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May 28, 2019

This is Amendment No. 1. The specifications in our invitation for bids on Program 453-S, scheduled for opening at 11:00 am on May 30, 2019, are amended as follows:

1. Page 13 of 16, currently reads: II. PRINTING AND BINDING: Prices offered must be all inclusive and include the cost of all required materials and operations necessary (including proofing, drilling, and shrink-film wrapping) for the printing, and binding of the product listed in accordance with these specifications.
2. Page 13 of 16, should read: II. PRINTING AND BINDING: Prices offered must be all inclusive and include the cost of all required materials and operations necessary (including proofing, drilling, and shrink-film wrapping) and paper for the printing, and binding of the product listed in accordance with these specifications.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Bid Section, Room C848, Stop CSPA
732 North Capitol Street NW
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

YVETTE VENABLE-BROOKS
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

U.S. ITC Tariff Publications

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

United States International Trade Commission (USITC)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning June 1, 2019 and ending May 31, 2020, plus up to four optional 12-month extension periods that may be added in accordance with the “Option to Extend the TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on May 30, 2019.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

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

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

- GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>. For information of a technical nature, contact Shirley Forster at sforster@gpo.gov or (202) 512-0310.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

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

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

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

Product Quality Levels:

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

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

- (a) Nondestructive 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	Electronic Media / Camera Copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System Color

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION 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 from June 1, 2019 to May 31, 2020 and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending February 28, 2019 called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

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

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

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 June 1, 2019 to May 31, 2020 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of self- and separate covered publications requiring electronic prepress, printing, binding, packing, and distribution.

TITLE: U.S. ITC Tariff Publications.

FREQUENCY OF ORDERS: Approximately 1 or 2 orders per year (Basic publication and/or Supplement publication).

NUMBER OF PAGES: Basic Publication: Approximately 2,000 to 4,000 text pages per order. Supplement Publication: Approximately 500 to 3,000 text pages per order. Plus separate paper cover (Basic Publication) when ordered for publications.

QUANTITY: Approximately 3,000 to 8,000 copies per order.

TRIM SIZE: 8-3/8 x 10-7/8" or 8-1/2 x 11" (at contractor's option).

GOVERNMENT TO FURNISH: Print ready PDF file and camera copy (circle folioed) Laser Prints of the Electronic File. All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor, this applies to all electronic media.

Distribution lists will be furnished as an electronic (Excel) file.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, furnished copy, 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 a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

File Transfer Protocol (FTP): Contractor shall have the capability to exchange large graphic digital files over the Internet through an FTP site. The Government will not be responsible for an FTP site being out of service. It is the responsibility of the contractor to maintain the operation of their FTP site. Additional time and/or money will not be authorized due to the FTP site being out of service.

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency, and the GPO representative, Shirley Forster (202) 512-0310 if the schedule is affected.

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.

NOTE: Contractor to adjust supplied PDF files, when necessary, to meet all specification requirements (including conversion to appropriate color and mode specified, i.e. Reflex Blue).

When required by the Government, the contractor shall make minor revisions to the electronic files, which may include color corrections to digital furnished images. 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.

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

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 Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS: When requested, contractor to submit one 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.

Any errors or deviations from the specifications due to processing of the digital files by the contractor will be corrected and will be at no cost to the Government. Proofs of pages that require corrections will be marked up by the Government and returned to the contractor. Corrections shall be accomplished by revising the process and generating new proofs.

At Government's option some faxed proofs, or revised proofs, may be acceptable but must be at least 300 dpi (indicate margins).

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 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. 12" dated March 2011.

Government Paper Specification Standards No. 12 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.

Text - White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Cover - White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

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

The requirements for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

PRINTING: Basic Publication: Print cover 1 in black ink or Pantone Reflex blue as ordered. Covers 2, 3, and 4 are blank. Print text pages head-to-head in black ink only.

Supplement Publication: (self cover) Print head-to-head in Pantone Reflex Blue with a blue bleed bar.

MARGINS: Basic Publication: Head 1-1/4"; bind 13/16"; unless otherwise indicated. Adequate gripper margins throughout text. Cover one may bleed

MARGINS: Supplement Publication: Bind 13/16"; unless otherwise indicated. Inadequate gripper, bleed top, bottom, and outside. Blue tint bar bleeds off entire outside edge of every page.

BINDING: Gather two-piece covers (when ordered) and text and trim four sides.

Drill 3 round holes, 5/16" in diameter, on the 10-7/8" side. Holes centered 4-1/4" center to center. Center of holes to be 3/8" from left edge of product.

PACKING: Each publication is to be individually shrink-film wrapped.

Bulk Shipments: Pack suitably in shipping containers not to exceed 45 pounds when fully packed in shipping containers.

Pallets are required.

Individual mailing containers for overseas use shall have a minimum bursting strength of 275 pounds per square inch.

