

PROGRAM 6445-S JSOU Press Publications				McDonald &	NPC, Inc.	
April 29, 2016 to April 30, 2017 (Opts. Thru 04/30/21)				Eudy Printers	Claysburg	
				Temple Hills	PA	
				MD		
ITEM		BASIS				
OF						
NUMBER	ITEM DESCRIPTION	AWARD	UNIT RATE	TOTAL	UNIT RATE	TOTAL
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I.	COMPOSITION, LAYOUT AND DESIGN					
(a)	Composition, layout and design services, per hour.....	125	125.00	15625.00	60.00	7500.00
(b)	System timework AA's after proof submission, per hour	10	125.00	1250.00	145.95	1459.50
II.	PREPRESS OPERATIONS					
(a)	Digital Content Proofs per page	680	1.50	1020.00	1.35	918.00
(b)	Digital Composite UV Flood Proofs per cover spread ...	10	125.00	1250.00	13.50	135.00
©	G7 Profiled, high resolution inkjet proofs, per cover spread	3	50.00	150.00	7.00	21.00
III.	PRINTING AND BINDING:					
1.	Saddle Stitched Products: New Jobs					
(a)	Text Printing in black only					
(1)	Make ready	28	12.00	336.00	15.82	442.96
(2)	Running per 100	336	1.50	504.00	3.31	1112.16
(b)	Complete cover (1&4 in clr, 2&3 in blk)					
(1)	Make ready	1	475.00	475.00	766.00	766.00
(2)	Running per 100	12	40.00	480.00	36.00	432.00
2.	Saddle Stitched Products: Archival Reprints					
(a)	Text Printing in black only					
(1)	Make ready	28	12.00	336.00	15.82	442.96
(2)	Running per 100	336	1.50	504.00	3.43	1152.48
(b)	Complete cover (1&4 in clr, 2&3 in blk)					
(1)	Make ready	1	475.00	475.00	91.22	91.22
(2)	Running per 100	12	40.00	480.00	38.26	459.12
III.	PRINTING AND BINDING:					
3.	Perfect-Bound Products: New Jobs					
(a)	Text Printing in black only					
(1)	Make ready	1804	6.50	11726.00	3.75	6765.00
(2)	Running per 100	13492	1.25	16865.00	1.98	26714.16
(b)	Complete cover (1&4 in clr, 2&3 in blk)					
(1)	Make ready	16	500.00	8000.00	766.00	12256.00
(2)	Running per 100	133	45.00	5985.00	36.00	4788.00
©	Cover, spot coat UV, per complete cover					
(1)	Make ready	16	250.00	4000.00	540.00	8640.00
(2)	Running per 100	133	25.00	3325.00	14.10	1875.30
4.	Perfect Bound Products: Archival Reprints					
(a)	Text Printing in black only					
(1)	Make ready	180	6.50	1170.00	3.17	570.60
(2)	Running per 100	1308	1.50	1962.00	1.74	2275.92
(b)	Complete cover (1&4 in clr, 2&3 in blk)					
(1)	Make ready	2	500.00	1000.00	91.00	182.00
(2)	Running per 100	14	40.00	560.00	38.00	532.00
IV.	PACKING AND DISTRIBUTION:					
1.	Bulk Shipments:					
	Packing and sealing shipping containers, per container	299	2.50	747.50	1.96	586.04
2.	Mailed Shipments:					
(a)	Kraft envelopes/Poly wrap bags, per envelope/bag	678	1.00	678.00	0.88	596.64
(b)	Quantities over 200 leaves, up to 25 pounds, per bag/bundle	294	2.50	735.00	1.25	367.50
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	Subtotal			79638.50		81081.56
	Discount, 20 Days		1%	798.39	0.25%	204.70
	Net Total			78840.12		80876.86
	Base year 04/29/2016 thru 04/30/2017					
	Abstracted by: Bruce M. Canzanella			SEE FILE		AWARDED
	Certified By: Bruce M. Canzanella					



TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4 AND SUBMIT NO LATER THAN: 11:00 A.M. APRIL 20, 2016.

Submit bid to: U.S. Government Publishing Office, 2825 Noisette Boulevard, North Charleston, SC 29405-1819. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO RPPO Charleston, Fax No. (843) 743-2068. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. **NOTE: FAXED BIDS RECEIVED AFTER 11:00 A.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

U.S. GOVERNMENT PUBLISHING OFFICE
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

JSOU Press Publications

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

Defense Logistics Agency
Jacksonville, FL

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending April 30, 2017, plus up to four optional 12-month extension periods in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

The abstract of prices from the previous contract (6457-S) is available at:
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Charleston>

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Direct all questions concerning these specifications to Bruce Canzanella at (843) 743-2036, ext. 1, or e-mail bcanzanella@gpo.gov.

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SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August, 2002)).

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 CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

SUBCONTRACTING: No subcontracting will be allowed on this contract.

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

Product Quality Levels:

- (a) Printing (Page related) Attributes -- Level II.
- (b) Finishing (Item related) Attributes -- Level II.

Inspection Levels (from ANSI/ASQC 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/Average Type Dimension/Electronic Media
P-8. Halftone Match (Single and Double Impression)	Approved Proofs/Electronic Media
P-10. Process Color Match	Approved Proofs

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 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 adjustments.

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to April 30, 2017, and the second and any succeeding period(s) will extend for 12 months from 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 January 31, 2016, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through April 30, 2017, plus for such additional period(s) as the contract is extended. All print orders issued 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.

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

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

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

SECURITY CONSIDERATIONS: Some of the publications to be produced under this contract are "FOR OFFICIAL USE ONLY." Contractor must maintain proper control and handling at all times to prevent any information or materials required to produce the product under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

NOTE: PRIOR TO AWARD, THE CONTRACTOR IN LINE FOR AWARD WILL BE REQUIRED TO SUBMIT A WRITTEN EXPLANATION AS TO HOW THE CONTRACTOR WILL SAFEGUARD THE DATA PROVIDED BY THE AGENCY. EXPLANATION MUST BE SUBMITTED VIA EMAIL (bcanzanella@gpo.gov) OR FAXED (843-743-2068).

PAYMENT: Before any voucher will be accepted by the GPO for payment, the itemized statement for each print order must be submitted to the ordering agency by e-mail to: LeighAnn.Wakefield@dla.mil, and infocharleston@gpo.gov for examination and certification as to correctness of the billing.

After examination/certification by the ordering agency, submit all billing to: U.S. Government Publishing Office, Comptroller, Stop FMCE, Financial Management Service, Washington, DC 20401.

TO INSURE PAYMENT FROM GPO, PLEASE MAKE SURE TO USE THE GPO BAR CODE COVER SHEET WITH YOUR INVOICE. REFER TO THE FOLLOWING WEB PAGE FOR INSTRUCTIONS: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

MODIFICATIONS: If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e., Author's Alterations), contractor is REQUIRED to contact the publishing specialist in writing for approval BEFORE proceeding.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of separate-covered publications requiring such operations as consultation, composition, layout and design, electronic prepress, printing (including four-color process), binding, packing, and distribution.

TITLE: JSOU Press Publications.

FREQUENCY OF ORDERS: Approximately 15 to 20 orders per year.

QUANTITY: Approximately 500 to 2,500 copies per order.

NUMBER OF PAGES: Approximately 28 to 200 pages (plus cover) per order.

TRIM SIZE: 6 x 9”.

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows –

Platform: Macintosh OSX or Windows XP (or later).

Storage Media: CD-R up to 700 MB/80 min; DVD; FTP.

Software: Orders will be provided as Adobe InDesign and press-quality PDF files. (Current or near current versions will be submitted.)

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: Fonts will be furnished, embedded, or embedded subsets of the PDF files.

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 archives immediately after completion of the contract.

Additional Information: Color visuals of all furnished files will be furnished for Covers 1, 4, and spine (when required).

Color identification system used is CMYK.

NOTE: The contractor must use the furnished electronic media to produce the product.

Contractor must have the ability to edit PDF files. Files may contain low-resolution images and hairline rules. These files will include illustrations as an integral part of the electronic media.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

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.

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.

CONSULTATION MEETINGS: The contractor is expected to work closely with the ordering agency throughout all phases of production on all orders. At the beginning of the contract, the ordering agency will meet/consult via teleconference with the contractor to express their vision of products.

COMPOSITION, LAYOUT, AND DESIGN: When ordered, the contractor will be required to layout and design each product and create templates, as required.

The ordering agency will furnish electronic files containing the elements of each product and the existing design layout templates. Contractor must use furnished text and graphic images in the layout and design. Contractor may be required to edit and adjust furnished images and graphics.

Using the furnished text and graphic images, contractor will be required to create a new template from the sample furnished by the ordering agency.

