

Prog:	0003-S											
Title:	COPYRIGHT OFFICE CERTIFICATE OF REGISTRATION											
Term:	Beginning Date of award and ending December 31, 2019											
			DOYLE PRINTING Hyattsville, MD		GRAY GRAPHICS Capitol Heights, MD		UPTOWN PRESS Baltimore, MD		McDONALD & EUDY PRTRS Temple Hills, MD		CURRENT CONTRACTOR McDONALD & EUDY PRTRS	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST			UNIT RATE	COST	UNIT RATE	COST
I.	ELECTRONIC PREPRESS:											
(a)	Digital Color Content Proofs.....											
per trim/page-size unit.....	5	\$10.00	\$50.00	\$15.00	\$75.00	\$10.00	\$50.00	\$10.00	\$50.00	\$2.50	\$12.50
(b)	Electronic proofs.....per page unit.....	3	\$20.00	\$60.00	\$2.00	\$6.00	\$10.00	\$30.00	\$10.00	\$30.00	\$2.50	\$7.50
(c)	System Timework.....per hour.....	3	\$125.00	\$375.00	\$85.00	\$255.00	\$65.00	\$195.00	\$65.00	\$195.00	\$75.00	\$225.00
II.	COMPLETE PRODUCT:											
(a)	Item 1: Face and back product, face printing in two ink colors back printing in one ink color.....											
(1)	<u>Makeready and/or Setup</u>	4	\$325.00	\$1,300.00	\$400.00	\$1,600.00	\$315.00	\$1,260.00	\$425.00	\$1,700.00	\$350.00	\$1,400.00
(2)	<u>Running Per 1,000 Copies</u>	300	\$27.00	\$8,100.00	\$32.00	\$9,600.00	\$41.00	\$12,300.00	\$26.00	\$7,800.00	\$23.00	\$6,900.00
(b)	Item 2: Face and back product printing in one ink color.....											
(1)	<u>Makeready and/or Setup</u>	4	\$275.00	\$1,100.00	\$300.00	\$1,200.00	\$265.00	\$1,060.00	\$400.00	\$1,600.00	\$325.00	\$1,300.00
(2)	<u>Running Per 1,000 Copies</u>	100	\$24.00	\$2,400.00	\$26.00	\$2,600.00	\$39.00	\$3,900.00	\$26.00	\$2,600.00	\$22.00	\$2,200.00
(c.)	Item 3: Face only product printing in two ink colors.....											
(1)	<u>Makeready and/or Setup</u>	1	\$325.00	\$325.00	\$400.00	\$400.00	\$265.00	\$265.00	\$350.00	\$350.00	\$300.00	\$300.00
(2)	<u>Running Per 1,000 Copies</u>	30	\$26.00	\$780.00	\$32.00	\$960.00	\$39.00	\$1,170.00	\$26.00	\$780.00	\$22.00	\$660.00
(d)	Copy requests less than 100,000 copies for item 1, 50,000 copies for item 2 and 30,000 for item 3....											
(1)	<u>Makeready and/or Setup</u>	1	\$325.00	\$325.00	\$400.00	\$400.00	\$195.00	\$195.00	\$450.00	\$450.00	\$450.00	\$450.00
(2)	<u>Running Per 1,000 Copies</u>	30	\$33.00	\$990.00	\$38.00	\$1,140.00	\$46.00	\$1,380.00	\$30.00	\$900.00	\$30.00	\$900.00
	CONTRACTOR TOTALS			\$15,805.00		\$18,236.00		\$21,805.00		\$16,455.00		\$14,355.00
	DISCOUNT		5.00%	\$790.25	2.00%	\$364.72	1.00%	\$218.05	1.00%	\$164.55	1.00%	\$143.55
	DISCOUNTED TOTALS			\$15,014.75		\$17,871.28		\$21,586.95		\$16,290.45		\$14,211.45

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

COPYRIGHT OFFICE CERTIFICATE OF REGISTRATION

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

Library of Congress

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning date of award and ending December 31, 2019, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on January 30, 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.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC. Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding with particular attention to the following: (1) 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; and (2) 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 <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>.