Pack all copies which contain 500 or more pages ordered for the Superintendent of Documents (Depository and Sales) individually in one-piece mailing containers. Multiple copies to a single address must be packed in shipping containers in addition to the one-piece mailing containers.

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 or split during shipment.

Individual Mailing Container Criteria: Top flaps, when folded over inside tucks should meet "FLUSH" or have a gap of no more than 1" between them. Top flaps should NOT overlap.

Gummed, reinforced tape should be 3" wide and must completely cover the edges of both of the top flaps and extend around both ends of the mailing container.

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

Individual mailing containers must be packed snugly in shipping containers to avoid damage.

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15) - Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers, located to where CMS Warehouse can see on rack system.

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>
12,000 - 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: USITC, 500 E Street SW, Mailroom, Room 119, Washington, DC 20436.

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: Various type ship/delivery methods will be required. Distribution is broken down by ordering Agency.

Upon completion of each order, all furnished material must be returned as noted under “SCHEDULE”.

Upon completion of each order one copy of contractor’s billing voucher for each print order showing each item for payment identified by item number, item description, quantity, and cost must be sent to: International Trade Commission, Attn: Karen Davis, Room. 412, 500 E Street, SW, Washington, DC 20005, 202-513-7096.

International Trade Commission:

Deliver F.O.B. Destination:

***Distribution must be made FIRST to the following address:**

35 copies
U.S. International Trade Commission
500 E Street, SW
Mailroom, Room 119
Washington, DC 20436

The contractor must furnish a lift and offload any pallets at the Washington, DC, address listed above. The contractor's delivery person must arrive at a time to ensure that offloading is completed by 3:30 p.m. Contact Mark Toye at 202-205-2791 or 202-205-2011, 24 hours prior to the delivery date to arrange a delivery time.

***Superintendent of Documents:**

F.O.B. Contractor's City:

GPO will provide GBL's to ship up to approximately 3,000 copies marked "Subscription Copies" to the following destination U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986.

***GPO consignment (GPO will provide GBL's):**

344 copies marked "Depository Copies Marked Item 0982-B-02" to: U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986. Must be full quantity.

15 copies marked "File Copies" to: Library of Congress, US/Anglo Division., U.S. Government Documents Section, 101 Independence Avenue, SE, Washington, DC 20540-4274. Must be full quantity. (Contact Richard Yaznall, 202-707-9470—for information purposes only.)

90 copies marked "IES Copies to: U.S. Government Publishing Office, International Exchange Service, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986. Must be full quantity.

CAUTION: The contractor cannot deviate from these instructions without first consulting and getting permission from GPO. The contractor will be liable for any additional shipping costs resulting from arbitrary changes of shipping endorsements.

F.O.B. Contractor's City/Reimbursable:

***Department of Agriculture:** Ship 2 copies via reimbursable Small Parcel Carrier to: USDA/FAS, 12th and C St. SW, Loading Dock East, Court 4, Washington, DC 20250. Attn: FAS, Bob Spitzer, Room 5929, 202-720-4825.

***Department of U.S. Census Bureau:** Ship 10 copies via reimbursable Small Parcel Carrier to: Census Headquarters RDF, 4600 Silver Hill Road, Gate 0, Suitland, MD 20746. Attn: Remote Delivery Facility. 301-763-4447.

****Small package common carrier:**

When the service of a small package common carrier is requested, the contractor shall be responsible for providing the carrier the following:

1. All packages addressed and sorted to meet the requirements of the small package common carrier.
2. Separate common carrier pickup records(s) for each print order. The contractor must annotate the pickup record(s) with the requisition number and the print order number.
3. A shipping manifest which includes:
 - (a) Name of contractor, the requisition number, the print order number, and the common carrier account/shipper number.
 - (b) A list which includes each addressee's account number or office code (when provided on GPO's disc), address, city, state, zip code, common carrier delivery zone, weight, and package identification number (if applicable) of each package shipped to each addressee.
 - (c) The listing should be grouped by pickup and each group should be identified with the pickup record number. This number should correspond to the number on the form(s) which the contractor is required to obtain from the carrier for compliance purposes. The listing should be in either account number or zip code order within each group.

- (d) Summary information for each group should include total number of packages, total weight, and total shipping cost.

***Department of Homeland Security/Customs:**

FILES: All files (distribution) provided by Department of Homeland Security/Customs or duplicates made by the contractor or his representatives and any resultant printouts must be kept accountable and under reasonable security to prevent their release to any unauthorized persons. Files may not be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. **All files and any printouts shall be held NO LONGER THAN THREE months and shall be destroyed by the contractor after three months.**

*Contact Dewey Hicks (202-344-1306) for distribution addresses (electronic file) for approximately 3,400 copies and screening procedures for inside delivery addresses.

