

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

GSA Publications

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

General Services Administration

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending November 30, 2009, plus up to three (3) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Terms 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 December 16, 2008.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street NW, Room C-161, Washington, D.C. 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.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 100-mile radius of zero milestone, Washington, DC.

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

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

Tabs, 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 Jim McWilliams (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 Publication 310.1, effective May 1979 (Revised August 2002)).

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC ZI.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	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Proofs, Electronic media.

P-8. Proofs, Electronic media.

P-9. Pantone Matching System color.

P-10. One-piece digital laminated color proofs.

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 four (4) 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 Date of Award to November 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 August 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.

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.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

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 to November 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 self- and separate-covered pamphlets, books, brochures, and posters requiring such operations as electronic prepress, printing in one to seven ink colors (including four-color process plus up to three additional Pantone ink colors), foil stamping, binding, packing and distribution.

TITLE: GSA Publications.

FREQUENCY OF ORDERS: *Books/Pamphlets:* Approximately 15 to 20 orders per year.
Note: Approximately 3 book/pamphlet orders per year will require a tip-in flysheet. Approximately 2 book/pamphlet orders per year will require tabs.
Brochures: Approximately 15 orders per year.
Posters: Approximately 15 orders per year.

QUANTITY: *Books/Pamphlets:* Approximately 1,000 to 20,000 copies per order.
Note: The majority of orders placed will require 10,000 copies or less per order.
Brochures: Approximately 1,500 copies per order.
Posters: Approximately 1,300 copies per order.

NUMBER OF PAGES: *Books/Pamphlets:* Approximately 4 to 160 pages (plus cover, when ordered) per order.
Note: Flysheets print face only.
Brochures: Face and back.
Posters: Face only.

TRIM SIZES: *Books/Pamphlets:* 8 x 8" up to and including 10 x 10".
The majority of trim sizes ordered will be 8-1/2 x 8-1/2", 8-1/2 x 11", 9 x 9", 9-1/2 x 9-1/2" and 10 x 10".
Brochures: 9 x 12" or 9 x 16" (folding to 9 x 4").
Posters: 24 x 36".
Tabs: 9 x 9-1/2 including tab.

GOVERNMENT TO FURNISH:

Electronic Media as follows:

Platform: IBM compatible or Macintosh 9.2 or higher.

Storage Media: 3-1/2" or 5-1/4" disk(s), Iomega Zip (100 MB), Iomega Jazz (1 GB) and CD-ROM.

Software: AdobeInDesign CSX (or later version), QuarkXPress 6.0 or later version), Adobe Illustrator 8.0, Macromedia Freehand 9.0, Adobe Photoshop CSX (or later version), Corel Draw 8.0, and PDF files created in Adobe Acrobat 9.0 (or later version). Files will be furnished in native application format.

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/embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its contractor(s). 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).

A color laser visual of the furnished electronic files will be provided. Visual will be output at 100% and will contain typographic instructions and how illustration positions.

Construction dummy.

Disk, 3-1/2", for distribution in Excel.

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.

An occasional order will require high-resolution scanning of agency furnished 35mm, 4 x 5" and 8 x 10" color transparencies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on electronic media, 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 Jack Wallenfelt, General Services Administration, (202) 208-5009 or John Gravelle, General Services Administration, (202) 501-1961.

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 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 files and make all changes to the copy.

All halftones are to be 200-line screen or finer.

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.

PROOFS: The following proofs will be ordered, as required, and will be specified on the print order:

1 or 2 sets of digital color content proofs. At contractor's option, a film-based composite blueline may be submitted provided direct-to-plate is used to produce the final product. 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.

1 or 2 sets 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 provided direct-to-plate is used to produce the final product. 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.

The press proofs must be run on the stock and in the inks to be used in this printing. They must contain control bars for each color placed parallel to the proofer's ink rollers. The control bars (GATF, BRUNNER, or GRETAG); must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50 and 75%; dot gain scale and gray balance patches for process color, all repeated across entire press sheet. Density must be constant across full width of sheet with deviations not to exceed +/- .05%. Light and heavy inking not acceptable.

NOTE: For spot color jobs—Pantone colors may be substituted with a similar color but may not be builtout of the four process inks. These colors will not be used for color match on the press. At agency's option, contractor to submit ink draw downs on actual production stock of Pantone colors used in the job.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted. All proofs must be collated in sets, numbered sequentially, and have a one-inch clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area.

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. 12" dated February 1, 2008.

All text paper used in each copy must be of a uniform shade.

All cover paper must have the grain parallel to the spine.

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

Books/Pamphlets:

White No. 1 Coated Cover, Dull-Finish, basis weight: 80 lbs. per 500 sheets, 20x 26", equal to JCP Code L61.

White Matte Coated Cover, Basis Weight 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50.

Appleton's Utopia Premium Blue/White Coated Text, Silk-Finish, basis weight: 115 lbs. per 500 sheets, 25 x 38".

Appleton's Utopia Premium Blue/White Coated Cover, Silk-Finish, basis weight: 150 lbs. per 500 sheets, 20 x 26".

Curious Translucent Pearl Iridescent Text, basis weight: 27 lbs. per 500 sheets, 17 x 22" or similar.

Brochures:

White Matte coated Offset Book, basis weight 100 lbs. per 500 sheets, 25 x 38" equal to JCP Code A240.

White No. 1 Coated Text, Dull-Finish, basis weight: 100 lbs. per 500 sheets, 20x 26", equal to JCP Code A261.

Posters:

White No. 1 Coated Cover, Dull-Finish, basis weight: 80 lbs. per 500 sheets, 20x 26", equal to JCP Code L61.

White No. 1 Coated Text, Dull-Finish, basis weight 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A261.

White No. 1 Coated Text, Gloss-Finish, basis weight 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

PRINTING: Some orders will require the formulation of a custom ink color between Pantone 429 and Pantone 430. Contractor will be provided with a sample to match. Draw downs will be required as specified on print order.

Books/Pamphlets/Tabs:

Text: Prints head-to-head in from one to seven ink colors, including four-color process and up to three additional Pantone ink colors (ink colors may include metallic inks). Spot or flood gloss or dull varnish after printing may be required as specified on the print order.

Approximately 3 orders will include a tip-in flysheet to print in one color.

Covers: Print cover 1 through 4 as specified on the print order in from one to seven ink colors, including four-color process and up to three additional Pantone ink colors (ink colors may include metallic inks). Spot or flood gloss varnish after printing on covers 1 and 4 may be required as specified on the print order. Varnish used must be clear and non-yellowing to prevent scratching and smearing.

Brochures: Print head-to-head in from one to three ink colors (ink colors may include metallic inks). Spot or full gloss or dull varnish after printing may be required as specified on the print order.

Posters: Print face only in from one to four ink colors including four color process (ink colors may include metallic inks). Spot or full (gloss or dull) varnish after printing may be required as specified on the print order.

Tabs: Print face and back (100 per cent coverage, full bleed), in four-color process and up to three additional Pantone ink colors (ink colors may include metallic inks).

Match Pantone number as indicated on the print order. Metallic inks must be formulated to trap properly.

All products, up to six (6) colors, must be printed on a press capable of printing all colors in a single pass through the press.

FOIL STAMPING:

Up to 10% of total orders will require foil stamping. Silver stamp line matter on covers as specified on print order. Stamping must have solid impressions--no picking, pinholes, or filled letters. Approximate stamping area is 6 square inches.

From furnished Photoshop hi-res Tiff file source- Contractor is to create one combination Engraving/Embossing Die to be multi-level chromium plated case hardened steel (1/2" thick with minimum of 3/8" margin on all sides of image) cut for Engraving & Embossing.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued August, 2002. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain 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 3/16 x 3/16" minimum 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 across the entire press sheet.

The contractor must be able to provide the following equipment in working order for use during press sheet inspections:

A calibrated densitometer at press side, for the purpose of monitoring density, dot gain, contrast, trapping, hue error, and ink coverage in products containing one color through multicolor process.

A proof light such as a color balanced system that closely approximates a phase of natural daylight equal to at least 5000k. It should be mounted in a viewing booth with the lights set at the proper angle.

The Press Proofs must be run on the stock and in the inks to be used in this printing. They must contain control bars for each color placed parallel to the proofer's ink rollers. The control bars scale (GATF, BRUNNER, or GRETAG), must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50 and 75%; dot gain scale and gray balance patches for process color, all repeated across entire press sheet. Density must be constant across full width of sheet with deviations not to exceed +/- .05%.

