

PROGRAM	5588-S					
TERM OF CONTRACT: NOVEMBER 1, 2017 THROUGH OCTOBER 31, 2018			AVL dba Disc Makers		Professional Sound Images	
TITLE	TIPS (Tailored Information Products) CD-ROMs and DVDs	BASIS OF	Pennsauken, NJ		Duluth, GA	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	CD-ROMs/DVDs:					
(a)	PUB LOG:					
(1)	Mastering...per glass master	12	\$192.98	\$2,315.76	\$125.00	\$1,500.00
(2)	Replication...per 100 replicate DVD's	60	\$70.46	\$4,227.60	\$55.00	\$3,300.00
(b)	MAP CATALOG:					
(1)	Mastering...per glass master	2	\$134.50	\$269.00	\$100.00	\$200.00
(2)	Replication...per 100 replicate CD's	80	\$67.77	\$5,421.60	\$50.00	\$4,000.00
II.	PACKING & SEALING FOR DISTRIBUTION:					
(a)	1-disc mailers...each mailer	2,064	\$0.4030	\$831.79	\$0.35	\$722.40
(b)	2-disc mailers...each mailer	324	\$0.5030	\$162.97	\$0.40	\$129.60
(c)	3-disc mailers...each mailer	168	\$0.6030	\$101.30	\$0.48	\$80.64
(d)	4-disc mailers...each mailer	72	\$0.7030	\$50.62	\$0.55	\$39.60
(e)	5 to 10-disc mailers...each mailer	216	\$1.0030	\$216.65	\$0.65	\$140.40
(f)	11 to 50 discs...each bundle/carton	196	\$1.2500	\$245.00	\$2.00	\$392.00
(g)	Complete Product: Duty Free Labels...per label	480	\$0.1958	\$93.98	\$0.18	\$86.40
	CONTRACTORS TOTALS			\$13,936.27		\$10,591.04
	PROMPT PAYMENT DISCOUNT		5.00%	\$696.81	2.00%	\$211.82
	DISCOUNTED TOTALS		20 DAYS	\$13,239.46	20 DAYS	\$10,379.22
			AWARDED			
	Abstracted by: Teri Doughty-Shoffstall 10/10/2017					
	Verified by: Linda Price 10/11/2017					
	Contract Awarded to: AVL dba Disc Makers					

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

TIPS (Tailored Information Products) CD-ROMs and DVDs

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

DLA Document Services – Great Lakes for DLA-LIS Battle Creek, Michigan

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning November 1, 2017 and ending October 31, 2018, plus up to 1 optional 12-month extension period (November 1, 2018 through October 31, 2019) that may be added in accordance with the “Option to Extend the Term of Contract” clause in Section 1 of this contract. Special attention is directed to the “Economic Price Adjustment” clause in Section 1 of this contract.

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPP0 (614) 488-4577. **NO TELEPHONE OR E-MAIL QUOTES WILL BE ACCEPTED.**

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

October 6, 2017

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

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Revised “Security Provisions”. Reduced quantities. Deleted HMIRS publication, Government furnished inserts, and bulk printed mailers. Additional changes scattered throughout.

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

For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

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

- **GPO Contract Terms (GPO Publication 310.2)** – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>
- **GPO QATAP (GPO Publication 310.1)** – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>
- **DISPUTES** – <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>
- More GPO Publications can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

CD-ROM/DVD REPLICATION: Several firms claim rights, which may be applicable to CD-ROM/DVD replication. For example, see <http://www.licensing.phillips.com>. U.S. Phillips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the manufacture and replication of CD-ROMs/DVDs and assert it is impossible to manufacture or replicate a CD-ROM/DVD without infringing these patents. The patent claims cover, among other things, both the physical structure of and the manner in which data is encoded on a CD-ROM/DVD. Other firms, including Discovision Associates, Irving, CA, also claim similar patent rights.

Each bidder's attention is invited to the patent indemnification provisions of GPO Contract Terms Pub.310.2 (Rev. 06/01) since the successful bidder will be responsible for compliance with all applicable patents, including any for CD-ROMs/DVDs.

SUBCONTRACTING: The predominate production functions of this contract are considered to be the mastering and the replication of the CD-ROMs/DVDs. Bidders who must subcontract these operations shall be declared non-responsible.

SECURITY PROVISIONS: Map Catalog products ordered under this contract are classified as "Controlled Unclassified Information" (CUI) and will be identified as "For Official Use Only" ("FOUO") and as "LIMITED DISTRIBUTION".

Orders identified as "FOUO" and "LIMITED DISTRIBUTION" require that proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands.

