

U.S. GOVERNMENT PUBLISHING OFFICE
Northwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Printed Products

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

Department of Interior
Bureau of Land Management
Alaska State Office

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning November 1, 2024 and ending October 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 October 15, 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 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.*

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the products ordered under this contract must be located within a 60-mile radius of Anchorage, AK 99518.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature, contact Felicia Buchko at fbuchko@gpo.gov and infnorthwest@gpo.gov or (206) 764-3726 ext. 3.

SECTION 1. – GENERAL TERMS AND CONDITIONS

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

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

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

SUBCONTRACTING: The predominant production functions of this contract are printing, proofing, and disposal of waste materials. Bidders who must subcontract these operations will be declared non-responsible.

The contractor is responsible for enforcing all contract requirements outsourced to a subcontractor.

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) Nondestructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/ Average type dimension/Electronic media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic media
P-10. Process Color Match	O.K. Proofs/Electronic media

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 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 November 1, 2024 to October 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 July 31, 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.

WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the products ordered under these specifications from falling into unauthorized hands. The contractor shall not retain or distribute, in any form, any part of the materials furnished by the Government which are not consumed in the preparation of the work, or which are generated as a result of this contract.

Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed. (See “SECURITY CONTROL PLANS” and “DISPOSAL OF WASTE MATERIALS” for additional information.)

DATA RIGHTS: All data/content and materials furnished and/or produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data/content/materials in whole or in part in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

DISPOSAL OF WASTE MATERIALS: The contractor is required to demonstrate how all waste materials used in the production of these products will be definitively destroyed – i.e., burning, pulping, shredding, macerating, or other suitable similar means. Definitively destroying the waste materials means the materials cannot be reassembled and used in an inappropriate manner in violation of law and regulations. NOTE: Disposal of waste materials, as specified here, is a predominant production function and cannot be subcontracted.

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.

SECURITY CONTROL PLANS: As part of the preaward survey, the prospective contractor is required to submit security control plans as specified below.

The contractor shall maintain, in operation, an effective security system where items by these specifications are produced and/or stored (awaiting distribution or disposal) to assure against theft and/or the product falling into unauthorized hands.

The Government retains the right to conduct security reviews at any time during the term of the contract.

Within five (5) workdays of notification, the contractor shall present, in writing to the Contracting Officer, detailed plans for the following activities. The workday after notification to submit will be the first day of the schedule.

The following proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.

The security control plans must address in detail, at a minimum, the following –

- How all accountable materials will be handled throughout all phases of production.
- How the disposal of waste materials will be handled. (See “DISPOSAL OF WASTE MATERIALS.”)
- If applicable, list of subcontractor(s) and their specific function.
- 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).

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 immediately after award. The postaward conference will be held in person at BLM, Alaska State Office, Anchorage, AK, or at the contractor's facility. The location will be determined after award.

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from November 1, 2024 through October 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 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: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

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

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

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

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.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of publications, looseleaf products, and maps requiring such operations as electronic prepress, printing (including four-color process), binding, packing, and distribution.

TITLE: Various Printed Products.

FREQUENCY OF ORDERS: Approximately 10 to 25 orders per year.

NOTE: More than one product may be ordered on the same print order requiring the same schedule. A publication may consist of multiple volumes ordered on the same print order requiring the same schedule.

QUANTITY: Approximately 10 to 125 copies per product per order.

NOTE: Each volume of a publication will be considered a different product. Some products will require fold-ins.

NUMBER OF PAGES:

Publications/Looseleaf Products: Approximately 2 to 5,000 pages (plus cover, when required) per product per order.
Fold-ins: Approximately 1 to 100 fold-ins (face only or face and back) per product per order.
Maps: Face only or face and back.

TRIM SIZES:

Publications/Looseleaf Products: 8-1/2 x 11".
Fold-ins: 17 x 11" (flat).
Maps: 17 x 11" (flat).

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

Platform: Macintosh and Windows (current or near current version).

Storage Media: Email; contractor-hosed SFTP.

Software: Adobe Acrobat (current or near current version).

NOTE: All 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 provided in PDF format.
Electronic media will include all illustrations and graphics furnished in place.
CMYK will be used for color identification.

Distribution list will be furnished as a Microsoft Excel file via contractor-hosted FTP – *to be furnished no later than contractor's receipt of "O.K. to Print" on proofs.*

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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 products in accordance with these specifications.

