

PROG. 0735-S														
TITLE: American Community Survey Brochures & Letters														
TERM: Beginning Date of Award and ending June 30, 2020														
Census Bureau (Department of Commerce)														
		Cenveo , Los Angeles			Consolidated Graphics		Las Vegas Color Graphics		Monarch Litho		NPC, Inc		Current Contractor	
		Los Angeles, CA			Laurel , MD		Las Vegas , NV		Montebello CA		Claysburg, PA		GATEWAY PRESS, INC.	
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. PROOFS														
1. Color Content Proofs:														
(a)	8-1/2 x 11".....per trim/page-size unit.....	20	\$5.00	\$100.00	\$3.69	\$73.80	\$7.00	\$140.00	\$6.00	\$120.00	\$5.48	\$109.60	\$4.00	\$80.00
(b)	8-1/2 x 14".....per trim/page-size unit.....	1	\$7.50	\$7.50	\$3.69	\$3.69	\$10.00	\$10.00	\$7.00	\$7.00	\$10.96	\$10.96	\$8.00	\$8.00
(c)	8-1/2 x 17".....per trim/page-size unit.....	1	\$7.50	\$7.50	\$3.69	\$3.69	\$12.00	\$12.00	\$8.00	\$8.00	\$12.33	\$12.33	\$9.00	\$9.00
(d)	5-1/2 x 8-1/2".....per trim/page-size unit.....	1	\$2.50	\$2.50	\$3.69	\$3.69	\$6.00	\$6.00	\$6.00	\$6.00	\$4.11	\$4.11	\$3.00	\$3.00
(e)	5-5/8 x 10-3/4".....per trim/page-size unit.....	12	\$5.00	\$60.00	\$3.69	\$44.28	\$8.00	\$96.00	\$6.00	\$72.00	\$5.48	\$65.76	\$4.00	\$48.00
2. One-piece Laminated Proofs:														
(a)	8-1/2 x 11".....per trim/page-size unit.....	1	\$25.00	\$25.00	\$11.47	\$11.47	\$25.00	\$25.00	\$28.00	\$28.00	\$13.70	\$13.70	\$10.00	\$10.00
(b)	8-1/2 x 14".....per trim/page-size unit.....	6	\$25.00	\$150.00	\$22.93	\$137.58	\$25.00	\$150.00	\$30.00	\$180.00	\$20.55	\$123.30	\$15.00	\$90.00
(c)	8-1/2 x 17".....per trim/page-size unit.....	2	\$35.00	\$70.00	\$22.93	\$45.86	\$35.00	\$70.00	\$35.00	\$70.00	\$27.40	\$54.80	\$20.00	\$40.00
3. Prior-To-Production Samples:														
(a)	8-1/2 x11" Brochure.....per 100 samples.....	2	\$500.00	\$1,000.00	\$103.35	\$206.70	\$1,500.00	\$3,000.00	\$685.00	\$1,370.00	\$511.00	\$1,022.00	\$1,200.00	\$2,400.00
(b)	8-1/2 x 14" Brochure.....per 100 samples.....	1	\$500.00	\$500.00	\$151.09	\$151.09	\$1,600.00	\$1,600.00	\$800.00	\$800.00	\$511.00	\$511.00	\$1,200.00	\$1,200.00
(c)	8-1/2 x 17" Brochure.....per 100 samples.....	1	\$500.00	\$500.00	\$155.22	\$155.22	\$1,800.00	\$1,800.00	\$900.00	\$900.00	\$511.00	\$511.00	\$1,200.00	\$1,200.00
(d)	5-5/8 x 10-3/4" Card.....per 100 samples.....	800	\$100.00	\$80,000.00	\$60.00	\$48,000.00	\$125.00	\$100,000.00	\$45.00	\$36,000.00	\$36.00	\$28,800.00	\$50.00	\$40,000.00
II. PRTG., BIND., PACK., & DISTRIBUTION														
1. Brochures: Prtg. In 2 single ink colors including folding														
