

Program 2545-S Contract Period: March 1, 2020 to February 28, 2021 plus up to 4 option years  
 TITLE: Marine Band Concert Self-Mailers

| ITEM | DESCRIPTION                               | BASIS OF AWARD | Graphic Arts Studio Barrington, IL |             | K-B Offset Printing, Inc. State College, PA |             | Master Print, Newington, VA |             | McDonald & Eudy Printers Inc., Temple Hills, MD |             | Peete Corp Hodlings Inc./DBA The UPS Store #7038 Lawrenceville GA |             | Production Press Jacksonville, IL |             | Specialty Print Communication, Niles, IL |             | St. Louis Presort, St. Louis, MO |             | GPO ESTIMATE |             |            |
|------|---|----------------|------------------------------------|-------------|---|-------------|-----------------------------|-------------|---|-------------|---|-------------|-----------------------------------|-------------|--|-------------|----------------------------------|-------------|--------------|-------------|------------|
|      |   |                | UNIT PRICE                         | COST        | UNIT PRICE                                  | COST        | UNIT PRICE                  | COST        | UNIT PRICE                                      | COST        | UNIT PRICE  | COST        | UNIT PRICE                        | COST        | UNIT PRICE                               | COST        | UNIT PRICE                       | COST        | UNIT PRICE   | COST        | UNIT PRICE |
| I    | COMPLETE PRODUCT:                         |                |                                    |             |   |             |                             |             |   |             |   |             |                                   |             |  |             |                                  |             |              |             |            |
| (A)  | Self-mailers, folded to 4 x 9"            |                |                                    |             |   |             |                             |             |   |             |   |             |                                   |             |  |             |                                  |             |              |             |            |
| (1)  | Makeready and/or Setup .....per order     | 12             | \$530.00                           | \$6,360.00  | \$470.00                                    | \$5,640.00  | \$0.00                      | \$0.00      | \$725.00  | \$8,700.00  | \$25.00   | \$300.00    | \$300.00                          | \$3,600.00  | \$1,537.00                               | \$18,444.00 | \$25.00                          | \$300.00    | \$296.43     | \$3,557.14  |            |
| (2)  | Running.....per 1,000 copies              | 150            | \$140.44                           | \$21,066.00 | \$60.00                                     | \$9,000.00  | \$180.20                    | \$27,030.00 | \$125.00  | \$18,750.00 | \$303.50  | \$45,525.00 | \$152.00                          | \$22,800.00 | \$137.80                                 | \$20,670.00 | \$215.00                         | \$32,250.00 | \$164.24     | \$24,636.38 |            |
| II   | ALTERATIONS:                              |                |                                    |             |   |             |                             |             |   |             |   |             |                                   |             |  |             |                                  |             |              |             |            |
| (A)  | Digital color content proofs.....per each | 24             | \$8.00                             | \$192.00    | \$19.00                                     | \$456.00    | \$0.00                      | \$0.00      | \$2.00  | \$48.00     | \$25.00   | \$600.00    | \$16.00                           | \$384.00    | \$132.50                                 | \$3,180.00  | \$25.00                          | \$600.00    | \$13.57      | \$325.71    |            |
| (B)  | G7 profiles inkjets proofs.....per each   | 24             | \$10.80                            | \$259.20    | \$70.00                                     | \$1,680.00  | \$75.00                     | \$1,800.00  | \$4.00  | \$96.00     | \$20.00   | \$480.00    | \$22.00                           | \$528.00    | \$132.50                                 | \$3,180.00  | \$25.00                          | \$600.00    | \$32.40      | \$777.60    |            |
| (C)  | each                                      | 4              | \$9.00                             | \$36.00     | \$30.00                                     | \$120.00    | \$0.00                      | \$0.00      | \$25.00   | \$100.00    | \$20.00   | \$80.00     | \$20.00                           | \$80.00     | \$26.50                                  | \$106.00    | \$25.00                          | \$100.00    | \$19.44      | \$77.76     |            |
| (D)  | System timework (AA's).....per hour       | 1              | \$35.00                            | \$35.00     | \$75.00                                     | \$75.00     | \$45.00                     | \$45.00     | \$75.00   | \$75.00     | \$30.00   | \$30.00     | \$90.00                           | \$90.00     | \$106.00                                 | \$106.00    | \$75.00                          | \$75.00     | \$66.38      | \$66.38     |            |
|      | <b>TOTAL OFFER :</b>                      |                |                                    | \$27,948.20 |   | \$16,971.00 |                             | -----       |   | \$27,769.00 |   | \$47,015.00 |                                   | \$27,482.00 |  | \$45,686.00 |                                  | \$33,925.00 |              | \$29,440.96 |            |
|      | <b>DISCOUNT :</b>                         |                | 0%                                 | \$0.00      | 0%  | \$0.00      | 0%                          | -----       | 1%  | \$277.69    | 10%   | \$4,701.50  | 0.25%                             | \$68.71     | 5%                                       | \$2,284.30  | 0%                               | \$0.00      | 0%           | \$0.00      |            |
|      | <b>NET OFFER :</b>                        |                |                                    | \$27,948.20 |   | \$16,971.00 |                             | -----       |   | \$27,491.31 |   | \$42,313.50 |                                   | \$27,413.30 |  | \$43,401.70 |                                  | \$33,925.00 |              | \$29,440.96 |            |

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U.S. GOVERNMENT PUBLISHING OFFICE  
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Chicago, IL 60601-1055

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Marine Band Concert Self-Mailers**

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

DLA Document Services, Great Lakes

Single Award

**BID OPENING:** Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on  
**February 21, 2020.**

**BID SUBMISSION:** Facsimile bids are acceptable (see GPO Contract Terms, Pub. 310.2, effective December 1, 1987 (Rev. 06/01)). The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

Send bids to U.S. Government Publishing Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601, or fax bids to **312-886-2057**.

**CONTRACT TERM:** The term of this contract is for the period beginning March 1, 2020 and ending February 28, 2021, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

**NOTE: This is a new contract. No prior abstract available.**

**INFORMATION:** For questions about these specifications contact Felicia McGurren at 312-353-3916 x3 (or x33524) or email [fmcgurren@gpo.gov](mailto:fmcgurren@gpo.gov). Questions about these specifications should be forwarded at least 5 workdays before the Bid Deadline, in order to be addressed prior to bid submission.

Fax requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at 312-886-2057.

## 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 Publication 310.2, effective December 1987 (Rev. January 2018) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised September 2019)).

GPO Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>. The GPO Contract Terms publications noted above can be downloaded from the GPO website at the following: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf> and <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**DOING BUSINESS WITH GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.) GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

**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.

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 / Electronic Files |
| P-8. Halftone Match (Single and Double Impression) | Approved Proofs / Electronic Files |
| P-10. Process Color Match                          | Approved Proofs / Electronic Files |

**SUBCONTRACTING:** The predominant production function is printing. Bidders who must subcontract this operation will be determined to be non-responsible for award.

**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.

**PRODUCTION PLAN:** During the Preaward Survey, the contractor will be required to provide documentation within two (2) workdays of request to demonstrate how orders placed against this program will be fulfilled. Information required must include, but is not limited to, equipment list, breakdown of production steps and required labor, cost breakdowns, subcontractor information, sample invoice, etc.

**POSTAGE PLAN:** Contractor must provide a postage cost breakout during the certification. The Government will pay the postage and furnish the permit information to the contractor. The mail class will be First Class Mail rate.

Contractors who are unable to provide the above Plans documentation may be declared non-responsible.

**RIGHTS ON DATA:** Any fonts provided are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

TIME CRITICAL – FOR CONCERT EVENTS.  
NO MAIL/DELIVERY DATE ADJUSTMENTS ARE PERMITTED.

This is a time-critical program. For the purpose of this contract, the provision in current GPO Contract Terms Pub. 310.2 for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

**QUALITY CONTROL (QC):** Production items should be produced in accordance with all established quality control checks and procedures.

Copies of Imaging, Mailing Receipts and Status Reports: Contractor is required to provide copies of all pages of all mailing receipts (GPO Form 712, PS Form 3600-R or equivalents) to the agency. These reports should also include the actual date mailed, quantity deemed unqualified for mailing with a separate description of problems making them un-mailable, and quantities of statements requiring reprinting. Additionally, any other pertinent information should be provided or as requested by the Government.

Contractor is responsible for reviewing all factors which could affect mail acceptance including ensuring that:

- The Post Office location for the mailings is familiar with Government permit imprint mail.
- Specific requirements for mail using a Government permit imprint are met, including requirements which may affect the wording of the permit imprint and/or requirements that require additional paperwork and account set up prior to the mailing being accepted by the Postal Service.
- Problems are resolved sufficiently before the start of mailing such that delays in mailing do not occur.

**OPTION TO EXTEND THE CONTRACT TERM:** 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 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 periodic pricing revision.

**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 March 1, 2020 to February 28, 2021, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending November 30, 2020, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

**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 March 1, 2020 through February 28, 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” for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

**OPTIONS:** Whenever an option is indicated in the specifications, it is the Government’s option, not the contractor’s, unless it is specifically stated otherwise.

**PAYMENT:** Submit 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 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>.

**PROMPT INVOICING:** Prompt invoicing is a very important requirement for this contract. Contractor will be required to submit invoice vouchers to GPO FMCE within 5 workdays of confirmation of delivery.

**COURTESY COPY OF INVOICE:** Contractor is required to furnish a copy of each invoice voucher to: Jean Mountz, DLA Document Services, Great Lakes Naval Base, via email to [jean.mountz@dla.mil](mailto:jean.mountz@dla.mil), within 5 workdays of submission to GPO FMCE.

**RECEIPTS FOR DELIVERY:** Contractor must furnish their own receipts for delivery, and postal statements for mailing, as suitable. These receipts must include the GPO jacket, program and print order numbers, total quantity shipped and/or delivered, number of cartons and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. Original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

**CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.**

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of folded forms self-mailers, requiring such operations as pickup of furnished materials, electronic prepress, proofs, address list processing, printing 4-color process, trimming, addressing, mailing and sample delivery.

**TITLE:** Marine Band Concert Self-Mailers.

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

**FREQUENCY OF ORDERS:** Orders are anticipated to be required once per month.

TIME CRITICAL – FOR CONCERT EVENTS.

NO MAIL/DELIVERY DATE ADJUSTMENTS ARE PERMITTED.

This is a time-critical program. For the purpose of this contract, the provision in current GPO Contract Terms Pub. 310.2 for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

**QUANTITY:** Orders will range from approximately 10,000 to 15,000 copies.

**TRIM SIZE AND NUMBER OF PAGES:**

11.8375 x 9" flat, folded to approximately 4 x 9", prints face and back.

**GOVERNMENT TO FURNISH:**

Distribution List: An Excel file (approximately 3.5 MB) will be emailed to the contractor every month, or uploaded to contractor's FTP site, or similar.

Artwork: A zipped file (approximately 48 MB) with all collected native files/fonts will be uploaded to contractor's FTP site every month.

Print Order (GPO Form 2511): Print orders will generally be sent via email. At the Government's option, print orders may be furnished as a hard copy, a faxed copy, or by FTP. Contractor must be able to accept via email.

**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.

**EXAMINATION OF FURNISHED MATERIAL:** Contractor must immediately upon receipt perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Additional charges or extensions in schedule will not be allowed due to contractor's failure to thoroughly examine material.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the Agency and Felicia McGurren at 312-353-3916 x3 (or x33524) in sufficient time to comply with the shipping schedule. 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. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility.



These required electronic prepress operations must be provided at no additional charge to the Government.

**MINOR PREPRESS ADJUSTMENTS:** Contractor may occasionally be required to perform minor prepress adjustments such as adjusting pages in furnished electronic files as needed to ensure adequate margins, converting colors, adding bleeds, and/or performing other similar prepress adjustments. In order to make these adjustments, contractor may be required to revise either supplied PDFs or native files.

These required electronic prepress operations must be provided at no additional charge to the Government.

**TYPESETTING:** It is anticipated that the agency will provide all artwork, including any adjustments for author alterations. Occasionally, orders may require the contractor to perform type or content corrections to furnished artwork, such as correcting misspellings. The contractor must match specified or existing typefaces and sizes as ordered. Acceptance of any similar alternate typeface is at the discretion of the agency.

Separate charges will be allowed for these operations in the “SCHEDULE OF PRICES.”

**DIGITAL DELIVERABLES:** The agency must always have returned to them the most up-to-date versions of all files related to this program, in the same format as furnished, with additional formats provided as suitable or as requested. If changes are made to the artwork and/or the list files that are furnished (during the proofing stage, at the agency's request, or per the specifications), the contractor must create a CD with all changes incorporated therein for return to the agency after completion of the order.

**PROOFS AND SAMPLES:** A copy of the GPO Print Order Form 2511 and a return air bill must be furnished with all proofs and samples.

**HARD COPY PROOFS REQUIRED.**

**ADDRESSING SAMPLES/PAPER STOCK SAMPLE REQUIRED AT THE START OF THE CONTRACT.** Approved addressing style and paper stock must be maintained throughout the contract, or must be re-approved if contractor desires revisions.

Include 10 addressing samples at the start of the contract. Any contractor-applied codes or barcodes must be included for agency review and approval. Approved addressing format/style must be maintained throughout the contract, or must be re-approved if contractor desires revisions.

Email tracking information after shipping proofs to: rachel.ghadiali@usmc.mil; brianrust@gmail.com; brian.rust@usmc.mil and cc to: fmcgurren@gpo.gov

Contractor must confirm receipt of proofs by calling: GySgt Brian Rust, Marine Band Office of Communication at 202-433-5811/5809 or Cell: 443-710-1256

Proofs will be withheld not more than 2 workdays. Contractor must not print prior to receipt of an “OK to Print”.

1 set of digital color content proofs. 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.

1 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.

At the Marine Band Office's option, PDF proofs may be required in place of hard copy proofs.

Email PDF proofs to: rachel.ghadiali@usmc.mil; brianrust@gmail.com; brian.rust@usmc.mil and cc to: fmcgurren@gpo.gov

1 set "Press Quality" PDF "soft" proof(s) (for content only) created 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, image position, and color breaks. Proof will not be used for color match. Contractor must call agency to confirm receipt.

The contractor must not print prior to written receipt of an "OK to Print."

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.

**AUTHOR'S ALTERATIONS:** Author's alterations (AA's) may occur occasionally during the proofing stage. At the Government's option, changes may be supplied by the Marine Band Office or requested from the contractor. It is anticipated that most AA's will be supplied by the Marine Band Office.

Author's alterations (AA's) proofs shall be digital color content PDF proofs, provided via email to one or more email addresses as provided. At the Marine Band Office option, hard copies proofs may be ordered instead, or in addition.

1 set "Press Quality" PDF "soft" proof(s) (for content only) created 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, image position, and color breaks. Proof will not be used for color match. Contractor must call agency to confirm receipt.

Author's alterations will be charged at the regular contract rates for System Timework per the "SCHEDULE OF PRICES". Charges for making author's alterations will not be honored unless the invoice voucher that is submitted to GPO is supported by documentation. The contracting officer has the final determination related to any requested charges.

The contractor must not print prior to written receipt of an "OK to Print."

**STOCK:** 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. 12" dated March 2011 and any amendments thereto.

All stock used must be of a uniform shade.

JCP Code\* A261, No. 1 Coated Text, Dull-Finish, Basis Size 25 X 38" Basis Weight 100 lb.

**PRINTING, INKS AND MARGINS:** Print face and back, head to head, in 4 color process. Bleeds all sides uncommon. All halftones are to be at 150-line screen or finer.

**IDENTIFICATION MARKINGS:** Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**BINDING OPERATIONS:**

Folding and Sealing: Tri-fold from 11.8375 x 9" flat, to 4 x 9" with addressing area out. Clear wafer seal or similar as required per USPS regulations for automated First Class mailing.

**LIST PROCESSING:** Contractor to NCOA verify addresses for bad addresses from the Excel distribution list received every month. Contractor to email report results to: rachel.ghadiali@usmc.mil; brianrust@gmail.com and brian.rust@usmc.mil

Approximately 10,000 to 15,000 mailing addresses will be in the furnished Excel file distribution list every month. After NCOA processing, bad addresses DO NOT mail. All remaining printed copies after the mailing is fulfilled, up to the ordered total amount of copies, deliver to the bulk delivery address.

During each month's production, the Marine Band Office will need to know the amount of funding needed for postage, in order to confirm the amount in the postal account is sufficient. Contractor to mail this information to: rachel.ghadiali@usmc.mil; brianrust@gmail.com; brian.rust@usmc.mil and cc to: fmcgurren@gpo.gov

Return of Processed File Each Month: Contractor must return the NCOA processed file back to: rachel.ghadiali@usmc.mil; brianrust@gmail.com and brian.rust@usmc.mil at the completion of the order.

**ADDRESSING:** Address in black ink. Addressing must follow all postal regulations. Inkjet or apply labels at contractor's option.

All imaged addresses must be complete and include the recipient's name and complete mailing address. Addresses in the United States or as otherwise applicable, must have the zip + 4 barcode.

Contractor will be allowed to insert a matching code in the address block if desired. The matching code must not interfere with any other information or affect the piece being accepted by the Postal Service. The size of the matching code must be inconspicuous and in a smaller typeface than the other information. Matching codes, if used, must appear on proofs and addressing samples. Contractor must provide the information as to the type of code to be used and what it indicates.

The furnished permit (No. 293) for this mailing is associated with:  
USPS Bulk Mail Acceptance Unit  
Washington Post Office  
900 Brentwood Road, NE  
Washington, DC 20018-9998

**SORTING, MAILING AND DISTRIBUTING IN ACCORDANCE WITH POSTAL SERVICE (USPS) REGULATIONS:** All mailed pieces must meet all USPS requirements.

Address Sorting: Contractor will be required to do all sorting and CASS Certification to achieve the lowest postage rates. Data files may not be supplied sorted in accordance with Postal Service requirements.

USPS Addressing Requirements: The address block must meet all USPS requirements including those for typography/fonts, print quality, reflectance, barcode location, clear zones, etc.

Postal Service Forms and Other Requirements: Contractor must generate all bag tags, tray labels, etc. and is required to do all bagging, traying, sorting, etc. for this Marketing Mail class of mail and level of sortation. Contractor must generate and accurately complete all required Postal Service forms.

**PACKING:** Proofs and samples must be packed suitably to ensure protection from contamination and damage resulting from handling, storage or shipping. Pack to protect corners. No loose items in cartons are permitted.

Inner Packaging: Include sufficient inner packaging in submitted price. Ensure sufficient inner packaging to ensure no damage occurs during shipping.

Any items damaged during production or shipping may be required to be re-fulfilled in an expedited manner, including expedited handling, expedited production, and expedited shipping.

**LABELING AND MARKING:** For packing of proofs and samples, refer to Labeling and Marking Specifications (GPO Form 905). See GPO Contract Terms Booklet, Publication 310.2. for more information.

All expenses incidental to packing and labeling must be borne by the contractor.

**GPO SAMPLES:** Every order will require Compliance Samples to be sent to the GPO contract administrator for quality review. Mark package with Program number and Print Order number. GPO samples are to be shipped at the same time as the scheduled mailing and cannot be deducted from the total quantity ordered. It is not required that GPO samples be addressed. Un-addressed/un-sealed items are acceptable. Deliver sample copies by the most economical method. No additional charge will be allowed for these samples.

**AGENCY NOTIFICATION OF MAILING/SHIPMENT:** Agency must receive the postal statements of the mailings and the tracking numbers of all shipments immediately upon mailing/shipping. Include the order title, GPO program and print order number, requisition number, jacket number, date of mailing/shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries. Email to [rachel.ghadiali@usmc.mil](mailto:rachel.ghadiali@usmc.mil); [brianrust@gmail.com](mailto:brianrust@gmail.com) and [brian.rust@usmc.mil](mailto:brian.rust@usmc.mil).

**GPO "VERIFICATION OF DELIVERY":** Contractor MUST email mailing/delivery verification information to [VerifyChicago@gpo.gov](mailto:VerifyChicago@gpo.gov) WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of mailing/shipment and the delivery date. If a contract specifies a shipping method of f.o.b. contractor's city (at government's expense), enter the date of mailing/shipment. If a contract specifies f.o.b. destination (at contractor's expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. Failure to provide this information for each print order may result in delayed payment of invoices.

**DISTRIBUTION:**

Mail f.o.b. Contractor's City:

One brochure mails to each good furnished delivery address, via presorted USPS First Class rate. All addresses are in the Washington DC vicinity. The Marine Band Office will provide the postage permit for the mailing (indicia already included in the furnished artwork) - Permit No. 293, pre-sorted first class mail.

Approximately 10,000 to 15,000 mailing addresses will be in the furnished Excel file distribution list every month. After NCOA processing, bad addresses DO NOT mail. All remaining printed copies after the mailing is fulfilled, up to the ordered total amount of copies, deliver to the bulk delivery address.

For example, if 11,000 copies are ordered, and the distribution list contains 10,700 names, after list processing the good addresses to mail might be 10,400. Thus the remaining 600 copies ordered would deliver to the bulk delivery address.

All mail pieces must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” as applicable. All mailing must be made at the lowest applicable rates.

Certificate of Conformance: When using Permit Imprint Mail, the contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 1-85), supplied by GPO and the appropriate mailing statement or statements required by the USPS.

All expenses incidental to overnight delivery services, picking up and returning materials must be borne by the contractor.

Deliver f.o.b. Destination (at contractor’s expense) via traceable means:

Deliver proofs and samples and deliver the balance of copies after mailing to good addresses (including Blue Labels) to:

(This is the physical address. Not the mailing address)

GySgt Brian Rust  
Marine Band Office of Communication  
Marine Barracks Annex, 1053 7th Street, SE  
Washington, D.C. 20003  
202-433-5811 / Cell: 443-710-1256

(FedEx or UPS delivery address)

GySgt Brian Rust  
Marine Band Office of Communication  
Marine Barracks Washington  
8th & I Streets, SE  
Washington, DC 20390-5000

2 GPO samples for each GPO Print Order Form 2511 to:

U.S. Government Publishing Office  
Attn: (Program #) and (Print Order #)  
200 N. LaSalle St., Suite 810  
Chicago, IL 60601-1055

**RETURN OF GOVERNMENT FURNISHED MATERIALS:** Upon completion of each order, any furnished materials must be packed separately and returned to the agency at the same address indicated for delivery of proofs in “DISTRIBUTION” unless otherwise indicated on the GPO Print Order Form 2511 or by the agency, and shall be marked with program number, print order number, jacket number and requisition number.

All expenses incidental to returning furnished materials must be borne by the contractor.

**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).

TIME CRITICAL – FOR CONCERT EVENTS.  
NO MAIL/DELIVERY DATE ADJUSTMENTS ARE PERMITTED.

This is a time-critical program. For the purpose of this contract, the provision in current GPO Contract Terms Pub. 310.2 for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

No definite schedule for notification of availability of furnished materials can be predetermined. It is anticipated that there will be one order per month, at approximately the same time every month.

It is anticipated that the contractor will be required to send all proofs via an overnight delivery service. All such pickups or deliveries must be made at no additional charge to the Government.

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

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.

|  | WD After |
|--|----------|
| Contractor delivers proofs .....                       | 2        |
| Agency reviews proofs and provides "Ok to Print" ..... | 2        |
| Contractor completes mailing/delivery .....            | 5        |

When author's alterations are made, the schedule will be extended by one (1) additional workday.

No extension will be made when new proofs are required due to printer's errors.

At the start of the contract, contractor must deliver a full set of hard copy proofs and samples. Agency hold for these proofs will be 5 workdays. See "PROOFS" for details.

Delivery date is the date that the complete order must deliver, including GPO samples and any returned government furnished materials.

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 quoted 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.

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

|     |     | (1) | (2) |
|-----|-----|-----|-----|
| I.  | (A) | 12  | 150 |
| II. | (A) | 24  |     |
|     | (B) | 24  |     |
|     | (C) | 4   |     |
|     | (D) | 1   |     |

#### SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. Contractor's City and f.o.b. Destination.

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.

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, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

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

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

Fractional parts of 1000 will be prorated at the per 1000 rate.

**I. COMPLETE PRODUCT (except for Item II. "PROOFS AND AUTHOR'S ALTERATIONS"):** Prices quoted shall include the cost of all required materials and operations, including but not limited to: printing, paper, folding, sealing, trimming, addressing, and all packing/ mailing material and operations, as necessary for the complete production, mailing and delivery of the items listed, in accordance with these specifications.

Regardless of the number of copies run, contractor will be allowed only one (1) "Makeready and/or Setup" charge for each item ordered.

NOTE: Marine Band Office will pay postage via a Government furnished permit.

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(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)



**I. COMPLETE PRODUCT:** (Continued)

(A) Self-mailers, folded to 4 x 9"

(1) Makeready and/or Setup..... per order..... \$ \_\_\_\_\_

(2) Running ..... per 1,000 copies ..... \$ \_\_\_\_\_

**II. PROOFS AND AUTHOR'S ALTERATIONS:** Any charge made under "System timework" 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.

(A) Digital color content proofs.....per each ..... \$ \_\_\_\_\_

(B) G7 profiled inkjet proofs.....per each ..... \$ \_\_\_\_\_

(C) PDF proofs.....per each..... \$ \_\_\_\_\_

(D) System timework (AA's).....per hour..... \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

**BIDDERS NOTE:** Indicate below the anticipated method of delivery to be used for this contract:

\_\_\_\_\_

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

**DISCOUNTS:** 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) \_\_\_\_\_

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

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

**CONTRACTOR'S NAME AND SIGNATURE:** Fill out and return one copy of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided. Additionally, see Page 1.

Contractor \_\_\_\_\_

\_\_\_\_\_  
(Street Address) (City – State – Zip)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Fax Number)

\_\_\_\_\_  
(Email Address) (Contractor's Code No.)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID

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THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
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