

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Medical Practice Guidelines

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

Department of Health and Human Services

Public Health Service (PHS)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning April 1, 2009 and ending March 31, 2010, 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 a.m., prevailing Washington, DC time, on February 11, 2009

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

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of Rockville, MD.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: Additional 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 Kathy Reynolds (202) 512-0455 (No collect calls) or email aps-team1@gpo.gov.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 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 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:

Attribute	Specified Standard
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

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. Electronic File, Camera copy, negatives, average type dimension in publication.
- P-8. Electronic File, Camera copy, negatives.
- P-9. Pantone Matching System color.

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.

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 three 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).

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed

during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to March 31, 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 December 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 0913-01 for "*Offset & Text*" will apply to all paper required under this contract.
2. The applicable index figures for the month of March 2006 will establish the base index.
3. There shall be no price adjustment for the first three 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 for line item II. PAPER 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.

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 April 1, 2009 through March 31, 2010, plus for such additional periods 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.

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

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 various self- and separate-covered, perfect bound and saddle-stitched books and pamphlets requiring such operations as film making, electronic prepress, printing, binding, packing, and distribution.

TITLE: Medical Practice Guidelines.

FREQUENCY OF ORDERS: Approximately 5 to 45 orders per year.

QUANTITY: Approximately 5,000 to 200,000 copies per order.

NUMBER OF PAGES: Approximately 8 to 200 pages per order.

TRIM SIZES: 3-5/8 x 6", 4-1/2 x 7-1/2", 4 x 9", 5-1/2 x 8-1/2, and 6 x 9".

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: Macintosh, G3, G4, or G5 with system 10.2 or higher

Storage Media: 100 MB Zip cartridge, 250 MD Zip cartridge, or CD ROM

Software: Page layout accomplished in QuarkXPress 6.0, Adobe Illustrator 8.0, and Adobe Photoshop 5.0 or higher. 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.

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

Black and white and/or color photographs to be reproduced at various focuses.

Negatives.

Mask for a silhouette halftone when required.

Camera copy with overlays consisting of text and line art to be reproduced at various focuses. Color separation by masking or opaquing may be required.

GPO Form 952 (Desktop Publishing - Disk Information).

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, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in electronic files, or copy or film, must not print on finished product.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on 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.

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.

FILMS: The contractor must make all films required. An occasional order may require a halftone, duotone or silhouette halftone. All halftones are to be 150-line screen or finer. Films may be opaqued on either the emulsion or non-emulsion side.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

Halftone negatives for single color reproduction that are produced from full-color originals must be full-range negatives produced to print in one ink color.

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 Susan Toloczko (301) 594-1364 (ext. 1387).

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.

PROOFS: One set of digital color content proofs for entire book. 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.

-PLUS-

When required, one 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 for all pages printing in two colors. 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 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.

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 is cautioned that these proofs must be made from the final films (used for this printing) that are to be delivered to the Government.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All text paper used in each copy must be of a uniform shade. The paper to be used will be indicated on each print order.

Text: White Offset Book, basis weight: 60 lbs. or 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Dull Coated Offset Book, basis weight: 70 lbs. or 80 lbs per 500 sheets, 25 x 38", equal to JCP Code A260.

Cover: White Litho (Gloss) Coated Cover, basis weight: 60 lbs or 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White Dull Coated Cover, basis weight: 60lbs. or 80 lbs per 500 sheets, 20 x 26", equal to JCP Code L60.

PRINTING: Covers:. Covers 1 and 4 print in black or a color other than black and occasionally one or two additional Pantone colors. Covers 2 and 3 print in black ink only or occasionally one or two additional Pantone colors. Covers will occasionally print in three colors throughout. Anticipate separate-covers and self-covers 1 and 4 to print full bleed with reverse areas and 90 to 95 percent ink coverage.

Varnish: When requested varnish covers 1 and 4. Contractor to coat the entire surface over the printing with a clear non-yellowing varnish.

Text: Some orders will print in black ink only; others will print in black or a color other than black and up to occasionally two additional Pantone colors. Facing pages must align across the bind.