(a)	8-1/2 x 11".....per product.....													
	Makeready and/or Setup.....	2	\$600.00	\$1,200.00	\$933.51	\$1,867.02	\$1,500.00	\$3,000.00	\$365.00	\$730.00	\$175.07	\$350.14	\$1,300.00	\$2,600.00
	Running Per 1,000 Copies.....	210	\$30.00	\$6,300.00	\$17.87	\$3,752.70	\$20.00	\$4,200.00	\$17.00	\$3,570.00	\$18.53	\$3,891.30	\$19.00	\$3,990.00
(b)	8-1/2 x 14".....per product.....													
	Makeready and/or Setup.....	6	\$650.00	\$3,900.00	\$983.47	\$5,900.82	\$1,600.00	\$9,600.00	\$400.00	\$2,400.00	\$332.88	\$1,997.28	\$1,300.00	\$7,800.00
	Running Per 1,000 Copies.....	19282	\$16.00	\$308,512.00	\$16.01	\$308,704.82	\$22.00	\$424,204.00	\$17.00	\$327,794.00	\$18.29	\$352,667.78	\$20.00	\$385,640.00
(c)	8-1/2 x 17".....per product.....													
	Makeready and/or Setup.....	1	\$650.00	\$650.00	\$983.80	\$983.80	\$1,800.00	\$1,800.00	\$450.00	\$450.00	\$175.07	\$175.07	\$1,300.00	\$1,300.00
	Running Per 1,000 Copies.....	10	\$18.00	\$180.00	\$22.84	\$228.40	\$30.00	\$300.00	\$20.50	\$205.00	\$62.02	\$620.20	\$50.00	\$500.00
2. Brochures: Printing in four-color process, including folding														
(a)	8-1/2 x 14".....per product.....													
	Makeready and/or Setup.....	1	\$900.00	\$900.00	\$1,318.62	\$1,318.62	\$2,000.00	\$2,000.00	\$640.00	\$640.00	\$216.99	\$216.99	\$2,000.00	\$2,000.00
	Running Per 1,000 Copies.....	50	\$17.90	\$895.00	\$18.99	\$949.50	\$75.00	\$3,750.00	\$19.50	\$975.00	\$53.38	\$2,669.00	\$60.00	\$3,000.00
(b)	8-1/2 x 17".....per product.....													
	Makeready and/or Setup.....	2	\$900.00	\$1,800.00	\$1,331.36	\$2,662.72	\$2,200.00	\$4,400.00	\$700.00	\$1,400.00	\$216.99	\$433.98	\$2,000.00	\$4,000.00
	Running Per 1,000 Copies.....	60	\$18.60	\$1,116.00	\$20.28	\$1,216.80	\$85.00	\$5,100.00	\$19.75	\$1,185.00	\$60.39	\$3,623.40	\$70.00	\$4,200.00
3. Letters: Printing face only in black ink														
(a)	8-1/2 x 11".....per product.....													
	Makeready and/or Setup.....	14	\$450.00	\$6,300.00	\$632.31	\$8,852.34	\$500.00	\$7,000.00	\$280.00	\$3,920.00	\$80.14	\$1,121.96	\$400.00	\$5,600.00
	Running Per 1,000 Copies.....	11738	\$6.50	\$76,297.00	\$8.50	\$99,773.00	\$9.00	\$105,642.00	\$5.00	\$58,690.00	\$8.33	\$97,777.54	\$7.00	\$82,166.00
4. Letters: Printing face and back in black ink only														
(a)	5-1/2 x 8-1/2".....per product.....													
	Makeready and/or Setup.....	1	\$325.00	\$325.00	\$461.19	\$461.19	\$600.00	\$600.00	\$300.00	\$300.00	\$82.60	\$82.60	\$450.00	\$450.00
	Running Per 1,000 Copies.....	10	\$10.00	\$100.00	\$16.88	\$168.80	\$15.00	\$150.00	\$7.50	\$75.00	\$23.21	\$232.10	\$12.50	\$125.00

