

PROGRAM TITLE	Program 3598-S Term of Contract: January 15, 2021 Through November 30, 2021 Title: Books, Manuals, and Electronic Media	BASIS OF AWARD	DISTRICT CREATIVE Upper Marlboro, MD		F&S SERVICE Eddyville, KY		PRINT CENTER Phoenix, AZ		MCDONALD & EUDY Temple Hills, MD		PATTERSON PRINTING Benton Harbor, MI		GRAY GRAPHICS Capitol Heights, MD	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING AND BINDING:													
1.	Quantities up to and including 1,000 copies:													
(a)	Printing in Black (including blanks)...per page													
(1)	Makeready and/or Setup...Format A	379	\$1.39	\$526.81	\$2.50	\$947.50	\$2.00	\$758.00	\$7.00	\$2,653.00	\$3.17	\$1,201.43	\$2.00	\$758.00
(2)	Makeready and/or Setup...Format B	640	\$12.65	\$8,096.00	\$2.50	\$1,600.00	\$2.00	\$1,280.00	\$7.00	\$4,480.00	\$4.00	\$2,560.00	\$3.00	\$1,920.00
(3)	Running per 100 Copies...Format A	1,214	\$1.76	\$2,136.64	\$2.50	\$3,035.00	\$2.50	\$3,035.00	\$0.25	\$303.50	\$0.24	\$291.36	\$0.22	\$267.08
(4)	Running per 100 Copies...Format B	2,403	\$24.60	\$59,113.80	\$3.50	\$8,410.50	\$2.50	\$6,007.50	\$0.25	\$600.75	\$0.17	\$408.51	\$0.30	\$720.90
(b)	Printing in CMYK/Full Color...per page													
(1)	Makeready and/or Setup...Format A	17	\$1.90	\$32.30	\$2.50	\$42.50	\$5.00	\$85.00	\$40.00	\$680.00	\$15.00	\$255.00	\$14.00	\$238.00
(2)	Makeready and/or Setup...Format B	668	\$39.31	\$26,259.08	\$2.50	\$1,670.00	\$5.00	\$3,340.00	\$40.00	\$26,720.00	\$15.00	\$10,020.00	\$15.00	\$10,020.00
(3)	Running per 100 Copies...Format A	70	\$5.86	\$410.20	\$15.50	\$1,085.00	\$6.00	\$420.00	\$1.00	\$70.00	\$2.80	\$196.00	\$0.65	\$45.50
(4)	Running per 100 Copies...Format B	2,719	\$21.06	\$57,262.14	\$19.00	\$51,661.00	\$5.00	\$13,595.00	\$1.00	\$2,719.00	\$1.00	\$2,719.00	\$0.85	\$2,311.15
(c)	Printing Tab Dividers in Black...per tab divider													
(2)	Makeready and/or Setup...Format B	59	\$0.33	\$19.47	\$2.75	\$162.25	\$5.00	\$295.00	\$60.00	\$3,540.00	\$25.00	\$1,475.00	\$25.00	\$1,475.00
(4)	Running per 100 Copies...Format B	241	\$42.00	\$10,122.00	\$3.50	\$843.50	\$10.00	\$2,410.00	\$20.00	\$4,820.00	\$10.00	\$2,410.00	\$9.00	\$2,169.00
2.	Quantities over 1,000 up to and including 10,000 copies:													
(a)	Printing in Black (including blanks)...per page													
(1)	Makeready and/or Setup...Format A	227	\$17.82	\$4,045.14	\$2.50	\$567.50	\$2.00	\$454.00	\$7.00	\$1,589.00	\$3.08	\$699.16	\$4.00	\$908.00
