

Program 1815-S
Specifications by FB
Reviewed by RW

U.S. GOVERNMENT PUBLISHING OFFICE
Northwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

On Demand Digital Map Printing and Order Fulfillment Operations

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

U.S. Department of Interior, U.S. Geological Survey

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning August 1, 2024 and ending July 31, 2025, plus up to four (4) 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 opened virtually at 1:00 P.M., Eastern Time (ET), on July 12 2024 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email 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 for this solicitation. No other method of bid submission will be accepted at this time. The Program Number 1815S 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.

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

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

BIDDERS, PLEASE NOTE: The bidder is cautioned to pay particular attention to the production plan requirement in this specification. Although it is not a requirement for bid submission, it may be required shortly after bid opening and will be a major consideration in determining responsibility.

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 infonorthwest@gpo.gov and fbuchko@gpo.gov.

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SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

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>.

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

SUBCONTRACTING: Subcontracting will not be permitted.

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

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

Product Quality Levels:

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

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

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

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

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

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*Where electronic files are furnished, the Specified Standard in the absence of preproduction copy and/or original will be visual conformance of the printed maps to the image depicted in the PDF file. Contractor is to ensure uniformity of the printed maps image's characteristics, features, clarity of output, and color throughout the press run to assimilate those of the PDF file accurately. In the case of a bad PDF scanned file (image is blurry, link is broken, file is for wrong map, etc.) contact USGS for further guidance.

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) 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 August 1, 2024 to July 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 three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending 3 months prior to the beginning of the contract, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

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.

ADDITIONAL REQUIREMENTS:

- To require evidence of technical, production, managerial, and/or financial proficiency to assure ability to perform and/or,
- At the option of the agency may require a *work performance test* prior to the award of the contract. The work performance test may be waived at the option of the agency.
- To require a complete production plan as described below in these specifications. The production plan may be waived at the option of the agency.
- Operations **MUST** be conducted on-site.
- Two to four Government representatives will conduct the pre-award survey with the contractor's representatives at the contractor's facility. May be waived at the option of the agency.
- The government representatives' costs will be paid for by the agency.

A *work performance test* will require the contractor to demonstrate their ability to receive and generate data requirements from furnished data received via the Secure FTP. The contractor will be required to produce printed copies of up to 3 copies each of up to 8 maps from a work order transmitted to their facility and will include url or ftp site information. A paper sample without printing will also be required. These samples will be part of the assessment in determining the contractor's capability to meet the agency's needs. Copies must be constructed as specified using the form, paper, ink, equipment, and production methods that will be used in producing the finished product. The *work performance test* will be at the expense of the contractor.

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Production Plan: Low bidder will be required within five days of notification that they are positioned to compete for the award, to furnish a *detailed production plan* embracing all elements of production and fulfillment including but not limited to programming capabilities, order tracking system, quality control, equipment availability, complete description and running speeds of the equipment which will be utilized for fulfilling this contract, as well as staffing levels. If multiple facilities will be utilized for production, specify the parameters that the contractor will use in assigning orders to each facility. Equipment availability is to include all equipment dedicated to the performance of the specification requirements and additional equipment available on/off site for unperceived delays due to programming errors, mechanical breakdown, etc. Information must be provided regarding the bidder's backup or recovery plan in the event of interruptions in production, maintenance contracts, which touch on the bidder's ability to perform on-time the full range of operations required. Maintenance contracts will require 24 hour a day, seven days a week coverage utilizing factory representatives and factory parts. Factory certified replacement parts must be used in the repair of all production equipment used to produce the work on this contract.

The contractor must furnish any examples of satisfactory completion or current involvement in similar procurements as well as furnishing references for these projects.

Approval of the production plan by the Government is required. The plan will be judged on the anticipated peak production period requirements of the contract. Failure of the contractor to submit an adequate production plan or the contractor's inability to complete any performance tests to the Government's satisfaction may be reason to find that the contractor has failed to affirmatively demonstrate their responsibility.

THIS PRODUCTION PLAN WILL BE A MAJOR FACTOR IN DETERMINING RESPONSIBILITY OF THE CONTRACTOR.

Additionally, paper samples and test print samples will be required as part of the assessment in determining contractor's capability to meet agency's needs. Test samples will be identified by URL or FTP site.

