

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPART UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PRINTING OFFICE
Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
HOLMES SAFETY ASSOCIATION BULLETIN

as requisitioned from the U.S. Government Printing Office (GPO) by the
Department of Labor – National Mine Health & Safety Academy
Beaver, West Virginia

Single Award

TERM OF CONTRACT: The term of this contract is for 1 year (base year period of January 1, 2009 through December 31, 2009 and 2 option year periods (January 1, 2010 through December 31, 2010 and January 1, 2011 through December 31, 2011). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Contract Term", and "Economic Price Adjustment."

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPPO (614) 488-4577. **NO TELEPHONE BIDS WILL BE ACCEPTED.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time, on December 18, 2008.

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME, LATE QUOTES WILL NOT BE CONSIDERED.

BIDDERS PLEASE NOTE: Extensive changes have been made. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Some of the changes are listed below.

- Revised Disputes Clause, page 2.
- Revised Payment Clause, page 3.
- Added bleeds, pages 5 and 6.
- Revised "Schedule of Prices", pages 11 and 12.
- Deleted printing in two ink colors.
- Additional lesser changes scattered throughout.

Abstract is available on GPO Web Site at: <http://winapps.access.gpo.gov/ppd/abstracts/columbus/default.asp>

BEFORE AWARD: ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL
Linda Price (614)-488-4616, extension 22.

AFTER AWARD: REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR
Jiwon Han (614)-488-4616, extension 28.

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 Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

GPO PUB. 310.2 IS AVAILABLE ON GPO WEB SITE AT
<http://www.gpo.gov/printforms/index.html>

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT
<http://www.gpo.gov/printforms/index.html>

REVISED GPO DISPUTES CLAUSE (06/08) IS AVAILABLE ON GPO WEB SITE AT
<http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

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 Z 1.4):

- (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	CD/Furnished Sample
P-8.	Halftone Match (Single and Double Impression)	CD/Furnished Sample
P-10.	Process Color Match	CD/Furnished Sample

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed December 31, 2011.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

PRICE ADJUSTMENT PERIOD: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

PRICE ADJUSTMENT: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers-Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of this contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

PAYMENT: Submit all vouchers to: Comptroller, STOP FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

After award, at Government's option, the contractor must submit a copy of the print order (upon receipt of order), contractor's invoice and all mailing and/or delivery receipts (at time of invoicing) via e-mail to infocolumbus@gpo.gov or fax to 614-488-4577. One complete sample (at time of invoicing) may be required to be mailed to: US GPO; Columbus RPPO; ATTN: Program/Print Order Numbers; 1335 Dublin Road, Suite 112-B; Columbus, OH 43215.

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 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.

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 January 1, 2009 through December 31, 2009 (plus options). 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.

DELIVERY/SHIPPING STATUS INFORMATION: The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the contractor. This information **MUST** be furnished to GPO - Columbus, RPPO on each order. The information as contained on this form is to be faxed or called to the Columbus RPPO.

Fax Number (614) 488-9618
Telephone Number (614) 488-4616, extension 24
NO COLLECT CALLS

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of a saddle stitched magazine requiring such operations as copy pickup, reproducible, printing in black ink and 4-color process, binding, mailing, packing and delivery.

TITLE: Holmes Safety Association Bulletin.

FREQUENCY OF ORDERS: Approximately 6 orders per year (bi-monthly).

QUANTITY: Approximately 6,000 to 10,000 copies per order, average 9,100 copies per order.

NUMBER OF PAGES: 24 text pages plus separate cover.

TRIM SIZE: 8-1/2 x 11 inches.

GOVERNMENT TO FURNISH: CD or Printed Color Sample.

CD created on a IBM platform using the Windows NT operating system. Programs used are: InDesign CS3, Adobe Page Maker version 7.0; Adobe Illustrator CS2; Adobe PhotoShop CS2 and Quarkexpress 4.1. Will include all fonts, custom letter spacing and kerning files. These fonts provided, are the property of the Government and must be returned with furnished material. Disk will be formatted to include text, rules, line art, screens, and scanned black and white and 4-color process halftones in final layout format. Minimum output resolution to be 2500 to 3800 dpi. No compression files have been used. Bleeds are furnished.

ELECTRONIC PREPRESS: Immediately upon receipt and 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 Columbus GPO Contracting Office prior to further performance.

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.

Upon completion of the 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 files formats other than those supplied, unless specified by the Government.

Excel file will be furnished on CD for contractor to generate and affix labels or ink jet addresses directly onto outside panel (contractor's option).

GPO Form 2511, Print Order.

Delivery/shipping status report form.

GPO Form 905 (R. 3/90) "Labeling and Marking Specifications".

Blue Labels and Certificate of Selection.

Certificate of Conformance.

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 on copy or film, 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.

REPRODUCIBLES: The contractor must make all reproducible required. The contractor is responsible for determining what type reproducible will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducible that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractor's production environment.

PROOFS: None required.

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 2008.

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 cover stock/paper must have the grain parallel to the spine.

White Offset Book, basis size 25 x 38", 70 lbs. per 500 sheets, equal to JCP Code A60.

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

PRINTING: Print head-to-head. Text and covers 2 and 3 print black ink only. Covers 1 and 4 print in 4-color process, some orders will have heavy coverage. Text and covers will have solids and reverse printing.

