

TITLE: Binding and Rebinding

Bureau of Reclamation

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	Wert Bookbinding, Inc Grantville, PA		HF Group, LLC Chesterland, OH	
			UNIT PRICE	COST	UNIT PRICE	COST
I.	LIBRARY BINDING AND REBINDING:					
(a)	Book Volumes:					
(1)	Over sewn (up to 2" thick)..... per volume	65	21.00	1,365.00	14.00	910.00
(2)	Double-fan adhesive bind (up to 2" thick)..... per volume	55	15.00	825.00	14.00	770.00
(3)	Volumes over 2" in thickness.....per each add'l 1/2 inch	5	2.00	10.00	N/C	0.00
(b)	Magazine Volumes, Over sewn & Double fan Bind					
(1)	Volumes up to 2-1/2" thick..... per volume	90	27.00	2,430.00	14.00	1,260.00
(2)	Volumes over 2-1/2" in thickness..... per each add'l 1/2 inch	10	2.00	20.00	N/C	0.00
(c)	Magazine Volumes, Sew thru Fold					
(1)	By Machine:					
(i)	Volumes up to 2-1/2" thick.....per volume	7	6.00	42.00	14.00	98.00
(ii)	Volumes over 2-1/2" in thickness..... per each add'l 1/2"	2	2.00	4.00	N/C	0.00
(2)	By Hand:					
(i)	Volumes up to 1" thick..... per volume	3	15.00	45.00	14.00	42.00
(ii)	Volumes over 1" in thickness.....per each add'l 1/2"	2	2.00	4.00	N/C	0.00
II.	ADDITIONAL MATERIALS AND SERVICES:					
(a)	Binding Stubs:					
(1)	Up to and inc 16" in length..... per 1/4" thick stub	10	3.00	30.00	N/C	0.00
(2)	Over 16" in length..... per 1/4" thick stub	1	4.00	4.00	N/C	0.00
(b)	Library Binding Lettering (stamping die/printing):					
(1)	Front Cover Lettering..... per line	10	3.00	30.00	N/C	0.00
(2)	Spine Lettering over 9 lines..... per additional line	4	n/c	0.00	N/C	0.00
(c)	Pockets, including inserting of material and gluing in place, as per binding instructions::					
(1)	Cloth Pockets..... per pocket	10	9.00	90.00	5.00	50.00
(2)	Expansion Pockets.....per pocket	10	15.00	150.00	5.00	50.00
(d)	Inserting magnetic (security) strips per volume	2	2.00	4.00	N/C	0.00
(e)	Slip Cases or Boxes (any thickness):					
(1)	Up to and inc 8" height..... per slip case or box	7	20.00	140.00	30.00	210.00
(2)	Over 8", up to and including 16" height..... per slip case or box	9	35.00	315.00	35.00	315.00
III.	VISUAL IDENTITY STANDARDS BOOK TITLES:					
1.	ORAL HISTORY TITLES:					
(a)	Casebinding book volume (text pages 6 x 9" or 6-1/2 x 9")					
(1)	Setup Charges	8	100.00	800.00	N/C	0.00
(2)	Binding per Book	230	18.00	4,140.00	20.00	4,600.00
(b)	Casebinding book volume (text pages 8-1/2 x 11")					
(1)	Setup Charges	4	100.00	400.00	N/C	0.00
(2)	Binding per Book	120	18.00	2,160.00	20.00	2,400.00
2.	Titles other than Oral History					
(a)	Casebinding book volume (text pages 6 x 9" or 6-1/2 x 9")					
(1)	Setup Charges	3	100.00	300.00	130.00	390.00
(2)	Binding per Book	20	18.00	360.00	20.00	400.00
(b)	Casebinding book volume (text pages 8-1/2 x 11")					
(1)	Setup Charges	3	100.00	300.00	130.00	390.00
(2)	Binding per Book	30	18.00	540.00	20.00	600.00
3.	Additional Operations:					
(a)	Oral History Lettering Dies:					
(1)	Die Set excluding Author's Name and Year (Die charge for A, B, D, E, and G).... per die set	12	200.00	2,400.00	130.00	1,560.00
(2)	Author's Name Die Set for Cover 1 and Spine (Die charge for C and F).....per die set	12	200.00	2,400.00	130.00	1,560.00
(3)	Additional Author's Name(s) (after first Author)	10	100.00	1,000.00	N/C	0.00
(4)	Die charge for Year on cover, if applicable, (Die charge for H, as indicated on page 27)	5	100.00	500.00	N/C	0.00
(b)	Lettering Dies for other than Oral History Books:					
(1)	Front Cover Lettering.....per line	6	125.00	750.00	N/C	0.00
(2)	Spine Lettering..... per line	2	75.00	150.00	N/C	0.00
IV.	TIMEWORK:					
(a)	Timework..... per hour	5	60.00	300.00	50.00	250.00
V.	PACKING AND DISTRIBUTION:					
(a)	Pick-up and Delivery in Denver, CO area.....per order	10	425.00 each way	8,500.00	100.00	1,000.00
(c)	Proof Pick-up and Delivery in Denver, CO area..... per order	5	75.00 each way	750.00	50.00	250.00
	TOTAL OFFER:			\$31,258.00		\$17,105.00
	DISCOUNT:		n/a	\$0.00	0.00%	\$0.00
	NET OFFER:		30 Days	\$31,258.00	30 Days	\$17,105.00

AWARDED

This is a resolicitation of Program 5556-S with revised specifications.

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

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
Binding and Rebinding

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

Bureau of Reclamation, Denver, CO

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending July 31, 2017, plus up to 3 optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF CONTRACT" clause in Section 1 of this contract.

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

**QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time,
August 4, 2016.**

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

BIDDERS, PLEASE NOTE: THESE SPECIFICATIONS HAVE BEEN EXTENSIVELY REVISED; THEREFORE, ALL BIDDERS ARE CAUTIONED TO FAMILIARIZE THEMSELVES WITH ALL PROVISIONS OF THESE SPECIFICATIONS BEFORE BIDDING.

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

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

SECTION 1 – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

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

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

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

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

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 bidder should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

SUBCONTRACTING: The predominate production function of this contract is bookbinding. Subcontracting of bookbinding will not be permitted.

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

Product Quality Levels:

Finishing Attributes – Level II.

Inspection Levels (From ANZI/AZQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I
- (b) Destructive Tests – Special Inspection Level S-2.

In addition, the following documents and publications shall also apply. In the event of a conflict between the documents/publications referenced herein and the content of this specifications, the content of this specification shall be considered a superseding requirement.

- ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding, © 2008 by the American Library Association. or any amendments or revisions thereto, (formerly Library Binding Institute Standards for Library Binding, 8th Edition, Rev. 1986);

QUALITY AND WORKMANSHIP: All workmanship in connection with the article or product manufactured under these specifications must be of the highest quality in every respect.

Materials and quality of workmanship shall be in accordance with the ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding, hereafter referred to as Standard for Library Binding, 2000, or any amendments or revisions thereto.

All operations required must be performed with care to insure that the end product will be capable of withstanding the rigors of normal library circulation or use, and provide maximum reader usability.

Contractor must carefully open-out and critically inspect all volumes for defects in binding, errors in lettering, etc., prior to delivery.

Volumes with errors in lettering and or/defects in workmanship may be returned to the contractor for correction. All corrections must be made within 14 calendar days and all costs occasioned thereby, including transportation, must be borne by the contractor.

WARRANTY: The provisions of article 15 "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 6-01) is amended for the solicitation to the effect that the warranty period is **extended from 120 days to three (3) calendar years** from the date the check is tendered as final payment. All other provisions remain the same.

SPECIFICATIONS AND STANDARDS OF MATERIALS FURNISHED: All of the materials furnished by the contractor, under the terms and conditions of this contract, must be in accordance with the specifications and standards listed hereinafter.

Nonconformance with the specifications and standards for all materials referenced throughout this contract may be cause for the Government to rebind in accordance with the specifications, and to charge all costs thereof to the contractor. The Contracting Officer reserves the right to institute this action without prior notice to the contractor.

OPTION TO EXTEND THE TERM OF CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 4 years (July 31, 2020) 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).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award to July 31, 2017**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first

day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **April 30, 2016** called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

Note: This contract does not have a Paper 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.

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 **Date of Award through July 31, 2017** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

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

PAYMENT: The Government Publishing Office will utilize the following procedure. Billing certifications sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to GPO 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 and mailing receipts, a copy of the Binding Slip, and a copy of the ordering agency's signed billing certification via e-mail to infocolumbus@gpo.gov (identify Program and Print Order numbers in the Subject line) or deliver all to: US GPO; Columbus Regional Office; ATTN: (Program Number, Print Order Number); 1335 Dublin Road, Suite 112-B; Columbus, OH 43215.

NOTE: *Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES" for all operations/products required on an order, including line items for which the contractor may have submitted "NC."*

For the purpose of earning the discount when a prompt payment discount is offered by the offeror, time will be computed from the date a correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification is received by the GPO.

SECTION 2 – SPECIFICATIONS

SCOPE: These specifications provide for the procurement of library binding and rebinding of books and magazines; special handling, stamping covers and spines; repairs; packing and distribution.

TITLE: Binding and Rebinding

Books and magazines will require binding and rebinding.

Book: For the purposes of this contract, a book (monograph) volume shall be defined as any ordinary-sized graphic material consisting of an appreciable number of leaves or folded sheets, produced originally as a unit, and submitted for binding or rebinding as such a unit. Books require standard collation and are double fan adhesive bound, over sewn, or sewn through the fold plus rounded and backed.

Magazine: For the purposes of this contract, a magazine (serial) volume shall be defined as a series of multi-leafed, like-constituted, serially numbered graphic units submitted for binding or rebinding into a scheduled multi-unit volume. Serials require standard collation and are double fan adhesive bound, over sewn, or sewn through the fold plus rounded and backed.

Construction and materials used for casing-in must conform to the standards set forth in the Guide to the Library Binding Standard, ANSI/NISO/LBI Z39.78-2000 or any amendments or revisions thereto.

FREQUENCY OF ORDERS: Based on anticipated orders, approximately 8 to 20 orders will be placed per year. An order may consist of as few as one book/magazine volume, or as many as 200 volumes to be bound. Anticipate 620 volumes per year.

- **Library Books and Magazines Volumes:**
 - Library Books: Approximately 2 to 5 orders for approximately 120 volumes per year.
 - Library Magazines: Approximately 2 to 5 orders for approximately 100 volumes per year.
- **Visual Identity Standard Books:** Approximately 4 to 10 orders, for approximately 400 volumes per year. Most Visual Identity Standards titles will be “Oral History” titles.

SIZE: Various thicknesses will be ordered.

- **Library Book (monographs)** volumes may range in height from 6” to 18”, and thickness usually up to 2” and generally not to exceed 5”. Text pages trim sizes have various heights and widths.
- **Library Magazine (serials)** volumes may range in height from 8” to 16”, and thickness usually up to 2-1/2” generally not to exceed 5”. Text pages trim sizes have various heights and widths.
- **Visual Identity Standard Books (monographs)** volumes may range in height from 9” to 12”, and thickness usually up to 2” generally not to exceed 5”. Text pages trim sizes are as follows: 6 x 9”, 6-1/2 x 9”, and 8-1/2 x 11”.

GOVERNMENT TO FURNISH: Orders will be for binding and rebinding of Library books and/or magazines and of Visual Identity Standards (primarily the “Oral History” book series).

Stock to be used for the “Oral History” book series which are part of the Visual Identity Standards titles will be provided by the Government. A DI-1934 “Property Pass” Form will be sent with the stock. The contractor will be required to complete and return the DI-1934 Form before the first order is completed. The contractor will be responsible for any loss or damage to the furnished material. The contractor will be required to provide an inventory of the provided stock on a quarterly basis. At the end of the contract, unless otherwise requested by the Government, the contractor will be required to return any unused inventory to the Government.

Print Order, individual binding or rebinding instructions (Binding Slips), samples (if any), end papers (on occasion) and materials to be bound.

Hard Copy artwork and electronic files (via e-mail) for front cover and spine (using Visual Identity Standards unless otherwise instructed) provided for each title.

The artwork provided is set up according to Bureau of Reclamation standards, including Visual Identity Standards (upper and lower case letters) and **MUST NOT BE ALTERED IN ANY MANNER**. Font style and size **must be consistent** during the term of the contract. If altered without written consent by the GPO Contracting Officer, the contractor will be required to re-work the entire order at the contractor's expense.

Magnetic security strips.

Binding Slips: The Binding Slip will be the source for spine information such as author, title, punctuation, upper and lower case letters, for the color of the buckram ordered, and for any special instructions. Binding Slips must be carefully followed, changes will occur from time to time in similar volumes. Book volume sets to be bound with matching buckram and lettering, will be tied together (however, each volume will have its own binding slip). **If errors in the binding slips need correcting, etc., the contractor must not proceed without written clarification from the ordering agency and/or Columbus GPO.**

NOTE: The original Binding Slip is to be placed unglued in the bound volume, inside the front cover, and returned to the ordering agency. A copy of this Binding Slip may be kept by the contractor for his records.

CONTRACTOR TO FURNISH: The contractor will be required to supply all materials and operations other than those listed and furnished under "Government to Furnish" necessary for inside packing, pickup, complete manufacture (including the end papers, and creating of stamping dies (when required), packing and inside delivery of the products covered by these specifications is required.

After telephone notification of pending award, contractor must furnish samples of binding materials and colored foils to the ordering agency and GPO showing the colors available to be ordered under this contract. This requirement must be complied with promptly to avoid delay in placement of the first order.

Due to market changes, the colors of buckram may or may not be available to meet the schedule. The contractor may be required via e-mail or list on their web site the current range of colors of buckram currently available for the agency to use at the time of issuing the print order.

The contractor must maintain records for the spine stamping pattern, color of cover, and color of stamping foil so that uniformity of sets can be maintained.

CONTRACTOR'S RESPONSIBILITY: The contractor must verify the number of volumes picked up and delivered, and will be responsible for the safekeeping of the Government's materials submitted for binding under the terms and conditions of this contract while in their plant, or during transit to or from their plant, and will be responsible for replacing any items lost or damaged.

LOST OR DAMAGED ITEMS: The value of the volumes lost will be determined by the Government, and will include processing costs. The cost and burden of locating volumes requiring replacement, due to loss or damage by the contractor, shall be borne by the contractor. If the agency should choose to replace the item(s), costs to the contractor will include the cost of replacement, ordering, receiving, and processing. The value per volume is not expected to exceed \$500.00.

If acceptable by the agency, the contractor may provide a complete and bound preservation facsimile of the missing volume. The contractor will assume responsibility for all copyright and preservation facsimile related charges. If the item is copyrighted, a statement from the copyright holder granting permission to make a facsimile will be bound in the front of each volume. The contractor to replace volumes within 120 workdays of notification that the item(s) is missing.

In the absence of individual binding instructions or an agency profile, the contractor shall determine the best treatment for the long range preservation of the material in a traditional library environment. If doubt exists as to which procedure or style is preferable, contact Columbus GPO Contracting Office for instruction on how to proceed.

IDENTIFICATION: Each volume bound under the terms of this solicitation shall contain a label or stamp approved by the Government placed inside the back cover, showing the contractor's name, and the year and month when the particular volume was bound.

SPECIAL HANDLING: Special Handling shall be defined as volumes requiring extreme care in binding or rebinding, brittle paper, repairs, excessive mending and removal of extraneous materials (stitches, tape, etc.) and other special processing which may require more time than normally anticipated.

Standards: All work shall be performed in accordance with the American Institute for Conservation of Historic and Artistic Works AIC Code of Ethics and Guidelines for Practice. To obtain the code and guidelines, go to <http://aic.stanford.edu/pubs/ethics.html>.

Timework: Charges for such operations will be allowed under "Timework" in the "Schedule of Prices" hereinafter. (All work requiring "Special Handling" must be justified by the contractor with a statement outlining in detail the operations for which payment is claimed).

NOTE: All timework must be approved by the Contracting Officer prior to performance of timework.

REQUIRED METHODS OF BINDING:

Recase Only:

Upon instructions from the individual agency, text blocks that are strongly sewn with a number of stitches adequate to the size of the text block, and have sewing intact, shall be recased only, not resewn. Also included in this category are volumes that have previously been bound by a binder, that have worn or damaged covers but whose sewing is intact.

Preparation: Old covers shall be removed, and the old spine lining and adhesive shall be carefully and completely removed from the text blocks. Sewing is not to be disturbed. In the case of volumes originally bound as paperbacks, for which the agency specifies "recase only," the contractor shall remove adhesive from the spine, if possible. The contractor shall inspect the text block after cleaning the spine. If the sewing is not sound, the contractor shall make minor repairs, select a different method of leaf attachment, or return the volume to the agency, per previous instructions.

Endpaper Construction: In the case of text blocks originally sewn through the fold, endpapers shall be single-leaf hinged with reinforcing cloth to a single folded sheet. The single leaf shall serve as the paste down over the inside of the board used in case construction. In the case of text blocks originally oversewn, endpapers shall be a single folded sheet tipped 1/4" from the edge of a single leaf. A 1-1/4" strip of reinforcing cloth shall be adhered along the binding edge of the folded sheet and the exposed 1/4" margin of the single leaf.

Endpaper Attachment: New endpapers shall be sewn to the text block using a method that is compatible with the original sewing structure. In the case of text blocks originally sewn through the fold, endpapers shall be attached by sewing through the fold of the next-to-outermost signature, front and back of the text block, and then through the fold of the single folded sheet of the endpaper. In the case of text blocks originally oversewn, endpapers may be

attached by whip stitching on with sewing stitches approximately 1" apart. Whip stitching is acceptable for attaching endpapers to oversewn volumes that are being recased; however, open-ability is restricted by this sewing method. Whip stitching prevents the first and last sections of the text block from opening fully. When the volume is small or medium-sized, tipped-on endpapers are preferable. After sewing, the outermost leaf shall be folded and tipped back flush and parallel to (but not extending beyond) the binding edge of the text block, to cover the sewing thread and to allow the endpaper to hinge from the binding edge.

Oversewing:

Oversewing shall be used for volumes in single sheets with inner margins at least 5/8" after milling, or with paper unsuitable for double-fan adhesive binding.

Preparation: The spine of the volume shall be milled if necessary to free the leaves for sewing. No more than 1/8 inch of the inner margin shall be removed.

Process: All volumes shall be divided into uniform sections, each not less than 0.055" thick and not more than 0.065" thick. As many needles as possible shall be used, provided that the sewing is no closer to the head or tail of the volumes than ¼" after trimming, and no further than 1". The shuttles thread shall be coated with methyl cellulose paste during sewing, or a thin line of paste shall be applied along the binding margin of each section prior to sewing. In no case shall the sewing be closer to the text than 1/8".

Endpapers: In the case of oversewn text blocks, the endpapers shall meet the specifications of the Standard for Library Binding, 2000. After sewing, the outermost leaf shall be folded, and tipped back flush and parallel to (but not extending beyond) the binding edge of the text block, to cover the sewing thread and to allow the endpaper to hinge from the binding edge.

Double-Fan Adhesive Binding:

Unless otherwise instructed by the agency, volumes in single sheets shall be double-fan adhesive bound using an adhesive that meets the specifications as cited in Standard for Library Binding, 2000.

Preparation: The spine of the volume shall be milled to roughen it, to remove all old adhesive, and to free all leaves to allow for optimal fanning. As many papers fibers as possible shall be exposed for optimum linkage of paper and adhesive. Notching the spine is acceptable if the contractor deems it appropriate for certain volumes. If the spine is notched, notches shall be no deeper than 1/8", and in no case shall they invade the text.

Process: The milled text block shall be securely clamped. The binding edge shall be fanned first in one direction, as adhesive is applied by brush or by roller, and then in the opposite direction, as adhesive is applied. The penetration of adhesive between leaves shall be approximately 1/64" so that each leaf is tipped to the next. No adhesive shall run between pages farther than 1/8" and in no case shall it run into the text area. If the binding edge is notched, all notches shall be filled with adhesive.

Lining with Stretchable Fabric: A stretchable fabric lining meeting the specifications of Standard for Library Binding, 2000, shall be squarely and snugly adhered to the spine of the text block. This lining shall cover the entire spine, head to tail, and shall extend onto the endpapers at least 1".

Drying the Adhesive: The text block shall be positioned squarely and allowed to dry without the use of a heating or drying device.

Second Spine Lining: A second lining of cloth, meeting the specifications of Standard for Library Binding, 2000, shall be adhered to the spine of all text blocks bound by the double-fan method. The process shall be that specified in "lining the spine" in Standard for Library Binding, 2000.

Endpapers: In the case of double-fan adhesive bound text blocks, the endpapers shall be single folded sheets reinforced at the binding edge by a strip of fabric 1-1/4" wide that is tipped to the text block during the fanning process.

Sewing Through the Fold:

All volumes in folded sections shall be sewn through the fold by machine or hand unless otherwise instructed by the ordering agency. If folded signatures are cut and another binding method utilized without specific instructions from the ordering agency, the contractor is responsible for the cost of a replacement volume.

Sewing through the Fold by Machine: The kettle stitches shall be no closer to the head and tail of the text block than 1/4 inch after trimming, and no farther than 1". Sewing tapes may or may not be used, depending on instructions from the ordering agency.

Sewing through the Fold by Hand: Text blocks sewn through the fold by hand shall be sewn on tapes of suitable width spaced no more than 2" apart and no more than 2" from the kettle stitches. The kettle stitches shall be no closer to the head and tail of the text block than 1/4" after trimming, and no farther than 1".

Endpapers: In the case of text blocks sewn through the fold, endpapers shall be two folded sheets, nested. The binding edge of the outer sheet shall be reinforced with a 1-1/4" strip of fabric.

BINDING OPERATIONS:

Examination and Collation: All volumes shall be carefully examined before being taken apart to determine the most suitable method of binding. This examination shall include margins, condition of paper, or a determination that library binding is inadvisable.

Incomplete Volume(s): Unless otherwise instructed on individual binding instructions or in the established profile, incomplete volumes, or those with other defects, shall not be bound. These volume(s) shall be reported to the ordering agency and instructions given that may lead to the return of unbound volume(s).

Brittle Condition: Materials not suited for binding because of the brittle condition of the paper. These material(s) shall be reported to the ordering agency with options on how to proceed or recommendation why not to proceed. Agency will make final determination on how to proceed, or not to proceed and how to return material(s).

All volumes, with the exception of magazines, shall be collated to insure completeness and proper sequence of pages.

All magazine volumes shall be checked for correct issue sequence, proper sequence of pagination, and completeness. Binding instructions shall determine the arrangement of title page, index, inserts, supplements, etc., and the inclusion or omission of covers and/or advertising.

Loose extraneous materials, such as binding forms, book cards, book markers, or subscription cards, shall not be bound into the volumes.

Books originally bound by spiral, plastic combs, or similar methods, are to be handled in accordance with the instructions furnished with the print order.

The contractor shall take steps to preserve maps, illustrations, and folded sheets, which are likely to be damaged when the spine of the text block is milled, the leaves attached, or the text block is trimmed. Options include selecting a method of leaf attachment that requires as little of the binding margin as possible; setting the map or illustration out on a strip of reinforcing cloth or alkaline paper that is compatible with the weight and texture of the map or illustration; constructing a cloth or alkaline paper pocket for the map or illustration; and/or leaving the text block untrimmed. The agency shall provide instructions as to which option the contractor should select.

Preparation of Spines: Rounded and backed text blocks, which must be rebound and for which it is not possible to preserve the original sewing structure, shall have boards removed and the old rounding and backing taken out by nipping before the spine edge is trimmed or milled.

For text blocks which must have the spine edge trimmed or milled away in preparation for over sewing or double-fan adhesive binding, as little as possible (and not more than 1/8") of the edge shall be removed in order to preserve as much of the inner margin as possible.

Very bulky serial issues which are saddle-stitched and which cannot be sewn through the fold (e.g., when they must be bound together with non-saddle-stitched issues) shall be prepared for double-fan adhesive binding or over sewing by slitting through the fold rather than by trimming or milling.

Removal of Staples: All staples shall be pulled from side stitched text blocks to provide an inner margin of maximum width. All staples shall be removed from saddle stitched issues prior to their being sewn through the fold. No text blocks shall have staples removed by trimming or milling.

Leaf Attachment: Unless otherwise specified in this document or specific instructions from the agency, methods of leaf attachment should strictly adhere to the guidelines provided by Standard for Library Binding, 2000.

Trimming: All books shall be trimmed as slightly as possible or left untrimmed, if so instructed. Under no circumstances shall any volume be trimmed to the extent that printed matter shall be removed in any part, unless specific permission is granted by the individual agency. Trimming should not be in excess of 1/8" at the head, tail, or fore edge, and no folds are to be trimmed. If any text or printed matter is trimmed (loss of information), the contractor is responsible for the cost of the replacement volume.

Gluing the Spine: Spines of all text blocks shall be glued. The adhesive shall thoroughly coat the spines. Text blocks shall be stacked squarely and allowed to dry without the use of a heating or drying device. For volumes that are sewn through the fold, the adhesive shall be applied prior to trimming.

Magnetic Strips: When ordered, contractor will be required to insert magnetic (security) strips in the spines of each volume.

Rounding and Backing: With the exceptions noted below, all text blocks shall be evenly rounded to form a smooth and convex spine, and a concave fore edge. Rounded text blocks shall be backed to form shoulders that are symmetrical, uniform head to tail, and as nearly equal in size to the anticipated board thickness as possible. If the contractor fails to follow instructions regarding whether a volume should be rounded and backed, he will incur a charge equal to the cost of the binding.

Text blocks sewn through the fold, but with signatures of more than 1/4" in thickness, shall be rounded, but not backed.

No rounding and backing will be required in the following cases:

- Text blocks already rounded and backed that are to be recased only;
- Text blocks under 1/4" in thickness;
- Flat backed text block being recased.

Double-fan adhesive bound text blocks shall not be rounded and backed unless the agency's binding slip or profile specifies.

Lining the Spine:

Cloth Lining: The spines of all text blocks shall be lined with spine lining cloth. This includes double-fan adhesive bound text blocks to which a stretchable spine lining has already been applied. The cloth shall be cut to within 1/2" of both head and tail of the text block, and shall extend squarely onto each endpaper at least 1 inch. The grain of the spine lining cloth shall run parallel to the spine of the text block.

Extra Paper Lining: The spines of all volumes over 1-1/2" in thickness that have been sewn through the fold or recased, and the spines of all other volumes over 2-1/2" in thickness, or that weigh more than 5 pounds, shall be reinforced by an extra lining of alkaline paper applied over the cloth lining for additional support. The paper shall be cut to the height and width of the spine and shall be no lighter than 60 pound text weight. The grain of the paper lining shall run parallel to the spine of the text block.

ADVANCED SAMPLE PROOFS: When indicated on the print order, please provide one or two advance sample proof(s) (prior to production proof copy(ies) that includes actual material in a bound volume and foil stamped) of one or more of the titles for review and approval prior to complete production of that title and the remaining titles. Advance sample proof(s) will be withheld **not more than 3 workday(s)**. Contractor must not continue production of order prior to receipt of advanced sample proof(s) approval.

Deliver advanced sample proofs to the Agency at the address indicated under "Distribution". Proofs will be withheld the number of workdays as indicated above, from receipt by the Government designated party until they are made available for pickup by the contractor or his designated courier service. The first workday after receipt of proofs by the Government is day one of the hold time.

Advanced sample proofs, along with a copy of the Binding Slip, a copy of the print order and attached documents, contractor's proof cover memo, and information identifying a point of contact and their phone number at the contractor's plant, will be sent directly to the ordering agency by the contractor. The contractor is to include a pre filled-out return bill of lading or similar document to be used by the agency for the return of the advanced sample proof(s).

Contractor to be reimbursed for the advance sample proofs (prior to production proof copy(ies)) in accordance to Schedule of Prices in Section 4: Setup, Binding, and Pick-up/Deliver Proof.

If there are any author's alterations or delays caused by the Government in handling of advanced sample proofs, it's the contractor's responsibility to notify the GPO so that an extension and/or price adjustment may be made by Contract Modification.

PREPARATION OF BOOKS AND MAGAZINES FOR CASE BINDING: Prepare in accordance with the furnished Binding Slip.

Removing Backs: Remove backs as appropriate for binding method. For book and magazine volumes that are to be over sewn, folds on the back shall be sanded off with a sand wheel or removed by taking a very narrow trim not more than 1/16", so as to leave maximum back margin possible.

Magazines that are able to be over sewn and which have excessively narrow margins, shall be prepared for over sewing by being cut with a knife by hand (instead of being sanded or cut off).

Milling: In removing hot melt adhesive from publisher's bindings or cleaning the backbone of the text block in preparation for binding, the contractor shall take care to remove as little of the inner margin as possible (not more than 1/16" in order to allow for a possible rebinding at a later date. In cases where the Library has elected NOT to retain signatures, thick signatures should be hand slit rather than milled.

Volumes identified through collation with folded leaves (e.g. maps) shall be handled carefully both to preserve folds and to prevent them from catching in the binding. If necessary, the folded sheets shall be set out with strips of permanent, durable paper to prevent inadvertent binding-in. These volumes should be designated "DO NOT TRIM".

Collating and Mending: All volumes shall be carefully collated for proper sequence, pagination, title page, index, inserts, supplements, etc. and to insure continuity of pages and proper sequence of date(s). Any folded corners shall be straightened.

Inclusion or omission of covers, advertising, and similar materials shall be handled in accordance with the binding instructions furnished with the print order.

Foreign language and technical magazines shall be given such special checking and collating as may be necessitated by the nature of the contents.

All tears through print shall be mended with perma-film, or its equivalent. Margins shall be pieced out with bond paper, high-grade book paper of suitable weight, or their equivalent.

Double-Fan Adhesive Binding: All binding will be double fan adhesive binding unless otherwise specified on the individual print order. Notching is permitted, no deeper than 1/16". The number of notches shall be the minimum required to enhance exposure to adhesive. The contractor must exercise judgment in determining the frequency of notches by weighing such factors as size and weight of the volume, and the calendaring or coating of the paper.

Sewing: Book and magazine volumes that are to be over sewn or sewn through the fold shall be divided into uniform sections, each section not to exceed 0.055" in thickness except for flexible pulpy paper, which may be thicker sections not to exceed 0.065" each.

All double leaves, maps, folded sheets or inserts, shall be set out with strips of bond paper before sewing and binding.

All sections of book and magazine volumes that are to be over sewn in which paper is moderately stiff shall be scored before sewing. Extra stiff papers unless hinged, shall not be over sewn; usually, these may be sewn through their folded sections after necessary reinforcement of folds.

Sewn products shall be sewed with a thread by over sewing method, either by machine or by hand. If sewn by machine, all sections shall be pasted. No over sewing shall extend more than 3/16" in from the back edge of the volume, and not closer than 3/8" to the head or tail of the volume, after trimming. Cleat sewing and drill and sew methods are not allowed.

Books and magazine unsuited for over sewing shall be prepared and reinforced for sewing through their folded sections.

Because of narrow margins, or for flat opening, exceptional books and magazines shall be sewed through the folded sections. When such sewing is used, all weak folds shall be reinforced with strips of bond paper, loose leaves hinged in, and the sections sewn on three or more (depending on the height of the volume) tapes or cords with linen thread.

For sewn products the construction of end papers shall be such that the sewing will go through the reinforcing fabric the same as through the sections of the book.

Thread: The thread used for machine over sewing must be equal to the standards recommended by the machine manufacturer. Thread used for hand sewing must be linen.

Gluing, Rounding, Backing, and Lining: The backs of book and magazine volumes are to be glued with an approved flexible glue, well-rounded and backed, and lined with an approved Canton Flannel or equal, napped on one side. The flannel must extend to within 1/2" of the head and foot of the volume, and approximately 1-1/2" onto each end paper. Heavy and large volumes shall be reinforced with tough back-lining paper glued to the fabric lining. Adhesives used for the backs must be a high-grade, flexible adhesive, either animal or polyvinyl resin.

Trimming: Book volumes shall be trimmed as slightly as possible (or left untrimmed if so instructed). Magazine volumes shall be trimmed to sample or dummy size, as per instruction; otherwise, as slightly as possible. Bind margins shall be preserved as wide as possible. Edges shall be sprinkled, stained, or left plain, as indicated on the print order.

PREPARATION OF COVERS FOR CASE BINDING: Prepare the covers in accordance with the furnished Binding Slip. Contractor to make new cases.

Covers: The covers shall be made of heavyweight pyroxylin-impregnated (or similar starching agent) buckram over binder's board (the grain of which must run parallel to the binding edge), with uniform squares. The thickness of the board must be suited to the size and weight of the volume. Minimum thickness of board for volumes up to 2-1/2" in thickness must be 0.020"; for volumes from 2-1/2", up to 3", thickness must be at least 0.160"; for volumes 3" and more in thickness, at least 0.205".

The cover material must be turned in sufficiently to insure good adhesion (normally 5/8" is sufficient). All materials must conform to the standards set forth under "Specifications and Standards of Materials Furnished" heretofore.

Buckram material will be provided by the Government for binding and rebinding of "Oral History" titles. Contractor will be required to furnish Buckram material for binding and rebinding of all library orders and all Visual Identity Standards titles other than the "Oral History" series.

Fabric for Covers: Buckram or cloth, as ordered, must be pyroxylin-impregnated (or similar starching agent) and in conformance with the Department of Commerce Product Standard PS9-68, Group "F" (Heavyweight).

Various Buckram colors will be ordered. The contractor is to furnish (see "Contractor to Furnish") samples of binding materials to Government.

Inlays: All covers shall have an inlay of flexible paper, with the grain running lengthwise of the inlay, and securely attached to the inside of the backbone of the cover. The paper shall be cut at least the same length as the cover boards and its width must cover the back of the book after it has been rounded and backed. Inlay paper shall be not less than 0.012" nor more than 0.030" in thickness.

Back Boards: A good grade of No. 1 quality binder's board or newsboard, as ordered, in accordance with the following specifications:

Binder's Board: Thickness must be adapted to the size and weight of the volume, and must be between 0.060" and 0.205").

Newsboard: Thickness must be approximately 0.202".

NOTE: No curling, bowing, or warping of back boards (binder's board or newsboard) will be allowed.

End Papers: End papers must be a good commercial grade of plain White Machine-Finish Book End Paper, basis weight 25 x 38" – 80 lbs. per 500 sheets, equal to JCP Code A50.

End papers for books and magazines shall consist of three functional parts: A pasted-down or outward end-leaf which becomes the cover lining; at least two flyleaves; and reinforcing fabric. The grain (machine direction) of the paper must be parallel to the spine.

End paper for heavy, bulky or large magazines shall be reinforced with cloth joints of lightweight buckram or fabric of equal weight. The cloth shall be wide enough so that it will extend at least 2" beyond the sewing.

The following two types of end papers shall be permissible:

- (1) Type X: Three-leaf, single reinforcement, invisible joint; with the inward flyleaf not pasted to the middle leaf.
- (2) Type Y: Three-leaf; single reinforcement; visible joint; with the inward flyleaf not pasted to the middle leaf.

Unless otherwise specified on the binding slip, Type X is to be used. The construction of end papers shall be such that the sewing will go through the reinforcing fabric the same as through the sections of the book.

When printed end papers are furnished by the Government, these shall be used, as indicated on the print order or binding instructions.

Book or magazine volumes originally bound by spiral, plastic combs, or similar methods, are to be handled in accordance with the instructions furnished with the print order.

Hinge - Reinforcing Fabric: The reinforcing fabric for end papers of books and most magazines, the narrow strip must be muslin or equal type of material to reinforce the flexible joint along the body of a book attached to the cover. At contractor's option, the reinforcing fabric for end papers of some magazines can be lightweight buckram or equal type of material.

LETTERING: Foil stamping must have good adherence to case cover material and have solid impressions – no picking, pinholes, filled letters or areas. Foils used are to be of good commercial grade. Contractor to provide samples of available foil colors (standard colors and metallic colors).

Library Lettering: Lettering (Library binding and rebinding only) shall be done after proper sizing, in clear type of a size appropriate to the volume, in style and position as instructed, using opaque white, colored foil, or silver or gold foil deeply impressed to insure long adhesion to the cover.

Lettering shall generally consist of nine lines on the spine, including call numbers. For front cover lettering and lettering in excess of nine lines on the spine additional charges shall be allowed under "Item II. Additional Materials and Services" in the "Schedule of Prices" hereinafter. NOTE: Departmental seal shall be considered as one line of lettering.

When volumes are too narrow to imprint lettering across the spine, lettering must be stamped so that the spine reads down (top to bottom), with the base of the lettering towards the back cover of the volume.

Foil stamping will be accepted. Stamp/print front cover and spine in imitation silver or gold foil (or as otherwise required). Contractor to create the necessary media to stamp/print the cover and spine.

Visual Identity Standards Lettering: When required as noted on the print order, binding and/or rebinding instructions, etc. Foil stamping required. The stamping of the spine text should be placed so that there is a ½" margin at the top and at the bottom. The information contained therein can be centered within these margins. Foil stamp the consistent information on each book (Reclamation logotype) at the top and identifier at the bottom) in Satin Gold Foil.

The lettering on the spine should be placed ½" from top and bottom and centered left and right. The title and date on the cover and the text on the spine shall be stamped in Satin Gold Foil. DO NOT ALTER THE SIZE OF THE RECLAMATION LOGOTYPE FROM WHAT HAS BEEN PROVIDED. ALSO, NOTE: The information on the cover is produced in upper and lower case letters. Font style and size must be consistent during the entire term of the contract.

NOTE: If the contractor alters these margins or font styles and sizes without written approval by the GPO Contracting Officer, the contractor will be required to re-work the entire order at the contractor's expense.

Oral History titles, foil stamp consistent information on each book.

- Reclamation logotype at the top
- Identifier at the bottom and also the words "Oral History Interviews" above the title and "Oral History Program" on the bottom of the book above the identifier) in Satin Gold Foil.

The title and date on the cover and text on the spine will be stamped in Satin Gold Foil. Spine text consists of book title and consistent information of "Bureau of Reclamation Oral History Program".

Cover image consists of a total seven typelines. Spine image consists of a total of two typelines. Common to all Visual Identity Standard volume orders is six typelines on cover and one typeline on spine.

- The 8-1/2 x 11" text page volumes: cover at 7 x 10", spine at 1/2 x 10-1/2".
- The 6 x 9" or 6-1/2 x 9" text page volumes: cover at 4-3/4 x 8", spine at 1/4 x 8-1/2".

Center the spine stamping left and right according to the size of the spine and the stamping should allow for a 1/2" margin top and bottom. The cover image for the Reclamation logotype should be 1/2" from the top and 3/4" left and right. The cover image of the identifier should be 1/2" from the bottom and 3/4" from the left.

Titles other than Oral History: Lettering shall be done after proper sizing, in clear type of a size appropriate to the volume, in style and position as instructed, colored foil, or silver or gold foil deeply impressed to insure long adhesion to the cover

Visual Identity Standard Dies: Contractor will be required to create all necessary dies for the Visual Identity Standards titles. Contractor will maintain and store dies for the entire contract period.

Oral History Dies: Some of the dies that are created are generic and can be used from one order to the next. The generic dies that can be reused are as follows (as referenced on page 27 and 28):

1. A-RECLAMATION Managing water in the West – Reclamation logotype
2. B-Oral History Interviews
3. C-Author's Name on Cover
4. D-Oral History Program
5. E-U.S. Department of the Interior, Bureau of Reclamation
6. F- Author's Name on Spine
7. G-Bureau of Reclamation (Spine)
8. H-Year

Contractor's option to create generic dies for Oral History publications. The contractor may use same generic die for the 6 x 9" and 6-1/2 x 9" volumes.

Within 10 workdays after the end of the contract period, unless again the successful bidder, contractor to return dies to the address listed under "Distribution".

Protective Coating: Unless specified, no volumes shall be sprayed or treated with a protective coating over the lettering.

CASE BINDING (Casing-in): Volumes shall be case bind with glycol paste, polyvinyl resin, or equal, nonwarp adhesive. Volumes shall be pressed until thoroughly dry.

The method of pressing shall be at the contractor's option. Casing-in volumes shall either be pressed between metal-edged boards until thoroughly dry; or pressed in a building-in machine using sufficient pressure, dwell, and heat to ensure good adhesion of the endpapers to the boards and turn-ins, and good adhesion of the covering

material to the spine lining and end sheets in the joint area of the text block. The amount of adhesive applied to the joints, and the method used for building-in, shall be sufficient to ensure that joints are tight and secure, and cannot be separated without damaging the bonded surfaces. Endpapers shall adhere to all surfaces smoothly and be free of wrinkles and bubbles

Text Blocks: Text blocks shall be case-in squarely and tightly. All squares shall be uniform around the perimeter of the text block, and shall be 1/8" wide, plus or minus 1/16", depending on the size of the text block.

Very heavy or thick text blocks may be bound flush with the bottom of the case (i.e., the case will have no square at the tail) per instructions from the ordering agency. When text blocks are bound flush with the bottom of the case, the cord at the tail of the inlay shall be omitted.

Corners: At contractor's option, the corners of the covering shall be left uncut so that library corners can be made; or shall be cut at a 45 degree angle so that traditional corners can be made. The covering material shall be turned in snugly and uniformly, approximately 5/8" on all sides, and shall adhere neatly and tightly to the edges of the boards.

ADDITIONAL REQUIREMENTS: The following additional requirements are applicable only when so specified on the print order, binding instructions or otherwise.

Slip Cases or Boxes: A slip case or box shall be made for volumes or material which cannot be bound or rebound. Slip cases or boxes shall be constructed of binder's board of a weight appropriate to the size of the volume of material to be enclosed, and shall be covered with pyroxylin-impregnated (or similar starching agent) buckram. When so ordered, appropriate lettering will also be required.

Binding Stubs: When publications of various sizes are to be bound in one volume, the tail of the resulting text block shall be flush, not the head. Stubbing shall be used, whenever practical, to make up for the size differences. In no case shall one piece be trimmed for the purpose of making it conform to a smaller piece with which it must be bound. Stubbing shall also be added to correct text blocks which flare out towards the fore edge. Full stubs shall be inserted on the small publication at top of the volume to fill out the back completely on the binding side. Also, use full-length stubs, as necessary, when pockets are used.