When camera copy is furnished, contractor should anticipate creating screens, reverse areas and traps for color.

When Superintendent of Document "Sales" copies are ordered, contractor is to print the for sale, and the Barcode/ISBN on all copies. No plate change will be required.

PRESS SHEET INSPECTION: 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 September 1991 (revised June 2003). 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. Final make-ready 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 make-ready sheets that preceded approval.

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 must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

MARGINS: Margins will be as indicated on the print order, or furnished copy.

Separate and self covers 1 and 4 will bleed on all sides. Text has adequate gripper margins.

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 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.

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

PACKING: When required, shrink-film wrap in units of 20 to 100 copies per package as specified on the print order. Superintendent of Documents copies will shrink-film wrap.

Pack in shipping containers not to exceed 50 lbs. when fully packed. Pallets are required. Pallets must be flush 2-way entry, 48 x W 40", double-faced, and must be loaded on the trailer so that the trailer may be entered and pallets unloaded on the 40" width side. Maximum height (including pallet) 47".

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Receipts must have the program and print orders numbers indicated.

Copies shrink-film wrapped for Superintendent of Documents must contain an inner package label marked with the following: Department name and requisition number, title, stock number and quantity.

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.

	Books	
<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 in accordance with the distribution list to LAI Distribution Center, 9475 Gerwig Lane, Suite V, Columbia, MD 21046, Attention: Anthony DiIeso, AHCPR Clearinghouse.

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot.

The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to approximately 3 to 10 addresses within the commercial zone of Washington, DC. Inside delivery to room number specified is required. Telephone: Joel Boches (301)594-0365.

Ship the bulk of the order f.o.b. contractor's city to an address outside of the commercial zone of Washington, DC. A single shipment or several shipments totaling 120 lbs. or less scheduled for shipment on the same day to a single destination are to be shipped by traceable means using a small parcel carrier.

Shipments must be sent regular delivery NOT accelerated or overnight delivery which would incur a higher cost. An occasional order may require a partial shipment to be sent by overnight delivery. When a partial shipment IS to be sent by overnight delivery, it will be indicated on the print order.

(Additional costs incurred for accelerated or overnight delivery shipments not authorized by the Government, will be the responsibility of the contractor and shall not be invoiced). Contractor will be reimbursed by submitting a properly completed signed shipping receipt from the commercial carrier with the voucher for billing.

For all shipments which would have required GBL's, you will be responsible for selection of carrier and shall ship by the most reasonable method to insure prompt delivery and safe arrival at all destinations. All costs are to be billed on your vouchers at the actual cost which you paid for these services. Shipments must be made direct to the destination(s) stated on the Print Order. Unless otherwise indicated, truck deliveries must be made at the point of destination between the hours of 8:30 a.m. and 3:30 p.m., local time, on normal Government workdays. Shipments must be delivered as specified.

For shipments delivering to LAI Distribution Center, 24 hour notice must be given prior to delivery. Contact Tony DiIeso, Warehouse Manager or Thernell Silas, Warehouse Supervisor (410) 290-3684. Receiving hours are between 9:00 am to 4:00 pm, Monday through Friday, except for Federal holidays.

Complete addresses and quantities will be furnished with the print orders.

Upon completion of each order, all furnished material and any films made by the contractor must be returned to the address listed under SCHEDULE.

All expenses incidental to returning materials, submitting proofs, and furnishing samples 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 electronic media and visuals and proofs must be picked up from and delivered to Public Health Service Printing, Rm. 2107, 540 Gaither Rd., Rockville, MD 20850. (301)427-1235

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.

The contractor must deliver a partial shipment of 3,000 copies within 5 workdays. The balance of the print order must be delivered within 3 additional workdays.

When proofs are required, 3 workdays will be added to the initial 5 workdays of the schedule.

Proofs must be submitted to the Government within 2 workdays after notification of the availability of furnished material. Proofs will be withheld 1 workday from receipt by the Department until they are made available for pickup by the contractor.

