

PROGRAM: 503-S										
TITLE: Coast Guard Reservist Magazine										
AGENCY: Coast Guard Reservist										
TERM: Beginning Date of Award through May 31, 2025										
<b>CURRENT CONTRACTOR</b>										
			DISTRICT CREATIVE PRT.		IRON MONKEY PRODUCTIONS		McDONALD & EUDY INC.		McDONALD & EUDY INC.	
			Upper Marlboro, MD		Dumfries, VA		Temple Hill, MD		Temple Hills, MD	
<b>BASIS OF AWARD</b>										
ITEM NO.	DESCRIPTION		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I. ELECTRONIC PREPRESS:</b>										
(a)	Digital color Content proofs.....per trim/page-size unit...	184	2.25	414.00	2.03	373.52	2.50	460.00	1.25	230.00
(b)	Digital one-piece digital composite			-		-		-		-
(c)	laminated halftone proofs.....per trim/page-size unit...	204	15.00	3,060.00	8.10	1,652.40	4.00	816.00	3.00	612.00
(c)	508 Compliant ePub, including hosting.....per order...	4	370.00	1,480.00	N/C	-	500.00	2,000.00	500.00	2,000.00
(d)	Enhancement of Video Clips in ePub.....per clip...	2	80.00	160.00	N/C	-	25.00	50.00	25.00	50.00
<b>II. PRINTING AND BINDING :</b>										
(a)	Complete Covers: Printing in four-color process including UV coating and binding.....per complete cover									
1.	..... <b>Makeready and/or Setup</b> .....	5	575.00	2,875.00	2,589.30	12,946.50	600.00	3,000.00	550.00	2,750.00
2.	..... <b>Running Per 1,000 Copies</b> .....	112	200.00	22,400.00	608.80	68,185.60	200.00	22,400.00	199.00	22,288.00
(b)	Each additional color: Printing Covers 1 and 4 in a metallic ink in addition to the four-color process not charged for under line item II.(a).....per side									
1.	..... <b>Makeready and/or Setup</b> .....	1	250.00	250.00	267.30	267.30	250.00	250.00	250.00	250.00
2.	..... <b>Running Per 1,000 Copies</b> .....	22	7.00	154.00	29.70	653.40	5.00	110.00	5.00	110.00
(c)	Text: printing in four-color process, including binding.....per page									
1.	..... <b>Makeready and/or Setup</b> .....	214	45.00	9,630.00	8,494.20	1,817,758.80	40.00	8,560.00	30.00	6,420.00
2.	..... <b>Running Per 1,000 Copies</b> .....	4,811	12.00	57,732.00	2,646.00	12,729,906.00	12.00	57,732.00	8.98	43,202.78
(d)	Preparing, inserting, and binding preprinted promotional posters.....per poster									
1.	..... <b>Makeready and/or Setup</b> .....	1	75.00	75.00	144.45	144.45	150.00	150.00	150.00	150.00
2.	..... <b>Running Per 1,000 Copies</b> .....	22	12.00	264.00	32.40	712.80	15.00	330.00	15.00	330.00
(e)	Promotional Posters: Printing face only in four-color process, including binding.....per poster									
1.	..... <b>Makeready and/or Setup</b> .....	1	525.00	525.00	1,298.70	1,298.70	500.00	500.00	500.00	500.00
2.	..... <b>Running Per 1,000 Copies</b> .....	22	180.00	3,960.00	499.50	10,989.00	176.00	3,872.00	116.00	2,552.00
(f)	Promotional Posters: Printing face and back in four-color process, including binding.....per poster									
1.	..... <b>Makeready and/or Setup</b> .....	1	625.00	625.00	1,998.00	1,998.00	600.00	600.00	600.00	600.00
2.	..... <b>Running Per 1,000 Copies</b> .....	22	140.00	3,080.00	533.25	11,731.50	210.00	4,620.00	120.00	2,640.00
(g)	Tear-Cards: Printing face and back in black ink and one additional ink color, including binding.....per tear-card									
1.	..... <b>Makeready and/or Setup</b> .....	1	300.00	300.00	449.55	449.55	250.00	250.00	200.00	200.00
2.	..... <b>Running Per 1,000 Copies</b> .....	22	30.00	660.00	108.00	2,376.00	73.00	1,606.00	25.00	550.00
(h)	Promotional Cards: Printing face and back in black ink and one additional ink color, including binding.....per card									
1.	..... <b>Makeready and/or Setup</b> .....	1	400.00	400.00	961.20	961.20	350.00	350.00	200.00	200.00
2.	..... <b>Running Per 1,000 Copies</b> .....	22	75.00	1,650.00	365.85	8,048.70	195.00	4,290.00	55.00	1,210.00
(i)	Promotional Cards: Printing face and back in four-color process, including binding.....per card									
1.	..... <b>Makeready and/or Setup</b> .....	1	450.00	450.00	1,398.60	1,398.60	500.00	500.00	300.00	300.00
2.	..... <b>Running Per 1,000 Copies</b> .....	22	65.00	1,430.00	454.95	10,008.90	210.00	4,620.00	65.00	1,430.00
<b>III. PACKING AND DISTRIBUTION:</b>										
1.	Bulk shipments (other than by mail): Packing and sealing shipping container.....per container...	18	2.25	40.50	4.73	85.14	3.00	54.00	3.00	54.00
2.	Mailing:									
(a)	Addressing single copies (self-mailer).....per 1,000 copies...	106	30.00	3,180.00	101.25	10,732.50	35.00	3,710.00	30.00	3,180.00
(b)	Single or Multiple copies in kraft envelope (up to 200 "folded" leaves).....per envelope...	373	1.25	466.25	2.36	880.28	0.65	242.45	0.35	130.55
(c)	Quantities over 200 "folded" leaves, up to 12lbs, in cushioned shipping bags (maximum gross weight 14 lbs) .....per bag...	1,087	2.00	2,174.00	0.88	956.56	2.25	2,445.75	2.00	2,174.00
(d)	Quantities over 12lbs., up to 36lbs, packed in shipping containers (maximum gross weight 40lbs).....per container...	12	2.25	27.00	2.36	28.32	3.00	36.00	2.50	30.00
<b>CONTRACTOR TOTALS</b>				<b>\$ 117,461.75</b>		<b>\$ 14,694,543.72</b>		<b>\$ 123,554.20</b>		<b>\$ 94,143.33</b>
<b>DISCOUNT</b>				2.00% <b>\$ 2,349.24</b>	3.00%	<b>\$ 440,836.31</b>	1.00%	<b>\$ 1,235.54</b>	1.00%	<b>\$ 941.43</b>
<b>DISCOUNTED TOTALS</b>				<b>\$ 115,112.52</b>		<b>\$ 14,253,707.41</b>		<b>\$ 122,318.66</b>		<b>\$ 93,201.90</b>
<b>AWARDED</b>										

