

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

U.S. GOVERNMENT PRINTING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Racer Flyer Newsletter

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

DLA Document Services – Great Lakes, IL for Indiana Air National Guard Terre Haute, IN

Single Award

TERM OF CONTRACT: The term of this contract is for 1 year (base year period of December 1, 2012 through November 30, 2013) and 4 option year periods (December 1, 2013 through November 30, 2014, December 1, 2014 through November 30, 2015, December 1, 2015 through November 30, 2016 and December 1, 2016 through November 30, 2017). Special attention is directed to the following provision and clauses in Section 1 of this contract: “Option to Extend the Term of the Contract”, and “Economic Price Adjustment”.

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

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time,

November 20, 2012

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

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Changes made to Proofs (page 7), Stock/Paper (page 7), Printing (page 8), and Schedule (page 9).

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

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

AFTER AWARD: REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR
Virgil Dixon, (614)-488-4616, extension 24.

NO COLLECT CALLS

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

GPO PUB. 310.2 IS AVAILABLE ON GPO WEB SITE AT
<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT
<http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

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

REGULATIONS GOVERNING PROCUREMENT

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

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-9. Process Color Match	Approved Proofs

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed November 30, 2017.

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

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

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

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

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers-Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the 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.

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 may be supplemented by an individual “Print Order” for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

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

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>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, all delivery receipts, and a PDF file of complete publication via e-mail to infocolumbus@gpo.gov (identify Program and Print Order numbers in the Subject line) or deliver all with a printed sample in lieu of the PDF to: US GPO; Columbus RPO; ATTN: (Program Number, Print Order Number); 1335 Dublin Road, Suite 112-B; Columbus, OH 43215.

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 December 1, 2012 through November 30, 2013 (plus options). All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

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

Fax Number (614) 488-4577

trackcolumbus@gpo.gov

Telephone Number (614) 488-4616, extension 24

NO COLLECT CALLS

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of a saddle-stitched, bi-monthly newsletter requiring such operations as electronic submission of files, PDF proofs, reproducibles, printing in CMYK, binding, packing, and delivery.

TITLE: Racer Flyer Newsletter

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

QUANTITY: Approximately 1,000 to 1,500 copies per order, average 1,100.

NUMBER OF PAGES: 12 page issue plus separate 4 page cover, 16 total pages.

TRIM SIZE: 8-1/2 x 11”

GOVERNMENT TO FURNISH: Electronic files submitted via contractor maintained FTP site. Files created in Windows XP using Adobe InDesign CS5.

All fonts, custom letter spacing/kerning files are included. File will be formatted to include text, rules, line art, screens, illustrations and scanned halftones in final layout format. Color i.d. is CMYK. Bleeds have been provided.

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

ELECTRONIC PREPRESS: Immediately upon receipt and prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Officer prior to further performance.

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

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

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

PROOFS: All orders require proofs.

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor to submit proofs via e-mail or contractor maintained FTP site.

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

The contractor is cautioned that these proofs must be made from the final digital files (used for printing) that are to be delivered to the Government.

Author's alterations (refer to page 10 (item 16) of GPO Contract Terms) and subsequent revised proofs may be required. Author's alterations and subsequent revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

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

Color of paper furnished shall be of a uniform shade by visual inspection of the production run. The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs within the production run.

TEXT STOCK: White No. 2 Coated Text, Gloss-finish, basis size 25 x 38", basis weight 70 lbs. per 500 sheets, equal to JCP Code A182.

Exception to Paper Specification Standards (March 2011, No. 12), under "Testing" – The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.

COVER STOCK: White No. 2 Coated Cover, Gloss-finish, basis size 20 x 26", basis weight 80 lbs. per 500 sheets.

PRINTING: Print head-to-head in CMYK. Heavy coverage and reverse printing required.

MARGINS: Margins will be as indicated on print order or furnished material. Bleeds on all sides required.

BINDING: Saddle-wire stitch in two places on the 11” dimension and trim 3 sides.

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

PACKING: Pack suitable in contractor furnished shipping containers not to exceed 45 lbs. per container. Use only new corrugated or solid fiberboard containers in accordance with GPO Contract Terms.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Printing Office, Columbus Regional Printing Procurement 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 to the address listed under “Distribution”.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

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

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

The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

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

DISTRIBUTION: Deliver f.o.b. destination to all locations. Inside delivery to all locations is required.

Deliver 1 sample copy to: DLA Document Services, 2530 Paul Jones St, Bldg 2A; Great Lakes, IL 60088. Mark all packages with Program and Print Order Numbers.

Deliver 3 sample copies, Blue Label copies, and contract quantity to: Indiana Air National Guard; Attn: SMSgt John S. Chapman; 780 East Vanatti Circle; Terre Haute, IN 47803. The sample copies must not be packaged with the contract quantity copies, and must have a separate, signed receipt.

On the same day that the product ships/delivers, the contractor must notify GPO and the ordering agency via e-mail (address(es) provided after award) of the distribution. The subject line of the message shall be "Distribution Notice for (enter Program and Print Order Numbers)". The notice must provide all applicable tracking numbers, shipping method, and program title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon Government request.

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 2511) which will be sent via e-mail or FTP.

The department will notify the contractor when furnished material and print order are available. Contractor will confirm receipt of GPO Form 2511 and electronic files within 30 minutes after notification.

The schedule begins the day after receipt of GPO Form 2511 (print order) and furnished material. Complete production and delivery to be 7 work days after receipt of GPO Form 2511 (print order) and furnished material. Government will hold proofs for 2 work days.

The ship/delivery date indicated on the print order is the date products must be received at the Terre Haute, IN address under "Distribution".

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 all material furnished by the Government along with digital deliverables of each job to the Indiana Air National Guard 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 the pickup/return of materials, proofs, sample copies, and complete product 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 for a like period of time.

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

- I. (1) (2)
- (a) 6 66

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Terre Haute, IN and Great Lakes, IL.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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

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 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: The prices offered shall be all-inclusive including, reproducibles, proofs, stock/paper, printing, and binding 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> (1)	<u>Running Per 100 Copies</u> (2)
(a) Print 16 page issue (12 text pages and separate 4 page cover) in CMYK	\$ _____	\$ _____

(Initials)

RETURN THIS PAGE TO RPPO, COLUMBUS, OH

SCHEDULE OF PRICES

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

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

BIDDER: _____

(Street Address – City – State – Zip Code)

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

(Person to be contacted) _____
(Telephone Number) _____
(Fax Number)

CONTRACTOR CODE (if known): _____

CITY AND STATE SHIPMENT/DELIVERY MADE FROM: _____

RETURN THIS PAGE TO RPPO, COLUMBUS, OH