For information of a technical nature call **Mr. O'Neal (202) 512-0310** (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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>.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for 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 Date of Award to December 31, 2019, 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 September 30, 2018, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

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 December 31, 2019, 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically 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.

WARRANTY: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) is amended for the solicitation to the effect that the warranty period is **EXTENDED** from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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>.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of three different certificates, requiring such operations as electronic prepress, printing in one or two colors, trimming, packing, and delivery.

TITLE: COPYRIGHT OFFICE CERTIFICATE OF REGISTRATION.

FREQUENCY OF ORDERS: Approximately 5 orders of Item 1, "Certificate of Registration", approximately 3 orders of Item 2, "2nd Sheet", and approximately 2 orders of Item 3, "Certificate of Recordation".

QUANTITY: Item 1, "Certificate of Registration", approximately 100,000 to 250,000 copies; Item 2, "2nd Sheet", approximately 50,000 copies per order; Item 3, "Certificate of Recordation", approximately 30,000 copies per order.

***NOTE: THERE MAY BE 2-5 ORDERS SUBMITTED FOR LESS THAN 10,000 COPIES**

TRIM SIZE: 8-1/2 x 11". (NOTE: Trim size must be exact, +1/32", since paper will run through a QMS printer).

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: Macintosh G5/OSX Version 10.6.8

Storage Media: CD/DVD

Software: InDesign CS5; Illustrator CS5

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished for Mac system.

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: Files will be furnished in native application format. A visual of the furnished electronic files will be provided for position only.

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

GPO Form 892c (R. 8/95) Proofs

GPO Form 2678 (departmental random copies-blue label) for shipping Departmental Random Copies.

GPO Form 917 (Certificate of Selection) for shipping Departmental Random Copies.

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 agency contact as specified on the print order.

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.

Prior to making revisions, 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, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS: Two sets of digital color content proofs of the entire product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. 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.

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 "OK to print."

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

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

The stock/paper required will be indicated on each print order.

Items 1, 2, & 3: White Ledger, grammage basis weight: 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code J10.

PRINTING: Item 1: Face and back, print a matching full coverage security background tint in Pantone 4535 tan. Face over prints with a 1-3/16" diameter fine detailed agency logo plus 7 lines of type matter in Pantone 548 blue.

Item 2: Face and back, print a matching full coverage security background tint in Pantone 4535 tan.

Item 3: Prints face only, a full coverage security background tint in Pantone 4535 tan with an agency logo reversing out to white. Face over prints with a 1-3/16" diameter fine detailed agency log plus 12 lines of type matter and 5 lines of rule matter in Pantone 548 blue.

NOTE: The forms produced on this Program will be processed through a QMS printer in lieu of blank paper. Documents processed through the QMS printer will be imaged onto these forms. Therefore, the contractor is cautioned to furnish the proper ink, water fountain solution and print quality conditions to produce and guarantee a printed product that will perform satisfactorily through the QMS printer. The ink used must be able to withstand a temperature of 205°C (400°F), a pressure of 140 lbs. per square inch, exposure to silicone oil, and a dwell time of 30-35 milliseconds during processing on a QMS printer machine.

MARGINS: Inadequate gripper margins; follow furnished electronic media. Bleeds on all sides.

BINDING: Trim 4 sides.

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PACKING: Pack suitably 3,000 copies per shipping container. Pallets are required.

Shrink-film wrap in units of 500 copies, with 8-1/2 x 11" pieces of .040" thick chipboard on top and bottom of each bundle. A sample of the certificate is to be placed on top of the chipboard, face up, with quantity indicated thereon along with a preprinted shrink ticket.

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

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

<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 packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which 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 to: the address under DISTRIBUTION for “Printed Certificates”- Room 455.

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

A copy of the signed 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.

DISTRIBUTION: Deliver f.o.b. destination as follows:

PRINTED CERTIFICATES:

Library of Congress, Copyright Office, Room LM-427, Madison Building, 101 Independence Avenue, SE, Washington, D.C., 20559. Upon delivery, contact Teresa McCall or Helen Hester-Ossa at 707-8831 or 6809 Shipment must not be left unattended.