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Coast Guard Reservist Magazine***

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

United States Coast Guard (USCG)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending May 31, 2025, plus up to four (4) 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 virtually at 11:00 a.m., Eastern Time (ET), on June 24, 2024, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@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 the bid opening date and time 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](mailto: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.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>.

In addition, the following documents shall also apply. (NOTE: In the event of a conflict between the document referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.)

- 29 U.S.C. §794(d), available at – <https://www.section508.gov/>.
- W3C’s Web Content Accessibility Guidelines and Checklist (WCAG) (2.0 or most current version) available at <http://www.w3.org>.

**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	Average Type Dimension/ Electronic Media
P-8. Halftone Match (Single and Double Impression)	Proofs/Electronic Media
P-9. Solid and Screen Tint Match	Pantone Matching System
P-10. Process Color Match	Proofs/Electronic Media

**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 (5) 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 a separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to May 31, 2025, 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 29, 2024, 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.

**SECTION 508 REQUIREMENTS:** Section 508 of the Rehabilitation Act (classified to [29 U.S.C. § 794d](#)) requires that when Federal agencies develop, procure, maintain, or use Information and Communications Technology (ICT), it shall be accessible to people with disabilities. Federal employees and members of the public with disabilities must be afforded access to and use of information and data comparable to that of Federal employees and members of the public without disabilities.

