

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Books and Pamphlets

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

Department of Commerce (Census)

Single Award

CONTRACT TERM: 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 period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on September 15, 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, 36 H Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

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

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

For information of a technical nature call Allen Crofts (202) 512-0303 (no collect calls).

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. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 8-02)).

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

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 Date of Award 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 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 May 31, 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.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of September 2008, will establish the base index.
3. There shall be no price adjustment for the first three (3) months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ ______ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items III.1.(a) through (j) and III.2. in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this 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.

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 Date of Award 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

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 and self-covered publications requiring such operations as electronic prepress, printing (including four-color process), binding, packing and distribution.

TITLE: Books and Pamphlets.

FREQUENCY OF ORDERS: Up to approximately 100 orders per year.

Note: More than one order may be placed on the same day with the same schedule. No more than 15 orders will be placed within the same week.

QUANTITY: Up to and including approximately 100,000 copies per order.

NUMBER OF PAGES:

Publications: Approximately 4 to 700 pages (plus cover, when ordered) per order.

Tab Dividers: Approximately 30 dividers per publication when ordered.

TRIM SIZES:

Publications: 8-1/2 x 11"; including album style.

Tab Dividers: 8-1/2 x 11" with 1/2" tab (overall size is 9 x 11").

GOVERNMENT TO FURNISH:

Camera copy consisting of text matter, line art, illustrations, color and black/white photoprints to be reproduced at various focuses.

Electronic Media:

Platform: Microsoft Windows 95, 98, or higher; SCO UNIX.

Storage Media: CD-ROM, 3-1/2" disks, Iomega cartridges (zip 100 MB); FTP.

Files will be furnished in native application format, composite PostScript format and/or PDF format.

Software: Adobe InDesign CS2; Adobe Illustrator CS2; Adobe Photoshop CS2; Adobe PageMaker CS2; Adobe Acrobat 7.01; QuarkXPress 6.5.1; Macromedia Freehand 10; Amgraf's One Form Designer Plus; Amgraf's Mecca III (for UNIX files).

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 furnished. For PDF files, 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:

A visual of the furnished electronic files will be provided.
PostScript files will require color separation using Sytec or equivalent.
GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

One reproduction proof, Form 905 (R.6/03), 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 on copy or in 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.

COMPOSITION: When ordered, contractor will be required to set 1 to 2 lines of type for tab dividers.

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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

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.

All halftones are to be 175 line screen or finer.

When required, contractor will be required to scan furnished camera copy and provide back as part of the digital deliverables.

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

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

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

PROOFS:

When ordered –

One (1) set of digital color content proofs. 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 digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16 x 3/16" 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.

Note: Pantone colors may be substituted with a similar color but may not be built out of the four process colors. When requested, contractor to submit ink draw downs on actual production stock of Pantone colors used.

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.

When proofs are required, 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. 12" dated February 1, 2008.

A copy of the "Government Paper Specification Standards" is available at:
http://www.gpo.gov/acquisition/paperspecs_vol12.htm.

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 his opinion, materially differs from that of the color sample(s).

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

An occasional order may require two different types of stock be used on the same order. An occasional order may require the text to print on cover stocks.

The paper to be used will be indicated on each print order.

Text –

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

White and Colored Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

White Matte Coated Offset Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

Cover –

White, Blue, Buff, Green, Pink, Salmon and Yellow Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White, Killarney Green, Peach Tan, Saddle Tan, Brown, Dutch Blue, Venice Blue, Victoria Green, Canary Yellow, Sun Orange, Sand Gray, Light Gray, and Vermillion Red Vellum-Finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

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

White Matte Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50.

Tab Dividers –

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

PRINTING: Match Pantone number as indicated on the print order.

NOTE: Production must be achieved by the printing process including Direct Imaging; reproduction by duplicating is not acceptable.

Text – Print head-to-head, head-to-side, head-to-foot or one side only in one or two ink colors; or, four-color process. Facing pages may print to and must align across the bind.

Covers – Print Covers 1 through 4 in one or two ink colors; or, in four-color process. Covers 1 through 4 may print in full or partial reverse.

When ordered, after printing, flood coat Covers 1 and 4 with a clear non-yellowing gloss, matte, or dull varnish or aqueous coating, at Government's option.

