

Program No 1206-S						
Term: Date of Award to 04/30/19						
TITLE: The Cyber Defense Review						McDonald & Eudy Printers Inc.
						Alburquerque/NM
						Temple Hills/MD
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST
I. PROOFS:						
(a)	Cover: Digital one-piece composite laminated halftone proof....per complete cover	4	\$ 20.00	\$80.00	\$ 75.00	\$ 300.00
(b)	Text: Digital color one-off proof.....per trim/page size unit	320	\$ 0.10	\$32.00	\$ 1.50	\$ 480.00
II. PRINTING AND BINDING:						
(a)	Complete Cover: Printing cover in two ink colors.....per complete cover					
(1)	Makeready and/or Setup	4	\$ 180.00	\$720.00	\$ 500.00	\$ 2,000.00
(2)	Run.....Per 100 copies	40	\$ 8.00	\$320.00	\$ 40.00	\$ 1,600.00
(b)	Text Pages: Printing in black ink.....per page					
(1)	Makeready and/or Setup	640	\$ 1.00	\$640.00	\$ 8.50	\$ 5,440.00
(2)	Run.....Per 100 copies	6,400	\$ 3.00	\$19,200.00	\$ 1.40	\$ 8,960.00
III. PACKING AND DISTRUBITION:						
1.	Bulk Shipments - Packing and sealing shipping containersper container	60	\$ 1.00	\$60.00	\$ 2.00	\$ 120.00
2.	Mailed Shipments-					
(a)	Single copy (up to 200 leaves)..... per kraft envelope	600	\$ 1.00	\$600.00	\$ 0.45	\$ 270.00
(b)	Package and/or containers (14 lbs. or less)..... per package/container	96	\$ 1.80	\$172.80	\$ 1.50	\$ 144.00
(c)	Package and/or containers (over 14 lbs. up to 25 lbs.)..... per package/container	4	\$ 2.00	\$8.00	\$ 4.00	\$ 16.00
(d)	Containers (over 25 lbs. up to 40 lbs.).....per container	4	\$ 2.50	\$10.00	\$ 5.00	\$ 20.00
				CONTRACTOR TOTALS		\$21,842.80
				DISCOUNT	1.00%	\$218.43
				DISCOUNTED TOTALS		\$21,624.37
						AWARDED

U.S. GOVERNMENT PUBLISHING OFFICE
Philadelphia Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

The Cyber Defense Review

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

DLA, Data Production Operations, J67F, Philadelphia, PA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending April 30, 2019 plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Philadelphia, PA time, on May 30, 2018.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Customer Services, Philadelphia Regional Office, Agency Procurement Facsimile Services, Southampton Office Park, 928 Jaymor Road, Suite A-190, Southampton, PA 18966-3820. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, Fax No. (215) 364-6476. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO, 928 Jaymor Road, Suite A-190, Southampton, PA 18966, between the hours of 9:00 a.m. and 4:00 p.m., prevailing Philadelphia, PA, time, Monday through Friday. The contractor is to follow the submission instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (215) 364-6465.

BIDDERS, PLEASE NOTE: The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

This is a new term contract. No abstract of contract prices is available.

For information of a technical nature, contact Diane Peluso at 215-364-6465 x4 or email dpeluso@gpo.gov.

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. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 8-02)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

SUBCONTRACTING: Subcontracting will not be permitted.

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 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	Approved Proofs/Average type dimension/ Electronic Media
P-8. Halftone Match (Single and Double Impression)	Approved Proofs/Electronic media
P-10. Screen and Tint Color Match	Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

OPTION TO EXTEND THE TERM OF THE 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 five (5) 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 authorized pricing adjustment(s).

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.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award through April 30, 2019, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending January 31, 2018, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

SECURITY WARNING: It is the contractor’s responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is “information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.” (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver’s license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal email address; and,
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

PRE-AWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor’s facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PRE-AWARD SECURITY PLAN: The contractor being considered for award shall be required to submit their security control plan for the safeguarding and handling of the Government furnished mailing addresses via email within one (1) workday after the review and confirm process for the ordering agency's review for acceptance.

These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

POST-AWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Philadelphia, PA, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

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 April 30, 2019 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. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically 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.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of a separate-covered book requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: The Cyber Defense Review.

FREQUENCY OF ORDERS: Quarterly (four orders per year).

QUANTITY: Approximately 500 to 1,500 copies per order.

