Program:	116-S					
Term:	December 1, 2016 to November 30, 2017					
ïtle:	Senate Publications					
				PHICS dba	CURRENT	CONTRACTOR
				D PRINTERS		
TEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	EL, MD COST	UNIT RATE	ND PRINTERS COST
TEIVI NO.	PREPRESS:	AWARD	UNITRATE	COST	UNIT KATE	COST
(a)	Digital color content proofsper trim page sized unit					
(1)	Inserts & Pamphlets Format A	66	\$7.00	\$462.00	\$7.00	\$462.0
(2)	Pamphlets Format B	20	\$10.00	\$200.00	\$10.00	\$200.0
(3)	Folded Forms	8	\$25.00	\$200.00	\$25.00	\$200.0
(b)	Digital one-piece composite laminated color proofper trim page sized unit		7-0100	7	7-0100	7-0010
(1)	Inserts & Pamphlets Format A	66	\$60.00	\$3,960.00	\$60.00	\$3,960.0
(2)	Pamphlets Format B	20	\$80.00	\$1,600.00	\$80.00	\$1,600.0
(3)	Folded Forms	8	\$120.00	\$960.00	\$120.00	\$960.0
(-)	Digital one-piece composite laminated color proofs with Pantone match					
(c)	per trim page sized unit					
(1)	Inserts & Pamphlets Format A	1	\$400.00	\$400.00	\$400.00	\$400.0
(2)	Pamphlets Format B	1	\$400.00	\$400.00	\$400.00	\$400.0
(3)	Folded Forms	1	\$400.00	\$400.00	\$400.00	\$400.0
(d)	System Timeworkper hour	3	\$110.00	\$330.00	\$110.00	\$330.0
II.	PRINTING AND BINDING:					
1	Pamphlets:					
(a)	Printing text pages in a single color, includes bindingper page					
	Makeready and/or Setup					
(1)	Format A	52	\$190.00	\$9,880.00	\$190.00	\$9,880.0
(2)	Format B	16	\$121.00	\$1,936.00	\$110.00	\$1,760.0
(-)	Running Per 1,000 Copies		4		4	4
(3)	Format A	505	\$27.34	\$13,806.70	\$24.85	\$12,549.2
(4)	Format B	4809	\$16.64	\$80,021.76	\$16.64	\$80,021.7
(b)	Each additional ink color* for textper page					
(4)	Makeready and/or Setup	12	6244.20	60 705 60	<u> </u>	¢2,200,0
(1)	Format A	12	\$311.30	\$3,735.60	\$283.00	\$3,396.00
(2)	Format B	16	\$198.00	\$3,168.00	\$180.00	\$2,880.00
(2)	Running Per 1,000 Copies	400	620.24	ć5 227 02	605 7C	¢4.042.0
(3)	Format A Format B	188 4809	\$28.34 \$5.00	\$5,327.92	\$25.76 \$19.80	\$4,842.8
(4)	Printing covers 1 & 4 In a single ink color, includes scoring of coversper side	4809	\$5.00	\$24,045.00	\$19.80	\$95,218.20
(c)	Makeready and/or Setup					
(1)	Format A	3	\$1,243.00	\$3,729.00	\$1,130.00	\$3,390.0
(2)	Format B	1	\$1,474.00	\$1,474.00		\$1,340.0
(2)	Running Per 1,000 Copies	-	<i>Ş1,474.00</i>	<i></i>	\$1,540.00	\$1,540.0
(3)	Format A	30	\$90.09	\$2,702.70	\$81.90	\$2,457.0
(4)	Format B	301	\$112.00	\$33,712.00	\$111.75	\$33,636.7
(d)	Printing covers 2 & 3 In a single ink colorper side			. ,		
. ,	Makeready and/or Setup					
(1)	Format A	1	\$242.00	\$242.00	\$220.00	\$220.0
(2)	Format B	1	\$244.20	\$244.20	\$222.00	\$222.0
	Running Per 1,000 Copies					
(3)	Format A	4	\$63.06	\$252.24	\$57.33	\$229.3
(4)	Format B	301	\$33.40	\$10,053.40	\$30.36	\$9,138.3
(e)	Each additional Ink color for coversper side					
	Makeready and/or Setup					
(1)	Format A	4	\$242.00	\$968.00	\$220.00	\$880.0
(2)	Format B	4	\$244.00	\$976.00	\$222.00	\$888.0
	Running Per 1,000 Copies					
(3)	Format A	30	\$13.20	\$396.00	\$12.00	\$360.0
(4)	Format B	1202	\$10.00	\$12,020.00	\$10.00	\$12,020.0
(f)	Aqueous coat coversper side					
1	Makeready and/or Setup	-		<b>*=</b>		<b>1</b>
(1)	Format A	3	\$192.50	\$577.50		\$525.0
(2)	Format B	1	\$192.00	\$192.00	\$175.00	\$175.0
(2)	Running Per 1,000 Copies	20	6F F0	6465.00	6F 00	6450.0
(3)	Format A	30	\$5.50	\$165.00	\$5.00	\$150.0
(4)	Format B	301	\$5.50	\$1,655.50	\$5.00	\$1,505.0

Program:	116-S					
Term:	December 1, 2016 to November 30, 2017					
Title:	Senate Publications					
			S & S GR	APHICS dba		
			WESTLAN	D PRINTERS	CURRENT C	ONTRACTOR
		BASIS OF	LAUF	REL, MD	WESTLAND PRINTERS	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
2	Folded Forms:					
(-)	Prinitng face and back in a single color, includes folding and aqueous coating of panel					
(a)	1 only, or panel and last panel of folded formper folded form					
(1)	Makeready and /or Setup	4	\$2,500.00	\$10,000.00	\$1,660.00	\$6,640.00
(2)	Running Per 1,000 Copies	121	\$125.00	\$15,125.00	\$118.20	\$14,302.20
(b)	Each additional ink color*per folded					
(1)	Makeready and /or Setup	8	\$220.00	\$1,760.00	\$210.00	\$1,680.00
(2)	Running Per 1,000 Copies	231	\$8.00	\$1,848.00	\$2.00	\$462.00
3	Inserts:					
(a)	Printing face and back in a single color includes trimmingper folded form					
(1)	Makeready and /or Setup	3	\$600.00	\$1,800.00	\$600.00	\$1,800.00
(2)	Running Per 1,000 Copies	11	\$65.07	\$715.77	\$65.07	\$715.77
III.	ADDITIONAL OPERATIONS:					
(a)	Shrink film wrappingper package	8341	\$0.25	\$2,085.25	\$0.25	\$2,085.25
IV.	PACKING AND SEALING FOR DISTRIBUTION:					
(a)	Packing & sealing shipping Containers( up to approx. 45lbs. Capacity)					
	per container	1655	\$2.10	\$3,475.50	\$2.10	\$3,475.50
	CONTRACTOR SUBTOTALS			\$257,002.04		\$317,757.24
	ACCELERATED SCHEDULE	25.00%		\$64,250.51		\$79,439.31
v.	PERCENTAGE INCREASE %		25.00%	\$16,062.63	25.00%	\$19,859.83
	CONTRACTORS TOTALS			\$273,064.67		\$337,617.07
	DISCOUNT		5.00%	\$13,653.23	1.00%	\$3,376.17
	DISCOUNTED TOTALS			\$259,411.44		\$334,240.90
				AWARDED		

#### U.S. GOVERNMENT PUBLISHING OFFICE

#### Washington DC

#### GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

#### **Senate Publications**

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

Senate Library

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **December 1, 2016** and ending **November 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 November 14, 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: PPSGB, 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 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.

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES**: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 65-mile radius of zero milestone Washington, DC.

**BIDDERS**, **PLEASE NOTE**: 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 <u>http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC</u>

For information of a technical nature call David Love (202) 512-0310 or email aps-team1@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 <u>GPO Contract Terms</u> (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and <u>GPO Contract Terms</u>, <u>Quality Assurance through Attributes Program for Printing and Binding</u> (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) - <u>http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf</u>

GPO QATAP (GPO Publication 310.1) - http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf

**DISPUTES:** GPO Publication 310.2, <u>GPO Contract Terms</u>, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <u>www.gpo.gov/pdfs/vendors/contractdisputes.pdf</u>.

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 I.
- (b) Finishing (item related) Attributes -- Level I.

### **Exceptions to Quality Level I**

The following exceptions apply to the cover and front panel of any publication that includes borders (either 2 or 4) on the cover or front panel. The front panel on a folded form will be considered a cover.

F-1:	Trim Size	greater than 1/32 inch	Major Defect
F-1:	Unsquare Trim	greater than 1/32 inch	Major Defect
F-2:	Misplacement of Cover Image	greater than 1/32 inch	Major Defect
F-2:	Misalignment of Cover Image	greater than 1/32 inch	Major Defect
F-4:	Folding Position	greater than 1/32 inch	Major Defect
F-4:	Skewness	greater than 1/32 inch	Major Defect

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:

	Attribute	Specified Standard
P-7.	Type Quality and Uniformity	<b>OK Press Sheets</b>
P-8.	Halftone Match (Single and Double Impression)	<b>OK</b> Press Sheets
P-9.	Solid and Screen Tint Color Match	<b>OK</b> 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. OK Proofs, Electronic Media

P-8. OK Proofs, Electronic Media/Camera Copy

P-9. OK Proofs, 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 periodic 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 **December 1, 2016** through **November 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 August 31, 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.

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

**PREAWARD SURVEY**: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's 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 TEST PROOF AND PRESS PRODUCTION RUN:** The contractor being considered for award may be required to demonstrate their ability to scan, proof and print the publication required in these specifications at the requisite quality level by completing a pre-award test.

The Government reserves the right to waive the pre-award test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the item(s) required provided the U.S. Senate concurs.

For the pre-award test, an electronic file containing sample pages (up to (8) pages) representative of the pages to be produced under these specifications will be provided on the same media stipulated in these specifications. The prospective contractor shall first provide (1) set of digital one-piece composite laminated color proofs and then perform a press production run of the furnished file.

The pre-award test must be of the type required by these specifications (see "PROOFS") and contain color bars identical to press sheet and are to be delivered to the address listed under "DISTRIBUTION" within three (3) workdays after the Government provides the electronic file containing the sample product to the contractor.

Within three (3) workdays after receiving approval of the test proofs, the prospective contractor shall demonstrate their printing capability by producing printed press sheets of the sample product. This test must be performed in the presence of Government representatives, under normal production conditions on the equipment and in the facility proposed to be used for the final production, and on the paper required under these specifications. The minimum run time shall be one (1) hour, exclusive of make-ready time. The final press sheet will be allowed no more than 32 demerits.

Products from this test run will be used by the Government to evaluate the contractor's capability to comply with the applicable requirements of these specifications and the contractor's ability to maintain that quality level throughout the test press production run. Failure to produce sample press sheets meeting the specified quality level or to demonstrate the ability to maintain the required quality level throughout the production test press run may be reason for a determination of non-responsibility. In addition, the contractor's failure to successfully complete this test within 2 hours may also result in a determination of non-responsibility. The Contracting Officer may grant a period in excess of the 2 hours, if in his opinion, he has reason to believe that the contractor is making great progress in meeting the contract standards.

No charges will be allowed for costs incurred by the contractor in the performance of this pre-award test.

**POSTAWARD CONFERENCE**: The total requirements of the job as indicated in these specifications may be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., 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 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 **December 1, 2016** to **November 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", 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.

# Senate Publications 116-S (11/17)

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 text and separate cover saddle-stitched pamphlets, folded forms, and trimmed inserts, requiring such operations as electronic prepress, printing in one to six ink colors, binding, packing, and distribution.

TITLE: Senate Publications.

FREQUENCY OF ORDERS: It is anticipated at this time that approximately 5 to 10 orders will be placed per year.

#### **QUANTITY**:

<u>*Pamphlets*</u> – Approximately 3,000 to 50,000 copies per order. An occasional order may be placed for approximately 201,000 to 400,000 copies.

<u>Folded Forms</u> – It is anticipated that the majority of the orders placed will be for approximately 3,000 to 50,000 copies. An occasional order may be placed for approximately 100,000 to 301,000 copies are also anticipated.

<u>Inserts</u> – Approximately 4,000 copies per order

#### NUMBER OF PAGES:

Pamphlets –From 12 to 32 pages.

Folded Forms and Inserts - Face and Back.

#### TRIM SIZES:

<u>*Pamphlets*</u> –Will be ordered in either Format A or Format B, and paid for in their respective "Format" classification as follows:

- Format A 4 x 9" up to and including  $6-1/2 \times 9-1/2$ ".
- Format B over  $6-1/2 \ge 9-1/2$ " up to and including  $8-1/2 \ge 11$ ".

*Folded Forms* –16 x 9" or 20 x 9" flat size - folding down to 4 x 9".

Inserts – 4 x 9" flat size.

**GOVERNMENT TO FURNISH**: Color transparencies, photoprints, line art, and electronic digital photo/graphic files to be reproduced at various focuses. Contractor will be required to scan all photoprints, line art and transparencies supplied and composite with electronic pages.

Electronic media will be furnished as follows:

Platform:	Mac OS X 10.11.5 (or latest version)		
Storage Media:	CD-R/RW; DVD-R/RW; or E-mail.		
Software:	Adobe InDesign, Adobe Illustrator, Adobe Photoshop. All files will be created in current or near current versions of the above mentioned program.		
Note:	All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.		
Fonts:	All screen and printer fonts will be included. 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 supplied

- A visual of the electronic files produced on a printer using PostScript language will be furnished. Visual will clearly show color breaks.
- Files will be furnished in native application format. Pantone Matching System used for color identification of spot color. Contractor to create traps. Files provide for bleeds.
- GPO Form 952 (Desktop Publishing Disk Information) furnished with each order.
- One reproduction proof, Form 905 (R. 8/2000) with labeling and marking specifications.
- A supply of blue labels and selection certificates for shipping Departmental Random copies.
- Exhibit A: Jewel case with directory

**PDF SAMPLES** – PDF's of previously printed samples comparable to those to be produced on this contract will be available upon request. To arrange for supplied samples contact David Love at (202) 512-0310 between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, until the bid opening date. The supplied PDF samples are representative of the printing which has been ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these samples.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the camera copy or 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.

Contractor to provide two new *unopened* Pantone (solid coated) Formula Guides. The guides will be used by the GPO representative and the contractor at each press sheet inspection for consistent comparison of the requested Pantone colors for the term of this contract.

**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 Ken DeThomasis or Daniel Ramey at (202) 512-0224.

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 at 200-line screen or finer.

When directed by the Government, the contractor will be required to make minor correction to text tracking, kerning, spacing and/or leading to align copy and page elements. The Government will usually make all major revisions to text, artwork, and design. However, an occasional order may require the contractor to make revisions to the electronic files, scan and digitize photoprints, transparencies, and line art.

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 two final production native application files (digital deliverables, which include high resolution scans) with the Government furnished material. Contractor to supply each digital deliverable as follows:

- One digital deliverable with native files, all linked graphics and fonts
- One digital deliverable with PDF files that have been press optimized, with fonts embedded and proper color mode (Pantone).

**NOTE:** 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. Digital deliverables must be Mac/Windows compatible.

The digital deliverables must be an exact representation of the final printed product and shall be returned in a jewel case on a CD-R or DVD-R. The CD-R or DVD-R and jewel case must be clearly labeled as Final Production Files with the publication title, jacket number, print order number, and date. A print-out of the file directory must be placed inside of the jewel case. Digital deliverables must be delivered no more than one week after printed copies are delivered.

# See Exhibit A: Jewel case with directory

In addition to the above digital deliverables, upon completion of each print order, the contractor must furnish one set of archive CD-Rs in varying formats. One set of four CDs with different files on each will be required for archival purposes.

All CD-Rs must be inserted into a jewel case and clearly labeled with the government provided CD-R label and jewel case label files after updating the information for each Print Order (see samples provided).

One (1) CD will have hi-resolution image files. (300 dpi for continuous tone images, 1200 dpi for line art).

One (1) CD will have **low-resolution image files**. (96 dpi for web use).

One (1) CD will have **PDF files** suitable for the web with two formats.

Pamphlets: one PDF will have individual pages & one PDF will have reader spreads.

Folded forms: one PDF will be individual panels & one PDF will be face and back.

- Hi-resolution PDF files with crops and including bleeds for printing in both formats will also be required on the PDF CD-R.
- The naming format is as follows, for a face/back folded form, Print Order 40030, the files would be named as follows: po40030\_PDF\_full.pdf (for the face/back full spread files), po40030\_PDF\_pages.pdf (for individual panels).

One (1) CD-R will have Rich Text Format (RTF) files of all the text in the piece.

• Using the final production files, the contractor must generate RTF files for all text in its final form. The contractor must also generate a black and white visual of each page of the RTF files. Any visual must be properly collated and stitched (ULC) and must match the final printed text.

