

BIDS SHALL BE PUBLICLY OPENED AT **11:00 A.M.**, PREVAILING DALLAS, TX. TIME, **DECEMBER 1, 2008**.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL JULIA RUSS:
(214) 767-0451 (Ext. 13) NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Printing Office (GPO), Dallas, TX.
1100 Commerce Street, Room 731
Dallas, TX 75242

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

SUBCONTRACTS: The predominant production function of this contract is the printing of a 64 page self cover pamphlet and a face and back form. Any bidder, who cannot perform this function, in its entirety, will be declared non-responsible. The provisions of Article 6, "Subcontracts," of Contract Clauses in GPO Contract Terms (Pub. 310.2), are modified to permit subcontracting of the saddle stitch binding, variable data imaging, and all mailing requirements.

QUALITY LEVEL: The quality level for the printing and finishing attributes specified herein is: Printing – **Level 3**
Finishing – **Level 3**.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, and similar abilities to perform, prior to the award of a contract. This pre-award survey will include an inspection of the equipment on which ANG's file transmissions will be received.

PRE-PRODUCTION CONFERENCE: A preproduction conference may be held at the contractor's plant on December 10, 2008. NOTE: The contractor must furnish (2) copies each of detailed written Production Plan and Quality Plan for discussion at the conference. If the Government chooses to waive this conference the Quality and Production plans must be submitted, by the date in the schedule, to the Contracting Officer, U.S. Government Printing Office, 1100 Commerce St., Rm. 731, Dallas, TX 75242. Attn: Production and Quality Plans 746-930/JAR. The purpose of the conference will be to discuss and review all aspects of the contractor's production plan and to establish coordination of all internal and external operations required to complete this contract. The contractor will conduct this preproduction conference during which the plans will be reviewed in depth. Items to be included in the Production Plan are: 1) processing and sorting masterfile mail list, 2) scheduled start-up dates for all phases of production, 3) how coordination/ communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements which are specific to this contract. Items to be included in the Quality Systems Plan are covered in the Quality Systems Section. Attending this meeting will most likely be representatives from the Army National Guard (ANG), IO Studio (IOS), and there MAY be representatives from the Government Printing Office (GPO). A representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor. It is also required that the contractor have the local Postal Service representative in attendance.

Quality Systems Audit: In connection with the preproduction conference, should the government elect, a quality systems audit would be conducted. Following the conference, GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing GPO work for the first time.

Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default.

PRODUCT: This specification sets forth the requirements for printing, saddle stitching, variable data imaging, and mailing of approximately 6,700,800 copies of a 64 page, self cover, saddle stitched, pamphlet printing in 4 color process. Each pamphlet includes 1 insert that is folded and perforated to create 2 Business Reply Cards (BRC), printing on the face in four color process and black only on the back. The BRC(s) must be bound into the text. A minimum of **three** wafer seals is required to close the open edge of the book. Quality Level III for printing and binding. Job delivers FOB Destination and Mails FOB Contractor's City.

TITLE: Army National Guard – ARNG “Hooah!” Version 1.6

QUANTITY: 6,700,800

CHANGES IN QUANTITY: The Government may submit increases or decreases of up to 25% until the dates specified in the schedule. These quantity adjustments may be made by telephone and will be the final quantity prior to deducting the NCOA Link un-deliverables. Billing adjustments for scheduled quantity changes (+ or -) and for subtraction of un-deliverables, will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the final quantity, minus un-deliverables.

NOTE: Contractor must produce the full FINAL quantity. No shortages or overruns will be accepted.

Contractor must maintain 100% accountability in the accuracy of imaging and mailing of all pieces throughout run. The Contractor must insure that there are no missing or duplicate pieces and/or pieces with miss-imaged data. The Contractor must also insure that no defective pieces enter the mail stream.

NUMBER OF PAGES: Publication - 64 Self Cover. BRC – Face and Back folded form.

