

Program No. 0103-S Term September 1, 2015 to August 31, 2016													
Title: FISH AND WILDLIFE NEWS													
ITEM NO	DESCRIPTION	BASIS OF AWARD	AJ Images			Alcom Printing		Graphic Visions		Gray Graphics		K-B Offset Printing	
			Unit Rate	Cost	Unit Rate	Cost	Unit Rate	Cost	Unit Rate	Cost	Unit Rate	Cost	
<b>I. PREPRESS:</b>													
(a)	Trim/Page Size Unit from Electronic File...per page	220	\$4.00	\$880.00	\$5.00	\$1,100.00	\$3.00	\$660.00	\$5.00	\$1,100.00	\$5.00	\$1,100.00	
(b)	Trim/Page Size Unit from Camera Copy...per page	220	\$0.65	\$143.00	\$9.00	\$1,980.00	\$7.50	\$1,650.00	\$5.00	\$1,100.00	\$5.00	\$1,100.00	
(c)	Adobe Acrobat PDF Soft Proof...per file	5	\$25.00	\$125.00	\$25.00	\$125.00	\$25.00	\$125.00	\$25.00	\$125.00	\$25.00	\$125.00	
(d)	Digital Content Proofs...per trim/page size unit	220	\$0.50	\$110.00	\$1.50	\$330.00	\$1.00	\$220.00	\$5.00	\$1,100.00	\$2.00	\$440.00	
(e)	Digital One Piece Laminate Proofs...per trim/page size unit	220	\$6.55	\$1,441.00	\$15.00	\$3,300.00	\$6.00	\$1,320.00	\$15.00	\$3,300.00	\$10.00	\$2,200.00	
	System Timework...per hour	4	\$25.00	\$100.00	\$35.00	\$140.00	\$95.00	\$380.00	\$85.00	\$340.00	\$75.00	\$300.00	
<b>II. PRINTING AND BINDING:</b>													
(a)	Saddle-Stitched product: Printing in 4-color process, including binding.....per page												
(1)	<b>Makeready and/or Setup</b>	225	\$48.45	\$10,901.25	\$30.00	\$6,750.00	\$38.50	\$8,662.50	\$58.00	\$13,050.00	\$20.00	\$4,500.00	
(2)	<b>Running Per 100 Copies</b>	19,598	\$1.22	\$23,909.56	\$1.00	\$19,598.00	\$1.25	\$24,497.50	\$1.40	\$27,437.20	\$1.20	\$23,517.60	
(b)	Kraft envelopes printing in black												
(1)	<b>Makeready and/or Setup</b>	5	\$25.00	\$125.00	\$35.00	\$175.00	\$30.00	\$150.00	\$100.00	\$500.00	\$40.00	\$200.00	
(2)	<b>Running Per 100 Copies</b>	10	\$2.40	\$24.00	\$19.12	\$191.20	\$38.00	\$380.00	\$50.00	\$500.00	\$15.00	\$150.00	
<b>III. PACKING AND SEALING FOR DISTRIBUTION:</b>													
1. Bulk shipments other than by mail:													
(a)	Pack/seal shipping containers....per container	30	\$1.50	\$45.00	\$1.50	\$45.00	\$3.00	\$90.00	\$2.00	\$60.00	\$7.00	\$210.00	
2. Mailing:													
(a)	Wafer seal self - mailers.....per 100 copies	81	\$0.75	\$60.75	\$11.00	\$891.00	\$9.50	\$769.50	\$30.00	\$2,430.00	\$3.00	\$243.00	
(b)	Single or Multiple Copies in Kraft Envelopes	762	\$0.35	\$266.70	\$0.85	\$647.70	\$20.00	\$15,240.00	\$0.50	\$381.00	\$1.00	\$762.00	
(c)	Single or Multiple copies over 200 leaves, up to 12 lbs., in cushioned shipping bags or bundles...per bag or bundle	1562	\$0.64	\$999.68	\$0.95	\$1,483.90	\$1.00	\$1,562.00	\$1.25	\$1,952.50	\$1.75	\$2,733.50	
(d)	Quantities over 12 lbs., up to 36 lbs., wrapped in shipping bundles or packed in shipping containers...per bundle or container	641	\$1.50	\$961.50	\$1.32	\$846.12	\$2.25	\$1,442.25	\$1.50	\$961.50	\$3.00	\$1,923.00	
<b>CONTRACTOR TOTALS</b>				\$40,092.44		\$37,602.92		\$57,148.75		\$54,337.20		\$39,504.10	
