

PROGRAM No. 5512-S Contract Period: October 1, 2019 through September 30, 2020 plus 4 option years				
TITLE: Missouri Publications				
ITEM	DESCRIPTION	QTY	Scotts Printing, Rolla, MO	
			UNIT PRICE	COST
I	COMPLETE PRODUCT:			
(a)	Books – Saddle Stitch (Up to 108 pages, including covers)(80 lb. text, 80 lb. cover)			
(1)	Makeready and/or Setup, interior plus covers	2	2.10	\$4.20
(2)	Running, per page, per 100 copies, black	50	13.00	\$650.00
(3)	Running, per page, per 100 copies, 4-color text	150	14.30	\$2,145.00
(4)	Running, per page, per 100 copies, 4-color covers	12	28.90	\$346.80
(b)	Books - Perfect Bound (Over 108 pages, including covers) (80 lb. text, 80 lb. cover)			
(1)	Makeready and/or Setup, interior plus covers	2	2.10	\$4.20
(2)	Running, per page, per 100 copies, black	250	13.60	\$3,400.00
(3)	Running, per page, per 100 copies, 4-color text	100	14.95	\$1,495.00
(4)	Running, per page, per 100 copies, 4-color covers	6	38.50	\$231.00
(c)	Brochures, 2-page			
(1)	Makeready and/or Setup	3	66.00	\$198.00
(2)	Running, per page, per 100 copies, White Litho Coated Book (80-lbs)	125	27.85	\$3,481.25
(3)	Running, per page, per 100 copies, White Litho Coated Book (100-lbs)	125	28.70	\$3,587.50
(d)	Brochures, 4-page			
(1)	Makeready and/or Setup	4	83.60	\$334.40
(2)	Running, per page, per 100 copies, White Litho Coated Book (80-lbs)	80	55.65	\$4,452.00
(3)	Running, per page, per 100 copies, White Litho Coated Book (100-lbs)	80	57.33	\$4,586.40
(e)	Brochures, 6-page			
(1)	Makeready and/or Setup	2	570.00	\$1,140.00
(2)	Running, per page, per 100 copies, White Litho Coated Book (80-lbs)	87	122.85	\$10,687.95
(3)	Running, per page, per 100 copies, White Litho Coated Book (100-lbs)	87	141.75	\$12,332.25
(f)	Maps, 4-color process, per printed map unit, including folding			
(1)	Makeready and/or Setup	1	104.50	\$104.50
(2)	Running, per unit, per printed side, per 100 copies	1	4.70	\$4.70
(g)	Fold-ins, 4-color process, per printed fold-in			
(1)	Makeready and/or Setup	1	106.70	\$106.70
(2)	Running, per unit, per printed fold-in side, per 100 copies	20	4.40	\$88.00
(h)	Bookmarks/cards, 4-color process,			
(1)	Makeready and/or Setup per printed page	3	7.15	\$21.45
(2)	Running, per printed page (side), per 100 copies	500	30.20	\$15,100.00
II.	ADDITIONAL OPERATION:			
(a)	Books – Saddle Stitch or Perfect Bound			
(1)	Aqueous/Clear Gloss Toner, Covers 1 & 4 plus spine, Running, per 100 copies	2	66.00	\$132.00
	TOTAL OFFER :			\$64,633.30
	EPA:		0%	\$0.00
	NET OFFER :			\$64,633.30
				Award

Prepared by: KD

Proofread by: LH

U.S. GOVERNMENT PRINTING OFFICE
200 N. LaSalle St., Suite 810
Chicago, IL 60601-1055

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Missouri Publications

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

Department of Interior, USGS, Rolla Publishing Service Center

Single Award

BID OPENING: Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on **September 19, 2019.**

BID SUBMISSION: Send bids to U.S. Government Publishing Office, Suite 810, 200 N. LaSalle St., Chicago, IL 60601, or fax bids to **312-886-2057**.

- 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.

CONTRACT TERM: The term of this contract is for the period beginning October 1, 2019, and ending September 30, 2020, plus up to four optional 12-month extension period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause in this contract.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: ALL PRODUCTION FACILITIES USED IN THE MANUFACTURE OF THE PRODUCT MUST BE LOCATED WITHIN A 75-MILE RADIUS OF ROLLA, MO.

INFORMATION: For questions about these specifications call Lisa Hollingsworth at 312-353-3916 x2. Abstracts of contract prices are available at <http://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

Fax requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at 312-886-3163.

SECTION I.- 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 (revised August 2002)).