POSTAWARD CONFERENCE: 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, immediately after award. At the option of the Government, 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.

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 August 1, 2024 through July 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.

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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.

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

Except as otherwise provided in this contract, the Government shall order from the contractor 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: Immediately upon completion of each MONTHLY order, the contractor shall submit an itemized statement for each monthly print order to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt. In addition, after certification by the ordering agency, a copy of the approved billing certification sheet and the accompanying print order is to be submitted to the GPO Northwest Office, by the ordering agency, immediately via email to infnorthwest@gpo.gov.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office via email to infnorthwest@gpo.gov.

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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 invoicing. 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>.

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

NOTE: At the option of the agency the Billing Certification Requirement may be waived.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

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(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

See also, DOD 5400.11-R, DOD Privacy Program, for minimum standards for protection or safeguarding personal information when records are included in a system of records. This regulation also provides guidance for disposal or records containing personal data.

The Privacy Act (5 U.S.C. 552a), enacted in 1974, established controls over what personal information the Federal government collects and how it uses or discloses that information. The Privacy Act has four basic objectives that the Department of the Interior (DOI) is committed to fulfilling to the greatest extent possible.

1. To restrict disclosure of personally identifiable records maintained by agencies;
2. To grant individuals increased rights of access to agency records maintained on them;
3. To grant individuals the right to seek amendment of agency records maintained on themselves upon a showing that the records are not accurate, relevant, timely, or complete; and
4. To establish a code of "fair information practices" that requires agencies to comply with statutory norms for collection, maintenance, and dissemination of records.

As this contract is for the USGS, an agency of the DOI, the governing Privacy Act Policy standards to be followed are those of the USGS, as defined at the following website and links:

USGS Privacy Policies and privacy-related resources: <https://www.usgs.gov/office-of-the-director/privacy-policies>

USGS Survey Manual site for agency's Privacy Act Program: <https://www.usgs.gov/survey-manual/3191-privacy-act-program>

USGS Survey Manual site for the agency's Guide to Handling Privacy Act records: <https://www.usgs.gov/survey-manual/3191-privacy-act-program>

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PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation.

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401. A copy of SF-3881 is available by calling 202-512-0800 (or toll free 1-800-245-5476), by fax request to 202-512-1410, or it may be downloaded from the GPO Internet site at: <http://www.gpo.gov/pdfs/vendors/sfas/sf3881.pdf> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "Public Voucher for Purchases" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: jacket/term contract number, print order number, discount terms, quantity shipped, and total cost.

Continue to submit evidence of shipment and/or delivery with your voucher/invoice. Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

The security plan must detail how the contractor will secure the SFTP site and dispose of all PII nightly.

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SECTION 2.- SPECIFICATIONS

TITLE: On Demand Digital Map Printing and Order Fulfillment Operations

DESCRIPTION: The types of maps that will be ordered on this contract may be viewed on the USGS store site. The store site is located at the following web address: <https://store.usgs.gov/maps>. The bidder is cautioned that the electronic files that are located on this website may not be the ones that are furnished for reproduction. This site is to give the bidder an idea of the range of maps that will be required under this contract.

The GPO printer shall be expected to print the following types of topographic map products in addition to various other types of map products that will fit onto the Format A-D printing categories such as geologic maps, hydrologic maps, satellite image maps, etc.

Definitions:

- Historical Topographic maps - are single-plane raster images in PDF format. These scans are library copies of historic maps so the color characteristic and quality vary. The printer is expected to reproduce the images as provided on the PDF. The printer is not required to restore these historic map scans to "new" condition.

NOTE: This is not an all-inclusive list of map products that can be printed utilizing the Formats A-D print categories. Printed map copies shall visually conform to the image depicted in the PDF file. Contractor is to ensure uniformity of the printed map(s) images characteristics, features, clarity of output and color throughout the press run to assimilate the PDF file accurately. Refer to Federal Geographic Data Committee (FGDC) Geologic Map Symbolization standard for references to the geologic standard symbols, patterns and colors at: https://ngmdb.usgs.gov/fgdc_gds/, click on the selection for: FGDC Digital Cartographic Standard for Geologic Map Symbolization. Select the format for viewing or downloading.