Tab Dividers – Print face only or face and back in one ink color. Printing may be required on the tab portion only and/or divider page. When ordered, reinforce tab portion with mylar.

MARGINS: Margins will be as indicated on the print order or furnished copy. Text pages may bleed. Covers 1 through 4 may bleed on one to four sides with common and/or uncommon bleeds.

When spine copy is furnished, contractor to determine spine thickness and adjust backstrip, if necessary. Type must center on width of backstrip.

BINDING: Bind as indicated on the print order.

Various binding styles will be ordered as follows –

Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Note: At contractor's option, publications that contain less than 16 pages may paste on fold and trim three sides.

Perfect-bind text and wraparound cover; trim three sides. Hinge score all covers when indicated.

One stitch upper left corner and trim four sides.

Trim four sides and shrink film wrap each copy as indicated on the print order.

Tabs – 1/2" lip, 1/3 cut, 1/4 cut or 1/5 cut, various banks. As specified, tabs to be inserted throughout and bound with text or gathered into sets without text.

Approximately 5% of the total orders placed will require inserting separator sheets between copies or between sections, as required. Colored stock as indicated on the print order.

Approximately 10% of the total orders placed may require drilling. Although an occasional order may be for up to five (5) holes, the majority of these orders will be for three (3) holes, as follows:

Three round holes, 1/4" in diameter, 4-1/4" center to center, 3/8" from bind edge.

Three round holes, 3/8" in diameter, 4-1/4" center to center, 3/8" from bind edge.

Three round holes, 7/16" in diameter, 4-1/4" center to center, 3/8" from bind edge.

Three round holes, 5/16" in diameter, 4-1/4" center to center, 3/8" from bind edge.

Print orders requiring other than 3-hole drilling will contain all necessary information.

Perforating – Perforate as indicated on the print order. It is anticipated that, when ordered, one perforation will be required along the entire 11" edge, 3/8" from bind. The perforation can be located on any page, however, the majority of perforation required will be on the last printed text page.

PACKING: An occasional order may require copies to be shrink-film wrapped in quantities as specified on the print order.

Bulk Shipments –

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

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 when shipped.

Mailed Shipments –

Insert multiple copies (up to 200 leaves) into kraft envelopes.

Quantities 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 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

PALLETS: Wood pallets are required with un-notched solid stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must measure 48 x 42" (stringer measurement shall be the 48" dimension). Full two-sided entry on the 42" width dimension required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48".

LABELING AND MARKING (Package and/or Container label):

Bulk Shipments – Reproduce shipping container label from furnished repro, 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 containers. At contractor's option, the addresses may be imaged directly onto the kraft envelopes, cushioned shipping bags, shipping bundles and 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.

Publications

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: US Census Bureau, RDF-Printing Section Storage Room, 4600 Silver Hill Road, Suitland, MD 20746.

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 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 approximately 80% of the total quantity ordered to one address in Jeffersonville, IN, and the balance to one address within the commercial zone of Washington, DC.

On 20% of all orders placed – Ship/mail f.o.b. contractor's city to approximately 1 to 12 addresses nationwide (reimbursable).

Complete addresses and quantities will be furnished with the print orders. Inside delivery to room number specified is required.

All mailing shall be made at the most economical rate (reimbursable).

Shipments are to be made by reimbursable parcel post or small package carrier, whichever method is most economical to the Government, unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

When shipping, the contractor must ship via traceable means unless otherwise indicated on the individual print order. The contractor must pay all shipping charges at the time of shipping and will be reimbursed for shipping costs with proper submission of the appropriate receipts with the invoice.

When mailing, the contractor is required to apply the appropriate postage to each mailing. The contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the invoice for mailing.

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

NOTE: Approximately 10% of the orders placed during the term of the contract will require contractor to make a partial delivery to one destination and hold the balance of the order for release on a date to be specified, by the Government, at a later time (approximately three (3) weeks). The balance **MUST** be released as specified by the Government, otherwise the contractor will be deemed late on that print order.

Within two (2) workdays of completion of the shipping, the contractor must fax a copy of all shipping costs to Census, Attn: Benita Hawkins, fax number 301-763-4107.