All products, platforms and services delivered as part of this work statement that, by definition, are deemed ICT shall conform to the revised regulatory implementation of Section 508 Standards, which are located at 36 C.F.R. § 1194.1 and Appendixes A, C, and D, and available at <https://www.ecfr.gov/cgi-bin/text-idx?SID=e1c6735e25593339a9db63534259d8ec&mc=true&node=pt36.3.1194&rgn=div5>. In the revised regulation, ICT replaced the term Electronic and Information Technology (EIT) used in the original 508 standards. ICT includes IT and other equipment.

Exceptions for this work statement have been determined by DHS and only the exceptions described herein may be applied. Any request for additional exceptions shall be sent to the Contracting Officer and a determination will be made according to DHS Directive 139-05, Office of Accessible Systems and Technology, dated November 12, 2018, and DHS Instruction 139-05-001, Managing the Accessible Systems and Technology Program, dated November 20, 2018, or any successor publication.

### ***1.1 Section 508 Requirements for Technology Products***

**Section 508 applicability to Information and Communications Technology (ICT):** Printing USCG Periodicals.

**Applicable Functional Performance Criteria:** All functional performance criteria in Chapter 3 apply to when using an alternative design or technology that results substantially equivalent or greater accessibility and usability by individuals with disabilities than would be provided by conformance to one or more of the requirements in Chapters 4 and 5 of the [Revised Section 508 Standards](#), or when Chapters 4 or 5 do not address one or more functions of ICT.

**Applicable 508 requirements for electronic content features and components** (including but not limited to Internet or Intranet website; Electronic documents): All requirements in E205 apply, including all WCAG 2.0 Level A and AA Success Criteria apply as specified in E205.

**Applicable 508 requirements for software features and components** (including but not limited to electronic content and software authoring tools and platforms): All requirements in Chapter 5 apply, including all WCAG 2.0 Level A and AA Success Criteria, 502 Interoperability with Assistive Technology, 503 Application, 504 Authoring Tools.

### ***1.2 Section 508 Requirements for Technology Services***

1. When developing or modifying ICT, the Contractor is required to validate ICT deliverables for conformance to the applicable Section 508 requirements. Validation shall occur on a frequency that ensures Section 508 requirements is evaluated within each iteration and release that contains user interface functionality.
2. When modifying, installing, configuring or integrating commercially available or government-owned ICT, the Contractor shall not reduce the original ICT Item's level of Section 508 conformance.
3. When developing or modifying electronic documents and forms provided in a Microsoft Office or Adobe PDF format, the Contractor shall demonstrate conformance to the applicable to the applicable Section 508 standards (including WCAG Level A and AA Level 2.0 Success Criteria) by conducting testing using the test methods published under "Accessibility Tests for Documents" at <https://www.dhs.gov/compliance-test-processes>.
4. When developing or modifying ICT deliverables that contain the ability to automatically generate electronic documents and forms in Microsoft Office and Adobe formats, or when the capability is provided to enable end users to design and author web-based electronic content (i.e. surveys, dashboards, charts, data visualizations, etc.), the Contractor shall demonstrate the ability to ensure these outputs conform to the applicable Section 508 standards (including WCAG 2.0 Level A and AA Success Criteria). The Contractor shall demonstrate conformance by conducting testing and reporting test results based on representative sample outputs. For outputs produced as Microsoft Office and Adobe PDF file formats, the Contractor shall use the test methods published under "Accessibility Tests for Documents", which are published at <https://www.dhs.gov/compliance-test-processes>. For outputs produced as web based electronic content, the Contractor shall use the DHS Trusted Tester for Web Methodology Version 5.0, or successor versions. This methodology is published at <https://www.dhs.gov/trusted-tester>.
5. Contractor personnel shall possess the knowledge, skills and abilities necessary to address the accessibility requirements in this work statement.

