

|             |  |                |                        |                    |                      |                    |                                 |                    |                           |                    |
|-------------|--|----------------|------------------------|--------------------|----------------------|--------------------|---------------------------------|--------------------|---------------------------|--------------------|
| Program:    | 69-S   |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| Term:       | Date of Award to April 30, 2021  |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| Title:      | Agricultural Reports, Manuals, or Amendments   |                |                        |                    |                      |                    |                                 |                    |                           |                    |
|             |  |                | <b>GLOBAL PRINTING</b> |                    |                      |                    |                                 |                    |                           |                    |
|             |  |                | <b>dba MORE VANG</b>   |                    | <b>GRAY GRAPHICS</b> |                    | <b>McDONALD &amp; EUDY INC.</b> |                    | <b>CURRENT CONTRACTOR</b> |                    |
|             |  |                | Alexandria, VA         |                    | Capitol Heights, MD  |                    | Temple Hills, MD                |                    | McDONALD & EUDY INC.      |                    |
| ITEM NO.    | DESCRIPTION  | BASIS OF AWARD | UNIT RATE              | COST               | UNIT RATE            | COST               | UNIT RATE                       | COST               | UNIT RATE                 | COST               |
| <b>I.</b>   | <b>PREPRESS:</b>   |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| (a)         | Trim/Page-size unit from camera copy.....per color/per   | 1,183          | 1.50                   | \$1,774.50         | 1.50                 | \$1,774.50         | 1.50                            | \$1,774.50         | 1.25                      | \$1,478.75         |
| (b)         | Trim/Page-size unit from electronic file.....per color/per   | 1,262          | 2.75                   | \$3,470.50         | 1.00                 | \$1,262.00         | 0.75                            | \$946.50           | 3.00                      | \$3,786.00         |
| (c)         | PDF Soft Proofs.....per file.....  | 15             | 3.00                   | \$45.00            | 5.00                 | \$75.00            | 25.00                           | \$375.00           | 2.00                      | \$30.00            |
| (d)         | System Timework.....per hour.....  | 3              | 75.00                  | \$225.00           | 85.00                | \$255.00           | 75.00                           | \$225.00           | 75.00                     | \$225.00           |
| <b>II.</b>  | <b>PRINTING, BINDING, PACKING AND DISTRIBUTION:</b>  |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| (a)         | Loose-leaf text pages: Printing in a single color.....per page.....  |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| (1)         | <b>Makeready and/or Setup</b>  | 2,124          | 5.50                   | \$11,682.00        | 4.00                 | \$8,496.00         | 5.00                            | \$10,620.00        | 5.00                      | \$10,620.00        |
| (2)         | <b>Running Per 100 Copies</b>  | 25,884         | 0.18                   | \$4,659.12         | 0.20                 | \$5,176.80         | 0.15                            | \$3,882.60         | 0.15                      | \$3,882.60         |
| (b)         | Loose-leaf Cover: Printing in a single color<br>Covers 1 and 2 only .....per complete cover.....   |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| (1)         | <b>Makeready and/or Setup</b>  | 16             | 100.00                 | \$1,600.00         | 100.00               | \$1,600.00         | 100.00                          | \$1,600.00         | 100.00                    | \$1,600.00         |
| (2)         | <b>Running Per 100 Copies</b>  | 152            | 2.25                   | \$342.00           | 3.00                 | \$456.00           | 2.00                            | \$304.00           | 2.00                      | \$304.00           |
| (c)         | Loose-leaf Cover: Printing in a single color<br>Covers 1 thru 4.....per complete cover.....  |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| (1)         | <b>Makeready and/or Setup</b>  | 1              | 150.00                 | \$150.00           | 150.00               | \$150.00           | 150.00                          | \$150.00           | 150.00                    | \$150.00           |
| (2)         | <b>Running Per 100 Copies</b>  | 20             | 2.00                   | \$40.00            | 4.00                 | \$80.00            | 3.00                            | \$60.00            | 3.00                      | \$60.00            |
| (d)         | 4-Page Product-Text or Cover wrap: Printing in a single color<br>Includes folding.....per product.....   |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| (1)         | <b>Makeready and/or Setup</b>  | 10             | 125.00                 | \$1,250.00         | 100.00               | \$1,000.00         | 150.00                          | \$1,500.00         | 125.00                    | \$1,250.00         |