NUMBER OF PAGES: Approximately 120 to 180 pages, plus cover, per order.

TRIM SIZE: 7 x 10”.

GOVERNMENT TO FURNISH:

Electronic Media will be furnished as follows –

Platform: Macintosh Model using System macOS Sierra 10.12.6

Storage Media: FTP, Email.

Software: Adobe InDesign CC Version 2018, Adobe Illustrator CC Version 2018, Adobe Photoshop CC Version 2018, Adobe Acrobat Pro DC Version 2018.011.20038; MS Excel 2013 (v15.0).

NOTE: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished/embedded, as applicable.

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.

Additional

Information: Files will be furnished as native application and/or print-ready PDF formats.
GPO Form 952 (Desktop Publishing - Disk Information).
Previously printed book as furnished visual.

Distribution list in Excel format (not in zip code order). Password to be emailed separately.

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 products in accordance with these specifications.

Contractor must provide a contractor-hosted FTP site for file upload and for the submission of visual high resolution print-ready PDF proofs. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide the necessary security for the FTP, which at a minimum, must have a unique user ID and password.

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 Government Publishing Office, Philadelphia Regional Office.

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.

All halftones are to be 150-line screen or finer.

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.

PROOFS:

Covers-

When requested, three (3) sets of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and 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. Proofs must show dot structure.

In lieu of digital one-piece laminated proofs, at contractor's option, three (3) sets of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09 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 the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 2009 or later.

Text pages-

When requested, three (3) sets of digital color one-off proof created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

When requested, 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.

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 "O.K. to print."

Prior to Production Paper Samples: Prior to the commencement of production of the contract production quantity, the contractor shall submit to the Government, not less than four (4) samples of paper to be used in the production of the contract requirements. Each sample shall be approximately 8-1/2 x 11” and must be of the kind and quality required by the specifications. The Government will rely on the samples only as a reference to the general appearance of the stock that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government’s failure to inspect and accept or reject the paper samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper.

Submit samples to: The U.S. Government Publishing Office, Philadelphia Regional office location and the Army Cyber Institute at West Point, Spellman Hall, 2101 New South Post Road, West Point, NY, 10996. The container and accompanying documentation shall be marked PAPER SAMPLES, and shall include the GPO jacket number, program number and purchase order number.

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 12” dated March 2011.

Government Paper Specification Standards No. 12 –
https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Covers: Smooth and Fancy-Finish cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21. Must be equal in color and finish to Warm White Accent Opaque and Cougar Natural Cover.

Text pages: Colored, Smooth and Fancy-Finish Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A91. Must be equal in color and finish to Warm White Accent Opaque and Cougar Natural.

PRINTING:

Covers: Covers 1 and 4 print via offset, in two ink colors, (Pantone black and Pantone 123 (yellow)), including spine.

Text pages print digitally head to head in black with halftones scattered throughout.

Coating: After printing, apply two passes of a clear matte, “Soft Touch” aqueous coating over the entire surface of covers 1, 4 and spine.

MARGINS: Margins will be as indicated on the print order or furnished electronic media. Adequate gripper margins throughout.

Contractor to determine spine thickness and adjust backstrip, if necessary. Type must center on width of backstrip.

BINDING: Perfect-bind text and wraparound cover; trim three sides.

Score, without ink, along the entire 10” dimension, 1/4” from the binding edge.

PACKING:

Bulk Shipments: Pack suitable in shipping containers not to exceed 45 pounds when fully packed. All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the delivery process.

Mailed Shipments:

Insert single copies to domestic and foreign destinations and multiple copies (up to 200 leaves) into kraft envelopes.

NOTE: Each single copy to be mailed must be inserted into a kraft bubble mailer envelope or a kraft envelope protected by cardboard or other means to guarantee safe delivery.

Quantities over 200 leaves, up to 14 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles.

Quantities over 14 pounds, up to 25 pounds, must be wrapped in shipping bundles or packed in small shipping containers.

Quantities over 25 pounds, up to 40 pounds, must be packed in shipping containers.

LABELING AND MARKING: Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). 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 label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the Army Cyber Institute at West Point, Spellman Hall, 2101 New South Post Road, West Point, NY, 10996, ATTN: (point of contact per print order).

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

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 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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). 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. A copy of the Print Order must be included with the samples. 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 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 25 advance copies and approximately 375 (balance) to West Point, NY 10996 and approximately 200 copies to MD and approximately 50 copies to GA per print order. One order per year, will deliver approximately 600 copies to Washington, DC.

Ship f.o.b. destination to the following GPO addresses:

Ship 1 copy to: BAC (C+I) 1523-01
U.S. Government Publishing Office
Federal Depository Library Program
44 H St., NW, Loading Dock
Mail Stop: FDLP
Washington, DC 20401
Item No. 0354-A-01

Ship 15 copies to: BAC (By-Law) 1525-01
Library of Congress
U.S./Anglo Division
U.S. Government Documents Section
101 Independence Ave., SE
Washington, DC 20540-4274
Marked: Depository File Copies

Mail f.o.b. contractor's city the balance of each order to domestic and foreign destinations.

All mailing shall be made at the most economical rate.

Complete addresses and quantities will be furnished with the print orders.

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

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

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

In accordance with United States Postal Service (USPS) regulations, the contractor will be required to run distribution files on each order through the certification programs, such as the Coding Accuracy Support System (CASS), links and/or database software, such as the National Change of Address (NCOA) Product for address verification, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

NOTE: Contractor to provide file of bad addresses to the ordering agency to update address database.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 0000-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/ mailing methods, and title of product. Contractor must be able to provide copies of all delivery/ mailing receipts upon agency request.

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 containers and quantity per container; date delivery made; and, signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing invoice for payment.

Upon completion of each order, all Government furnished materials (if applicable) must be returned to address and point of contact per print order.

All expenses incidental to picking up and returning materials (if applicable), submitting proofs, 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).

Print orders and furnished material will be furnished via FTP or email.

Hard copy proofs must be delivered to and picked up from up to three (3) addresses- Salem, CT 06420, Piermont, NY 10968, and Middletown, CT 06457, as indicated on print order.

All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO (Jacket Number, Requisition Number, Program Number, Print Order Number) and publication title.

When required, PDF soft proofs to be emailed to the address specified on the print order.

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.

- Contractor must complete production and distribution within 15 workdays.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one of the hold time.)

- When required due to Author's Alterations (AA's), contractor to submit revised PDF soft proofs within one (1) workday of receipt of changes. Revised proofs will be withheld no more than one (1) workday from their receipt at the ordering agency. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All hard copy proofs and transit time is included in the 15-workday schedule.
- Advance copies (25) must be delivered within seven (7) workdays of proof approval. NOTE: The first workday after proof approval is day one.

No definite schedule for pickup/placement of material can be predetermined.

NOTE: Proof responses by the ordering agency will be emailed.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and products ordered for mailing f.o.b. contractor's city must be delivered to the U. S. Postal Service.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the GPO Philadelphia Regional Office via email at infophiladelphia@gpo.gov or via telephone at (215) 364-6465. Personnel receiving email, call or facsimile will be unable to respond to questions of a technical nature or to transfer any inquires.

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

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

I.

(a) 4

(b) 320

II. (1) (2)

(a) 4 40

(b) 640 6,400

III. 1. 60

2. (a) 600

(b) 96

(c) 4

(d) 4

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailing and f.o.b. destination for all other shipments.

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), NA (Not Applicable), 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 invoices submitted to the GPO shall be based on the most economical method of production.

Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

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

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

A charge will be allowed for each text page, whether printed or blank.

I. PROOFS:

(a) Cover: Digital one-piece composite laminated
halftone proof..... per complete cover\$ _____

(b) Text: Digital color one-off proof per trim/page size unit\$ _____

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations (including PDF soft proofs and paper) for the printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Complete Cover: Printing cover in two ink colors..... per complete cover	\$ _____	\$ _____
(b) Text Pages: Printing in black ink per page	\$ _____	\$ _____

(Initials)

III. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; kraft envelopes, shipping bags, shipping bundles and shipping containers; all necessary wrapping and packing materials; labeling and marking; NOCA/CASS verification; and complete distribution, in accordance with these specifications.

1. *Bulk Shipments-*

Packing and sealing shipping containersper container\$_____

2. *Mailed Shipments-*

(a) Single copy (up to 200 leaves).....per kraft envelope\$_____

(b) Package and/or containers (14 lbs. or less).....per package/container\$_____

(c) Package and/or containers (over 14 lbs. up to 25 lbs.).....per package/container\$_____

(d) Containers (over 25 lbs. up to 40 lbs.) per container\$_____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, 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 set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
Initials

Contracting Officer: _____ Date: _____
Initials