TRIM SIZE: Publication - 5-5/8 x 9". BRC – 10-3/8 x 3-1/2" (Detached size = 5-3/16 x 3-1/2" each)

MATERIALS FURNISHED BY GOVERNMENT:

Electronic Media: Files are furnished as plate ready .PDF or native application files.

Platform: MAC OS 10.4.11

Storage Media: CD-R or File Transfer Protocol (FTP)

Software: Adobe InDesign CS3, Adobe Illustrator CS3, PhotoShop CS3, and Adobe Acrobat

Fonts: All printer and screen fonts will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

GPO Form 952 (Desktop Publishing - Disk Information)

If CD's are provided, a composite digital color proof will be furnished. These proofs will be generated from the supplied files and are the color target for the finished piece. Color corrections (if any) must be made before contractor proofing.

Mail list –A .TXT file, ZIP code sorted and passed through Finalist Software (Electronic transfer will be via File Transfer Protocol (FTP). The contractor must guarantee that it and any of its subcontractors will not reproduce, or allow reproduction of, the address lists furnished by the Government, nor use or allow any person to use the address lists or addresses themselves for any other purpose than mailing the ordered packages.

In accordance with the use of the indicia the contractor will be furnished a control number that must be entered into the “Federal Agency Cost Code” portion of the USPS 3602 form before the form is presented to the USPS. Failure to present this number, in its proper location, to the post office may result in a delay in payment and a price reduction if additional administrative costs are incurred due to this failure.

NOTE: If any Government furnished electronic media is unusable, the contractor must contact the GPO, Dallas, TX, within 24 hours. If the contractor fails to do so, no additional time will be allowed in the schedule. No Collect Calls. Contractor must not alter furnished files.

ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

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.

Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

An adequate supply of GPO Form 712 will be furnished. Additional copies, if needed, are available upon request.

MATERIALS FURNISHED BY CONTRACTOR: All other materials and operations necessary to fulfill the contract requirements, including facsimile transmission capability, any necessary conversion program to utilize Government-furnished files etc.

STOCK: The specifications of all papers 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.

White Litho (Gloss) Coated Book, basis weight: 50 lbs per 500 sheets, 25 x 38", equal to JCP Code A170.

White Hi-Bulk Offset (Return Mailer), basis weight: 75 lbs per 500 sheets, 25 x 38", equal to JCP Code A95.

PRINTING: Saddle stitched pamphlet printing head to head in four color process. Copy consist of heavy ink coverage four color halftones, reverses, builds, screens, text, and bleeds throughout. A majority of the pages include crossovers that must align and match for color across the bind. The front of the BRC prints in four color process and bleeds on all sides with halftones and text matter. The back of the BRC prints with type, lines, and halftones in black only and bleeds (FIM marks). The BRC requires a perforation along the 3-1/2" dimension at the center of the 10-3/8" dimension. Insure perforations are suitable for removal of the BRC's without damage.

COPY PREP: All halftone screens must be output at a minimum 150 lpi. The facing identification mark (FIM) and barcode on the furnished copy for the BRC may require correction by the contractor. The contractor must insure that the BRC's meets all USPS postal requirements for Business Reply Mail in effect at the time of print. The contractor may be required to generate the copy for the GPO mailing indicia. The contractor may be required to create the knockout for the Variable Data Imaging (VDI) area and for the mailing indicia on cover 4 (page 64). Follow the furnished previous sample for sizes and locations if necessary.

VARIABLE DATA IMAGING: Contractor will apply computerized information (names and addresses) to approximately 6,700,000 publications. Final quantities are to be furnished by the scheduled dates listed on Page 9 of 10 of this solicitation. It is the contractor's responsibility to ensure that the imaging equipment used for this contract has the capability to image all required areas. The VDI area is 3-3/4 x 1-1/2" and is located 3/4" from the bind edge on the 9" dimension and 7/16" from the bottom edge on the 5-5/8" dimension with the 3-3/4" dimension parallel to the 9" dimension.

