

Program:	164-S									
Term:	March 1, 2017 to February 28, 2018									
Title:	USDA Leaflets									
			GATEWAY PRESS, INC.		GRAY GRAPHICS		INTELLIGENCER PRINTING		McDONALD & EUDY INC.	
		BASIS OF	LOUISVILLE, KY		CAPITOL HEIGHTS, MD		LANCASTER, PA		TEMPLE HILLS, MD	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	ELECTRONIC PREPRESS:									
(a)	Trim/page-size unit produced from electronic fileper color/per side.....									
(1)	Format A	70	\$2.00	\$140.00	\$2.00	\$140.00	\$2.08	\$145.60	\$5.00	\$350.00
(2)	Format B	76	\$4.00	\$304.00	\$4.00	\$304.00	\$4.16	\$316.16	\$5.00	\$380.00
(b)	PDF soft Proof.....per file.....									
(1)	Format A	10	\$2.00	\$20.00	\$20.00	\$200.00	\$3.15	\$31.50	\$25.00	\$250.00
(2)	Format B	10	\$3.00	\$30.00	\$20.00	\$200.00	\$6.30	\$63.00	\$25.00	\$250.00
(c)	Digital color content proof.....per side.....									
(1)	Format A	2	\$3.50	\$7.00	\$3.00	\$6.00	\$3.15	\$6.30	\$30.00	\$60.00
(2)	Format B	2	\$7.00	\$14.00	\$6.00	\$12.00	\$6.30	\$12.60	\$30.00	\$60.00
(d)	Ink-Jet proof.....per side.....									
(1)	Format A	2	\$5.00	\$10.00	\$6.00	\$12.00	\$5.25	\$10.50	\$30.00	\$60.00
(2)	Format B	2	\$10.00	\$20.00	\$12.00	\$24.00	\$10.50	\$21.00	\$30.00	\$60.00
(e)	System timework.....per hour.....	2	\$50.00	\$100.00	\$85.00	\$170.00	\$78.75	\$157.50	\$75.00	\$150.00
II.	PRINTING AND BINDING:									
1.	Leaflets - Format A: 8 x 9" up to 12 x 9" (flat size)									
(a)	Printing in a single ink color, including folding.....per leaflet.....									
(1)	Makeready and/ or Setup	2	\$400.00	\$800.00	\$250.00	\$500.00	\$183.75	\$367.50	\$250.00	\$500.00
(2)	Running Per 1,000 Copies	10	\$50.00	\$500.00	\$22.00	\$220.00	\$24.78	\$247.80	\$23.00	\$230.00
(b)	Printing in a color in addition to the first single ink color press run charged for under line item II.1(a).....per color/ per leaflet.....									
(1)	Makeready and/ or Setup	1	\$180.00	\$180.00	\$50.00	\$50.00	\$52.50	\$52.50	\$200.00	\$200.00
(2)	Running Per 1,000 Copies	5	\$1.00	\$5.00	\$5.00	\$25.00	\$1.05	\$5.25	\$10.00	\$50.00
(c)	Printing in four-color process, including folding.....per leaflet.....									
(1)	Makeready and/ or Setup	8	\$795.00	\$6,360.00	\$600.00	\$4,800.00	\$345.45	\$2,763.60	\$325.00	\$2,600.00
(2)	Running Per 1,000 Copies	77	\$52.00	\$4,004.00	\$30.00	\$2,310.00	\$22.84	\$1,758.68	\$23.00	\$1,771.00
(d)	Flood coat vanish face and back.....per leaflet.....									
(1)	Makeready and/ or Setup	8	\$150.00	\$1,200.00	\$50.00	\$400.00	\$52.50	\$420.00	\$60.00	\$480.00
(2)	Running Per 1,000 Copies	80	\$1.50	\$120.00	\$5.00	\$400.00	\$2.10	\$168.00	\$3.00	\$240.00
2.	Leaflets - Format B: 16 x 9" up to 20 x 9" (flat size)									
(a)	Printing in a single ink color, including folding.....per leaflet.....									
(1)	Makeready and/ or Setup	1	\$400.00	\$400.00	\$300.00	\$300.00	\$187.95	\$187.95	\$300.00	\$300.00
(2)	Running Per 1,000 Copies	20	\$62.00	\$1,240.00	\$25.00	\$500.00	\$18.59	\$371.80	\$32.00	\$640.00
(b)	Printing in a color in addition to the first single ink color press run charged for under line item II.2(a).....per color/ per leaflet.....									
(1)	Makeready and/ or Setup	1	\$180.00	\$180.00	\$75.00	\$75.00	\$53.55	\$53.55	\$250.00	\$250.00
(2)	Running Per 1,000 Copies	20	\$1.50	\$30.00	\$7.00	\$140.00	\$0.37	\$7.40	\$10.00	\$200.00
(c)	Printing in four-color process, including folding.....per leaflet.....									
(1)	Makeready and/ or Setup	9	\$795.00	\$7,155.00	\$650.00	\$5,850.00	\$346.50	\$3,118.50	\$400.00	\$3,600.00
(2)	Running Per 1,000 Copies	90	\$67.50	\$6,075.00	\$35.00	\$3,150.00	\$23.21	\$2,088.90	\$33.00	\$2,970.00
(d)	Flood coat vanish face and back.....per leaflet.....									
(1)	Makeready and/ or Setup	9	\$150.00	\$1,350.00	\$75.00	\$675.00	\$51.45	\$463.05	\$65.00	\$585.00
(2)	Running Per 1,000 Copies	107	\$2.00	\$214.00	\$7.00	\$749.00	\$2.73	\$292.11	\$3.00	\$321.00