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 48 hours prior to the inspection. Notify the U.S. Government Printing Office, Quality Control for Procured Printing on 202-512-0542. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 p.m., prevailing Eastern Time. 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.

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 all products shipped f.o.b. contractor's city must be picked up by the carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 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 year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like period of time.

Travel expenses and per diem to be incurred by the Government for press sheet inspections will be a factor in determining award. This will be based on sending one Government representative from the Washington, DC area for two calendar days.

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

- I. (a) 360
- (b) 200
- (c) 1
- (d) 200
- (e) 316
- (f) 16

- II. (1) (2) (3) (4)
- (a) 6 75 6 75
- (b) 8 125 6 75

- (1) (2) (3) (4)
- (c) 360 11,424 360 11,424
- (d) 200 2000 xxx xxx

- (1) (2)
- (e) 6 80
- (f) 10 175

- III.
- (a) 540
- (b) 360
- (c) 120
- (d) 5,032
- (e) 80
- (f) 130
- (g) 240
- (h) 20

- IV.
- (a) 50

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all shipments outside of the commercial zone of Washington, DC and f.o.b. destination 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 vouchers 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.

I. PREPRESS: One basic charge will be allowed for each color on each printed page or side (face or back) of the product. A spine, if required, shall be considered part of cover page 1. A separate charge for a spine will not be allowed. No Charge will be allowed for film furnished by the Government under line item I.

(a) Trim/Page-size unit produced from electronic file.....per page.....\$_____

(b) Trim/Page-size unit produced from camera copy.....per page.....\$_____

(c) Line.....per illustration.....\$_____

(d) _____ Square-finish halftone.....per illustration.....\$_____

(e) Dylux or similar proofs.....per trim/page-size unit.....\$_____

(f) Color Key proofs (3-M or similar).....per color...per trim/page-size unit.....\$_____

(Initials)

II. PRINTING, BINDING, PACKING AND DISTRIBUTION: 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 the pages actually printed with the additional color(s). Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

	Black Ink or a Color Other Than Black		Each Additional Color of Ink	
	Makeready and Setup	Per 1,000	Makeready and Setup	Per 1,000
	<u>Charges</u>	<u>Copies</u>	<u>Charges</u>	<u>Copies</u>
	(1)	(2)	(3)	(4)
(a) Covers 1 &4:.....per cover.....	\$_____		\$_____	\$_____
(b) Covers 2 & 3.....per cover.....	\$_____		\$_____	\$_____
(c) Saddle-Stitched:.....per page.....	\$_____		\$_____	\$_____
(d) Perfect Bound:.....per page.....	\$_____		\$_XXX_	\$_XXX_

	Makeready and Setup	Per 1,000
	<u>Charges</u>	<u>Copies</u>
	(1)	(2)
(e) Varnishing: Covers 1 &4.....per complete cover.....	\$_____	\$_____
(f) Varnishing: (Self Covered products) Covers 1&4.per complete cover...	\$_____	\$_____

III. PAPER: 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 spine, when required.

	<u>Per 1,000 leaves</u>
(a) White Offset Book (60-lb.).....	\$_____
(b) White Offset Book (70-lb.)	\$_____
(c) White Dull Coated Offset Book (70-lb.).....	\$_____
(d) White Dull Coated Offset Book (80-lb.)	\$_____
(e) White Litho (Gloss) Coated Cover (60-lb.).....	\$_____
(f) White Litho (Gloss) Coated Cover (80-lb.)	\$_____
(g) White Dull Coated Cover (60-lb)	\$_____
(h) White Dull Coated Cover (80-lb)	\$_____

(Initials)

IV. ADDITIONAL OPERATIONS:

Shrink-film wrap.....per package.....\$_____

My production facilities are located within the assumed area of production.

.....yes _____no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material_____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material....._____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant....._____

2. Proposed carrier(s) for delivery of completed product_____

a. Number of hours from notification to carrier to pickup of completed product....._____

b. Number of hours from pickup of completed product to delivery at destination....._____

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)