These CDs are all to have each type of file on separate CDs and native files will be provided for the jewel case and CD labels for the archival disks. (One set of previously printed samples provided for format). These archival digital deliverable disks are to be delivered with the furnished materials to Ken DeThomasis or Daniel Ramey in Congressional Publishing, GPO.

## **PROOFS**: As indicated on the Print Order

## **Digital color content proofs**

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. 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.

## Digital one-piece composite laminated color proofs

Proofs must be created 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.

**NOTE:** Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors.

### Digital one-piece composite laminated color proofs with match of PMS

NOTE: Optionally, Press proofs are acceptable alternative to meet this requirement.

Proofs must be created 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.

NOTE: Pantone colors may be process built for proofing purposes but must print as the Pantone color requested.

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.

Contractor to submit ink draw downs on actual production stock of Pantone colors used in job.

The Government reserves the right to require samples and to judge the suitability of any digital proof offered. If the samples are disapproved by the Government, the contractor will be required to submit analog proofs in accordance with the contract.

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.

A copy of the most current version of the electronic files shall be provided along with the proofs. The government will make any necessary revisions to the electronic files and return the updated files along with a marked copy of the Dylux or similar proof.

Proofs will be reviewed under controlled conditions with 5000 degrees Kelvin overhead luminaries and neutral gray surroundings conforming to ISO 3664-2009.

#### 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 - <u>http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\_12.pdf</u>.

All cover paper must have the grain parallel to the spine.

All paper used for the folded forms must have the grain parallel to the 9" dimension. All text paper used in each copy must be a uniform shade.

#### **Pamphlets**

*Text* - White No. 1 Coated Text, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181\*.

*Covers* - White No. 1 Coated Cover, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

*Folded Forms* – White No. 1 Coated Text, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181\*.

<u>Inserts</u> – White No. 1 Coated Cover, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

\* For the above Text pages and Folded Forms requiring No. 1 Coated text, Gloss Finish (JCP A181)

Exception to Paper Specification Standards (March 201 1, No. 12), under "Testing" - The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.

This change is being implemented due to the paper manufacturing industry not currently producing No. 1 and No. 2 Gloss and Dull Text papers that will meet the JCP opacity tolerances.

# **PRINTING**:

## **Pamphlets**

*Text* - Generally prints head-to-head in black only, but some special brochures may have 4-color printing plus up to two PMS colors (same PMS colors that would be on the cover). Facing pages print to and must align across the bind.

Covers - Print covers 1 and 4 as ordered; in either black and one or two Pantone colors, or one or two Pantone colors.

Some 7 x 10 or 8-1/2 x 11" formats have 4-color cover plus one or two Pantone colors on Covers 1 & 4. Print covers 2 and 3 as ordered in: black, black and one Pantone color, or two Pantone colors or 4-color, 4-color and one Pantone color or 4-color and 2 Pantone colors.

Covers 1 and 4 usually print full coverage. Cover 1 contains an intricate flat-tone border design containing multiple screen percentages of one or two Pantone ink colors and may contain a halftone or duotone and require full or partial reverse printing. Covers 2 and 3 print full coverage on the majority of orders.

After printing, when indicated on the print order, apply high gloss aqueous to covers 1 and 4 or 1 through 4.

Note: Spot varnishes may be required on some publications.

## Folded Forms

Print face and back. Face prints in a single Pantone color, or black and one Pantone color. Back usually prints black only; however, an occasional order may require back to print in black and one additional Pantone color or two additional Pantone colors.

Front panel of folded forms contains a flat-tone decorative border of intricate design containing many screen percentages of a single Pantone color, and may contain a halftone image. Panel 1 and/or back panel may require full or partial reverse printing.

All non-bleed back panels of all folded forms are to have a maximum 1/32" color extension from the front panel. This color extension should be supplied on the electronic files from the Government.

After printing, when indicated on the print order, apply high gloss aqueous to panel 1, or panel 1 and last panel (back panel after folding). Form will be laid out so that panel 1 and back panel will be on face of form.

**Note:** The contractor must take any necessary precautions to avoid mechanical printing problems due to design. In addition, Dutch cut imposition is not acceptable.

## Inserts -

Print face and back in black ink only. Printing consists of text and line matter with 200 Line Screen Halftones.

## MARGINS:

## **Pamphlets**

Text Pages - Bleed pages scattered throughout.