Table with columns: ITEM NC, DESCRIPTION, BASIS OF AWARD, UNIT RATE, COST, and multiple contractor columns (Cenveo, Consolidated Graphics, Las Vegas Color Graphics, Monarch Litho, NPC, Inc, Current Contractor). Rows include item details, makeready/running costs, and contractor totals.

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

American Community Survey Brochures, Letters, and Instructional Cards

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

Department of Commerce
Census Bureau

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending June 30, 2020, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC, time, on **JUNE 19, 2019**.

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 January 2018. 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. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

CAUTIONARY NOTE: Contractor’s attention is drawn to Page 2 for **Exceptions** to Quality Level II Tolerances. Failure to meet these tightened tolerances will be considered **Critical Defects**. Failure to meet any of these tolerances may be cause for Default.

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

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

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

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature, contact Jim Ballou at jballou@gpo.gov or (202) 512-0310.

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. 1-18)) 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) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Quality Level II
- (b) Finishing (item related) Attributes -- Quality Level II
- (c) Exception: Tolerances and Definitions for Brochures and letters. (See “TOLERANCES AND DEFINITIONS” below.)

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
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. Approved Proofs, Electronic Media, Average Type Dimension in Publication.

P-9. Pantone Matching System.

P-10. Approved Proofs; Electronic Media

TOLERANCES AND DEFINITION:

NOTE: *Brochures, Letters, and Cards will be used in high speed inserting equipment.*

Brochures --

Unfolded size: +/- 1/16”
Folded size: +/- 1/32”.

Unfolded Skewness: 0.75 degrees.
Fold Position: +/- 1/32".
Skewness: +/- 0.75 degrees.
Printed Image Misplacement: +/- 1/32"
+/- 1/16"
Filled-in Characters: There shall be no filled-in characters.

Image position measurements shall be made from the datum and reference perpendicular of the brochure.

Nonconformance with the above tolerances shall be classified as a critical defect unless otherwise specified. The tighter requirement governs in all cases.

Letters --

Size: +/- 1/32"
Skewness: +/- 0.75 degrees
Filled-in Characters: There shall be no filled-in characters.

Nonconformance with the above tolerances shall be classified as a critical defect unless otherwise specified. The tighter requirement governs in all cases.

All letters shall conform to GPO Publication 310.1, Product Quality Level II.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the Date of Award to June 30, 2020, 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 March 31, 2019, 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.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with “Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for Offset and Text will apply to all paper required under this contract.
2. The applicable index figures for the month of June 2019, will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ ______ } \%$$

where X = the index for that month which is two (2) months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in five (5) above less 5%.
7. Adjustments under this clause will be applied to the contractor’s bid price(s) for line items III. 1., 2. and 3. in the “SCHEDULE OF PRICES” and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Printing Office, Washington, DC, immediately after award.

PREPRODUCTION CONFERENCE: A preproduction conference may be held at the U.S. Government Printing Office or via telephone, within six (6) workdays after award. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. The contractor will conduct this preproduction conference during which the previously approved Production Plan will be discussed and the previously approved Quality Plan will be reviewed in depth. (See "PRODUCTION AND QUALITY SYSTEMS PLANS".)

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

PRODUCTION AND QUALITY SYSTEMS PLANS: *The contractor being considered for award is required to submit six (6) written, detailed copies each of their Production Plan and their Quality Systems Plan to the Contracting Officer within three (3) workdays after the Government's request.*

In the event that a change is required in the Production Plan and/or Quality System Plan for any item, the contractor shall submit a revised Production Plan and/or Quality System plan to GPO, within three (3) workdays.

The proposed plans are subject to Government approval.

Production Plan: The minimum requirements to be included in the Production Plan are: 1) a flow chart containing the proposed overall step-by-step methods of production; (*i.e. expected delivery date of paper supply for each item, the number of machines to be used for each item, the dates, times, and shifts per day to be used for each item, including dates, times, and shifts of work performed on weekends, and types of process and machines used for each process of each item*) 2) the proposed start-up dates of all phases of production for all items, which will demonstrate the operation (*i.e., printing, folding, etc.*), length of production period for each operation, anticipated quantity completion rate per production day for each item; 3) how the coordination will be handled from one production phase to the next; 4) the name and title of the person responsible for each production phase (*i.e. Quality Control Officer*); 5) how the final products will be staged/shipped and the name of the person responsible for this phase; 6) *list of steps* the contractor will follow

when purging defective items and when the replacements will be shipped; and, 7) any other special requirements which the contractor deems necessary to successfully perform the contract.