<b>DISCOUNT</b>				0.00%	\$0.00	5.00%	\$1,880.15	2.00%	\$1,142.98	2.00%	\$1,086.74	0.00%	\$0.00
<b>DISCOUNTED TOTALS</b>				\$40,092.44		\$35,722.77		\$56,005.78		#REF!		\$39,504.10	
Current Contractor													
<b>McDonald and Eudy</b>													
NPC													
Universal Printing Co.													
McDonald and Eudy													
Current Contractor													
<b>McDonald and Eudy</b>													
BASIS OF AWARD													
Claysburg, PA													
St. Louis, MO													
Temple Hills, MD													
Temple Hills, MD													
<b>PREPRESS:</b>													
	Trim/Page Size Unit from Electronic File...per page	220	\$1.00	\$220.00	NC	\$0.00	\$4.00	\$880.00	\$4.00	\$880.00			
	Trim/Page Size Unit from Camera Copy...per page	220	\$1.00	\$220.00	NC	\$0.00	\$1.00	\$220.00	\$1.00	\$220.00			
	Adobe Acrobat PDF Soft Proof...per file	5	\$10.00	\$50.00	\$15.15	\$75.75	\$50.00	\$250.00	\$50.00	\$250.00			
	Digital Content Proofs...per trim/page size unit	220	\$1.00	\$220.00	\$1.77	\$389.40	\$1.50	\$330.00	\$1.50	\$330.00			
	Digital One Piece Laminate Proofs...per trim/page size unit	220	\$11.00	\$2,420.00	\$12.12	\$2,666.40	\$2.25	\$495.00	\$2.25	\$495.00			
	System Timework...per hour	4	\$150.00	\$600.00	\$100.51	\$402.04	\$75.00	\$300.00	\$75.00	\$300.00			
<b>PRINTING AND BINDING:</b>													
	Saddle-Stitched product: Printing in 4-color process, including binding.....per page												
	<b>Makeready and/or Setup</b>	225	\$30.00	\$6,750.00	\$109.81	\$24,707.25	\$30.00	\$6,750.00	\$30.00	\$6,750.00			
	<b>Running Per 100 Copies</b>	19,598	\$1.30	\$25,477.40	\$0.77	\$15,090.46	\$1.20	\$23,517.60	\$1.10	\$21,557.80			
	Kraft envelopes printing in black												
	<b>Makeready and/or Setup</b>	5	\$50.00	\$250.00	NC	\$0.00	\$35.00	\$175.00	\$35.00	\$175.00			
	<b>Running Per 100 Copies</b>	10	\$15.00	\$150.00	NC	\$0.00	\$2.00	\$20.00	\$2.00	\$20.00			
<b>PACKING AND SEALING FOR DISTRIBUTION:</b>													
Bulk shipments other than by mail:													
	Pack/seal shipping containers....per container	30	\$10.00	\$300.00	\$18.18	\$545.40	\$3.50	\$105.00	\$1.50	\$45.00			
Mailing:													
	Wafer seal self - mailers.....per 100 copies	81	\$1.10	\$89.10	\$1.42	\$115.02	\$3.00	\$243.00	\$2.00	\$162.00			
	Single or Multiple Copies in Kraft Envelopes	762	\$1.85	\$1,409.70	\$1.98	\$1,508.76	\$0.25	\$190.50	\$0.25	\$190.50			
	Single or Multiple copies over 200 leaves, up to 12 lbs., in cushioned shipping bags or bundles...per bag or bundle	1562	\$2.59	\$4,045.58	\$2.84	\$4,436.08	\$0.85	\$1,327.70	\$1.25	\$1,952.50			
	Quantities over 12 lbs., up to 36 lbs., wrapped in shipping bundles or packed in shipping containers...per bundle or container	641	\$2.96	\$1,897.36	\$2.84	\$1,820.44	\$1.75	\$1,121.75	\$1.50	\$961.50			
<b>CONTRACTOR TOTALS</b>				\$44,099.14		\$51,757.00		\$35,925.55		\$34,289.30			
<b>DISCOUNT</b>				0.25%	\$110.25	1.00%	\$517.57	1.00%	\$359.26	1.00%	\$342.89		
<b>DISCOUNTED TOTALS</b>				\$43,988.89		\$51,239.43		\$35,566.29		\$33,946.41			
AWARDED													



