

Issue Date:

U.S. Government Printing Office (GPO)
Southampton Office Park
Suite A-190
928 Jaymore Road
Southampton, Pennsylvania 18966

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

"The 4th Forum"

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

Document Automation and Production Services

Single Award

CONTRACT TERM: The term of this contract is for the period beginning December 1, 2004, and ending November 30, 2005, plus up to two optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50-mile radius of New Cumberland, PA.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEM WHICH DIFFERS SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Contract Terms/Option Clause
Quantity increases
Additional lesser changes are scattered throughout.

Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalence. At a future date, metric measurements will be used exclusively in all specifications.

For information of a technical nature call Karen Capie (215) 364-6465, ext. 12 (no collect calls), or direct e-mail to kcapie@gpo.gov.

BID OPENING: November 12, 2004

Quotations are due by 11:00 a.m., prevailing Philadelphia, PA time.

SECTION 1. -GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to 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 Standards: The specified standards for the attributes requiring them shall be:

| <u>Attribute</u> | <u>Specified Standard</u> |
|--|-------------------------------|
| P-7. Type Quality and Uniformity | Government Furnished Material |
| P-8. Halftone Match (Single and Double Impression) | Government Furnished Material |
| P-9. Solid and Screen Tint Color Match | Pantone Matching System |
| P-10. Process Color Match | Government Furnished Material |

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 CONTRACT TERM: 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 60 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 two 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 periodic pricing revision.

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 the 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.

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.

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

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 this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from December 1, 2004 through November 30, 2005(Nov. 30, 2007) if the option years are taken. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

REQUIREMENTS: This is a requirement 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 two. - SPECIFICATIONS

SCOPE: These specifications cover the production of a periodical newsletter requiring such operations as electronic prepress, printing, binding, packing, and delivery.

TITLE: "**The 4th Forum**".

FREQUENCY OF ORDERS: It is anticipated that there will be approximately seven orders required during the term of the contract. Approximately three (3) orders will be a "High School Guide". The High School Guide is a 20-page booklet requiring 5,000 copies each.

QUANTITY: From approximately 850 to 5,000 copies, with an average of 2,080 copies per order.

NUMBER OF PAGES: From 8 to 16 pages per issue, with an average of 12 pages per issue.

TRIM SIZE: 216 x 279 mm (8-1/2 x 11").

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: DOS, Windows 95 and Windows NT (or upgrade)

Storage Media: Zip Disks

Software: Adobe PageMaker, Version 6.5 or 7.0, PhotoShop, Version 5.0, CorelDraw, Version 8.0. Graphic elements created in Adobe Illustrator, Version 7.0.

The contractor must support all software upgrades (for the specified applications) which may occur during the term of the contract.

Files will be furnished in native application format.

Fonts: Contractor is to provide the Department with a list of all type fonts compatible with PageMaker 6.0 or 6.5.

GPO Form 952 (Desktop Publishing – Disk Information).

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications (see Attachment No. 1).

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish", necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Agency (717-770-4647).

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.

The contractor shall have available all the screen and printer fonts required to successfully output each page.

The contractor shall produce separations for four-color process reproduction.

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

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

DIGITAL DELIVERABLES: 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.

IMAGE ENHANCEMENT SYSTEM: Contractor may be required to provide color changes, create air brushed vignettes, posterization, pixelization, graduated backgrounds, image-to-image assembly, and/or other manipulations through utilization of a digitized image enhancement system.

PROOFS: Two set(s) of one-piece laminated or electrophotography color proofs. These proofs must have illustrations and text matter composited. Sublimation, inkjet, photographic, and overlay proofs are not acceptable. The proofs should have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across sheet.

At contractor's option, digital color proofs (Kodak Approval, Screen TrueRite or similar) with a minimum resolution of 1800 dpi may be furnished. Proofs must be able to be matched on press the same as film generated proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

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

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

White Litho (Gloss) Coated Book, grammage 105 g/m² (basis weight: 70 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A180.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set press is expected when slow drying time significantly increases production costs.

PRINTING Print head to head in four-color process. Publications will contain four-color process illustrations, halftones, flat tones, process color builds, and multiple facing pages with process color and/or halftone image printing full/partial bleeds and aligning across the bind.

MARGINS: First and last pages bleed four sides. Other bleed pages scattered throughout. Margins will be as indicated on the furnished material.

BINDING: Fold to 216 x 279 mm (8-1/2 x 11"), saddle wire stitch in two places and trim three sides. Each product must contain 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

PACKING: Pack in shipping containers, not to exceed 18.1 kg. (40 pounds) when fully packed.

Shipping containers must be made in accordance with ASTM D5118 and any amendments thereto and shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 Newtons per meter width (44 pounds per inch width).

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address listed under distribution.

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 for reimbursement of certificate fee.

DISTRIBUTION: Deliver f.o.b. destination to 4th Marine Corps District, Attention: Sgt. Amy Brackman, Building 54, Suite 3, New Cumberland, PA 17070-0806.

Note: All deliveries must arrive at destination between the hours of 9:00 a.m. and 3:00 p.m., Monday through Friday, excluding holidays.

Ship f.o.b contractor city approximately 100- 500 copies each to eight (8) various recruiting stations. Recruiting station addresses will be furnished to the contractor via e-mail.

Mail 1 sample copy of each order f.o.b. destination to: U.S. Government Printing Office, Philadelphia Regional Printing Procurement Office, Southampton Office Park, Suite A-190, 928 Jaymore Road, Southampton, PA 18966-3820, Attention: Karen Capie. Indicate on the envelope the program number and print order number.

All expenses incidental to returning materials, and furnishing sample copies, must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to the New Cumberland, PA address listed under “Distribution”.

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 proofs must be submitted as soon as the contractor deems necessary in order to comply with the shipping schedule. The Department will give notification of approval within one day after receipt of proofs.

Complete production and delivery to destination must be made within five workdays after notification of pickup of furnished material.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination specified.

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.

QUOTATIONS: Submit quotations by FACSIMILE (on “Section 4 – Schedule of Prices” sheets to U. S. Government Printing Office, Regional Printing Procurement Office, Southampton Office Park, Suite A-190, 928 Jaymore Road, Southampton, PA 18966.

The provisions of GPO Contract Terms (Pub. 310.2) are modified to permit the acceptance of FACSIMILE quotations. For this procurement, facsimile bids are recommended. Contractor must submit entire “Section 4 – Schedule of Prices” (Pages 11 & 12) and submit with a completed and signed copy of GPO Form 910 (BID).

FACSIMILE Number: (215) 364-6479. Receipt of facsimile quotations may be confirmed by calling (215) 364-6473.

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 orders 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".

| | (1) | (2) |
|------------|-----|------|
| I. (a) | 84 | 1748 |
| II. (a) | 12 | |
| (b) | 2 | |
| III (a) 1 | 56 | |

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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 non-responsive.

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 non-responsive.

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.

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

Fractional parts of 100 will be prorated at the per 100 rate.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

| | |
|---------------------|--------------------|
| <u>Makeready</u> | <u>Running Per</u> |
| <u>And/or Setup</u> | <u>100 Copies</u> |
| (1) | (2) |

| | | |
|------------------------------------|----------|----------|
| (a) Text pages printing four-color | | |
| Process.....per page..... | \$ _____ | \$ _____ |

II. ELECTRONIC PREPRESS: Item II (a) shall only include outputting pages which have been revised. The cost for the initial or only output shall be included under Item 1.

(a) Re-outputting revised pages.....per color/per page.....\$ _____

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

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

Initials

III. PACKING, LABELING AND DISTRIBUTION

(a) Bulk shipments (other than by mail)

(1) Packing, labeling and sealing shipping containers.....per container_____

BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in "Section 4 - Schedule of Prices, initial or sign each page in the spaces provided and submit each set of pages attached to a completed and signed copy of GPO Form 910, "BID". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

By_____

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

(Person to be contacted) (Telephone Number)

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

NOTE: BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET MUST ACCESS THE GPO FORM 910 “BID” FROM THE GPO WEBSITE ADDRESS www.access.gpo.gov/procurement/bids910.pdf AND SUBMIT ALONG WITH THE SCHEDULE OF PRICES AS REQUESTED BY THESE SPECIFICATIONS.

ATTACHMENT NO. 1

GPO Form 905
(R 3-90) P. 57762-6

LABELING AND MARKING SPECIFICATIONS

INNER PACKAGES: Each inner package must be marked or labeled with the following: department name and requisition number, form number (including revision date, if any), title, and quantity. Mark or label boxes and wrapped packages on one end (not top, bottom, or sides), banded packages on the band, and tied packages on the chipboard or newsboard. Shrink film packages must be labeled, not marked, on the top or the end; labels may be placed inside the wrap.

SHIPPING CONTAINERS: Each shipping container must have a shipping label applied to one end (not top, bottom, or side). The label must be reproduced (same size) from the facsimile below in black ink on white paper. The label must be filled in accurately and legibly, using bold characters at least 1/4" high, except the "From" box which may be smaller. The name and requisition number of the receiving department must be used in the "Dept." box and "Dept. Req. No." box of shipping container labels in lieu of the name and requisition number of the ordering department. Label entries must remain clear

and legible for a period of at least two years under normal warehouse conditions.

SHIPPING BUNDLES: The information required in the facsimile below must appear in a convenient location on each shipping bundle.

MAILED SHIPMENTS: The facsimile below shall be used as a mailing label applied to one end of the mailing container (not top, bottom, or side). Affix postage to parcels bearing this mailing label so that the stamps or meter strip overlap the upper right corner of the label.

CAUTION: Noncompliance with the labeling and marking specifications will be cause for the Government to relabel in accordance with the specifications and charge all costs thereof to the contractor. The Public Printer reserves the right to institute this action without prior notice to the contractor or to reject the order because of such noncompliance.

| | | | |
|-------------------------------------|--------------------|--|--|
| FROM | | FOR USPS DELIVERY APPLY POSTAGE | |
| DEPT. | STOCK NO. | | |
| DEPT. REQUISITION NO. | CONTROL NO. | | |
| GPO JACKET NO. | SUB. ID NO. | | |
| GPO ORDER NO. | TITLE | | |
| PROGRAM/PRINT ORDER NO. | TO | | |
| FORM OR PUBLICATION NO./DATE | | | |
| QUANTITY PER CONTAINER | | | |
| PACKAGES PER CONTAINER | | | |
| PKGS. OF | | | |