If furnished address list does not conform to contractor's equipment, the contractor must take furnished data and **reformat** it to produce all of the required information using their own equipment. The contractor may notify GPO and IOS directly to resolve address list and/or programming problems. Call GPO (214-767-0451) for IOS contact information. The contractor will be required to develop software to edit and reposition the various data elements taken from the address list.

The contractor will be required to take information from the furnished address lists and format it to create an 11 digit Delivery Point Barcode. This Barcode is to be positioned in accordance the USPS DMM. It will be the contractor's responsibility to do a further sort to a 5 digit delivery point barcode, 3 digit delivery point barcode, and basic ZIP+4 delivery point barcode.

In addition, the contractor must convert furnished address lists from all carrier route, sack-sorted mail to either all tray-sorted or a combination of the two for the purpose of the government receiving the U.S. Postal Service's delivery point barcoded mail discounts.

MARGINS: Publication bleeds throughout. BRC, flat form, bleeds on both sides.

BINDING: Saddle stitch in two places on the 9" left edge. Trim 3 sides. BRC – Trim 4 sides, perforate and fold along the 3-1/2" dimension at the center of the 10-3/8" dimension to create 2 BRC's. Contractor must place the BRC's into the text pages between pages 22/23 and 38/39. Production Note: Pages 22/23 and 38/39 are folios 24/25 and 40/41. Contractor to position the color side of the BRC in accordance with instructions received during proofing.

WAFER SEALS: Each publication requires a minimum of three wafer seals applied to the open 9" edge. Seals must be approximately 1" in diameter, clear, and perforated and placed in accordance with USPS Domestic Mail Manual (DMM) to qualify for any and all applicable postal discounts.

PROOFS:

1 set(s) of one-piece composite laminated color proofs (Kodak Approval, Screen TrueRite, or equal) with a minimum resolution of 2400 dpi for each of the publication and the face of the BRC. At contractor's option, a film based composite laminated color proof may be furnished. Proofs will be used for color match on the press. 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 must show dot structure. 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 a 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.

3 set(s) of digital color content proofs of each of the publication and the BRC(s). 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 in page sequence with all elements in proper position (not pasted up), imaged face and back, folded, and trimmed to the finished size of the product.

10 Paper samples of each paper stock to be used in the production of the publication and BRC(s).

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments **within 2 workdays**. If, in the opinion of the GPO and/or department, the proofs are not a true representation of the furnished art, (objectionable or serious shift in hue, saturation, or density) or contain noticeable defects they will be rejected and the contractor will be required to make the necessary corrections and reproof at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "OK TO PRINT"

To maintain the delivery schedule stated elsewhere in these specifications, the proofs and samples must be delivered not later than **December 9, 2008**. If the contractor cannot provide an acceptable set of proofs and samples by the time specified or within reasonably sufficient time to allow for proof review and printing, BEFORE THE ESTABLISHED MAIL DATE, he/she may be required to show cause as to why the contract should not be terminated for default. Deliver proofs and paper samples to:

Andrew Nixon, iostudio, LLC, 1625 Broadway, 3rd Floor, Nashville, TN 37203*****1 set of color proofs and 2 sets of blueline proofs, 5 samples of each paper, all furnished materials, and a pre-paid airbill for the return of 1 set of each proofs.

USGPO, Attn: Proofs/746-930/JAR, 1100 Commerce St., Rm. 731, Dallas, TX 75242*****1 set of blueline proofs and 5 samples of each paper.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected 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. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. 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 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.

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 **3 workday(s)** prior to the inspection. Notify the U.S. Government Printing Office, 1100 Commerce St., Rm. 731, Dallas, TX 75242 by telephone (214)767-0451. Telephone calls will only be accepted between the hours of 8:00 am and 3:00 pm, prevailing central time. Information must be given to a member of the Dallas GPO staff. Information left on a voice messaging system may not be considered official notification. 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.

FINISHING AND MAILING INSPECTIONS: Upon approval of the final press sheets the Government may choose to review the finishing and mailing operations. Contractor must make this schedule available to the on-site representative and GPO.