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/how-to-register> where one can register as a GPO.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

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

Product Quality Levels: (a) Printing (page related) Attributes- **Level 3.**
(b) Finishing (item related) Attributes- **Level 3.**
(c) Exceptions: None

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	Approved Press Inspection
P-10 Process Color Match	Approved Press Inspection
Alternate Standard	OK Proofs

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract this operation will be declared not responsible.

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.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 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 revision.

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from October 1, 2019 to September 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 June 30, 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.

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 October 1, 2019, through September 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 receiving payment. 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/agency/billing-and-payment>.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES.

Also submit one copy of itemized billing to: Rebekah Davis at rjdavis@usgs.gov or U.S. Geological Survey, SPN, Attn: Rebekah Davis, 1400 Independence Road, MS 231, Rolla, MO 65401

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of books (including those with inserted maps and/or fold-ins), brochures, and bookmarks/cards, including such operations as electronic pre-press, proofs, printing in four-color process, binding, packing, and distribution.

TITLE: Missouri Publications.

Although this is an option year contract, all estimates are based upon one year's production.

FREQUENCY OF ORDERS: Approximately 19 orders per year as follows:

- Books, saddle-stitch – Approximately 3 orders per year.
An occasional order may require production of a map and/or fold-in(s).
- Books, perfect bound – Approximately 2 orders per year.
An occasional order may require production of a map and/or fold-in(s).
- Brochures, 2-page – Approximately 8 orders per year.
- Brochures, 4-page – Approximately 4 orders per year.
- Brochures, 6-page – Approximately 2 orders per year.
- Bookmarks/cards, 2-page – Approximately 1 order per year.

QUANTITY:

- Books, saddle-stitch – Approximately 50-200 copies per order.
An occasional order may be less than 45 copies.
An occasional order may reach or exceed 1,000 copies.
- Books, perfect bound – Approximately 100-200 copies per order.
An occasional order may be less than 50 copies.
An occasional order may reach or exceed 1,000 copies.
- Brochures, 2-page – Approximately 1,000-3,000 copies per order.
An occasional order may reach or exceed 5,000 copies.
- Brochures, 4-page – Approximately 500-1,000 copies per order.
An occasional order may reach or exceed 2,500 copies.
- Brochures, 6-page – Approximately 500-1,000 copies per order.
An occasional order may reach or exceed 2,500 copies.
- Bookmarks/cards, 2-page – Approximately 1,000-2,000 copies per order
An occasional order may reach or exceed 3,000 copies.

NUMBER OF PAGES:

- Books, saddle-stitch – Approximately 25-100 black pages.
Approximately 5-50 four-color process pages (text + covers)
An occasional order may reach or exceed 100 total pages.
- Books, perfect bound – Approximately 25-100 black pages.
Approximately 5-50 four-color process pages (text + covers)
An occasional order may reach or exceed 200 total pages.
- Brochures, 2-page – Face and back, four-color process.
An occasional order may print face only.
- Brochures, 4-page – Face and back, four-color process, folded to 8.5 x 11".
An occasional order may print face only.
- Brochures, 6-page – Face and back, four-color process, folded to 8.5 x 11".
An occasional order may print face only.
- Bookmarks/cards, 2-page – Face and back, four-color process.
An occasional order may print face only.

TRIM SIZES:

Books, saddle-stitch – 8.5 x 11 inches

Books, perfect bound – 8.5 x 11 inches

An occasional book may have a map and/or fold-in(s):

Maps – Up to maximum trim size 48 x 72 inches (or as specified on print order)

Fold-ins – Up to maximum trim size 48 x 72 inches (usually 17 x 11 inches, or as specified)

Brochures, 2-page – 8.5 x 11 inches

Brochures, 4-page – 11 x 17 inches (folded to 8.5 x 11)

Brochures, 6-page – 25.5 x 11 inches (tri-fold to 8.5 x 11)

Bookmarks/cards, 2-page – Up to maximum trim size 8.5 x 11 inches

GOVERNMENT TO FURNISH: Electronic files will generally be furnished on CD-ROM, via email, or via the contractor's FTP or another upload location (if one is available). Government will maintain control of the source electronic files, so only print Portable Document Formats (PDFs) or other files suitable for print will be provided. CMYK 4-color process will be used. Contractor must be able to pick up CD-ROM from Rolla, MO, location or accept via email or other electronic means.

Print Order (GPO Form 2511). Print orders will generally be sent as a hard copy, on CD-ROM, via email, or via the contractor's FTP or another upload location (if one is available). Contractor must be able to pick up hard copy or CD-ROM from Rolla, MO, location or accept via email or other electronic means.