NOTE: The above references provided may also aid printer color calibration settings.

FREQUENCY OF ORDERS: Approximately 1,200 to 4,000 individual map prints per month with work orders being placed electronically throughout the month.

QUANTITY: Approximately 1 to 100 or more maps per order. The majority of work orders will be for a single map or single set of maps (two or more individual map titles collated into a set).

NUMBER OF PAGES: Face only single leaf maps.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

- Format "A": Up to and including 18 x 22".
- Format "B": Over 18 x 22" up to and including 24 x 29".
- Format "C": Over 24 x 29" up to and including 29 x 36".
- Format "D": Over 29 x 36" up to and including 32 x 48".

It is anticipated that the majority of orders will be in the Format B size.

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For the purpose of determining the format size, if one dimension falls in one format and the other dimension falls into the other format, pricing will be allowed in the larger format.

The government will accept minor size variations of up to ¼ inch in order to accommodate the contractor's production needs. For example: 21 ¾ inch wide formatted PDF may be printed up to 22 inches wide.

GOVERNMENT TO FURNISH: Electronic PDF files, electronic work order record files and print orders (form 2511).

The contractor must have full capability for receiving digital files as well as digital communications. The contractor will be sent 2 different text files per work order record file. Work order record files will consist of (1) header text file and (2) item text file for each map print order request which contain the following:

- Header Text File – i.e., Order number, customer information (name and address) and shipping method/mode (see Attachment A).
- Item Text File – i.e., Order number, item information, quantity, material number, title, URL and Format A-D size (see Attachment B).

The files furnished for the maps will be press quality Adobe PDF files or the equivalent at the Government's option. The majority of provided files will utilize RGB color settings.

Some files are scans created from scanners using only the 3-color spectrum. For these the scans printed as reproductions not as a newly printed map. Any clean up or alteration for these scans is performed by the agency.

Work orders will be furnished in text format (fixed-width, CSV or tab-delimited). It will have a live link URL as a column in the text file corresponding to each map title that the contractor will have to download the PDF map from. Work order text files will typically be transmitted at 8:00 AM and 1:00 PM MST, Monday through Friday, as well as manually sent when needed during normal business hours.

File size will usually range from 10 to 47 megabytes (mb) with the median being 19 mb. On rare occasions a file may be up to 100 mb or more.

The contractor must be capable of accepting data in these platform/formats for either direct input or conversion to their system as part of their basic charge to the Government. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. This particularly includes symbol fonts like Zapf Dingbats and Carta.

NOTE: The contractor is to support upgrades of application software within one month of notification by the ordering agency.

INSPECTION OF ELECTRONIC FILES: The contractor is to perform a basic check (preflight) of the furnished files. The check should look for missing or damaged files, missing or damaged fonts, damaged disks, missing bleeds, improper trim size, improper color definition, and so on. The contractor is responsible for creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, and defining proper file output selection for the imaging device being used. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the agency immediately upon discovery.

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NOTE: The contractor is to be responsible for the safeguarding of all furnished material and all electronically stored data against any loss, damage or destruction, and the safeguarding of it from unauthorized individuals or firms (see Privacy Act notification).

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 have full capability for receiving very large digital files as well as digital communications.

The contractor must furnish a secure FTPS site (FTP with SSH) for receipt of work orders from the USGS as work orders contain PII data.

Contractor to send USGS confirming receipt of work orders received. After the contractor has printed map products and shipped them out to the specified customer, they are to send USGS a text file containing order number, quantity of packages sent (if more than one), FedEx tracking number (if applicable), shipping type/costs and date of shipment which will be used to close the work order in the USGS sales system. See example Attachment C.

PROGRAMMING: It is anticipated that start-up programming, testing, and software development will be necessary. A work order will need to be developed.

QUALITY CONTROL/QUALITY ASSURANCE (QC/QA): Low bidder will be required within five days of notification to submit a quality control/quality assurance plan as part of the “*detailed production plan*” prior to award (see Section 1). That plan, once accepted by the GPO, must remain in force during the term of the contract unless otherwise modified by supplemental agreement.