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		BASIS OF	LOUISVILLE, KY		CAPITOL HEIGHTS, MD		LANCASTER, PA		TEMPLE HILLS, MD	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
III.	PAPER: per 1,000 leaves									
1.	Leaflets - Format A: 8 x 9" up to 12 x 9" (flat size)									
(a)	White No. 2 Coated Text, Gloss-Finish (70-lb.).....	60	\$17.00	\$1,020.00	\$17.00	\$1,020.00	\$17.99	\$1,079.40	\$15.35	\$921.00
(b)	White No. 2 Coated Text, Gloss-Finish (80-lb.).....	17	\$21.00	\$357.00	\$19.00	\$323.00	\$21.34	\$362.78	\$16.35	\$277.95
(c)	White No. 2 Coated Text, Dull-Finish (80-lb.).....	6	\$22.00	\$132.00	\$17.00	\$102.00	\$21.34	\$128.04	\$20.00	\$120.00
(d)	White Litho (Gloss) Coated Cover (80-lb.).....	2	\$35.00	\$70.00	\$19.00	\$38.00	\$36.81	\$73.62	\$40.00	\$80.00
(e)	White Dull Coated Cover (80-lb.).....	2	\$36.00	\$72.00	\$40.00	\$80.00	\$36.81	\$73.62	\$45.00	\$90.00
2.	Leaflets - Format B: 16 x 9" up to 20 x 9" (flat size)									
(a)	White No. 2 Coated Text, Gloss-Finish (70-lb.).....	40	\$26.00	\$1,040.00	\$27.00	\$1,080.00	\$20.92	\$836.80	\$25.00	\$1,000.00
(b)	White No. 2 Coated Text, Gloss-Finish (80-lb.).....	10	\$29.00	\$290.00	\$30.00	\$300.00	\$23.90	\$239.00	\$34.00	\$340.00
(c)	White No. 2 Coated Text, Dull-Finish (80-lb.).....	51	\$30.00	\$1,530.00	\$30.00	\$1,530.00	\$23.90	\$1,218.90	\$34.00	\$1,734.00
(d)	White Litho (Gloss) Coated Cover (80-lb.).....	4	\$71.00	\$284.00	\$65.00	\$260.00	\$53.27	\$213.08	\$63.00	\$252.00
(e)	White Dull Coated Cover (80-lb.).....	5	\$72.00	\$360.00	\$65.00	\$325.00	\$53.27	\$266.35	\$63.00	\$315.00
IV.	ADDITIONAL OPERATIONS:									
(a)	Shrink-Film wrapping.....per package.....	1565	\$0.20	\$313.00	\$0.30	\$469.50	\$0.22	\$344.30	\$0.25	\$391.25
V.	PACKING AND DISTRIBUTION:									
1.	Bulk Shipments -									
(a)	packing and sealing shipping containers.....per container.....	199	\$1.50	\$298.50	\$2.00	\$398.00	\$1.40	\$278.60	\$3.50	\$696.50
2.	Mailed Shipments-									
(a)	Single or multiple copies up to 12 pounds, in kraft envelopes, cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 pounds).....per kraft envelope, bag or bundle.....	6	\$1.50	\$9.00	\$1.00	\$6.00	\$1.66	\$9.96	\$8.00	\$48.00
	CONTRACTOR SUBTOTALS			\$36,233.50		\$27,143.50		\$18,255.20		\$22,822.70
	TOTALS FOR ITEM III: PAPER			\$5,155.00		\$5,058.00		\$4,491.59		\$5,129.95
	SUBTOTALS LESS PAPER			\$31,078.50		\$22,085.50		\$13,763.61		\$17,692.75
	ACCELERATED SCHEDULE	10.00%		\$3,107.85		\$2,208.55		\$1,376.36		\$1,769.28
VI.	PERCENTAGE INCREASE		10.0%	\$310.79	10.0%	\$220.86	10.0%	\$137.64	5.00%	\$88.46
	CONTR'S SUBTOTALS + PERCENTAGE INCR			\$36,544.29		\$27,364.36		\$18,392.84		\$22,911.16
	DISCOUNT		2.00%	\$730.89	2.00%	\$547.29	5.00%	\$919.64	1.00%	\$229.11
	DISCOUNTED TOTALS			\$35,813.40		\$26,817.07		\$17,473.20		\$22,682.05
								AWARDED		