Shipping Container Labeling and Marking Specifications (GPO Form 905). See GPO Contract Terms Booklet, Publication 310.2. for more information.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the Agency and Lisa Hollingsworth at 312-353-3916 x2 in sufficient time to comply with the shipping schedule. The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility.

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.

PROOFS: Number of sets of proofs will be indicated on print order as follows:

2 sets of digital color content proofs and inkjet proofs (hard copy required, unless otherwise specified on print order) to Agency in Rolla, MO (will be returned for press run)

1 set of digital color content proofs and inkjet proofs to additional Agency contact, when required as specified (will not be returned)

Proofs must be delivered to addresses in the conterminous United States.

Digital color content 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, as applicable. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Inkjet proofs must be G7 profiled and use pigment-based inks may be submitted. 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 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

Proofs must contain color 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 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 and indicate margins. Proofs will be used for color match on press.

Or if digitally color printed:

Digital color one-off proofs created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proofs will be used for color match on the press on the production run.

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.

Author's alterations (AAs) may be required occasionally during the proofing stage. **Any such changes will be made by the Agency.** Agency will provide revised electronic files to the contractor. Additional days may be added to the contractor's schedule if the Agency holds proofs longer than the specified schedule. Any AAs that require an extension of the contractor's schedule must be immediately brought to the attention of the contract administrator, Lisa Hollingsworth at lhollingsworth@gpo.gov or 312-353-3916 x2.

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

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

NOTICE: Copies of the "Government Paper Specifications Standards, No. 13," dated March 2019, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or available in PDF format on the GPO website at: https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

Unless otherwise specified on print order, this is the stock/paper to use:

- Books – Text Pages: White Matte Coated Book (basis weight 80 lbs. per 500 sheets, 25 x 38”) equal to JCP Code A240.
- Cover Pages: White Dull Coated Cover (basis weight 80 lbs. per 500 sheets, 20 x 26”), equal to JCP Code L60.
- Maps/fold-ins: White Matte Coated Book (basis weight 80 lbs. per 500 sheets, 25 x 38”) equal to JCP Code A 240.
- Envelopes for maps: White and Light Brown Shade Kraft (basis weight 28 to 32 lbs. per 500 sheets, 17 x 22” equal to JCP Code V10). Open end or thumb notch (no flap).
- Brochures – White Litho (Gloss) Coated Book, (basis weight: 80 lbs. per 500 sheets, 25 x 38”), equal to JCP Code A180, OR
White Litho (Gloss) Coated Book, (basis weight: 100 lbs. per 500 sheets, 25 x 38”), equal to JCP Code A182.
- Bookmarks/cards – White Litho (Gloss) Coated Cover (basis weight 100 lbs. per 500 sheets, 20 x 26”), equal to JCP Code L10.

PRINTING: Print face only or head to head in black ink and/or 4-color process. High resolution digital printing is acceptable as long as quality level is maintained. Inkjet printing or color copying “off the glass” is not acceptable. Digital printing must be capable of smooth gradient tints with no banding or tone jumping. Minimum acceptable resolution is 1200 X 1200 dpi. 4800 X 600 dpi is acceptable. HP Indigo 5500 or 7000, Xerox models 7000, 8000, 700, 800 and Xerox iGen4 are known to have this capability. Resolution of the contractor’s machine will be reviewed at the time of the award. Published resolutions will be used to determine suitability. Software enhanced or simulated resolution specifications will not be accepted.

- Books – Print text pages head-to-head in 4-color process and black ink. Covers print separately in 4-color process, face and back. An occasional cover may print 4-color process on face and black-only on back. An occasional cover may print 4-color process face and back, and/or may require a face-only top coat of a clear, non-yellowing aqueous coating (or clear gloss toner equivalent).
- Maps/fold-ins – Print one side only or face and back in 4-color process, black, or another color other than black. Some orders may require the printing of a map only, folded and inserted into contractor’s furnished blank (no printing required) 9 x 12” white or light brown (golden) kraft envelope, open end or thumb notch (no flap) along the 9” dimension. Color and style of envelope at option of the Agency.
- Brochures – Print head-to-head in 4-color process. An occasional order may be face only.
- Bookmarks/cards – Print head-to-head in 4-color process. Face and back or face only.

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

PRESS SHEET INSPECTION: At Agency’s option, final makeready press sheets may be inspected and approved at the contractor’s plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards

throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

The contractor must notify the Agency 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 2 workdays prior to the inspection. Telephone calls will be accepted between the hours of 8:00 a.m. and 4:30 p.m., prevailing central 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.

BINDING: Various binding styles will be ordered as follows. Cracking on the folds will not be acceptable and may result in rejection.

- | | |
|---------------------------|--|
| Books – | <u>Up to and including 108 pages including cover:</u> Score and fold to 8.5 x 11". Saddle-wire stitch in two places and trim three sides.
<u>Over 108 pages including cover:</u> Perfect-bind text and wraparound cover. Trim three sides. Score cover on folds and 1/4" from spine to form hinge scores.
<u>Both:</u> Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. |
| Maps – | Maps larger than 17 x 11" will be folded and inserted into contractor's furnished envelope (specified above). Glue envelopes to cover 3. No printing required on envelopes. Size of the envelope will be at the option of the contractor but are anticipated to range from 5.5 x 8.5" to 8.5 x 11". |
| Fold-ins – | Collate in proper sequence. Gather in sets at end of text, tip or insert throughout text, or insert in envelopes as indication with each order. |
| Brochures, 2-page – | Trim 4 sides (usually 8.5 x 11"). |
| Brochures, 4-page – | 11 x 17" folded to 8.5 x 11". Score on the fold. |
| Brochures, 6-page – | 25.5 x 11" tri-folded to 8.5 x 11" with title panel out. Score on all folds. |
| Bookmarks/cards, 2-page – | Trim 4 sides (size specified on print order). |

PACKING: Pack in shipping containers NOT TO EXCEED 20 POUNDS when fully packed.

Books: Wrap (kraft paper or shrink-film) or band in suitable units and pack in shipping bundles or pack in containers as appropriate. Products shall not be mixed within bundles or containers.

Brochures: Most orders will require shrink film wrapping in units of 50. An occasional order may require shrink film wrapping in units of 50-100, or up to 500. Pack in containers as appropriate. Products shall not be mixed within bundles or containers.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width. One sample copy of the product packaged in each

bundle or container must be attached, face up to the outside of the bundle or container, to identify the contents therein. At the contractor's option, when multi-page products are packaged, a sample copy of the first page of the product may be attached to identify the contents. When multiple bundles or containers are required to package the same product, they must be identified (i.e. 1 of 3, 2 of 3, etc). All expenses incidental to identify bundles and containers must be borne by the contractor.

GPO “VERIFICATION OF DELIVERY”: Contractor MUST email delivery verification information to VerifyChicago@gpo.gov WITHIN 24 HOURS OF DELIVERY. Enter Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment of invoices.

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of these receipts or other acceptable proof must accompany the contractor’s voucher for payment.

DISTRIBUTION: Unless otherwise specified by the Agency, orders will ship **f.o.b. destination** to one or more of the following addresses. Additional information if needed, such as room number and/or contact name, will be provided with the 2511 print order or via Agency communication. Occasionally, additional addresses may be used.

U.S. Geological Survey, SPN
Attn: Rebekah Davis
1400 Independence Road, MS 231
Rolla, MO 65401

47914 252nd Street
Sioux Falls, SD 57198

(Inside delivery required, unless otherwise specified on print order)

1217 Biltmore Drive
Lawrence, KS 66049

Various U.S. Geological Survey locations,
including, but not limited to:

4200 New Haven Road
Columbia, MO 65201

405 North Goodwin
Urbana, IL 61801

5231 South 19th Street
Lincoln, NE 68512

400 South Clinton Street, Suite 269
Iowa City, IA 52240

2280 Woodale Drive
Mounds View, MN 55112

821 East Interstate Avenue
Bismarck, ND 58503

8711 37th Street Southeast
Jamestown, ND 58401

1608 Mountain View Road
Rapid City, SD 57702

3162 Bozeman Avenue
Helena, MT 59601

GPO SAMPLES: Mark package with Program number and Print Order number. GPO samples are to be shipped at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. Deliver sample copies by the most economical method. **No additional charge will be allowed for these samples.**

RETURN OF GOVERNMENT FURNISHED MATERIALS: Upon completion of each order, furnished electronic media such as CDs/DVDs must be returned to the Rolla, MO, address shown under “Distribution”. All other furnished materials should be destroyed after 30 days, unless otherwise specified by the Agency.

All expenses incidental to the pickup and return of all proofs, Government Furnished Material, and furnishing GPO 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 a signed print order (GPO Form 2511).

Furnished material must be picked up from and returned to the Rolla, MO address shown under “Distribution”. No definite schedule for the pickup of material can be predetermined. At times, pickup notification may be less than 24 hours. For example, notification that materials require pickup at 8 a.m. may be sent the prior evening until 9 p.m.