REPORT GENERATION:

- Daily Reports: A complete listing of individual orders received, produced, mailed/shipped as well as postal charges specific to the individual work order. (References will be by work order number). When a Small Package Carrier (SPC) is utilized the tracking information needs to be furnished as well. These reports must specify the various formats under which these products are produced.
- Monthly reports: For payment, a summary of full orders delivered during that monthly period attached to the billing certification.

These reports will be generated in electronic format (text files) as specified by the Government and transmitted to a site specified by the Government.

If the contractor chooses to perform at multiple locations especially during peak times, all reports and work orders must be generated, compiled and sent through one central facility to and from the Government. When multiple facilities are utilized, the “Daily Reports” must specify the facility where the production is performed.

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GOVERNMENT INSPECTION: During the term of this contract, the Government at its option may choose to have up to two inspectors or more on-site during the production of the orders. The mission of these inspectors is strictly limited to observation and random inspection.

The inspectors do NOT have the authority to make changes or alterations in contract terms, operations, or schedules, or to in any manner direct the contractor's operations. The contractor retains all performance responsibilities under the contract. Should changes become necessary because of findings of the inspectors, only the GPO Contracting Officer has the authority to direct those changes be implemented or to otherwise negotiate agreements.

SPOILAGES: Spoilages will consist of any orders which have not been printed to specified standards, mailed to the incorrect address, incorrect packaging utilized or orders that consist of incorrect items or quantities due to contractor error.

The contractor is responsible for replacing ALL spoilages including the cost of reprinting, packing, and shipping/ mailing; this includes the postage/SPC charges whether initially mailed or bulk shipped (the Government will not allow reimbursable postage or charges to the Government's account on the spoilages attributed to contractor error).

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.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in their opinion, materially differs from that of the color sample(s).

Stock: Commercially available Coated Bond Color Inkjet Paper, Basic Weight: 28 pound, using up to 60" wide rolls, with a Thickness of 4.9 mils, Whiteness of 145, Brightness of 95%, and Opacity of 93% to 95%. Must be coated and bonded and water resistant. Paper shall be designed for high volume CAD, Graphic and mapping prints. Superior coating optimized for any wide format printers using dye and pigment ink. Water-resistant image, crisp lines, dense black and vivid colors combined with fast dry times. Similar to JCP G10, White Bond.

PRINTING: Single leaf products - print face only in full color. The contractor must generate images at least equivalent to 300 x 300 dpi. Direct image digital printing is acceptable using pigment-based inks, electro inks or soy-based inks. Ink must be UV resistant.

It's anticipated that most maps will print in four-color process.

MARGINS: Adequate gripper.

BINDING: Maps will be flat.

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PACKING: Maps will be rolled and inserted into appropriately sized triangular** tube container with a copy of the work order in a manner which will assure that the contents arrives at destination undamaged. Round tubes are not acceptable.

**At the option of the contractor rectangular tube containers are acceptable.

When quantities exceed 120 copies they will be boxed flat with corner protectors with appropriate packing materials to ensure they arrive undamaged.

Each shipping container must not exceed 45 pounds when fully packed.

For purposes of this contract, the requirement for “200 PSI bursting strength” specified in “Pub 310.2 – GPO Contract Terms” under “Supplemental Specification 3. (i)(1)” is waived on the shipping tubes. Bidder is cautioned that the tubes still must be approved by the government as specified elsewhere in the solicitation.

Multiple containers and/or shipment will not be allowed for individual orders with the exception of orders that exceed 45 pounds.

SHIPPING CONTAINER/TRIANGULAR TUBE SAMPLES: Within two weeks of award and prior to the commencement of production on the contract, the contractor shall submit five samples of each shipping/ mailing containers to: USGS (address to be provided after award). Samples will be tested for conformance of material(s) and/or construction. The container and accompanying documentation shall be marked "TEST SAMPLES" and shall include the GPO Jacket, Purchase Order, and Program number. These containers must be in conformance with all postal regulations. Samples may be waived at the option of the agency.

Only triangular** tubes are acceptable; round tubes will not be considered.

**At the option of the contractor rectangular tube containers are acceptable.

The Government will approve, conditionally approve or disapprove the samples within 3 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event the samples are disapproved by the Government the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default.

In the event the Government fails to approve, conditionally approve, or disapprove the Pre-Production Samples within the time specified, the Contracting Officer shall automatically extend the schedule in accordance with Article 12 "Notice of Compliance with Schedules", Contract Clauses, in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 9-88)).