Quality Control: The contractor must maintain a thorough quality assurance program to guarantee that the quality level requirements are met. The contractor must provide for replacement of any damaged, mutilated pieces, or illegibly addressed pieces. The contractor must replace any damaged, mutilated or illegibly addressed pieces during the imaging operation. Replacement must be accomplished as damage occurs in order to maintain proper Zip Code sequence.

Quality Systems: The prime contractor shall initiate, prior to start-up and maintain throughout the term of this contract, Quality Systems to assure conformance to all requirements of this contract. The Quality Systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

The Quality Systems shall assure the quality of components from subcontractors and subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

The Quality Systems shall include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable printing occurs (e.g., due to equipment malfunction) during all phases of production. The Quality Systems must also provide for an audit trail to locate and identify any record(s) at any time.

Quality Systems Official: The prime contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's single point of contact on quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO until the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan.

All quality control samples must be produced at no additional cost to the Government.

Inspection by the Government: The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY.

Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

QUALITY SYSTEMS PLAN: The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule. The plans shall be submitted to the Contracting Officer, U.S. Government Printing Office, Room 731, 1100 Commerce Street, Dallas, TX, Attention: Julia Russ/746-930. The proposed Quality Systems Plans are subject to Government approval.

QUALITY ASSURANCE LEVELS AND STANDARDS. - The following levels and standards apply on to the products ordered under these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing 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 Standard. - 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 Instruction: In the event the inspection of the press sheets is waived by the Government, the approved proofs shall become the Specified Standards for the above attributes.

PACKING AND LOADING: Trays: The Postal Service will furnish trays upon request.

Loading and Marking: The Postal Service "three tier" Standard Mail will be used for this mailing. Some of the mailing will be in each tier. The current requirements of the Postal Service, as outlined in the Domestic Mail Manual, must be complied with.

Internal Tying: Per USPS Domestic Mail Manual in effect at time of packaging.

If truck-trailers (vans) will be needed from the U.S. Postal Service it is the contractor's responsibility to schedule an advance planning meeting with the Postal Service and request these services. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan.

Bulk copies going to 4 destinations – pack suitable not to exceed 40 lbs. per shipping container.

MAILING: The Government will furnish the contractor with imaging files, sorted by ZIP code. The raw data contained in the imaging files has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization.

Carrier Route Presort: Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on first line of the mailing address).

The contractor's software package must also analyze and resequence mail lists for traying optimization, if applicable. It must provide barcoded tray tags coded to addresses if necessary.

The carrier route mail preparation will consist of tying or wrapping packages of ten or more pieces, but less than a full tray, per carrier route. The number of pieces per carrier route is indeterminate, and random (may be resequenced) but will be at least ten. The contractor must tie by carrier route quantities less than a full tray.

Each carrier route address must contain a carrier route endorsement and carrier route number. There must be no carrier routes that have fewer than ten pieces. Each new carrier route will be identified on the printout listings.

Printout listings for the carrier route portion will show the number of pieces for each carrier route, within ZIP Code, city and state. Each new carrier route must be identified by change indicators in the address area.

The contractor must comply with all U.S. Postal Service regulations governing Standard Mail.

Pallets must be prepared in accordance with the requirements in the Domestic Mail Manual. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives or regional pallet team. When pallets are stacked, contractor must place "Top Cap" between pallets.

ZIP Code Sequence: Contractors must maintain addresses in ZIP code sequence. The first address will indicate a new five-digit ZIP code, new carrier route, new package or tray change in the City, State Zip Code line.

The addressed pieces will NOT carry a tray number/code.

ZIP Code Count Listing: Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count listing for the contractor's use during the addressing operation.

Loading Information: Contractor must furnish, to GPO, a copy of postal service loading sheets, as trailers are released.

USPS Plant-Verified Drop Shipments: The contractor will be required to drop ship all mailed quantities directly to the BMCs and SCFs, and to accomplish this, must prepare and implement a detailed plant-verified drop shipment plan, the cost of which must be included in the contractor's total bid price; a separate charge will not be allowed for any administrative costs for preparing and implementing the drop shipment plan.

