

|            |  |          |  |                    |                      |                    |                           |                    |
|------------|--|----------|--|--------------------|----------------------|--------------------|---------------------------|--------------------|
| Program:   | 0076-S   |          |  |                    |                      |                    |                           |                    |
| Term:      | December 1, 2020 ending November 30,2021   |          |  |                    |                      |                    |                           |                    |
| Title:     | MedPac Reports to Congress   |          |  |                    |                      |                    |                           |                    |
|            |  |          |  |                    |                      |                    |                           |                    |
|            |  |          | <b>McDonald &amp; Eudy Printers Inc.</b> |                    | <b>GRAY GRAPHICS</b> |                    | <b>CURRENT CONTRACTOR</b> |                    |
|            |  | BASIS OF | Temple Hills, MD                         |                    | Capitol Heights, MD  |                    | GRAY GRAPHICS             |                    |
| ITEM NO.   | DESCRIPTION  | AWARD    | UNIT RATE                                | COST               | UNIT RATE            | COST               | UNIT RATE                 | COST               |
| <b>I.</b>  | <b>PREPRESS:</b>   |          |  |                    |                      |                    |                           |                    |
| (a)        | Re-output revised pages.....per color/per page.....  | 32       | \$15.00                                  | \$480.00           | \$5.00               | \$160.00           | \$5.00                    | \$160.00           |
| (b)        | Revised PDF proofs.....per page.....   | 2        | \$150.00                                 | \$300.00           | \$25.00              | \$50.00            | \$25.00                   | \$50.00            |
| <b>II.</b> | <b>PRINTING AND BINDING:</b>   |          |  |                    |                      |                    |                           |                    |
| (a)        | Printing text pages in a single ink color, including binding.....per page...   |          |  |                    |                      |                    |                           |                    |
| (1)        | <b>Make-ready and/or Setup.....</b>  | 1060     | \$7.50                                   | \$7,950.00         | \$8.00               | \$8,480.00         | \$8.00                    | \$8,480.00         |
| (2)        | <b>Running Per 1,000 Copies.....</b>   | 424      | \$7.60                                   | \$3,222.40         | \$7.50               | \$3,180.00         | \$6.20                    | \$2,628.80         |
| (b)        | Printing covers 1, 4 and spine in three ink colors and covers 2 in black only.<br>Including binding and laminating.....per complete cover..... |          |  |                    |                      |                    |                           |                    |
| (1)        | <b>Make-ready and/or Setup.....</b>  | 2        | \$975.00                                 | \$1,950.00         | \$1,000.00           | \$2,000.00         | \$1,000.00                | \$2,000.00         |
| (2)        | <b>Running Per 1,000 Copies.....</b>   | 1        | \$500.00                                 | \$500.00           | \$450.00             | \$450.00           | \$395.00                  | \$395.00           |
|            | <b>CONTRACTOR TOTALS</b>   |          |  | <b>\$14,402.40</b> |                      | <b>\$14,320.00</b> |                           | <b>\$13,713.80</b> |
|            | <b>DISCOUNT</b>  |          | <b>1.00%</b>                             | \$144.02           | <b>2.00%</b>         | \$286.40           | <b>2.00%</b>              | \$274.28           |
|            | <b>DISCOUNTED TOTALS</b>   |          |  | <b>\$14,258.38</b> |                      | <b>\$14,033.60</b> |                           | <b>\$13,439.52</b> |
|            |  |          |  |                    |                      |                    |                           |                    |
|            |  |          |  |                    |                      |                    |                           |                    |



November 5, 2020

This is Amendment No. 1. The specifications in our invitation for bids on Program 0076s, scheduled for opening at 11am on November 9, 2020, are amended as follows:

1. Change the bid opening date to November 16, 2020.

All other specifications remain the same.

Amended bid or acknowledgement of amendment must be submitted via email to: [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. Telephone or facsimile acknowledgement is not acceptable.

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

Sincerely,

REBECCA R. SWAN  
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***MedPac Reports to Congress***

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

Medicare Payment Advisory Commission  
(MEDPAC)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning December 1, 2020 and ending November 30, 2021, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on November 9, 2020, at the Government Publishing Office, Washington, DC. (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 [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and 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.***

**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.

**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.

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

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

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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>.

**SUBCONTRACTING:** The predominant production function is printing. Any bidder who cannot perform the predominant production function of this contract will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level II.
- (b) Finishing (item related) Attributes – Level II.
- (c) EXCEPTIONS: The following requirement supersedes GPO's Quality Attributes Level II requirements –

Misalignment of Cover Image: Ruled borders on Cover 1 must be parallel to trimmed edges of publication and may not vary from parallel more than  $\pm 1/32$ ". Products not held to these stated tolerances will be rejected. See GPO Quality Assurances Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. 09-19) -Finishing Attributes F-2.