(2)	Makeready and/or Setup...Format B	564	\$17.82	\$10,050.48	\$2.50	\$1,410.00	\$2.00	\$1,128.00	\$7.00	\$3,948.00	\$3.75	\$2,115.00	\$6.00	\$3,384.00
(3)	Running per 100 Copies...Format A	4,540	\$59.00	\$267,860.00	\$1.75	\$7,945.00	\$2.00	\$9,080.00	\$0.25	\$1,135.00	\$0.15	\$681.00	\$0.17	\$771.80
(4)	Running per 100 Copies...Format B	30,712	\$59.00	\$1,812,008.00	\$2.75	\$84,458.00	\$2.00	\$61,424.00	\$0.20	\$6,142.40	\$0.14	\$4,299.68	\$0.25	\$7,678.00
(b)	Printing in CMYK/Full Color...per page													
(1)	Makeready and/or Setup...Format A	5	\$48.44	\$242.20	\$2.50	\$12.50	\$10.00	\$50.00	\$50.00	\$250.00	\$74.00	\$370.00	\$28.00	\$140.00
(2)	Makeready and/or Setup...Format B	2	\$48.44	\$96.88	\$2.50	\$5.00	\$10.00	\$20.00	\$50.00	\$100.00	\$81.00	\$162.00	\$30.00	\$60.00
(3)	Running per 100 Copies...Format A	100	\$72.00	\$7,200.00	\$13.50	\$1,350.00	\$5.00	\$500.00	\$1.50	\$150.00	\$1.75	\$175.00	\$0.60	\$60.00
(4)	Running per 100 Copies...Format B	122	\$72.00	\$8,784.00	\$17.00	\$2,074.00	\$6.00	\$732.00	\$1.50	\$183.00	\$0.85	\$103.70	\$0.80	\$97.60
(c)	Printing Tab Dividers in Black...per tab divider													
(2)	Makeready and/or Setup...Format B	30	\$36.00	\$1,080.00	\$2.75	\$82.50	\$6.00	\$180.00	\$60.00	\$1,800.00	\$16.00	\$480.00	\$25.00	\$750.00
(4)	Running per 100 Copies...Format B	1,778	\$15.60	\$27,736.80	\$3.50	\$6,223.00	\$5.00	\$8,890.00	\$13.00	\$23,114.00	\$3.00	\$5,334.00	\$9.00	\$16,002.00
II.	STOCK/PAPER:													
(a)	White 60# A60 or 24# O61													
(2)	Format B...per 100 leaves	17,704	\$77.43	\$1,370,820.72	\$3.50	\$61,964.00	\$1.00	\$17,704.00	\$1.05	\$18,589.20	\$1.33	\$23,546.32	\$1.20	\$21,244.80
(b)	White 32# Bond													
(1)	Format A...per 100 leaves	2,898	\$29.28	\$84,853.44	\$3.50	\$10,143.00	\$1.50	\$4,347.00	\$0.98	\$2,840.04	\$1.06	\$3,071.88	\$1.20	\$3,477.60
(c)	White 90# or 110# Index													
(2)	Format B...per 100 leaves	2,019	\$59.92	\$120,978.48	\$5.00	\$10,095.00	\$2.50	\$5,047.50	\$4.50	\$9,085.50	\$4.03	\$8,136.57	\$6.00	\$12,114.00
(d)	White 65# Smooth Cover L21													
(2)	Format B...per 100 leaves	256	\$49.63	\$12,705.28	\$3.50	\$896.00	\$3.00	\$768.00	\$7.00	\$1,792.00	\$4.50	\$1,152.00	\$7.00	\$1,792.00
(e)	White 80# Smooth Cover L21													
(2)	Format B...per 100 leaves	18	\$12.00	\$216.00	\$5.00	\$90.00	\$5.00	\$90.00	\$9.00	\$162.00	\$5.54	\$99.72	\$8.00	\$144.00