On or before the date in the schedule, the contractor MUST submit its detailed plant-verified drop shipment plan for direct shipments to the BMCs and SCFs. The detailed plan must be submitted to the GPO and must show the piece count, BMC/SFC, destination, number of transit days, approximate weight, postal savings, freight charges, and net savings for each shipment.

Due to the 100% delivery requirement, Optional Mail procedures that do not weigh EACH pallet of mail are not allowed or authorized.

Reimbursement for the actual freight costs will be made from copies of the commercial carrier freight bills that must be submitted with the contractor's invoice, and each freight bill must show the shipping cost and weight of the shipment. Reimbursed freight costs will not be subject to any "prompt payment discounts." The contractor must provide the scheduled dates for dropping at the BMCs and SCF, etc. Contractor must include copies of USPS Form 8125 signed by recipient at destination with their freight bills.

If contractor utilizes a freight consolidator, payment will be made with submission of the consolidator's invoices showing actual charges to the contractor along with the signed USPS Forms 8125 that have been signed at the recipient destination along with their freight bills and invoices or a Track/Trace report showing the appointment dates and USPS confirmation numbers. Freight charges must not exceed those in the submitted drop shipment plan, except for allowable fuel surcharges. Current allowable fuel surcharges must be included in the drop shipment plan.

Submit drop shipment plan to: U.S. Government Printing Office, 1100 Commerce St., Rm. 731, Dallas, TX 75242. The container and accompanying documentation must be marked Attention 746-930, DROP SHIPMENT PLAN.

DELIVERY INSTRUCTIONS: Deliver f.o.b. destination 800 pieces to 4 locations. Inside delivery required. Also, refer to Article 5, Supplemental Specifications, GPO Contract Terms, effective December 1987, revised June 2001.

Julie Muir, NGB-ASM, 1411 Jefferson Davis Hwy, Crystal City, VA 22202*****All furnished materials and 50 copies.

Kris Murphy, LM&O Advertising, 2000 N. 14th St., Suite 800, Arlington, VA 22201*****50 copies

Andrew Nixon, iostudio, LLC, 1625 Broadway, 3rd Floor, Nashville, TN 37203*****500 copies.

USGPO, Attn: Samples/746-930/JAR, 1100 Commerce St., Rm. 731, Dallas, TX 75242*****200 Departmental Random Copies (Blue Labels).

Mail: FOB Contractor's City approximately 6,700,000 pieces.

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

Standard Mail: The Postal Service will verify the total weight of the mailing. PS Form 3602-G must be completed and submitted for each truckload shipment leaving the plant unless "Optional Procedures" are authorized. GPO will not apply for plant load authorization or optional acceptance procedures. Authorization for Optional Procedure must be requested by the contractor from the RCC in the region the mailing plant is located. The contractor must comply with all Domestic Mail Manual regulations governing use of Standard Mail. The GPO will obtain the USPS bulk mail permit for this mailing.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Mailing Statements: The contractor must submit two copies of the appropriate U.S. Postal Service mailing statement (3602) to the entry post office for each mailing which bears GPO's assigned penalty permit imprint number (G-796). In the upper right corner of the mailing statement, contractor must include GPO identification number(s) such as, the jacket number purchase order number and furnished control number.

The contractor must mail copies of GPO Form 712 and the verified USPS Form 3602 to the Dallas GPO, within 24 hours of receipt from the U.S. Postal Service. The contractor must mail Form 712 and mailing statement, containing postage computations, to: U.S. GPO, 1100 Commerce St., Rm. 731, Dallas, TX 75242. Attn: 746-930/Mailing Statements/JAR

Location of Point of Entry: Contractor will specify in his bid the location of his proposed point of entry for mailing.

SCHEDULE: See “Notice of Compliance with Schedules”, Article 12, Contract Clauses, GPO Contract Terms, effective December 1, 1987, revised June 2001.