Secure File Transfer Protocol (SFTP) – The contractor must be able to accept files electronically via their secure contractor-hosted SFTP server. Appropriate log-on instructions and protocol shall be provided by the contractor at time of award. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access.

Print Order Estimate – Upon receipt of print order and distribution list, the contractor is to provide an estimate of the order, including all mailing/shipping costs (see “DISTRIBUTION” for more information).

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

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

All halftones produced must be 150-line screen or finer.

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

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

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

PROOFS: When ordered –

If produced via conventional offset printing –

One (1) or two (2) sets (as ordered) of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology) and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

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

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

If produced via digital printing –

One (1) or two (2) sets (as ordered) of digital color one-off proof created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "O.K. to Print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

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

Text and Fold-ins – White Plain Copier, Xerographic Copier, Laser Printer, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-63.

Covers – White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Maps – White Plain Copier, Xerographic Copier, Laser Printer, basis weight: 24 lbs. per 500 sheets, 17 x 22, equal to JCP Code O-63.

PRINTING: At contractor's option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

Text and Fold-ins – Print (head-to-head, head-to-side, or head-to-foot) in black or in four-color process. Printing may consist of text and line matter, halftones, agency logo, graphics, maps, and/or charts/graphs. Four-color process scattered throughout.

Facing text pages may print to and must align across the bind. Entire fold-in, including apron, will print. Publications may contain more fold-ins than text leaves.

Covers – Print Covers 1 through 4 in black or in four-color process. Printing may consist of text and line matter, halftones, logos, and/or graphics.

Maps – Print face only or face and back (head-to-head or head-to-foot) in black or in four-color process. Printing consists of text and line matter, halftones, graphics, and agency logo.

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

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

Looseleaf Products – Trim four sides.

Coil-Binding – Text and cover leaves trim four sides. Punch suitably and insert plastic coil binding of suitable capacity. Color of coil to be specified on the print order.

Comb-Binding – Text and cover leaves trim four sides. Punch suitably and bind text and cover with plastic combs of suitable capacity. Color of comb to be specified on the print order.

Perfect-Binding – Perfect-bind text and wraparound cover; trim three sides.

Fold-ins – Trim four sides. Fold from 17 x 11” down to 8-7/16 x 11” with two parallel accordion folds (“Z” style fold). Fold in front toward bind with title out. Each folded panel is approximately 4-1/4” wide. Insert throughout text, as specified, and bind with text. Fold-ins do not trim with final product.

Maps – Trim four sides. Fold from 17 x 11” down to 4-1/4 x 11” with two parallel accordion folds (“Z” style fold), title out.

Shrink-Film Wrapping – When ordered, shrink-film wrap in quantities as specified on the print order.

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 shipment.

Bulk Shipments –

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

Mailed Shipments –

Insert single 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 or wrapped in shipping bundles (maximum gross weight 14 pounds).

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

LABELING AND MARKING:

Bulk Shipments – Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments – Create and affix a label to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers. At contractor’s option, addresses may be imaged directly onto the kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers.

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 at gpo.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>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 located at 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 Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

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

DISTRIBUTION: Mail/ship f.o.b. contractor's city to both domestic and foreign addresses. (Domestic addresses are nationwide, including Alaska, Hawaii, American Territories, and APO/FPO addresses.)

Complete quantities will be furnished with each print order.

All mailing shall be made at the First Class rate (reimbursable) or using Flat Rate boxes (reimbursable) – whichever is most economical to the Government.

The contractor will be required to apply the appropriate postage to each mailing. Contractor will be reimbursed for all mailing costs upon submission of complete mailing receipts with billing invoice for payment.

For remote locations, contractor may be required to ship f.o.b. contractor's city (reimbursable) using a third-party shipper. When applicable, contractor is responsible to pay for all shipping costs and will be reimbursed for all shipping costs upon submission of shipping receipts with billing invoice for payment.

NOTE: Contractor is to mail via U.S. Postal Service whenever possible. Shipping via a third-party shipper is to be used only when mailing is not possible.

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

Upon completion of each order, contractor must notify the ordering agency (on the same day the order mails/ships) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 3032-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, mailing/shipping methods, and title of product. Contractor must be able to provide copies of all mailing/shipping receipts upon agency request.

Upon completion of each order, digital deliverables must be delivered to the agency contact as specified on the print order.

All expenses incidental to picking up and returning furnished materials (if applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Print orders and furnished materials will be furnished via email or SFTP.