MARGINS: Margins will be as indicated on the print order or furnished copy. Anticipate bleeds on 1 to 4 sides of all products.

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

Pamphlets: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Books:

Hinged Score Perfect-Binding: Score cover at spine and also at 1/4" from spine on front and back covers. Perfect bind and trim three sides (note that front and back covers are to be glued to first and last pages respectively within the 1/4" scored areas).

Note: Some perfect-bound books/pamphlets will require fold-out covers (or outside extensions). The extension will be approximately 5/8" shorter than the base size of the cover.

Wire-O-type Binding, exposed and concealed. "Wire O" is a registered trade mark of James Burns International.

Lay-flat Binding: Score covers at spine and also at 1/4" and 1/2" from the spine on front and back covers. Must have a flexible spine and free-floating cover structure. Front and back covers are to be glued to first and last pages

respectively within the scored areas, using water-based, cold emulsion PVA that is flexible and remains pliable for the life of the binding. Trim three sides as applicable.

Note: Lay-flat bound books/pamphlets may include fold-out covers (or outside extensions). The extension will be approximately 5/8" shorter than the base size of the cover.

Approximately 3 orders will require a flysheet tip-in.

Brochures:

Score and fold to 9 x 4" with two parallel folds (title out).

Score and fold to 9 x 4" with two parallel wraparound folds (title out).

Posters: Trim four sides.

Tabs: Set of 5 Tab Dividers to be custom die cut as described on the print order. Tabs must be reinforced by the lamination method of a single thickness of clear plastic, cellulose acetate, polyethylene terephthalate, or equal material, securely bonded to each side of the divider, which shall lap over at least 3/8" onto the base sheet and extend at least 3/8" beyond the tab end. The outer edge of the tab must be smooth.

PACKING:

When specified on the print order, shrink-film wrap in quantities indicated. Reinforce each wrap (when indicated) on the top and bottom with chipboard of suitable thickness to prevent curling, wrinkling, etc.

Bulk Shipments: Pack in shipping containers not to exceed 45 lbs. when fully packed.

Mailed Shipments: Single copies must be mailed as self-mailers.

LABELING AND MARKING:

Bulk Shipments, Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Mailed Shipments: Address the back of each copy mailed singly as self mailers.

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>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		

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 in accordance with the distribution list.

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 to GSA Central Office, 18th and F Streets, NW, Washington, DC 20405 and to approximately one other address within the commercial zone of Washington, DC

Inside delivery to room number(s) specified is required.

DISTRIBUTION: F.O.B. CONTRACTOR'S CITY

Shipments must be shipped via reimbursable Standard Mail (B) with the furnished Postage and Fees Paid Permit (*manuscript copy which contractor is to set and reproduce as necessary for mailing). Government Bills of Lading will be furnished for shipments weighing in excess of 120 lbs.

Labeling/Marking Content Requirements for Bulk APO/FPO Shipments: Labels for all bulk shipments under this contract must be completed in accordance with the U.S. Government Bill of Lading (GBL) furnished for each shipment and the annotated distribution list which accompanies the GBL.

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, all furnished materials must be returned to the address indicated on the print order.

All expenses incidental to picking up and returning Government furnished materials, 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).

No definite schedule for pickup of material can be predetermined.

Proofs must be picked up from and delivered to: GSA Central Office, 18th and F Streets, NW, Washington, DC 20405, ATTN: Mr. Jack Wallenfelt (Room 7102) or Mr. John Gravelle (Room 7104).

NOTE: All pickups and deliveries of furnished material, proofs, and completed orders must be made between 8:00 a. m. and 3:30 p. m.

The following schedules begin 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.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

When an accelerated schedule is required, it will be indicated on the print order and the contractor will be reimbursed in accordance with their bid for "PREMIUM PAYMENTS" as described under "DETERMINATION OF AWARD".

Regular Schedule:

WD After

When proofs are required:

Contractor must submit all required proofs	3
Contractor must pickup proofs	2
Contractor must make available for pickup or make complete delivery, as specified.....	6

When proofs are not required:

Contractor must make available for pickup or make complete delivery, as specified.....	9
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Accelerated Schedule:

WD After

When proofs are required:

Contractor must submit all required proofs	2
Contractor must pickup proofs	1
Contractor must make available for pickup or make complete delivery, as specified.....	4

When proofs are not required:

Contractor must make available for pickup or make complete delivery, as specified.....	6
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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 destination specified and products ordered f.o.b. contractor's city must be delivered to the post office.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three workdays prior to the inspection. Call (202) 512-1162, between the hours of 8:00 a.m. and 2:00 p.m., prevailing eastern time, with 3 workdays notice. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication. 310.2, effective December 1, 1987 (rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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.

Upon completion of each order, the contractor is to notify the US Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. 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 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.

PREMIUM PAYMENTS: Orders requiring an accelerated production schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required 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".

It is estimated that 40% 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 40% of the prices offered for all items except III. "Paper."

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 his voucher.

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

I.	(a)	554			(1)	(2)	
	(b)	554					
	(c)	10					
	(d)	5					
	(e)	5					
II.							
		(1)	(2)				
1.	(a)	36	196	2.	(a)	40	24
	(b)	36	196		(b)	36	90
	(c)	32	196		(c)	36	90
	(d)	32	222		(d)	40	24
	(e)	32	196		(e)	36	90
	(f)	2	14		(f)	2	3
	(g)	5	27		(g)	1	3
	(h)	8	39		(h)	1	3
	(i)	2	14		(i)	2	2
	(j)	5	15		(j)	2	2
	(k)	3	14		(k)	1	1
					(l)	1	2
					(m)	1	2
				3.	(a)	156	312
					(b)	88	220
					(c)	156	312
					(d)	156	312
					(e)	89	221
					(f)	244	532
					(g)	7	7
					(h)	7	17
					(i)	1	2
					(j)	2	5
					(k)	1	2

	(1)	(2)
4.	(a) 84	588
	(b) 84	588
	(c) 84	588
	(d) 84	588
	(e) 1	7
	(f) 168	1176
	(g) 4	28
	(h) 4	28
	(i) 4	28
	(j) 4	28
	(k) 4	28
5.	(a) 12	9
	(b) 12	9
	(c) 12	9
	(d) 12	9
	(e) 12	7
6.	(a) 13	17
	(b) 13	17
	(c) 2	3
	(d) 7	17
	(e) 5	5
	(f) 7	4
7.	(a) 2	10
	(b) 2	10
	(c) 2	10
	(d) 2	10
	(e) 1	5
	(f) 1	5
III.	(a) 1,867	989
	(b) 201	51
	(c) 175	1,001
	(d) 14	98
	(e) 10	11
	(f) 15	30
	(g) 14	117
	(h) 14	117
IV.	(a) 3	
	(b) 3	
	(c) 9	
	(d) 870	
V.	(a) 244	
	(b) 50	

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination within the commercial zone of Washington, D.C., and f.o.b. contractor's city for all mailed shipments.

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.

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

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 or 1,000 will be prorated at the per 100 or 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.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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

I. PREPRESS:

- (a) One-piece digital laminated color proofs..... per trim/page-size unit.....\$ _____
- (b) Digital color content proofs per trim/page-size unit.....\$ _____
- (c) High-resolution scanning of supplied transparencies per transparency.....\$ _____
- (d) System Timeworkper hour.....\$ _____

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

- (e) Timework.....per hour.....\$ _____

Operations which cannot be properly classified under any other item shall be charged as "Timework". Generally, timework charges will not be applicable. Each item and the time required must be indicated separately and fully described on or with the contractor's voucher. The GPO reserves the right to determine the acceptable amount of time to be allowed for such charges under line item I.(e).

(Initials)

