

TITLE: New Hampshire Guardsman

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	Monarch Litho, Inc. Montecello, CA		Production Press Jacksonville, IL		WBC, Inc. d/b/a Lithexcel Albuquerque, NM	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT							
(a)	20-Pages							
(1)	Makeready and/or Setup.....	1	2,974.00	2,974.00	600.00	600.00	3,200.00	3,200.00
(2)	Running per 100 copies.....	27	43.00	1,161.00	88.70	2,394.90	160.00	4,320.00
(b)	24-Pages							
(1)	Makeready and/or Setup.....	2	3,130.00	6,260.00	765.00	1,530.00	3,840.00	7,680.00
(2)	Running per 100 copies.....	54	50.00	2,700.00	96.27	5,198.58	192.00	10,368.00
(c)	28-Pages							
(1)	Makeready and/or Setup.....	1	3,902.00	3,902.00	850.00	850.00	4,480.00	4,480.00
(2)	Running per 100 copies.....	27	57.00	1,539.00	104.27	2,815.29	224.00	6,048.00
(d)	32-Pages							
(1)	Makeready and/or Setup.....	1	3,934.00	3,934.00	1,000.00	1,000.00	5,120.00	5,120.00
(2)	Running per 100 copies.....	27	60.00	1,620.00	112.42	3,035.34	256.00	6,912.00
II.	ADDITIONAL OPERATIONS							
(a)	System Timework for							
	Author's Alterationsper half an hour	20	78.00	1,560.00	100.00	2,000.00	80.00	1,600.00
	TOTAL OFFER:			\$25,650.00		\$19,424.11		\$49,728.00
	DISCOUNT:		2.00%	\$513.00	0.25%	\$48.56	1.00%	\$497.28
	NET OFFER:		20 Days	\$25,137.00	20 Days	\$19,375.55	20 Days	\$49,230.72

AWARDED

Abstracted by: Teresa Doughty-Shoffstall
Reviewed By: Russ Woodmancy

Contract Awarded to: Production Press

This procurement is being solicited as a Small Purchase Request for Quotation (RFQ). The sealed bidding terminology as used throughout these specifications is synonymous with their negotiated procurement counterparts unless specifically stated otherwise. Negotiated pursuant to 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

New Hampshire Guardsman

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

New Hampshire National Guard

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending March 31, 2021, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “*OPTION TO EXTEND THE TERM OF CONTRACT*” clause in Section 1 of this contract.

SUBMIT QUOTE TO: U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date. Bidder’s option to telefax quote to Columbus RO, (614) 488-4577. **Telegraphic and e-mail quotes transmitted to GPO offices WILL NOT be considered. Quotes must be received by the below date and time, late quotes will not be considered.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time **March 13, 2020.**

BIDDERS, PLEASE NOTE:

- This is a new term contract.
- No abstract is available.
- Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.
- GPO has issued a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- 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.

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

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

- GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>
- GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.
- **More GPO Publications can be found at:** <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>

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 Hard Copy Proofs
P-8.	Halftone Match (Single and Double Impression)	Approved Hard Copy Proofs
P-10.	Process Color Match	Approved Hard Copy Proofs

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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 (March 31, 2025)** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “*Extension of Term of Contract*” clause. See also “*Economic Price Adjustment*” for authorized pricing adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance

period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award through March 31, 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 **December 31, 2019, called the base index**. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

PREAWARD EVALUATION: In order to determine the responsibility of the prime Contractor or any subcontractor, the Government reserves the right to conduct a pre-award evaluation or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. The preaward evaluation will be at no charge to the Government.

Experience: References of prior graphic design work similar to this publication requirements must be provided in PDF and emailed within 1 workday upon request.

POST AWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications including Excel spreadsheet reporting will be reviewed by Government representatives with the contractor's representatives via teleconference, immediately after award.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award through March 31, 2021** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "*issued*" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RO via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 8, or by faxing to (614) 488-4577.

PAYMENT: Submitting 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>.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "*SECTION 4. - SCHEDULE OF PRICES.*"

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of a self-cover pamphlet requiring such operations as layout and design, electronic prepress, proofing, printing four-color process, binding, packing, mailing and distribution.

TITLE: New Hampshire Guardsman

FREQUENCY OF ORDERS: Approximately 4 to 6 orders per year.

QUANTITY: Approximately 2,500 to 3,000 copies per order.

NUMBER OF PAGES: 20, 24, 28 and 32-pages self-cover.

TRIM SIZE: 8-1/2 x 11”.

GOVERNMENT TO FURNISH:

- Written content for articles furnished in MS Word.
- Pictures and illustration elements furnished in JPEG, PDF and PSD. PSD images will be flatten.
- Previous self-cover pamphlets to be used for visual and style guide.
- The mailing addresses furnished in MS Excel.

Files listed above at Governments option to be either emailed, Dropbox or transferred to contractor’s sFTP site.

Print Orders (GPO Form 2511).

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 electronic files, must not print on finished product.

Digital Deliverables: Upon completion of each order, the contractor must furnish final production native application files (Adobe InDesign) on a DVD or placed on the contractor’s sFTP site for the Agency to download. The digital deliverables must be an exact representation of the final printed piece.