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Manufacture and distribution of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples and the cost of sending the samples to the address under "SCHEDULE" shall be included in the contract price for the production quantity.

The contractor, at their option, may utilize shipping containers furnished by the Small Package Carrier (SPC) as long as they are suitable and allow delivery of the contents without damage. These containers are still subject to approval by the government.

The approved tubes/containers will be used as the standard throughout the contract unless altered by mutual agreement.

DEPARTMENTAL RANDOM COPIES (i.e. BLUE LABEL SAMPLES): This requirement is waived.

QUALITY CONTROL SAMPLES: The contractor will be required to, at contractor's cost, provide print samples to the agency. Samples will be checked to ensure that printing and paper quality is maintained. Samples will have one to three prints each. A specified URL location will be identified by the agency for the contractor representative. Contractor samples will be compared to agency print samples. The Government may specify up to five samples at a time. If print quality is found to be deficient, additional samples will be requested until contractor's print quality is improved to match or exceed Government samples.

When requested, print test samples will be sent to USGS. Specific contact information will be provided after award.

DISTRIBUTION: The contractor will be required to individually mail or ship by Small Package Courier (SPC) as ordered.

All orders will ship FOB contractor city.

The contractor will be required to affix postage or prepare appropriate prepaid shipping documents for SPC.

It is anticipated that only a small percentage of orders will ship via U.S. Postal Service. These orders will be to addresses containing post office boxes.

All mailing will be made USPS first class or FedEx Ground rate, whichever is the most economical to the Government or is specified by the order. Exclusively for this contract, a Government FedEx account number will be used for Government FedEx deliveries. Contractor will ensure that the Government FedEx account will be used exclusively for the shipping of ordered Government product for this contract. Occasionally, work orders will specify FedEx Overnight or Overnight Priority delivery and may have a different FedEx account number provided. All FedEx account numbers provided are to be considered as PII information.

All distribution must be made from within the continental United States.

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All USPS postage will be reimbursed at time of billing.

The contractor MUST coordinate with a local post office representative prior to mailing to arrange for daily pick ups or mail drops, and to alert the station that there will be large quantities of mail received to eliminate unnecessary delays.

All maps mailed to domestic or foreign destinations must conform to the appropriate regulations and "Certificate of Conformance" in the USPS manual for "Domestic Mail", "International Mail" or GPO Pub. 310.2 as applicable.

A small quantity of the orders will be to foreign destinations. These pieces will be packaged and labeled then shipped to the customer's shipping address using standard shipping modes.

The contractor will be furnished an account number to utilize for SPC shipments.

Contractor must make arrangement with designated SPC's for daily pickups as necessary. At this time, the government anticipates that Fedex will be designated for most SPC requirements.

The contractor will be responsible for determining the most economical level of service for each order for the SPC. (2-day, 3-day, ground, etc.).

Small quantity of orders may be charged to specific accounts. These orders will be shipped collect, there will be no direct shipping cost to the contractor. In these cases, the contractor will be responsible for filling out the appropriate BL and contacting the carrier for pickup.

All expenses incidental to pickup and return of 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 work order.

No definite schedule can be predetermined. Furnished material must be picked up from the website or FTPS site identified per work order line item(s) and delivered to the address specified per individual work orders, as noted in "**DISTRIBUTION**" hereinbefore.

Procedure for processing:

- On a daily basis either once or twice a day the agency will transmit work orders (sample attached) for that day (as many as 50 to 100 or more work orders for various quantities and or sets). The appropriate PDF's for reproduction will be attached to these individual work orders.
- The contractor will produce the map or maps as per the work order.
- The contractor will pack in the suitable container as per specs, insert a copy of the work order and label the container with the appropriate address.
- The contractor will prepare the item/s for shipment either by mail or SPC as designated on the work order. It is anticipated that the majority of shipments will be by SPC.

The ship/deliver date indicated on the print order is the date products ordered must be shipped.

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The contractor will be limited to a day-for-a-day extension as a result of government delays.

The normal schedule shall be seven workdays from receipt of order to final distribution at the Postal Service or small package carrier. This schedule is to allow the contractor some flexibility in scheduling work, however this is a maximum schedule, the contractor is strongly encouraged to complete and distribute the individual work orders as soon as possible. Failing to make distribution within the seven workday schedules will be reason to terminate the contract for default.

