

PROGRAM 1755S																						
July 14, 2020 thru June 30, 2021 (4 option yrs - 2025)																						
ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	Alcom		District Creative Printing		Fuentes Enterprises DBA IPCOMM		Gray Graphics Corp		LithExcel		McDonald and Eudy Printers		Mosaic		Production Press		Superior Business Solutions		GPO Estimate	
			Marleysville, PA		Upper Marlboro, MD		Decatur, GA		Capitol Heights, MD		Albuquerque, NM		Temple Hills, MD		Cheverly, MD		Jacksonville, IL		Portage, MI		Alcom	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. PROOFING, PRINTING, BINDING, AND PAPER:																						
(a)	Printing in four-color process.....per page																					
(1)	Makeready and/or Setup	48	\$61.76	\$2,964.48	\$52.83	\$2,535.84	\$15.00	\$720.00	\$45.00	\$2,160.00	\$68.00	\$3,264.00	\$45.00	\$2,160.00	\$21.08	\$1,011.84	\$42.71	\$2,050.08	\$0.00	\$0.00	\$51.00	\$2,448.00
(2)	Running per 1000 copies	298	\$16.76	\$4,994.48	\$19.61	\$5,843.78	\$43.00	\$12,814.00	\$15.00	\$4,470.00	\$28.00	\$8,344.00	\$12.25	\$3,650.50	\$24.94	\$7,432.12	\$18.94	\$5,644.12	\$31.80	\$9,476.40	\$6.05	\$1,802.90
II. PACKING AND DISTRIBUTION:																						
1	Bulk shipments (other than by mail):	4	\$1.50	\$6.00	\$1.50	\$6.00	\$2.50	\$10.00	\$2.00	\$8.00	\$1.00	\$4.00	\$4.00	\$16.00	\$5.00	\$20.00	\$4.67	\$18.68	\$5.50	\$22.00	\$1.50	\$6.00
	Packing and sealing shipping containers.....per container.....																					
2	Mailing (includes addressing and delivery to a Post Office):																					
(a)	Single or multiple copies in kraft envelopes (up to 1 pound)																					
per envelope.....	132	\$0.50	\$66.00	\$0.30	\$39.60	\$2.88	\$380.16	\$1.00	\$132.00	\$1.50	\$198.00	\$0.35	\$46.20	\$5.00	\$660.00	\$0.49	\$64.68	\$2.75	\$363.00	\$0.30	\$39.60
(b)	Quantities over 1 pound, up to 12 pounds, in cushioned shipping bags or packed in small shipping containers (maximum gross weight 14 pounds)																					
per bag or container.....	2,468	\$0.90	\$2,221.20	\$0.80	\$1,974.40	\$3.45	\$8,514.60	\$1.50	\$3,702.00	\$2.00	\$4,936.00	\$1.25	\$3,085.00	\$5.00	\$12,340.00	\$0.99	\$2,443.32	\$3.50	\$8,638.00	\$0.90	\$2,221.20
(c)	Quantities over 12 pound, up to 24 pounds, in cushioned shipping bags or packed in small shipping containers (maximum gross weight 27 pounds)																					
per container.....	4	\$1.90	\$7.60	\$1.90	\$7.60	\$17.25	\$69.00	\$2.00	\$8.00	\$2.50	\$10.00	\$4.00	\$16.00	\$75.00	\$300.00	\$7.18	\$28.72	\$4.60	\$18.40	\$1.90	\$7.60
(d)	Quantities over 24 pound, up to 36 pounds, in cushioned shipping bags or packed in small shipping containers (maximum gross weight 40 pounds)																					
per container.....	8	\$1.95	\$15.60	\$2.00	\$16.00	\$23.00	\$184.00	\$3.00	\$24.00	\$3.00	\$24.00	\$5.00	\$40.00	\$75.00	\$600.00	\$6.00	\$48.00	\$5.50	\$44.00	\$1.95	\$15.60
TOTAL				\$10,275.36		\$10,423.22		\$22,691.76		\$10,504.00		\$16,780.00		\$9,013.70		\$22,363.96		\$10,297.60		\$18,561.80		\$6,540.90
DISCOUNT			3%	\$308.26	2%	\$208.46	0%	\$0.00	2%	\$210.08	0%	\$0.00	1%	\$90.14	2%	\$447.28	0.25%	\$25.74	0%	\$0.00		
NET TOTAL				\$9,967.10		\$10,214.76		\$22,691.76		\$10,293.92		\$16,780.00		\$8,923.56		\$21,916.68		\$10,271.86		\$18,561.80		
AWARDED																						

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).

QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Medical Soldiers Outlook

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

Defense Logistics Agency-Document Services (DLA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending June 30, 2021, plus up to four optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

Quotes due by 11:00 a.m., prevailing Dallas, TX time, on July 10, 2020.

QUOTE SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to bidsdallas@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.*

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

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>; or offerors may email request to: infodallas@gpo.gov.

For information of a technical nature, contact Jermaine Berryman at jberrymann@gpo.gov or (214) 746-0451, extension 2.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quotation 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 09-19)).

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>.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

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

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

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to 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.

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.

PREPRODUCTION CONFERENCE: The agency may choose to hold a Preproduction Conference at the contractor's plant or via conference call. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete the fulfillment of the contract. The contractor should be prepared to present detailed production and quality control plans including such items as: (1) processing orders and preflighting supplied PDF files; (2) internal schedule and workflow; (3) identifying coordination/communication contacts; (4) establishing a small package carrier account; (5) providing an equipment list; (6) how the product will be shipped; and (7) any other special requirements which are specific to this contract.

