

PROGRAM No. 1521-S: Contract Period: September 01, 2025 through August 31, 2026 plus four option years

TITLE: Junior Ranger Booklets

ITEM	DESCRIPTION	BASIS OF AWARD	Alcom Printing Harleysville, PA		BookFactory, Dayton, OH		D&K Printing, Boulder, CO		K M Media Clifton, NJ		McDonald & Eudy Temple Hills, MD		The Sheridan Press Hanover, PA		Previous Contractor McDonald & Eudy	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I	COMPLETE PRODUCT (Booklet)															
(a)(1)	Complete cover on Coated Cover stock.....Makereafy and/or Setup	1	\$638.00	\$638.00	\$0.00	\$0.00	\$300.00	\$300.00	\$245.00	\$245.00	\$650.00	\$650.00	\$894.00	\$894.00	\$450.00	\$450.00
2	Complete cover on Coated Cover stock .....per 1,000	5	\$125.90	\$629.50	\$280.00	\$1,400.00	\$265.00	\$1,325.00	\$200.00	\$1,000.00	\$160.00	\$800.00	\$220.60	\$1,103.00	\$150.00	\$750.00
(b)(1)	8 page issue on Coated Text stock.....Makereafy and/or Setup	1	\$1,006.00	\$1,006.00	\$0.00	\$0.00	\$1,010.00	\$1,010.00	\$200.00	\$200.00	\$950.00	\$950.00	\$810.20	\$810.20	\$450.00	\$450.00
2	8 page issue on Coated Text stock.....per 1,000	5	\$599.60	\$2,998.00	\$830.00	\$4,150.00	\$160.00	\$800.00	\$300.00	\$1,500.00	\$165.00	\$825.00	\$502.44	\$2,512.20	\$225.00	\$1,125.00
(c)(1)	12 page issue on Coated Text stock.....Makereafy and/or Setup	1	\$1,222.00	\$1,222.00	\$0.00	\$0.00	\$1,225.00	\$1,225.00	\$300.00	\$300.00	\$1,100.00	\$1,100.00	\$1,398.20	\$1,398.20	\$550.00	\$550.00
2	12 page issue on Coated Text stock.....per 1,000	5	\$695.70	\$3,478.50	\$1,250.00	\$6,250.00	\$250.00	\$1,250.00	\$530.00	\$2,650.00	\$290.00	\$1,450.00	\$644.86	\$3,224.30	\$325.00	\$1,625.00
(d)(1)	16 page issue on Coated Text stock .....Makereafy and/or Setup	2	\$1,242.00	\$2,484.00	\$0.00	\$0.00	\$1,450.00	\$2,900.00	\$400.00	\$800.00	\$1,200.00	\$2,400.00	\$872.20	\$1,744.40	\$550.00	\$1,100.00
2	16 page issue on Coated Text stock .....per 1,000	10	\$726.60	\$7,266.00	\$1,630.00	\$16,300.00	\$300.00	\$3,000.00	\$530.00	\$5,300.00	\$300.00	\$3,000.00	\$777.88	\$7,778.80	\$325.00	\$3,250.00
II	PROOFS:															
(a)	Prior to Production Samples..... Per page, when required.....	16	\$28.00	\$448.00	\$25.00	\$400.00	\$40.00	\$640.00	\$75.00	\$1,200.00	\$5.00	\$80.00	\$8.80	\$140.80	\$25.00	\$400.00
III	ADDITIONAL OPERATIONS:															
(a)	System Timework.....per hour.....	2	\$75.00	\$150.00	\$75.00	\$150.00	\$95.00	\$190.00	\$125.00	\$250.00	\$75.00	\$150.00	\$78.75	\$157.50	\$150.00	\$300.00
	TOTAL OFFER :			\$20,320.00		\$28,650.00		\$12,640.00		\$13,445.00		\$11,405.00		\$19,763.40		\$8,350.00
	DISCOUNT :		3%	\$609.60	2%	\$573.00	2%	\$252.80	0.25%	\$33.61	1%	\$114.05	0%	\$0.00	1%	\$83.50
	NET OFFER :			\$19,710.40		\$28,077.00		\$12,387.20		\$13,411.39		\$11,290.95		\$19,763.40		\$8,266.50
											AWARD					

Prepared by: KD  
Proofread by: TF

U.S. GOVERNMENT PUBLISHING OFFICE  
Northcentral Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Junior Ranger Booklets**

as requisitioned from the U.S. Government Publishing Office (GPO) by  
DOI National Park Service

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning September 1, 2025 and ending August 31, 2026, plus up to four (4) optional 12-month extension periods 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 virtually **at 11:00 a.m., Eastern Time (ET), on August 22, 2025** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@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 the bid opening date and time 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.

For information of a technical nature, contact Thomas Ferguson at (312) 353-5783 or email [tferguson@gpo.gov](mailto:tferguson@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 (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 will be declared non-responsible.

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

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proof/Prior to Production Sample
P-8. Halftone Match (Single and Double Impression)	Approved Proof/Prior to Production Sample
P-9. Solid and Screen Tint Color Match	Approved Proof/Prior to Production Sample
P-10. Process Color Match	Approved Proof/Prior to Production Sample

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function is printing. The predominant production function may NOT be sub-contracted.

**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 September 1, 2025 and ending August 31, 2026, 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 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 May 31, 2026, 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, immediately after award. The postaward conference will be held via teleconference. Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**WARRANTY:** The provisions of article 15, “Warranty,” of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment.

**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 September 1, 2025 to August 31, 2026, 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 emailed 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/agency/billing-and-payment>.

After payment:

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES" and issued to GPO within 10 workdays of completion of each individual print order. Failure to itemize in accordance with the SCHEDULE OF PRICES" or issued to GPO within 10 workdays of order completion may result in delayed payment.

Additionally, contractor is required to email delivery receipts and final invoice in PDF format to the originator of each print order. All documents should be in one PDF file. Originator's email address will be found at the bottom of each print order. Subject line of the email will be the print order number.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of booklets requiring such operations as electronic prepress, proofs, printing 4-color process, varnishing or aqueous coating, saddle-wire stitching, packing, labeling, and delivery.

**TITLE:** Junior Ranger Booklets.

**FREQUENCY OF ORDERS:** Approximately 2 to 5 orders per year.

**QUANTITY:** Approximately 2,500 to 7,000 copies per order. An occasional order may be for more than 7,000 copies up to 10,000 or more copies.

**NUMBER OF PAGES:** 8, 12, 16 pages, Self-cover or Separate Cover.

**TRIM SIZE:** 8-1/2 x 11”.

An occasional print order may require 2 different booklets be placed on the same order.

**GOVERNMENT TO FURNISH:** Any of the following may be furnished for any of the production items in this contract: Electronic media may be uploaded to contractor’s FTP site by the agency. Furnished files are anticipated to be native application files created in Adobe Creative Suite applications on either the Mac or PC platform. Additional types of materials that may be furnished at the agency’s option include but are not limited to: camera copy, and/or previously printed samples. At the agency’s option, revised pages (AA’s) may be sent by agency to the contractor’s FTP site, or alternatively the contractor may be requested to make the revisions to the furnished files.

Print Order (GPO Form 2511): Print orders will be provided via e-mail. At the Government’s option, print orders may be furnished as a hard copy, a faxed copy, or uploaded to contractor’s FTP site. Contractor must be able to accept via e-mail.

**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.

Contractor must provide a regularly monitored email account for receipt of GPO Form 2511 Print Orders, “OK to Print” notifications, and other electronic communications.

**EXAMINATION OF FURNISHED MATERIAL:** Contractor must immediately upon receipt perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Additional charges or extensions in schedule will not be allowed due to contractor's failure to thoroughly examine material.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the Agency and Thomas Ferguson at (312) 353-5783 in sufficient time to comply with the shipping schedule. The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility.

**TYPESETTING:** Orders may require corrections to existing copy. Requirements may range from simple changes in a dollar amount to complete typesetting. The contractor must match specified or existing typefaces and sizes as ordered. Varying typestyles and sizes will be required. Acceptance of any similar alternate typeface is at the discretion of the Agency. Separate charges will be allowed for these operations in the “SCHEDULE OF PRICES.”

Contractor must make all additional typesetting to a copy of the furnished electronic files and provide a new CD/DVD to the agency when the order is completed. Returned revised final production files must be native application files unless otherwise specified on the Print Order or requested by the agency. Files must be an exact representation of the final printed piece and shall be returned on the same type of storage media as the original files. The Government will not accept PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PROOFS:**

**PDF Proofs:** Email PDF proofs to: [kevin\\_mccarthy@nps.gov](mailto:kevin_mccarthy@nps.gov). Proofs will be withheld not more than 3 workdays from receipt in agency until contractor is notified of an "OK to print". Contractor must not print prior to receipt of an "OK to print".

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 will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

**Prior-to-Production Samples (when required):** The sample requirement for this contract is not less than 2 printed and constructed copies. Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, and quality of reproduction. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the AGENCY in distribution section. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket and purchase order. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within **2 workdays** of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reason therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

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

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

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

JCP: L23, White, Uncoated Cover, Basis Size 20 X 26", Basis Weight: 80 lbs.

JCP: L50, White Matte Coated Cover, Basis Size 20 X 26", Basis Weight: 80 lbs.

JCP: A240, White Matte Coated Text, Basis Size: 25 x 38", Basis Weight: 80 lbs.

Color of paper furnished shall be of a uniform shade. The GPO Contracting Officer reserves the right to reject any order printed on paper the color of which materially differs from JCP standards.



**PRINTING, INK, AND VARNISH:** Covers and text pages print in 4 color process, head to head, with illustrations, halftones, tints/solids with reversing, and type and line matter, bleeds uncommon. Top coat covers 1 & 4 with a clear, non-yellowing matte varnish. Some pages contain 4-color illustrations that print and align across the bind.

**MARGINS:** Follow supplied files, bleeds uncommon on all sides.

**BINDING:** Saddle stitch in 2 places on the 11" side. Trim 3 sides. Paper Covers (when required): Wrap around, Trim flush, stitched on, grain must run parallel to spine. Trim to finished size. Cracking on the spine or folds will not be acceptable and will result in rejection.

