

PROGRAM No. 3596-S Date of Award thru August 31, 2018 plus 4 option years

TITLE: Advocate

Energy

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	INTERSTATE GRAPHICS, INC. Johnson City, TN		RUSSELL PRINTING OPTIONS Knoxville, TN	
			UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT					
(a)	8-Page issue printing in four-color process ... per issue					
(1)	Makeready and/or Setup.....	4	600.00	\$2,400.00	910.00	\$3,640.00
(2)	Running per 100 copies.....	44	65.00	\$2,860.00	49.00	\$2,156.00
	CONTRACTOR TOTALS			\$5,260.00		\$5,796.00
	DISCOUNT		1.00%	\$52.60	1.00%	\$57.96
	DISCOUNTED TOTALS		20 Days	\$5,207.40	30 Days	\$5,738.04

Abstracted by: RLW 8/29/2017

Verified by: TS 8/30/2017

Contract Awarded to: Russell Printing Options

THIS IS A REPROCUREMENT WITH REVISED SPECIFICATIONS

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Advocate

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

Department of Energy

Oak Ridge, TN

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending August 31, 2018, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “*OPTION TO EXTEND THE TERM OF CONTRACT*” clause in Section 1 of this contract.

SUBMIT QUOTE TO: U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date or telefax your reply to Columbus Regional Office (614) 488-4577. Telegraphic and e-mail quotes transmitted to GPO offices WILL NOT be considered.

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time, August 29, 2017.

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME, LATE QUOTES WILL NOT BE CONSIDERED.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50-mile radius of Oak Ridge, TN.

REVISED SPECIFICATIONS: Digital Printing option allowed and other minor changes are scattered throughout.

Abstract is available on GPO Web Site at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature call Russ Woodmancy at (614) 488-4616, ext. 8 (No collect calls).

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 Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

More GPO Publications can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

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 Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-10. Process Color Match	Approved Proofs

OPTION TO EXTEND THE TERM OF 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 (August 31, 2022)** including any extension(s) added under this clause. Further extension may be negotiated under the “*EXTENSION OF TERM OF CONTRACT*” clause. See also “*ECONOMIC PRICE ADJUSTMENT*” for authorized pricing adjustment(s).

EXTENSION OF TERM 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 **Date of Award through August 31, 2018** 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 **May 31, 2017 called the base index**. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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.

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. Production orders may be issued under the contract from **Date of Award through August 31, 2018 (plus options)**. 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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.

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus Regional Office via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address:

<https://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/finance/index.htm>.

NOTE: Contractor’s billing invoice must be itemized in accordance with the line items in the “*SECTION 4. - SCHEDULE OF PRICES.*”

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of a pamphlet requiring such operations as electronic prepress, reproducibles, proofs, 4-color printing (offset or digital), folding, packing, and delivery.

TITLE: Advocate

FREQUENCY OF ORDERS: Approximately 4 orders per year.

QUANTITY: Approximately 1,000 to 1,400 copies per order.

NUMBER OF PAGES: 8-page self-cover.

TRIM SIZE: 8-1/2 x 11”

NO QUANTITY VARIATION ALLOWED.

GOVERNMENT TO FURNISH:

Electronic Media:

Operating System Windows 7 or higher.

Storage Media: USB Thumb Drive.

Software: InDesign CS5 (or higher) with Photoshop CS5 (or higher) and Illustrator CS5 (or higher).

Fonts: All printer and screen fonts will be furnished. Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

A visual of the furnished electronic files will be provided for contractor to check during preflight if requested.

Note: Versions may be upgraded during the term of the contract.

ELECTRONIC PREPRESS: Immediately upon receipt and prior to image processing, the contractor shall perform a full check (preflight) of the furnished media and files to ensure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus, GPO Contracting Officer prior to further performance.

The contractor shall create or alter any necessary trapping, press setup, screen angles, screen frequency, and/or other print quality factors, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Digital Deliverables: If contractor is required to make revisions, the contractor shall, prior to making revisions, copy the files and make all changes to the copy. No revisions are to be made to furnished files.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat PDF files, or any proprietary files formats other than those supplied, unless specified by the Government.

Delivery/shipping status report form.

Form 905 (R. 3/90) “*Labeling and Marking specifications*”.

Print Orders (GPO Form 2511).

Blue Labels and Selection Certificates.

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.

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.

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

PROOFS: All orders require two sets of proofs.

If contractor is using the digital printing option, digital color one-off proof must use the same output device that will be used to produce the final printed product on the actual production stock (preproduction samples).

If contractor is using the offset printing option. Proofs must be G7 profiled uses proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 12/15/2013 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media.

Regardless of printing option utilized in the production of the finish 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/format of the product, as applicable. Proof will be used for color match on the press on the production run.

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 “*Okay to Print*”.

STOCK/PAPER: The specifications of all stock/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.

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

White Matte-Coated Offset Book, basis size 25 x 38”, 80 lbs. per 500 sheets, equal to JCP Code A240.

PRINTING: Print head-to-head in 4-color process. Bleeds bottom and left to right. Approximately 1 to 3 screened areas per page. Reverse printing required.

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 dpi x 1 bit or 600 x 600 dpi 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.

MARGINS: Maintain margins as indicated on the electronic files. Bleed pages are scattered throughout.

BINDING: Saddle-wire stitch with two wire stitches in the 11" dimension and trim three sides. The grain of the paper to run parallel to the spine.

Approximately 500 copies of all issues further fold to 8-1/2 x 5-1/2" with one parallel fold, mailing indicia facing out and seal with one or two (contractor's option) clear or white (contractor's option) wafer seals. Addressing and mailing not required and mailing indicia to be used only on this contract. Contractor to ensure the wafer seal(s) and placement meet U.S. Postal Service DMM requirements to be entered into the postal system.

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

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into 50 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 www.gpo.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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 www.gpo.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the "Distribution" clause.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

DISTRIBUTION: Deliver f.o.b. destination to:

DOE Information Center
Office of Science & Technical Information
Oak Ridge, TN 37830

In addition to the above, the delivery address building, room number, and to the individual's attention including phone number will be indicated on each Print Order.

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 furnished material.

Material, print order and proofs must be picked up from and delivered to the address listed under “*DISTRIBUTION*”.

If agent picks up material/proofs, the contractor must provide an adequate supply of completed manifests (airbills) to the Government agency placing the orders listing his firm as both the shipper and the consignee.

Anticipate publication months will be March, June, September, and December. Material and print order will normally be available for pickup between the 15th and 25th of the publication month.

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.

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

	<u>WD After</u>
Agency to view proofs at contractor’s plant	1
Agency marks proofs “ <i>OK to Print</i> ” or “ <i>OK to print with Corrections</i> ”	Same Day
Contractor must make complete delivery.....	4

NOTE: When revised page proofs are ordered by the government due to errors caused by the Government, additional workdays will be allowed in accordance with GPO Contract Terms (Pub. 310.2), Contract Clause, Article 12(c) Extension of Schedule.

The ship/delivery date indicated on the print order is the date products must be received at Oak Ridge, TN.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver within 4 workdays after delivery of finish product, all material furnished by the Government and digital deliverables, together with one printed sample of each job to the address listed under “*Distribution*”.

These materials must be packaged, properly labeled and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials/proofs, and furnishing sample copies, must be borne by the contractor.

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 the term of this contract.

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

- | | | |
|--------|-----|-----|
| | (1) | (2) |
| I. (a) | 4 | 44 |

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Oak Ridge, TN.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any 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.

All vouchers 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. COMPLETE PRODUCT: Prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations necessary for complete production and delivery.

<u>Makeready</u> <u>and/or Setup</u>	<u>Running Per</u> <u>100 Copies</u>
(1)	(2)

(a) 8-page issue printing in four-color process per issue\$_____ \$_____

(Initials)

RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE

SCHEDULE OF PRICES

QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in “*Section 4. - Schedule of Prices,*” initial or sign each in the space provided. See Page 1 for instructions on how and where to submit quotation.

**Discounts are offered for payment as follows:___ percent, _____ calendar days.
See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).**

Bidder _____
(Company Name)

(Address, City, and State)

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

(Person to be contacted) (Telephone Number) (Fax Number)

(E-Mail Address(s)) (Contractor Code Number, if known)

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