

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 COUNTERPART UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various NCHS Publications

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

Department of Health and Human Services
Centers for Disease Control and Prevention

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **June 30, 2021**, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of Contract" clause in Section 1 of this contract.

For information regarding the solicitation requirements *prior* to award, contact Beth Nicolaus at 404-605-9160 Ext. 32707 or enicolaus@gpo.gov. For contract administration *after* award, contact Amina Harvey at 404-605-9160 Ext. 32712 or aharvey@gpo.gov.

THIS IS A NEW CONTRACT. No previous abstract is available.

Quotes due by 11:00 a.m., prevailing Atlanta, GA time, on July 10, 2020.

QUOTE SUBMISSION: This is a Small Purchase Term Contract.

Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, contractors MUST submit their quote via email to bidatlanta@gpo.gov for this solicitation. No other method of quote submissions will be accepted at this time.

The program number (3422-S) and quotes due date (July 10, 2020) must be specified in the subject line of the emailed quote submission. Quotes received after 11:00 a.m. prevailing Atlanta time on the date specified above will not be considered for award.

ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The contractor's email provider may have different size limitations for sending email; however, contractors are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 09-19)).

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

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

BIDDERS, PLEASE NOTE: GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

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

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing 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.

WHEN INKJET PROOFS ARE REQUIRED:

<u>Attribute</u>	<u>Specified Standard</u>	<u>*Alternate Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs	File Setup
P-10. Process Color Match	Approved Proofs	File Setup

WHEN PDF PROOFS ARE REQUIRED:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	File Setup
P-10. Process Color Match	File Setup

*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

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

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s).

For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to June 30, 2021, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted index "Commodities Less Food" under the Special Indexes category on "Table 2 –Consumer Price Index For All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group" 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 3 months prior to the beginning of the contract, 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.

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

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

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through June 30, 2021, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued"

upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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.

PAYMENT: Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 12 THROUGH 14.

In addition, the contractor is required to email a copy of the billing documents (and any supplementary billing information) to GPO Atlanta Regional Office (infoatlanta@gpo.gov) Attn: Program 3422-S Administrator. Failure to do so may result in non-payment.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of various saddle-stitch (self-cover) pamphlets, requiring such operations as electronic prepress, proofs, printing in 4-color process, binding, packing, mailing and distribution.

TITLE: Various NCHS Publications.

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

All ranges/percentages/etc. herein are based on past requirements and/or anticipated requirements and are NOT to be construed as a guarantee.

FREQUENCY OF ORDERS: Approximately 45 to 50 orders per year.

QUANTITY: Approximately 2,000 to 4,000 copies per order.

NUMBER OF PAGES: Page counts will range from 8 to 88 pages (self-cover).

It is anticipated that approximately 45% of the orders will be 8 pages; 45% of the orders will be between 12 to 32 pages; and 10% of the orders will be between 36 to 88 pages.

TRIM SIZE: 8-1/2 x 11"

GOVERNMENT TO FURNISH:

- Electronic print files, as reflected below (see "ELECTRONIC MEDIA").

- Print orders (GPO Form 2511).

- Distribution and mail lists will be furnished via email in Microsoft Excel format.

- Government (CDC) First Class Mail Permit for single mail pieces and small package carrier (Fed Ex, DHL or UPS) account information for international mail copies will be provided after award.

- GPO Form 712 - Certificate of Conformance (Rev. 10-15) to be completed when using Government furnished mail indicia.

- GPO Carton Labeling and Marking Specifications.

- Performance Records: A Facsimile Transmission Sheet will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed to Atlanta GPO (800-270-4758) on the day shipment is due.

ELECTRONIC MEDIA:

- PLATFORM: Unknown

- STORAGE MEDIA: Electronic print files will be furnished via email OR contractor maintained ftp site (Government's option). NOTE: Majority of orders will be emailed, but an occasional order may require files be uploaded to contractor's ftp site.

- SOFTWARE: Page layout will be provided in PDF format (with crop marks indicated). NOTE: All Adobe Acrobat and editing software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

- COLOR(s): May be identified as RGB, CMYK, and/or Pantone/Spot colors. If necessary, contractor to convert all colors to CMYK.

- FONTS: All fonts will be Embedded and/or Embedded Subset.

- OUTPUT: 175 line screen

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- **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 YOUR CONTRACT ADMINISTRATOR.**
- **THE CONTRACTOR SHALL CREATE/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.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.
- **UPON COMPLETION OF THIS ORDER, THE CONTRACTOR MUST FURNISH FINAL PRODUCTION NATIVE APPLICATION FILES (DIGITAL DELIVERABLE) AND ONE "PRESS QUALITY" PDF FILE WITH THE FURNISHED MEDIA. STORAGE MEDIA MUST BE MAC/PC COMPATIBLE. THE DIGITAL DELIVERABLES MUST BE AN EXACT REPRESENTATION OF THE FINAL PRODUCT AND SHALL BE RETURNED ON THE SAME TYPE OF STORAGE MEDIA AS WAS ORIGINALLY FURNISHED.** The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

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.

Contractor must acknowledge receipt of all emailed print orders by replying to originating agency's email.

PROOFS:

Proofs will be required ONLY when indicated on the print order. If proofs are required, the type of proof(s) will be specified on the print order.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted. Contractor is responsible for all costs incurred in the delivery and pickup of proofs.

When required, proofs will be withheld not longer than 3 workday(s) from date of receipt by the Government** to date proofs are MADE AVAILABLE FOR PICKUP by the contractor. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available. If an overnight delivery carrier (i.e. UPS or Fed Ex) is to be used, contractor MUST include a fully completed return airbill (prepaid by the contractor) with the delivered proofs.

****NOTE:** The date of receipt by the Government is NOT considered the first workday.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

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

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the

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

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

OR

- ELECTRONIC SOFT (PDF) PROOF: One PRESS QUALITY PDF proof (for content only) to be emailed to agency, as indicated on the print order. PDF proof must be ripped using the same Raster Image Processor (RIP) that will be used to produce the product. Proof MUST show color and contain all crop marks. THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION. NOTE: Contractor must call recipient to confirm receipt.

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

NOTICE: Copies of the "Government Paper Specifications Standards, No. 13," dated September 2019, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, DC, 20402 or available in PDF format on the GPO website.

The paper to be used will be indicated on each print order. All paper used in each copy must be of a uniform shade.

White No. 2 Dull-Coated Text, basis weight 100 lbs. per 500 sheets, basis size 25 x 38", equal to JCP Code A262.

White Uncoated Text, basis weight 60 lbs. per 500 sheets, basis size 25 x 38", equal to JCP Code A60.

PRINTING:

Self-cover pamphlets print full color matter via 4-color process. Prints head to head.

NOTE: Pamphlets must be printed via OFFSET printing. Digital printing, direct imaging (toner) and inkjet printing are not acceptable.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS:

Margins will be as indicated on the print order or furnished electronic media. Follow file setup – adequate gripper.

BINDING:

Saddle-stitch in two places on the 11" dimension. Trim 3 sides. NOTE: Each product must contain complete 4-page signatures – single leaves connected with a lip (binding stub) to left or right side of stitches will not be allowed.

Self-mailers and Internal Singles: Apply one or two translucent wafer seals (in accordance with U.S. postal regulations) to each copy on the 11" open side.

PACKING:

Bulk Shipments:

Pack suitable per shipping containers, with total carton weight not to exceed 40 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open or split during transit.

Mailed Shipments:

Single copies, excepting those sent to foreign destinations, shall be mailed as self-mailers.

Insert single copies for foreign destinations into kraft envelopes.

Insert multiple copies into suitable kraft envelopes, cushioned shipping bags, or cartons.

The following breakdown is representative of anticipated mailing requirements. (NOTE: Inkjet addressing is acceptable.)

Domestic Singles (approximately 2,000 to 3,000 copies) - Adhere one address label to back page of each self-mailer. Seal on the open 11" edge with one or two translucent wafer seals (in accordance with U.S. Postal Regulations), suitable for mailing.

Internal Singles** (approximately 7-15 copies) - Adhere one address label to back page of each copy. Seal on the open 11" edge with one or two translucent wafer seals.

International Singles* (approximately 125 copies) - Insert one copy into contractor furnished 9 x 12" kraft envelope and seal. Contractor to overprint envelopes with CDC return address. Adhere one address label to each envelope.

Domestic Multiples** (approximately 2-10 copies) - Count out the number of copies indicated in mail database and insert into suitable kraft envelope, cushioned shipping bag, or carton and seal. Adhere one address label to each envelope, jiffy bag or carton.

International Multiples* (when required - including **Canadian Multiples**) - Count out the number of copies indicated in mail database and insert into suitable kraft envelope, cushioned shipping bag or carton and seal. Adhere one address label to each envelope, cushioned shipping bag or carton.

Internal Multiples** (when required) – Adhere address label to back page of one copy for recipient, count out required number of copies as indicated in mail database, and band or string-tie copies together. Label must be facing out of banded/tied package for ease of identification.

The recipient ID number, as provided in the Excel database, must appear on the top line of each address.

Contractor must apply sufficient address information to assure proper mail delivery. See "LABELING AND MARKING" for additional requirements.

***NOTE: Copies for foreign destinations are to be prepared for mailing as specified above, but packed together in containers for shipping via the agency's specified shipping account (see "DISTRIBUTION").**

****All Internal Singles, Internal Multiples and Domestic Multiples will be delivered to CDC Transshipping Facility in Atlanta, GA (see "DISTRIBUTION" for complete address). Box all categories separately and identify.**

LABELING AND MARKING:

Mail: Affix address labels, or at contractor's option ink-jet addresses to back page of each copy mailed as self-mailers and to each unit of mail packaged in kraft envelopes, cushioned jiffy bags, and containers.

Addressing information will be furnished in Microsoft Excel format. Prior to addressing, contractor must run the mail list through a Move Update software (software must have been updated within the last 30 days) to identify and update address files. Contractor must also CASS certify list to identify any addresses with potential delivery problems – these addresses must not be used and copies deemed as "undeliverable" are to be returned to the order

originator (Nate Brown) in Hyattsville, MD 20782. NOTE: All addresses identified by both Move Update and CASS certifications must be furnished to NCHS (Nate Brown) either in hard copy or electronically.

All mailing for “Domestic Single” copies shall be made at the First Class rate.

The contractor is cautioned that the “Postage and Fees Paid” indicia may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail”, as applicable.

Certificate of Conformance: Whenever a Government furnished mail indicia is used, the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), supplied by GPO and the appropriate mailing statement(s), supplied by USPS.

Bulk Shipments: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers. **The stock number and issue date must appear on all labels.**

Bulk shipments will be delivered to Danya Publication Distribution Center in Altoona, PA (see “DISTRIBUTION” for complete address).

NOTE: ALL shipments delivering to ALTOONA, PA 16601 require the following

- (1) All shipping container labels must be clearly legible and contain title, contents, quantity* (*exact count required, cartons will be weighed and counted upon arrival) and specified stock number, as indicated on the delivery instructions.
- (2) All shipping documents (i.e. bill of lading, packing slip, etc.) must include specified stock number, number of cartons, and the total number of finished pieces.
- (3) If ANY of the requirements above are not fulfilled, the shipment may be refused upon delivery at the contractor's expense!
- (4) Contractor MUST contact Michael Bingham at (866) 377-8225 at least 48 hours in advance to schedule any freight deliveries between the hours of 8:00 AM and 3:00 PM, Monday through Friday.

Additionally, all mail copies delivering to the CDC Transshipping Facility in Atlanta, GA 30341 MUST be marked per mailing instructions provided with the individual print order (i.e. “Internal Singles”, “Internal Multiples” “Domestic Multiples”, bulk copies for specific CDC recipients, etc.).

DISTRIBUTION:

Deliver proofs (via Fed Ex or UPS) to NCHS, ATTN: Nate Brown (301-458-4583), 3311 Toledo Road, 4th Floor – Cube 4569. MS P08, Hyattsville, MD 20782 OR email PDF proofs to Nate Brown (wti5@cdc.gov), as indicated on each Print Order. Contractor is responsible for all costs incurred in the delivery and pickup of proofs.

F.O.B Destination:

- Deliver bulk shipment (approximately 100 copies per order) to: Danya Publication Distribution Center, ATTN: Michael Bingham, Logistics Manager - NPC Inc., 700 North Third Avenue, Altoona, PA 16601.
- Deliver all “Internal Single”, “Internal Multiples” and “Domestic Multiples” copies to: CDC Transshipping Facility, 3719 N Peachtree Road, Building 100- Dock 28, Atlanta, GA 30341.
- Deliver specified quantities (usually 2 to 25 copies per address) to three to five recipients at NCHS in Hyattsville, MD 20782. Inside delivery to room number specified is required. Quantity breakdown and complete addresses will be provided in distribution instructions furnished by the agency with each print order.
- Deliver all copies identified as “undeliverable” by Move Update and/or CASS Certification to: NCHS, ATTN: Nate Brown (301-458-4583), 3311 Toledo Road, 4th Floor – Cube 4569. MS P08, Hyattsville, MD 20782.
- Deliver 1 “Depository Stock” copy to: US Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, BAC (C&I) 1523-01, 44 H Street NW, Loading Dock, Washington, DC 20401, Marked: Item No. 0508.

