

PROGRAM	3554-S TERM: Date of Award through April 30, 2016							
TITLE	RESEARCH REVIEW		McDONALD & EUDY Temple Hills, MD		PRODUCTION PRESS Jacksonville, IL		WBC dba LITHEXCEL Albuquerque, NM	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>PRINTING AND BINDING:</b>							
(a)	Printing newsletter, other than reprints, in two ink colors, including proofs:							
(1)	Makeready and/or Setup Charges...per issue	4	500.00	2,000.00	400.00	1,600.00	288.00	1,152.00
(2)	Running Charges...per 100 copies	100	13.00	1,300.00	28.97	2,897.00	20.00	2,000.00
(b)	Printing reprints of newsletter in two ink colors, no proofs:							
(1)	Makeready and/or Setup Charges...per issue	2	400.00	800.00	129.00	258.00	200.00	400.00
(2)	Running Charges...per 100 copies	13	12.00	156.00	21.25	276.25	20.00	260.00
(c)	Printing newsletter, other than reprints, in four-color Process plus one spot color, including proofs:							
(1)	Makeready and/or Setup Charges...per issue	2	600.00	1,200.00	508.00	1,016.00	680.00	1,360.00
(2)	Running Charges...per 100 copies	50	15.00	750.00	27.00	1,350.00	25.00	1,250.00
(d)	Printing reprints of newsletter in four-color, Process plus one spot color, no proofs:							
(1)	Makeready and/or Setup Charges...per issue	1	500.00	500.00	200.00	200.00	480.00	480.00
(2)	Running Charges...per 100 copies	3	13.00	39.00	25.74	77.22	25.00	75.00
(e)	Addressing for Mailing...per 100 addresses	102	7.00	714.00	6.88	701.76	2.00	204.00
	<b>CONTRACTORS TOTALS</b>			<b>\$7,459.00</b>		<b>\$8,376.23</b>		<b>\$7,181.00</b>
	<b>DISCOUNT</b>		<b>1.00%</b>	<b>\$74.59</b>	<b>4.00%</b>	<b>\$335.05</b>	<b>1.00%</b>	<b>\$71.81</b>
	<b>DISCOUNTED TOTALS</b>		<b>20 Days</b>	<b>\$7,384.41</b>	<b>20 Days</b>	<b>\$8,041.18</b>	<b>20 Days</b>	<b>\$7,109.19</b>
							<b>AWARDED CONTRACTOR</b>	

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

Research Review

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

USDA Forest Service NRS – Delaware, Ohio

Single Award

**TERM OF CONTRACT:** The term of this contract is for 1 year (base year period of Date of Award through April 30, 2016) and 4 option year periods (May 1, 2016 through April 30, 2017; May 1, 2017 through April 30, 2018; May 1, 2018 through April 30, 2019; and May 1, 2019 through April 30, 2020). Special attention is directed to the following provision and clauses in Section 1 of this contract: “Option to Extend the Term of the Contract”, and “Economic Price Adjustment”.

**SUBMIT QUOTE TO:** U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034 or submit via telefax at (614) 488-4577. Outermost envelope/package and/or telefax must be clearly marked with company name and address of the bidder, program number, and quote date. **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 on,

April 29, 2015.

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

**BIDDERS PLEASE NOTE:** Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Significant revisions have been made.

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

**For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (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** – <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>

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

## REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

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

Product Quality Levels:

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

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	Approved Proofs
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proofs

**OPTION TO EXTEND THE CONTRACT TERM:** The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed April 30, 2020.

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

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

**PRICE ADJUSTMENT PERIOD:** For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

**PRICE ADJUSTMENT:** The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers-Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the current period of this contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as 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/subcontractors'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 may 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 and ending April 30, 2016 (plus option). 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.

**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 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 RPPO via email to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov), or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

**PAYMENT:** Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, all delivery receipts, and a PDF file of complete publication via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov) (identify Program and Print Order numbers in the Subject line) or deliver all with a printed sample in lieu of the PDF to: US GPO, Columbus Regional Office; ATTN: (Program Number, Print Order Number); 1335 Dublin Road, Suite 112-B; Columbus, OH 43215.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of a 6-panel tri-fold newsletter requiring such operations as copy pickup, electronic prepress, reproducibles, proofs, printing in two ink colors and in four-color process plus one spot color, folding, addressing in black ink, packing, mailing, and delivery.

**TITLE:** “Research Review”.

**FREQUENCY OF ORDERS AND QUANTITIES:** Anticipate 4 seasonal orders and 2 semi-annual orders. Anticipate 2,000 to 5,000 copies per order, average 2,500. Additional reprint orders may be placed. Anticipate up to 3 reprint orders per year (2 seasonal orders and 1 semi-annual order), 300 to 1,000 copies per order.

**NUMBER OF PAGES:** 6-panel tri-fold

**TRIM SIZE:** 25-1/2 x 11” folded to 8-1/2 x 11” creating 6-panel tri-fold newsletter

**GOVERNMENT TO FURNISH:** Copy will be furnished on a CD formatted in Windows 2000 or higher. Files created in InDesign CS5 or higher. Changes will not be made to files after visual has been generated. Color laser proof furnished as visual. Folding sample. Distribution addresses in MS Excel 2000 or higher. Not in zip code sequence.

Files formatted to include text, rules, line art, screens, and duotones/photographs/illustrations in final layout form. Duotones/photographs/illustrations will be linked in final layout form and will also be furnished as .jpg, .tif, .eps, and .pdf images in separate file, reduce/enlarge to fit allotted spaces, as needed. Some keylines may print. All printer and screen fonts will be furnished with the individual print order. These fonts are the property of the Government and must be returned with furnished material.

Color system is Pantone and CMYK. Color separations have been made. Bleeds on 4 sides, face and back. Bleeds furnished on file.

**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 Columbus GPO Contracting Officer prior to further performance.

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 must furnish final production native application files (digital deliverables) with the furnished material 90 work days after completion of order. 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.

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.

All reproducibles are to be held by the contractor for 90 work days after complete delivery of original order for potential reprint requirement.

**PROOFS:** Anticipate all orders, except reprints, will require three sets of proofs. One set of proofs will deliver to Hamden, CT and two sets will deliver to Delaware, OH.

**CONTENT PROOFS:** Three set(s) of digital color content proofs for the complete publication. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

**COLOR PROOFS:** Three set(s) of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must show dot structure and be in press configuration. Direct to plate must be used to produce the final product.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) 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 and indicate margins. Proofs will be used for color match on press.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors.

Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product.

**CONTRACTOR'S ERRORS:** 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 is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

**AUTHOR'S ALTERATIONS:** Author's alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

**ALL PROOFS:** The contractor must not print prior to receipt of an "Okay to Print".

**PROOF SUBMISSION:** Submit proofs together with the furnished media (including visual when applicable) and a prepaid airbill to the addresses indicated under "Distribution". All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the publication title and GPO Jacket Number, Requisition Number, Program Number, and Print Order Number.

**PROOF DELIVERY NOTIFICATION:** The contractor must notify the ordering agency and GPO via facsimile or e-mail when the proofs are shipped to the department and provide the name of the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the GPO that the proofs have not been returned. Send proof delivery notification via facsimile to the fax numbers and e-mail addresses provided after award, include GPO Jacket Number, Program Number, and Print Order Number with all correspondence.

**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.

Color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or furnished color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s).

White Offset Book, basis size 25 x 38", 80 lbs. per 500 sheets, equal to JCP Code A60.

**PRINTING:** Four seasonal orders print head to head in black plus one spot color on all panels. Two semi-annual orders print head to head in four color process plus one spot color on all panels. Anticipate spot color will be Pantone 377U. Gradient screens and reverse printing required.