Upon completion of each order, all furnished material must be returned to the address listed under "SCHEDULE."

All expenses incidental to picking up and returning materials and submitting 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).

Furnished material and proofs must be picked up from and delivered to: U.S. Census Bureau, Remote Delivery Facility (RFD), 4600 Silver Hill Road, Suitland, MD 20746.

Furnished copy must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

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

Regular Schedule:

When no proofs are required –

Contractor must complete production and distribution within 10 workdays of notification of the availability of print and order and furnished material.

When proofs are required –

Contractor must submit all required proofs within two (2) workdays of notification of the availability of furnished print order and furnished material.

Proofs will be withheld two (2) workdays from receipt by the Government until they are made available for pickup by the contractor. (Note: The first workday after receipt of the proofs at the Department is day one of the hold time.)

If revised proofs are required due to author's alterations, contractor must submit revised proofs within two (2) workdays of notification of changes.

Revised proofs will be withheld two (2) workdays from receipt by the Government until they are made available for pickup by the contractor. (Note: The first workday after receipt of the proofs at the Department is day one of the hold time.)

If revised proofs are required due to contractor's errors, no additional time will be allowed

Contractor must make complete production and distribution within seven (7) workdays after notification of an "OK to print."

NOTE: Whenever the total number of pages for all orders placed during a 5-workday period exceed 3,000,000 pages, the contractor will be allowed one (1) additional workday for each additional 1,000,000 pages (printed or blank) or portions thereof. The additional workday(s) will be applied to the schedule of that particular print order effecting the excess. This additional time does not include the "Accelerated Schedule" indicated below.

Accelerated Schedule: It is anticipated that approximately 20% of the total orders placed will require an accelerated schedule –

When no proofs are required –

Contractor must complete production and distribution within five (5) workdays of notification of the availability of print and order and furnished material.

When proofs are required –

Contractor must submit all required proofs within one (1) workday of notification of the availability of furnished print order and furnished material.

Proofs will be withheld one (1) workday from receipt by the Government until they are made available for pickup by the contractor. (e.g., if proofs are delivered on a Monday, the Government will have proofs ready for pickup by close of business on Tuesday.)

If revised proofs are required due to author's alterations, contractor must submit revised proofs within one (1) workday of notification of change.

Revised proofs will be withheld one (1) workday from receipt by the Government until they are made available for pickup by the contractor. (e.g., if revised proofs are delivered on a Monday, the Government will have revised proofs ready for pickup by close of business on Tuesday.)

If revised proofs are required due to contractor's errors, no additional time will be allowed

Contractor must make complete production and distribution within five (5) workdays after notification of an "OK to print."

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and the products ordered f.o.b. contractor's city must be delivered to the small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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. Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

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.

Bidders shall state the location of the plant from which these products will be shipped.

PREMIUM PAYMENTS: Orders requiring the "Accelerated Schedule" will be paid for at the premium rate in accordance with the contractor's offered percentage (Item VI.) in the "SCHEDULE OF PRICES."

All other orders will be placed with the required "Regular Schedule" and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item III. "PAPER" in the "SCHEDULE OF PRICES."

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on their voucher.

It is estimated that 20% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES" (Item VI.), to 20% of the prices offered for all items except Item III. "PAPER".

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

- I. (a) 4,032
- (b) 15,628
- (c) 50
- (d) 25
- (e) 1,396
- (f) 2,218
- (g) 3,072
- (h) 20

- | | (1) | (2) |
|------------|-------|-------|
| II. 1. (a) | 1,400 | 4,444 |
| (b) | 920 | 1,680 |
| (c) | 2,408 | 3,376 |
| (d) | 1,088 | 2,320 |
| (e) | 1,556 | 2,948 |
| (f) | 628 | 1,956 |
| (g) | 38 | 80 |
| (h) | 24 | 48 |
| (i) | 8 | 26 |
| (j) | 18 | 50 |
| (k) | 950 | 2,564 |
| (l) | 42 | 44 |
| (m) | 74 | 98 |

	(1)	(2)
II. 2. (a)	168	8,640
(b)	96	3,840
(c)	150	5,250
(d)	120	3,960
(e)	580	26,300
(f)	118	4,570
(g)	4	178
(h)	3	108
(i)	4	180
(j)	2	80
(k)	96	4,670
(l)	6	240
(m)	4	146

	(1)	(2)
3.	80	186

III. 1. (a)	29,032
(b)	548
(c)	2,880
(d)	2,182
(e)	266
(f)	92
(g)	252
(h)	150
(i)	128
(j)	118

2.	186
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IV. (a)	261,872
(b)	12,067
(c)	12
(d)	14
(e)	72
(f)	148
(g)	8
(h)	39

V. 1. (a)	9,059
(b)	213

2. (a)	98
(b)	30
(c)	40
(d)	14

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Jeffersonville, IN, and within the commercial zone of Washington, DC, and f.o.b. contractor's city for all other shipments.

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

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

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Cost of all required paper must be charged under Item III, "PAPER."

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text for saddle stitched products.

A charge will be allowed for each page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under "Each Additional Color" will be allowed only for pages actually printed with the additional color(s).

I. PREPRESS: One basic charge will be allowed for each color on each printed page or side (face or back) of the product.

A backstrip, if required, shall be considered part of cover page 1; a separate charge for a backstrip will not be allowed.

- (a) Trim/Page-size unit produced from camera copy..... per page.....\$_____
- (b) Trim/Page-size unit produced from electronic files per page.....\$_____
- (c) Square-finish Halftoneper illustration.....\$_____
- (d) Strip-ins (including film)..... per strip-in.....\$_____
- (e) Scanning furnished copy per page.....\$_____
- (f) Color Content Proofs..... per trim/page-size unit.....\$_____
- (g) One-Piece Composite Laminated Color Proofs..... per trim/page-size unit.....\$_____

(Initials)

(h) System Timework.....per hour.....\$_____

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

II. PRINTING AND BINDING: The prices offered shall include the cost of all required materials and operations necessary for the printing and binding of the product listed in accordance with these specifications.

1. UP TO AND INCLUDING 30,000 COPIES:

The cost for printing *and* binding saddle-stitched and perfect-bound products is to be charged for under line items II.1.(a) through (d) for text pages and line items II.1.(g) and (h) for covers.

The cost for printing looseleaf products is to be charged for under line items II.1.(e) and (f) for text pages and line items II.1.(i) and (j) for covers. The cost for binding looseleaf products is to be charged for under IV. “ADDITIONAL OPERATIONS”, as applicable.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Saddle-Stitched: Printing text in a single ink color, including bindingper page.....	\$_____	\$_____
(b) Saddle-Stitched: Printing text in four-color process, including bindingper page.....	\$_____	\$_____
(c) Perfect-Bound: Printing text in a single ink color, including bindingper page.....	\$_____	\$_____
(d) Perfect-Bound: Printing text in four-color process, including bindingper page.....	\$_____	\$_____
(e) Looseleaf: Printing text in a single ink colorper page.....	\$_____	\$_____
(f) Looseleaf: Printing text in four-color process.....per page.....	\$_____	\$_____
(g) Cover: Printing Covers 1 and 4, or Covers 2 and 3, in a single color, including bindingper side.....	\$_____	\$_____
(h) Cover: Printing Covers 1 and 4, or Covers 2 and 3, in four-color process, including bindingper side.....	\$_____	\$_____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(i) Cover: Printing covers in a single color.....per page.....	\$ _____	\$ _____
(j) Cover: Printing covers in four-color processper page.....	\$ _____	\$ _____
(k) Each Additional Color: Printing text or cover in a color in addition to the first single ink color press run charged for under line items II.1.(a), (c), (e), (g), and (i)..... per color/per page.....	\$ _____	\$ _____
(l) Varnishing: Covers 1 and 4.....per page.....	\$ _____	\$ _____
(m) Aqueous Coating: Covers 1 and 4per page.....	\$ _____	\$ _____

2. OVER 30,000 COPIES:

The cost for printing *and* binding saddle-stitched and perfect-bound products is to be charged for under line items II.2.(a) through (d) for text pages and line items II.2.(g) and (h) for covers.

