

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

U.S. Coast Pilot Perfect Bound Publications

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

Federal Aviation Administration
National Aeronautical Charting Group
(FAA/NACG)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2008 and ending September 30, 2009, 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 publicly opened at 11 a.m., prevailing Washington, DC time, on **September 18, 2008**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2001.

NOTICE TO BIDDERS: BIDDERS ARE DIRECTED TO READ "TESTING" ON PAGE 7 OF 13 PRIOR TO BIDDING ON THIS PROGRAM.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Electronic Media: See Platform additions. Proofs.

Additional lesser changes are scattered throughout.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>.

For information of a technical nature, call **Linda Kenney** (202) 512-0310 (No collect calls) or e-mail lkenney@gpo.gov.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987, Rev. June 2001) and GPO Contract Term, Quality Assurance Through Attributes Program, (GPO Pub. 310.1, effective May 1979, Rev. August 2002).

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

Product Quality Levels:

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

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

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.
- (c) Note: Perfect-Bound Book Durability will be tested in accordance with tests specified in Quality Assurance Through Attributes Program, (GPO Pub. 310.1, effective May 1979, Rev. August 2002) under F-5.

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	OK Proofs/Government Furnished PDF Files
P-8. Halftone Match (Single and Double Impression)	Government Furnished PDF Files
P-10. Process Color Match	OK Color Proof

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 this contract may not exceed 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 the beginning of the contract to September 30, 2009 and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending June 30, 2008 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.

PRE-AWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award 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.

POST-AWARD 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 Government Printing Office, Washington, DC, immediately after award.

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 October 1, 2008 through September 30, 2009, 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of separate covered perfect bound publications requiring such operations as electronic prepress, printing (including four-color process), binding, packing, and delivery.

TITLE: United States Coast Pilot (Perfect Bound Publications).

NUMBER OF ORDERS: Approximately 8-10 orders will be placed per year. It is anticipated at this time that an order will be placed approximately every 5 to 6 weeks. An occasional order may be placed outside the anticipated schedule.

QUANTITY: Approximately 2,500 to 5,000 copies per order. It is anticipated at this time that the average order will require approximately 3,500 copies. An occasional order may be placed for over 5,000 copies.

NUMBER OF PAGES: Approximately 400 to 800 pages per order.

TRIM SIZE: 8-1/2 x 11". Bind on the 11" dimension.

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: IBM Windows XP

Storage Media: CD-ROM or files can be FTP (contractor's server) directly to the printer.

Software: The publication text and graphics/illustrations will be furnished as electronic publishing files. Files will be furnished in Adobe Acrobat 7.0 Professional (Version 7.1.0) print ready PDF file formats with all printer and screen fonts furnished.

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

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.

GPO Form 952 (Desktop Publishing-Disk Information).

One reproduction proof, Form 905 (R. 8/95) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random Copies.

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 product(s) in accordance with these specifications.

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 Department of Transportation, Federal Aviation Administration, Mary Wheatley, (301)-713-2629.

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

When required by the Government, the contractor shall make all revisions to the electronic files.

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on CD-ROM. The Government will not accept, as digital deliverables, PostScript files, or any proprietary file formats other than those supplied, unless specified by the Government. The CD-ROM and jewel case must be clearly labeled with decal title, jacket number, and print order number, and must include a print out of the file directory.

PROOFS: One (1) complete set of digital color content proofs for the entire book form. At contractor's option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

One (1) set of GRACoL certified digital off-press proofs for **Covers 1, 4, and Backstrip/Spine**, and **all Illustration Pages printing in Four-Color Process**. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product and output on an Epson Stylus Pro 9800 (or similar) wide format printer.

If, in the opinion of the government, these changes negatively affect the quality requirements of the contract, the government reserves the right to unilaterally rescind this supplemental agreement. In the event this supplemental agreement is rescinded the government will incur no additional charges due to a return to the originally specified workflow.

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 "OK 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. 11" dated February 1999.

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

TEXT: White Opacified Offset Book, basis weight: 50 lbs per 500 sheets, 25 x 38", equal to JCP Code A80.

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

PRINTING: Text pages print head-to-head in: black; black and cyan; or four-color process. Four-color

process pages are scattered throughout.