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

The press proofs will be billed under the appropriate Make ready per product.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
1. <u>SADDLE-STITCH PRODUCTS (8 x 8 up to and including 8-1/2 x 11"):</u>		
(a) Printing text pages in a single ink color per page	\$ _____	\$ _____
(b) Printing text pages in four-color process..... per page	\$ _____	\$ _____
(c) Printing text pages in each additional ink color per color/per page	\$ _____	\$ _____
(d) Printing text pages in a metallic ink..... per page	\$ _____	\$ _____
(e) Varnishing text pages per page	\$ _____	\$ _____
(f) Printing Covers 1 and 4 or Covers 2 and 3 in a single ink color per side	\$ _____	\$ _____
(g) Printing Covers 1 and 4 or Covers 2 and 3 in four-color process..... per side	\$ _____	\$ _____
(h) Printing Covers 1 and 4 or Covers 2 and 3 in each additional ink color per color/per side	\$ _____	\$ _____
(i) Printing Covers 1 and 4 or Covers 2 and 3 in a metallic ink color per side	\$ _____	\$ _____
(j) Varnishing Covers 1 and 4 or Covers 2 and 3..... per side	\$ _____	\$ _____
(k) Aqueous coating Covers 1 and 4 or Covers 2 and 3 per side	\$ _____	\$ _____
2. <u>HINGED-SCORE PERFECT-BOUND PRODUCTS (8 x 8 up to and including 8-1/2 x 11"):</u>		
(a) Printing text pages in a single ink color per page	\$ _____	\$ _____
(b) Printing text pages in four-color process..... per page	\$ _____	\$ _____
(c) Printing text pages in each additional ink color per color/per page	\$ _____	\$ _____
(d) Printing text pages in a metallic ink..... per page	\$ _____	\$ _____
(e) Varnishing text pages per page	\$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(f) Printing Covers 1 and 4 plus outside extensions or Covers 2 and 3 plus outside extensions in a single ink color per side	\$ _____	\$ _____
(g) Printing Covers 1 and 4 plus outside extensions or Covers 2 and 3 plus outside extensions in four-color process per side	\$ _____	\$ _____
(h) Printing covers 1 and 4 plus outside extensions or Covers 2 and 3 plus outside extensions in each additional ink color per color/per side	\$ _____	\$ _____
(i) Printing Covers 1 and 4 plus outside extensions or Covers 2 and 3 plus outside extensions in a metallic ink color per side	\$ _____	\$ _____
(j) Varnishing Covers 1 and 4 with outside extensions or Covers 2 and 3 with outside extensions..... per side	\$ _____	\$ _____
(k) Aqueous coating Covers 1 and 4 with outside extensions or Covers 2 and 3 with outside extensions..... per side	\$ _____	\$ _____
(l) Exposed Wire-O Binding per cover	\$ _____	\$ _____
(m) Concealed Wire-O Binding per cover	\$ _____	\$ _____
 3. <u>LAY-FLAT PRODUCTS (over 8-1/2 x 11"):</u>		
(a) Printing text pages in a single ink color per page	\$ _____	\$ _____
(b) Printing text pages in four-color process..... per page	\$ _____	\$ _____
(c) Printing text pages in each additional ink color per color/per page	\$ _____	\$ _____
(d) Printing text pages in a metallic ink..... per page	\$ _____	\$ _____
(e) Printing flysheet in a single ink color..... per page	\$ _____	\$ _____
(f) Varnishing text pages per page	\$ _____	\$ _____

(Initials)

	<u>Running Per</u> <u>and/or Setup</u> (1)	<u>1,000 Copies</u> (2)
--	--	----------------------------

(g) Printing Covers 1 and 4 plus outside extensions or Covers 2 and 3 plus outside extensions in a single ink color per side \$ _____ \$ _____

(h) Printing Covers 1 and 4 plus outside extensions or Covers 2 and 3 plus outside extensions in each additional ink color..... per color/per side \$ _____ \$ _____

(i) Printing Covers 1 and 4 plus outside extensions or Covers 2 and 3 plus outside extensions in a metallic ink color per side \$ _____ \$ _____

(j) Varnishing Covers 1 and 4 with outside extensions or Covers 2 and 3 with outside extensions..... per side \$ _____ \$ _____

(k) Aqueous coating Covers 1 and 4 with outside extensions or Covers 2 and 3 with outside extensions..... per side \$ _____ \$ _____

4. HINGED-SCORE PERFECT-BOUND PRODUCTS (over 8-1/2 x 11" up to 10 X 10"):

(a) Printing text pages in a single ink color per page \$ _____ \$ _____

(b) Printing text pages in four-color process..... per page \$ _____ \$ _____

(c) Printing text pages in each additional ink color per color/per page \$ _____ \$ _____

(d) Printing text pages in a metallic ink..... per page \$ _____ \$ _____

(e) Printing flysheet in a single ink color..... per page \$ _____ \$ _____

(f) Varnishing text pages per page \$ _____ \$ _____

(g) Printing Covers 1 and 4 or Covers 2 and 3 in a single ink color per side \$ _____ \$ _____

