



***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

The Mobility Forum

as requisitioned from the U.S. Government Publishing Office (GPO) by the  
Defense Logistics Agency (DLA) Document Services – Great Lakes, Illinois

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning July 1, 2020 and ending June 30, 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*”, and “*Economic Price Adjustment*” clauses in Section 1 of this contract.

**QUOTE OPENING:** Quotes shall be opened at 11:00 a.m., prevailing Columbus, Ohio time, on **June 19, 2020** at the U.S. Government Publishing Office, Columbus Regional Office.

**QUOTE SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email quotes to [bidscolumbus@gpo.gov](mailto:bidscolumbus@gpo.gov) for this solicitation. No other method of quote submission will be accepted at this time.

The company name, program number, and quote opening date must be specified in the subject line of the emailed quote submission. Quotes received after 11:00 a.m. prevailing Columbus, Ohio time on the quote opening date specified above will not be considered for award.

**BIDDERS PLEASE NOTE:** Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Specific attention is directed to:

- Quote submission provisions under “*Additional Emailed Quote Submission Provisions*” on page 4.
- 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.
- Additional changes scattered throughout.

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

For information of a technical nature email Russ Woodmancy at [rwoodmancy@gpo.gov](mailto:rwoodmancy@gpo.gov), (614) 488-4616, ext. 8.

## SECTION 1. – GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 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/contract-terms-01-18.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 II.
- (b) Finishing Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-10. Process Color Match	Approved Proofs

**OPTION TO EXTEND THE TERM OF CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years (**June 30, 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 **July 1, 2020 through June 30, 2021**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “*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 **March 31, 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.

*NOTE: This contract does not have a Paper 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.

**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.

**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 **July 1, 2020 through June 30, 2021** plus for such additional period(s) as the contract is extended. All Print Orders issued hereunder are subject to the terms and conditions of the contract. This 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.

**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 GPO Columbus Regional Office via email to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov), or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

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

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

**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 [“SECTION 4. – SCHEDULE OF PRICES.”](#)

At time of invoicing, the contractor shall submit a copy of the Print Order, a low-resolution PDF of the complete publication produced under the contract, contractor’s invoice, breakout of the Agency mailed copies and GPO mailed copies, and all delivery receipts via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov).

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of a self-cover pamphlet requiring such operations as electronic prepress, proofs, reproducibles, printing in 4-color process, binding, packing, mailing, and delivery.

**TITLE:** The Mobility Forum.

**FREQUENCY OF ORDERS:** Approximately 4 orders per year.

**QUANTITY:** Approximately 2,900 to 3,100 copies per order.

**NUMBER OF PAGES:** 40 page self-cover.

**TRIM SIZE:** Pamphlet: 8-3/8 x 10-3/4”.

### **GOVERNMENT TO FURNISH:**

Media: Files to be sent to the contractor’s secure FTP site.

Software: Adobe PDF

**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 Columbus GPO Contracting Office prior to further performance.

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

**Addresses for Mailing:** Addresses furnished in Excel to contractors FTP site or via e-mail. Addresses have approximate quantities ranging from 1 to 40 copies indicated thereon. Contractor shall CASS certify domestic mailing list portion and run mailing list through NCOA certification in accordance with U.S. Postal regulations for domestic mail manual. Addressees will be printed in standardized format to meet U.S. Postal regulations.

Delivery/shipping status report form.

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, must not print on 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.

**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.

Each issue can consist of up to approximately 40% of line, halftone and 4-color process illustrations.

Some pages will consist of a combination of flattones, halftones, and 4-color illustrations with some reverse type.

**PROOFS:** Three sets 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.

Proofs to be delivered to the following addresses unless indicated otherwise on the Print Order:

- Two sets of proofs will deliver to HQ AMC Safety; 861 South Drive; Scott AFB, IL 62225-5020.
- One set of proofs will deliver to Schatz Publishing Group LLC; 11950 West Highland Avenue; Blackwell, OK 74631-6511.

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.

The contractor must not print prior to receipt of an "OK 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 Gloss-Coated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

**PRINTING:** Print cover and text pages head to head in 4-color process. Illustrations and builds scattered throughout. Some illustrations may print to and align across the bind. Bleeds throughout.

The use of colors may include spot register, close register of line and halftone areas, screen or solid backgrounds, and halftone illustrations from monochrome original copy plus halftones with some reverse type. Approximately 30% of the illustrations will bleed one or more sides.

**MARGINS:** Follow PDF files. Bleed pages scattered throughout.

**BINDING:** Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming.

**PACKING:** All Government furnished material shall be wrapped in one package or inserted in a tyvek envelope and must be protected by cardboard or other means to guarantee safe delivery.

**MAILED AND BULK SHIPMENTS PACKING:**

- Insert single copies and up to 5 copies into a single tyvek envelope.
- 6 copies and up to and including 15 copies to be inserted into cushioned shipping bags or packed in a shipping container.
- 16 copies and up to and including 80 copies to be packed in a shipping container. Shipping containers shall have a minimum bursting strength of 275 lbs. per sq. in. or a minimum edge crush test (ECT) of 44 lbs. per inch width.

**LABELING AND MARKING:** Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

**INSPECTION SAMPLES:** When indicated on the Print Order, or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples 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. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

**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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublots
500 - 3,200	50
3,201 - 10,000	80

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list provided in excel spreadsheet with each order.

A copy of the Print Order and a signed Certificate of Selection of Random Copies, must be included inside the Blue Label container.

**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.

The copies must 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:** f.o.b. contractor's city and f.o.b. destination.

**MAIL/SHIP F.O.B. CONTRACTOR'S CITY:** Contractor to CASS certify mailing list and run mailing list through NCOA certification in accordance with USPS regulations for domestic mailing addresses. Addresses to print in standardized format to meet USPS regulations.