Most orders will require the contractor to incorporate furnished electronic manuscript into the existing design template provided by the agency, applying the fonts and spacing and inserting supplied figures, graphics and tables into the suggested locations. Contractor will be required to edit and adjust the supplied images and graphics.

Contractor will be required to insert the appropriate ISBN and corresponding bar code(s) and make updates to such fields as the publication date for the cover.

Prior to starting any phase of production, the contractor must submit a preliminary visual presentation in PDF via e-mail that represents the concept of the design to be used throughout the product. This presentation is to include, but is not limited to, typefaces, column structure, and illustration treatment that will clearly define the intended product.

The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications. Composition must be by computer generated electronic photocomposition methods in reproducible form, or as formatted files on a CD or DVD, at contractor's option.

Note: Contractor pricing for these services must include all PDF soft proofs necessary to obtain approval of the design.

Upon approval of the layout and design, the contractor must furnish the requested proofs for each product as specified under "PROOFS." (The ordering agency may require one or more sets of revised proofs before rendering an approval.)

Upon approval, the contractor must set up files for the products and must ensure that the files will allow for correct output of the required reproduction image.

NOTE: The Government retains the copyright to all products designed by the contractor.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Charleston RPPO Publishing Specialist prior to further performance. A copy of the preflight checking results must accompany each order.

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.

When required by the Government, the contractor shall make revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each 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. 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. (Note: The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS: Most orders will require proofs.

When ordered, one (1) set of digital content proofs of *all text pages and Covers 2 and 3*. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

When ordered, one (1) set of digital one-piece high gloss, composite halftone proofs on the actual production stock **for cover spread ONLY, laminated with SILK film** (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. 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. Proofs must show dot structure. Spot UV flood, when ordered, will be shown as an overlay on the one-piece laminated proofs.

When ordered, one (1) set of inkjet proofs of *Covers 1, 4, and spine (when required)* that is G7 profiled and uses pigment-based inks. A proofing RIP that provides 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. 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 (2009). Spot UV flood, when ordered, will be shown as an overlay on the one-piece laminated proofs.

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

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

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

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

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

ELECTRONIC FILE BACKUP AND ARCHIVING: The contractor shall maintain all computer generated graphic products in an electronic filing system that allows jobs to be located and retrieved by print order number and date.

The contractor shall maintain all computer-generated graphic products for the base year as well as all option years determined by the print order number and date the job was produced. Upon request by the ordering agency, the contractor must generate archived jobs quickly as either a product or in electronic format.

The ordering agency will identify jobs in the archives to be delivered or destroyed. Under no circumstances should the contractor destroy files without the written authorization of the ordering agency. All files are the property of the Government.

The contractor shall maintain backup file storage for all work produced on this contract. Backup shall be performed no less than once per week onto a portable hard drive, which will be sent to the editor, JSOU Press at the conclusion of the contract. On a monthly basis, the contractor will e-mail a screen shot of the contents of the hard drive to infocharleston@gpo.gov.

The contractor shall be responsible for its computer downtime. The Government will not accept the loss and computer downtime as a reason for late deliveries.

STOCK/PAPER: The specifications of all stock/paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

All text stock/paper used in each copy must be of a uniform shade. All cover paper must have grain parallel to the spine.

The following paper specifications refer to new orders:

Text – White No. 1 Offset Book, Smooth Finish, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A61.

Cover – White Matte Coated Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50.

The following paper specifications are for occasional archival reprint orders only:

Text – Natural Smooth and Fancy-Finish Text, 25 x 38", equal to JCP Code A91. EXCEPTION: Basis weight: 60 lbs. per 500 sheets.

Cover – Natural Smooth Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21.

NOTE: Text and cover stock must be equal in color and finish to Domtar Cougar Natural Smooth Finish Text (60-lb.) and Cover (80-lb.).

PRINTING: *Products must be produced via the offset printing method. Digital printing is not allowed.*

The following print specifications refer to new orders:

Text – Print head-to-head in black ink only. Facing pages may print to and must align across the bind.

Cover – Print Covers 1, 4, and spine (when required) in four-color process. Finish with SILK Laminate, and an option for spot gloss UV coating. Print Covers 2 and 3 in black ink only. Covers 2 and 3 do not laminate.

The following print specifications refer to archival reprints:

Text – Print head-to-head in black ink only. Facing pages may print to and must align across the bind.