Department of Defense Manual Number 5200.01, Volume 4, February 24, 2012 requirements for "FOUO" and "LIMITED DISTRIBUTION" can be found at:

http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/520001_vol4.pdf.

DESTRUCTION OF MATERIALS: All extraneous, defective material and discs must be destroyed using a method authorized by Defense Logistics Agency (DLA). Unless otherwise indicated herein, all extra copies, scrap or over run materials, production materials, waste, etc. must be destroyed. The destruction process must be sufficient to preclude recognition or reconstruction of the information. Electronic media (magnetic discs, optical discs, etc.), used to store information, must be erased, degaussed, or otherwise destroyed using official U.S. Government approved methods and equipment. Waste shall be destroyed as soon as practicable.

The DLA has authorized the following methods of destruction:

- Burning (use of burn bags and an authorized burn facility)

- Cross-cut shredding (shredders must be listed on the NSA Evaluated Products List)
- Any method approved for the destruction of classified material

MAP CATALOG HANDLING PLAN: After bid opening but before award, contractor may be required to submit a Map Catalog Handling Plan that includes:

- Personnel that will handle Map Catalog materials.
- Method of storage used for Map Catalog materials when not being used in production.
- Transfer method of Map Catalog materials to and from storage.
- Method of destruction used for waste material.

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

Product Quality Levels:

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

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

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

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs
P-8. Halftone Match (single & double impression)	Approved Proofs
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proofs

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 2 years (**October 31, 2019**) 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 **November 1, 2017 through October 31, 2018**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **July 31, 2017**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted. If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: After award, a postaward conference may be held either in Battle Creek, Michigan or at the contractor's facility or may be held as a telephone conference. Representatives of the contractor and all subcontractors (if applicable) must attend and must be able to discuss all aspects of the contract. No additional charges will be allowed for Postaward Conference.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **November 1, 2017 through October 31, 2018** 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 GPO via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

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

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

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at the following GPO web address: <https://www.gpo.gov/finance/index.htm>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, all mailing and/or delivery receipts, and PDF files of artwork for CD/DVD and applicable insert via e-mail to infocolumbus@gpo.gov or deliver to: US GPO; Columbus RO; ATTN: (Program Number, Print Order Number); 1335 Dublin Road, Suite 112-B; Columbus, OH 43215.

SECTION 2 – SPECIFICATIONS

SCOPE: These specifications cover the replication of CD-ROMs and DVDs. Operations required include verification of ISO 9660 format, reproducibles, masters, replicating, screen printing on discs, printing, inserting, labeling and addressing, packaging, and mailing.

TITLE: TIPS (Tailored Information Products) CD-ROMs and DVDs.

DESCRIPTION/FREQUENCY OF ORDERS/QUANTITY: Two publications will be ordered:

- PUB LOG DVD-5 (PUBLOG)
- DLA Map Catalog NMCI CD (Map Catalog)

PUBLOG: 400 to 600 DVD replicates per order. Ordered monthly. The contractor must match the quantity on the print order to the number of addresses provided in the Distribution Lists and contact GPO if there is a discrepancy between the two quantities.

MAP CATALOG: 3,000 to 5,000 CD replicates per order. Ordered semi-annually, anticipate February/March and September/October. This publication carries the “FOUO” and “LIMITED DISTRIBUTION” classifications and shall be handled as described under “Security Provisions” in Section 1.

GOVERNMENT TO FURNISH: Electronic files, load files on CD and DVD, and hard copy visuals sent f.o.b. contractor’s plant via USPS.

DATA FILES: 700MB master load file CD or 4.7GB master load file DVD.

Data Format Verification for Disc Replication: Immediately upon receipt, the contractor must inspect Government furnished material. At a minimum, material must be inspected for damage in transit; other physical damage; readability; and label, file, and record counts. The contractor shall review the files for usability and completeness. The contractor shall verify compliance of each image with the requirements of International Standard ISO 9660. If the data files are defective, damaged, unreadable, or not in compliance with ISO 9660, the contractor is not to proceed and must contact the Government for the data files to be replaced.

Examination must be made and the Government contacted within 1 workday of receipt of the Government furnished material. Any delay of the contractor in notifying the Government of problems with furnished material will not release the contractor from meeting the distribution schedule.

CD-ROM/DVD SURFACE AREA: PDF files. Contractor to color separate. Color i.d. is Pantone.

INSERTS AND SLEEVES: PDF file and previously printed samples will be furnished for inserts and sleeves to the contractor at the beginning of the contract. The contractor will be required to maintain the files throughout the term of the contract. It is not anticipated that changes will be made to these files. Contractor is cautioned against pre-printing inserts and sleeves as the Government is not required to reimburse contractor for unused, pre-printed matter.

ELECTRONIC PREPRESS: Immediately upon receipt of printing files 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 Officer prior to further performance.

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

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.

DISTRIBUTION LISTS: PUBLOG will have Government furnished Excel files, anticipate up to 5 different files. Each file has a unique column and row header structure. Contractor will be required to generate mailing labels from the Excel files. A mock up mailing label will be furnished to the contractor at the beginning of the contract. The contractor will be required to maintain the original mock up and typeset the address labels to the appropriate size for the mailer or shipping bundle/carton.

“DUTY FREE” LABELS: Manuscript for the “Duty Free” label (PUBLOG only) will be furnished to the contractor at the beginning of the contract. The contractor will be required to typeset the labels as described in these specifications. Contractor is cautioned against pre-printing “Duty Free” labels as the Government is not required to reimburse contractor for unused, pre-printed matter.

ADDITIONAL FURNISHED FORMS: The GPO Form 2511, Print Order, will be sent via e-mail for both the PUBLOG and the Map Catalog at the time the orders are issued. The other forms listed below will be provided at the time of award.

- GPO Form 2511, Print Order.
- Delivery/Shipping Status Report Form.
- GPO Form 905 (R. 7-15) “Labeling And Marking Specifications”.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish”, necessary to produce the product(s) in accordance with these specifications.

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

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

CHECK DISCS: Every order will require check discs. Check discs are in addition to the quantity ordered on the individual print order and are to be included in the production run.

PUBLOG: On the first order, contractor to randomly select 2 check discs from the production run and send them to the address indicated on the individual print order. Check discs will be tested by the Government in accordance with “DVD Product Testing” as described under “PUBLOG Disc Manufacturing Specifications”.

After the first order, contractor is to test the check discs and generate a report that details test results in accordance with “DVD Product Testing” under “PUBLOG Disc Manufacturing Specifications”. As part of the deliverable, contractor to send DVD Product Testing Report to demonstrate compliance with the specifications.

All contractor tested check discs are to remain at the contractor's facility until the expiration of the Warranty period (Contract Clause Article 15 "Warranty", page 18 of GPO Pub. 310.2 Effective 12/87 Rev. 06/01) or upon request by the Government to send check discs to a specific address (whichever comes first). After expiration of the Warranty period, if the contractor is still in custody of the check discs, the contractor shall destroy them.

MAP CATALOG: Contractor required to randomly select 2 check discs from the production run on each order and send to the address indicated on the individual print order. Check discs will be tested by the Government in accordance with "Disc Testing" under "Map Catalog Disc Manufacturing Specifications".

PROOFS: Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, and image position. The PDF proof shall not be used for color match. Proofs to be e-mailed to the address indicated on the individual print order. Contractor must call the individual indicated on the print order to confirm receipt within 30 minutes of sending e-mail. Each publication title will require PDF "Soft" Proofs on the following items:

- **PUBLOG:** DVD label area and the printed sleeve (load instructions).
- **Map Catalog:** CD label area and the insert.

Contractor must not print prior to receipt of an "OK to Print".

CD-ROM AND DVD REPLICATION: Contractor must provide all materials and all operations necessary to replicate CD-ROM/DVD discs.

The contractor will be required to store the disc reproducibles (glass masters/stampers) for one generation of each product (i.e., monthly product for one month, quarterly product for three months, etc.), at no additional charge to the Government. If reprints of the reproducibles are ordered during this period of time, contractor may not charge for mastering.

Reproducibles must be stored so that they will not be damaged and can be reused to produce discs of a quality commensurate to the original discs produced. Reproducibles must be furnished to the Government or their designee, at the contractor's expense, if so directed during this period. After the required period, reproducibles shall be destroyed by the contractor. Map Catalog reproducibles must be destroyed in accordance with "Security Provisions" in Section 1.

The contractor shall load the entire database on CD-ROM/DVD in conformance with the ISO 9660 standard.

PERFORMANCE RECORDS: On the same day that an order is mailed, the contractor must send an e-mail message to DLA Log Info Svc with copies to DLA Document Services and GPO with the program and print order numbers, publication title, quantity mailed, and date mailed. The e-mail addresses will be furnished following award.

The contractor must make available a web site that only the Government may access to view the status and completion dates of the jobs processed. Web site must be updated at each stage of production.

PUBLOG DISC MANUFACTURING SPECIFICATIONS: Upon receipt of the load files, the contractor shall review the files for data integrity, usability, and completeness using mastering software. The contractor shall verify compliance of each disc image with the requirements of the DVD standard specification version 1.0. The contractor shall immediately notify the government of any problems with the furnished data files, including files which are damaged, unreadable, oversized or not in compliance with the DVD standard specification version 1.0.

DATA CAPACITY: The contractor shall be capable of producing DVD-5's containing 4.7 GB of data.

MASTER/STAMPER MARKS: The contractor shall image the jacket and print order number on the inner buffer zone unless the contractor is permitted to image other identification marks necessary for production in the inner buffer zone.

DVD FILE SYSTEM: All DVD discs produced under this contract shall comply with the OSTA Universal Disc Format Specification: 1996 (Appendix 6.9) "OSTA UDF Compliant Domain" of ISO/IEC 13346:1995 Volume and file structure of write-once and rewritable media using non-sequential recording for information interchange. Also known as the UDF Bridge (UDF/ISO 9660) file structure.

DVD STANDARD SPECIFICATIONS: All DVD discs produced under this contract shall comply with the applicable sections of the DVD standard specification version 1.0. All DVD discs produced under this contract shall comply with the specifications cited in the following tables.

Digital Errors (Reed Solomon Product Code):

<u>Parameters</u>	<u>Acceptable Value(s)</u>
PI 8 ECC Sum	<280
PI Fails	Not specified
PO Fails	= 0 (zero)
Percent of PI rows with Errors	Not specified

Comments: The PI 8 ECC Sum error is the total error across 8 ECC blocks. PI 8 Sum under 40 is preferred.

HF/Tracking Real-time Measurements (made before signal "equalization"):

<u>Parameters</u>	<u>Acceptable Value(s)</u>
I3/I4	Single layer: >0.15
I14/I14H	>0.6
Tangential Push Pull	<0.9
Asymmetry	In the range minus 0.05 to 0.15

HF/Tracking Station Measurements:

<u>Parameters</u>	<u>Acceptable Value(s)</u>
DPD Track Crossing	>0.10
DPD Tracking Amplitude	>0.5
DPD Tracking Asymmetry	<0.2
Reflectivity	45% to 85%

NOTE: HF signals must be strong enough to avoid decoding failures. The tracking signal must be strong enough to support the variable bit functions.

<u>Parameters</u>	<u>Acceptable Value(s)</u>
Track Pitch	0.74 +/-0.01 um/track
Pit Length	Single layer: in the range 0.394 to 1.873 Double layer: in the range 0.434 to 2.058
Local Defects	Air bubbles: 100 um maximum Black spots: 200 um maximum
Scanning Velocity	Single layer: 3.49 +/-0.03 m/sec

Jitter (data to Clock)	Dual layer: 3.84 +/-0.03m/sec <8.0%, independent of tilt effects
Angular Deviation (tilt)	Radial tilt: < +/-0.80 degrees Tangential tilt: < +/-0.30 degrees
Birefringence	< 100 nm

NOTE: The combination of the effects of jitter and tilt will be considered in the evaluation of a disc.

Lead-in Area Contents: The contractor shall set the values of the lead-in area as follows:

<u>Parameters</u>	<u>Value(s)</u>
Book Type	DVD
Book Version	(determined by contractor)
Disc Size	120mm
Number of Layers	1 or 2, as specified on the print order
Dual Layer Track Path	Parallel Track Path (PTP)
Layer Type	Read-only
Linear Density	0.2667 um/data bit
Track Density	0.74 um/track
Starting Sector Number	030000h
Ending Sector Number (Main)	(determined by contractor)
Ending Sector Number (layer 0)	(determined by contractor)
Burst Cutting Area (BCA) Flag	Exists (on) (BCA encodes disc volume ID)
Copy Protection System	none (copy protection off)
Region Management Flags	None (unrestricted access in all regions)
Encryption Data	None (no encryption)
Manufacturing Data	(As supplied by the contractor)
Content Provider Information	(Insert contents of provided file CPI.TXT)

DVD QUALITY CONTROL: Each delivered replicate must meet or exceed the requirements of these specifications. In addition to the contractor's existing quality control procedures, the following steps must be performed.

DATA INTEGRITY: For each stamper used, the contractor shall:

1. Verify the integrity of all data against the original Government furnished media.
2. Verify the integrity of error detection and error correction coding for each sector of the user data area.
3. Verify the UDF/ISO 9660 directory structure.

Verification may be performed on a replicate. Replicates not meeting these specifications must be reproduced and re-delivered at the contractor's expense and the contractor shall be considered late.

DVD PRODUCT TESTING: The contractor is required to test DVD replicates for compliance to the specifications of this contract. The Government may test DVD replicates for compliance to the specifications of this contract. When testing is done by the contractor or by the Government, the following attributes will be checked.

The following test results shall be reported:

1. Average track pitch.
2. Average scanning velocity.
3. Tangential push/pull.

4. Track crossing signal magnitude.
5. High frequency and tracking signal properties. The must be read continuously along the spiral track. Minimum, maximum and average values must be reported. Minima and maxima must be identified by A-time.
 - a. I_{top} or reflectivity.
 - b. Signal asymmetry.
 - c. I₃ normalized to I₁₄.
 - d. I₁₄ normalized to I_{14H}.
6. One-second moving values for PI 8 ECC Sum and PI Fails, measured continuously along the spiral track; minimum, maximum and average values must be reported.
7. Total playing time and total sectors tested.
8. Maximum disc birefringence.
9. Data to clock jitter.

MAP CATALOG DISC MANUFACTURING SPECIFICATIONS: The contractor must be capable of producing a disc(s) containing up to 74 minutes and 40 seconds of user data (i.e. 688,128,000 bytes of data in mode 1). On occasion it may be required that an 80 minute capacity disc will need to be manufactured.

Discs produced under this contract shall be 120 mm CD-ROMs as governed by the International Standards IEC 908 and amendment, ISO 10149 and ISO 9660. All sectors containing user data shall have their Sector Mode Byte set to (01)H, and the sector content and layout shall be structured accordingly. Furthermore, discs must comply with the following requirements:

METALIZING: The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disc.

SURFACE DEFECTS OR (LOCAL DEFECTS): The maximum allowable diameter of black spots, with or without increased birefringence, is 100 micrometers. All other specifications concerning local defects remain unchanged from those of the referenced International Standards.

MODULATION AMPLITUDE: The relationship between I₃ and I_{top} shall be $0.35 \leq I_3/I_{top} \leq 0.7$. The relationship between I₁₁ and I_{top} shall be $I_{11}/I_{top} \geq 0.65$.

SIGNAL ASYMMETRY: The symmetry of the HF signals relative to the decision Level I shall be greater than or equal to -5% and less than or equal to +15%

BLOCK ERROR RATE (BLER): Block Error Rate (BLER) may not exceed 80 when averaged over any one second interval; BLER may not exceed 25 when averaged over the entire User Data Area.

E22 ERRORS: E22 errors arising from the mastering shall not be permitted. Replicated discs may contain no more than two E22 errors arising from the replication stage of manufacturing. The rate of E22 errors may not exceed 1.0 when averaged over the entire user data area.

JITTER, EFFECT LENGTH DEVIATION: In accordance with the Compact Disc System Specifications for jitter and effect length deviation, the following requirements shall apply:

- 1) For each run length of land and pit (3T, ..., 11T), jitter shall be less than 35ns.
- 2) Effect length Deviation shall not exceed the following:

<u>Pit/Land Length</u>	<u>Maximum Deviation (+/-)</u>	<u>Nominal Length Pit</u>	<u>Nominal Length Land</u>
3T	40.0ns	660ns	675ns
4T	42.5ns	910ns	925ns
5T	45.0ns	1165ns	1165ns
6T	47.5ns	1400ns	1400ns
7T	50.0ns	1635ns	1635ns
8T	52.5ns	1875ns	1875ns
9T	55.0ns	2110ns	2110ns
10T	57.5ns	2340ns	2335ns
11T	60.0ns	2570ns	2560ns

All other Compact Disc System mandated requirements for jitter and effect length deviation shall apply.

STORAGE TESTS: Annex F of International Standard ISO 10149 shall be treated as normative to the standard. Discs subjected to testing in accordance with Annex F shall remain in compliance with these specifications.

QUALITY CONTROL: Each delivered replicate must meet or exceed the requirements of these specifications. In addition to the contractor's existing quality control procedures, the following steps must be performed:

DATA INTEGRITY: For each stamper used, the contractor is required to perform the following:

Verify the integrity of all user data against the original government furnished media;

Verify the integrity of EDC/ECC (error detection and error correction coding) for each sector of the User Data Area; and

Verify the integrity and consistency of the Table of Contents and the subcode data.

Replicates not meeting these specifications must be reproduced and redelivered at the contractor's expense and the contractor shall be considered late.

DISC TESTING: The contractor is required to test CD replicates for compliance to the specifications of this contract at a minimum, the following attributes. The Government may test CD-ROM replicates for compliance to the specifications of this contract. When discs are examined by the Government, they will be analyzed on a Koch CDCS-4/L tester. The following attributes will be checked.

1. Exact diametric locations of the following parts of the spiral data track.
 - (a) Starting diameter of the lead in zone.
 - (b) Starting diameter of the user data zone.
 - (c) Starting diameter of the lead out zone.
2. Eccentricity.
3. Average track pitch.
4. Average scanning velocity.
5. Push/Pull.
6. Crosstalk.
7. High frequency and tracking signal properties.
 - (a) Itop or reflectivity.

- (b) Symmetry of I11 relative to Id.
 - (c) I3 normalized by reflectivity.
 - (d) I11 normalized by reflectivity.
 - (e) Radial noise.
8. Digital errors.
- (a) One second moving averages for block error rate.
 - (b) One second counts of E22 errors.
 - (c) Burst error length.
 - (d) Errors in the table of contents.
 - (e) Errors in the subcode data.
9. Total playing time.
10. Birefringence.
11. Jitter and Effect Length Deviation.

PRINTING: Contractor will be required to print the CD-ROM/DVD surface area, contractor furnished inserts, sleeves, "Duty Free" labels (PUBLOG only), and address labels. Contractor's option to print directly on the mailer or shipping bundle/container in proper location or print and affix labels directly to the mailer or shipping bundle/container.

CD-ROM/DVD SURFACE AREA: Print the non-reflective side. Full coverage and close registration is required. Both solid and screen tints in overall design. Screen printing is the preferred method of printing but printing and imaging methods other than screen printing will be acceptable provided that all applicable quality, performance, durability, and fade resistant standards will be met, however, laser printing on discs or printing on separate labels and applying labels to the discs are not acceptable.

Title information and copy to be printed on the CD-ROM/DVD may include type, line copy, reverse printing and screens, including graduated screens. Most copy is to be produced at 100%, however; occasionally various reductions or enlargements may be required. When required, contractor will need to re-screen using screens suitable for quality reproduction on CD-ROMs/DVDs. No additional charges will be allowed for these operations. Contact the Government if re-screening is actually required before proceeding.

Most of the orders placed on this contract are for scheduled subscription publications. Usually, the only changes from order to order are minor such as a change in the publication date; e.g., from December 2017 to January 2018 to February 2018. Contractor will be required to keep copy and make the update changes using the same typeface, size, and style as in the original copy. The required update changes will be indicated on the print order. The Government also reserves the right to provide new copy. No additional time or charges will be allowed because of the copy changes or whether the Government provides new copy or requires the contractor to set the update.

PUBLOG prints white underlay, floodcoat in specified Pantone color. Each order will have a different Pantone floodcoat and will overprint in black or reverse to white.

Map Catalog prints with white underlay, floodcoat in specified Pantone color, anticipate 327, and overprint in black and reverse to white. Two static barcodes print on CD surface area.

INSERTS: Map Catalog inserts will print face and back in CMYK. No bleeds. Content is expected to change from order to order. No insert required for PUBLOG.

SLEEVES: Sleeves for PUBLOG will print on the back and flap (after construction) in black ink. No bleeds. A sample sleeve will be furnished to the contractor to follow for format.

Copy may need to be adjusted by the contractor to be sure it will fit on the back area between the side seams of the contractor's chosen sleeve. Print in similar typefaces and sizes. Map Catalog will not require printing on the sleeves.

"DUTY FREE" LABELS: PUBLOG will require "Duty Free" labels. Map Catalog will not require "Duty Free" labels. Only APO, FPO, US Territory, and Foreign addresses will require the contractor to apply "Duty Free" Labels. This label should bear the wording "DFP – Duty Free Product" in large bold lettering approximately 1/2" - 3/4" tall. At contractor's option, either black lettering on a bright colored background or fluorescent lettering on white background.

ADDRESSING: PUBLOG will require the contractor to print a mailing label in black ink consisting of a return address, Government logos/seals, mailing address, and additional information, including USPS markings. Mock up mailing labels will be provided. Contractor will be required to set in same or similar typeface. PUB LOG and Map Catalog addressing must be in accordance with USPS regulations for "Domestic" and "International" mail.

MARGINS: Follow copy/electronic file as indicated. No bleeds.

TRIM SIZES: Anticipate the following trim sizes:

CD-ROM/DVD: 12 cm diameter

INSERTS: Map Catalog to be 9-1/2 x 9-1/2" and folded to fit inside contractor furnished sleeve. Folding sample of 9-1/2 x 9-1/2" insert for a 5 x 5" sleeve will be provided.

SLEEVES: Contractor's option for size. Side seams required. Sleeves should be no smaller than 5 x 5" and no larger than 6 x 6". Anticipate that inserts will have folding design to fit inside a 5 x 5" sleeve with minimal movement.

"DUTY FREE" LABELS (PUBLOG ONLY): Contractor's option for size and shape. Labels must accommodate 1/2" to 3/4" lettering as described under "Printing/Imaging". Size and shape must conform to USPS regulations for International Mail.

MAILING LABELS: Contractor's option for size. Each mailing label must be a single sheet and contain all the information described under "Printing/Imaging", must be of appropriate size and lettering for the mailer or shipping bundle/container, and must conform to USPS regulations for Domestic and International Mail.

MAILERS (PUBLOG DVD-5 ONLY): Mailers to be of suitable size to accommodate 1 to 10 discs.

STOCK/PAPER: Contractor furnished stock as indicated below.

INSERTS: White Offset Book (basis size 25 x 38", 60 lbs. per 500 sheets), equal to JCP Code A60.

SLEEVES: Contractor's option: White Writing/Wove (basis size 17 x 22", 20 or 24 lbs. per 500 sheets), equal to JCP Code V20 or White Tyvek™-Finish (basis size 17 x 22", 18 lbs. per 500 sheets), equal to JCP Code V90.

"DUTY FREE" LABELS (PUBLOG ONLY): Pressure sensitive labels with permanent adhesive required. At contractor's option, either black lettering on a bright colored background or fluorescent lettering on white background. Must conform to USPS regulations for International Mail.

MAILING LABELS: Contractor must provide industry standard labels suitable for mailing and bulk distribution. Must conform to GPO Contract Terms and USPS regulations for Domestic and International mailing.

MAILERS (PUBLOG ONLY): White coated paper board with peel and seal flap of suitable weight, thickness, and durability for mailing. Must conform to USPS regulations for Domestic and International mailing.

CONSTRUCTION: Construct inserts, sleeves, and mailers or bundles/cartons as indicated below.

INSERTS: Inserts shall be folded to fit inside sleeves. Folding sample will be provided for 9-1/2 x 9-1/2" trim size to fit inside a 5 x 5" sleeve.

SLEEVES: Sleeves to have a clear or translucent window covering and a suitable flap. Sleeve must be sealed on three edges and must have side seams wrapping and sealing to the back to allow for flap and back printing without crossing any seam. Printed disc surface must be clearly seen through the sleeve window.

Sleeves must not allow for excessive movements of the CD-ROM(s)/DVD(s) in the sleeve(s) during transit but must allow for easy insertion and removal of the CD-ROM(s)/DVD(s) and any inserts.

Due to irradiation efforts by the USPS it is required that suitable material be used for the window to prevent the window from sticking to the CD-ROM/DVD. Sleeves must not have a degenerative effect on the discs. The Government reserves the right to reject sleeves that are not acceptable.

MAILERS (PUBLOG ONLY): PUBLOG orders require individual DVD mailers suitable for holding one to ten discs in paper sleeves with a minimum 2-1/2" depth flap that folds to the back. A pressure sensitive sealer strip must be along the inside of the flap. The sealer strip must have a paper covering that will expose the sealer when removed. The flap must be scored twice along the full horizontal dimension of the flap, the scores approximately 1/8" to 3/16" apart. This allows for folding the flap with single or multi-components.

SHIPPING BUNDLES/CARTONS: Contractor furnished shipping bundles/cartons to be constructed in accordance with USPS regulations for "Domestic" and "International" Mail.

INSERTING: Discs and inserts will insert into sleeves and sleeves will then insert into mailers or shipping bundles/cartons.

CD-ROMs AND DVDs: Each CD-ROM and each DVD must be inserted into a sleeve with printed side of disc seen through the sleeve window. Multiple CD-ROMs and multiple DVDs are not to be inserted into a single sleeve.

INSERTS: Fold per folding sample and then insert the insert into sleeve and directly behind disc. Do not obscure disc surface area from being seen through window.

SLEEVES: Insert sleeves into mailers or package in shipping bundles/cartons in such a manner than when sleeves are removed the front of the disc is seen. After inserting sleeves, seal mailers or shipping bundles/cartons and then apply mailing label, and, if required, the "Duty Free" label (PUBLOG only).

PACKING AND SEALING FOR DISTRIBUTION: Contractor furnished mailers and shipping bundles/cartons to be constructed in accordance with GPO Contract Terms (Pub. 310.2) and USPS regulations (Domestic and International Mail Manuals).

One to ten discs (PUBLOG) to a single address will be packaged in mailers that will accommodate one to ten discs. Eleven or more discs (PUBLOG and Map Catalog) to a single address will be packaged in contractor furnished shipping bundles/cartons (maximum gross weight 14 pounds) in accordance with GPO Contract Terms.

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 bundles/cartons. PUBLOG mailers to APO, FPO, US Territory, and Foreign addresses to be labeled with “Duty Free” label.

DISTRIBUTION: Deliver f.o.b. contractor’s city.

PUBLOG mails f.o.b. contractor’s city to 240 addresses using Domestic or International First Class rates.

Map Catalog mails f.o.b. contractor’s city to a single address using appropriate USPS mail class for “FOUO” and “LIMITED DISTRIBUTION”.

Contractor to create bar codes, Zip + 4, or other designations in order to achieve highest level of postal discounts. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail” as applicable. All mailing must be made from within the USA.

Contractor will be reimbursed for postage by submitting properly completed Postal Service forms (or equivalent) with the invoice for billing. Contractor will only be reimbursed for actual postage cost.

Upon completion of mailing, contractor shall e-mail/fax copies of all properly completed Postal Service forms to DLA-Log Info Svc, DLA Document Services (Great Lakes and Battle Creek), and GPO Columbus. E-mail addresses and/or fax numbers will be provided to contractor at time of award.

The following charts are representative breakdowns of the mailing requirements for 500 PUBLOG’s to 240 addresses.

<u>No. of Discs</u>	<u>No. of Addresses</u>	<u>Address Type</u>	<u>No. of Addresses</u>	<u>No. of Total Discs</u>
1	172	*Domestic	197	377
2	27	Alaska and Hawaii	3	5
3	14	US Territories	1	1
4	6	APO/FPO/Foreign	39	117
5	13			
6	3			
10	2			
35	3			

*All CONUS (Contiguous United States, including) Washington, DC) addresses.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). No definite dates for furnishing material can be predetermined.

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

Print order and furnished material will be furnished f.o.b. contractor's plant.

	<u>WD AFTER</u>
Contractor deliver proofs	2
Contractor receives "OK to Print" or "OK to Print with Corrections"	1
Complete production and mailing	5

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 bundles/cartons, and quantity per bundles/cartons; date delivery made and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's invoice for payment.

Unscheduled material such as Government Bills of Lading, shipping instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RETURN OF GOVERNMENT FURNISHED PROPERTY: Within 5 workdays after the completion of the distribution, the contractor must return all furnished material not consumed in distribution to: DLA Document Services, 74 N. Washington, Battle Creek, Michigan 49037, or another address if so indicated on the 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 and return of materials, samples, check discs, receipts, and e-mail notifications must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce 1 year’s requirements under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I. (a) (1) 12
- (2) 60
- (b) (1) 2
- (2) 80

- II. (a) 2,064
- (b) 324
- (c) 168
- (d) 72
- (e) 216
- (f) 196
- (g) 480

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city and f.o.b. destination.

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

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.

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

I. CD-ROMs/DVDs: Prices must be must include the cost of producing CD-ROMs/DVDs in accordance with these specifications, including all required materials and operations except for “Duty Free” Labels and Item II. Packing and Sealing for Distribution.

Only one mastering charge will be allowed for each CD-ROM/DVD regardless of the number of replicates run. No mastering charge allowed for stored masters; regardless of the number of replicates run.

(a) PUBLOG:

(1) Mastering.....per glass master..... \$ _____

(2) Replication.....per 100 replicate DVD’s \$ _____

(b) Map Catalog:

(1) Mastering.....per glass master..... \$ _____

(2) Replication.....per 100 replicate CD’s \$ _____

(Initials)

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SCHEDULE OF PRICES

II. PACKING AND SEALING FOR DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of all necessary packaging and packing materials, and the preparation of all necessary mailing and shipping documents in accordance with these specifications.

- (a) 1-disc mailersper mailer \$ _____
- (b) 2-disc mailersper mailer \$ _____
- (c) 3-disc mailersper mailer \$ _____
- (d) 4-disc mailersper mailer \$ _____
- (e) 5 to 10-disc mailersper mailer \$ _____
- (f) 11 to 50 discs.....per bundle/carton \$ _____
- (g) Complete Product: "Duty Free" labels.....per label..... \$ _____

QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE: Fill out and return "Section 4. – Schedule of Prices", initial or sign in the space provided. See page 1 for instructions on how and where to submit quote.

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

BIDDER: _____

(Street Address – City – State – Zip Code)

BY: _____

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

(Person to be contacted)

(Telephone Number)

(Fax Number)

E-Mail Address: _____

CONTRACTOR CODE (if known): _____

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

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