In the event that a change is required in the production of either the brochures and/or the letters, the contractor shall submit a revised Production Plan to the GPO, Attn: Contracting Officer, within three (3) business days of the change. The revised Production Plan is subject to Government approval

Quality Systems Plan: The contractor shall implement (prior to start-up of production and maintain throughout the term of the contract) a Quality Systems Plan for both the brochures and the letters. The plan must demonstrate conformance to all requirements of this contract. The Quality System shall, at a minimum, include the following:

- 1) Appointment of an official who shall be responsible for the complete operation of the quality control system/department. This official shall be responsible for investigating and ascertaining the causes of deficiencies found and shall serve as the Government's single point of contact on all quality matters throughout the term of the contract.
- 2) Appointment of a lead Quality Control (QC) person who is directly involved in the day-to-day production of each item ordered. The QC person shall report directly to the designated official established in paragraph 1) above.
- 3) Details of where and by whom daily process controls and inspections will be performed to detect any defects during each phase of production. The contractor shall state the number of people that shall be permanently assigned to this contract and give details about their individual assignments.
- 4) Procedures to be utilized to insure that daily samples for inspection will be taken from all phases of production. All forms that the contractor will utilize in documenting daily sampling must also be included in the Quality Systems Plan.
- 5) Procedures for detecting any defective and/or incorrect items. Procedures MUST describe in detail the actions that will be taken if/when defects are discovered and how/when these defective/incorrect items will be replaced.
- 6) Description of how verification will be accomplished to insure that both the brochures and letters have been processed in full.
- 7) Description of the procedures for retrieving and correcting any quantity of items shipped to Jeffersonville, IN, which do not meet specifications.

QUALITY SYSTEMS AUDIT: After review of the contractor's Quality Systems Plan, the Government may conduct an in-depth audit of all the contractor's quality control methods and quality systems in a formal walk-through.

Failure to maintain quality systems in accordance with the Quality Systems Plan approved by the Government may result in the Government's termination of the contractor for default.

ON-SITE GOVERNMENT REPRESENTATIVES: Two (2) or more Government representatives may be present at the contractor's production facility, for the duration of each shift, to monitor the production, quality review of all items, plus labeling, packaging and palletizing of shipping containers. For all production process for all items, the Census Quality Assurance team and the contractor's management team will establish a leader or point of contact for each shift on which Census work will be performed.

These *representatives* do not have contractual authority. They are not authorized to make changes, or imply that changes be or can be made, in these specifications or contract. Additionally, these Government *representatives* are not to provide support or disapproval of any concerns pertaining to any of the terms of this contract to the contractor's staff. However, these *representatives* are to bring any and all defects to the attention of the contractor's QC Officer.

The *representatives* will have full and unrestricted access to all production areas where Census work is being produced. The contractor must provide office space with a desk, a telephone and unlimited access to a fax machine. The office must be in an enclosed, secured area adjacent to the production operations. The contractor will be reimbursed for any charges incurred for toll calls made by the Government coordinators upon presentation of voucher and verifiable documentation.

NOTE: The Government *representatives* may affix stickers to the cartons and/or pallets for internal Census purposes. The application of these stickers neither signifies nor implies, in any way, the acceptance of the job by the Government.

The affixed stickers do apply to the acceptance of the materials on the pallet. Pallets cannot be shipped until the stickers have been applied to the pallets or written permission to ship has been provided by the Government.

Travel Expenses and per diem to be incurred by the Government for Quality Control Monitoring of each print order will be a factor in determining award. (See "SECTION 3. – DETERMINATION OF 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 Date of Award through June 30, 2020, 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:

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

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

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

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of brochures, letters, and instructional cards requiring such operations as electronic prepress, printing 1 and 2 colors, and 4-color process, folding, packing, and distribution.

TITLE: American Community Survey Brochures, Letters, and Instructional Cards.

FREQUENCY OF ORDERS: Approximately 30 orders per year. (Note: Items will be ordered on separate print orders.)

QUANTITY: Plus or minus none.

NOTE: Contractor is responsible for excess processing costs incurred for furnishing items that do not meet specifications. **No shortages will be allowed;** therefore the contractor is cautioned that they will be required to make up any shortages at no additional costs to the Government.

Brochures – Approximately *1,000 to 5,000,000* copies per order.

Letters – Approximately *1,000 to 4,500,000* copies per order.

Cards – Approximately *100,000 to 2,500,000* copies per order.

NUMBER OF PAGES:

Brochures – Face and back.

Letters – Face only or face and back.

Cards – Face and back.

TRIM SIZES:

Brochures – 8-1/2 x 11”, 8-1/2 x 14” and 8-1/2 x 17”.

Letters – 5-1/2 x 8-1/2” and 8-1/2 x 11”.

Cards – 5-5/8 x 10-3/4”.

GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows –

Platform: Windows XP.

Storage Media: CD-R.

Software: *Adobe Acrobat Creative Suite 5.5; One Form Designer Plus by Amgraf, Inc. All supplied as PDFs.*

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 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: --A visual of all files will be furnished.
--GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

Samples furnished are to be used as a guide only.

One piece of camera copy for carton label.

One piece of camera copy for pallet label.

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 person noted on the GPO's 952 form and to the GPO.

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.

Files must be output on high resolution image processors at a minimum of 2540 dpi and a minimum 133-line screen.

DIGITAL DELIVERABLES: Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy. Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files or any proprietary file formats other than those supplied, unless specified by the Government.

NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

PROOFS:

NOTE: Proofs will be required for all Print Orders.

One digital color content proofs for each item/print order. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

1 set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for items/orders printing in 4-color process.

At contractor's option, 1 set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: www.gpo.gov/gporestarget.pdf. NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qjsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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.

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."

PRIOR TO PRODUCTION SAMPLES (Brochures and Instruction Cards only): The sample requirement for this contract is 200, 500 or 1,000 printed samples (as indicated on Print Order.) After receipt of "O.K. to print" on proofs but prior to the commencement of production of the contract production quantity, the contractor shall submit samples for the type of brochure or instruction card ordered. Each sample must be printed and constructed as specified using the form, materials, equipment, and methods of production which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. If machine processing of the final product is indicated in the specification, the samples will be tested and must function satisfactorily on the equipment indicated.

Prior to the commencement of production of the contract production quantity, the contractor shall deliver samples as follows:

- Submit 50 samples to the U.S. Census Bureau, Remote Delivery Facility (RDF), Gate 9, 4600 Silver Hill Road, Suitland, MD 20746, Attn: Donald J. Meyd, Rm. 3J424B (Tel. 301-763-4447). Mark Carton(s): PRIORS – URGENT.
- Simultaneously, submit balance to the U.S. Census Bureau, Attn: Marilyn Mink, Bldg 61A.1201 E. 10th Street, Jeffersonville, IN 47112 (Tel.: 812-218-2418). Mark Carton(s): PRIORS – URGENT.

The container and accompanying documentation for each delivery address shall be marked "PRIOR TO PRODUCTION SAMPLES", and shall include the GPO jacket, purchase order, program, and print order numbers.

Inside delivery to room number specified is required.

NOTE: All Prior to Production samples must deliver via traceable means. Approval/disapproval of Priors will come from the Suitland, MD address.

Contractor must submit Prior to Production samples within three (3) workdays of receipt of "O.K. to print" on the proofs.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with the procedures as indicated in Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

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

Government Paper Specification Standards No. 12 - https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf.

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

Brochures –

White Litho (Gloss) Coated Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A170.

Letters –

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Note: For JCP Code A170 and JCP Code A60: *The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of postconsumer fiber is encouraged provided that the requirements of this standard are met. All other attributes remain the same.*

Cards –

White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

PRINTING: Match Pantone number as indicated on the print order.

Brochures –

Print face and back in two ink colors or four-color process. Printing consists of type and line matter, illustrations, tints, and solids.

After printing, apply a clear, high gloss, non-yellowing varnish to the face and back.

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

Letters –

Face only – Print in black ink, or in black ink and one additional Pantone color. Printing consists of type and line matter.

Face and back – Print face and back in black ink only. Printing consists of type and line matter.

Cards –

Face only – Print face and back in black ink and one additional Pantone color. Printing consists of type and line matter.

PRESS SHEET INSPECTION: Final makeready press sheets and imaged products may be inspected and approved at the contractor’s plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets and imaged product, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) 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; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

MARGINS: Margins and bleeds will be as indicated on the print order or furnished copy.

BINDING:

Brochures – Fold using two parallel folds (wraparound or accordion style, as specified), title out. Contractor to fold as specified on the print order and follow furnished sample.

Letters – Trim four sides.

Cards – Trim four sides.

BINDING INSPECTION: Binding operations (trimming and folding) may be inspected and approved at the contractor’s plant for quality conformance and for the purpose of establishing specific standards that are to be maintained throughout the process. Upon approval, the contractor is charged with maintaining those standards throughout the binding process (within QATAP tolerances, when applicable). The contractor is also charged with discarding all products that preceded approval. When a binding inspection is required, it will be specified on the individual print order. Note: A binding inspection does not constitute a prior approval of the entire run. The contractor must not fold prior to receipt of an “O.K. to fold”.