| (2)         | <b>Running Per 100 Copies</b>  | 731            | 2.75                   | \$2,010.25         | 3.00                 | \$2,193.00         | 1.50                            | \$1,096.50         | 1.50                      | \$1,096.50         |
| (e)         | Saddle-wire stitched or pasted: Printing in a single color<br>Includes binding.....per page.....   |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| (1)         | <b>Makeready and/or Setup</b>  | 318            | 6.50                   | \$2,067.00         | 5.00                 | \$1,590.00         | 7.00                            | \$2,226.00         | 6.50                      | \$2,067.00         |
| (2)         | <b>Running Per 100 Copies</b>  | 10,648         | 0.20                   | \$2,129.60         | 0.15                 | \$1,597.20         | 0.18                            | \$1,916.64         | 0.18                      | \$1,916.64         |
| <b>III.</b> | <b>PAPER: Per 100 Leaves</b>   |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| (a)         | White or Colored Writing (20-lb.)  | 9,404          | 2.00                   | \$18,808.00        | 1.10                 | \$10,344.40        | 0.85                            | \$7,993.40         | 1.50                      | \$14,106.00        |
| (b)         | White Uncoated Text (50-lb)  | 10,162         | 0.82                   | \$8,332.84         | 0.74                 | \$7,519.88         | 0.70                            | \$7,113.40         | 0.67                      | \$6,808.54         |
| (c)         | White Uncoated Text (60-lb)  | 131            | 0.90                   | \$117.90           | 0.80                 | \$104.80           | 0.85                            | \$111.35           | 0.79                      | \$103.49           |
| (d)         | White or Colored Index (110-lb.)   | 30             | 6.00                   | \$180.00           | 5.00                 | \$150.00           | 6.50                            | \$195.00           | 5.00                      | \$150.00           |
| (e)         | White or Colored Vellum-Finish Cover (50-lb.)  | 305            | 6.50                   | \$1,982.50         | 5.00                 | \$1,525.00         | 6.50                            | \$1,982.50         | 5.00                      | \$1,525.00         |
| <b>IV.</b>  | <b>ADDITIONAL OPERATIONS:</b>  |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| (a)         | Additional folding   |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| (1)         | Makeready.....per order.....   | 27             | 75.00                  | \$2,025.00         | 75.00                | \$2,025.00         | 50.00                           | \$1,350.00         | \$50.00                   | \$1,350.00         |
| (2)         | Running.....per 100 copies.....  | 1,437          | 5.50                   | \$7,903.50         | 2.00                 | \$2,874.00         | 4.00                            | \$5,748.00         | 5.00                      | \$7,185.00         |
| (b)         | Perforating-on-fold or off-fold  |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| (1)         | Makeready.....per order.....   | 2              | 95.00                  | \$190.00           | 75.00                | \$150.00           | 75.00                           | \$150.00           | 50.00                     | \$100.00           |
| (2)         | Running.....per 100 copies.....  | 59             | 5.00                   | \$295.00           | 2.00                 | \$118.00           | 4.00                            | \$236.00           | 4.00                      | \$236.00           |
| (c)         | Drilling (each run).....per 100  | 16,190         | 0.35                   | \$5,666.50         | 0.10                 | \$1,619.00         | 0.20                            | \$3,238.00         | 0.50                      | \$8,095.00         |
| (d)         | Shrink-film wrapping..... per 100  | 162            | 0.30                   | \$48.60            | 25.00                | \$4,050.00         | 15.00                           | \$2,430.00         | 0.25                      | \$40.50            |
| <b>V.</b>   | <b>PACKING AND DISTRIBUTION:</b>   |                |                        |                    |                      |                    |                                 |                    |                           |                    |
| (a)         | Pack/seal shipping containers Includes cost of creating and affixing address labels. (up to approximately 45lbs. Capacity).....each container..... | 860            | 2.50                   | \$2,150.00         | 2.00                 | \$1,720.00         | 1.75                            | \$1,505.00         | 1.50                      | \$1,290.00         |
|             | <b>CONTRACTOR TOTALS</b>   |                |                        | <b>\$79,144.81</b> |                      | <b>\$57,905.58</b> |                                 | <b>\$58,729.39</b> |                           | <b>\$69,456.02</b> |
|             | <b>DISCOUNT</b>  |                | <b>0.00%</b>           | <b>\$0.00</b>      | <b>2.00%</b>         | <b>\$1,158.11</b>  | <b>1.00%</b>                    | <b>\$587.29</b>    | <b>1.00%</b>              | <b>\$694.56</b>    |
|             | <b>DISCOUNTED TOTALS</b>   |                |                        | <b>\$79,144.81</b> |                      | <b>\$56,747.47</b> |                                 | <b>\$58,142.10</b> |                           | <b>\$68,761.46</b> |
|             |  |                |                        |                    |                      | <b>AWARDED</b>     |                                 |                    |                           |                    |

