

TITLE:	TREASURY BULLETIN								
TERM:	Date of Award thru September 30, 2017								
	Department of the Treasury								
	Program 82-S								
		GRAY GRAPHICS			McDONALD & EUDY PRTG		CURRENT CONTRACTOR:		
		Capitol Heights, MD			Temple Hills, MD		GRAY GRAPHICS CORP.		
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	PRINTING AND BINDING:								
(a)	Cover: Printing covers 1 and 4 in two ink colors per complete cover								
(1)	Makeready and/or Setup	4	450.00	1,800.00	475.00	1,900.00	450.00	1,800.00	
(2)	Running Per 100 Copies	20	35.00	700.00	35.00	700.00	35.00	700.00	
(b)	Text: Printing in a single ink color, including binding-----per page								
(1)	Makeready and/or Setup	358	12.00	4,296.00	15.00	5,370.00	12.00	4,296.00	
(2)	Running Per 100 Copies	1,824	2.00	3,648.00	1.10	2,006.40	9.50	17,328.00	
(c)	Each Additional Ink Color: Printing text in a color in addition to the first single in color press run charged for under item I.(b) -----per color/per page-----								
(1)	Makeready and/or Setup	23	20.00	460.00	13.00	299.00	12.00	276.00	
(2)	Running Per 100 Copies	118	0.50	59.00	0.15	17.70	1.00	118.00	
II.	Packing and distribution:								
1.	Bulk shipments (other than by mail):								
	Packing and sealing shipping containers -----per containers-----								
		45	5.00	225.00	1.75	78.75	2.00	90.00	
2.	Mailing (to include affixing labels):								
(a)	Single or multiple copies, in kraft envelopes (up to 200 leaves)-----per envelope-----								
		630	1.00	630.00	0.50	315.00	0.50	315.00	
(b)	Single or multiple copies over 200 leaves, up to 12 pounds in cushioned shipping bags or shipping bundles-----per bag or bundle-----								
		42	2.00	84.00	2.50	105.00	1.00	42.00	
(c)	Quantities over 12 pounds, up to 36 pounds in shipping containers-----								
		20	3.00	60.00	4.00	80.00	1.50	30.00	
III.	ADDITIONAL OPERATIONS:								
(a)	Creating & affixing labels-----per label-----								
		730	0.50	365.00	0.20	146.00	0.10	73.00	
	CONTRACTOR TOTALS			\$12,327.00		\$11,017.85		\$25,068.00	
	DISCOUNT			1.00%	\$123.27	1.00%	\$110.18	1.00%	\$250.68
	DISCOUNTED TOTALS			\$12,203.73		\$10,907.67		\$24,817.32	
						AWARDED			

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Treasury Bulletin

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

Department of the Treasury

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2016 and ending September 30, 2017, 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 am., prevailing Washington, DC time, on September 26, 2016.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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 June, 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Eastern Time, Monday through Friday. Contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 125-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, contact Bernice Mack at bmack@gpo.gov or (202) 512-1239.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

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>.

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

Product Quality Levels:

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

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	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. O.K. Proofs, average type dimension; electronic media.
- P-9. Pantone Matching System

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 October 1, 2016 to September 30, 2017 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 June 30, 2016, 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.

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 pre-award 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.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications may be reviewed by Government representatives with the contractor's technical representatives (printing and binding) at the GPO, Washington, DC immediately after award.

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.

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 October 1, 2016 through September 30, 2017 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 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.

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

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of perfect-bound books requiring such operations as electronic prepress, printing in two (2) ink colors, binding, packing, and distribution.

TITLE: Treasury Bulletin.

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

QUANTITY: Approximately 200 to 600 copies per order.

NUMBER OF PAGES: Approximately 76 to 124 pages (plus cover) per order.

TRIM SIZE: 8-1/2 x 11".

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows-

Platform: Macintosh 10.5.2.

Storage Media: CD-ROM.

Software: Adobe InDesign, CS6 version 8.

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.

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 archive immediately after completion of the contract.

Additional Information: Files will be furnished in native application and/or PDF formats.
GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

Distribution list provided on a CD created in Microsoft Word. All updates will be accomplished by the contractor.

Camera copy for the Department's postage and fees paid mailing label (a sample label will be provided as camera copy).

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

A supply of Blue Labels and Selection Certificates for shipping Departmental Random Copies.

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

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

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

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.

When required by the Government, the contractor shall make minor revisions to the electronic file, which may include color corrections to digital furnished images. 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.

Upon completion of each print order, the contractor must furnish final production native application files (digital deliverables, which includes high resolution tiff scans) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on an ISO 9660 CD-R or DVD-R, in jewel cases. 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. The CD-R or DVD-R and jewel case must be clearly labeled with Title, Jacket Number, Program and Print Order Number, as well as a printout of the file directory included in the jewel case). The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS: When ordered, one (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded the finished size of the product, as applicable.

When ordered, one (1) set 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.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

When ordered, Pantone ink color may be substituted with a similar color.

When required, contractor must submit ink draw downs on actual production stock of Pantone color used in job.

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

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

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

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

Text: White Dull Coated Offset Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A260.

Cover: White Matte Coated Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50.

PRINTING: Print Covers 1 and 4 and text head-to-head in black ink plus one additional ink color. (Approximately 10 to 20 pages scattered throughout text will require the second color, per order). Additional ink color will be the same for text and cover.

Match Pantone number as indicated on the print order.

NOTE: A press change will be required on the black plate for Cover 4, changing return address and permit number. Throughout entire run.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum 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 across the entire press sheet.

The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. Press sheets will be viewed under controlled conditions with 500 degrees Kelvin overhead luminaries. The viewing conditions must conform to ANSI PH 2.30-1989; a viewing booth under controlled conditions with 5000 degrees kelvin overhead luminaries with neutral gray surroundings must be provided. Contractor must also provide a densitometer.

MARGINS: Head 5/8"; 3/4" bind, unless otherwise indicated. Cover pages 1 and 4 plus approximately 6 scattered text pages may bleed.

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

PACKING:

Bulk Deliveries–

Pack in shipping containers not to exceed 45 pounds when fully packed. Pallets are required for shipments to GPO only.

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/shipping process.

Mailed-

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 36 pounds, must be or packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING:

Bulk Deliveries - Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Mailing – Create and affix a label to self-mailers not specified above to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and 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 execute a statement furnished by GPO certifying that copies were selected as directed.

The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
Quantity Ordered	Number of Sublots	Quantity Ordered	Number of Sublots
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special Government-furnished Blue Label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: Treasury Mail Room, 3700 East-West Highway, Room B108, Mailroom, Hyattsville, MD, 20782.

A copy of the print order/specification and a signed Government-furnished Certificate of Selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to Government Publishing Office, Financial Management Service, 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 the specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. Business Reply mail labels will be furnished for mailing the Quality Assurance Random Copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Print Order must be included.

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

DISTRIBUTION:

Agency Distribution-

Deliver f.o.b. destination to approximately five addresses within the commercial zone Washington, D.C. Inside delivery to room number specified is required.

Mail f.o.b. contractor's city the balance of each order to addresses nationwide.

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

All mailing shall be made at the First Class rate.

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

Orders which result in mailings of less than 200 pieces or less than 50 pounds 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 invoice for billing.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 6-15), and the appropriate mailing statement or statements, supplied by USPS. A fillable GPO form 712 Certificate of Conformance can be found at <http://www.gpo.gov/vendors/sfas.htm>.

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

GPO Distribution-

- Deliver f.o.b. destination a total of approximately 1 to 15 copies (file and depository) to approximately two (2) addresses within the commercial zone of Washington, DC. Inside delivery to room number(s) specified may be required.
- Mail f.o.b. contractor's city approximately 176 copies (subscription) nationwide – *reimbursable*.

Complete addresses and quantities will be furnished with each print order.

When subscription copies are ordered, the contractor will be required to mail approximately 176 copies per order for Information Dissemination (Superintendent of Documents). The contractor must apply the appropriate postage to these subscription copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The contractor will be reimbursed for the postage to mail these subscription copies by submitting a properly completed postal service certificate of mailing with billing invoice. The postage for these subscription copies must be separated from other mailings; the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute subscription copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of subscription copies ordered may exceed the number of copies requiring mail distribution. Any residual subscription copies (subscription quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor's city by suitable means to a single address in the Washington, DC area. Contractors outside the Washington, DC commercial zone may be reimbursed for any shipping costs incurred by submitting a properly

completed commercial shipping (including mailing) receipt with billing invoice.