- COLOR MATCH OF PANTONE COLOR IS CRITICAL WITHIN THE PRODUCTION RUN.
- COLOR MATCH OF PANTONE COLOR IS CRITICAL FROM ORDER TO ORDER.

Contractor to direct image mailing address in black ink as indicated on the individual print order. Reprints and bulk deliveries will not require addressing.

**MARGINS:** Margins will be as indicated on the print order or electronic files. Bleeds all 4 sides, face and back.

**BINDING:** Flat size 25-1/2 x 11" wrap around fold to 8-1/2 x 11" to create 6-panel tri-fold with panel 1 (Title panel) facing out. Score on folds. Pieces will mail flat. Do not wafer seal.

**PACKING:** Pack bulk shipments in shipping containers furnished by the contractor. Shipping containers are not to exceed 30 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 112-B, 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):**

- (a) Orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. 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 to 3,200	50
3,201 - 12,000	80

- (b) These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the print order.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

**DISTRIBUTION:** Deliver f.o.b. contractor's city and f.o.b. destination.

**MAIL F.O.B. CONTRACTOR'S CITY:** Contractor must pay postage at time of mailing and will be reimbursed for the mailing cost with proper submission of the required mailing receipts along with invoice. Refer to Contract Terms, GPO Publication 310.2, page 8, paragraph 6. Shipping Instructions.

All mailings shall be made at the First Class rate. Contractor must provide CASS, NCOA, and PAVE certified software for matching ZIP + 4, bar-coding, and presorting for maximum postal automation discounts (as applicable).

Contractor to provide government with all address changes from NCOA. Any mail returned must be forwarded to the Delaware, OH address provided on the individual print orders.

Within three workdays of mailing, copies of all postage documents and receipts must be faxed to the Forest Service in Delaware, OH, to the attention of Rhonda Cobourn at 740-368-0152.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable. Contractor will be required to keep up-to-date on the U.S. Postal Service classification in order that any mailing is made in accordance with any USPS changes.

Anticipate up to 1,600 (average 1,560) domestic addresses and up to 160 (average 145) Canadian addresses. Orders for reprints will not require mailing.

The ship/deliver date indicated on the print is the date products must be mailed.

DELIVER F.O.B. DESTINATION: Balance of copies, anticipate 600 to 1,000 copies, and all orders for reprints deliver to: US Forest Service; ATTN: Publications; 359 Main Road; Delaware, OH 43015.

Pickup and return all furnished material and 2 sets of proofs on each order to the Delaware, OH address listed above.

One set of proofs will be delivered to Hamden, CT address indicated on the individual print order.

Inside pickup and delivery required. Inside pickup and delivery is defined as delivery into a Government controlled space as directed.

**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) to be picked up with the furnished material.

Furnished material must be picked up from and delivered to the Delaware, OH address indicated under "Distribution".

If an 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.

The 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.

Complete production and mailing/delivery must be made within 13 workdays after receipt of material and print order. Government will hold proofs for up to 3 workdays.

The "ship/deliver" date indicated on the print order is the date products must be received at Delaware, Ohio and a ship date for all other locations.

**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 return all material and all digital deliverables furnished by the Government, together with one printed sample, to the Delaware, OH address listed under "Distribution".

These materials must be packaged, properly labeled, and returned 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 1 year’s product 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) | (1) | 4   |
|    |     | (2) | 100 |
|    | (b) | (1) | 2   |
|    |     | (2) | 13  |
|    | (c) | (1) | 2   |
|    |     | (2) | 50  |
|    | (d) | (1) | 1   |
|    |     | (2) | 3   |
|    | (e) |     | 102 |

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**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor city for mailing to domestic and Canadian addresses and f.o.b. destination for bulk delivery to Delaware, Ohio.

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.

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

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

**I. PRINTING AND BINDING:** 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 in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running per 100 Copies</u> (2)
(a) Printing newsletter, other than reprints, in two ink colors, including proofs.....	\$ _____	\$ _____
(b) Printing reprints of newsletter in two ink colors, no proofs.....	\$ _____	\$ _____
(c) Printing newsletter, other than reprints, in four-color process plus one spot color, including proofs.....	\$ _____	\$ _____
(d) Printing reprints of newsletter in four-color process plus one spot color, no proofs.....	\$ _____	\$ _____
(e) Addressing for Mailing.....per 100 addresses.....	\$ _____	

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

**RETURN THIS PAGE TO COLUMBUS, GPO**

**SCHEDULE OF PRICES**

**BIDDERS NAME AND SIGNATURE:** Fill out and return via mail/telefax "Section 4. – Schedule of Prices", initial or sign in the space provided.

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:** \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
(Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

**BIDDER:** \_\_\_\_\_

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

**BY:** \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(E-Mail Address of Contact)

**CONTRACTOR CODE (if known):** \_\_\_\_\_

**SHIPMENT(S) WILL BE MADE FROM:** City \_\_\_\_\_, State \_\_\_\_\_

**RETURN THIS PAGE TO COLUMBUS GPO**

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

Research Review

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

USDA Forest Service NRS – Delaware, Ohio

Single Award

**TERM OF CONTRACT:** The term of this contract is for 1 year (base year period of Date of Award through April 30, 2016) and 4 option year periods (May 1, 2016 through April 30, 2017; May 1, 2017 through April 30, 2018; May 1, 2018 through April 30, 2019; and May 1, 2019 through April 30, 2020). Special attention is directed to the following provision and clauses in Section 1 of this contract: “Option to Extend the Term of the Contract”, and “Economic Price Adjustment”.

**SUBMIT QUOTE TO:** U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034 or submit via telefax at (614) 488-4577. Outermost envelope/package and/or telefax must be clearly marked with company name and address of the bidder, program number, and quote date. **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 on,

April 29, 2015.

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

**BIDDERS PLEASE NOTE:** Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Significant revisions have been made.

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

**For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (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** – <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>

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

## REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

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

Product Quality Levels:

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

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	Approved Proofs
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proofs

**OPTION TO EXTEND THE CONTRACT TERM:** The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed April 30, 2020.

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

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

**PRICE ADJUSTMENT PERIOD:** For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

**PRICE ADJUSTMENT:** The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers-Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the current period of this contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as 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/subcontractors'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 may 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 and ending April 30, 2016 (plus option). 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.

**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 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 RPPO via email to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov), or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

**PAYMENT:** Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, all delivery receipts, and a PDF file of complete publication via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov) (identify Program and Print Order numbers in the Subject line) or deliver all with a printed sample in lieu of the PDF to: US GPO, Columbus Regional Office; ATTN: (Program Number, Print Order Number); 1335 Dublin Road, Suite 112-B; Columbus, OH 43215.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of a 6-panel tri-fold newsletter requiring such operations as copy pickup, electronic prepress, reproducibles, proofs, printing in two ink colors and in four-color process plus one spot color, folding, addressing in black ink, packing, mailing, and delivery.

**TITLE:** “Research Review”.

**FREQUENCY OF ORDERS AND QUANTITIES:** Anticipate 4 seasonal orders and 2 semi-annual orders. Anticipate 2,000 to 5,000 copies per order, average 2,500. Additional reprint orders may be placed. Anticipate up to 3 reprint orders per year (2 seasonal orders and 1 semi-annual order), 300 to 1,000 copies per order.

**NUMBER OF PAGES:** 6-panel tri-fold

**TRIM SIZE:** 25-1/2 x 11” folded to 8-1/2 x 11” creating 6-panel tri-fold newsletter

**GOVERNMENT TO FURNISH:** Copy will be furnished on a CD formatted in Windows 2000 or higher. Files created in InDesign CS5 or higher. Changes will not be made to files after visual has been generated. Color laser proof furnished as visual. Folding sample. Distribution addresses in MS Excel 2000 or higher. Not in zip code sequence.