The cost for printing looseleaf products is to be charged for under line items II.2.(e) and (f) for text pages and line items II.2.(i) and (j) for covers. The cost for binding looseleaf products is to be charged for under IV. "ADDITIONAL OPERATIONS", as applicable.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Saddle-Stitched: Printing text in a single ink color, including bindingper page.....	\$ _____	\$ _____
(b) Saddle-Stitched: Printing text in four-color process, including bindingper page.....	\$ _____	\$ _____
(c) Perfect-Bound: Printing text in a single ink color, including bindingper page.....	\$ _____	\$ _____
(d) Perfect-Bound: Printing text in four-color process, including bindingper page.....	\$ _____	\$ _____
(e) Looseleaf: Printing text in a single ink color.....per page.....	\$ _____	\$ _____
(f) Looseleaf: Printing text in four-color processper page.....	\$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(g) Cover: Printing Covers 1 and 4, or Covers 2 and 3, in a single color, including binding per side.....	\$ _____	\$ _____
(h) Cover: Printing Covers 1 and 4, or Covers 2 and 3, in four-color process, including binding per side.....	\$ _____	\$ _____
(i) Cover: Printing covers in a single color..... per page.....	\$ _____	\$ _____
(j) Cover: Printing covers in four-color process per page.....	\$ _____	\$ _____
(k) Each Additional Color: Printing text or cover in a color in addition to the first single ink color press run charged for under line items II.2.(a), (c), (e), (g), and (i)..... per color/per page.....	\$ _____	\$ _____
(l) Varnishing: Covers 1 and 4..... per page.....	\$ _____	\$ _____
(m) Aqueous Coating: Covers 1 and 4 per page.....	\$ _____	\$ _____

3. TAB DIVIDERS:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Tab Dividers: Printing in a single ink color, including die cutting per side.....	\$ _____	\$ _____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices Offered must include the cost of paper for backstrip, when required.

Tab Dividers – Each divider.

 (Initials)

Per 1,000 leaves

1. TEXT AND COVERS:

- (a) White Offset Book (50-lb.), or White Writing (20-lb.)\$_____
- (b) Colored Writing (20-lb.)\$_____
- (c) White Litho Coated Book (70-lb)\$_____
- (d) White Matte Coated Book (70-lb.)\$_____
- (e) White Index (110-lb.).....\$_____
- (f) Colored Index (110-lb.)\$_____
- (g) White Vellum-Finish Cover (50-lb.).....\$_____
- (h) Colored Vellum-Finish Cover (50-lb.)\$_____
- (i) White Litho (Gloss) Coated Cover (80-lb.)\$_____
- (j) White Matte Coated Cover (80-lb.)\$_____

2. TAB DIVIDERS:

White Index (110-lb.)per 1,000 dividers \$_____

IV. ADDITIONAL OPERATIONS:

- (a) Shrink-film wrap per packages\$_____
- (b) Drilling (each run) per 1,000 leaves\$_____

Drilling: A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8". Five holes will be the maximum for any one run. When drilling pamphlets or books with separate covers, each thickness of cover stock will be counted as three (3) leaves.

- (c) Perforations per 1,000 leaves\$_____
- (d) One stitch in the upper left corner (ULC)per 1,000 copies\$_____
- (e) Reinforcing tabs with mylar per 1,000 dividers\$_____
- (f) Inserting tab dividers throughout text pages..... per 1,000 dividers\$_____
- (g) Inserting separator sheets per 1,000 sheets\$_____
- (h) Hinge scoringper 1,000 copies\$_____

(Initials)

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

1. Bulk Shipments –

- (a) Packing and sealing shipping containers per container\$ _____
- (b) Palletizing per pallet\$ _____

2. Mailed Shipments –

- (a) Multiple copies in kraft envelope (up to 200 leaves).....per envelope\$ _____
- (b) 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 24 pounds, wrapped in shipping bundles, or packed in shipping containers, at contractor’s option (maximum gross weight 27 pounds)..... per bundle or container\$ _____
- (d) Quantities over 24 pounds, up to 36 pounds, packed in shipping containers (maximum gross weight 40 pounds) per container\$ _____

VI. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item III. “PAPER.”

Percentage increase %

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)