August 13, 2015

AMENDMENT NO. 1

RE: PROGRAM 103-S

SPECIFICATIONS AMENDED

Bid opening date remains August 25, 2015.

On Page 9 of 17, under Mailed Shipments, First Paragraph:

**CHANGE:**

Single copies must be mailed as self mailers in Kraft envelope. All self-mailers will require clear wafer seals to be placed on the 11" dimension.

**TO:**

Single copies must be mailed as self-mailers. All self-mailers will require clear wafer seals to be placed on the 11" dimension.

Remainder of specifications same. Acknowledge on bid or amend bid by letter to U.S. Government Publishing Office -- Bid Section, -- Room C-161, Stop: PPSB, -- Washington, DC 20401, M/F: Program number, bid opening time and date. Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening time, may be reason for bid being judged nonresponsive.

Authorized by:

BRIAN T. COLEMAN  
Customer Services

Written by: lp

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Fish and Wildlife News**

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

Department of the Interior

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning September 1, 2015 and ending August 31, 2016, plus up to (4) four optional 12-month extension periods 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 a.m., prevailing Washington, DC time, on **August 25, 2015**.

**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 PPSGB, 732 N 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. 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 Washington, DC, time Monday through Friday. The contractor is to follow the instructions in the Bid Submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

**NOTICE TO BIDDERS:** Bidders are instructed to adhere to all requirements of the solicitation. These specifications have been 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=Central>

For information of a technical nature contact Ms. Linda Paddy at [lpaddy@gpo.gov](mailto:lpaddy@gpo.gov) and/or (202) 512-0310 (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 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 [www.gpo.gov/printforms/pdf/contractdisputes.pdf](http://www.gpo.gov/printforms/pdf/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**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	OK Press Sheet
P-8. Halftone Match (Single and Double Impression)	OK Press Sheet
P-10. Process Color Match	OK Press Sheets

**\*Special Instructions: If press-sheet inspection is the specified standard and is later waived, the listed alternate standard will become the specified standard.**

P- 7. Type Quality and Uniformity	OK Proofs/Electronic Media.
P- 8. Halftone Match (Single and Double Impression.	OK Proofs/Electronic Media
P-10. Process Color Match	OK Proofs/Electronic Media

**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 (5) five 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 the beginning of the contract to August 31, 2016, 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 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 **May 31, 2015, 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.

**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.

**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.

**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 August 31, 2016, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. 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.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of a self-cover saddle-stitched product requiring such operations as electronic prepress, printing in four-color process, binding, packing and distribution.

**TITLE:** Fish and Wildlife News

**FREQUENCY OF ORDERS:** Approximately three (3) to five (5) orders per year, plus one (1) special edition

**QUANTITY:** Approximately 8,500 to 15,000 copies per order.

**NUMBER OF PAGES:** Approximately 16 to 52 pages per order, with special edition approximately 24 to 48 pages.

**TRIM SIZE:** 8 ½ x 11"

### **GOVERNMENT TO FURNISH:**

Electronic Media:

Platform: IBM-Compatible: Windows XP, MAC: OS X.

Storage Media: CD ROM.

Software: Adobe InDesign CS3 or greater, Adobe PhotoShop CS6 or greater, and Adobe Illustrator CS3 or greater. Files may be furnished in native or PDF format. *Software may be upgraded throughout the contract term.*

Fonts: Furnished disks contain Adobe-type I Postscript fonts, printer and screen fonts.

### ***Additional Information:***

Four-color illustration will be digitized on a full range scanner as a TIFF file. RGB and CMYK used for color identification.

Most Issues may have pages with bleeds (up to four sides).

**NOTE:** All platform system and software upgrades, revisions, previous versions (for specified applications) that may occur during the term of the contract, must be supported by the contractor.

Files will be furnished in native application format, or on some orders will be supplied in Adobe PDF format, with all fonts and graphics embedded.

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.

**VISUALS:** Laser proofs of all page and illustrations. Visuals made at 100% in order to show bleeds; visuals clearly show color breaks made on a printer using PostScript language. Visuals furnished for positioning only.

ASCII files of addresses will be furnished via e-mail to the contractor.

Government Mailing Permit will be provided after award.

GPO Form 952 (Disk Information).

One reproduction proof, Form 905 (Rev. 06/03) with labeling and marking specifications.

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

CMYK will be used for color identification.

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

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 in the electronic files, must not print on finished the 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 (When applicable):** 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 Mark Newcastle (703)-358-2197 between the hours of 7:00 am to 3:00 pm est. The contractor must notify the Government as soon as possible in order to comply with the shipping schedule.

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 must be 175-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 one copy of the native application files (digital deliverables) corrected to represent the final production files, which 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; plus one copy of a single, searchable Adobe Acrobat PDF file (repurposed deliverable) (no hyperlinks, video or any other dynamic features) created by the vendor from the final production files. The PDF file must be distilled at press quality. Electronic media is to be delivered on CD-Write once medium written in compliant with ISO 9660 specifications.

**PROOFS (As requested on each print order):**

When required, One (1) set of digital color content proofs for product ordered. Direct to plate must be used to produce the final product with a minimum resolution 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 to the finished size of the product.

When required, 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 for product ordered. 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. Proofs will be used for color match on press.

In lieu of digital one-piece laminated proofs, at contractor's option, One (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted.



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 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of resolution 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 Wedge or P2P25 Target.

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 applicable (latest version), One (1) Adobe Acrobat PDF soft proof of entire product. Proof will be transferred to the ordering agency via email: [mark\\_newcastle@fws.gov](mailto:mark_newcastle@fws.gov) 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.

**CONTRACTOR MUST NOT PRINT PRIOR TO THE RECEIPT OF AN "O.K. 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](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

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

**Text:** White Matte Coated Offset Book, basis weight: 80 lbs per 500 sheets, 25 x 38, equal to JCP Code A240.

**Envelopes:** Light-colored brown (Kraft shade) envelopes, basis weight: 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10."

**PRINTING:**

**Pamphlet:** Print head-to-head in four-color process consisting of pages containing full color illustrations, halftones, and bleeds throughout. Varnish covers 1 and 4 as indicated on the print order

Envelopes: Print Kraft envelopes in black ink with Postage and Fees Paid (G-permit) indicia for mailing copies as required. Envelopes can be either 9 x 12" or 9-1/2 x 12", at contractor's option. Printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

**MARGINS:** Margins as indicated on disk, furnished material. Bleeds uncommon throughout.

**BINDING:** Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

**PRESS SHEET INSPECTION:** Final makeready press sheets may 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. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. 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 must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (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; gray balance patches, and trap targets for process color (if applicable). These areas must be repeated consecutively across the entire press sheet (can be on the gripper edge, tail edge, or gutter of the press sheet).