Laminated covers must lay flat on publication. Books having curled covers will be rejected.

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

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

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

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

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. O.K. Proofs/Electronic media
- P-8. O.K. Proofs/Electronic media
- P-9. 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 December 1, 2020 to November 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 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 August, 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.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s/subcontractor’s facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

7) Letter of commitment from any subcontractor

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

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Government Publishing Office, Washington, DC, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**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 December 1, 2020 through November 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 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/vendors/how-to-get-paid>

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of perfect-bound publications with separate covers requiring such operations as electronic prepress, printing, binding, packing, and distribution.

**TITLE:** MedPac Reports to Congress.

**FREQUENCY OF ORDERS:** Approximately two (2) orders per year.

**QUANTITY:** Approximately 200 to 500 books per order.

**NUMBER OF PAGES:** Approximately 200 to 600 pages (plus cover) per order.

**TRIM SIZE:** 8-1/2 x 11”

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

Platform: Macintosh System (most recent version).

Media: USB Flash drive, CD-ROM or Secure File Transfer Protocol (SFTP)

Software: Adobe InDesign CC and CS, Adobe Illustrator CC and CS, Adobe Photoshop CC and CS, and Adobe InCopy CC and CS

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.

Fonts: All screen and printer fonts (PostScript and OpenType) will be furnished.

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

Additional Information: Files will be supplied in native application and Adobe Acrobat Portable Document Format (PDF). Illustrations and graphics will be furnished in place in the file. Corresponding laser-printed visual will be furnished. Visual will show color breaks. CMYK and Pantone will be used for color identification. GPO Form 952 (Desktop Publishing-Disk Information) will be furnished.

### Additional Information supplied

A previously printed sample of cover to be used for color match will be furnished.

Distribution/delivery information will be furnished.

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 products in accordance with these specifications.

Contractor must have the capability to transmit and receive files via a contractor-hosted SFTP site. 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 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 Tina Jennings at (202) 220-3752 or (202) 450-8069.

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 will be required to create all bleeds.

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

Output produced from furnished USB Flash drive, CD-ROM, or provided via SFTP must be output on a high resolution image processor at a minimum resolution of 2540 dots per inch (DPI) for type and line work.

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

Upon completion of the contract, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files or any proprietary file formats other than those supplied, unless specified by the Government. (NOTE: The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

**PROOFS:** One (1) "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 will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Proofs will be transferred to the agency via email.

NOTE: It is anticipated at this time that the ordering agency will make minor revisions (punctuation and/or word changes) to approximately 5 percent of the proof pages. After contractor has completed revisions, contractor is required to E-mail, or make the revised pages available to the ordering agency through SFTP site for their review. E-mail address, and agency contact will be furnished at the Post Award Conference.

Due to the tight schedule the Government is working under to produce this product and questions that might arise when reviewing proofs and production of the product, contractor must be available (via telephone) between the hours of 7:00 a.m. and 8:00 p.m.

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

The contractor must not print prior to receipt of an "O.K. to Print".

**INK DRAWDOWNS:** Contractor to submit ink drawdowns on actual production stock of Pantone color(s) used to produce the product.

NOTE: Ink drawdowns will be submitted on initial order only and will be used to maintain standard throughout term of contract.

**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).

All text paper used in each order must be of a uniform shade. All cover paper must have the grain parallel to the spine.

**Text:** White Opacified Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.

**Cover:** White Gloss-Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

**PRINTING:** Print text pages head-to-head in black ink. Approximately 15% of the text pages print full coverage with borders reversing out and will bleed all sides.

Covers 1, 4, and backstrip print full reverse in black, cyan, and Pantone 1797 (red). Cover 2 prints in black ink only. Cover 3 is blank. Covers 1, 2, 4, and backstrip bleed all sides.

Laminate the entire surface of covers 1, 4, and backstrip, after printing, with gloss-finish polyesters (such as polyethylene terephthalate), polypropylene, vinyl, or cellulose acetate, having a thickness in the range of 0.0005" to 0.0010". The laminated product must have no distortion of the printed matter and must remain clear and legible. Covers must lay flat after lamination. Books having curled covers will be rejected.

**PRESS SHEET INSPECTION:** 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. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

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

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

**MARGINS:** Margins will be indicated on electronic media.

**BINDING:** Perfect-bind text and wraparound cover. Trim three sides. Hinge score front and back covers along the entire 11" dimension at approximately 3/16" from the bind. Securely glue the front and back covers to the first and last text pages between the cover score and the bind.

Ruled borders on Cover 1 must be parallel to trimmed edges of publication and may not vary from parallel more than  $\pm 1/32$ ".

**PACKING:** Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

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

Pallets are required.

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

For the overnight shipments, the contractor will be required to create and affix an address label to each shipping container. At contractor’s option, the addresses can be imaged directly on to each shipping container.

**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 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), 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: MedPAC, 425 I Street, Suite 701, Washington, DC 20001. Attn: Tina Jennings (202) 220-3752 or (202) 450-8069.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

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

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

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

**DISTRIBUTION:** Deliver f.o.b. destination up to approximately three addresses within the commercial zone of Washington, DC. Inside delivery to room numbers indicated will be required.

NOTE: Delivery requirements are subject to change and will be outlined in the Delivery Instructions provided on each print order.

Contractor may be required to make deliveries to Congress. Deliveries to Congress (\*House and Senate) require 24-hour advance notice by contractor to Security Officers for clearance. Prior to making deliveries, contractor may be required to fax to the ordering agency, on the company's letterhead stationery, the following information: (Details to be furnished at Post Award conference and with each print order.)

1. Driver/Co-driver: Name, date of birth, Social Security number.
2. Company/Delivery Info: Name, date and time of anticipated delivery.

\* Delivery vehicles may be required to have two employees – or one Contractor employee and one Government employee (one to make actual delivery of product and one to remain with the vehicle at all times). Contractor will need to show identification and present original “permission to deliver” letters provided by ordering agency on agency letterhead. Delivery requirements are subject to change and will be outlined in the Delivery Instructions provided on each print order.

Contractor should anticipate security inspections and possible delays at inspection sites designated by the Government. After inspections have been completed, contractor is to deliver to House and Senate destinations as instructed. NOTE: Deliveries to House and Senate destinations must be made by 2:00 p.m. local time.

Upon completion of each order, all Government furnished material and digital deliverables must be returned to Tina Jennings at the address indicated under "SCHEDULE."

All expenses incidental to picking up and returning furnished material (if applicable), and/submitting proofs must be borne by the contractor.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 76-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

**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).

First Print will be made available for pickup or deliver and will include a previously printed sample that can used as a guide. Material would be picked up from: MedPAC, 425 I Street, Suite 701, Washington, DC 20001. Attn: Tina Jennings (202) 220-3752 or (202) 450-8069. Subsequent print orders will be placed on contractor maintained SFTP site. A previously printed sample to use as a guide will be provided with first print order.

Although no definite schedule for pickup of material/placement of orders can be predetermined, it is anticipated at this time that the first print order will be placed approximately mid to late February 2021, and the second print order approximately mid to late May 2021.

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

- Contractor must submit all required proofs within two (2) workdays after notification of the availability of print order and furnished material. (For example, if notification of availability of print order and furnished material is given on Friday, proofs must be delivered to the ordering agency no later than 4:00 p.m. Tuesday.)
- E-mail PDF Proof to the agency contact noted on the print order or post on SFTP site.
- Department will hold proofs for one (1) workday from receipt by the ordering agency until proofs are made available by the contractor.
- Contractor must email, or provide an online proof for revised pages only to the ordering agency within one (1) workday after proofs are made available by the contractor. The ordering agency will review revised pages and notify contractor via telephone or email within two (2) hours if job is “O.K. to Print”.
- Contractor must complete production and distribution up to 500 copies within three (3) workdays after receipt of “O.K. to Print”.

In the event that a Federal holiday falls on a scheduled pickup or distribution date, the pickup or distribution will resume the following workday.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 24 hours prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, prevailing Eastern Time. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. Destination must be delivered to the destinations 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, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Publishing Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov), via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

|     |     |      |     |
|-----|-----|------|-----|
| I.  | (a) | 32   |     |
|     | (b) | 2    |     |
| II. |     | (1)  | (2) |
|     | (a) | 1060 | 424 |
|     | (b) | 2    | 1   |

**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 blank spaces or 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), 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 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 invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”**

A charge will be allowed for each text page, whether printed or blank. Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

**I. PREPRESS:**

- (a) Re-output revised pages.....per color/per page \$ \_\_\_\_\_
- (b) Revised PDF proofs..... per page \$ \_\_\_\_\_

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

- |   | <u>Makeready<br/>and/or Setup</u><br>(1) | <u>Running Per<br/>1,000Copies</u><br>(2) |
|---|--|---|
| (a) Printing text pages in a single ink color, including binding.... per page.  | \$ _____                                 | \$ _____                                  |
| (b) Printing covers 1, 4 and spine in three ink colors and cover 2 in black only. Including binding and laminating.....per complete cover | \$ _____                                 | \$ _____                                  |

\_\_\_\_\_  
(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..... \_\_\_\_\_

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



**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 email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

*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 \_\_\_\_\_  
(Signature and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Printed Name) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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