**U.S. GOVERNMENT PUBLISHING OFFICE**  
Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Agricultural Reports, Manuals, or Amendments**

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

**Department of Agriculture (USDA)**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **April 30, 2021**, 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 opened at 11:00 a.m., prevailing Eastern Standard Time (EST), on **May 7, 2020** at the U.S. Government Publishing Office, APSDC. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to [apsdc@gpo.gov](mailto:apsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Program 69-S and the bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

**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, D.C.

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:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to the following:

- GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Perspective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. This document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

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, call **David Love** at (202) 512-0307 or email [aps-team1@gpo.gov](mailto:aps-team1@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

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-rev-09-19.pdf>

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

### Product Quality Levels:

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

### Inspection Levels (ANSI/ACQC Z1.4):

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

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

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

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. Camera copy, electronic media, average type dimension in publication.
- P-8. Camera copy, electronic media.
- P-9. Government furnished sample, color swatch, Pantone Matching System color.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12-months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **five years** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “ECONOMIC PRICE ADJUSTMENT” for periodic pricing adjustments(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 **April 30, 2021**, 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 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 **January 31, 2020**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the Economic Price Adjustment for the period being considered for adjustment.

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

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

**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.

**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.

**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 **April 30, 2021**, 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.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Submitting all 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. Information for using this method can be found at the following web address:

<https://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 must be itemized in accordance with line items in the "SCHEDULE OF PRICES."**

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of cut sheet forms, self- and separate-cover, saddle-stitched pamphlets and loose-leaf publications, requiring such operations as electronic prepress, printing, binding, packing, and distribution.

**TITLE:** Agricultural Reports, Manuals, or Amendments.

**FREQUENCY OF ORDERS:** Approximately 45 orders per year.

**NOTE:** Multiple orders may be placed on the same day

**QUANTITY:** Approximately 100 to 22,000 copies per order  
Note: An occasional order may be up to approximately 30,000 copies.

**NUMBER OF PAGES:**

Approximately 2 to 200 pages per order. An occasional order may be up to 300 pages.

No order would be both 30,000 copies and 300 pages.

**TRIM SIZES:** Various trim sizes will be ordered as follows:

5-3/8 x 8-7/8" up to and including 8-1/2 x 11" OR 11 X 8-1/2" Oblong

Oblong-style - It is anticipated that up to approximately 5% of the orders will require binding Oblong-style, with stitching across the short dimension.

**GOVERNMENT TO FURNISH:** Camera copy and/or electronic media

Electronic Media will be furnished as follows:

*Platform:* Macintosh OSX or IBM compatible.

*Storage Media:* CD-R/RW; DVD-R/RW; E-Mail; FTP.

*Software:* Quark Xpress, Adobe InDesign, Adobe Illustrator, Adobe Photoshop Macromedia Freehand.  
Files using QuarkXPress Adobe or Macromedia software will be created in current versions or near current versions of the above mentioned programs.

*Note:* All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one month of notification by the Government.

*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 contractors and may be used only for the purpose of producing material under this contract. Any use other than the contract is in violation of copyright laws. All fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

*Additional Information:* Camera copy consisting of line art and photo-prints to be reproduced at various focuses.

When artwork containing folios is reduced, the reduced folios will not match the other folios. To overcome this disparity, full size folios are supplied for stripping into these reduced pages.

A visual of the furnished electronic files, showing color and varnish breaks, will be provided.

GPO Form 952 - Desktop Publishing - Disk Information

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.

The Contractor must be able to accept files electronically via a contractor-hosted File Transfer Protocol (FTP) server. Appropriate log-on instructions and protocol must be provided at time of award

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the ordering Agency.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition.

The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

Contractor may be required to create spot varnish template per the supplied visual.

All halftones are to be 150-line screen or finer

When required by the Government, the contractor shall make minor revisions to the electronic file. It is anticipated that the Government will make all major revisions. Prior to making revisions, contractor shall copy the furnished file and make all changes to the copy.

**PROOFS:** As required on Print Order

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

E-Mail PDF Proof to the Agency contact noted on the Print Order. PDF must be marked with the Program number / Print Order number along with a return name and E-Mail address.

Contractor must call GPO Contract Compliance Section at (202) 512-0520, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov), immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department.

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

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING 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. 13" dated September 2019.

Government Paper Specification Standards No. 13 –

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](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 color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in their opinion, materially differs from that of the color sample(s) specified.

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

The paper to be used will be indicated on each print order.

**Text**

White or Colored Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White Uncoated Text, basis weight: 50 or 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

**Cover**

White or Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White or Colored Vellum-Finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

**PRINTING:**

Print head-to-head, head-to-foot, or head-to-side in black or a color other than black. Match Pantone number as indicated on the Print Order.

**MARGINS:** Follow margins indicated on each Print Order or furnished copy. An occasional page may bleed on up to three sides.

**BINDING:** Bind as indicated on the Print Order. Various binding styles will be ordered as follows:

*Loose leaf product:* Gather in sequence and trim four sides OR  
Wire stitch in upper left corner and trim four sides

*Four page product:* Fold and trim three sides.

*Eight- page or  
12-page pamphlets:* In lieu of stitching, product may be pasted on the fold, as instructed on the Print Order.

*Saddle-wire stitch:* Stitch in two places and trim three sides. 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.

*Additional folding:* Some orders consisting of 12 pages or less may require a maximum of two additional folds, i.e., One fold (half) or two parallel folds (thirds).

*Perforation:* Occasionally there will be a requirement for perforation (slit or slot, with or without ink) on/or 1/4"-off-the-fold or bind edge as indicated on the print order. Print order will indicate the location of perforations required.

*Drilling:* When required, drill up to four round holes centered on the binding edge. Position and size of holes will be specified on the print order.

**PACKING:**

Shrink-film wrap in units as specified on print order.

Occasional orders may require slip sheeting.

Pack in shipping containers not to exceed 45 lbs. when fully packed. Shipping containers shall have a minimum bursting strength of 275 lbs. per square inch or a minimum edge crush test (ECT) of 44 lbs per inch width.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

Pallets are required for shipments to GPO only.

**LABELING AND MARKING:** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on [www.GPO.gov](http://www.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 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.

| <u>Quantity<br/>Ordered</u> | <u>Number of<br/>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) 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 to the address as indicated on the print order.

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 Services, 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 is required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications 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 purchase order/specifications must be included.

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 Jacket and Purchase Order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to one (1), or up to approximately 8 addresses, within the commercial zone of Washington, D.C. Complete addresses and quantities will be furnished with the Print Order.

On approximately 10% of all orders placed, the contractor will be required to ship f.o.b. contractor's city. Contractor will be required to ship to one (1) or up to approximately 50 destinations throughout the United States. Contractor must ship by traceable means using small package carrier and submit receipts with billing for reimbursement.

**Orders required by USDA to deliver to the Library of Congress** must be processed through the U.S. Government Publishing Office, 732 North Capitol Street, NW, Stop: CSAP, APSDC, Washington, DC 20401. Attn: David Love.

Marked as DEPOSITORY FILE COPIES for redistribution to Library of Congress, US/Anglo Division, U.S. Government Documents Section, 101 Independence Ave., SE, Washington, DC 20540-4274

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

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

Furnished material and proofs must be picked up from and delivered to: Department of Agriculture, OC, Printing Management Division, Room 446-A, Whitten Building, Washington, D.C. 20250.

**NOTE:** Furnished electronic media must be returned with proofs.

No definite schedule for pickup of material / placement of orders 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.

**Complete production and distribution of Print Orders that DO NOT require proofs**

Orders up to and including 450,000 total impressions without a cover: Contractor must complete production and distribution within three workdays.

All transit time is included in the three workday schedule

Orders over 450,000 total impressions without a cover: Contractor will be allowed one extra workday.

Orders requiring covers: Contractor will be allowed two extra workdays (regardless of the total number of impressions determined).

**Complete production and distribution of Print Orders that require PDF proofs:**

Orders up to and including 450,000 total impressions without a cover: Contractor must complete production and distribution within five workdays.

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will withheld no more than one workday from their receipt at the ordering agency until they are made available for pick-up. The first workday after receipt of proofs at the Department is day one of the hold time.

All proof time and transit time is included in the five workday schedule

Orders over 450,000 total impressions without a cover: Contractor will be allowed one extra workday.

Orders requiring covers: Contractor will be allowed two extra workdays (regardless of the total number of impressions determined).

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destinations specified, and the date products ordered f.o.b. contractor's city must be delivered to the small package carrier.

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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to [compliance@gpo.gov](mailto:compliance@gpo.gov) or by calling (202) 512-0520 or faxing to (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or 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.

**NOTE:** The Determination of Award estimates specified below are based on historical data; however, due to the current global pandemic, the contractor is put on notice that the estimated amounts of work anticipated on this contract may be significantly impacted during the first period of performance.