(f)	White 80# Uncoated Cover L23													
(1)	Format A...per 100 leaves	64	\$3.17	\$202.88	\$4.50	\$288.00	\$5.00	\$320.00	\$8.00	\$512.00	\$5.00	\$320.00	\$6.00	\$384.00
III.	ELECTRONIC MEDIA:													
(a)	DVD-R Discs													
(1)	Setup Charges per item	1	\$1.00	\$1.00	\$45.00	\$45.00	\$50.00	\$50.00	\$400.00	\$400.00	\$75.00	\$75.00	\$100.00	\$100.00
(2)	Duplicating per 100 discs	1	\$146.00	\$146.00	\$950.00	\$950.00	\$100.00	\$100.00	\$250.00	\$250.00	\$150.00	\$150.00	\$155.00	\$155.00
(b)	Flash Drives													
(1)	Setup Charges per item	3	\$1.00	\$3.00	\$45.00	\$135.00	\$50.00	\$150.00	\$400.00	\$1,200.00	\$300.00	\$900.00	\$100.00	\$300.00
(2)	Duplicating per 100 drives	13	\$1,154.00	\$15,002.00	\$1,400.00	\$18,200.00	\$400.00	\$5,200.00	\$650.00	\$8,450.00	\$458.00	\$5,954.00	\$210.00	\$2,730.00
IV.	ADDITIONAL OPERATIONS:													
(a)	Drilling 3 holes (other than spiral bind punching)...per 100 leaves	18,341	\$13.75	\$252,188.75	\$30.00	\$550,230.00	\$0.50	\$9,170.50	\$0.07	\$1,283.87	\$0.04	\$733.64	\$0.05	\$917.05
(b)	Shrink-film wrap...per book/manual	128	\$0.25	\$32.00	\$2.95	\$377.60	\$0.30	\$38.40	\$0.75	\$96.00	\$0.25	\$32.00	\$0.25	\$32.00
(c)	Plastic Spiral Binding (including spiral bind punching)...per book/manual	41	\$1.50	\$61.50	\$4.95	\$202.95	\$1.00	\$41.00	\$2.50	\$102.50	\$7.00	\$287.00	\$1.25	\$51.25
IV.	PACKAGING FOR DISTRIBUTION:													
(a)	Pallets...per pallet	13	\$23.08	\$300.04	\$95.00	\$1,235.00	\$5.00	\$65.00	\$20.00	\$260.00	\$15.00	\$195.00	\$20.00	\$260.00
(b)	Deliver f.o.b. destination to Oak Ridge, TN...per 10 pounds	437	\$16.50	\$7,210.50	\$39.00	\$17,043.00	\$12.00	\$5,244.00	\$4.50	\$1,966.50	\$5.00	\$2,185.00	\$2.00	\$874.00
(c)	Deliver f.o.b. destination to Amarillo, TX...per 10 pounds	137	\$24.96	\$3,419.52	\$45.00	\$6,165.00	\$10.00	\$1,370.00	\$5.00	\$685.00	\$7.00	\$959.00	\$2.20	\$301.40
(d)	Mail f.o.b. contractor's city...per package	11,801	\$1.50	\$17,701.50	\$9.50	\$112,109.50	\$0.50	\$5,900.50	\$0.50	\$5,900.50	\$1.06	\$12,509.06	\$1.00	\$11,801.00
Contractor Total				\$4,188,924.55		\$963,753.80		\$169,289.40		\$138,572.76		\$96,262.03		\$106,454.13
Prompt Payment Discount			2.00%	\$83,778.49	2.00%	\$19,275.08	1.00%	\$1,692.89	1.00%	\$1,385.73	2.00%	\$1,925.24	2.00%	\$2,129.08
Discounted Total			20 DAYS	\$4,105,146.06	20 DAYS	\$944,478.72	20 DAYS	\$167,596.51	20 DAYS	\$137,187.03	20 DAYS	\$94,336.79	20 DAYS	\$104,325.05