Inspection Notification: **3 workdays prior to press inspection**, the contractor must notify the Dallas GPO with the following information: 1) Jacket and Requisition Number; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether the Government elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection.

- December 3, 2008:** Award of contract, furnished material available for pick up or address files available for download from FTP site.
- December 9, 2008:** Proofs due to ordering agency and GPO. Deliver Quality and Production plans to GPO.
- December 10, 2008:** Contractor must submit estimated, postage rates and drop shipment plan including shipping charges. Preproduction conference, if necessary.
- December 12, 2008:** Final Quantities to Contractor – prepare revised postage and drop ship plan if applicable.
- December 22, 2008:** Begin mailing. **Deliver** 600 copies to 3 locations.
- January 9, 2009:** Mail complete. Deliver 200 Blue Label Copies to GPO
- January 16, 2009:** Mail balance of verified PS Form 3602 and GPO Form 712 to GPO.

DISPUTES: 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.

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications.

Transportation and mail costs will NOT be used as a factor in the basis of award.

In addition to quoting a price for the quantity called for in these specifications, a quotation must also be submitted for each additional 1,000 pieces printed at the same time as the initial order. The price quoted for additional quantities must be exclusive of all basic or preliminary costs.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for the "ADDITIONAL RATES" shall be based on a continuing run and must be exclusive of all preliminary charges and will not be a factor for determination for award.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, 1100 Commerce St., Room 731, Dallas, TX 75242. Include GPO Jacket number, "BID", and bid opening date on the outside of the bid container.

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number **214-767-4101**, one bid per facsimile.

Bidders must fill out and sign this page of these specifications and return it attached to the GPO Bid Form 910.

Producing approximately 6,700,800 pamphlets and turned over to USPS \$_____

The bidder must state the cost for preparing and implementing the drop shipment procedure included in the total bid price above \$_____

"ADDITIONAL RATE".....per 1,000 \$_____

Post Office for entry of mail (Standard Mail):

City _____, State _____ ZIP Code _____

Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.

Name of Firm

Signature of Bidder

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department

BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which are incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) will be made from: City _____, State _____

(The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs involved.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2)

Bidder hereby acknowledges amendment(s) number(ed) _____

In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price opposite each item, delivered at the designated point(s), in exact accordance with specifications.

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____ Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Signature _____

GPO Contractor Code (if known) _____ Date _____

Telephone Number _____ Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(initials)

Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

REPRESENTATIONS.

R-1. Small business. By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

R-2. Small Disadvantaged Business Concern. By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

R-3. Women-Owned Small Business Concern. By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

CERTIFICATIONS.

C-1. Covenant Against Contingent Fees. Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

C-2. Buy American Certification. Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

C-3. Clean Air and Water. Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

C-4. Certificate of Independent Price Determination. Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that—
(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law, and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b) (2) (i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; and

(iii) As an agent has not personally participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a) (2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Jan. 1999). By submission of a bid—

(a) (1) The offeror certifies, to the best of its knowledge and belief, that—

(i) The offeror and/or any of its principals—
(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a) (1) (i) (B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors, owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division or business segment, and similar positions).

This certification Concerns a Matter Within the Jurisdiction of and Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

C-6. Certification of Nonsegregated Facilities (Jan. 1999). Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will—

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and
(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods);

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

******SAMPLE BID ENVELOPE******

In order to insure proper processing of all bids, the following information is required on all contractor furnished bid envelopes:

JACKET OR PROGRAM NO. _____
FROM _____
ADDRESS _____

**POSTAGE
STAMP
REQUIRED**

(Please check appropriate box)

- BID
- NO BID
- CONFIRMATION OF TELEPHONE/TELEGRAPH BID

**U.S. Government Printing Office
Dallas Regional Printing Procurement Office
1100 Commerce Street, Room 731
Dallas, TX 75242**

BIDS WILL BE RECEIVED UNTIL _____
AT 3 P.M. PREVAILING DALLAS TIME