

PROGRAM 6441-S		January 1, 2018 through December 31, 2018 (Opts. Thru 12/23)															
ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	UNIT RATE	ALCOM PRTG GROUP Harleyville PA		GATEWAY PRESS, Inc. Louisville KY		GRAY GRAPHICS Capitol Heights MD		K-B OFFSET State College PA		McDONALD & EUDY Temple Hills MD		PRODUCTION PRESS Jacksonville IL		PUBLICATION PRINTERS Denver CO	
				COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE
I. PRINTING AND BINDING:																	
(a)	Magazine Per Page																
(1)	Makeready and/or Setup.....	276	\$62.50	\$17,250.00	\$45.00	\$12,420.00	\$35.00	\$9,660.00	\$50.00	\$13,800.00	\$35.00	\$9,660.00	\$42.98	\$11,862.48	\$36.67	\$10,120.92	
(2)	Running Per 1,000 Copies.....	2,354	\$6.79	\$15,983.66	\$10.75	\$25,305.50	\$14.50	\$34,133.00	\$10.00	\$23,540.00	\$11.72	\$27,588.88	\$9.27	\$21,821.58	\$8.02	\$18,879.08	
(b)	Planner Per Page																
(1)	Makeready and/or Setup.....	40	\$64.00	\$2,560.00	\$52.25	\$2,090.00	\$40.00	\$1,600.00	\$61.00	\$2,440.00	\$40.00	\$1,600.00	\$48.80	\$1,952.00	\$57.15	\$2,286.00	
(2)	Running Per 1,000 Copies.....	600	\$8.24	\$4,944.00	\$11.00	\$6,600.00	\$15.40	\$9,240.00	\$10.00	\$6,000.00	\$12.43	\$7,458.00	\$12.71	\$7,626.00	\$10.48	\$6,288.00	
(c)	Per Subscription Card																
(1)	Makeready and/or Setup.....	1	\$400.00	\$400.00	\$700.00	\$700.00	\$225.00	\$225.00	\$300.00	\$300.00	\$175.00	\$175.00	\$49.75	\$49.75	\$627.30	\$627.30	
(2)	Running Per 1,000 Copies.....	9	\$29.00	\$261.00	\$47.00	\$423.00	\$50.00	\$450.00	\$45.00	\$405.00	\$40.00	\$360.00	\$83.41	\$750.69	\$73.32	\$659.88	
II. PACKING/MAILING:																	
(a)	Affixing furnished labels on single copies (self-mailer) or inkjet directly onto cover																
per 100 labels.....	174	\$4.84	\$842.16	\$5.00	\$870.00	\$4.00	\$696.00	\$4.00	\$696.00	\$4.50	\$783.00	\$4.67	\$812.58	\$11.94	\$2,077.56	
(b)	Single copy in kraft envelope (up to 200 leaves)per envelope.....	100	\$0.39	\$39.00	\$0.50	\$50.00	\$1.00	\$100.00	\$2.00	\$200.00	\$0.50	\$50.00	\$0.38	\$38.00	\$1.00	\$100.00	
(c)	Single or multiple copies over 200 leaves, up to 12 lbs., in cushioned shipping bags, or wrapped in shipping bundles (max. gross wgt. 14 lbs.).....per bag or bundle.....	184	\$0.60	\$110.40	\$0.75	\$138.00	\$1.50	\$276.00	\$2.50	\$460.00	\$0.75	\$138.00	\$1.12	\$206.08	\$1.25	\$230.00	
(d)	Quantities over 12 lbs., up to 24 lbs., wrapped in shipping bundles, or packed in shipping containers, (max. gross wgt. 27lbs.)per bundle or container.....	303	\$1.35	\$409.05	\$1.00	\$303.00	\$2.00	\$606.00	\$3.00	\$909.00	\$2.00	\$606.00	\$2.67	\$809.01	\$1.40	\$424.20	
(e)	Quantities over 24 lbs., up to 36 lbs., packed in shipping containers (max. gross wgt. 40 lbs.)per container.....	128	\$1.62	\$207.36	\$1.50	\$192.00	\$3.00	\$384.00	\$4.00	\$512.00	\$2.50	\$320.00	\$3.37	\$431.36	\$1.70	\$217.60	
TOTAL				\$43,006.63		\$49,091.50		\$57,370.00		\$49,262.00		\$48,738.88		\$46,359.53		\$41,910.54	
DISCOUNT				5.00%	\$2,150.33	3.00%	\$1,472.75	2.00%	\$1,147.40	0.00%	\$0.00	1.00%	\$487.39	2.00%	\$927.19	2.00%	\$838.21
NET TOTAL					\$40,856.30		\$47,618.76	20 days	\$56,222.60		\$49,262.00	20 days	\$48,251.49	20 days	\$45,432.34	20 days	\$41,072.33