Anticipate 20 to 150 photos per issue, with and without keylines. Photos are alone or in complex montages. Some print in 50% screen. Photos can print across and must align across gutter throughout publication. Covers can have complex photo montages.

MARGINS: Margins will be as indicated on the individual print order or furnished copy. Covers 1 and 4 bleed 4 sides. Covers 2 and 3 and text pages bleed up to 3 sides and to bind. Bleeds provided.

BINDING: Saddle-wire stitch in two places and trim three sides. Covers wrap around and trim flush with the text. Anticipate some orders will perforate one or two pages along the entire 11" dimension, 3/8" from the bind edge.

PACKING: Pack bulk shipments in shipping containers furnished by the contractor. Containers must not exceed 45 pounds when fully packed.

Mailed Shipments: Affix contractor generated labels or inkjet addresses (contractor's option) directly on to cover page 4 and mail by permit imprint. All mailed copies must be sorted and prepared in packages and sacks as prescribed in the U.S. Postal Service Domestic Mail Manual.

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905.

INSPECTION SAMPLES: When indicated on the print order, or otherwise requested, two samples shall be sent for inspection to: U.S. Government Printing Office, Columbus Regional Printing and Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034, ATTN: Quality Assurance Specialist, "Inspection Samples."

These copies shall be considered as samples copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders must be divided into 80 equal sublots. A random copy must be selected from each subplot. Copies must not be chosen 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.
- (b) 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 the address indicated on the print order.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing 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.

The copies are to be shipped 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 mail f.o.b. contractor's city and f.o.b. destination.

F.O.B. CONTRACTOR'S CITY: Mail f.o.b. contractor's city by permit imprint. Affix label/print address on Cover Page 4, approximately 7,000 to 9,000 single copies, average of 8,400 single copies.

The contractor is cautioned that Government Permit Imprint may be used only for the purpose of mailing material produced under this contract.

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

CERTIFICATE OF CONFORMANCE: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 1-85), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

The contractor is required to fill in all applicable items on USPS form PS Form 3602-G and submit in duplicate to the entry post office. The post office will return a verified copy of the form(s) to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the Program Number, Print Order, Jacket Number as appropriate.

DELIVER F.O.B. DESTINATION: All deliveries must be made by traceable means.

15 copies to: Library of Congress
Madison Building, Exchange and Gift Division
Federal Documents Section, C Street (between 1st and 2nd), SE
Washington, D.C. 20540 – MARKED: "File Copies"
Interpackage as follows:
12 Library of Congress – By-Law
3 National Archives – By-Law

2 copies to: U.S. Government Printing Office
Depository Receiving Section
44 "H" Street, NW loading dock
Washington, D.C. 20401 – MARKED: "Depository Copies Item 0637-K"

75 copies to: National Mine H&S Academy
ATTN: Mike Sutyak
1301 Airport Road
Beaver, West Virginia 25813

Balance of copies to: Mine Safety and Health Administration,
Attn: Patrick Hurley
1100 Wilson Blvd., Room 2143
Arlington, Virginia 22209-3939

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) to be picked up with the furnished material.

Furnished material must be picked up from and delivered to the Beaver, WV address listed under "DISTRIBUTION".

Anticipate orders will be placed between the 1st and 15th of the publication months. Anticipate orders will be placed in the months of January, March, May, July, September, and November.

If agent picks up material, the contractor must provide an adequate supply of completed manifests (airbills) to the Government agency placing the orders listing his firms as both the shipper and the consignee.

Complete production and distribution must be made within 15 workdays after notification of the availability of print order and furnished material.

Deliveries must be made prior to 3:30 p.m. on the scheduled delivery date.

The ship/delivery date indicated on the print order is the date products must be received at Beaver, WV and Arlington, Virginia and a mail date for all other consignments.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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.

RETURN OF GOVERNMENT FURNISHED MATERIAL: The contractor must deliver all material furnished by the Government, digital deliverables, and all film made by the contractor, together with one sample of the job to the Beaver, West Virginia address listed under DISTRIBUTION.

These materials must be packaged, properly labeled, and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials and furnishing sample copies must be borne by the contractor.

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

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

- I. (a) (1) 6
- (2) 546
- (b) 455
- (c) 504

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for mailing by permit imprint and f.o.b. delivery at destination for all other destinations.

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

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 100 will be prorated at the per 100 rate.

I. COMPLETE PRODUCT: Prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations necessary for the complete production, mailing and delivery.

(a) Printing 24-page issue:

(1) Makeready and/or Setup Charges.....per issue\$_____

(2) Running per 100 copiesper issue\$_____

(b) Perforating.....per 100 leaves\$_____

(c) Addressingper 100 addresses\$_____

(Initials)

MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO

SCHEDULE OF PRICES

BIDDERS NAME AND SIGNATURE: Fill out and return via mail/telefax "Section 4. - Schedule of Prices", initial or sign in the space provided.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: _____ percent, _____ calendar days.
(Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

BIDDER: _____

(Street Address – City – State – Zip Code)

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

(Person to be contacted)

(Telephone Number)

(Fax Number)

CONTRACTOR CODE (if known): _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO