

Program No 1578-S Term Date of Award To July 31, 2024			DISTRICT CREATIVE		K-B OFFSET PRITNING,		MCDONALD & EUDY	
TITLE: The Navy Supply Corps Newsletter			UPPER MARLBORO, MD		State College, PA		Temple Hills, MD	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I. ELECTRONIC PREPRESS</b>								
(a)	System Timework.....per hour	3	100.00	300.00	65.00	195.00	75.00	225.00
(b)	Cover and Text: Digital one-piece proof per trim/page size unit	336	25.00	8400.00	5.00	1680.00	2.00	672.00
(c)	Posters: Proof .....per poster	1	100.00	100.00	80.00	80.00	50.00	50.00
(d)	Author's Alterations per trim/page size unit	6	90.00	540.00	65.00	390.00	10.00	60.00
<b>II. PRINTING AND BINDING:</b>								
(a)	Per complete cover (including binding)							
1	Makeready and/or Setup	4	850.00	3400.00	700.00	2800.00	575.00	2300.00
2	Running .....Per 100 Copies	100	675.00	67500.00	40.00	4000.00	16.00	1600.00
(b)	Per text page (including binding)							
1	Makeready and/or Setup	208	60.00	12480.00	19.00	3952.00	35.00	7280.00
2	Running .....Per 100 Copies	5200	9.00	46800.00	3.00	15600.00	1.35	7020.00
(c)	Per poster (including folding and gluing)							
1	Makeready and/or Setup	1	900.00	900.00	700.00	700.00	350.00	350.00
2	Running .....Per 100 Copies	23	32.00	736.00	28.00	644.00	35.00	805.00
<b>III. PACKING AND DISTRIBUTION:</b>								
<b>1. Mailed Shipments</b>								
(a)	Addressing single copies (self-mailers), applying wafer seals if required, including delivery to post office .....per 100 copies	43	8.00	344.00	3.00	129.00	35.00	1505.00
(b)	Single copies or multiple copies in kraft envelope (up to 200 leaves) .....per envelope	220	7.50	1650.00	3.00	660.00	0.45	99.00
(c)	Multiple copies in cushioned shipping bags, or kraft wrapped in shipping bundles (over 200 leaves) .....per bag or bundle	384	8.00	3072.00	3.00	1152.00	2.50	960.00
<b>CONTRACTOR TOTALS</b>					<b>\$146,222.00</b>		<b>\$31,982.00</b>	<b>\$22,926.00</b>
<b>DISCOUNT</b>			<b>2.00%</b>	<b>\$2,924.44</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>1.00%</b>	<b>\$229.26</b>
<b>DISCOUNTED TOTALS</b>				<b>20 DAYS</b>	<b>\$143,297.56</b>	<b>NET</b>	<b>\$31,982.00</b>	<b>20 DAYS \$22,696.74</b>
<b>AWARDED</b>								
Abstracted by: Melita Webb								
Reviewed by: Joy Gooden								
Awarded to: McDonald & Eudy								

*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

Northeast Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of the

***The Navy Supply Corps Newsletter***

as requisitioned from the U.S. Government Publishing Office (GPO) by  
The Defense Logistics Agency, DLA Document Services, Northeast, PA

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending July 31, 2024 plus up to two (2) optional 12-month extension period(s) that may be added in accordance with the " Option To Extend Contract Terms " clause in Section 1 of this contract.

**QUOTE DUE BY:** Quotes to be submitted by 11:00 a.m., prevailing Columbus, OH time, on **August 17, 2023**.

**QUOTE SUBMISSION:** Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES and attach as an email attachment (PDF is preferred). Bidders MUST submit quote via email to [bidsnortheast@gpo.gov](mailto:bidsnortheast@gpo.gov) for this solicitation. No other method of submission of quote will be accepted at this time. The company name, program number, and response date for the quotation must be specified in the subject line of the emailed submission. Quotes received after 11:00 a.m. prevailing Columbus, OH Time on the date specified above will not be considered for award.

**BIDDERS PLEASE NOTE:** Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Specific attention is directed to the following:

- This program was formerly identified as Program 2227-S and been renamed as Program 1578-S
- Quote submission provisions under “*Additional Emailed Quote Submission Provisions*” on page 5.
- Additional changes scattered throughout.

Abstracts of contract prices (formerly identified as Program 2227-S) are available at:  
<https://www.gpo.gov/gpo/abstracts/abstract.action?region=Northeast>

For information of a technical nature, contact Melita Webb at 614-488-4616 x 5 or email [mwebb@gpo.gov](mailto:mwebb@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

### GPO CONTRACT TERMS

Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

Additional GPO Publications can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

### QUALITY ASSURANCE LEVELS AND STANDARDS:

The following levels and standards shall apply to these specifications:

Product Quality Levels:

Printing (page related) Attributes -- Level III.

Finishing Attributes – Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

Non-destructive Tests - General Inspection Level I.

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	O.K. Proofs/Average type dimension/Electronic media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic media
P-10. Process Color Match	O.K. Proofs/Electronic media

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**OPTION TO EXTEND CONTRACT TERM:** 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 three (3) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:**

At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award through July 31, 2024**, 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 **April 30, 2023 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.

*Note: This contract does not have a separate Paper 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. 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(s)
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.

**POST-AWARD CONFERENCE:** The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives and the ordering agency by conference call, immediately after award.

**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 **Date of Award** through **July 31, 2024** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) 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.

**WARRANTY:** The provisions of Article 15, "*Warranty*" in GPO Contract Terms is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**ADDITIONAL EMAILED QUOTE 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. e-mails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the 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 Columbus, Ohio time and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Vendors are expected to submit invoices within 30 days of job shipping/delivery. 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:** 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 saddle-stitched newsletters requiring such operations as electronic prepress, printing in four-color process, binding, packing, and distribution.

**TITLE:** The Navy Supply Corps Newsletter.

**FREQUENCY OF ORDERS:** Approximately 4 orders per year (quarterly) NOTE: One (1) order per year will require a poster.

**QUANTITY:** Newsletter: Approximately 2,000 to 3,000 copies per order.

**NUMBER OF PAGES:** Newsletters: Approximately 40 to 64 pages per order, plus separate covers. Posters: Face only.

**TRIM SIZE:**

Newsletters: 8-3/8 x 10-3/4". Posters: 15-3/4 x 21-1/2".

**GOVERNMENT TO FURNISH:**

Electronic Media:

Platform: Windows 10 Enterprise, Microsoft Excel 2016: Contractor maintain sFTP and Encrypted email.

Software: Adobe Creative Cloud.

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

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

Additional Information: Files will be provided in Adobe PDF print-ready file format.

GPO form 952.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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 in accordance with these specifications.

Contractor must provide a contractor-hosted sFTP site for file upload and for the submission of visual high-resolution print-ready PDF proofs. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide the necessary security for the sFTP, which at a minimum, must have a unique user ID and password.

**ELECTRONIC PREPRESS:**

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and

publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Government Publishing Office, Northeast Regional Office and the ordering agency's point of contact per print order.

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.

The contractor shall have available all the screen and printer fonts required to successfully output each page. All halftones are to be 150-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will accept Adobe Acrobat Portable Document Format (PDF) files, as digital deliverables, when furnished by the Government.

**PROOFS: Newsletters and Posters:**

1 sets(s) of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

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

If printed digitally the proof is to be a 1-off, printed on the actual production equipment, trimmed to size, and on the actual production stock.



**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13 dated September 2019.

Government Paper Specification Standards No. 13 – [Forms and Standards \(gpo.gov\)](https://www.gpo.gov)

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Text: White Gloss-Coated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

Cover: White Dull Coated Cover, basis weight: 60 lbs. per 500 sheets, 20 x 26", equal to JCP Code L60.

Poster: White No. 2 Coated Text, Gloss-Coated Text, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182.

**PRINTING:**

Covers and Text: Print head to head in four-color process. The center pages may print across the bind. Aligning text and/or halftone illustrations will be required. There will be various sized full color illustrations, color builds (various sized rules and display type), and black and white screen tints at various screen angles throughout.

Poster: Prints face only in four-color process.

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.

Coat the entire surface over the printing with a clear, non-yellowing matte varnish or suitable matte coating on outside covers.

**MARGINS:** Margins will be indicated on the print order or furnished electronic media.

Covers and text pages bleed throughout. Poster may bleed on 1 to 4 sides.

**BINDING:** Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Poster: Fold as instructed on print order, apply fugitive glue (temporary hold, peel-able), insert and bond to back text page.

**PACKING:**

*Bulk Shipments:* Pack in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

*Mailed Shipments:*

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

Insert single copies to foreign destinations and multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to (12 pounds), must be inserted into cushioned shipping bags or wrapped in shipping bundles (14 pounds)).

If required, affix the required number of clear wafer seals per USPS regulations.

**LABELING AND MARKING:**

Any cartons containing the GPO copies must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

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

*Mailed Shipments:* Create and affix a label to each self-mailer and unit of mail packaged in Kraft envelopes, cushioned shipping bags, shipping bundles, and containers. At contractor’s option, addresses may be imaged directly onto self-mailers and Kraft envelopes.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on [GPO.gov](http://GPO.gov)). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 – 3,200	50

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [GPO.gov](http://GPO.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to Naval Supply Systems Command, 5450 Carlisle Pike, Bldg. 309, Office of Corporate Communications, Mechanicsburg, PA 17055-0791, ATTN: (per point of contact on print order).

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random

Copies (located on GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.

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

**DISTRIBUTION:**

Deliver f.o.b. destination, 25 copies, to one (1) address to Mechanicsburg, PA 17055-0791.

Mail f.o.b. contractor's city self-mailers to domestic and single or multiple copies to international addresses.

1 to 5 newsletters each to approximately 1,200 addresses. 6 to 10 newsletters each to approximately 37 addresses. Balance of newsletters bulk deliver to approximately 4 addresses.

Ship f.o.b. destination to the following GPO addresses:

Ship 1 copy to: BAC (C&I) 1523-01  
U.S. Government Publishing Office  
Federal Depository Library Program  
44 H St., NW, Loading Dock  
Mail Stop: FDLP  
Washington, DC 20401  
Item No. 0417-A

Ship 10 copies to: BAC (By-Law) 1525-01  
Library of Congress  
U.S./Anglo Division  
U.S. Government Documents Section  
101 Independence Ave., SE, Stop 4276  
Washington, DC 20540-4274  
Marked: Depository File Copies

Ship 65 copies to: BAC (SUBS) 1510-01  
U.S. Government Publishing Office  
Document Warehouse  
8660 Cherry Lane  
Laurel MD 20707-4986  
M/F: Subscription Stock  
Sub. Id No. NSCN

Marked: Subscription Requisition No: and Jacket No. (to be provided by GPO after award).

Complete addresses and quantities will be specified with each print order. All mailing shall be made at the USPS Periodicals rate. Must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" and International Mail as applicable.

Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

Upon completion of mailing, the contractor must immediately e-mail copies of all USPS form(s) to the ordering agency (e-mail address provided at time of award) and to GPO Northeastern Regional Office identifying the

Program Number, Print Order, Jacket Number in the subject line of the e-mail.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

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

Deliveries must be made between the hours of 8:00 a.m. and 3:30 p.m. on standard Government workdays (i.e., Monday through Friday).

**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).

Furnished material will be sent via sFTP and Encrypted email. Proofs must be picked up and delivered to Mechanicsburg, PA.

No definite schedule for pickup of material/placement of orders can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must make complete production and distribution within 18 to 20 workdays (as specified on the print order) of notification of the availability of print order and furnished material.

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup.

**NOTE:** The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.

If revised proofs are required due to Author's Alterations (AA's), contractor shall submit revised proofs within two (2) workdays of receipt of changes.

Revised proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until proofs are made available for pickup. **NOTE:** The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

All proof and transit time are included in the above specified schedule.

*Note:* Proof responses by the ordering agency will be emailed.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination shipments must be delivered to the destination specified, and the date products ordered for mailing/shipping f.o.b. contractor's city.

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 the U.S. GPO Northeast Region via e-mail to [infonortheast@gpo.gov](mailto:infonortheast@gpo.gov) or by calling (614) 488-4616.

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 offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (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. (a) 3  
(b) 256  
(c) 1  
(d) 6
  
- II. (1) (2)  
(a) 4 100  
(b) 208 5200  
(c) 1 23
  
  
- III. 1. (a) 43  
(b) 220  
(c) 384

**SECTION 4.- SCHEDULE OF PRICES**

Quotes offered are f.o.b. destination for specified addresses and f.o.b. contractor's city for all mailing/destination.

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

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

Bidder must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, 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.

Quotes submitted with NB (No Bid), or NA (Not Applicable) 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.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES." Fractional parts of 100 will be prorated at the per 100 rates.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

**I. ELECTRONIC PREPRESS:**

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Office reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item I. (a).

- (a) System Timework ..... per hour ..... \$ \_\_\_\_\_
- (b) Cover and Text: Digital one-piece  
    halftone proof .....per trim/page size unit ..... \$ \_\_\_\_\_
- (c) Posters: P roof ..... per poster ..... \$ \_\_\_\_\_
- (d) Author's Alterations .....per trim/page size unit..... \$ \_\_\_\_\_

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

RETURN TO NORTHEAST REGION

**II. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations for the printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Per complete cover (including binding) .....	\$ _____	\$ _____
(b) Per text page (including binding) .....	\$ _____	\$ _____
(c) Per poster (including folding and gluing) .....	\$ _____	\$ _____

**III. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of packing and Kraft envelopes; all necessary wrapping and packing materials; labeling and marking; NCOA/CASS verification; and complete distribution, in accordance with these specifications.

1. *Mailed Shipments* –

(a) Addressing single copies (self-mailers), applying wafer seals

if required, including delivery to post office..... per 100 copies..... \$ \_\_\_\_\_

(b) Single copies or multiple copies

in Kraft envelope (up to 200 leaves) ..... per envelope..... \$ \_\_\_\_\_

(c) Multiple copies in cushioned shipping bags, or Kraft wrapped in

shipping bundles (over 200 leaves) ..... per bag or bundle..... \$ \_\_\_\_\_

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

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

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

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

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**SECTION 4. – SCHEDULE OF PRICES**

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

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

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

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

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 email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder \_\_\_\_\_  
(Contractor’s Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (e-mail)

Contracting Officer: \_\_\_\_\_ Date \_\_\_\_\_ THIS SECTION FOR GPO USE ONLY  
(Initials) Certifier by: \_\_\_\_\_ Date \_\_\_\_\_  
(Initials)

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