*Covers* - Covers 1 and 4 bleed from one to three sides.

# Folded Forms and Inserts

Bleed from one to four sides. Follow margins indicated on electronic file or print order.

**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) dated January 2015.

NOTE: <u>A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run.</u> 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; 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).

The contractor must be able to provide the following equipment in working order for use during press sheet inspections:

- A calibrated densitometer at press side, for the purpose of monitoring density, dot gain, contrast, trapping, hue error, and ink coverage in products containing one color through multicolor process;
- A viewing booth under controlled conditions with 5000° Kelvin overhead luminaries and neutral gray surroundings. Viewing conditions must conform to ISO 3664-2009.

## **BINDING**:

<u>Pamphlets</u> – 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. Covers for all saddle-stitched publications must be scored prior to folding to facilitate folding and prevent cracking.

<u>Folded Forms</u> – Fold from a flat size of  $16 \times 9$ " or  $20 \times 9$ " down to  $4 \times 9$ " with from two to four parallel folds as required. Score all folds prior to folding to facilitate folding and prevent cracking. Contractor should take all necessary steps to prevent ink cracking on the finish folds.

<u>Inserts</u> – Trim four sides to 4 x 9"

**PACKING**: Multiple items ordered on one print order are to be packed separately and are not to be mixed. When indicated on the print order, shrink film wrap in quantities indicated. Reinforce each wrap (when indicated) on the top and bottom with chipboard of suitable thickness to prevent curling, wrinkling, etc. Pack and identify each item separately - attach

Pack in shipping containers not to exceed 45 pounds when fully packed. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (E.T.) of 44 pounds per inch width. <u>Pallets are required</u>. 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 during shipment.

**LABELING AND MARKING**: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Depository copies shipping container labels must contain the current Jacket Number and be marked as "Depository Copies, Item 998-A-01."

File Copies shipping containers must be labeled and marked "File Copies."

**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 sublot. Do not choose copies from the same general area in each sublot. 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.

Quantity	Number of
Ordered	Sublots
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,000 and over	200
3,201 - 10,000 10,001 - 35,000	80 125

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 to the address indicated on/with the print order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

**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 sublot. 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.

**ADVANCE COPIES**: At least 24 hours prior to making the bulk delivery, the contractor must deliver advance copies to the U.S. Government Publishing Office, CPS, at the address listed under "DISTRIBUTION," as follows:

- For orders up to and including 27,000 copies, deliver 25 advance copies.
- For orders over 27,000, deliver 50 advance copies.

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

#### **DISTRIBUTION:** All deliveries must go through GPO for screening prior to delivery on hill):

- Deliver f.o.b destination to approximately three to six addresses within the commercial zone of Washington, DC.
- Deliver f.o.b. destination to the U.S. Capitol, to the Russell Senate Office Building, or to the Hart Senate Office Building, in accordance with the following instructions:

For deliveries to the U.S. Capitol, label as indicated below, and deliver to:

U.S. Government Publishing Office44 H Street NW, Washington, DC 20401.Attn: Mr. KirbyFor redistribution to U.S. Capitol (Room number and Contact person to be supplied with print order)

For deliveries to the Russell, Dirksen, and Hart Senate Office Buildings\*, label as indicated below after GPO address and for redistribution to above:

U.S. Senate Russell Senate Office Building First & C Streets, NE Room SR-B31F, Attn: Gus Durr Washington, DC 20510

U.S. Senate Hart Senate Office Building Second & C Streets, NE Room SH-201, Attn: Beth Hahn/Heather Moore Washington, DC 20510 U.S. Senate Dirksen Senate Office Building First & C Streets, NE Washington, DC 20510 (Room number and contact person to be supplied with print order)

U.S. Senate Hart Senate Office Building Second & C Streets, NE Room SH-B04, Attn: Karen Moore/Kurt Stelter Washington, DC 20510

\* Packages delivered to the four Senate addresses listed above must be processed through the U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, Marked for redistribution to (the appropriate Senate address), for screening prior to delivery. *No deliveries will be accepted on the Hill.* 

There will be an occasional order requiring delivery to the U.S. Senate Warehouse. In such instances, deliver to the GPO marked for redistribution to "Senate Warehouse". GPO Platform will schedule delivery after scanning.