February 1, 2017

Amendment No. 1.

The specifications in our invitation for bids on Program 164-S, currently scheduled for opening at 11:00 AM on Monday February 6, 2017, are amended as follows:

On page 11 of 15 under SECTION 3 – DETERMINATIONS OF AWARD, under III. :

Delete

- 3. (a) 20
- (b) 5

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Bid Section, Room C848, Stop CSPS
732 North Capitol Street NW
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

JAMES A. MCWILLIAMS
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

USDA Leaflets

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

U.S. Department of Agriculture (USDA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **March 1, 2017** and ending **February 28, 2018**, 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 **February 6, 2017**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing 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.

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 <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

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 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 (Rev. August 2002)).

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

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

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

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

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

- P-7. Proofs, Electronic Media.
- P-8. Proofs, Electronic Media.
- P-9. Pantone Matching System.
- P-10. O.K. Proofs.

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 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 **March 1, 2017** through **February 28, 2018**, 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 **November 30, 2016**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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/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.

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 **March 1, 2017** through **February 28, 2018** 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.

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode coversheet program application.

Instructions for the GPO barcode coversheet program application can be found at the following web address:

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

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

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of folded leaflets requiring such operations as electronic prepress, printing (including four-color process), binding, packing, and distribution.

TITLE: USDA Leaflets.

FREQUENCY OF ORDERS: Approximately 15 to 20 orders per year.

Note: Multiple orders may be placed in a single day.

QUANTITY: Approximately 1,000 to 25,000 copies per order.

NUMBER OF PAGES: Face and back.

TRIM SIZES:

	<u>Flat Sizes</u>	<u>Folded Size</u>
Format A	8 x 9" up to 12 x 9"	4 x 9"
Format B	16 x 9" up to 20 x 9"	4 x 9"

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

Platform: Macintosh OSX

Storage Media: CD-R/RW or E-mail

Files will be furnished in both PostScript and native application format.

Software: Adobe Creative Suite (Illustrator, Photoshop and InDesign)

All files will be created in current versions or near current versions of the above mentioned programs.

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. The contractor must provide the upgrades within one (1) month of notification by the Government.**

Fonts: All printer and screen fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information supplied

- GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.
- A visual of all pages showing color breaks will be furnished.
- All illustrations are scanned into electronic files.
- The color identification system used is CMYK.
- Distribution list to be furnished in both hard copy and on a CD (files will be furnished in Microsoft Word).
- A supply of blue labels and selection certificates for shipping Departmental Random copies.
- One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contact listed on the Print Order or GPO Form 952.

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

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

All halftones are to be at 175-line screen or finer.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

PROOFS: As indicated on the Print Order

PDF Soft Proofs

Contractor to submit one “Press Quality” PDF “soft” proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof must indicate margins. PDF will be evaluated for text flow, image position, and margins. Proof will not be used for color match.

E-Mail PDF Proof to the Agency contact noted on the Order.

NOTE: PDF must be marked with the Program number / Print Order number along with a return name and E-Mail address.

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. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product.

Inkjet proofs

Proofs must be G7 profiled and use pigment based inks. A proofing RIP that provides option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09) and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009.

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.

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

THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN “O.K. TO PRINT.”

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.

White No. 2 Coated Text, Gloss-Finish, basis weight: 70 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A182*.

White No. 2 Coated Text, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A182*.

White No. 2 Coated Text, Dull-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A262*.

White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L10.

White Dull Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L60.

* For the above folded leaflets requiring No.2 Coated Text, Gloss-finish (A182); or No.2 Coated Text, Dull-finish (A262)

Exception to Paper Specification Standards (March 2011, 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: Print face and back in black ink only; a single ink color other than black; black plus up to two (2) Pantone colors or four-color process. Face and back have full ink coverage. Face and back may contain screens and type reversing out to white. Flood coat varnish face and back as indicated on Print Order. Match Pantone number as indicated on the Print Order.

Leaflets printing in four-color process must be printed on a press capable of printing four (4) colors in a single pass through the press (minimum four (4) printing units).

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: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8” minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; 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).

MARGINS: Margins will be as indicated on the Print Order or furnished copy. Front and back may bleed on one or up to all four sides.

BINDING: Score on all folds.

Format A: Fold from 8 x 9” to 4 x 9” with one parallel fold, title out

Format A: Fold from 12 x 9” to 4 x 9” with wraparound fold, title out.

Format B: Fold from 16 x 9” to 4 x 9” with either a double parallel fold or barrel fold, title out.

Format B: Fold from 20 x 9” to 4 x 9” with gate fold, double parallel fold or barrel fold.

PACKING: Shrink-film wrap in quantities as specified on the Print Order.

- Bulk Shipments* Pack in shipping containers not to exceed 45 pounds when fully packed.
All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipping.
- Mailed Shipments* Quantities up to 12 pounds, must be inserted into kraft envelopes, cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

LABELING AND MARKING:

- Bulk Shipments* Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.
- Mailed Shipments* Create and affix a recipient address label to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and containers.
At contractor's option, addresses may be imaged directly onto the 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.

<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>
12,000 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address receiving the largest quantity.

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

A copy of the Government-furnished certificate must accompany the voucher sent to the U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

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

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

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Print Order must be included.

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

DISTRIBUTION:

- Deliver f.o.b. destination approximately 50% of all copies ordered to one address in Washington, DC.
- Ship/mail f.o.b. contractor's city the balance to addresses nationwide.

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

All mailing shall be made at the First Class rate.

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

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

Upon completion of each order, all furnished materials must be delivered to the USDA, Room 446-A, 14th and Independence Avenue, SW, Washington, DC 20250.

All expenses incidental to returning materials, submitting proofs and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual Print Order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to: USDA, Room 446-A, 14th and Independence Avenue, SW, Washington, DC 20250.

Furnished electronic media must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

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.

The contractor must submit proofs within **two workdays** of notification of availability of Print Order and furnished material.

PDF Proofs will be withheld not more than **one workday** from receipt in the department.

Hard Proofs (digital content or inkjet proofs) will be withheld no more than **three workdays** from their receipt at the Department until they are made available for pickup.

Note: The first workday after receipt of proofs at the Department is day one (1) of the hold time.)

Regular Schedule: Contractor must complete production and distribution within **five workdays** of receipt of "O.K. to print" on proofs.

Accelerated schedule: Contractor must complete production and distribution within **three workdays** of receipt of "O.K. to print" on proofs.

Note: For orders requiring accelerated schedule, only PDF proofs will be required.

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 24 hours 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)).

When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection

The ship/deliver date indicated on the Print Order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and the date products ordered shipping/ mailing f.o.b. contractor's city must be delivered to the USPS.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, 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 compliance@gpo.gov, 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 one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

PREMIUM PAYMENTS: Orders requiring a production schedule of 3 workdays or less 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 schedules and paid for at the basic prices offered.

It is estimated that **10% of the orders** placed on this contract will require an accelerated schedule. Therefore, premium payments will enter into the Determination of Award by applying the percentage increase offered for the Accelerated Schedule in the "SCHEDULE OF PRICES" [Item VI (a)] to **10% of the total price** offered for all items except Item III (Paper). 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 this voucher.