PACKING: Pack and identify the brochures and letters separately, in suitable quantities, in shipping containers not to exceed 45 pounds when fully packed.

DO NOT place rubber bands around the brochures, letters, or cards.

Containers must be packed in such a way as to prevent crushing while in transit. The Government will NOT accept crushed containers. Crushed containers will be returned to the contractor for replacement, at the contractor’s expense.

NOTE: Pack in boxes constructed with a minimum bursting strength of 275 pounds per square inch.

PALLETS/PALLETIZING: All orders must be shipped on pallets. Wood pallets are required with *un-notched solid stringers, allowing entry only from the ends. Pallets must not have deck boards that overhang from outside edge of stringer.* Plastic or pressboard pallets are not acceptable. Pallets must be 48”L x 42”W. (*stringer measurement must be the 48”dimension*). Full two-sided entry on the 42” width dimension required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48”.

Cartons must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit removal without damage to the cartons. Cartons shall be of the appropriate dimensions so as to be stacked on the pallets so that the length of each carton runs in the opposite direction to the row of cartons beneath/above (i.e., interlocking 90-degree palletizing scheme) with carton labels facing out. Carton dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure that all rows on all pallets are of the same dimensions. Pallets with overhanging cartons or rows will not be accepted. **MIXING OF ITEMS ON PALLETS PROHIBITED.**

LABELING AND MARKING (Package and/or Container Label):

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

CAUTION: Noncompliance with the labeling and marking specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at the contractor’s expense. After giving notice of the deficiency and affording the contractor an opportunity and reasonable time to correct, the Government may, at its option, re-label and/or re-mark in accordance with these specifications and charge all costs to the contractor. (See GPO Publications 310.2, as revised 6-01, Supplemental Specification, Labeling and Marking Specifications, Section 11.)

NOTE: The contractor shall not ship prior to receipt of an “O.K. to ship”. The “O.K. to ship” will be coordinated through the On-Site Government Coordinators.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

All Items

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

These randomly selected copies must be packaged separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

CENSUS QUALITY ASSURANCE RANDOM COPIES: After approval is received on the press sheet inspection and starting with the first day of printing, the contractor shall, during each day, randomly select one (1) sample, every 7,000 impressions, of each type of press sheet produced that day. Each sampling shall be distributed throughout the day. Each sample shall have: 1. The date and time, stamped by machine, when the sample is pulled; 2. The shift noted on the sample; and 3. The press number noted on the sample.

The contractor shall develop a method for selecting the press sheet samples that is acceptable to the Government. For example, if the items are printed roll-to-roll, the samples may be selected from the tail of each output roll.

If binding is performed as a separate operation, one (1) random sample, every 5,000 copies per day from each operation shall be selected. If the operations are combined into one continuous operation, one (1) random sample every 5,000 copies per day from each operation shall be selected. Each sample shall have: 1. The date and time, stamped by machine, when the sample is pulled; 2. The shift noted on the sample; and 3. The press number noted on the sample. The on-site Government coordinators will inspect the Census Quality Assurance Random Copies indicated above. After inspection, the contractor shall ship these samples (marked "QUALITY SAMPLES") overnight to the: U.S. Census Bureau, Attn: Michael Dassance, Building 61D, 1201 East 10th Street, Jeffersonville, IN 47132 (Telephone: 812-218-2281).

DISTRIBUTION: Deliver f.o.b. destination to one (1) address in Jeffersonville, IN, and one (1) address in Suitland, MD as follows:

- Approximately 50 copies to the U.S. Census Bureau, Remote Delivery Facility (RDF), Gate 9, 4600 Silver Hill Road, Suitland, MD 20746, Attn: Tomas Encarnacion, Room 6H156A (301-763-2021).
- Balance of each order to the U.S. Census Bureau, Receiving Section, Attn: Paula Spurgeon (SSB), Building 60-F, 1201 East Tenth Street, Jeffersonville, IN 47132. (812-218-2412.)

Deliveries to the Jeffersonville, IN, address must be made between the hours of 8:30 a.m. and 3:00 p.m. (local time), Monday through Friday, excluding Government holidays.

Deliveries to the Suitland, MD, address must be made from Suitland Road, through Gate 9, between the hours of 8:00 a.m. and 4:00 p.m. (Washington, DC time), Monday through Friday, excluding Government holidays. (NOTE: Platform height is 48".)

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

Upon completion of each order and under separate cover, all furnished material (including electronic media) and digital deliverables must be returned, via traceable means, to the U.S. Census Bureau, Remote Delivery Facility (RDF), Gate 9, 4600 Silver Hill Road, Suitland, MD 20746, Attn: Donald J. Meyd, Room 3J424B (301-763-4447). The furnished material must be clearly labeled "Government Furnished Material" and must include Jacket and Print Order numbers. The digital deliverables must be clearly labeled "Digital Deliverables" and must include the Jacket and Print Order numbers.

All expenses incidental to returning materials, submitting proofs, and furnishing samples 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).

Government furnished material and all proofs must be picked up from and delivered to the U.S. Census Bureau, Remote Delivery Facility (RDF), Gate 9, 4600 Silver Hill Road, Suitland, MD 20746, Attn: Donald J. Meyd, Room 3J424B (301-763-4447). Mark PROOF Package: PROOFS – URGENT.

NOTE: All proofs must deliver via traceable means.

Furnished electronic media must be returned with proofs.

Contractor must submit Production Plan within three (3) workdays of notification of award.

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.

Production Schedule:

Contractor must complete production and distribution (AT DESTINATION) as follows:

Brochures –

- *Quantities from 1,000 copies up to and including 3,000,000 copies:*
 - Requiring Proofs, plus Press Sheet and Bindery Inspections—within 19 workdays after notification of availability of Print Order.*
 - Requiring Proofs but waving Press Sheet and Bindery Inspections—within 16 workdays after notification of availability of Print Order.*
- *Quantities over 3,000,000 copies:*
 - Requiring Proofs, plus Press Sheet and Bindery Inspections—within 24 workdays after notification of availability of Print Order.*
 - Requiring Proofs, but waving Press Sheet and Bindery Inspections—within 21 workdays after notification of availability of Print Order.*

Letters –

- *For all quantities:*
 - Requiring Proofs, plus Press Sheet and Bindery Inspections—within 19 workdays after notification of availability of Print Order.*
 - Requiring Proofs but waving Press Sheet and Bindery Inspections—within 16 workdays after notification of availability of Print Order.*

Cards –

- *For all quantities:*
 - Requiring Proofs, plus Press Sheet and Bindery Inspections—within 25 workdays after notification of availability of Print Order.*
 - Requiring Proofs but waving Press Sheet and Bindery Inspections—within 19 workdays after notification of availability of Print Order.*

Proofs will be withheld no more than three (3) workdays from their receipt at the U.S. Census Bureau until they are made available for pickup. (Note: The first workday after receipt of proofs at the U.S. Census Bureau is day one (1) of the hold time.)

If revised proofs are required due to author's alterations, contractor must submit revised proofs within two (2) workdays of notification. Contractor to pick up edited revised proofs within two (2) workdays.

NOTE: When prior-to-production samples are required, 8 workdays will be added to the schedule.

The contractor must notify the GPO of the date and time the ***press sheet inspection and/or binding inspection*** can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours (3 workdays) prior to the inspection. Notify the U.S. Government Printing Office, Quality Control for Procured Printing (QCPP), Washington, D.C. 20401, or telephone area code (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. 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.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any 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.

Travel expenses and per diem to be incurred by the Government for press sheet inspections, binding inspections and inspection and quality control monitoring (See “ON-SITE GOVERNMENT REPRESENTATIVES”) will be a factor in determining award. This will be based on the following:

- Sending two (2) Government representatives from the Washington, DC and four (4) Government representatives from the Jeffersonville, IN, area for the press sheet and binding inspections on all orders lasting approximately one (1) calendar day each.
- Sending six (6) On-Site Government Coordinators from the Jeffersonville, IN, area for the inspection and quality control monitoring on all orders for approximately 15 workdays per print order.

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

<p>I. 1. (a) 20 (b) 1 (c) 1 (d) 1 (e) 12</p> <p>2. (a) 1 (b) 6 (c) 2</p> <p>3. (a) 2 (b) 1 (c) 1 (d) 800</p>	<p>III. 1.(a) 10 (b) 4821 (c) 15</p> <p>2.(a) 10 (b) 5942</p> <p>3.(a) 4669</p>
<p>II.1. (a) (1) 2 (2) 210 (b) 6 19282 (c) 1 10</p> <p>2. (a) 1 50 (b) 2 60</p> <p>3. (a) 14 11738</p> <p>4. (a) 1 10 (b) 6 62</p> <p>5. (a) 1 10</p> <p>6. (a) 12 18676</p> <p>7. (a) 2 210 (b) 12 19282 (c) 4 6</p>	

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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.