Deliver copies marked as: "Depository File Copies" to: Library of Congress, US/Anglo Division, U.S. Government Documents Section, 101 Independence Avenue SE, Washington, DC 20540-4274.

NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Deliver copies marked as "Depository Copies Item No. 0998-A-01" to: the U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Documents Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986.

NOTE: Any cartons containing "Depository Copies" that are mailed to the GPO's Federal Depository Library Program (FDLP) must be clearly marked to indicate the total number of cartons on the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

Deliveries to the U.S. Government Publishing Office must be made prior to 12 noon, local time.

**Note**: Contractor must give 24-hour notice prior to any delivery to the U.S. Government Publishing Office. The shipping information (tracking numbers, carrier, and print order) must be communicated prior to delivery. Contact Ken DeThomasis or Daniel Ramey at (202) 512-0224.

*Proofs:* Submit proofs together with Government furnished copy to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401. Mark for: Congressional Publishing Services, Room C-730, Stop: CSC. Attn: Ken DeThomasis or Daniel Ramey. Furnished proof label must be filled in by the contractor and used on all proof packages. Prior to submitting proofs contact Ken DeThomasis or Daniel Ramey at (202) 512-0224.

All expenses incidental to submitting proofs, returning furnished materials, digital deliverables, and furnishing samples must be borne by the contractor.

*Advance copies:* Deliver to: U.S. Government Publishing Office, 44 H Street, NW, Central Receiving, Washington, DC 20401. Mark for: Congressional Publishing Services, Room C-730, Stop: CSC. Attn: Ken DeThomasis or Daniel Ramey.

**Prior to delivering advance copies** Contractor must call Ken DeThomasis or Daniel Ramey at (202) 512-0224 with shipping information (tracking numbers, carrier, etc.).

## See Page 12 of 20: ADVANCE COPIES

Upon completion of each order, all furnished materials must be returned to the address listed under "SCHEDULE" (Attn: Ken DeThomasis or Daniel Ramey, Congressional Publishing Services, Room C-730, STOP: CSC).

**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 the U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401.

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

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.

## <u>PROOFS</u>

Contractor to submit all proofs as required within 3 workdays.

Note: All Government Furnished Materials (GFM) must be returned with proofs.

Proofs will be withheld <u>4 workdays</u> from receipt by the Government until proofs are made available for pickup.

Author's alterations of minor nature are anticipated and must be completed within the indicated schedule.

Accelerated Schedule – When an accelerated schedule is required, it will be indicated on the print order and the contractor will be reimbursed in accordance with their bid for "PREMIUM PAYMENTS" as described under "DETERMINATION OF AWARD".

#### **PAMPHLETS (and any required inserts)**

*Regular Schedule* – Complete production and delivery must be made within <u>10 workdays</u> after receipt of an "OK to print" for orders up to and including 50,000 copies.

- Four additional workdays will be allowed for orders of 50,001 copies up to and including 202,000 copies.
- <u>Four more additional workdays</u> will be allowed for orders of 202,001 copies up to an including 400,000 copies.

*Accelerated Schedule* – Complete production and delivery must be made within <u>5 workdays</u> after receipt of an "OK to print" for orders up to and including 50,000 copies.

#### FOLDED FORMS (and any required inserts)

*Regular Schedule* – Complete production and delivery must be made within <u>8 workdays</u> after receipt of an "OK to print" for orders up to and including 27,000 copies.

- <u>Two additional workdays</u> will be allowed for orders of 50,001 copies up to and including 102,000 copies.
- <u>**Two more additional workdays**</u> will be allowed for each additional 100,000 copies, or portion thereof, over 102,000 copies.

*Accelerated Schedule* – Complete production and delivery must be made within <u>5 workdays</u> after receipt of an "OK to Print" for orders up to and including 50,000 copies.

#### ADVANCE COPIES

Required advance copies must deliver at least 24 hours prior to the bulk delivery.

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destinations specified.

Within one week of completion of each order, all Government Furnished Materials (GFM), and required digital deliverables prepared by the contractor, must be returned to the U.S. Government Publishing Office, 27 G Street, NW, Washington, DC 20401, Attn: Congressional Publishing Services, Room C-730, Stop: CSC, Attn: Ken DeThomasis or Daniel Ramey.

## See Page 7 of 19: DIGITAL DELIVERABLES

## **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 workdays** prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-1162.

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)).

# NOTE: 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

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, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at <u>compliance@gpo.gov</u>, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the 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 the first 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.

**PREMIUM PAYMENTS**: Orders requiring an accelerated production schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items in the "Schedule of Prices".

It is estimated that **25% of the orders** placed on this contract will require an accelerated schedule. Therefore premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "Schedule of Prices" (Item V(a)) to **25% of the total price** offered for all items. This additional cost will be included in the total bid and will be used to determine the lowest bid.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

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

I.		(1)	(2)	(3)	
(a)		66	20	8	
(b)		66	20	8	
(c)		1	1	1	
(d)	3				
		(1)	(2)	(3)	(4)
II. 1. (a)		52	16	505	4,809
(b)		12	16	188	4,809
(c)		3	1	30	301
(d)		1	1	4	301
(e)		4	4	30	1,202
(f)		3	1	30	301
		(1)	(2)		
2. (a)		4	121		
(b)		8	231		
3. (a)		3	11		
III. (a)	8,341				
IV. (a)	1,655				

# **SECTION 4 – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination within the commercial zone of Washington, DC.

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.

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

For pamphlets, a 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.

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per 1,000 rate.

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

I **PREPRESS:** One basic charge will be allowed for each color on each printed trim size page or side (face or back) of the product.

An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and requires scanning and digitizing. The price offered should include the cost of all materials and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film. No charge will be allowed for illustrations furnished on electronic files.

	Inserts & Pamphlets <u>Format A</u> (1)	Pamphlets <u>Format B</u> (2)	Folded <u>Forms</u> (3)
(a) Digital color content proofs per trim page sized unit	. \$	\$	\$
(b) Digital one-piece composite laminated color proofs per trim page sized unit	. \$	\$	\$
<ul> <li>(c) Digital one-piece composite laminated color proofs with Pantone match per trim page sized unit</li> </ul>	. \$	\$	\$
(d) System Timework		\$	

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

- **II PRINTING AND BINDING**: The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications, and shall include the costs of all required paper, materials and operations necessary for the complete production of the product ordered, and its respective "Format" group, as defined in Section 2. Specifications.
  - 1. Pamphlets:

		Makeready And/or Setup	Running Per 1,000 Copies
		$(Formats) \\ \underline{\underline{A}} \qquad \underline{\underline{B}} \\ (1) \qquad (2)$	$(Formats)$ $\underline{A} \qquad \underline{B}$ $(3) \qquad (4)$
	<ul> <li>(a) Printing text pages in A single color, includes binding per page\$</li> </ul>	\$	_ \$ \$
	(b) Each additional ink color * for text per page	\$	_ \$ \$
	<ul> <li>(c) Printing covers 1 and 4</li> <li>In a single ink color,</li> <li>includes scoring of covers per side\$</li> </ul>	\$	_ \$ \$
	(d) Printing covers 2 and 3 In a single ink color	\$	_ \$ \$
	<ul> <li>(e) Each additional</li> <li>Ink color * for covers per side\$</li> </ul>	\$	_ \$ \$
	(f) Aqueous coat covers per side\$_	\$	_ \$ \$
2.	Folded Forms:		
		Makeready and/or Setup (1)	Running Per <u>1,000 Copies</u> (2)
	<ul> <li>(a) Printing face and back in a single color, includes folding and aqueous coating of panel 1 only, or panel 1 and last panel of folded formper folded form</li> </ul>		\$
	(b) Each additional ink color *per folded form	\$	\$
	<ul> <li>* Per page 9, contractor is required to run the screen bord the solid background of the same color.</li> </ul>	ler tone-area on a s	separate printing unit from
3.	Inserts:		
	<ul><li>(a) Printing face and back in a single color, includes trimmingper folded form</li></ul>	\$	\$

#### **III ADDITIONAL OPERATIONS:**

(a) Shrink film wrapping ...... per package ...... \$ \_\_\_\_\_

**IV PACKING AND SEALING FOR DISTRIBUTION:** Prices must be all-inclusive, as applicable, and must include the cost of all necessary wrapping and packing materials, labeling or marking, and delivery in accordance with these specifications.

- **V PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items. The percentage increase will be added to all orders which require the accelerated schedule.
  - (a) Percentage increase......%

**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)

Ву \_\_\_\_\_

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

(Person to be contacted)

(Telephone Number)



