

**PROGRAM No. 3596-S      Date of Award thru June 30, 2016 plus 4 option years**

**TITLE: Advocate**

**Energy**

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	Russell Printing Options Knoxville, TN		Union Printers Knoxville, TN	
			UNIT PRICE	COST	UNIT PRICE	COST
<b>I.</b>	<b>COMPLETE PRODUCT</b>					
(a)	8-Pages					
(1)	Makeready and/or Setup.....	4	870.00	3480.00	630.00	2520.00
(2)	Running per 100 copies.....	45	46.00	2070.00	66.50	2992.50
	TOTAL OFFER:			\$5,550.00		\$5,512.50
	DISCOUNT:		1.00%	\$55.50	1.00%	\$55.13
	NET OFFER:		30 Days	\$5,494.50	30 Days	\$5,457.37

**AWARDED**

Abstracted by: RLW

Contract Awarded to: Union Printers

*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 COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).*

**U.S. GOVERNMENT PUBLISHING OFFICE**  
Columbus, Ohio

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of  
Advocate

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

Department of Energy  
Oak Ridge, TN

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending June 30, 2016, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF CONTRACT" clause in Section 1 of this contract.

**SUBMIT QUOTE TO:** U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date or telefax your reply to Columbus Regional Office (614) 488-4577. **Telegraphic and e-mail quotes transmitted to GPO offices WILL NOT be considered.**

**QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time,  
June 24 , 2015.**

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

**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 Oak Ridge, TN.

**CHANGES IN CONTRACT - Special attention is directed to the following items which differ significantly from the previous contract:**

On Page 8: The option to print the pamphlet in black and a Pantone color has been removed.

Additional lesser changes are scattered throughout.

Abstract is available on GPO Web Site at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature call Russ Woodmancy at (614) 488-4616, ext. 8 (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 Contract Terms (GPO Publication 310.2)** – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

**GPO QATAP (GPO Publication 310.1)** – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

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

**More GPO Publications can be found at:** <http://www.gpo.gov/vendors/sfas.htm>.

## REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing 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 bidder 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	Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-10. Process Color Match	Approved Proofs

**OPTION TO EXTEND THE TERM OF CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (June 30, 2020) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF TERM OF CONTRACT” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

**EXTENSION OF TERM OF CONTRACT:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The 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 Term of Contract 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 current 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.

**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.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award through June 30, 2016** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. This 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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:** Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus Regional Office via email to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov), or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

**PAYMENT:** Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Two workdays before voucher is sent to Washington, D.C., a copy of the voucher, must be e-mailed to the address(es) provided after award. At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, and all mailing and/or delivery receipts via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov).

**NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "SECTION 4. -SCHEDULE OF PRICES."**

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of a pamphlet requiring such operations as electronic prepress, reproducibles, proofs, 4-color printing, folding, packing, and delivery.

**TITLE:** Advocate

**FREQUENCY OF ORDERS:** Approximately 4 orders per year.

**QUANTITY:** Approximately 1,000 to 1,400 copies per order.

**NUMBER OF PAGES:** 8-page self-cover.

**TRIM SIZE:** 8-1/2 x 11”

**NO QUANTITY VARIATION ALLOWED.**

**GOVERNMENT TO FURNISH:**

**Electronic Media:**

Operating System Windows 7 or higher.

Storage Media: USB Thumb Drive.

Software: InDesign CS5 (or higher) with Photoshop CS5 (or higher) and Illustrator CS5 (or higher).

Fonts: All printer and screen fonts will be furnished. 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.

A visual of the furnished electronic files will be provided for contractor to check during preflight if requested.

**Note:** Versions may be upgraded during the term of the contract.

**ELECTRONIC PREPRESS:** Immediately upon receipt and prior to image processing, the contractor shall perform a full check (preflight) of the furnished media and files to ensure 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 Officer prior to further performance.

The contractor shall create or alter any necessary trapping, press setup, screen angles, screen frequency, and/or other print quality factors, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**Digital Deliverables:** If contractor is required to make revisions, the contractor shall, prior to making revisions, copy the files and make all changes to the copy. No revisions are to be made to furnished files.

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 PDF files, or any proprietary files formats other than those supplied, unless specified by the Government.

Delivery/shipping status report form.

Form 905 (R. 3/90) “Labeling and Marking specifications”.

Print Orders (GPO Form 2511).

Blue Labels and Selection Certificates.

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 reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles 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 contractors production environment.

**PROOFS:** All orders require two sets of composite layout/position proofs or at contractor’s option ink jet proofs of the complete publication. Proofs shall consist of a complete product with all elements in proper position (not pasted up), and all pages imposed in correct location, imaged face and back, trimmed, and bound to the finished size of the publication.

The inkjet proofs must be **G7 profiled** and use pigment-based inks may be submitted (example: Epson UltraChrome HDR Ink). A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 12/15/2013 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2013 or later) 3-Row Digital control Wedge or P2P25 Target.

Proof for the cover must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 1/8” x 1/8” solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

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 “Okay to Print”.

**STOCK/PAPER:** The specifications of all stock/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 March 2011.

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

White Matte-Coated Offset Book, basis size 25 x 38”, 80 lbs. per 500 sheets, equal to JCP Code A240.

**PRINTING:** Print head-to-head in 4-color process. Bleeds bottom and left to right. Approximately 1 to 3 screened areas per page. Reverse printing required.

**MARGINS:** Per disk output.

**BINDING:** Fold, inset, saddle-wire stitch with two wires and trim three sides.

Approximately 500 copies of all issues further fold to 8-1/2 x 5-1/2" with one parallel fold, mailing indicia facing out and seal with one or two (contractor's option) clear or white (contractor's option) wafer seals. Addressing and mailing not required. Contractor to ensure the wafer seal(s) and placement meet U.S. Postal Service DMM requirements to be entered into the postal system.

**PACKING:** Pack in shipping containers not to exceed 45 pounds when fully packed.

**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 the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

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

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):**

- (a) All orders must be divided into 50 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 in accordance with the print order.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must 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.

**DISTRIBUTION:** Deliver f.o.b. destination to:

DOE Information Center  
Office of Science & Technical Information  
Attn: Peter Osborne/Spencer Gross  
One Science.gov Way  
Oak Ridge, TN 37830

**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) and furnished material.

Material, print order and proofs must be picked up from and delivered to the address listed under "DISTRIBUTION".

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

Anticipate publication months will be March, June, September, and December. Material and print order will normally be available for pickup between the 15<sup>th</sup> and 25<sup>th</sup> of the publication month.

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

	<u>WD After</u>
Agency to view proofs at contractor's plant .....	1
Agency marks proofs "OK to Print" or "OK to print with Corrections" .....	Same Day
Contractor must make complete delivery.....	4

NOTE: When revised page proofs are ordered by the government due to errors caused by the Government, additional workdays will be allowed in accordance with GPO Contract Terms (Pub. 310.2), Contract Clause, Article 12(c) Extension of Schedule.

The ship/delivery date indicated on the print order is the date products must be received at Oak Ridge, TN.

**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 PROPERTY:**

The contractor must deliver within 4 workdays after delivery of finish product, all material furnished by the Government and digital deliverables, together with one printed sample of each job to the 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/proofs, 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 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 during the term of this contract.

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

	(1)	(2)
I. (a)	4	45

Page 10 is Blank

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to Oak Ridge, TN.

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 complete production and delivery.

<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
(1)	(2)

(a) 8-page issue printing in four-color process.....per issue .....	\$ _____	\$ _____
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\_\_\_\_\_  
(Initials)

**RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE**

**SCHEDULE OF PRICES**

**QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE:** Fill out and return two copies of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided. See Page 1 for instructions on how and where to submit quotation.

**Discounts are offered for payment as follows:\_\_\_ percent,\_\_\_\_\_calendar days.  
See 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 Number if Known) (e-mail address)

**SHIPMENT(S) WILL BE MADE FROM:** City \_\_\_\_\_, State \_\_\_\_\_

**RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE**