

U.S. GOVERNMENT PUBLISHING OFFICE
200 N. LaSalle St., Suite 810
Chicago, IL 60601-1055

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Public Notices – Printing/Duplicating, Accelerated Schedule

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

DLA Document Services

Single Award

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

May 13, 2021.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to **bidschicago@gpo.gov** for this solicitation. See also “ADDITIONAL EMAILED BID SUBMISSION PROVISIONS” on page 15.

No other method of bid submission will be accepted at this time.

The program number “4526-S-S” and bid opening date “**May 13, 2021**” must be specified in the subject line of the emailed bid submission. Bids received after “**2:00 p.m. Central**” on the bid opening date specified above will not be considered for award.

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

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.

NOTE: Bidder must use the exact bid pages in “SECTION 4. – SCHEDULE OF PRICES,” and MUST NOT substitute their own bid formatting in their submitted bid. Substitution may result in a determination of the bid as non-responsive.

CONTRACT TERM: The term of this contract is for the period beginning **June 1, 2021 and ending May 31, 2022**, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause in this contract.

NOTE: Minor changes are scattered throughout. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

INFORMATION: For questions about these specifications contact Chuck Szopo at 312-353-3916 x6 or cszopo@gpo.gov. Questions about these specifications should be forwarded at least 1 workday before the Bid Deadline, in order to be addressed prior to bid submission.

Email requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at kdodson@gpo.gov.

Doing Business with GPO Customer Services during the Coronavirus Pandemic:

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

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. 1-18) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised September 2019)).

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/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 of 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 Attributes – Level IV – Exception: Level III for color printing/duplicating
- (b) Finishing Attributes – Level IV

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:

	Attribute	Specified Standard
P-7.	Type Quality and Uniformity	Approved Proofs
P-10	Color Match	Approved Proofs

Copies will not be acceptable if they contain background tone, strip-lines, or other printed elements which are not equal to the furnished materials.

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

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: At the Government's option, immediately after award a postaward conference with contractor representative(s) may be held via telephone conference to discuss the requirements of the contract.

GOVERNMENT IN-PLANT INSPECTIONS: The Government shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, the Contracting Officer may require specific measures in cases where the contractor is found to be noncompliant with contract safeguards.

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 **June 1, 2022 and ending May 31, 2023**, 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 **February 28, 2022**, 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.

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 **June 1, 2021 and ending May 31, 2022** 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 or otherwise furnished to the contractor in conformance with the schedule.

The security and confidentiality of Government legal documents handled and stored by the contractor during the execution of this contract are of critical importance. Should the preaward survey reveal a security deficiency that jeopardizes or otherwise compromises the secure and confidential operation of this contract as specified herein, the Government reserves the right to declare the contractor non-responsible if such a deficit cannot be remedied by the contractor in a timely fashion and at no additional expense to the Government.

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. 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 are to be completed by the contractor within the time specified in the order. 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.

When production covered by this contract is required before the dates specified under this contract, and the contractor will not accept the accelerated schedule, the Government may procure this requirement from another source for that accelerated schedule.

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>.

NOTE: In addition, contractor is required to email delivery receipts and final invoice in PDF format to originator of each GPO Form 2511 print order. All documents should be in one PDF file. Originator’s email address will be found at the bottom of each GPO Form 2511 print order. Subject line of the email will be the print order number.

**CONTRACTOR MUST ITEMIZE INVOICES FOR PAYMENT TO MATCH
THE SCHEDULE OF PRICES FORMAT.**

**FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY
RESULT IN DELAYED 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 accelerated schedule, printing/duplicating of forms and self-cover pamphlets, color copying, addressing, and mailing.

TITLE: Public Notices – Printing/Duplicating, Accelerated Schedule

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

FREQUENCY OF ORDERS: Approximately 18 orders per year. More than one order may be placed per day.

QUANTITY: Approximately 8 to 80 copies per order. An occasional order may exceed this quantity, up to approximately 1,000 copies.

NUMBER OF PAGES: Approximately 4 to 40 pages per order. An occasional order may exceed this page count, up to approximately 100 pages.

TRIM SIZE: 8-1/2 x 11”.

GOVERNMENT TO FURNISH: Electronic artwork files will be emailed to contractor by agency. Electronic media will be generated on a PC using Microsoft Office applications. Supplied files will be Adobe Acrobat PDF and/or Microsoft Word. A separate PDF or Word file of the back page (return address with area for placement of labels) will be included.

Distribution List: Mailing addresses will be furnished via email, in one of the following formats.

- 1) For most orders, Word file(s) or PDF(2) with labels 3 across and 10 down on 8-1/2 x 11” sheet(s), or 2 across and 7 down on 8-1/2 x 11” sheets(s) will be furnished. Approximately 1 to 3 files of labels will be furnished for each order.
- 2) Occasionally, at agency's option, the mailing list may be furnished as a Microsoft Excel file. See “LABELING” for additional information. This may be the only file provided for label creation, or it may be one of several files, with the remaining files in PDF and/or Word format.

GPO Form 2511 Print Order: It is anticipated that print orders will be sent to contractor via email. At the Government's option, print orders may be furnished as a hard copy, a faxed copy, or by mail. Contractor must be able to accept via email.

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.

Contractors are required to update their Contractor Connection account on www.gpo.gov to include current points of contact, current contact information, number of employees, current maintained equipments and capabilities, etc.

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 GPO 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.

Contractor may be required to revise furnished page artwork by converting color pages to black, resizing files and/or making other prepress adjustments. It is anticipated that less than 5% of furnished page artwork files will require prepress adjustments. Any such adjustments to furnished files is required at no additional cost to the Government.

Contractor is to collate the provided back page mailing label artwork (return address with area for placement of labels), in correct position for mailing per USPS requirements. It is anticipated that less than 5% of furnished files for the mailing label page artwork will require prepress adjustments. Any such adjustments to furnished files is required at no additional cost to the Government.

SPECIAL SOFTWARE CONSIDERATION: Office Graphics files (e.g., files from Presentation, Word Processing, or other non-publishing applications) may be furnished for this procurement. Additional system work may be required to produce acceptable output as per specifications.

The contractor will not receive additional compensation, or time for common errors associated with the output of Office Graphics files. Common errors include, but are not limited to: 1) Color Issues and Shifts (RGB color data, no spot colors, loss of Black plate), 2) Page Integrity (text reflow), 3) Missing prepress features (e.g., bleeds, trim marks), or 4) Loss of text characters from graphic elements.

If supplied by the Government, a color visual will be considered the color standard. Vendors should match the supplied color visual as closely as possible given differences between inks, toners, and dyes. If no hard copy visual is supplied, the furnished electronic file will be used as the standard.

If supplied by the Government, a black and white visual will be used as the standard for page integrity. Contractor must ensure that the job outputs exactly as the furnished visual. If no hard copy visual is supplied, the furnished electronic file will be used as the standard.

PROOFS: For each order (unless specifically not requested on the GPO 2511 Print Order), contractor is required to email PDF proof to Jerry.L.Truelsen@usace.army.mil or other agency point of contact as furnished by the agency. Contractor must call Jerry Truelsen at (402) 740-4097 to confirm receipt. Proofs will not be held more than 1 workday.

Due to the accelerated schedule, email of proofs to agency must be processed in an expedited manner. See “SCHEDULE” for additional details.

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.

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

STOCK/PAPER:

BIDDERS, PLEASE NOTE: GPO has issued a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards 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 and any amendments thereto.

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

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60, or at contractor's option, White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code D10 or White Plain Copier, Xerographic, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code O60.

PRINTING/DUPLICATING: At contractor’s option, the product may be produced via conventional offset or digital printing, provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 x 1 dpi or 600 x 600 x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Print/duplicate face only or face and back in black or color/4-color process, as specified.

MARGINS: Margins will be specified on the print order or furnished copy. No bleeds.

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 or film, must not print on finished product.

BINDING: Collate products as required. Wire stitch in upper left corner and trim four sides.

Fold each mailer from 8-1/2 x 11” to 8-1/2 x 5-1/2”, mailing indicia out, seal with white wafer seal(s) or tab(s) that meets U.S. Postal regulations for mailing.

LABELING: Contractor will output provided PDF page(s) onto appropriate label stock, and affix one label per item in the mailing label are of the back page to meet USPS requirements.

If mailing addresses are furnished as an Excel file, at contractor’s option contractor may print each address directly onto the product or print each address on a permanent pressure sensitive adhesive label and then affix to pamphlet. Contractor must follow U.S. Postal regulations for mailing. Contractor is permitted to charge for affixing addresses if furnished as an Excel file, however no additional charges for re-formatting of the furnished file will be allowed beyond the related “Pricing Schedule” item charge.

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 must be borne by the contractor.

GPO SAMPLES: Mark package with Program number and Print Order number. GPO samples are to be shipped at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. No additional charge will be allowed for GPO samples.

GPO “VERIFICATION OF DELIVERY”: Contractor MUST email delivery verification information to 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.**

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. The original copy of these receipts or other acceptable proof must accompany the contractor’s voucher for payment.

DISTRIBUTION:

Mail FOB Contractor’s City:

Contractor will be required to pay postage for each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with each invoice voucher.

Applies to most mailings: All mailing up to 11 ounces, quantity up to 200 copies, shall be made at the First Class rate, using metered mailing. Contractor to submit with invoice voucher the correct USPS certificate for metered mailing.

Applies to an occasional mailing: All mailing over 11 ounces, and/or over 200 copies, shall be made at the First Class rate, using Priority Mail. Contractor must obtain any permits necessary for such mailings, and must submit the correct USPS certificates with invoice voucher.

It is anticipated that most mailing addresses will be domestic, with the occasional international address. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail” as applicable.

Deliver FOB Destination (via traceable means at contractor’s expense): 2 GPO samples per order. Deliver or ship sample copies by the most economical method to the Government.

RETURN OF GOVERNMENT FURNISHED MATERIALS: While not anticipated for most orders, if required, all expenses incidental to pick up or return of furnished materials 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) and government furnished material. No definite dates can be predetermined for placement of orders.

All deliveries must be made Monday through Friday, exclusive of Federal Holidays, before 4:00 pm local prevailing time.

The term “workday” is defined as Monday through Friday of each week, exclusive of the days on which Government holidays are observed.

The following 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 Noon Central Time, the date of notification shall be the following workday.

Complete production and delivery to the Post Office must be made within two workdays. The ordering office may allow additional time when appropriate. However, the schedule above must otherwise be adhered to. Failure to mail when required will render the dated material useless.

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. If any step in the production process is completed early, the total production schedule is shortened by that number of workdays.

WD After

Contractor delivers PDF Proofs (expedited)..... Same Day/1
Proofs reviewed/“Ok to Print” Same Day/1
Contractor must complete mailing**2

* The ship/delivery date indicated on the GPO Form 2511 Print Order is construed to be the date all mailers are delivered to the U.S. Post Office. GPO samples must deliver via traceable delivery method at the most economical method to the Government.

Sample Schedules:

For example, if contractor receives notification of availability of government furnished materials and GPO Form 2511 Print Order on Monday, June 7, 2021 at 9 a.m. Central:

Contractor emails PDF Proofs June 7, 2021
Agency reviews PDF proofs and emails “OK to Print” June 7-8, 2021
Contractor completes Delivery/Mailing at all destinations..... June 10, 2021

For example, if contractor receives notification of availability of government furnished materials and GPO Form 2511 Print Order on Monday, June 7, 2021 at 1 p.m. Central:

Contractor emails PDF Proofs June 8, 2021
Agency reviews PDF proofs and emails “OK to Print” June 8-9, 2021
Contractor completes Delivery/Mailing* at all destinations..... June 10-11, 2021
[Mail date dependent of time of “Ok to Print”. If received by 10 a.m. Central on June 8, 2021, mail date completion would be on June 10, 2021.]

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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 offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year's orders 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 during a like period of time.

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

- I. (a) 285
- (b) 423
- (c) 166

- II. (a) 285

- III. (a)(1) 27
- (2) 1

SECTION 4.-SCHEDULE OF PRICES

Bids offered are FOB Contractor's City and FOB Destination (for shipping of GPO sample copies).

SUBMISSION OF OFFERS AND EVALUATION: 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.

Bids submitted with NB (No Bid) or blank spaces for an item 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.

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 orders which are outside the scope of the contract. Any changes made to an 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 Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

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

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

Fractional parts of 100 will be prorated at the per 100 rate.

I. PRINTING/DUPLICATING Prices offered shall include the cost of all required materials and operations necessary for the printing and binding of the product listed in accordance with these specifications, except for Items II. and III.

All paper costs MUST be included in the printing/duplicating charge. A charge will be allowed for each page as ordered, whether printed or blank. Blank pages charge at the black page running rate.

Only one makeready and/or setup charge will be allowed for each page, regardless of the number of copies run.

- a) Makeready/Setup, per page..... \$ _____
- b) Running, black, per page, per 100 copies..... \$ _____
- c) Running, color, per page, per 100 copies..... \$ _____

II. PROOFS:

- a) PDF proofs..... each..... \$ _____

III. ADDITIONAL OPERATIONS:

- (a) Address and seal with wafer seal or tab:
 - (1) Affix labels furnished in Word/PDF format....per 100 addresses.....\$ _____
 - (2) Affix addresses furnished in Excel (rare) format...per 100 addresses.....\$ _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____

City _____, State _____, Zip Code _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

SHIPMENT(S): All Shipping will be made from the City _____, State _____.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor’s city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 “Discounts” of Solicitation 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 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)

THIS SECTION FOR GPO USE ONLY
Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID