

**PROGRAM No. 2510-S Contract Period: April 1, 2019 through March 31, 2020, plus 4 option years**

**TITLE: Fermilab Educator's Catalog, Education and Public Outreach Brochures, and Science Adventures Brochures**

ITEM	DESCRIPTION	BASIS OF AWARD	Cenveo Worldwide Los Angeles, Los Angeles, VA		Consolidated Graphics d/b/a Westland Printers Laurel, MD		Monarch Litho L.C. Montebello, CA		GPO Estimate	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations(including Proofs, Priors, Paper, Perforation, Binding and shipment of unaddressed copies) necessary for the complete production and distribution of the product listed in accordance with these specifications. Only one "Make-ready and or Setup" charge will be allowed per item, per order.									
(1)	Make-Ready and/or Setup									
(a)	Brochures (folded)	4	\$2,500.00	\$10,000.00	\$2,342.00	\$9,368.00	\$585.00	\$2,340.00	\$1,542.00	\$6,168.00
(b)	Pamphlet (8 pages plus cover)	1	\$4,000.00	\$4,000.00	\$3,418.00	\$3,418.00	\$1,650.00	\$1,650.00	\$2,825.00	\$2,825.00
(c)	Pamphlet (Additional 4-page text signatures)	1	\$600.00	\$600.00	\$775.00	\$775.00	\$715.00	\$715.00	\$657.00	\$657.00
(2)	Running per 1,000 copies									
(a)	Brochures (folded)	11	\$200.00	\$2,200.00	\$1,137.00	\$12,507.00	\$190.00	\$2,090.00	\$195.00	\$2,145.00
(b)	Pamphlet (8 pages plus cover)	3	\$400.00	\$1,200.00	\$1,315.00	\$3,945.00	\$473.00	\$1,419.00	\$436.00	\$1,308.00
(c)	Pamphlet (Additional 4-page text signatures)	3	\$200.00	\$600.00	\$595.00	\$1,785.00	\$138.00	\$414.00	\$169.00	\$507.00
II.	Addressing Single Copies									
(a)	Addressing single copies (self-mailers)/per 1,000 addresses	10	\$100.00	\$1,000.00	\$173.00	\$1,730.00	\$95.00	\$950.00	\$97.00	\$970.00
	TOTAL OFFER :			\$19,600.00		\$33,528.00		\$9,578.00		\$14,580.00
	DISCOUNT :		0%	\$0.00	0.50%	\$167.64	2%	\$191.56	0%	\$0.00
	NET OFFER :			\$19,600.00		\$33,360.36		\$9,386.44		\$14,580.00
							AWARD			

Prepared by: KD

Proofread by: LH

Program 2510-S  
Specifications by lh  
Reviewed by cm

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U.S. GOVERNMENT PUBLISHING OFFICE  
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Fermilab Educator's Catalog, Education and Public Outreach brochures, and Science  
Adventures brochures**

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

Department of Energy (Fermilab)  
Batavia, IL

Single Award

**BID OPENING:** Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on  
**MARCH 26, 2019.**

**BID SUBMISSION:** Submit bid to: U.S. Government Publishing Office (GPO), Chicago Regional Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Chicago Regional Office Fax No. (312) 886-2057. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

**BIDDERS, PLEASE NOTE:** GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

**CONTRACT TERM:** The term of this contract is for the period beginning April 1, 2019 and ending March 31, 2020, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

This is a new term contract requirement.

For information of a technical nature call Lisa Hollingsworth at 312-353-3916 x 2 (No collect calls). For specifications or abstracts – this information is available on the GPO website at [www.gpo.gov/how-to-work-with-us/vendors/contract-pricing](http://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing).

Fax requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at 312-886-2057.

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01/18) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>. The Contract Terms publication noted above can be downloaded at <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf> and <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

**DOING BUSINESS WITH GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, where one can register as a GPO contractor using the '**GPO Contractor Connection**' link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: "EIN/TIN #", "Employer Identification Number", "Taxpayer Identification Number", "Subject to Backup Withholding" (See IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.) GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

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

Product Quality Levels: (a) Printing (page related) Attributes- **Level 1**.  
(b) Finishing (item related) Attributes- **Level 1**.  
(c) Exceptions: None

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	Approved priors
P-8. Halftone match (single & double impression):	Approved priors
P-9. Solid and Screen Tint Color Match:	Approved priors
P-10. Process Color Match:	Approved priors

**SUBCONTRACTING:** The predominant production function is printing. Bidders who must subcontract this operation will be declared non-responsible.

**PREAWARD SURVEY:** In order to determine the responsibility of the primary contractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**OPTION TO EXTEND THE CONTRACT TERM (OPTION YEARS):** 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 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 periodic pricing revision.

**EXTENSION OF 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 March 1, 2019, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending (insert the date that is 3 months prior to the beginning of the contract), 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. 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 April 1, 2019 through March 31, 2020 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail, faxed or emailed 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 agency 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.

**OPTIONS:** Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

**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>.

**CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE MAY RESULT IN DELAY OF PAYMENT.**

**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.

## **SECTION 2.- SPECIFICATIONS**

**SCOPE:** These specifications cover the production of folded brochures (3 different titled brochures) and pamphlet (saddle-stitched), requiring such operations as materials pickup, printing, gate folding, perforating, addressing to postal requirements, packing, labeling, mailing and delivery.

**TITLE:** Fermilab Educator's Catalog, Education and Public Outreach brochures, and Science Adventures brochures

Although this is an option year contract, all estimates, averages, etc., are based on one year's production.

**FREQUENCY OF ORDERS:**

Brochures: Approximately 4 orders per year.

Pamphlet: Approximately 1 order per year.

**QUANTITY:** Approximately 1,000 to 4,500 copies per order, plus GPO Inspection Copies and Quality Assurance Random Copies, as specified on the individual print order.

**NUMBER OF PAGES:**

Brochure: Face and back (prior to folding).

Pamphlet: 8 pages plus separate cover with a fold in extension. An occasional order may require 12 pages plus separate cover with a fold in extension.

**TRIM SIZE:**

Brochure: 22.583 x 11" gate folded to 5.667 x 11" to create 4 panels.

Pamphlet: 5.667 x 11" with a perforated 5.5 x 11" fold-in extension panel on cover.

**GOVERNMENT TO FURNISH:** Materials furnished by the agency will be made available for pickup by contractor. All expenses incidental to the pickup and return of all government furnished material must be borne by the contractor. Contractor is required to provide courier shipping account number(s), labels and/or packaging as needed.

Access to electronic files will be provided via FTP site through email or telephone call. The file that contains the mailing addresses in Excel format for domestic mailing will be available via FTP site or emailed.

Print Order (GPO Form 2511): Print Orders will be emailed, faxed or sent via FTP.

**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.

**PROOFS:**

Include blank paper samples with proofs.

1 set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution 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, as applicable.

1 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.

**At Contractor's Option:**

1 set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. 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 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf). NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>.

Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Digital color content proof shall be used to represent spot varnish.

**PRIOR TO PRODUCTION SAMPLES:** Upon approval of the proofs, the contractor will produce one prior-to-production sample for approval prior to the run of the entire quantity.

The sample requirement for this contract is one printed and constructed copy. The 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. The sample 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 as specified on the Print Order. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO Contract and Print Order numbers. 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 **3 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 reasons therefore.

If the sample is 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.

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

**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.

**NOTICE:** Copies of the "Government Paper Specifications Standards, No. 12," dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, D.C. 20402; or available in PDF format on the GPO website at <http://www.gpo.gov/vendors/sfas.htm>.

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

Brochure: White Anthem Matte Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50 or equal.

Pamphlet:

Cover: White Anthem Matte Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50 or equal.

Text: White Anthem Matte Text, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240 or equal.

#### **PRINTING:**

Brochure: Prints head-to-head, face and back in 4-color process. After printing, spot coat on face (do not coat the approximately 5.6667 x 7.25 mailing address area) on second panel, and spot coat on back (do not coat the full 5.6667 x 11" registration panel) with a clear, non-yellowing dull varnish.

Pamphlet:

Cover 1,2,3 and 4 plus the 5.5 x 11" fold-in extension panel print head-to-head in 4-color process. After printing, coat the entire surface of cover pages, and the inside extension panel with a clear, non-yellowing dull varnish. Do not coat the outside extension panel (registration panel).

Text: Prints head to head in 4-color process. After printing, coat the entire surface of each text page with a clear, non-yellowing dull varnish.

**MARGINS:** Full bleed (heavy ink coverage).

#### **BINDING:**

Brochures (3 different titled brochures): Fold using parallel gate folds with title panel and mailing panel out. Score on folds with the grain parallel to folds. Cracking on folds will not be accepted and may result in an order rejection.

**Perforation:** It is anticipated that 3 of the estimated 4 orders per year for brochures will require perforation along the full 11" dimension of outer registration panel (slit or slot, without ink).

**Pamphlet** (approximately 1 estimated order per year): Saddle-wire stitch cover and text in 2 places on the 11" dimension. Perforate the cover extension panel (registration panel) along the full 11" dimension (slit or slot, without ink) and fold in over cover 3. Trim flush.

Score cover and perforated extension on fold with the grain parallel to fold. Cracking on folds will not be accepted and may result in an order rejection.

**Wafer Seal:** It is anticipated that all orders will require the open dimension to be sealed using 2 – 3 suitable clear perforated seal-o-mat or equal wafer seals, in accordance with all postal regulations.

**ADDRESSING:** Contractor must address the complete quantity per order (minus approximately 300 – 400 unaddressed copies as specified to be delivered) to be mailed singly as self-mailers. Addresses may be ink jet, laser imaged, or applied directly to units as labels. The printed image must have consistent density, be easily readable, be free of smears and must not be skewed. **Address standardization (including NCOA) of these addresses by the contractor is required.** It is the contractor's responsibility that the COMPLETE address information be placed in the address area in the exact order of mail list file, and addresses must meet all USPS requirements for mailing.

Note: If contractor inkjets address and bar code on pamphlet it must adhere and not rub off.

#### **PACKING AND LABELING:**

**Bulk Shipments:** Pack the unaddressed copies in shipping containers not to exceed 45 lbs. when fully packed. Pack suitably in containers as appropriate to prevent damage in transit. Shipping containers shall have a minimum bursting strength of 275 lbs. per square inch or a minimum edge crush test (ECT) of 44 lbs. per inch width.

All reproduction copy for any one order shall be wrapped in one package or inserted in a kraft envelope and must be protected by cardboard or other means to guarantee safe return delivery of the agency furnished materials.

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

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

**GPO "VERIFICATION OF DELIVERY":** Contractor MUST email delivery verification information to [VerifyChicago@gpo.gov](mailto:VerifyChicago@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. If a contract specifies a shipping method of **F.O.B. Contractor City** (at government's expense), enter the date of shipment. If a contract specifies **F.O.B. Destination** (at contractor's expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each Print Order may result in delayed payment of invoices.**

#### **DISTRIBUTION:**

**F.O.B. Contractor's City.** Contractor to mail approximately 700 - 4,100 or more self-mailers per order reimbursable first class mail. (Each destination receives one copy; with 90% or more of destinations located within Illinois.) Contractor will be reimbursed for mailing by submitting properly completed postal receipts, or other acceptable proof with billing for payment. Addresses must be complete, including station routing symbols. Must meet all requirements for Postal Service.

**Certificate of Conformance:** When using Permit Imprint Mail, the contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found on the GPO website at <http://www.gpo.gov/vendors/sfas.htm>.

**Agency Notification of Postage Fees:** A copy of Postal Service Mailing Transaction Receipt showing final mailing charges for the shipment must be obtained by the contractor from postal officials and sent via email to Jane Graves ([jgraves@fnal.gov](mailto:jgraves@fnal.gov)) and Lisa Hollingsworth ([lhollingsworth@gpo.gov](mailto:lhollingsworth@gpo.gov)). This statement must also be submitted with contractor's invoice voucher.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" as applicable.

F.O.B. Destination (at contractor's expense) deliver via traceable means:

Balance (approx. 300 – 400 unaddressed office copies as specified per order, plus any copies with invalid addresses) via most economical traceable means available to:

Fermilab, Attn: Receiving  
(Program 2510-S) and (Title, and Print Order #)  
Kirk Road & Wilson Street  
Batavia, IL 60510

2 GPO Inspection Copies to: U.S. Government Publishing Office, Attn: (Program 2510-S / LH) and (Print Order #), 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055.

**QUALITY ASSURANCE RANDOM COPIES:** The contractor will be required to submit 13 or 20 random quality assurance copies per order to the Government Publishing Office, Washington, DC for inspection and testing for compliance to the product specifications. The following sampling plan is to be employed for selecting the samples:

<b>Quantities up to 3,200 =</b>	<b>13</b>
<b>Quantities of 3,201 and over =</b>	<b>20</b>

Choose one copy from each subplot. Do not choose copies from the same general area in each subplot and sign and date the selection certificate and include in packages with the random copies and a copy of these specifications.

The cost of these random copies including shipping must be included in your total bid price, and proof of delivery must be submitted with your invoice.

QUALITY ASSURANCE RANDOM COPIES		
Program No.	Jacket No.	PO No.
Contractor		
U.S. GOVERNMENT PUBLISHING OFFICE Printing Procurement – Stop PPSQ Quality Assurance Section 732 North Capitol St., NW, Rm. C848 Washington, DC 20401		

All expenses incidental to the pickup and return of all government furnished material 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 pickup of Print Order and furnished material can be predetermined. The Government will notify the contractor when an order is available for pickup.

Furnished material must be picked up from and delivered to the address shown under "Distribution."

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.

Proofs are due within 5 workdays from receipt of Print Order and will be withheld not more than 3 workdays from receipt in agency until contractor is notified to pick them up. A copy of the Print Order and a return air bill must also be furnished with the proofs.

Prior to Production samples are due within 10 workdays from receipt of proof approval and will be withheld not more than 3 workdays from receipt in agency until contractor is notified to pick them up. 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 Prior to Production samples.

Complete production, mailing (post marked) and delivery at destination, must be made within four to six weeks after notification of availability of print order and furnished material.

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.

### **SECTION 3.- DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce (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.       (1)   (2)
  - (a)   4     11
  - (b)   1     3
  - (c)   1     3

- II.
  - (a) 10

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

Bids offered are **F.o.b. Contractor's City (for mailing) and F.o.b. Destination (for bulk delivery).**

**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 1,000 will be prorated at the per 1,000 rate.

- I. COMPLETE PRODUCT:** Prices quoted shall include the cost of all required materials and operations (including Proofs, Priors, Paper, Perforation, Binding and shipment of unaddressed copies) 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 item, per order.

	<b>Makeready and/or Setup (1)</b>	<b>Running per 1,000 copies (2)</b>
(a) Brochures (folded) .....	\$ _____	\$ _____
(b) Pamphlet (8 pages plus cover).....	\$ _____	\$ _____
(c) Pamphlet (Additional 4-page text signatures) .....	\$ _____	\$ _____

- II. (a)** Addressing single copies (self-mailers)/per 1,000 addresses.....\$ \_\_\_\_\_

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

**(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)**

LOCATION OF POST OFFICE: All Mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**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 points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder

\_\_\_\_\_  
(Contractor 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)

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

**(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)**

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

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

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