**PACKAGING:** Do not shrink wrap books. Package in units of 50 in Re-Mailable boxes.

**NOTE:** Critical packaging requirements. Failure to package correctly will result in rejection.

**PACKING:** Pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed. Shipping containers shall have a minimum bursting strength of 275 lbs. per sq. in. or a minimum edge crush test (ECT) of 44 lbs. per inch width. Pallets are required.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Inner packaging and ALL carton labels must include NFES # and title. Contractor must state origin of material used to produce the item on identifying label. Full shipments are required.

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

All expenses incidental to labeling and marking containers must be borne by the contractor.

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

**DEPARTMENTAL RANDOM COPIES (BLUE LABELS):** All orders must be divided into [per chart below] 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 to 3,200 - 50

3,201 to 10,000 - 80

10,001 to 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.

**GPO "VERIFICATION OF DELIVERY":** Contractor MUST email delivery verification information to [compliance@gpo.gov](mailto:compliance@gpo.gov) WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. **F.O.B. Destination** (at contractor's expense), enter the date of delivery. **Failure to provide this information for each print order may result in delayed payment of invoices.**

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

**DISTRIBUTION:** Deliver f.o.b. destination (at contractor's expense) via traceable means to the following address destination:

Lewis and Clark National Historic Trail  
Attn: Kevin McCarthy (402-661-1824)  
601 Riverfront Drive  
Omaha, NE 68102

An occasional order may require a bulk delivery to another address location as specified on the print order.

**NOTIFICATION OF SHIPMENT:** For each print order placed, contractor must notify the ordering agency ([kevin\\_mccarthy@nps.gov](mailto:kevin_mccarthy@nps.gov)) and GPO ([tferguson@gpo.gov](mailto:tferguson@gpo.gov)) on the same day that the product ships to the email address specified on the print order. The subject line of this message shall be "Distribution Notice for Program Number 1521-S and Print Order number." The notice must provide all applicable tracking numbers, Links to tracking number, shipping/mailling methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

All expenses incidental to returning materials, submitting proofs, 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).

No definite schedule for notification of availability of furnished materials can be predetermined.

Print orders and furnished electronic media are anticipated to be provided via e-mail.

The schedule begins the same workday as notification of the availability of each individual print order and furnished material. When notification of availability is given after 10 a.m. the date of notification shall be 9 a.m. the following workday.

The delivery date indicated on the print order is the date products ordered must be delivered to the destination specified.

All PDF proofs must deliver within 3 workdays from date of receipt of furnished materials to the address furnished by the agency via email or on the 2511 print order. Proofs will be withheld not more than 3 **workdays** from receipt in agency until contractor is notified to pick them up.

All Prior-to-production samples (if required) must deliver within 5 workdays from date of receipt of PDF approval. Prior-to-production proofs will be withheld not more than 2 **workdays** from receipt.

All finished order items must **deliver complete within 15 - 20 calendar days** from the date of receipt of approval.

Contractor must not print prior to receipt of an "OK to print". A copy of the Print Order and a return air bill must also be furnished with the proofs. Notify [tferguson@gpo.gov](mailto:tferguson@gpo.gov) the morning proofs will be delivered.

### **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 designation corresponds to the one listed in the “Schedule of Prices”.

- |      |         |    |
|------|---------|----|
| I.   | (a) (1) | 1  |
|      | (2)     | 5  |
|      | (b)(1)  | 1  |
|      | (2)     | 5  |
|      | (c)(1)  | 1  |
|      | (2)     | 5  |
|      | (d)(1)  | 2  |
|      | (2)     | 10 |
| II.  | (a)     | 16 |
| III. | (a)     | 2  |

#### **SECTION 4.- SCHEDULE OF PRICES**

Bids offered are F.O.B. Destination.

**Bidder must make an entry in each of the spaces provided.** Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

#### **CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES.**

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

Fractional parts of 1000 will be prorated at the Per 1000 rate.

**I. COMPLETE PRODUCT:** Prices quoted shall include the cost of all required materials and operations, including Paper and PDF proofs, necessary for the complete production and distribution of the product listed in accordance with these specifications. Only one "Makeready and /or setup" charge will be allowed per order publication.

	<b>Makeready and/or Setup</b> (1)	<b>Running</b> per 1,000 copies (2)
(a) Complete cover on Coated Cover stock .....	\$ _____	\$ _____
(b) 8 page issue on Coated Text stock.....	\$ _____	\$ _____
(c) 12 page issue on Coated Text stock.....	\$ _____	\$ _____
(d) 16 page issue on Coated Text stock .....	\$ _____	\$ _____

**II. PROOFS:**

(a) Prior to Production Samples.... Per page, when required.....\$ \_\_\_\_\_

**III. ADDITIONAL OPERATION:**

(a) System Timework.....per hour ..... \$ \_\_\_\_\_

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

**SHIPMENTS:** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_.

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. *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 copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/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 \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number)

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

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**THIS SECTION FOR GPO USE ONLY**

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

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