The following schedule begins the workday upon notification of print order and furnished materials, if received by noon. If notification of print order and furnished materials is after noon, the first workday in the schedule is the following day.

The numbers under the column headed “WD After” represent the maximum number of workdays allowed to complete that certain part of the schedule after completion of the preceding part. Total workdays in the schedule may be shorter than the maximum, if items are completed early.

	<u>WD After</u>
Contractor delivers proofs	5
Contractor receives “Ok to Print”	3
AAs (if required).....	1
Complete delivery at destination(s)	6

The ship/deliver date indicated on the print order is the date that products ordered must be delivered to the destination(s) specified. **All pickups and deliveries must be made Monday through Friday, exclusive of Federal Holidays.**

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year’s orders 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 during a like period of time.

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

I.

(a)

- (1) 3
- (2) 50
- (3) 150
- (4) 12

(b)

- (1) 2
- (2) 250
- (3) 100
- (4) 6

(c)

- (1) 8
- (2) 125
- (3) 125

(d)

- (1) 4
- (2) 80
- (3) 80

(e)

- (1) 2
- (2) 87
- (3) 87

(f)

- (1) 1
- (2) 1

(g)

- (1) 1
- (2) 12

(h)

- (1) 3
- (2) 500

II.

(a)

- (1) 2

SECTION 4.- SCHEDULE OF PRICES

Bids offered are **f.o.b. Destination**.

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.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES.

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

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

I. COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations necessary (including but not limited to proofs, AAs, plates, paper, ink, folding, shrink film wrapping, packing, labeling, shipping, required notifications, etc.) for the complete production and distribution of the products listed in accordance with these specifications. Only one “makeready” charge will be allowed per product regardless of the number of copies run.

- (a) Books – Saddle Stitch (Up to 108 pages, including covers)(80 lb. text, 80 lb. cover)
 - (1) Makeready and/or Setup, interior plus covers \$ _____
 - (2) Running, per page, per 100 copies, black \$ _____
 - (3) Running, per page, per 100 copies, 4-color text \$ _____
 - (4) Running, per page, per 100 copies, 4-color covers \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

(b) Books - Perfect Bound (Over 108 pages, including covers) (80 lb. text, 80 lb. cover)

- (1) Makeready and/or Setup, interior plus covers \$ _____
- (2) Running, per page, per 100 copies, black \$ _____
- (3) Running, per page, per 100 copies, 4-color text \$ _____
- (4) Running, per page, per 100 copies, 4-color covers \$ _____

(c) Brochures, 2-page

- (1) Makeready and/or Setup \$ _____
- (2) Running, per page, per 100 copies,
White Litho Coated Book (80-lbs) \$ _____
- (3) Running, per page, per 100 copies,
White Litho Coated Book (100-lbs) \$ _____

(d) Brochures, 4-page

- (1) Makeready and/or Setup \$ _____
- (2) Running, per page, per 100 copies,
White Litho Coated Book (80-lbs) \$ _____
- (3) Running, per page, per 100 copies,
White Litho Coated Book (100-lbs) \$ _____

(e) Brochures, 6-page

- (1) Makeready and/or Setup \$ _____
- (2) Running, per page, per 100 copies,
White Litho Coated Book (80-lbs) \$ _____
- (3) Running, per page, per 100 copies,
White Litho Coated Book (100-lbs) \$ _____

(f) Maps, 4-color process, per printed map unit, including folding

- (1) Makeready and/or Setup \$ _____
- (2) Running, per unit, per printed side, per 100 copies \$ _____

(g) Fold-ins, 4-color process, per printed fold-in

- (1) Makeready and/or Setup \$ _____
- (2) Running, per unit, per printed fold-in side, per 100 copies \$ _____

(f) Bookmarks/cards, 4-color process,

- (1) Makeready and/or Setup per printed page \$ _____
- (2) Running, per printed page (side), per 100 copies \$ _____

II. ADDITIONAL OPERATION:

(a) Books – Saddle Stitch or Perfect Bound

- (1) Aqueous/Clear Gloss Toner, Covers 1 & 4 plus spine,
Running, per 100 copies \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

PRODUCTION AREA: My production facilities are located within 75 miles of Rolla, MO. **Yes No**

PLAN FOR PICKUP OF MATERIALS, INCLUDING NOTIFICATIONS OF LESS THAN 24-HOURS: Please describe how you would receive notification of furnished materials pickup after normal business hours, and the method and timing you would provide for transportation of these furnished materials from the Agency to your location.

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)

(Person to be Contacted) (Telephone Number) (Email)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)