POCKETS: When required, pockets (for circulation cards) will be furnished for the contractor to affix in accordance with instructions furnished.

An occasional order may require the contractor to make the pockets. Pockets shall be made of cloth or paper as specified by individual agencies.

Cloth Pockets: The pockets shall be made of heavyweight pyroxylin-impregnated (or similar starching agent) book cloth over heavy kraft paper. Cover material shall be turned-in enough to insure good adhesion and glued into position with an approved flexible glue. Size and capacity will be as ordered.

Expansion Pocket: The overall finished size must be appropriate size for contents. It is to be formed of two pieces of chipboard, binders board, or red wallet board with a strip of fabrikoid in a color approximately matching the cover or as ordered, of a suitable width to allow for the following construction: Fold gusset-style, and turn-in on boards approximately 3/4" on three sides, and turn-in on itself and boards approximately 1/2" at pocket opening. Outside board of pocket (and turned-in edge of fabrikoid) to be lined with lining paper, extending to within 1/8 inch of sides and bottom of pocket and turned-in to inside of opening of pocket at least one inch.

Material (i.e., maps, charts, etc.) will be gathered and inserted into pockets which will be glued in place, as indicated on the print order or binding instructions.

QUALITY CONTROL PROGRAM: Contractor must inspect all volumes for defects in binding, errors in lettering, etc., prior to shipping/delivery.

The contractor shall have an established quality control program. The contractor shall be responsible for quality control at various stages during the binding process and before the return of completed volumes to the agency. Quality control inspections shall include:

- Adherence to the agency's instructions and specifications on the binding slip
- The collation of volumes for completeness and proper sequence
- Completeness of stamping, including author (if any), title, variable data, call number and imprint
- Accuracy of stamping including spelling, proper order of numbers, and accents or symbols as required
- Correct and consistent word division in accordance with the Government Publication Office Style Manual
- Proper color of buckram, stamping, etc., proper placement and/or alignment of stamping
- Adherence to material and workmanship specifications
- Neatness (e.g., absence of excess glue, evenly attached end papers, clean casings)
- Adherence to the agency's specifications for packing, delivery, etc.

The contractor's quality control process shall recognize and correct all contractor's errors. This includes replacement of any volume(s) that are cut and bound incorrectly. Any instances when the contractor in the process of cutting the books/magazine volume(s) for binding cuts off part of the text (loss of information). Contractor is responsible for ensuring that no information is removed from the volumes prior to binding. In any instance that this occurs, the contractor will be responsible for the replacement of the volume(s), at contractor's expense.

PACKING: Pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed. Keep the different volumes separate. Pack equal number of copies per container. All shipping containers must have a minimum bursting strength of 275 pounds per square inch. Any damaged boxes (i.e. dents, crushing, tearing, etc...) will not be acceptable.

DISTRIBUTION: Offers are f.o.b. destination within Denver, Colorado commercial zone or ship f.o.b. contractor's city to other locations within the contiguous United States. Inside delivery will be required at all destinations.

At time of shipment, for compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable. The subject line of the message shall be "Distribution Notice for (enter program 5556-S and print order number(s))". The email must provide all applicable tracking numbers, shipping method, and program title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request. This information to be e-mailed to Columbus GPO trackcolumbus@gpo.gov and agency Bureau of Reclamation publishingservices@usbr.gov.

F.O.B. Destination: Deliver f.o.b. destination to Denver, Colorado, usually to: U.S. Department of the Interior, Bureau of Reclamation, Building 67, Room 170 or Room 112 (per instructions), Denver Federal Center, Denver, Colorado 80225.

F.O.B. Contractor's City: Deliver f.o.b. contractor's city to locations outside the Denver, Colorado commercial zone and within the contiguous United States. A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be shipped by reimbursable small parcel carrier via traceable means unless otherwise instructed. A single shipment or several shipments over 120 pounds scheduled for shipment on the same day to a single destination are to be shipped by reimbursable prepaid commercial bill of lading unless otherwise instructed.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order.

Upon award, the Government will work with the contractor to determine a mutually agreeable monthly or bi-monthly pick-up schedule for most library books and magazine orders and about half of the “Visual Identity Standard Books” orders.

Some orders will have no definite schedule for pickup or notification when the material will be sent.

The contractor will be notified via e-mail when the GPO Form 2511 Print Order is ready to be placed/pickup.

- If pick-up point is within Denver, Colorado commercial zone as defined by the Interstate Commerce Commission. Unless otherwise noted on the print order, contractor to arrange for pick-up of these orders and reimbursement will be made under the GPO “Schedule of Prices”.
- If pickup point is outside the Denver, Colorado commercial zone as defined by the Interstate Commerce Commission, these orders will be sent to the contractor at the Government’s expense. Occasionally these orders may require the contractor to pick-up these orders. When the contractor is required to pick-up these orders, the freight charges will be reimbursed with proper shipping documentation furnished with the contractor’s invoice.

Approximately 75% of the orders: Complete production and distribution must be made within 18 to 30 workday(s). Proofs (Prior to Production Sample(s)) may be required on these orders.

- If pick-up point is within Denver, Colorado commercial zone as defined by the Interstate Commerce Commission. The above 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
- If pickup point is outside the Denver, Colorado commercial zone. Furnished material will be packaged and mailed f.o.b. contractor’s plant via parcel post or by common carrier, requiring a signed delivery receipt. The above schedule begins the workday after signed delivery receipt of print order and furnished material; the workday after delivery will be the first workday of the schedule.

Approximately 25% of the orders: Complete production and distribution must be made within 10 to 17 workday(s). Proofs (Prior to Production Sample(s)) will not be required on these orders.

- If pick-up point is within Denver, Colorado commercial zone as defined by the Interstate Commerce Commission. The above 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
- If pickup point is outside the Denver, Colorado commercial zone. Furnished material will be packaged and mailed f.o.b. contractor’s plant via parcel post or by common carrier, requiring a signed delivery receipt. The above schedule begins the workday after signed delivery receipt of print order and furnished material; the workday after delivery will be the first workday of the schedule.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and the date products ordered for mailing/shipping f.o.b. contractor’s city must be delivered to the USPS or picked up by small package carrier.

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 the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all material furnished by the Government along with any dies made by the contractor. 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/advanced sample proofs, and furnishing sample copies must be included in the prices submitted by the contractor in Section 4 "Schedule of Prices".

SECTION 3 – DETERMINATION OF AWARD

The Government will determine the lowest offer by applying the prices quoted in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one year’s work 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 under this contract.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES”.

I.	(a)	(1)	65	
		(2)	55	
		(3)	5	
	(b)	(1)	90	
		(2)	10	
	(c)	(1)	(i)	7
			(ii)	2
		(2)	(i)	3
			(ii)	2
II.	(a)	(1)	10	
		(2)	1	
	(b)	(1)	10	
		(2)	4	
	(c)	(1)	10	
		(2)	10	
	(d)		2	
	(e)	(1)	7	
		(2)	9	
	III. 1.	(a)	(1)	8
(2)			230	
(b)		(1)	4	
		(2)	120	
2.		(a)	(1)	3
			(2)	20
		(b)	(1)	3
			(2)	30
3.		(a)	(1)	12
			(2)	12
	(3)		10	
	(4)		5	
	(b)	(1)	6	
		(2)	2	
IV.	(a)	5		
V	(a)	10		
	(b)	5		

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SECTION 4 – SCHEDULE OF PRICES

Offers are f.o.b. destination within Denver, Colorado commercial zone or ship f.o.b. contractor’s city to other locations within the contiguous United States.