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/courier invoice with the voucher for billing. Contractor must obtain all permits to enter the pamphlet into the postal system.

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



**Agency Copies:** Mail/ship approximately 1,000 to 3,000 copies to approximately 800 to 900 destinations (1 to 50 copies per destination). Destinations include domestic and foreign addresses.

- Mailings consisting of 1 copy shall be made at the Presorted Standard Mail rate. Contractor must obtain all permits to enter pamphlet into the postal system. Contractor will be required to pay postage for each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with voucher for billing.
- Mailings/shipments consisting of 2 copies or greater shall be made at the most economical rate (USPS or common courier using traceable means). The common courier cost and shipping time must be the same or less than U.S. Postal Rate for Commercial – Standard Mail. Contractor will be reimbursed for mailing/shipment by submitting a properly completed Postal Service form (or equivalent) with voucher for billing.

Contractor to email PDF copies of mailing/shipping forms immediately after mailing/shipping each order to the following:

- DLA – Jean Mountz – jean.mountz@dla.mil
- Scott AFB – Allison Brown – allison.brown.4@us.af.mil
- US GPO – Russ Woodmancy - rwoodmancy@gpo.gov

Note: people and email addresses listed above are subject to change during the term of the contract.

Blue Label copies (50 or 80 copies) and balance of copies ship f.o.b. destination to Scott AFB, IL 62225-5020. The complete address will be indicated on the furnished Excel spreadsheet and/or Print Order.

**U.S. Government Publishing Office Copies:** Number of copies will be indicated on the Print Order (“Subscription”, File and Depository copies) subject to change throughout the term of the contract, listed below and on the next page is the current quantities.

**25 Subscription Stock Copies:** 13 copies mail to 11 destinations and the remaining bulk copies marked “*SUBSCRIPTION Stock, Sub. ID TMF, Req. No. and Jacket No.*” (to be provided by GPO), Note the Req. No. and Jacket No. change every Fiscal Year.

The contractor will be required to mail copies per order for Information Dissemination (Superintendent of Documents) to fulfill “*Subscription*” requirements. The contractor must apply the appropriate postage to these “*Subscription*” copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The postage class and other mail requirements will be furnished with each order.

Upon receipt of Print Order, contractor to notify Superintendent of Documents, Subject Line to read “*Request for mailing labels on Program 4561-S, Mobility Forum*”, via the following e-mail address [ssilva-sutton@gpo.gov](mailto:ssilva-sutton@gpo.gov) . Contractor’s option to receive mailing addresses via paper mailing labels or an email with a CSV file.

The contractor will be reimbursed for the postage to mail these “*Subscription*” copies by submitting a properly completed Postal Service certificate of mailing with their invoice. The postage for these “*Subscription*” copies must be separated from other mailings, the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute “*Subscription*” copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

“*Subscription*” copies ordered may exceed the number of copies mailed using furnished labels. Ship f.o.b destination the remaining balance after mailing to a single address in the Washington, DC commercial zone, this address will be provided with the furnished labels if the address differs from U.S. Government Publishing Office, Documents Warehouse, 8660 Cherry Lane, Laurel, Maryland 20707-4950.

**15 File copies ship f.o.b. destination to:**

BAC (By-Law) 1525-01  
Library of Congress  
U.S. Serials and Government Documents Section  
U.S./ Anglo Division  
101 Independence Ave. S.E., Stop 4276  
Washington, D.C. 20540-4276  
Marked: Depository File Copies

**1 Depository copy ship f.o.b. destination to:**

BAC (C+I) 1523-01  
U.S. Government Publishing Office  
Federal Depository Library Program  
Mail Stop: FDLP, item number 0424-B  
44 H St. N.W., Loading Dock  
Washington D.C. 20401

**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).

The Print Order will be e-mailed to the contractor and the furnished digital files will be sent to the contractor's FTP Site.

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.

	<u>WD After</u>
Contractor to submit Proofs .....	4
Contractor to receive " <i>Okay to Print</i> " or " <i>Okay to Print with Corrections</i> " .....	2
Complete ship/delivery* .....	7

Note: The ship/deliver date indicated on the Print Order is a delivery date for the bulk destinations and mail date for the f.o.b. contractor city destinations.

Contractor will be allowed one additional workday for author's alterations. Generally, the agency will provide a corrected file to the contractor after review of proofs.

**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 return all material furnished by the Government, together with one printed sample of the job to the Scott AFB, IL address under “*Delivery*” on the Print Order.

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

All expenses incidental to pickup/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 one 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 during a like period of time.

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

	(1)	(2)
I. A.	4	118
II. A.		2,148
B.		880
C.		376
D.		12

Page 12 is Blank

**SECTION 4. – SCHEDULE OF PRICES**

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

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) 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 for the complete production except for Item II. PACKING AND SEALING.

<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
(1)	(2)

A. 40 pages self cover .....per issue .....\$ \_\_\_\_\_ \$ \_\_\_\_\_

**II. PACKING AND SEALING:** Bids for the following operations must include the cost of all materials and operations in accordance with these specifications.

A. Single copies in a tyvek envelope ..... per envelope.....\$ \_\_\_\_\_

B. 2 copies up to and including 5 copies  
in a Tyvek envelope ..... per envelope.....\$ \_\_\_\_\_

C. 6 copies up to and including 15 copies in cushioned bag or  
packed in shipping containers ..... per bag or container .....\$ \_\_\_\_\_

D. 16 copies up to and including 80 copies  
packed in shipping containers ..... per container .....\$ \_\_\_\_\_

**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 email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the 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)