

PROGRAM 4589-S			GATEWAY PRESS, INC. Louisville, KY		INTEGRATED P&G South Elgin, IL		WBC dba LITHEXCEL Albuquerque, NM		MCDONALD & EUDY Temple Hills, MD		MOSAIC Cheverly, MD		PRINT SYNERGY SOL Brockton, MA	
TERM OF CONTRACT: JANUARY 7, 2019 THROUGH NOVEMBER 30, 2019														
TITLE	ORNL REVIEW	BASIS OF	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
ITEM NO.	DESCRIPTION	AWARD												
i.	COMPLETE PRODUCT:													
(a)	Printing text pages 4-color process...each page													
(1)	Makeready and/or Setup	120	\$59.00	\$7,080.00	\$280.00	\$33,600.00	\$110.00	\$13,200.00	\$40.00	\$4,800.00	\$660.00	\$79,200.00	\$34.50	\$4,140.00
(2)	Running Per 100 Copies	5,760	\$1.49	\$8,582.40	\$4.50	\$25,920.00	\$45.00	\$259,200.00	\$1.21	\$6,969.60	\$123.56	\$711,705.60	\$1.33	\$7,660.80
(b)	Printing complete cover in 4-color process (including aqueous coating and binding) ...each complete cover													
(1)	Makeready and/or Setup	3	\$1,172.00	\$3,516.00	\$490.00	\$1,470.00	\$420.00	\$1,260.00	\$500.00	\$1,500.00	\$264.00	\$792.00	\$500.00	\$1,500.00
(2)	Running Per 100 Copies	144	\$16.27	\$2,342.88	\$15.00	\$2,160.00	\$300.00	\$43,200.00	\$13.20	\$1,900.80	\$546.33	\$78,671.52	\$18.15	\$2,613.60
<b>CONTRACTOR TOTALS</b>				<b>\$21,521.28</b>		<b>\$63,150.00</b>		<b>\$316,860.00</b>		<b>\$15,170.40</b>		<b>\$870,369.12</b>		<b>\$15,914.40</b>
<b>PROMPT PAYMENT DISCOUNT</b>			<b>2.00%</b>	<b>\$430.43</b>	<b>1.00%</b>	<b>\$631.50</b>	<b>1.00%</b>	<b>\$3,168.60</b>	<b>1.00%</b>	<b>\$151.70</b>	<b>2.00%</b>	<b>\$17,407.38</b>	<b>1.00%</b>	<b>\$159.14</b>
<b>DISCOUNTED TOTALS</b>			<b>20 DAYS</b>	<b>\$21,090.85</b>	<b>20 DAYS</b>	<b>\$62,518.50</b>	<b>20 DAYS</b>	<b>\$313,691.40</b>	<b>20 DAYS</b>	<b>\$15,018.70</b>	<b>21 DAYS</b>	<b>\$852,961.74</b>	<b>20 DAYS</b>	<b>\$15,755.26</b>

Abstracted by: Teri Doughty-Shoffstall 12/20/2018  
Verified by: Linda Price 1/2/2019  
Awarded to: McDonald & Eudy Printers, Inc.

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPART UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

ORNL REVIEW

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

U.S. Department of Energy/UT-Battelle – Oak Ridge, TN

Single Award

#### **TERM OF CONTRACT**

The term of this contract is for the period beginning Date of Award and ending November 30, 2019, plus up to four optional 12-month extension period(s) (December 1, 2019 through November 30, 2020, December 1 2020 through November 30, 2021, December 1, 2021 through November 30, 2022, and December 1, 2022 through November 30, 2023) that may be added in accordance with the “Option to Extend Term of Contract” clause in Section 1 of this contract. Special attention is directed to the “Economic Price Adjustment” 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 must be received by 2:00 p.m., prevailing Columbus, Ohio time on  
December 20, 2018.

#### **BIDDERS PLEASE NOTE**

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

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.

GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitations Provisions, Supplemental Specifications, and Contract Clause (Rev. 1-18). Prospective bidders should carefully read this publication as the applicable terms 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.