***Bulk Shipments/Reimbursable:**

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination or to be sent by reimbursable small parcel carrier. Contractor must furnish commercial bills of lading for all shipments totaling over 120 pounds. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day. Contractor will be reimbursed for commercial bills of lading by submitting a receipt with the voucher for billing.

Small package common carrier: **See Agriculture and U.S. Census Bureau

The contractor must provide a copy of the pickup record(s) and a copy of the shipping manifest for each shipment within 72 hours after the carrier picks up the material. The contractor will dispatch this document by next day delivery service.

Send to: Department of Homeland Security, 1300 Pennsylvania Avenue, Room B-2.-10, Washington, DC 20229.

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).

When applicable furnished material must be picked up from, USITC, 500 E Street SW, Room 116H, Washington, DC 20436.

When applicable, electronic file may be picked up from GPO, 27 G Street, NW, Washington DC 20401.

When applicable the contractor must return all camera copy to USITC, 500 E Street, SW, Room 404E, Washington, DC 20436.

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.

When ordered, contractor to submit one (1) Adobe Acrobat (current version) PDF soft proof within two workdays. Directly to the ordering agency (Karen.Davis@usitc.gov).

Proofs will be withheld not more than 2 workdays from receipt at the Department to receipt in the contractor's plant.

Complete production and delivery to all destinations except the Superintendent of Documents must be made within seven workdays, of receipt of OK to print.

Complete production and delivery must be made to the Superintendent of Documents within nine workdays.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 or email compliance@gpo.gov immediately upon e-mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be received at the destination(s) specified and the date products ordered for shipping f.o.b. contractor's city must be picked up by the 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 must notify the U.S. Government Publishing Office of the Date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce (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 under the contract for a like period of time.

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

I. (a) 1,000
(b) 5,700
(c) 20

II. (a) (1) 6,700 (2) 33,500
(b) 1 5

III. 1. (a) 1,000
2. (a) 15
(b) 15
(c) 4

SECTION 4. - SCHEDULE OF PRICES

Bids offered will be f.o.b. destination for delivery in the Washington, DC area and f.o.b. contractor's city for all mailed shipments.

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

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

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

Bids submitted with NB (No Bid), NA (Not Applicable) or blank spaces for an item will be declared non-responsive.

Note: All costs associated with processing of supplied distribution list to obtain the necessary certifications for shipping and should be included in costs under item IV. PACKING AND DISTRIBUTION. 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 vouchers 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.

I. PREPRESS: Prices offered must be all inclusive. One basic charge will be allowed for each color, on each printed trim size page or side (face or back) of the product.

- (a) Trim/Page-size unit produced from camera copy per page/per color \$ _____
- (b) Trim/Page-size unit produced from electronic file per page/per color \$ _____
- (c) System Timework.....per hour \$ _____

Electronic prepress operations which cannot be properly classified under any other item, shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, The Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item I. (c).

II. PRINTING AND BINDING: Prices offered must be all inclusive and include the cost of all required materials and operations necessary (including proofing, drilling, and shrink-film wrapping) for the printing, and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Pages</u> (2)
(a) Text	per page.....\$ _____	\$ _____
(b) Cover.....	per complete cover.....\$ _____	\$ _____

(Initials)

III. PACKING AND DISTRIBUTION: Prices offered must be all inclusive, as applicable, and must include the cost of packing; cushioned shipping bags, shipping bundles, shipping containers, pallets, all necessary wrapping and packing materials, labeling or marking; NCOA certification, and complete distribution, in accordance with these specifications. When foreign mailing is required, contractor must submit delivery receipts with voucher for reimbursement purposes.

1. Bulk shipments (other than by mail or small parcel carrier):

(a) Packing and sealing shipping containers.....per container.....\$ _____

2. Small Parcel Carrier:

(a) Single in Kraft envelope or
in cushioned shipping bags, up to 12 lbs.
(maximum gross weight 14 lbs..... per envelope/bag \$ _____

(b) Shipping containers over 12 lbs., up to
36 lbs., wrapped in shipping bundles, or packed in
shipping containers, at contractors option (maximum
gross weight 40 lbs.)..... per bundle or container \$ _____

(c) Individual Mailing Containers..... per 1,000 containers..... \$ _____

Charge for individual mailing containers must include the cost of the container printed on the spine, inserting the finished product, and sealing the container.

(Initials)

My production facilities are located within the assumed area of production _____yes_____no

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

1. Proposed carrier(s) for pickup of Government Furnished Material _____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material. _____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant. _____

2. Proposed carrier(s) for delivery of completed product _____

a. Number of hours from notification to carrier to pickup of completed product. _____

b. Number of hours from pickup of completed product to delivery at destination. _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____ ZIP Code _____.

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder

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

(Street Address) _____

(City - State - Zip Code) _____

By

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

(Person to be Contacted) _____ (Telephone Number) _____ (Email) _____

THIS SECTION FOR GPO USE ONLY

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