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

Contractor to provide ALL layout and design elements incorporating provided files of text and photographs into Adobe InDesign. Contractor to provide/create background graphics, illustrations and all other layout and design features within the template provided, working directly with customer agency contact. Contractor may be required to enhance visibility of furnished photos by cropping and other minimum adjustments for color.

Contractor to use photographs furnished, but contractor may also obtain from commercial or other Government sources available, or taken by the contractor. The Government will not pay to reprint copyrighted photos. Photographs to be relevant to the article topic and captioned appropriately, to include names, military units, and bases as applicable.

Contractor will not be editing submitted stories/articles.

Production Meeting upon issuance or just prior to the issuance of the Print Order and Government Furnished Materials to the contractor via teleconference. The purpose of this meeting is to discuss the upcoming issue, prospective layout, design colors, placement of articles and cover art. Production meetings are anticipated to be approximately one hour in length.

After 1st set of “soft” PDF proofs, anticipate up to 2 additional rounds of author alterations of revised “soft” PDF proofs before final hard copy proof. Agency to hold each round of proofs 1 workday.

If any additional rounds (more than 3) of “soft” proofs due to Agency author alterations the contractor will be allowed to bill for timework by submitting a request for System Timework for Author’s Alterations for approval. See line item II. (a) in “*Section 4. - Schedule of Prices*”.

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

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

All screen illustrations are to be 150-line screen or finer.

PROOFS:

Soft Proofs: Contractor to submit one “Press Quality” PDF “soft” proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Hard Copy Proofs: After the final Soft PDF Proof has been approved. Each order requires two sets of hard copy proofs.

Two set(s) 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.

The contractor must not print prior to receipt of an “Okay to Print”.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “*Government Paper Specification Standards No. 13*” dated September 2019. All paper used in each copy must be of a uniform shade.

White No. 1 Gloss-Coated Text, basis weight 80 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A181.

PRINTING: Print head-to-head in four color process, full coverage. Facing pages print to and must align across the bind. Reverse printing required.

After printing, flood coat outside pages (cover pages of self-cover pamphlet) with a clear coating of either non-yellowing gloss varnish or aqueous coating. Note, if contractor variable images address directly on the last page, contractor's option to knock out address block of clear coating.

Variable Imaging (VI) (also known as **variable-information printing (VIP)** or **Variable-data printing (VDP)**): Contractor will be required to produce variable imaging of addresses in black ink from the Excel address file. At contractor's option, the variable imaging to be produced by either waterproof ink jet spray or high-density laser at a minimum 600 x 600 dpi.

MARGINS: Full page bleeds will be on all pages.

BINDING: Saddle wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e. binding stub) to left or right side of stitches will not be allowed.

Contractor to apply required amount of clear self-adhesive wafer seals; in accordance with current USPS Domestic Mail Manual (DMM) mailing guidelines for acceptable mailing.

MAIL PREPARATION AND STATEMENTS: Contractor to perform data scrub addresses with CASS, NCOA and check Delivery Point Validation (DPV) and mail according to current DMM, Standard Presort (Bulk) Mail rate.

Contractor is authorized to make address(es) corrections identified during CASS and NCOA processing and report those changes in an Excel spreadsheet. After completion of CASS and NCOA certifications, contractor is to immediately notify Agency and GPO of any changes to quantity and the reason should be stated in the report.

- Records that were corrected by CASS and mailed; only the corrected record should be reported.
- Records that were updated by NCOA and mailed; only the updated record should be reported.
- Record undeliverable counts (CASS drops, Zip Code drops and unmailables) with a reason in the report.

Address Requirements: Address placement, format, and fonts must be consistent with current **U.S. Postal Service (USPS)** Address Quality Standards, and in accordance with appropriate USPS rules and regulations including **USPS DMM** in effect at the time of mailing. The type font must be one of the USPS accepted and verified **Multiline Optical Character Reader (MLOCR)** readable type.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10/15), (downloaded form from <https://www.gpo.gov/vendors/sfas.htm>) and the appropriate mailing statement or statements supplied by USPS.

Mailing Statements: Contractor must complete and supply all copies of applicable and appropriate version, USPS form 3600 series and GPO 712's to Agency and GPO within 2 work days of USPS certification. Copies must be emailed to charles.w.johnston3.mil@mail.mil, trackcolumbus@gpo.gov and rwoodmancy@gpo.gov.

LABELING AND MARKING: Refer to GPO Contract Terms (Pub 310.2) and furnished Form 905, Labeling and Mailing Specifications.

PACKING: Pack bulk shipments in shipping containers furnished by the contractor, (i.e. Blue Label Copies). Containers are not to exceed 45 pounds when fully packed.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders must be divided into 50 equal sublots. A random copy must be selected from each subplot. Copies must not be chosen 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.
- (b) 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 in accordance with the print order.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate, may result in delay in processing voucher.

DISTRIBUTION: f.o.b. contractor's city for mailed copies and f.o.b. destination for Hard Proofs and Blue Label Copies.

All expenses incidental to picking up and returning materials, proofs, etc. must be borne by the contractor.

Contractor will be required to pay postage/shipping for each mailing. Contractor will be reimbursed for postage/shipping by submitting a properly completed Postal Service form(s) with the voucher for billing. Contractor must obtain all permits to enter the pamphlet into the postal system.

The ship/deliver date indicated on the print order is the date products must be received at the Agency address listed as f.o.b. destination and a ship date for all mailed shipments.

Hard Proofs must be picked up from and delivered to. SSgt Charles Johnston; Deputy State Public Affairs Officer; Joint Force Headquarters, NHANG; 1 Minuteman way; Concord, NH 03301.

f.o.b. contractor's city: Mail single copies to nationwide destinations (contiguous United States, Alaska and Hawaii) using the contractors presort standard class rate "*Postage & Fees Paid*" indicia on last page. Majority of addresses are in the New England area. No international mail is anticipated on these orders.

Contractor to address the pamphlets on last page containing return address, either with paper labels or variable imaging, using the addresses in the furnished MS Excel file and wafer seal. All mailed copies must be sorted and prepared at the most economical mail rate as prescribed in the U.S. Postal Service Domestic Mail Manual.

Contractor will be reimbursed for postage by submitting a properly completed GPO Form 712, and Postal Service forms 3600 series with the voucher for billing.

f.o.b. destination: 50 Blue Label Copies and Digital Deliverables DVD to: SSgt Charles Johnston; Deputy State Public Affairs Officer; Joint Force Headquarters, NHANG; 1 Minuteman Way; Concord, NH 03301. Note, contractor's option to place digital deliverables on their sFTP site for Agency to download.

2 Inspection samples to: US GPO; Attn: Russ Woodmancy; Ste. 112-B; 1335 Dublin Rd.; Columbus, OH 43215.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual Print Order (GPO Form 2511). No definite schedule when a Print Order will be sent can be predetermined. The Print Order will be e-mailed. Contractor to verify receipt of Print Order within 90 minutes of receipt during normal work hours of operation.

Telephone Numbers and E-Mail Addresses of Editor and Associate Editor will be furnished upon award.

The ship/deliver date indicated on the Print Order is the date products ordered for mailed copies to be entered into the U.S. Postal System (Post Date on GPO Form 712) and for f.o.b. destination copies must be delivered to the destinations specified.

After production meeting, contractor to submit proofs to the Agency as soon as possible. "Soft" proof will be returned within 1 workday after receipt at the Agency; including up to two additional "soft" revised proofs, if required (3 rounds of "soft" proofs is anticipated).

Note: The first workday after the proofs or revised proofs are received at the Agency is counted one workday.

The following schedule begins the workday after "soft" proof approved:

- Contractor to submit 1st set of hard proofs ... 2 workdays (2 WD)
- Agency to review 1st set of hard proofs ... 1 WD
- Contractor must make complete production and mail within 8 workday(s) after his receipt of an OK to print from hard proofs. Note: The first workday after receipt of an OK to print is day one.

Anticipation is approximately 21 workdays (WD) from issue of Print Order to mailing/delivery of publication.

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

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

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all material furnished by the Government along with digital deliverables together with one printed sample of the job to the Concord, NH address under "*DISTRIBUTION*".

These materials must be packaged, properly labeled, and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials/proofs, and furnishing sample copies must be borne by the contractor.

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 1 year’s orders 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*”.

	(1)	(2)
I. (a)	1	27
	(b)	2 54
	(c)	1 27
	(d)	1 27
II. (a)	10	

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for mailed copies and f.o.b. destination to bulk destinations.

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

Prices must include the cost of all required materials and operations 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 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), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary including the cost of all required materials and operations necessary for printing, binding and for the operations necessary including up to 3 “soft” proofs, hard copy proofs and f.o.b. delivery destinations, except for Item II. Additional Operations.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) 20-page issue (includes self-cover) per issue	\$ _____	\$ _____
(b) 24-page issue (includes self-cover) per issue	\$ _____	\$ _____
(c) 28-page issue (includes self-cover) per issue	\$ _____	\$ _____
(d) 32-page issue (includes self-cover) per issue	\$ _____	\$ _____

II. ADDITIONAL OPERATIONS: The bids offered for each of the following operations must include the cost of all required materials and operations.

(a) *System Timework for Author's Alterations..... per half an hour\$ _____

*Electronic prepress operations for Author's Alterations shall be charged as "*System Timework*" at the per **half an hour** rate when 3 rounds of "soft" proofs are exceeded and/or if requiring an additional hard copy proof due to author alterations. This line item is not for additional system time due to printer's errors. Any charge under "*System Timework*" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of a dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of **half an hour** chargeable under Item II (a).

SECTION 4. – SCHEDULE OF PRICES

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when transportation charges are specified to be a factor in determination of award. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 “Discounts” of Solicitations 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 point(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.

BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated.

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

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

(Street Address)

(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

Contracting Officer: _____ Date _____ Certifier by: _____ Date _____
(Initials) (Initials)