A charge will be allowed for each page of a single-color product. For products printing in more than one color, a charge under line item II. 5., will be allowed only for pages actually printed with the additional color(s).

I. PROOFS:

1. Color Content Proofs

- (a) 8-1/2 x 11" per trim/page-size unit.....\$ _____
- (b) 8-1/2 x 14" per trim/page-size unit.....\$ _____
- (c) 8-1/2 x 17" per trim/page-size unit.....\$ _____
- (d) 5-1/2 x 8-1/2" per trim/page-size unit.....\$ _____
- (e) 5-5/8 x 10-3/4" per trim/page-size unit.....\$ _____

2. One-piece Laminated Proofs

- (a) 8-1/2 x 11" per trim/page-size unit.....\$ _____
- (b) 8-1/2 x 14" per trim/page-size unit.....\$ _____
- (c) 8-1/2 x 17" per trim/page-size unit.....\$ _____

(Initials)

3. Prior-To-Production Samples:

- (a) 8-1/2 x 11" Brochure per 100 samples\$ _____
- (b) 8-1/2 x 14" Brochure per 100 samples\$ _____
- (c) 8-1/2 x 17" Brochure per 100 samples\$ _____
- (d) 5-5/8 x 10-3/4" Card per 100 samples\$ _____

II. PRINTING, BINDING, PACKING AND DISTRIBUTION: 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) |
|--|--|--|
| 1. Brochures: Printing in two single ink colors, including folding | | |
| (a) 8-1/2 x 11"per product..... | \$ _____ | \$ _____ |
| (b) 8-1/2 x 14"per product..... | \$ _____ | \$ _____ |
| (c) 8-1/2 x 17"per product..... | \$ _____ | \$ _____ |
| 2. Brochures: Printing in four-color process, including folding | | |
| (a) 8-1/2 x 14"per product..... | \$ _____ | \$ _____ |
| (b) 8-1/2 x 17"per product..... | \$ _____ | \$ _____ |
| 3. Letters: Printing face only in black ink | | |
| (a) 8-1/2 x 11"per product..... | \$ _____ | \$ _____ |
| 4. Letters: Printing face and back in black ink only | | |
| (a) 5-1/2 x 8-1/2"per product..... | \$ _____ | \$ _____ |
| (b) 8-1/2 x 11"per product..... | \$ _____ | \$ _____ |
| 5. Letters: Printing in a color in addition to the first single ink color
press run not charged for under line item II.3. | | |
| (a) 8-1/2 x 11"per color/per page..... | \$ _____ | \$ _____ |
| 6. Instructional Cards: Printing in two single ink colors. | | |
| (a) 5-5/8 x 10-3/4"per product..... | \$ _____ | \$ _____ |
| 7. Varnishing: | | |
| (a) 8-1/2 x 11" per page..... | \$ _____ | \$ _____ |

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(b) 8-1/2 x 14" per page	\$ _____	\$ _____
(c) 8-1/2 x 17" per page	\$ _____	\$ _____

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:

Brochures -- Each trim/page-size leaf.

Letters – Each page-size leaf.

Cards – Each trim/page-size leaf.

	<u>Per 1,000 leaves</u>
1. White Litho (Gloss) Coated Book (50-lb.):	
(a) Brochures (8-1/2 x 11")	\$ _____
(b) Brochures (8-1/2 x 14")	\$ _____
(c) Brochures (8-1/2 x 17")	\$ _____
2. White Offset Book (50-lb.):	
(a) Letters (5-1/2 x 8-1/2")	\$ _____
(b) Letters (8-1/2 x 11")	\$ _____
3. White Index (90-lb.):	
(a) Cards—instructional (5-5/8 x 10-3/4")	\$ _____

 (Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor’s city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

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

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

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

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

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

Bidder

(Contractor Name)	(GPO Contractor’s Code)
(Street Address)	
(City – State – Zip Code)	

By _____

(Printed Name, Signature, and Title of Person Authorized to Sign this Bid)	(Date)
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(Person to be Contacted)	(Telephone Number)	(Email)
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THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____