### **1.3 Section 508 Deliverables**

1. **Section 508 Test Plans:** When developing or modifying ICT pursuant to this contract, the Contractor shall provide a detailed Section 508 Conformance Test Plan. The Test Plan shall describe the scope of components that will be tested, an explanation of the test process that will be used, when testing will be conducted during the project development life cycle, who will conduct the testing, how test results will be reported, and any key assumptions.
2. **Section 508 Test Results:** When developing or modifying ICT pursuant to this contract, the Contractor shall provide test results in accordance with the Section 508 Requirements for Technology Services provided in this solicitation.
3. **Section 508 Accessibility Conformance Reports:** For each ICT item offered through this contract (including commercially available products, and solutions consisting of ICT that are developed or modified pursuant to this contract), the Offeror shall provide an Accessibility Conformance Report (ACR) to document conformance claims against the applicable Section 508 standards. The ACR shall be based on the Voluntary Product Accessibility Template Version 2.0 508 (or successor versions). The template can be found at <https://www.itic.org/policy/accessibility/vpat>. Each ACR shall be completed by following all of the instructions provided in the template, including an explanation of the validation method used as a basis for the conformance claims in the report.
4. **Other Section 508 Documentation:** The following documentation shall be provided upon request for ICT items offered through this contract:
  - Documentation of features provided to help achieve accessibility and usability for people with disabilities.
  - Documentation on how to configure and install the ICT Item to support accessibility.
  - Documentation of core functions that cannot be accessed by persons with disabilities.
  - Documentation of remediation plans to address non-conformance to the Section 508 standards.

**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.

**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 Government's option, the postaward conference may be held via teleconference.

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

*Option Years:* For each option year that may be exercised, the Government's representatives may request a meeting with the contractor's representatives to be held at the contractor's facility to discuss the requirements of that contract year's jobs. At Government's option, this meeting may be held via teleconference.

**ASSIGNMENT OF JACKETS, PURCHASE, AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover the 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 May 31, 2025 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 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:** The specifications cover the production of a separate-covered magazine requiring such operations as creating 508 Compliant ePub documents, electronic prepress, printing in four-color process, binding, packing, and distribution.

**TITLE:** Coast Guard Reservist.

**FREQUENCY OF ORDERS:** Approximately 3 to 6 orders per year.

**QUANTITY:** Approximately 18,000 to 30,000 copies per order. (The majority of orders will be for approximately 22,000)

**NUMBER OF PAGES:** Approximately 30 to 60 pages (plus cover) per order. An occasional order will require a tear-card and/or inserts.

### **TRIM SIZE:**

*Magazine:* 8-1/2 x 11”.

*Promotional Posters:* 31 x 21” flat (folding to 7-3/4 x 10-1/2”).

*Tear-Cards:* 4 x 9” flat (folding to 4 x 6” with 3” binding flap (hanger)).

*Promotional Cards:* 17 x 22” flat (folding to 8-1/2 x 11”).

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

Platform: Macintosh (current or near most current version)

Storage Media: Email, FTP.

Software: Adobe Creative Cloud.

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

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

Additional  
Information: Files will be furnished in native applications and/or PDF format.

The distribution list will be furnished via email.

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 download and accept files electronically via Contractor's hosted FTP server. Appropriate log-in instructions and protocol must be provided immediately after award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

**CONSULTATION:** It's anticipated that prior to placing a print order or during the course of production of an order, the United States Coast Guard may consult with the contractor (over the telephone) regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone inquiries of a technical nature which will NOT require access to the contractor's electronic prepress files. This level of consultation, which may occur frequently, shall be at no cost to the Government.

**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 individual listed 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 and Section 508 Compliant requirements.

All halftones are to be 175-line screen or finer.

Contractor may be required to color correct or enhance supplied digital files.

Flat-tone screens may be required occasionally as full-page backgrounds, bleeding all sides, or in specified areas for special effect borders, lettering, or illustrations. Flat-tone screens will be required in a variety of screen percentages and combinations.

The contractor shall control and be responsible for the registration of all graphics in the products.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

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

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

## **PROOFS:**

**Soft Proofs:** For all orders, contractor must provide a web-based platform allowing for accurate online proofing with color representation based on customer's use of third-party display calibration tools, which conform to [Specification ICC.1:2022 \(Profile version 4.4.0.0](#) and [ISO 15076-1:2010](#). Web-based platform must also have automatic pre-press functionality to identify the possibility of poor reproduction quality low-resolution photographs as well as convert Pantone colors to CMYK.