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

|      |         |        |        |
|------|---------|--------|--------|
| I.   | (a)     | 1,183  |        |
|      | (b)     | 1,262  |        |
|      | (c)     | 15     |        |
|      | (d)     | 3      |        |
| II.  | (1)     | (2)    |        |
|      | (a)     | 2,124  | 25,884 |
|      | (b)     | 16     | 152    |
|      | (c)     | 1      | 20     |
|      | (d)     | 10     | 731    |
|      | (e)     | 318    | 10,648 |
| III. | (a)     | 9,404  |        |
|      | (b)     | 10,162 |        |
|      | (c)     | 131    |        |
|      | (d)     | 30     |        |
|      | (e)     | 305    |        |
| IV.  | (a) (1) | 27     |        |
|      | (2)     | 1,437  |        |
|      | (b) (1) | 2      |        |
|      | (2)     | 59     |        |
|      | (c)     | 16,190 |        |
|      | (d)     | 162    |        |
| V.   | (a)     | 860    |        |

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are delivered f.o.b. destination within the commercial zone of Washington, DC and f.o.b. contractor's city for all orders shipped by small parcel carrier.

Price 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 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 vouchers 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.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text for saddle stitched products.

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

**I. PREPRESS:** Prices offered must be all-inclusive. One (1) basic charge (either Item I. (a) or ( b)) will be allowed for each color plus spot varnish, if required, on each page.

- (a) Trim/Page-size unit from camera copy ..... per color/per page.....\$ \_\_\_\_\_
- (b) Trim/Page-size unit from electronic file..... per color/per page.....\$ \_\_\_\_\_
- (c) PDF Soft Proofs..... per file .....\$ \_\_\_\_\_
- (d) 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. (d).

\_\_\_\_\_  
(Initials)

**II. PRINTING, BINDING, PACKING AND DISTRIBUTION:** Each text leaf contains two pages, and each complete cover contains four pages.

|  | <u>Makeready<br/>and/or Setup</u> | <u>Running Per<br/>100 Copies</u> |
|--|-----------------------------------|-----------------------------------|
|  | (1)                               | (2)                               |
| (a) <u>Loose-leaf text pages:</u><br>Printing in a single color.....per page.....  | \$ _____                          | \$ _____                          |
| (b) Loose-leaf Cover;<br>Printing in a single color<br>Covers 1 and 2 only.....per complete cover.....                   | \$ _____                          | \$ _____                          |
| (c) Loose-leaf Cover;<br>Printing in a single color<br>Covers 1 thru 4.....per complete cover.....                       | \$ _____                          | \$ _____                          |
| (d) <u>4-Page Product – Text or Cover wrap:</u><br>Printing in a single color<br>(Includes folding).....per product..... | \$ _____                          | \$ _____                          |
| (e) <u>Saddle-wire stitched or pasted:</u><br>Printing in a single color:<br>(Including binding).....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:

Text: Each page-size leaf.

Covers: Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

|  | <u>Per 100 leaves</u> |
|--|-----------------------|
| (a) White or Colored Writing (20-lb.).....             | \$ _____              |
| (b) White Uncoated Text (50-lb.).....                  | \$ _____              |
| (c) White Uncoated Text (60-lb.).....                  | \$ _____              |
| (d) White or Colored Index (110-lb.).....              | \$ _____              |
| (e) White or Colored Vellum-Finish Cover (50-lb.)..... | \$ _____              |

\_\_\_\_\_  
(Initials)

**IV. ADDITIONAL OPERATIONS:**

(a) Additional folding

1. Makeready ..... per order .....\$ \_\_\_\_\_

2. Running..... per 100 copies .....\$ \_\_\_\_\_

(b) Perforating-on-fold or off-fold

1. Makeready ..... per order .....\$ \_\_\_\_\_

2. Running..... per 100 copies .....\$ \_\_\_\_\_

(c) Drilling (each run)..... per 100 leaves.....\$ \_\_\_\_\_

A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8 inches. Four holes will be the maximum for any one (1) run. When drilling pamphlets or books with separate covers, each thickness of cover stock will be counted as three leaves.

(d) Shrink-film wrapping ..... per 100 packages.....\$ \_\_\_\_\_

**V. PACKING, SEALING AND DISTRIBUTION:**

(a) Packing and sealing shipping containers

Includes cost of creating and affixing address

labels. (up to approximately 45 lbs. capacity) ..... each

container ..... \$..... \_\_\_\_\_

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..... \_\_\_\_\_

\_\_\_\_\_  
(Initials)