When ordered, hard copy proofs are to be delivered to and picked up from the address as specified on the print order (addresses will be located in Anchorage, Fairbanks, Glennallen, or Nome, AK).

No definite schedule for placement of orders can be predetermined.

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

NOTE: The ordering agency will review proofs on site at the contractor’s facility on a minimum of 50 percent of all orders.

- Complete production and distribution must be made within 10 workdays of receipt of notification of the availability of print order and furnished materials.
- 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 two (2) workdays from their receipt at the ordering agency until they are made available for pickup by the contractor. (NOTE: the first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit times are included in the 10-workday schedule.

The ship/deliver date indicated on the print order is the date products ordered for mailing/shipping f.o.b. contractor’s city must be delivered to the postal service 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 must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov, 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 under this contract for a like period of time.

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

I. 16,030

	(1)	(2)	(3)	(4)
II. (a)	850	425	250	125
(b)	2	1	2	1
(c)	10,428	4,460	186	81
(d)	30	16	30	16
(e)	390	413	10	13
(f)	7	8	7	8
(g)	700	700	50	50
(h)	3	3	1	1
(i)	1,035	434	474	273
(j)	1,071	452	411	221
(k)	15	15	10	10
(l)	20	10	10	5

III. 180

IV. 1. 84

- 2. (a) 410
- (b) 312
- (c) 38

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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.

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

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

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

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per-100 rate.

For line items II. (a), (c), (e), and (g), a charge will be allowed for each text page, whether printed or blank.

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

I. PROOFS:

For fold-ins and maps, a charge will be allowed for each printed 8-1/2 x 11” page-size unit.

Inkjet proofs (G7)/digital color one-off proofsper 8-1/2 x 11” trim/page-size unit.....\$ _____

II. PRINTING AND BINDING: Prices offered must be all inclusive and include the cost of materials and operations necessary (including paper) for the printing and binding of the products listed in accordance with these specifications

	<u>Black Ink Only</u>		<u>Four-Color Process</u>	
	<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>	<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
	(1)	(2)	(3)	(4)

(a) Looseleaf Text:
 Printing text,
 including binding..... per page \$ _____ \$ _____ \$ _____ \$ _____

(b) Looseleaf Cover:
 Printing Covers 1 through 4,
 including binding..... per page \$ _____ \$ _____ \$ _____ \$ _____

Initials

	<u>Black Ink Only</u>		<u>Four-Color Process</u>	
	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)	<u>Makeready and/or Setup</u> (3)	<u>Running Per 100 Copies</u> (4)
(c) Coil-Binding Text: Printing text, including binding..... per page	\$ _____	\$ _____	\$ _____	\$ _____
(d) Coil-Binding Cover: Printing Covers 1 through 4, including binding..... per page	\$ _____	\$ _____	\$ _____	\$ _____
(e) Comb-Binding Text: Printing text, including binding..... per page	\$ _____	\$ _____	\$ _____	\$ _____
(f) Comb-Binding Cover: Printing Covers 1 through 4, including binding..... per page	\$ _____	\$ _____	\$ _____	\$ _____
(g) Perfect-Binding Text: Printing text, including binding..... per page	\$ _____	\$ _____	\$ _____	\$ _____
(h) Perfect-Binding Cover: Printing Covers 1 and 4 or Covers 2 and 3, including binding..... per side	\$ _____	\$ _____	\$ _____	\$ _____
(i) Fold-ins: Printing one side only including folding and inserting throughout text and binding..... per fold-in	\$ _____	\$ _____	\$ _____	\$ _____
(j) Fold-ins: Printing on second side....per fold-in	\$ _____	\$ _____	\$ _____	\$ _____
(k) Maps: Printing face only, including binding..... per map	\$ _____	\$ _____	\$ _____	\$ _____
(l) Maps: Printing face and back, including binding..... per map	\$ _____	\$ _____	\$ _____	\$ _____

Initials

III. ADDITIONAL OPERATIONS:

Shrink-wrappingper package\$ _____

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

1. Bulk shipments (other than by mail):

Packing and sealing shipping containers per container\$ _____

2. Mailing:

(a) Single or multiple copies in kraft envelope (up to 200 leaves)per envelope\$ _____

(b) Single or multiple copies over 200 leaves, up to 12 pounds, in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 pounds) per bag or bundle\$ _____

(c) Quantities over 12 pounds, up to 36 pounds, packed in shipping containers (maximum gross weight 40 pounds) per container\$ _____

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by 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's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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