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Books, Manuals, and Electronic Media

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

Department of Energy, CNS/Y-12 at Oak Ridge, TN

Single Award

TERM OF CONTRACT

The term of this contract is for 1 year, (base year period Date of Award through November 30, 2021) plus up to four (4) optional 12-month periods (December 1, 2021 through November 30, 2022; December 1, 2022 through November 30, 2023; December 1, 2023 through November 30, 2024; and December 1, 2024 through November 30, 2025) that may be added in accordance with the “Option to Extend the Term of Contract”, and “Economic Price Adjustment” clauses in Section 1 of this contract.

BID OPENING

Bids shall be opened at 11:00 a.m., prevailing Columbus, Ohio Time, on **December 9, 2020** at the U.S. Government Publishing Office, Columbus Regional Office.

BID SUBMISSION

Bidders MUST submit email bids to bidscolumbus@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The company name, program number, and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. prevailing Columbus, Ohio Time on the bid opening 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.

Special attention is directed to the bid submission provisions under “Additional Emailed Bid Submission Provisions” on page 5.

This is a new contract. No previous abstract is available.

For information of a technical nature, contact 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. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 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/contract-terms-01-18.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>.

SUBCONTRACTING

The predominant production function is printing as defined in Contract Clause 6, “Subcontracts”, of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). Subcontracting of printing is not permitted. Subcontracting of DVD-R discs and USB flash drives is permitted.

QUALITY ASSURANCE LEVELS AND STANDARDS

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III. This shall include an image reproduced by any means.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (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	Furnished Files
P-8. Halftone Match (Single and Double Impression)	Furnished Files
P-10. Process Color Match	Furnished Files

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

EXTENSION OF TERM OF CONTRACT

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

OPTION TO EXTEND TERM OF CONTRACT

The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years (**November 30, 2025**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Term of Contract” clause. See also “Economic Price Adjustment” for authorized pricing adjustment(s).

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 November 30, 2021**, 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 **August 31, 2020**, 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.

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.

PREAWARD SURVEY

In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1. Most recent profit and loss statement
2. Most recent balance sheet
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper supplier(s)
7. Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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 November 30, 2021 (plus options)**. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" 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 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 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.

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 RO via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 6, or by faxing to (614) 488-4577.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS

The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 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

Submit all vouchers via FAX utilizing the GPO barcode cover sheet 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, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov.

SECTION 2. – SPECIFICATIONS

SCOPE

These specifications cover the production of books and manuals requiring such operations as electronic transmission of files, black and CMYK/full color printing, printing tab dividers in black and inserting into proper location, binding, data loading and duplicating electronic media (DVD-R and USB Flash Drive), packaging, delivery, and mailing.

TITLE

Books, Manuals, and Electronic Media

ORDERS

Based on anticipated usage, approximately 12 orders per year, up to 3 items per order. Anticipate 14 items. Orders will consist of books and manuals and/or electronic media. Electronic media will be either DVD-R discs or USB flash drives (business card style).

Anticipate 10 items for books and manuals. Anticipate 4 items for electronic media.

SIZE

BOOKS AND MANUALS

Format A

4 x 6” trim size for text/cover pages.

6 x 9” trim size for text/cover pages.

No tab dividers required for Format A books/manuals.

Format B

8-1/2 x 11” trim size for text/cover pages.

9 x 11” trim size for tab dividers (8-1/2” wide plus 1/2” tab extension).

ELECTRONIC MEDIA

DVD-R

Approximately 12 cm diameter. DVD-5, single layer, single side. 4.7 GB storage capacity.

USB Flash Drives

Approximately 3-3/8 x 2-1/8” (business card style, see Exhibit 1). Minimum 1GB storage capacity. Minimum USB 2.0 transfer speed.

QUANTITY

When multiple items are ordered on an individual print order, each item may have different quantities.

BOOKS AND MANUALS

Anticipate 7 items will have quantities between 50 and 1,000 copies (3 items for Format A and 4 items for Format B).
Anticipate 3 items will have between 1,001 and 10,000 copies (1 item for Format A and 2 items for Format B).