**NOTE:** At the Government's option, the press sheet inspection may be waived.

**PACKING:**

**Bulk Shipment:**

Pack in shipping containers not to exceed 18.1 kg (36 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 when shipped.

**Mailed Shipments:**

Single copies must be mailed as self mailers in kraft envelope. All self-mailers will require clear wafer seals to be placed on the 11” dimension.

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

Quantities over 12 pounds up to 36 pounds, must be wrapped in shipping bundles, or packed in shipping containers, at contractor’s option inserted (maximum gross weight 36 pounds).

Contractor to insert small quantities into appropriate size kraft envelopes, soft packs (Jiffy Bags or similar), or small shipping containers, and mail via First Class Permit Imprint.

**NOTE:** The contractor is to furnish the necessary envelopes, soft packs, or small shipping containers. Contractor must print or affix mailing address, return address and the U.S. Postal permit to each envelope, soft pack, or small shipping container to be mailed.

**LABELING AND MARKING:**

**Bulk Shipment:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**Mailed Shipments:** Contractor to create and affix a recipient address label to each unit of mail packaged in kraft envelopes cushioned shipping bags, shipping bundles, and 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.

**Books**

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

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

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, 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 (approximately 700 copies) **f.o.b. destination** to approximately 4 addresses within the commercial zone of Washington, DC. Inside delivery to room number specified is required.

Ship (approximately 8,000 copies) **f.o.b. contractor's city** by reimbursable small package carrier (i.e., Roadway, United Parcel Service, etc.) to approximately 14 destinations nationwide. All shipments must be made by traceable means with inside delivery to room numbers specified, and signed receipts, delivery time within five to seven days after mailing. Contractor must create the shipping manifest if it is required by the small package carrier. If using small package carrier, shipments must be made by traceable means with inside delivery to room number (s) specified. A signed receipt is required. Contractor will be reimbursed for shipping charges by submitting all shipping receipts with the invoice for billing.

Mail approximately 2,800 copies per order as self-mailers.

Mail the balance in kraft size envelopes, soft packs (Jiffy Bags or similar), or small shipping containers, and mail via First Class Permit Imprint.

**GPO Distribution:**

1 copy to: US. Government Purchasing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H Street, NW Loading Dock, Washington, DC. 20401.

15 copies to: Library of Congress, US/Anglo Division, U.S. Government Documents Section, 101 Independence Ave., SE, Washington, DC 20540-4274, **Marked: Depository File Copies. NOTE:** All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Complete addresses and quantities will be furnished with each Print Order.

Contractor to Presort to take advantage of all U.S. Postal Service discounts.

In accordance with USPS regulations, the contractor is required to process all distribution files through USPS approved National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. Contractor must provide list of updated addresses to the ordering agency.

Contractor cannot change the mailing address on the notice. Notices that require a move update can have the new address printed on a label on the outside of the mailing envelope and placed over the original address information, or sent at the full USPS first class rate.

**Note:** All related costs to perform this operation must be included in submitting bid pricing. No additional reimbursement will be authorized.

All Foreign mailing shall be made at the First Class rate - reimbursable

All mailing shall be made at the most Economical rate or via First Class rate—reimbursable as indicated on distribution list.

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

or "International Mail" as applicable.

Contractor will mail using departmental mailing permit imprint; however, orders which result in mailing 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 billing invoice for payment.

Inside delivery to the room numbers specified on print order (GPO 2511) is required.

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

The contractor is required to fill in all applicable items on the appropriate postal forms, (PS Form 3600-R, Postage Statement – and or PS Form 3651-LP, Postage Statement – International Letter-post) and submit in duplicate to the entry post office. The post office will return a signed verified copy of USPS form(s) to the contractor. The contractor must immediately fax a signed copy to: Government Printing Office, Mail Manager (202) 475-3929 identifying the Program Number, Print Order, Jacket Number, number of pieces, weights, postal charges, class of mail, and the GPO control number from GPO Form 712 (located in the top right corner).