Proofs - Deliver to and pick-up from Library of Congress at the Independence Avenue, SE, address indicated above, Room LM-455. Upon delivery, contact Teresa McCall or Helen Hester-Ossa or send electronic proof(s) by email to Teresa McCall to temc@loc.gov

If, because of security requirements, the package carrier is prevented from delivering to Room LM-455 directly in the James Madison Building, Library of Congress, notify Helen Hester-Ossa (extension: 7-6809) or Teresa McCall (extension: 7-8831) for immediate pickup; OR,

If the carrier is directed to deliver package to freight services, at the C-Street loading dock, inform the Freight Services Office that the package is for Copyright Publications, Room 455.

Persons making deliveries or pickups through the Madison Building Loading Dock at the rear of the building on C-Street will be required to register in and out and to present photo identification.

Upon completion of each order, return disk to the Library of Congress, Copyright Office, at the Independence Avenue, SE, address indicated above, Room LM-455. Upon delivery, contact Teresa McCall or Helen Hester-Ossa.

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

NOTE: Due to Government mail disruptions and increased security restrictions, deliveries for James Madison Memorial Building must be made by contractor's personnel. Small parcel carriers (such as UPS, FedEx, DHL, etc.) are not authorized for direct delivery to the James Madison Memorial Building and will not be acceptable. Contractor personnel will be supplied an entry badge by the Library of Congress.

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

Furnished material, proofs and Print Order must be picked up from and delivered to Room LM-455 of the address listed under DISTRIBUTION, to the attention of Teresa McCall or Helen Hester-Ossa or by electronic method/email.

No definite schedule for pickup of material can be predetermined.

At contractor's option, furnished material will be mailed f.o.b. contractor's plant. Time consumed in mailing will be deducted from the production schedule.

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.

Item 1: CERTIFICATE OF REGISTRATION and Item 3: CERTIFICATE OF RECORDATION

Contractor must complete production and delivery within 13 workdays. Proofs will be held for three (3) workdays. The day after receipt is day one of the hold time.

If revised proofs are required, contractor must submit them within 3 workday(s) or less days if electronic and pickup OK'd proofs within 3 workday(s).

In the event of an emergency caused by the incapacity or the resignation of the Register of Copyrights, an emergency supply of certificates (Item 1; 100,000 copies and/or Item 3; 30,000 copies) will be required on the following expedited schedule. Contractor must complete production and delivery within 7 workdays. Proofs will be held for one (1) workday. The day after receipt is day one of the hold time.

The schedule for delivery of Item 2; 2nd Sheet will be 5 workdays after notification of the availability of the print order.

The ship/deliver date indicated on the print order is the date products ordered 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 each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

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

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

- I. (a) 5
- (b) 3
- (c) 3

- (1) (2)
- II. (a) 4 300
- (b) 4 100
- (c) 1 30
- (d) 1 30

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 non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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.

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

I. ELECTRONIC PREPRESS:

- (a) Digital Color Content Proofs per trim/page-size unit \$ _____
- (b) Electronic proofs per page unit \$ _____
- (c) System Timework per hour \$ _____

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

II. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials, proofs and paper stock for printed certificates and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000Copies</u> (2)
(a) Item 1: Face and back product, face printing in two ink colors back printing in one ink color.....	\$ _____	\$ _____
(b) Item 2: Face and back product printing in one ink color.....	\$ _____	\$ _____
(c) Item 3: Face only product printing in two ink colors.....	\$ _____	\$ _____
(d) Copy requests less than 100,000 copies for Item 1, 50,000 copies for item 2 and 30,000 for item 3.....	\$ _____	\$ _____

(Initials)

My production facilities are located within the assumed area of production..... _____yes _____no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government furnished material.... _____
 - a. Number of hours from acceptance of print order to pickup of Government furnished material _____
 - b. Number of hours from pickup of Government furnished material to delivery at contractor's plant _____
2. Proposed carrier(s) for delivery of completed product.... _____
 - a. Number of hours from notification to carrier to pickup of completed product..... _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

SHIPMENTS: 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 Solicitations 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 point(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's 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 Address)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initial) (Initial)