ELECTRONIC MEDIA

Anticipate 4 items will have quantities between 100 and 1,000 copies.

PAGES

Up to 500 pages/covers per printed book or manual. Up to 20 tab dividers per book or manual.

Anticipate the majority of items for Format A will be between 70 and 250 pages/covers.

Anticipate the majority of items for Format B will be between 200 and 360 pages/covers.

Tab dividers will not be required under Format A. Anticipate most, if not all, items under Format B will require tab dividers.

Tab dividers will have up to 4 banks of 1/5 cut tab dividers (positions 1 through 5). Not all books/manuals will have complete banks of tab dividers (i.e. books/manuals with 17 tab dividers will have 3 complete banks in positions 1 through 5 and a partial bank in positions 1 and 2). Tab and bind edge lamination not required.

GOVERNMENT TO FURNISH

Files furnished f.o.b. contractor's city by the Government on CD or DVD.

Mailing address files will be provided in .XLS or .XLSX file formats.

Print Orders (GPO Form 2511).

Delivery/shipping status report form.

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.

BOOKS/MANUALS

Files will be created on Windows or Mac platform in DOC, DOCX, and PDF file formats. PDF files will be high resolution, print-ready files.

When tab dividers are ordered, imaging and inserting instructions will be included in a separate file.

Files furnished in CMYK. Individual print order will indicate the pages/covers that require CMYK/full color printing.

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. Disk will be formatted to include text, rules, line art, screens, and illustrations in final layout format. Bleeds provided.

ELECTRONIC MEDIA

Files will be in created on Windows or Mac platform in DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, and WMV file formats.

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.

ELECTRONIC PREPRESS

Immediately upon receipt and 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 Office 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.

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

TYPESETTING

When tab dividers are ordered, contractor will be required to typeset the tab extension content, body of tab will not image. Typeset as indicated on the individual print order or tab instruction sheet. Font size is to be proportional for readability and centered on the 1/2” tab extension. Contractor will be responsible for error-free typesetting.

REPRODUCIBLES

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

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

PROOFS

None required. Contractor will be responsible for error-free typesetting and for all necessary proofreading of typeset matter to insure that all items are in conformity with the instructions provided with the individual print order.

STOCK/PAPER

BOOKS AND MANUALS

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.

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

Individual print order will indicate required paper.

Text Pages

White Uncoated Text, basis size 25 x 38”, 60 lbs. per 500 sheets, equal to JCP Code A60, or, at contractor’s option, White High Quality Xerographic Copier, Laser Printer, basis size 17 x 22”, 24 lbs. per 500 sheets, equal to JCP Code O-61.

White Bond, basis size 17 x 22”, 32 lbs. per 500 sheets, equal to JCP Code G10.

Tab Dividers

White Index, basis size 25-1/2 x 30-1/2”, 90 lbs. or 110 lbs. per 500 sheets (contractor’s option for weight), equal to JCP Code K10.

Cover Pages

White Smooth Cover, basis size 20 x 26”, 65 lbs. or 80 lbs. per 500 sheets (individual print order will indicated required weight), equal to JCP Code L21

White Uncoated Cover, basis size 20 x 26”, 80 lbs. per 500 sheets, equal to JCP Code L23.

ELECTRONIC MEDIA

DVD-R Discs

Polycarbonate plastic substrate with reflective and opaque coatings. See “Disc/Drive Manufacturing” for additional information.

USB Flash Drives

Casing: White plastic. See “Disc/Drive Manufacturing” for additional information.

Drives: See “Disc/Drive Manufacturing” for additional information.

PRINTING

BOOKS AND MANUALS

At contractor’s option, products may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4 bit depth technology.

Print text/cover pages face only or face and back in black or CMYK/full color as indicated on the individual print order. A leaf may print black/blank on one side and CMYK/full color on the other side. CMYK/full color pages scattered throughout text.

Tab dividers will print face only, tab only in black ink. Tab body will be blank.