**Certificate of Conformance:** When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

#### **PAYMENTS ON PURCHASE ORDER:**

Processing vouchers for payment FAX the completed invoice to us by utilizing the GPO barcode cover sheet program Access the following hyperlink and follow the instructions as indicated:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes **MUST** be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington DC. 20401.

**Note: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.**

**NOTE:** Contractor to e-mail a copy of itemized billing invoice for each print order to: [mark\\_newcastle@fws.gov](mailto:mark_newcastle@fws.gov) when submitting to GPO.

**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: U.S. Fish & Wildlife Service, EA-Division of Marketing Communications, Branch of Printing and Publishing, Room 2N027- MS: EA (2N053A), 5275 Leesburg Pike, Falls Church, VA 22041-3803, Attn: Mark Newcastle, (703)-358-2197

No definite schedule for pickup of material can be predetermined at this time.

Furnished electronic media and visuals must be returned with proofs

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 nine (9) workdays of notification of availability of print order and furnished material.
- 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) workday from receipt at the ordering agency until notification of corrections, changes, and/or "O.K. to Print" via email. (The first workday after receipt of proofs at the ordering agency is day one of hold time.)
- All proof production and submission time is included in the 9-workday schedule.

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 all shipments mailed 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 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 the Press Sheet Inspection:**

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Printing 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](mailto: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 inquiries.

### 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".

I.

- (a) 220
- (b) 220
- (c) 5
- (d) 220
- (e) 220
- (f) 4

II

- |     | (1) | (2)    |
|-----|-----|--------|
| (a) | 225 | 19,598 |
| (b) | 5   | 10     |

III.

- 1. (a) 30
- 2. (a) 8,068
- (b) 762
- (c) 1,562
- (d) 641

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**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. destination within the commercial zone of Washington, D.C., and f.o.b. contractor's city for all other shipping/ mailing.

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.

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

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

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.

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

Unless otherwise specified, no more than (3) blank pages shall be permitted at the end of text.

**I. PREPRESS:** Prices offered must be all inclusive. One basic charge will be allowed for each printed page/side of the product.

- (a) Trim/Page-size unit produced from electronic file.....per page.....\$ \_\_\_\_\_
- (b) Trim/Page-size unit produced from camera copy.....per page.....\$ \_\_\_\_\_
- (c) Adobe acrobat PDF soft proof.....per file.....\$ \_\_\_\_\_
- (d) Digital content proofs.....per trim/page-size unit.....\$ \_\_\_\_\_
- (e) Digital one-piece laminated proofs.....per trim/page-size unit.....\$ \_\_\_\_\_
- (f) System Timework.....per hour .....\$ \_\_\_\_\_

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

\_\_\_\_\_  
(Initials)

**II. PRINTING AND BINDING:** The prices offered shall include the cost of all required materials and operations necessary (including paper) for the complete 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) Saddle-Stitched product: Printing in four-color Process, including binding .....	per page..... \$ _____	\$ _____
(b) Kraft envelopes printing in black.....	\$ _____	\$ _____

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

1. *Bulk Shipments* –

(a)..Packing and sealing shipping containers ..... per container .....\$ \_\_\_\_\_

2. *Mailed Shipments* –

(a) Single copies (wafer seal self-mailers) ..... per 100 copies .....\$ \_\_\_\_\_

(b) Single or multiple copies in Kraft envelopes ..... per envelope .....\$ \_\_\_\_\_

(c) Single or multiple copies over 200 leaves, up to 12 pounds,  
 in cushioned shipping bags or wrapped in shipping bundles  
 (maximum gross weight 14 pounds)..... per bag or bundle .....\$ \_\_\_\_\_

(d) Quantities over 12 pounds, up to 36 pounds, wrapped in shipping bundles or  
 packed in shipping containers (maximum gross weight  
 36 pounds)..... per bundle or container .....\$ \_\_\_\_\_

\_\_\_\_\_  
 (Initials)

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)