and transit time are included in the 15-workday schedule.

The ship/delivery date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified, and the date products ordered for shipping f.o.b. contractor's city must be picked up by small package carrier.

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

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

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

	(1)	(2)
I. 1. (a)	200	254
(b)	200	254
(c)	56	28
(d)	5	6
	(1)	(2)
2. (a)	36	72
(b)	34	68
(c)	1	2
	(1)	(2)
3. (a)	100	100
(b)	94	94
(c)	1	1

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all deliveries and f.o.b. contractor’s city for all shipping.

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

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

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

A charge will be allowed for each text page, whether printed or blank. Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text for saddle-stitched products.

A charge will be allowed for each page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under line items I.1.(b), I.2.(b), and I.3.(b) will be allowed only for the pages actually printed with the additional color(s).

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered must be all inclusive, as applicable, and must include the cost of all required materials and operations necessary (including proofs, samples, paper, and coating) for the printing, binding, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 copies</u> (2)
1. <i>Saddle-Stitched Products</i> (7 x 9” up to and including 8-1/2 x 11”):		
(a) Printing text in a single ink color, including binding per page..... \$	_____	\$ _____
(b) Printing text in each additional ink color not charged for under Item 1.(a) per color/per page..... \$	_____	\$ _____
(c) Printing text in four-color process, including binding per page..... \$	_____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 copies</u> (2)
(d) Printing Covers 1 through 4 in four-color process, including binding per complete cover.....	\$ _____	\$ _____
2. Saddle-Stitched Products (9 x 9"):		
(a) Printing text in a single ink color, including binding	per page..... \$ _____	\$ _____
(b) Printing text in each additional ink color not charged for under Item 2.(a)	per color/per page..... \$ _____	\$ _____
(c) Printing Covers 1 through 4 in four-color process, including binding	per complete cover..... \$ _____	\$ _____
3. Perfect-Bound products (7 x 9" up to and including 8-1/2 x 11"):		
(a) Printing text in a single ink color, Including binding	per page..... \$ _____	\$ _____
(b) Printing text in each additional ink color not charged for under Item 3.(a)	per color/per page..... \$ _____	\$ _____
(c) Printing Covers 1 through 4 in four-color process, including binding	per complete cover..... \$ _____	\$ _____

(Initials)

SHIPMENTS: Shipments will be made from: City _____ State _____.

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in the expiration of the bid before award.

BIDDER'S NAME AND SIGNATURE: Unless a specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted per the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the Bid being declared non-responsive.*

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

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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