In addition to providing online proofing capabilities, the contractor must be able to supply, at the ordering agency's request, hard copy proofs, based on the Government's final approval of the soft proof as follows:

**Color Content Proofs:** When ordered, one (1) set of digital color content proof of the complete product. 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.

**Digital On-Piece Composite Proof:** When ordered, one (1) set of digital one-piece composite laminated halftone proofs 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](http://www.gpo.gov/gporestarget.pdf).

NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Level Sample Submission Procedures to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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. When requested, contractor to submit ink drawdowns on actual production stock of Pantone colors used. Half of the ink drawdown must be coated if coating is required.

Spot varnish may be shown as either a digital content proof or as an overlay on the one-piece laminated proofs.

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 Government 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 Government reserves the right to make changes to all proofs. The Government may require one or more sets of revised proofs before rendering an "O.K. to Print."

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

**508 COMPLIANT ePUBS:** The contractor must furnish final production, interactive, navigable, and cross-platform 508 Compliant Electronic Publication (ePubs). The ePubs must be an exact representation of the final printed product and returned via email or FTP. The ePub shall conform to Section 508 Compliant of the Rehabilitation Act 29 U.S.C. §794(a). *Accessibility Standard*.

See SECTION 508 REQUIREMENTS.

ePub must be viewable on different platforms (cross-platform) for Desktop, Tablet, and Mobile devices; and must include customized URL, Archiving, and Google Analytics. FC, Editorial, and TOC Hot Links, Text Reader \*edit only\*, Social Media Sharing, Forward to a Friend, Advertising Hot Links, Tabs, Link Index, Video (up to 50Mb), Audio (up to 50Mb), Animation (up to 50 Mb).

Contractor to host ePub magazine and provide the link for agency use. The contractor must host all publications created under this contract for the life of the contract plus 12 months after the contract ends.

**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](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.

**Magazine Text and Promotional Posters:** White Gloss-Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A180.

**Magazine Cover:** White Gloss-Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L10.

**Tear-Cards and Promotional Cards:** White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10, except any specimen averaging less than 0.007 inch in thickness shall be sufficient cause for rejection of the stock.

## **PRINTING:**

**Magazines:** Text and cover print head-to-head in four-color process.

Facing pages print to and must align across the bind. Bleed pages scattered throughout.

An occasional order will require printing Covers 1 and 4 in a metallic Pantone ink color in addition to four-color process.

After printing, UV coat Covers 1 and 4, and spine. UV coating used must be clear and non-yellowing to prevent scratching and smearing. The coating must be available is dull, gloss, and dull grit, as ordered.

**Promotional Posters:** When required, print face only or face and back in four-color process.

**Tear-Cards:** Print face and back in black ink plus one additional Pantone ink color.

**Promotional Cards:** Print face and back in either black ink plus one additional Pantone color or in four-color process, as ordered.

Anticipate full bleeds and reversed-out areas, for all products. Ink ghosting is not acceptable.

Match Pantone number as indicated on the print order.

Facing pages print to and must align across the bind.

All four-color process printing must be produced on a press capable of printing four colors and UV coating in a single pass through the press (minimum of four printing units).

**MARGINS:** Margins will be as indicated on the print order or furnished electronic files.

**BINDING:**

**Magazine:** Saddle-wire stitch in two places on 11" dimension 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.

Covers must trim flush. All crossovers must line up and scored on fold. Cover must fold parallel to the grain as to avoid any cracks when binding.

**Promotional Posters:** Trim four sides. Fold from approximately 31 x 21" to 7-3/4 x 10-1/2" with a double gate fold and bind into centerspread of publication. In addition, some excess posters may be ordered.

**Tear-Cards:** Trim four sides. Fold from approximately 4 x 9" to 4 x 6" with 3" binding flap (hanger). Insert tear-card into text, either floating between signatures or registering head of tear-card to head of text and stitch with the publication, as specified on the print order.

A 3" binding flap will be the maximum allowable unless otherwise specified by the ordering agency. Perforate (slit or slot without ink) as required. Perforations must permit accurate and clean-cut separations.