(h) Printing Covers 1 and 4 or Covers 2 and 3 in each additional ink color..... per color/per side \$ _____ \$ _____

(i) Printing Covers 1 and 4 or Covers 2 and 3 in a metallic ink color per side \$ _____ \$ _____

(j) Varnishing Covers 1 and 4 or Covers 2 and 3..... per side \$ _____ \$ _____

(k) Aqueous coating Covers 1 and 4 or Covers 2 and 3 per side \$ _____ \$ _____

(Initials)

<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
(1)	(2)

5. BROCHURES (9 x 12" and 9 x 16"):

NOTE: All folding charges should be included in the prices offered below.

- (a) Printing in a single ink color per side \$ _____ \$ _____
- (b) Printing each additional ink color per color/per side \$ _____ \$ _____
- (c) Printing in a metallic ink per side \$ _____ \$ _____
- (d) Varnishing per side \$ _____ \$ _____
- (e) Aqueous Coating per side \$ _____ \$ _____

6. POSTERS (24 x 36"):

- (a) Printing in a single ink color per poster \$ _____ \$ _____
- (b) Printing each additional ink color per color/per poster \$ _____ \$ _____
- (c) Printing in four-color process per poster \$ _____ \$ _____
- (d) Printing in a metallic ink per poster \$ _____ \$ _____
- (e) Varnishing per poster \$ _____ \$ _____
- (f) Aqueous Coating per poster \$ _____ \$ _____

7. TABS (9 x 9-1/2"):

- (a) Printing in a single ink color per bank of 5 \$ _____ \$ _____
- (b) Printing each additional ink color per color/per bank of 5 \$ _____ \$ _____
- (c) Printing in four-color process per bank of 5 \$ _____ \$ _____
- (d) Printing in a metallic ink per bank of 5 \$ _____ \$ _____
- (e) Varnishing per bank of 5 \$ _____ \$ _____
- (f) Aqueous Coating per bank of 5 \$ _____ \$ _____

(Initials)

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 product(s) 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 cover. Prices offered must include the cost of paper for backstrip, when required.

Covers with Outside Extensions: Four page-size leaves will be allowed for each cover. Prices offered must include the cost of paper for backstrip, when required.

Brochures: Two page-size leaves will be allowed for each brochure.

Posters: Six page size leaves will be allowed for each poster.

	<u>Per 1,000 leaves</u>	
	Up to and including <u>8-1/2 x 11"</u> (1)	Over <u>8-1/2 x 11"</u> (2)
(a) White No. 1 Coated Cover, Dull-Finish Basis weight 80-lb JCP Code L61	\$ _____	\$ _____
(b) White Matte Coated Cover Basis Weight (65 lbs.) JCP Code L50.....	\$ _____	\$ _____
(c) Appleton's Utopia Blue/White Coated Text, Silk-Finish (115-lb.)	\$ _____	\$ _____
(d) Appleton's Utopia Blue/White Coated Cover, Silk-Finish (150-lb.).....	\$ _____	\$ _____
(e) Curious Translucent Pearl Iridescent Text (27-lb.).....	\$ _____	\$ _____
(f) White Matte coated Offset Book 100 lbs, JCP Code A240	\$ _____	\$ _____
(g) White No. 1 Coated Text, Gloss-Finish (100-lb.) JCP Code A181	\$ _____	\$ _____
(h) White No. 1 Coated Text, Dull-Finish (100-lb.) JCP Code A261	\$ _____	\$ _____

IV. ADDITIONAL OPERATIONS:

- (a) Custom ink formulation..... per custom color \$ _____
- (b) Creation of new stamping die.....per die \$ _____
- (c) Foil stamping per 1,000 copies \$ _____
- (d) Shrink-film wrapping.....per package \$ _____

V. PACKING: Prices must be all-inclusive, as applicable, and must include the cost of all necessary wrapping and packing materials, labeling or marking, and delivery in accordance with these specifications.

Bulk Shipments (other than by mail):

- (a) Packing and sealing shipping containers..... per container \$ _____
- (b) Packing in self-mailers per container \$ _____

(Initials)

VI. PREMIUM PAYMENTS: Premium payments will apply to all items except Item III. "Paper" required to produce the product ordered. This is only authorized for orders placed on the "Accelerated Schedule".
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)