Cover – Print Covers 1, 4, and spine (when required) in four-color process. Print Covers 2 and 3 in black ink only.

MARGINS: Covers 1, 4 and spine (when required) print full bleed on all dimensions. Center the spine in all dimensions; spine should read from head-to-foot. Contractor to determine spine width and adjust back strip, if necessary.

Follow file setup for Covers 2 and 3, and text – adequate grippers.

BINDING:

Publications for 48 text pages or less – Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Score covers on fold.

NOTE: Products must not bow or crack on fold.

Publications with more than 48 text pages – Perfect bind text with wraparound cover; trim three sides. Covers 1 and 4 must be hinge-scored 1/4” from the bind.

NOTE: Products must not crack on folds.

PACKING: All shipments 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 nor split when processed through the U.S. mail system or a small package carrier delivery system.

Bulk Shipments –

Pack suitable in shipping containers not to exceed 25 pounds when fully packed.

Mailed Shipments –

Insert single or multiple copies (up to 200 leaves) into Kraft envelopes. NOTE: At the contractor’s option, in lieu of Kraft envelopes, single and multiple copies may be inserted in Poly Wrap (or equal) bags that meet USPS specifications.

Quantities over 200 leaves, up to 25 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles.

NOTE: All packages for mailing can NOT weigh more than 25 pounds. If any package for a single address weighs more than 25 pounds, the order must be divided into two (or more) packages weighing no more than 25 pounds each and labeled for the same address.

LABELING AND MARKING:

Bulk Shipments –

Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

Mailed Shipments –

Create and affix a return address label and recipient mailing address label to each unit of mail packaged in Kraft envelopes/Poly Wrap (or equal) bags, cushioned shipping bags, and shipping bundles. At contractor's option, addresses may be directly imaged onto Kraft envelopes/Poly Wrap (or equal) bags, cushioned shipping bags, and shipping bundles.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the MacDill AFB, FL address listed under "Distribution".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

- Mail f.o.b. contractor's city, the majority of copies ordered to both domestic (nationwide) and foreign addresses.
- Deliver f.o.b. destination as indicated on individual print orders to one address at MacDill AFB, FL, and up to three addresses within the commercial zone of Washington, DC. *Inside delivery required.*
- Occasional orders for reprints will not require mailing. Deliver f.o.b. destination as indicated on individual print orders to: GPO Distribution Center, 8660 Cherry Lane, Suite 28-38, Laurel, MD 20707.

Complete addresses and quantities will be furnished with the individual print order.

All mailing shall be made at the Media Mail rate – *reimbursable*.

The contractor must apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the billing invoice for payment.

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

NOTE: All packages to foreign addresses MUST have a Postal Customs Form submitted to the USPS to prevent returned shipments. Postage to re-ship rejected packages due to failure to provide proper Customs documentation, will be deducted from GPO payment to contractor.

In accordance with United States Postal Service (USPS) regulations, contractor will be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

On the same day that the product mails/delivers, the contractor must notify the ordering agency at LeighAnn.Wakefield@dla.mil and GPO infocharleston@gpo.gov of the distribution. The subject line of the message shall be "Distribution Notice for (enter program and print order numbers)". The notice must provide all applicable tracking numbers, delivery method, and program title. Contractor must be able to provide copies of all mailing/delivery receipts upon agency request.

Within 15 workdays of completion of each order, contractor must return all Government furnished material, digital deliverables, and one (1) sample copy to: JSOU Press, Attn: Editor, 7701 Tampa Point Boulevard, MacDill AFB, FL 33621. 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.

For each print order, two (2) inspection samples must be sent f.o.b. destination to the U.S. Government Publishing Office, RRPO Charleston, 2825 Noisette Boulevard, North Charleston, SC 29405. These samples cannot be deducted from the total quantity ordered. The package or envelope containing the sample shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered.

Upon completion of each order, the contractor MUST furnish a copy of the billing invoice to the U.S. Government Publishing Office, RPPO Charleston, 2825 Noisette Boulevard, North Charleston SC 29405 (fax or email acceptable). (Failure to do so may result in nonpayment.)

All expenses incidental to picking up and returning Government furnished materials, submitting proofs, and furnishing samples, must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor’s voucher for payment.

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).

Furnished material (when applicable) and hard copy proofs must be picked up from and delivered to: JSOU Press, Attn: Editor, 7701 Tampa Point Boulevard, MacDill AFB, FL 33621. When applicable, furnished electronic media and visuals must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

The numbers under the column headed “WD After” represent the number of workdays, **after approval of the composition, layout and design phase**, allowed to complete that certain part of the schedule.

	<u>WD After</u>
When ordered, contractor to submit hard copy proofs.....	3
Contractor to pick up hard copy proofs with “O.K. to print”	1
Contractor must complete production and distribution.....	9

NOTE: If no proofs are ordered, contractor must complete production and distribution within nine (9) workdays of notification of availability of print order and furnished material.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified, and the date products ordered for mailing f.o.b. contractor’s city must be picked up by the U.S. Postal Service.

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.

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

I.	(a)	125	
	(b)	10	
II.	(a)	680	
	(b)	10	
	(c)	3	
III.	1.	(1)	(2)
	(a)	28	336
	(b)	1	12
	2.	(a)	28
		(b)	1
			336
			12
	3.	(a)	1,804
		(b)	16
		(c)	16
			13,492
			133
			133
	4.	(a)	180
		(b)	2
			1,308
			14
III.	1.	299	
	2.	(a)	678
		(b)	294

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailed shipments and f.o.b. destination for all 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. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids 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. Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

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

Contractor’s billing invoice must be itemized in accordance with the line items in the “Schedule of Prices.”

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 text for saddle-stitched products.

I. COMPOSITION, LAYOUT, AND DESIGN:

NOTE: The price submitted for line items I.(a) and (b) must include all required PDF soft proofs.

(a) Composition, Layout, and Design Services.....per hour.....\$_____

(b) System Timework for Author’s Alterations (AA)
(after hard copy proof submission).....per hour.....\$_____

NOTE: Any charge made under “Composition, Layout, and Design” and “System Timework for Author’s Alterations” must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under line items I. (a) and (b).

II. PREPRESS OPERATIONS:

(a) Digital content proofs per trim/page-size unit.....\$_____

(b) Digital one-piece laminated, halftone proofs per complete cover spread.....\$_____

(c) G7 Profiled, high resolution inkjet proofs per complete cover spread.....\$_____

(Initials)

III. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations (including paper stock) necessary for the complete printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
<i>1. Saddle-Stitched Products (New Jobs):</i>		
(a) Text: Printing in black ink only, including binding per page.....	\$ _____	\$ _____
(b) Complete Cover: Printing Covers 1 and 4 in four-color process and Covers 2 and 3 in black ink only, including binding per complete cover.....	\$ _____	\$ _____
<i>2. Saddle-Stitched Products (Archival Reprints):</i>		
(a) Text: Printing in black ink only, including binding per page.....	\$ _____	\$ _____
(b) Complete Cover: Printing Covers 1 and 4 in four-color process and Covers 2 and 3 in black ink only, including binding per complete cover.....	\$ _____	\$ _____
<i>3. Perfect-Bound Products (New Jobs):</i>		
(a) Text: Printing in black ink only, including binding per page.....	\$ _____	\$ _____
(b) Complete Cover: Printing Covers 1, 4, and spine in four-color process and Covers 2 and 3 in black ink only, including binding per complete cover.....	\$ _____	\$ _____
(c) Cover: Spot coat gloss UV per cover.....	\$ _____	\$ _____
<i>4. Perfect-Bound Products (Archival Reprints):</i>		
(a) Text: Printing in black ink only, including binding per page.....	\$ _____	\$ _____
(b) Complete Cover: Printing Covers 1, 4, and spine in four-color process and Covers 2 and 3 in black ink only, including binding per complete cover.....	\$ _____	\$ _____

(Initials)

IV. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; Kraft envelopes/Poly Wrap (or equal) bags, cushioned shipping bags, and shipping bundles; all necessary wrapping and packing materials; labeling and marking; NCOA verification; and, complete distribution, in accordance with these specifications.

1. *Bulk Shipments* –

Packing and sealing shipping containers per container\$ _____

2. *Mailed Shipments* –

(a) Single or multiple copies in
Kraft envelopes/Poly Wrap (or equal) bags
(up to 200 leaves)per envelope/bag\$ _____

(b) Quantities over 200 leaves, up to 25 pounds,
in cushioned shipping bags or
wrapped in shipping bundles per bag or bundle\$ _____

(Initials)

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

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

BIDDER: _____

(Street Address – City – State – Zip Code)

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

(Person to be contacted)

(Telephone Number)

(Fax Number)

CONTRACTOR CODE (if known): _____

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