PROGRAM 6441-S						
				THE JOHN ROBERTS COMPANY Coon Rapids MN	PREV VENDOR	
ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING AND BINDING:					
(a)	Magazine Per Page					
(1)	Makeready and/or Setup.....	276	\$68.50	\$18,906.00		
(2)	Running Per 1,000 Copies.....	2,354	\$10.38	\$24,434.52		
(b)	Planner Per Page					
(1)	Makeready and/or Setup.....	40	\$68.00	\$2,720.00		
(2)	Running Per 1,000 Copies.....	600	\$13.38	\$8,028.00		
(c)	Per Subscription Card					
(1)	Makeready and/or Setup.....	1	\$695.00	\$695.00		
(2)	Running Per 1,000 Copies.....	9	\$34.85	\$313.65		
II.	PACKING/MAILING:					
(a)	Affixing furnished labels on single copies (self-mailer) or inkjet directly onto coverper 100 labels.....	174	\$4.50	\$783.00		
(b)	Single copy in kraft envelope (up to 200 leaves)per envelope.....	100	\$1.35	\$135.00		
(c)	Single or multiple copies over 200 leaves, up to 12 lbs., in cushioned shipping bags, or wrapped in shipping bundles (max. gross wgt. 14 lbs.).....per bag or bundle.....	184	\$1.65	\$303.60		
(d)	Quantities over 12 lbs., up to 24 lbs., wrapped in shipping bundles, or packed in shipping containers, (max. gross wgt. 27lbs.)per bundle or container.....	303	\$1.85	\$560.55		
(e)	Quantities over 24 lbs., up to 36 lbs., packed in shipping containers (max. gross wgt. 40 lbs.)per container.....	128	\$1.95	\$249.60		
	TOTAL			\$57,128.92		
	DISCOUNT		0.00%	\$0.00		
	NET TOTAL		20 days	\$57,128.92		

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4 AND SUBMIT NO LATER THAN: 11:00 A.M. DECEMBER 20, 2017.

Submit bid to: U.S. Government Publishing Office, 2825 Noisette Boulevard, North Charleston, SC 29405-1819. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO RPPO Charleston, Fax No. (843) 743-2068. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. **NOTE: BIDS RECEIVED AFTER 11:00 A.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

U.S. GOVERNMENT PUBLISHING OFFICE
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

“CURRENTS”

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

DLA Document Services
Jacksonville, FL

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning January 1, 2018 and ending December 31, 2018, plus up to four optional 12-month extension periods in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

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.

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

Direct all questions concerning these specifications to Bruce Canzanella at (843) 743-2036, ext. 1, or e-mail bcanzanella@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August, 2002)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

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

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

SUBCONTRACTING: No subcontracting will be allowed on this contract.

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 (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	OK Proofs/Average Type Dimension/Electronic Media
P-8. Halftone Match (Single and Double Impression)	OK Proofs/Electronic media
P-10. Process Color Match	OK Proofs

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 authorized pricing adjustments.

EXTENSION OF THE TERM OF THE CONTRACT: 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 January 1, 2018 to December 31, 2018, and the second and any succeeding period(s) will extend for 12 months from the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending September 30, 2017, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

SECURITY WARNING: It is the contractor’s responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is “information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.” (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver’s license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal email address; and,

- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

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 January 1, 2018 through December 31, 2018, plus for such additional period(s) as the contract is extended. All print orders issued 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.

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

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

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

To check on the status of a payment e mail to invoice-inquiry@gpo.gov

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

MODIFICATIONS: If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e., Author's Alterations), contractor is REQUIRED to contact the publishing specialist in writing for approval BEFORE proceeding.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of a self-covered, saddle-stitched magazine and planner requiring such operations as electronic prepress, proofing, printing, binding, packing, and distribution.

TITLE: “CURRENTS.”

FREQUENCY OF ORDERS:

Magazine- Approximately 4 issues per year.
Planner- Approximately 1 issue per year.

QUANTITY:

Magazine- Approximately 7,000 to 8,500 copies per order.
Planner- Approximately 10,000 to 15,000 copies per order.

NUMBER OF PAGES:

Magazine- Approximately 64 to 72 pages per order.
Planner- Approximately 36 to 40 pages per order.

TRIM SIZE:

Magazine- 8-1/2 x 11.”
Planner- 11 x 8-1/2.”

GOVERNMENT TO FURNISH: One construction mark-up.

Electronic media will be furnished as follows –

Platform: Macintosh OSX or Windows XP (or later).

Storage Media: Electronic files via “AMRDEC SAFE” transfer or FTP (Agency choice).

Software: Latest versions of Microsoft Access, Adobe Acrobat, Microsoft Word, QuarkXPress, Adobe Illustrator, and Adobe Photoshop.

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: Fonts will be furnished, embedded, or embedded subsets.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor’s archives immediately after completion of the contract.

Additional Information: Files will be furnished in native application and/or PDF format.

The ordering agency will provide mailing lists in Microsoft Excel. Database will not be zip code sorted.

Print orders.

Identification markings such as register marks, commercial identification marks of any kind, etc., form number, and revision date, carried in the electronic files, must not print on the finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish,” necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Charleston GPO at (843) 743-2036, ext 1.

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.

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

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

PROOFS: The following requirements apply to all publications:

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

One set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for covers and text pages. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers and must show areas consisting of minimum 1/8” x 1/8” solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. Proofs must show dot structure.

In lieu of digital one-piece laminated proofs, at contractor’s option, one set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 2009.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

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

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

Contractor must not print prior to receipt of an “OK to Print.”

AUTHOR'S ALTERATIONS: Author's alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government, and the Government deems it necessary to require revised proofs or make author's alterations.

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

Government Paper Specifications Standards, No. 12 - https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=70b9613d_8

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

Magazine and Planner - White No. 1 Coated Text, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181. EXCEPTION to Paper Specification Standards (March 2011), under “Stock” – Not less than 30% postconsumer fiber and under "Testing" – The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.

Subscription Card – White Smooth and Fancy Finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L21. (Note: Finish must be Smooth.)

PRINTING:

Magazine and Planner – Print in four-color process. Bleed pages scattered throughout. Some facing pages will print to and align across bind. Ink must contain a minimum of 20% low VOC vegetable oil.

Outside pages (self-cover) must be coated with a high gloss varnish.

Magazine prints head to head.

Planner prints head to foot.

Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

Occasionally, an issue may require the insertion of a subscription card. Card will be stitched into magazine and perforated for easy removal. Detached size is 6 x 4”, printing head to head in 4-color process with bleeds. Mailing requirements for cards shall be addressed using “Postage & Fees Paid” and conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail” as applicable. Permit for return of subscription cards may be used only for the purpose of mailing material produced under this contract.

PRESS SHEET INSPECTION: Final make ready 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 make ready 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.

BINDING:

Magazine and Planner – Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e. binding stub) to the left or right side of stitches will not be allowed.

Self mailers are mailed as flats in accordance with current Postal Regulations.

Planner – Drill one 3/16” hole centered left to right, 3/8” from bottom edge of planner.

MARGINS: Margins will be as indicated on print order or in furnished electronic files.

PACKING:

Mailed Shipments:

Single copies, excepting those sent to foreign destinations, must be mailed as self-mailers.

Single copies sent to foreign destinations must be inserted into Kraft envelopes.

Multiple copies, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING:

Bulk Shipments:

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

https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf?sfvrsn=6fb9613d_4

Mailed Shipments -

Create and affix a return address label and recipient address label to each copy mailed as a self-mailer to each unit of mail packaged in Kraft envelopes, bags, cushioned shipping bags, and shipping bundles. At contractor’s option, addresses may be directly imaged onto Kraft envelopes, cushioned shipping bags, and shipping bundles.

Create and affix a label to the back of each copy (or inkjet personalize directly onto cover of each copy (all personalization to have a minimum dpi of 120 x 240.)) mailed singly as self-mailers.

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.

Quantity Ordered	Number of Sublots
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.

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

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

DISTRIBUTION:

Ship f.o.b. contractor's city approximately 4,000 copies to various destinations nationwide. These shipments must be bulk packed and shipped via appropriate carriers (e.g. UPS, FedEx, DHL). Contractor to use the most economical, traceable means available.

Mail f.o.b. contractor's city approximately 3,500 self-mailers to nationwide destinations via the U.S. Postal Service; the contractor must affix an address label on each copy (or inkjet directly onto cover as specified previously). Approximately 20 of these addresses require mailing in envelopes to foreign destinations.

Ship f.o.b. contractor's city the balance of copies remaining after distribution to: Lorraine Wass, 22 Roe Fields Drive, South Berwick ME 03908. These shipments must be bulk packed and shipped via appropriate carriers (e.g. UPS, FedEx, DHL). Contractor to use the most economical, traceable means available.

Deliver f.o.b. destination 2 copies per order to GPO, 2825 Noisette Boulevard, North Charleston, SC 29405. These copies are in addition to the number of copies requested on the print order.

Complete addresses and quantities will be furnished with each print order.

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 via e-mail to infocharleston@gpo.gov or by calling (843) 743-2036, x 1, or faxing (843) 743-2068. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

All shipments sent via the US Postal Service will be made at the Presorted Standard rate. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Contractor shall submit a completed PS Form 3541, June 2002 (earlier forms not acceptable), identified by Program, Jacket and Print Order numbers. The form must include the number of pieces, weights, postal charges, and class of mail. Forms must be signed and verified by the entry post office and must be sent to GPO with the contractor's billing invoice as evidence of mailing.

Contractor will be required to run distribution list through USPS authorized change of address software (ie. NCOA.)

Contractor will be required to keep up-to-date on the U.S. Postal Service classification to ensure that all mailing is made in accordance with any USPS changes.

Upon completion of each order, all furnished material must be returned to: Victoria Bermel, 2219 238th Place NE, Sammamish, WA 98074, 425-898-8959, e-mail va.bermel@gmail.com.

Contractor must notify the ordering agency and GPO via e-mail sent to theresa.bugbee@dla.mil **AND** InfoCharleston@gpo.gov on the same day that the product ships/mails/delivers. The subject line of this message shall be: "Distribution Notice for 6441S print order _____". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping/mailing/delivery receipts upon agency request.

A copy of the completed post office mailing statement(s) showing mail quantity/cost breakdown for each order must be sent to: infocharleston@gpo.gov within 5 calendar days after copies are mailed.

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

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

If applicable, furnished material must be picked up from and returned to: Victoria Bermel, 2219 238th Place NE, Sammamish, WA 98074, 425-898-8959, e-mail va.bermel@gmail.com. Proofs must be delivered to and picked-up from the same address.

No definite schedule for pickup of material, or 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 of availability of print order and furnished material will be the first workday of the schedule.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor to submit proofs	2
Department to give OK to print	3
Contractor must make complete production and distribution.....	5

If revised proofs are required, contractor must submit them within 2 workday(s) and pick up edited proofs within 3 workday(s).

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified. The date products ordered for mailing/shipping f.o.b. contractor's city must be picked up by small package carrier, or accepted by the US Postal Service.

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 via e-mail to infocharleston@gpo.gov or by calling (843) 743-2036, x 1, or faxing (843) 743-2068. 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.

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

I.

	(1)	(2)
(a)	276	2,354
(b)	40	600
(c)	1	9

II.

(a)	174
(b)	100
(c)	184
(d)	303
(e)	128

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor city for all mailing and shipping and f.o.b. destination for all other consignments.

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. Bidder may bid in one category and no-bid the other category. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item within the category that a bidder is bidding on 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 billing submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 or 1,000 will be prorated at the per-100 or per-1,000 rate, as applicable.

I. PRINTING AND BINDING: The prices offered must be all-inclusive for the product listed and shall include the costs of all required materials and operations including stock/paper, proofs, printing, and binding, as defined in Section 2. - Specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Magazineper page.....\$ _____		\$ _____
(b) Plannerper page.....\$ _____		\$ _____
(c) Subscription Card (including printing, perforating, and inserting into magazine) per card.....\$ _____		\$ _____

(Initials)

II. PACKING AND MAILING:

- (a) Addressing single copies (self-mailers) per 100 labels \$ _____
- (b) Single copy in Kraft envelope (up to 200 leaves)..... per envelope \$ _____
- (d) Single or multiple copies over 200 leaves,
up to 12 lbs., in cushioned shipping bags,
or wrapped in shipping bundles (maximum
gross weight 14 lbs.).....per bag or bundle \$ _____
- (e) Quantities over 12 lbs., up to 24 lbs.,
wrapped in shipping bundles, or packed in
shipping containers, at contractor’s option
(maximum gross weight 27 lbs.).....per bundle or container \$ _____
- (f) Quantities over 24 lbs., up to 36 lbs.,
packed in shipping containers (maximum
gross weight 40 lbs.).....per container. \$ _____

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: ____ percent, ____ calendar days. (Refer to Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

BIDDER’S NAME AND SIGNATURE: Fill out and return via mail/fax “Section 4. – Schedule of Prices”, initial or sign in the space provided.

BIDDER: _____

(Street Address – City – State – Zip Code)

BY: _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Fax Number)

CONTRACTOR CODE: _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____