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 in accordance with these specifications.

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

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

I. LIBRARY BINDING AND REBINDING: The prices quoted must be all inclusive for the binding and/or rebinding of books, magazines, and slip cases or boxes; and must include the cost of all materials and services required for complete production and delivery in accordance with these specifications except for Items II, III, IV and V.

NOTE: These prices are for Library orders and not Visual Identity Standard orders.

- (a) Book Volumes:
 - (1) Over sewn (up to 2” thick)per volume \$ _____
 - (2) Double-fan adhesive bind (up to 2” thick)per volume \$ _____
 - (3) Volumes over 2” in thicknessper each additional ½” \$ _____

- (b) Magazine Volumes, Over sewn and Double-fan adhesive bind:
 - (1) Volumes up to 2-1/2” thickper volume \$ _____
 - (2) Volumes over 2-1/2” in thickness.....per each additional ½” \$ _____

- (c) Magazine Volumes, Sew thru Fold:
 - (1) By Machine:
 - (i) Volumes up to 2-1/2” thick.....per volume \$ _____
 - (ii) Volumes over 2-1/2” in thickness.....per each additional ½” \$ _____
 - (2) By Hand:
 - (i) Volumes up to 1” thickper volume \$ _____
 - (ii) Volumes over 1” in thicknessper each additional ½” \$ _____

(Initials)

RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE

SCHEDULE OF PRICES

II. ADDITIONAL MATERIALS AND SERVICES: The prices quoted for each of the following items must be all-inclusive for the performance of special operations, for certain orders, that are additional to those specified under Items I, III, IV and V, and must include the cost of all required materials and services necessary, in accordance with these specifications.

NOTE: These prices are for Library orders and not Visual Identity Standard orders.

- (a) Binding Stubs:
 - (1) Up to and including 16" in length.....per 1/4" thick stub..... \$ _____
 - (2) Over 16" in lengthper 1/4" thick stub..... \$ _____
- (b) Library Binding Lettering (stamping die/printing):
 - (1) Front Cover Letteringper line \$ _____
 - (2) Spine Lettering over 9 lines.....per additional line \$ _____
- (c) Pockets, including inserting of material and gluing in place, as per binding instructions:
 - (1) Cloth Pockets.....per pocket..... \$ _____
 - (2) Expansion Pockets.....per pocket..... \$ _____
- (d) Inserting magnetic (security) stripsper volume \$ _____
- (e) Slip Cases or Boxes (any thickness):
 - (1) Up to and including 8" height.....per slip case or box \$ _____
 - (2) Over 8", up to and including 16" height.....per slip case or box \$ _____

III. VISUAL IDENTITY STANDARDS BOOK TITLES: The prices quoted must be all inclusive for the case binding and/or rebinding of books; and must include the cost of all materials and services required for complete production and delivery in accordance with these specifications except for Items I, II, IV, and V.

Contractor will be allowed one initial charge for creation of the standard dies that contain consistent information and one die charge per order for the author's name. As referenced on pages 27 and 28, standard die charges include A, B, D, E, and G for each unique furnished book and/or size (i.e., 5 dies for 6 x 9" layout and 5 new dies for 8-1/2 x 11" layout).

NOTE: These prices are for Visual Identity Standards orders and not Library orders.

1. "ORAL HISTORY" Titles:

	<u>Setup Charges</u> (1)	<u>Binding Per Book</u> (2)
(a) Case binding book volume (text pages 6 x 9" or 6-1/2 x 9").....	\$ _____	\$ _____
(b) Case binding book volume (text pages 8-1/2 x 11").....	\$ _____	\$ _____

(Initials)

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SCHEDULE OF PRICES

III. VISUAL IDENTITY STANDARDS BOOK TITLES (Continue):

NOTE: These prices are for Visual Identity Standards orders and not Library orders.

2. Titles other than "ORAL HISTORY":

	<u>Setup Charges</u> (1)	<u>Binding Per Book</u> (2)
(a) Case binding book volume (text pages 6 x 9" or 6-1/2 x 9")	\$ _____	\$ _____
(b) Case binding book volume (text pages 8-1/2 x 11")	\$ _____	\$ _____

3. *Additional Operations:

- (a) Oral History Lettering Dies:
 - (1) Die Set excluding Author's Name and Year
(Die charge for A, B, D, E, and G,
as indicated on pages 27 and 28)per die set.....\$ _____
 - (2) Author Name Die Set for Cover 1 and Spine
(Die charge for C and F,
as indicated on pages 27 and 28)per die set.....\$ _____
 - (3) Additional Author's Name(s) (after first Author).....per die\$ _____
 - (4) Die charge for Year on cover, if applicable, (Die
charge for H, as indicated on page 27)per die\$ _____
- (b) Lettering Dies for other than Oral History Books:
 - (1) Front Cover Letteringper line \$ _____
 - (2) Spine Letteringper line \$ _____

*NOTE: Contractor to create and maintain dies. See pages 16, 27 and 28 for the dies that will be required during the term of the contract. These dies must be created to maintain exact font match during the term of the contract. Only one charge each for these dies will be allowed. A die charge will be allowed for each author.

During the stamping process, the contractor will need to change author's name. A change will be allowed for each author's name after the first author. For example, if an order requires 20 copies each of 6 books, each by a different author, 5 Author's name changes will be allowed.

 (Initials)

SCHEDULE OF PRICES

IV. TIMework: Charges for the Library and the Visual Identity Standards will be allowed only for the required operations for which specific quotations have not been requested. Charges for timework will be allowed for operations such as preparation of volumes at library for binding, hinging, sponging, pressing, tip-ins, excessive mending, etc. (Excessive mending includes only work that may require special processing or handling). Mending performed as part of normal binding operations is not chargeable under Item IV Timework. Any mending involving excessive extra charges shall be cost estimated and submitted to the ordering agency and GPO for approval before any work is done.

Operations which cannot be properly classified under any other item shall be charged as "Timework" and must be authorized by Contract Modification, and any charge under "Timework" must be supported by a statement outlining, in detail, the operations for which payment is claimed. In the case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item IV.

NOTE: All charges under Item IV must have Contracting Officer approval prior to performance of timework.

(a) Timeworkper hour \$ _____

V. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; all necessary wrapping and packing materials; labeling and marking; pickups; and, complete distribution, in accordance with these specifications.

(a) Pickup and Delivery in Denver, CO areaper order \$ _____

(b) Proof Pick-up and Delivery in Denver, CO area.....per order..... \$ _____

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

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

Bidder _____

(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)

(Contractor Code Number if Known) (E-mail address)

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

A **RECLAMATION**
Managing Water in the West

B **Oral History Interviews**

C Carol Lynn Erwin

D Oral History Program

E U.S. Department of the Interior
Bureau of Reclamation

H 2014

DIE EXHIBIT FOR SPINE
(Visual only, not for scale.)