ELECTRONIC MEDIA

DVD-R

Surface of discs print full coverage CMYK/full color, over a solid white opaque base, with type/line matter and may have type reversing out to appear white. Paper labels are not acceptable.

USB Flash Drives

USB casings (business card style) print CMYK/full color, see Exhibit 1. USB casing is white.

MARGINS

Margins for text/cover pages per file unless otherwise indicated on the print order. Follow print order or tab instruction sheet for tab extension content margins. An occasional order may require bleeds up to 4 sides, bleeds provided in file.

BINDING/FINISHING

Various looseleaf binding/finishing styles will be required. Bind/Finish as indicated on the individual print order.

Trim 4 sides.

Punch covers, tab dividers, and text pages for coil binding and bind with black plastic coils. Contractor to use the proper coil diameter, filament, and gauge of plastic coil for the thickness of the book or manual for each item.

Drill 3 round holes on the bind edge of covers, tab dividers, and text pages as indicated on the individual print order.

Shrink-film wrap each book.

DISC/DRIVE MANUFACTURING

Upon receipt of the input media, contractor shall review the files for usability and completeness. The contractor shall verify compliance of disc/drive data image(s) with the corresponding ISO/IEC specifications for DVD-R discs and USB flash drives. The contractor shall immediately notify the Government of any problems with the furnished data files, including files which are damaged, unreadable, or not in compliance with the ISO/IEC specifications for DVD-R discs and USB flash drives.

DVD-R DISCS

When ordered on the individual print order, electronic media files are to be burned to a master load disc and then duplicated in accordance with and shall comply with the OSTA (Optical Storage Technical Association) Universal Disc Format Specification: 1996 (Appendix 6.9) "OSTA UDF Compliant Domain" of ISO/IEC 13346:1995. Volume and file structure of write-once media using non-sequential recording for information interchange, also known as the UDF Bridge (UDF/ISO 9660) file structure; and DVD Standard Specification version 1.0.

All printing on the discs shall comply with the requirements set forth in International Standards ISO/IEC 16448; inks used must not damage the lacquer layer.

After burning master load disc, contractor to duplicate the required copies of discs. Use of a glass master and disc replication are not required.

USB FLASH DRIVES

When ordered on the individual print order, electronic media files are to be loaded to a master load flash drive and then cloned/duplicated in compliance with IEC 62680 for minimum USB 2.0 file transfer speed and minimum 1 GB storage. All cloned/duplicated flash drives are to be encased in business card style plastic casing.

Business card flash drive casings are to be printed in CMYK/full color on face side of white product, see Exhibit 1. Printed image consists of color logo and black and full color type copy. Drive must extend adequate distance to fit in USB port of computers and hold securely.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL)

Items of 500 or more copies of books and manuals must be divided into 50 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on www.gpo.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678 – Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from www.gpo.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the individual 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.

INSPECTION SAMPLES

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

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

PACKING

All packing materials shall be furnished by the contractor and must be of sufficient strength to guarantee delivery of the finished product at destination in a satisfactory and usable condition.

BOOKS AND MANUALS

Bulk Shipments

Pack in shipping containers not to exceed 45 lbs. when fully packed.

Pallets are required for all destinations receiving 10 or more shipping containers.

Contractor will be required to furnish pallets. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 1 020 x W 1 220 mm (L 40 x W 48"). Full entry must be on the 1 220 mm (48") width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 1 190 mm (47"). Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

Mailed Shipments

Anticipate items to be mailed will have 1 copy each to up to 10,000 domestic addresses. Each mailed copy expected to exceed 200 leaves and must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

ELECTRONIC MEDIA

DVD-R discs inner pack in appropriate sized disc paper sleeve with flap and window, similar to U-Line S-7067 and bulk packs with flap down in appropriate sized shipping container for f.o.b. destination, similar to U-Line S-10003.

Flash drives inner-pack in appropriate sized coin envelopes, similar to U-Line S-7798 (Kraft) or S-11485 (white) (2-1/4 x 3-1/2") and bulk pack in appropriate sized shipping container for f.o.b. destination, similar to U-Line S-10706.

LABELING AND MARKING

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION

F.O.B. DESTINATION

Deliver f.o.b. destination to 1 to 3 locations. Delivery instructions furnished with individual print order.

Most deliveries will be made to 1 or 2 locations at the Y-12 Complex Receiving Department in Oak Ridge, Tennessee. Deliveries accepted Monday through Thursday 7:00 a.m. to 3:00 p.m. prevailing Oak Ridge, TN time. Deliveries will not be accepted on Friday.

An occasional delivery will be made to 1 location in Amarillo, Texas.

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

F.O.B. CONTRACTOR'S CITY

An occasional order will mail f.o.b. contractor's city. Anticipate one book to a single location, up to 10,000 domestic locations per item. Return address to be provided with individual print order.

Contractor required to provide their own permit mailing indicia or applicable postage for individual mailing.

The contractor is to mail single copies according to current DMM, using the most economical rate. Evidence of mailing must accompany the contractor invoice for billing for reimbursable postage.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" as applicable. The contractor must provide CASS and PAVE certified software for matching ZIP + 4, barcoding, and presorting for maximum postal automation discounts (as applicable). In cases of a particular address that cannot be CASS certified, but otherwise be considered minimally acceptable for processing through the Postal Service, the vendor must ensure all such pieces are mailed at the appropriate most economical postal rate.

Prior to addressing contractor is required to verify that all addresses have been updated in accordance with current USPS regulations, by checking against current NCOA database. When "No Return Service" or "Undeliverable Address" is indicated, contact GPO Contract Administrator for guidance. Failure to do so may result in non-reimbursement and/or correction of any shortage due to discrepancy of mailed copies from contract specified quantity.

SCHEDULE

Furnished material and print order will be sent f.o.b. contractor's city. Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) and furnished material.

The ship/delivery date indicated on the print order is the date products must be received at destination for bulk deliveries and the date products must be entered into the USPS postal system for mailed shipments.

Individual print orders will indicate the required schedule. It is anticipated that complete production/mailing to be delivered/mailed between 10 and 25 workdays after receipt of print order.

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.

RECEIPT FOR DELIVERY

Contractor must furnish 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.

RETURN OF GOVERNMENT FURNISHED PROPERTY

The contractor must deliver all material furnished by the Government along with digital deliverables made by the contractor, together with one sample of each item ordered to Oak Ridge, TN address indicated on the individual print order. These materials must be packaged, properly labeled, and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract. All expenses incidental to pickup/return of materials 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 orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I.		(1)	(2)	(3)	(4)
1.	(a)	379	640	1,214	2,403
	(b)	17	668	70	2,719
	(c)	xxxx	59	xxxx	241
2.	(a)	227	564	4,540	30,712
	(b)	5	2	100	122
	(c)	xxxx	30	xxxx	1,778
II.		(1)	(2)		
	(a)	xxxx	17,704		
	(b)	2,898	xxxx		
	(c)	xxxx	2,019		
	(d)	xxxx	256		
	(e)	xxxx	18		
	(f)	64	xxxx		
III.		(1)	(2)		
	(a)	1	1		
	(b)	3	13		
IV.	(a)	18,341			
	(b)	128			
	(c)	41			
V.	(a)	13			
	(b)	437			
	(c)	137			
	(d)	11,801			

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailed shipments and f.o.b. destination for all bulk deliveries to Oak Ridge, Tennessee and Amarillo, Texas.

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), NA (Not Applicable), 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.

Bids for each “Format” shall be for the trim size(s) listed as outlined in Section 2. – Specifications.

- “Format A”: Trim sizes 4 x 6” and 6 x 9”
- “Format B”: Trim size 8-1/2 x 11”, including tab dividers with a 1/2” tab extension

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: The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications and shall include the cost of all required materials and operations, as applicable to the binding style(s) ordered, and its respective “Format” trim size group, as defined in Section 2 – Specifications, except for Items II. Stock/Paper, III. Electronic Media, IV. Additional Operations, and V. Packaging for Distribution.

	<u>Makeready and/or Setup Charges</u>		<u>Running per 100 Copies</u>	
	<u>Format A</u>	<u>Format B</u>	<u>Format A</u>	<u>Format B</u>
	(1)	(2)	(3)	(4)
1. Quantities up to and including 1,000 copies:				
(a) Printing in Black (including blanks)per page.....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing in CMYK/Full Colorper page.....	\$ _____	\$ _____	\$ _____	\$ _____
(c) Printing Tab Dividers in Black (including cost of inserting into proper location).....per tab divider	xxxx	\$ _____	xxxx	\$ _____

(Initials)

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SCHEDULE OF PRICES

I. PRINTING AND BINDING (Continued):

	Makeready and/or Setup Charges		Running per 100 Copies	
	Format A	Format B	Format A	Format B
	(1)	(2)	(3)	(4)
2. Quantities over 1,000 up to and including 10,000 copies:				
(a) Printing in Black (including blanks)per page.....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing in CMYK/Full Colorper page.....	\$ _____	\$ _____	\$ _____	\$ _____
(c) Printing Tab Dividers in Black (including cost of inserting into proper location).....per tab divider	xxxx	\$ _____	xxxx	\$ _____

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

	Per 100 Leaves	
	Format A (1)	Format B (2)
(a) White Uncoated Text (60 lb.) or White High Quality Xerographic Copier, Laser Printer (24 lb.)	xxxx	\$ _____
(b) White Bond (32 lb.)	\$ _____	xxxx
(c) White Index (90 lb. or 110 lb.).....	xxxx	\$ _____
(d) White Smooth Cover (65 lb.).....	xxxx	\$ _____
(e) White Smooth Cover (80 lb.).....	xxxx	\$ _____
(f) White Uncoated Cover (80 lb.).....	\$ _____	xxxx

(Initials)

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SCHEDULE OF PRICES

III. ELECTRONIC MEDIA: Prices offered shall include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications, including burning/cloning files to disc/drive, duplicating discs/drives, imaging surface of discs/drives, and inner-packing and bulk packing and sealing of discs/drives for distribution.

	<u>Setup Charges</u> (1)	<u>Per 100 Discs/Drives</u> (2)
(a) DVD-R Discs	\$ _____	\$ _____
(b) Flash Drives	\$ _____	\$ _____

IV. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations except for Items I. Printing, II. Stock/Paper, III. Electronic Media, and V. Packaging for Distribution.

- (a) Drilling 3 holes (other than spiral bind punching) per 100 leaves \$ _____
- (b) Shrink-film wrap per book/manual \$ _____
- (c) Plastic Spiral Binding (including spiral bind punching) per book/manual \$ _____

V. PACKAGING FOR DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of cushioned shipping bags, shipping bundles/containers, all necessary wrapping and packing materials, labeling or marking, and f.o.b. destination delivery in accordance with these specifications.

*For Line Items IV. (b) and (c) below, fractional parts of 10 pounds (shipping weight) will be prorated at the per 10 pound rate.

- (a) Pallets..... per pallet \$ _____
- (b) Deliver f.o.b. destination to Oak Ridge, Tennessee..... per 10 pounds..... \$ _____
- (c) Deliver f.o.b. destination to Amarillo, Texas..... per 10 pounds..... \$ _____
- (d) Mail f.o.b. contractor's city..... per package \$ _____

(Initials)

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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) (Email)

THIS SECTION FOR GPO USE ONLY

Contracting Officer: _____ Date _____ Certifier by: _____ Date _____
(Initials) (Initials)

EXHIBIT 1

Figure 1: Sample Flash Drive Casing