**Promotional Cards:** Trim four sides. Fold from approximately 17 x 22" to 8-1/2 x 11". Score or perforate vertically and/or horizontally as specified on the print order. Stitch in the center of the publication, then trim face and foot flush with text. If perforating, perforate (slit or slot without ink) as required. Perforations must permit accurate and clean-cut separations.

**PACKING:** 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/ mailing process.

**Bulk Shipments:**

Pack in shipping containers not to exceed a maximum gross weight 40 pounds when fully packed. Reinforced tape shall be used to seal containers.

**Mailed Shipments:**

Single copies, except those sent to foreign destinations, must be mailed as self-mailers.

Insert single copies going to foreign destinations and multiple copies (up to 200 leaves) into Kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags (maximum gross weight 14 pounds).

NOTE: A fiber-filled padded bag or any bag that will produce a powdery substance when torn during shipment or opening must not be used. Cushioned shipping bags must be made with an exterior ply of at least 60 pounds basis weight and must be sealed with heavy duty steel stitches spaced no more than 2-1/2 inches apart and not more than 1-1/4 inches from the end of the bag. Heavy duty filament-reinforced cloth or plastic backed pressure sensitive tape that will remain sealed at below-freezing temperatures may be used instead of steel stitching provided the tape seals the sack securely.

Quantities over 12 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight of 40 pounds when fully packed).

**LABELING AND MARKING:**

***Bulk Shipments:***

Contractor is required to neatly label and mark packages and shipments and create and affix labels, stickers, and/or forms for all packages and shipments. Labels shall be taped with clear tape that covers the entire label. Pressure-sensitive, self-adhering labels shall be utilized where available.

Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, Rev. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers. Label must clearly show GPO program number, jacket number, and print order number.

***Mailed Shipments:***

Create and affix a mailing address label and “Postage and Fees Paid” label to each copy mailed singly as a self-mailer and to each unit of mail packaged in Kraft envelopes, cushioned shipping bags, and shipping containers.

At contractor’s option, mailing information may be ink-jetted directly onto the self-mailer and/or envelope. The ink used shall not smear.

**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](http://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](http://GPO.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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:** 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](http://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 f.o.b destination to approximately six (6) addresses in the commercial zone of Washington, DC.
- Mail f.o.b. contractor's city (reimbursable) to both domestic (nationwide, including Alaska, Hawaii, American Territories, and APO/FPO) and foreign destinations (worldwide).

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small package carrier, whichever method is most economical to the Government, unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

- Contractor to mail the balance of the order at the Pre-Sorted Standard Rate.

Complete addresses and distribution quantities will be furnished with the print order.

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

The contractor is cautioned that "Postage and Fees Paid" permit imprint may be used only for the purpose of mailing material produced under this contract.

Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor 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 the voucher for billing.

Contractor must be a full-service mailer able to pre-sort, co-mail, and co-palletize to take advantage of all U.S. Postal Service discounts. Freight and handling costs associated with mailing are reimbursable.

***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>.

*Within seven (7) workdays of completion of mailing for each order, the contractor shall furnish a copy of Postal Service Paperwork Forms to the Commandant (CG-612) via email to Anthony Smith [Anthony.D.Smith@uscg.mil](mailto:Anthony.D.Smith@uscg.mil).*

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order ships/mailed/delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 503-S (R-1), Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping/mailed/delivery method, and title of the product. Contractor must be able to provide copies of all shipping/mailed/delivery receipts upon agency request.

Upon completion of each order, all furnished materials (if applicable) and digital deliverables must be returned as specified under "SCHEDULE."

All expenses incidental to picking up and returning 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 orders will be furnished via email.

Soft proofs, and digital deliverables must be sent via email or FTP to [thereservist@uscg.mil](mailto:thereservist@uscg.mil) or as indicated on the print order.

Hard copy proofs must be delivered to: Commandant (CG-612), Attn: Anthony Smith, United States Coast Guard, 2100 2nd Street, SW, Stop 7101, Washington, DC 20593-7101.

When applicable, furnished electronic media and visual(s) must be furnished with proofs.

NOTE: The digital deliverable and hard copy proofs are held throughout the full warranty period as a basis for evaluation of quality defects.