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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.	1.	(a)	1535	
		(b)	226	
		(c)	6	
		(d)	2	
	2.	(a)	12000	
		(b)	3533	
		(c)	861	
		(d)	862	
	3.	(a)	3015	
		(b)	476	
		(c)	75	
		(d)	1	
	4.	(a)	506	
		(b)	287	
		(c)	75	
		(d)	1	
II.		(a)		(b)
	(1)	3406		1533
	(2)	127		74
	(3)	45		33
	(4)	21		10
	(5)	9		4
III.	(a)	1		
	(b)	550		

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. Contractor's city.

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

The 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 Bid may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if the 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.

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.

I. COMPLETE PRODUCT: (Except for Items under II & III). Prices bid shall include the cost of all required materials and operations (including but not limited to file preparation and paper) necessary for the complete production and distribution of the product listed in accordance with these specifications.

- 1. Format A (up to 18 x 22")
 - (a) 1 to 5 of each map title, per each map \$ _____
 - (b) 6 to 40 of each map title, per each map \$ _____
 - (c) 41 to 100 of each map title, per each map \$ _____
 - (d) 101 or more of each map title, per each map \$ _____

- 2. Format B (over 18 x 22" up to and including 24 x 29")
 - (a) 1 to 5 of each map title, per each map \$ _____
 - (b) 6 to 40 of each map title, per each map \$ _____
 - (c) 41 to 100 of each map title, per each map \$ _____
 - (d) 101 or more of each map title, per each map \$ _____

- 3. Format C (over 24 x 29" up to and including 29 x 36")
 - (a) 1 to 5 of each map title, per each map \$ _____
 - (b) 6 to 40 of each map title, per each map \$ _____
 - (c) 41 to 100 of each map title, per each map \$ _____
 - (d) 101 or more of each map title, per each map \$ _____

(Initials)

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- 4. Format D (over 29 x 36" up to and including 32 x 48")
 - (a) 1 to 5 of each map title, per each map \$ _____
 - (b) 6 to 40 of each map title, per each map \$ _____
 - (c) 41 to 100 of each map title, per each map \$ _____
 - (d) 101 or more of each map title, per each map \$ _____

II. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

	<u>Formats A & B</u> (a)	<u>Formats C & D</u> (b)
Shipping containers: Including packing, labeling and preparation for shipping.		
(1) One to 10 maps rolled, per tube	\$ _____	\$ _____
(2) 11 to 25 maps rolled, per tube	\$ _____	\$ _____
(3) 26 to 60 maps rolled, per tube	\$ _____	\$ _____
(4) 61 to 120 maps rolled, per tube	\$ _____	\$ _____
(5) Quantities over 120 shipped flap in a suitable flat carton, including corner protectors, per carton	\$ _____	\$ _____

III. PROGRAMMING:

- (a) One-time setup and programming charges at the inception of the program (this charge will only be allowed for the first year of the contract and is inclusive of all operations and tests necessary for startup. \$ _____)
- (b) Programming/timework, per hour \$ _____

NOTE: "**Programming/Timework**" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework will only be allowed under exceptional circumstances and must **specifically authorized** by subsequent Contract Modification(s). It is anticipated this charge will only be allowed in conjunction with government required changes throughout the course of the contract. In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under III. (b). In no case will this charge be allowed in conjunction with III (a).

(Initials)

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

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

ATTACHMENT A
(example of Header Text File)

Attachment A

SAMPLE_prd20170214130029hrr

H002714Q454Tippy 5997 Smith Drive	CO 80225	Canoe US FedEx Second day X Johnston	Denver
0027141001Kip 1 Grayland Ave	VA 24060	US FEDEX GROUND Lifts	Blacksburg
H0027141002Carrie 1512 University Blvd	VA 24060	US FEDEX GROUND Smith	Blacksburg
H0027141003Allen 6150 E Schmid Ave	CO 81621	US FEDEX GROUND Smith	Basalt
H0027141062Sammy 8815 S Lincoln Rd	VA 24060	US FEDEX GROUND	Blacksburg

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ATTACHMENT B
(example of Item Text File)