Files formatted to include text, rules, line art, screens, and duotones/photographs/illustrations in final layout form. Duotones/photographs/illustrations will be linked in final layout form and will also be furnished as .jpg, .tif, .eps, and .pdf images in separate file, reduce/enlarge to fit allotted spaces, as needed. Some keylines may print. All printer and screen fonts will be furnished with the individual print order. These fonts are the property of the Government and must be returned with furnished material.

Color system is Pantone and CMYK. Color separations have been made. Bleeds on 4 sides, face and back. Bleeds furnished on file.

**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 Columbus GPO Contracting Officer prior to further performance.

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 must furnish final production native application files (digital deliverables) with the furnished material 90 work days after completion of order. 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.

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.

All reproducibles are to be held by the contractor for 90 work days after complete delivery of original order for potential reprint requirement.

**PROOFS:** Anticipate all orders, except reprints, will require three sets of proofs. One set of proofs will deliver to Hamden, CT and two sets will deliver to Delaware, OH.

**CONTENT PROOFS:** Three set(s) of digital color content proofs for the complete publication. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

**COLOR PROOFS:** Three set(s) of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must show dot structure and be in press configuration. Direct to plate must be used to produce the final product.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) 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 and indicate margins. Proofs will be used for color match on press.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors.

Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product.

**CONTRACTOR'S ERRORS:** 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 is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

**AUTHOR'S ALTERATIONS:** Author's alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

**ALL PROOFS:** The contractor must not print prior to receipt of an "Okay to Print".

**PROOF SUBMISSION:** Submit proofs together with the furnished media (including visual when applicable) and a prepaid airbill to the addresses indicated under "Distribution". All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the publication title and GPO Jacket Number, Requisition Number, Program Number, and Print Order Number.

**PROOF DELIVERY NOTIFICATION:** The contractor must notify the ordering agency and GPO via facsimile or e-mail when the proofs are shipped to the department and provide the name of the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the GPO that the proofs have not been returned. Send proof delivery notification via facsimile to the fax numbers and e-mail addresses provided after award, include GPO Jacket Number, Program Number, and Print Order Number with all correspondence.

**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.

Color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or furnished color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s).

White Offset Book, basis size 25 x 38", 80 lbs. per 500 sheets, equal to JCP Code A60.

**PRINTING:** Four seasonal orders print head to head in black plus one spot color on all panels. Two semi-annual orders print head to head in four color process plus one spot color on all panels. Anticipate spot color will be Pantone 377U. Gradient screens and reverse printing required.

- COLOR MATCH OF PANTONE COLOR IS CRITICAL WITHIN THE PRODUCTION RUN.
- COLOR MATCH OF PANTONE COLOR IS CRITICAL FROM ORDER TO ORDER.

Contractor to direct image mailing address in black ink as indicated on the individual print order. Reprints and bulk deliveries will not require addressing.

**MARGINS:** Margins will be as indicated on the print order or electronic files. Bleeds all 4 sides, face and back.

**BINDING:** Flat size 25-1/2 x 11" wrap around fold to 8-1/2 x 11" to create 6-panel tri-fold with panel 1 (Title panel) facing out. Score on folds. Pieces will mail flat. Do not wafer seal.

**PACKING:** Pack bulk shipments in shipping containers furnished by the contractor. Shipping containers are not to exceed 30 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 112-B, 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):**

- (a) Orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. 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 to 3,200	50
3,201 - 12,000	80

- (b) These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the print order.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

**DISTRIBUTION:** Deliver f.o.b. contractor's city and f.o.b. destination.

**MAIL F.O.B. CONTRACTOR'S CITY:** Contractor must pay postage at time of mailing and will be reimbursed for the mailing cost with proper submission of the required mailing receipts along with invoice. Refer to Contract Terms, GPO Publication 310.2, page 8, paragraph 6. Shipping Instructions.

All mailings shall be made at the First Class rate. Contractor must provide CASS, NCOA, and PAVE certified software for matching ZIP + 4, bar-coding, and presorting for maximum postal automation discounts (as applicable).

Contractor to provide government with all address changes from NCOA. Any mail returned must be forwarded to the Delaware, OH address provided on the individual print orders.

Within three workdays of mailing, copies of all postage documents and receipts must be faxed to the Forest Service in Delaware, OH, to the attention of Rhonda Cobourn at 740-368-0152.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable. Contractor will be required to keep up-to-date on the U.S. Postal Service classification in order that any mailing is made in accordance with any USPS changes.

Anticipate up to 1,600 (average 1,560) domestic addresses and up to 160 (average 145) Canadian addresses. Orders for reprints will not require mailing.

The ship/deliver date indicated on the print is the date products must be mailed.

DELIVER F.O.B. DESTINATION: Balance of copies, anticipate 600 to 1,000 copies, and all orders for reprints deliver to: US Forest Service; ATTN: Publications; 359 Main Road; Delaware, OH 43015.

Pickup and return all furnished material and 2 sets of proofs on each order to the Delaware, OH address listed above.

One set of proofs will be delivered to Hamden, CT address indicated on the individual print order.

Inside pickup and delivery required. Inside pickup and delivery is defined as delivery into a Government controlled space as directed.

**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) to be picked up with the furnished material.

Furnished material must be picked up from and delivered to the Delaware, OH address indicated under "Distribution".

If an 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.

The 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.

Complete production and mailing/delivery must be made within 13 workdays after receipt of material and print order. Government will hold proofs for up to 3 workdays.

The "ship/deliver" date indicated on the print order is the date products must be received at Delaware, Ohio and a ship date for all other locations.

**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 return all material and all digital deliverables furnished by the Government, together with one printed sample, to the Delaware, OH address listed under "Distribution".

These materials must be packaged, properly labeled, and returned 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 1 year’s product 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) | (1) | 4   |
|    |     | (2) | 100 |
|    | (b) | (1) | 2   |
|    |     | (2) | 13  |
|    | (c) | (1) | 2   |
|    |     | (2) | 50  |
|    | (d) | (1) | 1   |
|    |     | (2) | 3   |
|    | (e) |     | 102 |

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**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor city for mailing to domestic and Canadian addresses and f.o.b. destination for bulk delivery to Delaware, Ohio.

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.

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

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

**I. PRINTING AND BINDING:** 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 in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running per 100 Copies</u> (2)
(a) Printing newsletter, other than reprints, in two ink colors, including proofs.....	\$ _____	\$ _____
(b) Printing reprints of newsletter in two ink colors, no proofs.....	\$ _____	\$ _____
(c) Printing newsletter, other than reprints, in four-color process plus one spot color, including proofs.....	\$ _____	\$ _____
(d) Printing reprints of newsletter in four-color process plus one spot color, no proofs.....	\$ _____	\$ _____
(e) Addressing for Mailing.....per 100 addresses.....	\$ _____	

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

**RETURN THIS PAGE TO COLUMBUS, GPO**

**SCHEDULE OF PRICES**

**BIDDERS NAME AND SIGNATURE:** Fill out and return via mail/telefax “Section 4. – Schedule of Prices”, initial or sign in the space provided.

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:** \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
(Refer to Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

**BIDDER:** \_\_\_\_\_

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

**BY:** \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(E-Mail Address of Contact)

**CONTRACTOR CODE (if known):** \_\_\_\_\_

**SHIPMENT(S) WILL BE MADE FROM:** City \_\_\_\_\_, State \_\_\_\_\_

**RETURN THIS PAGE TO COLUMBUS GPO**