The postage class and other mail requirements for subscription copies will be furnished with the mailing labels. The contractor shall contact LaJuan Washington at lwashington@gpo.gov or (202) 512-0127 or Simone Silva-Sutton at ssilva-sutton@gpo.gov or (202) 512-2010 #33213 for the subscription distribution addresses/labels and the postage class and other mail requirements, prior to the scheduled due date, if this information is not otherwise furnished.

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

Within (5) five workdays after the completion of each order, all furnished material, and copies left over from designated mailing requirements, must be returned to: Treasury Department, Attention: Treasury Bulletin Editor, Financial Management Service—Budget Reports Division, 3700 East-West Highway, Hyattsville, MD 20782. Inside delivery required.

Within 10 workdays of completion of each order, one copy of each of the Postal Services and Government Publishing Office compliance form (GPO Form 712) must be sent to: Sharon King, Building Manager Maryland District, 3700 East-West Highway, Room 127, Hyattsville, MD 20782.

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 82-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.

All expenses incidental to picking up and returning materials, 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).

Furnished material and proofs must be picked up from and delivered to: Treasury Building Annex, Room B-39, Annex Building., Printing Procurement Branch, Pennsylvania Avenue and Madison Place, NW, Washington, DC 20226, Attn: Chief, Printing Procurement Branch.

The following schedule begins the workday after notification of the availability of the 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>
Contractor to submit proofs as required.....	5
Contractor to pickup O.K.'d proofs	4
Contractor to complete production, and distribution	5
 When proofs are not required:	
	<u>WD After</u>
Contractor must complete production and distribution.....	4

The contractor must notify the U.S. GPO of the date and time the press inspection can be performed. In order for proper arrangements to be made, notification must be given at least 48 hours prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Publishing Products, Washington, DC 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See Contract Clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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 destination(s) specified and products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service and/or small package carrier

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.

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 Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. 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 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".

	(1)	(2)
I.	(a)	4 20
	(b)	358 1,824
	(c)	23 118
II.	1.	45
	2. (a)	630
	(b)	42
	(c)	20
III.	(a)	730

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination to five addresses within the Washington, DC area, and f.o.b. contractor's city for all mailed 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 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 invoices 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.

Charge will be allowed for each page, whether printed or blank

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

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

I. **PRINTING AND BINDING::** Prices offered shall include the cost of all required materials and operations necessary for the printing and binding complete production and distribution of the product listed in accordance with these specifications

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) Cover: Printing covers 1 and 4 in two ink colors..... per complete cover	\$ _____	\$ _____
(b) Text: Printing in a single ink color, including binding..... per page	\$ _____	\$ _____
(c) Each Additional Ink Color: Printing text in a color in addition to the first single ink color press run charged for under item I.(b) per color/per page	\$ _____	\$ _____

(Initials)

II. PACKING AND DISTRIBUTION: : Prices offered must be all inclusive, as applicable, and must include the cost of packing, shipping containers, all necessary wrapping and packing materials; labeling and marking; and distribution, in accordance with these specifications.

1. Bulk shipments (other than by mail):

Packing and sealing shipping containers per container \$ _____

2. Mailing (to include affixing labels):

(a) Single or multiple copies, in
kraft envelopes (up to 200 leaves) per envelope \$ _____

(b) Single or multiple copies over 200 leaves, up to 12 pounds
in cushioned shipping bags or shipping bundles..... per bag or bundle \$ _____

(c) Quantities over 12 pounds. up to 36 pounds
in shipping containers per container \$ _____

III. ADDITIONAL OPERATIONS:

(a) Creating & affixing labels per label \$ _____

(Initials)

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

Post Office located at: Street Address _____

City _____ State _____ ZIP Code _____

My production facilities are located within the assumed area of production.....yes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government-furnished Material _____

a. Number of hours from acceptance of Print Order
to pickup of Government Furnished Material _____

b. Number of hours from pickup of Government-
Furnished Material to delivery at contractor's plant..... _____

2. Proposed carrier(s) for delivery of completed product _____

a. Number of hours from notification to carrier
to pickup of completed product _____

b. Number of hours from pickup of completed
product to delivery at destination..... _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)

(Email Address)