Covers 1, 4, and backstrip/spine print full coverage in four-color process. Cover pages 2 and 3 prints in black. After printing flood clear gloss varnish the entire surface of covers 1, 4 and backstrip/spine to prevent scratching or smearing.

MARGINS: Margins will be as indicated on print order or furnished negatives. Text pages contain adequate gripper margins throughout. Cover 1 and 4 bleed all sides.

BINDING: Gather text pages in numerical sequence and perfect bind with wraparound cover. Hinge score Covers 1 and 4 along the entire 11" dimension at approx. 1/4" from bind. Securely glue front and back covers to the first and last text pages between the cover score and the bind.

TESTING: Perfect-bound book durability is defined as the durability of the adhesive binding under tests that simulate normal usage of the book during its expected useful life. Books produced on this Program will be tested in accordance with the tests (Subway, Page Pull, Page Flex and Adhesive Temperature Stability) listed in the Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. August 2002) under F-5. Perfect-Bound Book Durability. Contractor should familiarize themselves with these tests prior to bidding. Orders containing books that are tested and found to contain Critical defects will be rejected and contractor will be required to reprint and rebind the order in its entirety.

PACKING: Pack in shipping containers not to exceed 45 lbs. when fully packed. Pallets are required.

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.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to 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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent with the bulk distribution.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

A copy of the Government furnished certificate must accompany the voucher sent to the U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

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 execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

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: Deliver f.o.b. destination to approximately 1 to 3 destinations within the commercial zone of Washington, DC, and to one address in Glenn Dale, MD. The bulk of each order delivers to Glenn Dale, Md. Inside deliveries will be required.

Complete addresses and quantities will be furnished with print order.

All expenses incidental to picking up or returning furnished materials, print order, or proofs 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).

No definite schedule for pickup of material can be predetermined.

Contractor must submit and pick up Proofs and all government furnished material within 5 workdays. Deliver proofs to: Chief, Coast Pilot Branch (NOAA/CS51), Room 6230, 1315 East-West Highway, Silver Spring, MD 20910. Inside delivery to room number specified is required. Contractor must call Chief, Coast Pilot Branch at 301-713-1200 at least 24 hours prior to sending proofs.

NOTE: All pickups and deliveries of furnished material and proofs must be made between 9:00 A.M. and 4:00 P.M.

Proofs will be withheld 3 workdays from receipt until they are made available for pickup by the contractor.

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.

Contractor to complete production and submit via overnight delivery service, 7 prior-to-distribution copies to 2 addresses in the Washington, DC area within 5 workdays.

Authorization to deliver balance of copies will be given telephonically within 24 hours after receipt of prior-to-distribution copies.

Contractor to deliver balance of copies within 2 workdays after authorization to deliver is received.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

One copy of contractor's billing voucher for each Print Order showing each item for payment identified by item number, item description, quantity, and cost must be sent to:

Unscheduled material such as Government bills of lading, shipping 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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or (202) 512-0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 1-800-424-9471.

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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 year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I. (a) 5,681
(b) 639

II. (1) (2)
(a) 5,641 25,433
(b) 10 38

III. (a) 4,396

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination within the commercial zone of Washington, DC and to one address in Glenn Dale, MD.

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) 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.

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

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

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

I. ELECTRONIC PREPRESS:

- (a) One-digital color content proof..... per trim/page-size unit.....\$ _____
- (b) One-digital off press proof..... per trim/page-size unit.....\$ _____

II. PRINTING AND BINDING: The prices offered shall be all-inclusive for printing and binding in accordance with these specifications and must include the cost of all required materials, and operations necessary for the production of the product listed as defined in Section 2.-Specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Printing text pagesper page.....\$ _____		\$ _____
(b) Printing cover pages 1, 4 and backstrip/spine in 4-color process and cover 2 and 3 in black Price offered must include the cost of varnishing and hinge scoring coverper complete cover.....\$ _____		\$ _____

(Initials)

III. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of all shipping containers, all necessary wrapping and packing materials, labeling or marking, generating and affixing labels and distribution in accordance with these specifications.

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

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted) (Telephone Number)