Invoices submitted to GPO by contractor must have line-item pricing identified using the same outline numbering format used for the "Schedule of Prices" in the contract specifications. Each line-item must be labeled with the outline number of the corresponding task/item specified in the "Schedule of Prices" (for example: II. (a).1).

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

		(1)	(2)	III. 1.(a)	60
				(b)	17
I	(a)	70	76	(c)	6
	(b)	10	10	(d)	2
	(c)	2	2	(e)	2
	(d)	2	2		
	(e)	2		2. (a)	40
				(b)	10
		(1)	(2)	(c)	51
II.	1.(a)	2	10	(d)	4
	(b)	1	5	(e)	5
	(c)	8	77		
	(d)	8	80	3. (a)	20
				(b)	5
	2. (a)	1	20		
	(b)	1	20	IV. (a)	1565
	(c)	9	90		
	(d)	9	107	V. 1. (a)	199
				2. (a)	6

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SECTION 4. - SCHEDULE OF PRICES

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

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Cost of all required paper must be charged under Item II.

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

	<u>Format A</u> (1)	<u>Format B</u> (2)
(a) Trim/page-size unit produced from electronic file per color/per side.....	\$ _____	\$ _____
(b) PDF soft Proof per file.....	\$ _____	\$ _____
(c) Digital color content proof..... side.....	\$ _____	\$ _____
(d) Ink-Jet proof.....per side.....	\$ _____	\$ _____
(e) System timework per hour.....	\$ _____	

Electronic prepress operations that 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 I(e).

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>1. Leaflets – Format A: 8 x 9” up to 12 x 9” (flat size)</i>		
(a) Printing in a single ink color, including folding	per leaflet	\$ _____ \$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(b) Printing in a color in addition to the first single ink color press run charged for under line item I.1(a) per color/ per leaflet	\$ _____	\$ _____
(c) Printing in four-color process, including foldingper leaflet	\$ _____	\$ _____
(d) Flood coat varnish face and backper leaflet	\$ _____	\$ _____
 2. <i>Leaflets Format B: 16 x 9" up to 20 x 9"</i>		
(a) Printing in a single ink color, including foldingper leaflet	\$ _____	\$ _____
(b) Printing in a color in addition to the first single ink color press run charged for under line item I.2.(a) per color/ per leaflet	\$ _____	\$ _____
(c) Printing in four-color process, including foldingper leaflet	\$ _____	\$ _____
(d) Flood coat varnish face and backper leaflet	\$ _____	\$ _____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual Print Orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Leaflets - Each trim/page-size leaf.

	<u>Per 1,000 Leaves</u>
 1. <i>Leaflets – Format A: 8 x 9" up to 12 x 9" (flat size)</i>	
(a) White No. 2 Coated Text, Gloss-Finish (70-lb.)	\$ _____
(b) White No. 2 Coated Text, Gloss-Finish (80-lb.)	\$ _____
(c) White No. 2 Coated Text, Dull-Finish (80-lb.)	\$ _____
(d) White Litho (Gloss) Coated Cover (80-lb.).....	\$ _____
(e) White Dull Coated Cover (80-lb.).....	\$ _____
 2. <i>Leaflets – Format B: 16 x 9" up to 20 x 9" (flat size)</i>	
(a) White No. 2 Coated Text, Gloss-Finish (70-lb.)	\$ _____
(b) White No. 2 Coated Text, Gloss-Finish (80-lb.)	\$ _____
(c) White No. 2 Coated Text, Dull-Finish (80-lb.)	\$ _____
(d) White Litho (Gloss) Coated Cover (80-lb.).....	\$ _____
(e) White Dull Coated Cover (80-lb.).....	\$ _____

(Initials)

IV. ADDITIONAL OPERATIONS:

(a) Shrink-film wrapping.....per package \$ _____

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

1. *Bulk Shipments* –

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

2. *Mailed Shipments* –

(a) Single or multiple copies up to 12 pounds, in kraft envelopes, cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 pounds)per kraft envelope, bag or bundle \$ _____

VI. PREMIUM PAYMENTS: Premium payments, when authorized will apply to all items except Item III, “Paper”

(a) Percentage increase..... %

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

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

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)

(Fax Number)