The following schedule begins the workday after notification of availability of the print order and furnished material(s); the workday after notification will be the first workday of the schedule:

- Contractor must complete production, distribution, and 508 Complaint ePub within 10 workdays after notification of availability of the print order and furnished material(s).
- 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 one (1) workday from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided via email or phone call. The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.
- When hard copy proofs are requested an additional two (2) workdays will be added to the schedule. Contractor must deliver hard copy proofs after approval of the soft proof.
- 508 Compliant ePubs must be delivered to the ordering agency electronically via email or FTP on or before the required date on the print order and must be accompanied by the Test Results and Accessibility Conformance Report (ACR) for each file submitted indicating compliance to Section 508 requirements.

All proofs and transit time are included in the 10-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 destination(s) specified, and the date products ordered for mailing f.o.b. contractor's city must be delivered to the post office and/or 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](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (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."

I.	(a)	184	
	(b)	204	
	(c)	4	
	(d)	2	
		(1)	(2)
II.	(a)	5	112
	(b)	1	22
	(c)	214	4,811
	(d)	1	22
	(e)	1	22
	(f)	1	22
	(g)	1	22
	(h)	1	22
	(i)	1	22
III.	1.	18	
	2.	(a)	106
		(b)	373
		(c)	1,087
		(d)	12

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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination for deliveries in the Washington, DC metro area, and contractor’s city for all other consignments.

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.

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

A charge will be allowed for each text page, whether printed or blank. For products printing in one additional ink color, a charge under “Each Additional Color” will be allowed only for pages actually printed with the additional ink color. Unless otherwise specified, no more than three blank pages may be permitted at the end of the text.

**I. ELECTRONIC PREPRESS:** The prices offered shall include the cost of all required materials and operations, in accordance with these specifications.

- (a) Digital color content proofs..... per trim/page-size unit.....\$ \_\_\_\_\_
- (b) Digital one-piece composite laminated halftone proofs..... per trim/page-size unit.....\$ \_\_\_\_\_
- (c) 508 Compliant ePub, including hosting .....per order.....\$ \_\_\_\_\_
- (d) Enhancement of Video Clips in ePub..... per clip.....\$ \_\_\_\_\_

**II. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials (including soft proofs, and paper) and operations necessary for the printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
	(1)	(2)
(a) Complete Cover: Printing in four-color process including UV coating and binding .....	per complete cover.....\$ _____	\$ _____

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(b) Each Additional Color: Printing Covers 1 and 4 in a metallic ink color in addition to the four-color process charged for under line-item II.(a)..... per side .....	\$ _____	\$ _____
(c) Text: Printing in four-color process including binding..... per page .....	\$ _____	\$ _____
(d) Preparing, inserting, and binding preprinted promotional poster ..... per poster .....	\$ _____	\$ _____
(e) Promotional Poster: Printing face only in four-color process, including binding..... per poster .....	\$ _____	\$ _____
(f) Promotional Poster: Printing face and back in four-color process, including binding..... per poster .....	\$ _____	\$ _____
(g) Tear-Cards: Printing face and back in black ink and one additional ink color, Including binding .....	\$ _____	\$ _____
(h) Promotional Cards: Printing face and back in black ink and one additional ink color, Including binding .....	\$ _____	\$ _____
(i) Promotional Cards: Printing face and back in four-color process, including binding..... per card .....	\$ _____	\$ _____

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

**1. Bulk Shipments (other than by mail):**

Packing, and sealing shipping container ..... per container .... \$ \_\_\_\_\_

**2. Mailing:**

(a) Addressing single copies (self-mailer).....per 1,000 copies .... \$ \_\_\_\_\_

(b) Single or multiple copies in a kraft envelope  
 (up to 200 “folded” leaves).....per envelope .... \$ \_\_\_\_\_

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

- (c) Quantities over 200 “folded” leaves, up to 12 pounds,  
in cushioned shipping bags (maximum gross weight 14 pounds)..... per bag .... \$ \_\_\_\_\_
  
- (d) Quantities over 12 pounds, up to 36 pounds, packed in  
shipping containers (maximum gross weight 40 pounds)..... per container .... \$ \_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

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

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**THIS SECTION FOR GPO USE ONLY**

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

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