- Deliver 15 “File Stock” copies to: Library of Congress, US Serials and Government Documents Section, US Anglo Division, BAC (By-Law) 1525-01, 101 Independence Avenue SE, Stop 4276, Washington, DC 20540-4276, Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS, or USPS

F.O.B. Contractor’s City:

- Mail all “Domestic Single” pieces as self-mailers using a Government furnished First Class Mail indicia.
- Ship all “International Single” and “International Multiples” copies via a Government furnished small package carrier (Fed Ex, DHL or UPS) account.

Upon completion of each order, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Nate Brown (wti5@cdc.gov) and GPO Atlanta Regional Office (infoatlanta@gpo.gov). The subject line of this message shall be "Distribution Notice for “Program 3422-S, Print Order XXXXX). The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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 billing for payment.

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). NOTE: When files are uploaded to an ftp site, the print order will be emailed to the contractor on the same day. Contractor must acknowledge receipt of order and print file(s) by replying to order originator’s email.

No definite schedule can be predetermined.

The following schedules begin upon notification of the availability of print order and furnished material.

- Contractor must complete production and distribution within 13-15 workdays (including proofing) after notification of availability of print order and furnished material.
- Proofs will be withheld no more than three (3) workdays from receipt by the Government** to date proofs are MADE AVAILABLE FOR PICKUP by the contractor.

**NOTE: The date of receipt by the Government is NOT considered the first workday.

The ship/deliver date indicated on the print order is the date products ordered F.O.B. Destination must be delivered to the destination(s) specified, and the date products ordered F.O.B. Contractor’s City must be delivered to the U.S. Postal Service for “Domestic Singles” or shipped via Government specified small package carrier (Fed Ex, DHL or UPS) for “International Singles” and “International Multiples” copies.

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

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

NOTE: The Determination of Award estimates specified below are based on historical data; however, due to the current global Pandemic, the contractor is put on notice that the estimated amounts of work anticipated on this contract may be significantly impacted during the first period of performance.

Bidders shall state the location from which the products will be shipped.

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

I.

	(1)	(2)
(a)	836	2,044

II.

(a)	254
(b)	768

III.

(a)	210
(b)	626

IV.

1.

(a)	156
-----	-----

2.

(a)	1,106
(b)	4,960
(c)	12

SECTION 4. - SCHEDULE OF PRICES

Quotes offered are F.O.B. Contractor's City for self-mailers and international small package carrier shipments and F.O.B. Destination for all other shipments.

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

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

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

Quotes submitted with NQ (No Quote) 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.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, GPO Atlanta Regional Office. If such orders are placed by the agency, and no Modification is received from the GPO Atlanta Regional Office, the contractor is to notify GPO Atlanta Regional Office immediately. Failure to do so may result in nonpayment.

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

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEM IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

- I. **PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution (including all shipping/freight costs for quantities ordered F.O.B. Destination) of the products listed in accordance with the specifications, with the exception of Items II, III and IV.

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the pamphlet.

	Makeready and/or Setup Charges (1)	Running Charges per 1,000 copies (2)
(a) Printing in 4-color process, including bindingper page	\$ _____	\$ _____

Initials

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)

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

(a) White No. 2 Dull-Coated Text, (100 lb.).....per 1,000 leaves\$ _____

(b) White Uncoated Text (60 lb.).....per 1,000 leaves\$ _____

III. **ADDITIONAL OPERATIONS:** The prices offered for each of the following items must be all-inclusive for the performance of operations that are additional to those specified under Items I, II and IV, and must include the cost of all required materials and operations necessary, in accordance with these specifications.

(a) Inkjet Proof.....per page.....\$ _____

(b) PDF Proof.....per page.....\$ _____

IV. **PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of kraft envelopes, cushioned shipping bags, shipping containers, all necessary wrapping and packing materials, labeling or marking, and complete distribution, in accordance with these specifications.

1. Bulk Shipments (other than by mail) –

(a) Packing and sealing shipping containers per container.....\$ _____

2. Mailed Shipments –

(a) Addressing single copies (domestic and internal singles), including cost of wafer seals.....per 100 copies.....\$ _____

(b) Addressing single copies (international singles) and inserting into kraft envelopes.....per package.....\$ _____

(c) Addressing multiple copies and inserting into suitable kraft envelopes, cushioned shipping bags, or cartons.....per package.....\$ _____

LOCATION OF POST OFFICE: All mailings will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

PAYMENT TERMS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

Initials

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

NOTE: Failure to provide a 60-day quote acceptance period may result in expiration of the quote prior to award.

BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a quote, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder _____
(Contractor Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Quote) (Date)

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

Initials

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)