Attachment B

SAMPLE_prd20170214130029itm

10027140454000001 100000000000062738NANTUCKET, MA
https://ims.er.usgs.gov/gda_services/download?item_id=5632025&quad=Nantucket&state=MA&grid=7.5X7.5&series=Map GeoPDF

22.00 27.838
10027140454000002 100000000000062963MARTHA'S VINEYARD, MA
https://ims.er.usgs.gov/gda_services/download?item_id=5636099&quad=Martha's Vineyard&state=MA&grid=30X60&series=Map GeoPDF

24.12 40.030
10027140454000003 1000000000000359213SIASCONSET, MA
http://ims.er.usgs.gov/gda_services/download?item_id=5632373&quad=Siasconset&state=MA&grid=7.5X7.5&series=Map GeoPDF

21.40 26.808
10027140454000004 1000000000000359265S1ASCONSET, MA
http://ims.er.usgs.gov/gda_services/download?item_id=5634827&quad=Siasconset&state=MA&grid=7.5X7.5&series=Map GeoPDF

17.00 20.80A
10027140454000005 1000000000000335689GREAT POINT, MA
http://ims.er.usgs.gov/gda_services/download?item_id=5631747&quad=Great Point&state=MA&grid=7.5x7.5&series=Map GeoPDF

22.00 26.908
10027140454000006 1000000000000351906NANTUCKET, MA
https://ims.er.usgs.gov/gda_services/download?item_id=5689334&quad=Nantucket&state=MA&grid=30X30&series=Map GeoPDF

17.10 21.40A
10027141001000001 100000000000034485ANCHORAGE A-8 NW, AK
http://store.usgs.gov/b2c_usgs/b2c/usgs/netfile?file=//igskahcigssap05/MOD/StoreFiles/DenverPDFs/25K/AK/AK_Anchorage_A8_NW_1994_025.pdf

21.75 27.008
!0027141002000001 10000000000001038848LACKS8URG, VA
http://store.usgs.gov/b2c_usgs/b2c/usgs/netfile?file=//igskahcigssap05/MOD/StoreFiles/DenverPDFs/24K/VA/VA_8lacksburg_1986.pdf

21.75 27.008
10027141002000002 100000000000034485ANCHORAGE A-8 NW, AK
http://store.usgs.gov/b2c_usgs/b2c/usgs/netfile?file=//igskahcigssap05/MOD/StoreFiles/DenverPDFs/25K/AK/AK_Anchorage_A8_NW_1994_025.pdf

21.75 27.008
10027141003000001 1000000000000103217KANE GULCH, UT
https://ims.er.usgs.gov/gda_services/download?item_id=5458357&quad=Kane Gulch&state=UT&grid=7.5X7.5&series=Map GeoPDF

21.75 27.008
10027141003000002 1000000000000103499POLLYS PASTURE, UT
http://store.usgs.gov/b2c_usgs/b2c/usgs/netfile?file=//igskahcigssap05/mod/storefiles/PDF/Pollys_Pasture_o371f0d1_geo.pdf

21.75 27.008
!0027141062000001 10000000000001038848LACKS8URG, VA
http://store.usgs.gov/b2c_usgs/b2c/usgs/netfile?file=//igskahcigssap05/MOD/StoreFiles/DenverPDFs/24K/VA/VA_8lacksburg_1986.pdf

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ATTACHMENT C
(example of confirming receipt of work orders received)

Attachment C

SAMPLE_Print_on_oemand_vendor_shippingExport20170211

27138565	690835607745	Ground	3.08	20170210
27138564	690835607756	Ground	2.94	20170210
27138563	690835607767	Ground	3.08	20170210
27138562	690835607778	Ground	4.28	20170210
27138561	690835607789	Ground	4.20	20170210
27138560	690835607790	Ground	2.61	20170210
27138559	690835607804	Ground	3.08	20170210
27138302	690835607815	Ground	2.86	20170210
27138953	690835607837	Ground	2.57	20170210
27138952	690835607848	Ground	3.08	20170210
27138764	690835607859	Ground	4.28	20170210
27138954	690835607860	Ground	4.14	20170210
27138955	690835607870	Ground	2.61	20170210
27138137	690835607881	Ground	3.08	20170210