Abstract of current contract prices available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (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 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 (Rev. 08/02)).

- **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.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

### 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.

### OPTION TO EXTEND 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 5 years (**November 30, 2023**) 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” clause for authorized pricing adjustment(s).

### 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 November 30, 2019**, 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 **August 31, 2018**, 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.

### **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.

### **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 November 30, 2019** 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 (and/or shipment as applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RO via e-mail to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov) or by calling (614) 488-4616, ext. 6, or by faxing to (614) 488-4577. Personnel receiving e-mail, phone call, or fax, will be unable to respond to questions of a technical nature or transfer any inquiries.

## **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."

At time of invoicing, the contractor shall submit a copy of the print order, low rez PDF file of complete publication, contractor's invoice, 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 newsletter requiring such operations as proofs, reproducibles, printing in 4-color process, binding, packing and delivery.

### **TITLE**

ORNL *Review*

### **FREQUENCY OF ORDERS**

Approximately 2 to 4 orders per year.

### **QUANTITY**

Approximately 1,000 to 7,500 copies per order. Most orders will average 4,800 copies.

### **NUMBER OF PAGES**

Approximately 24 to 52 text pages plus separate cover per order, usually 40 text pages plus separate 4 page cover.

### **TRIM SIZE**

8-1/2 x 11”.

### **GOVERNMENT TO FURNISH**

Digital media and color composite visuals will be provided on DVD. Files created on Mac 10.11.6 or newer in Adobe InDesign CS6, native format. The contractor must support all hardware and software upgrades during the term of the contract. All graphics are linked. Changes were not made to the files after visuals were made. Color i.d. system is CMYK. Color separations have been made. Files provide for bleeds.

Fonts: All screen and printer fonts will be furnished. The contractor is cautioned that these fonts are the property of the Government and must be returned with furnished material. All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

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 or film, must not print on finished product.

### **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 Officer 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.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

### **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 contractor's production environment.

### **PROOFS**

When indicated on the individual print order orders will require Content Proofs and Color Proofs.

#### **CONTENT PROOFS**

Two set(s) of digital color content proofs for the complete publication. 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.

#### **COLOR PROOFS**

Two set(s) of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for the complete publication.

At contractor's option, two set(s) of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. 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 2016 and future amendments) must be utilized.

Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf).

NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>.

Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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.

NOTE: Color match of production quantity to approved proofs is critical.

## **ALL PROOFS**

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

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

Submit proofs together with the furnished media (including visual when applicable) and a prepaid airbill to the address indicated under "Distribution" for Proofs. All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO Jacket Number, Requisition Number, Program Number, and Print Order Number, and publication title.

## **PROOF DELIVERY NOTIFICATION**

The contractor must notify the GPO via facsimile or email when the proofs are shipped to the department and provide the name of the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the GPO that the proofs have not been returned. Send proof delivery notification via facsimile to (614) 488-4577 or email [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov). Include GPO Jacket Number, Program/Print Order Numbers with all correspondence.

The contractor must not print prior to receipt of an "OK to Print" or "OK to Print with Corrections".

## **STOCK/PAPER**

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

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s). All stock/paper used in each copy must be of a uniform shade and must have the grain parallel to the spine.



## **TEXT**

White No. 1 Coated Text, Gloss-Finish basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181. Note: Exception to Paper Specification Standards (No. 12), under "Testing"- The acceptance criteria in Part 4 SHALL apply for Opacity ONLY. In addition, the requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

## **COVER**

White No. 1 Coated Cover, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11. The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

## **PRINTING**

Print head-to-head in 4-color process, heavy coverage. Printing may be boxed, bleed, align across bind, etc, as indicated on the individual print order. Reverse printing may be required. After printing, cover entire area of Covers 1 and 4 with a clear non-yellowing gloss aqueous coating. **NOTE: Offset printing is required.**

## **MARGINS**

Margins will be as indicated on the furnished material. Pages may bleed up to all 4 sides. Bleeds provided.

## **BINDING**

Saddle-wire stitch in two places and trim three sides. Covers trim flush.

## **PACKING**

Pack in shipping containers. Each shipping container must not exceed 25 pounds when fully packed.

## **LABELING AND MARKING**

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>, fill in appropriate blanks, and attach to shipping containers.

## **DEPARTMENTAL RANDOM COPIES (BLUE LABEL)**

All orders must be divided into 80 equal sublots. 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 at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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 <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the "Distribution" hereafter.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

### **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.

### **DISTRIBUTION**

Deliver f.o.b. destination as follows:

15 copies to: BAC (By-Law) 1525-01  
Library of Congress  
U.S. Serials and Government Documents Section  
U.S. Anglo Division  
101 Independence Avenue, SE, Stop 4276  
Washington, D.C. 20540-4276  
MARKED: Depository File Copies

1 copy to: BAC (C&I) 1523-01  
U.S. Government Publishing Office  
Federal Depository Library Program  
STOP: FDLP  
44 H Street, NW, Loading Doc  
Washington, D.C. 20401  
MARKED: Item 0474-B-08

Approximately 3,500 copies to: ORNL Mail Services  
ORNL-UT Battelle, LLC  
Building 3587  
Oak Ridge, TN 37831-6006

Mark cartons as indicated on the individual print order.

NOTE: When less than 3,500 copies are ordered, copies will not deliver to this address, address will be indicated on Print Order.

Blue Label Copies and balance of production quantity delivers to:

ORNL UT-Battelle  
ATTN: Leo Williams (Bldg. 4500N, Rm. K-244)  
One Bethel Valley Road  
Oak Ridge, TN 37831-6266

Proofs deliver to and pickup from:

Receiving Department  
ORNL-UT Battelle  
ATTN: Joy Anderson (Bldg. 4500S, Room T-3)  
One Bethel Valley Road  
Oak Ridge, TN 37831

Mark cartons as indicated on the individual print order.

**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) to be sent with the furnished material. Furnished material and print order will be mailed f.o.b. contractor’s plan by express mail.

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. The schedule will begin upon receipt of furnished material and print order.

	<u>WD After</u>
After receipt of material, contractor to deliver proofs .....	3
Government will approve proofs as “Okay to Print” or “Okay to Print with Corrections” .....	1 to 3
Complete production and delivery .....	10

Government will approve proofs via phone or e-mail or will return proofs to contractor. When hard copy proofs are returned to the contractor, it is the responsibility of the contractor to make the necessary pickup arrangements when notified that the reviewed proofs are available. Only one set of proofs must be made available for pickup, the customer has the option to keep the other sets. If a courier is to be used, a fully completed airbill (prepaid by the contractor) must be furnished to the specified address with the delivered proofs for this purpose.

The ship/delivery date indicated on the print order is the date bulk products must be received at Oak Ridge, Tennessee and Washington, DC. Deliveries to Oak Ridge, Tennessee must be made Monday through Friday between 8:00 a.m. and 2:30 p.m. prevailing Oak Ridge, Tennessee time.

Upon shipment of completed product, contractor to send delivery tracking information to the e-mail address indicated on the individual print order.

When revised page proofs are ordered by the government due to errors caused by the Government, additional workdays will be allowed in accordance with GPO Contract Terms, Article 12(c), Extension of Schedule.

The ship/delivery date indicated on the print order is the date products must be received at Oak Ridge, TN and a ship date for all other consignments.

**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 on a DVD and any films made by the contractor, together with one printed sample of the job to Oak Ridge, TN address listed 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 production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I.	(1)	(2)
(a)	120	5,760
(b)	3	144

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. at destination to Oak Ridge, TN and Washington, DC.

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 for the complete production and delivery of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
	(1)	(2)
(a) Printing text pages in 4-color process ..... each page.....	\$ _____	\$ _____
(b) Printing complete cover in 4-color process (including aqueous coating and binding) ..... each complete cover.....	\$ _____	\$ _____

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

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**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 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)

\_\_\_\_\_

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_

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