Representatives from the Government and all points of contact from each phase of production from the primary contractor will be required to attend the meeting.

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 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. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:

The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
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 bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Submitting invoices for payment via the GPO fax gateway 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>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

In addition, the contractor is required to email a copy of the billing documents (and any supplementary billing information) to the DLA point of contact indicated on the print order and GPO Dallas Regional Office (infodallas@gpo.gov) Attn: Program 1755-S Administrator. Failure to do so may result in non-payment.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of saddle-stitched pamphlets requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Medical Soldiers Outlook .

FREQUENCY OF ORDERS: Approximately 4 orders per year.

QUANTITY: Approximately 6,000 to 6,200 copies per order.

NUMBER OF PAGES: 8 or 12 pages per order.

TRIM SIZE: 8-1/2 x 11”.

GOVERNMENT TO FURNISH:

Print Order (GPO Form 2511)

Electronic media will be furnished as follows:

Platform: Windows

Storage Media: Contractor-hosted SFTP.

Software: Adobe Acrobat Version 10 or higher.

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

Fonts: All fonts will be embedded and/or embedded Subset. NOTE: In the event all fonts have not been embedded/embedded subset (font and/or fonts are missing), the contractor is to notify GPO immediately at (214) 767-0451, Ext. 2.

NOTE: The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional

Information: All files will be furnished as Press Quality PDF files.

May be identified as one or more of the following: RGB, CMYK, black, and/or Pantone spot colors. If necessary, contractor to convert all colors to CMYK.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished, as needed.

Distribution list(s) in Excel format. Will be sent via SFTP site.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on the 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 the contract administrator.

The contractor shall create or 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.

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

Contractor must have the ability to edit furnished PDF files. At contractor's option, furnished electronic files may be converted to a different format provided that the final output must be of the same or higher quality.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions and provide a revised file.

Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) and one press quality PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be exact representation of the final product and shall be returned on the same type of media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.

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.

The print files will be furnished to the contractor via Secure File Transfer Protocol network (SFTP). The contractor must provide and maintain a secure network according to the National Institute of Standards and Technology (NIST) SP 800 security guidelines. The SFTP must have the capability to receive files up to 50MB for each of the issues.

The contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with email and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 7.0 Professional (or more recent) software (not Adobe Reader) and the capability to receive via email and open file attachments compressed into a WinZip (.zip) file format.

The contractor is required to furnish an electronic pre-flight profile to the ordering agency. The pre-flight profile must be set-up with the parameters needed to produce an acceptable Quality Level III product on the contractor's equipment. The agency will use the pre-flight profile when designing each issue. The contractor must use the same profile to pre-flight the provided PDF files. In addition, the contractor must send email confirmation of receipt of files and indication of successful pre-flight for each order to the addressees indicated on the individual print order.

PROOFS: "Press Quality" PDF proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proof must show color and contain all crop marks. NOTE: THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION.

Contractor is to send a "Press Quality" PDF proof to the e-mail address indicated on the print order.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Proofs will be withheld not more than two (2) days from receipt by the Government** to receipt in contractor's plant. Contractor must not print prior to receipt of an "OK" to print.

**NOTE: The date of receipt by the Government is NOT considered the first workday.

NOTE: Films are not required. If at the contractor's option films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films.

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.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein and listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

All text paper used in each copy must be of a uniform shade. Stock grain must run parallel to the spine and must not crack on fold.

White Gloss-Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

PRINTING: Print head-to-head in four-color process.

Facing pages (center spread) will occasionally print to and must align across the bind.

NOTE: GPO Imprint does not print on the final product.

Pamphlets must be printed via offset printing on a minimum 4-color press with one single pass. Digital printing and inkjet printing are not acceptable.

MARGINS: Unless otherwise specified, margins will be as indicated on the print order or furnished electronic files. No bleeds will be required.

BINDING: Saddle-wire stitch in two places on the left 11" dimension and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

PACKING:

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged, and the package will not open nor split during the delivery or mailing process.

Bulk Deliveries:

Pack in suitable shipping containers not to exceed 40 pounds when fully packed.

Mailed shipments:

Insert single copies and multiple copies (up to 1 pound) into kraft envelopes.

Quantities over 1 pound, up to 12 pounds, must be inserted into cushioned shipping bags or packed in small shipping containers (maximum gross weight 4 pounds).

Quantities over 12 pounds, up to 24 pounds, must be packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING (Package and/or Container Label):

Bulk Deliveries: Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments: At contractor's option, create and affix a return address label and a delivery address label to or directly image onto each unit of mail packaged in kraft envelopes, cushioned shipping bags, and shipping containers. (NOTE: The return address is Academy of Health Sciences, Attn: MCCS-HT (Outlook Editor), 2377 Greeley Road, Building 4011, Suite T, Fort Sam Houston, TX 78234-5078.)

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, Dallas RPPO, 1100 Commerce Street, Room 731, Dallas, TX 75242, 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: Mail f.o.b. contractor's city to approximately 650 destinations per distribution list (domestic and foreign addresses).

Complete addresses and quantities will be furnished with each print order.

All mailings are made via USPS Standard Mail – *Reimbursable*.

The contractor is required to apply the appropriate postage to each mailing. The contractor will be reimbursed for postage by submitting a properly completed USPS receipt of mailing (or equivalent) with the voucher for billing.

NOTE: Any pieces of mail not suitable for mailing via Standard Mail must be mailed via the most economical rate available. The contractor is required to sort all mail to receive the maximum discount available.

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

Federal Depository Library Program (FDLP) and Library of Congress Copies: The contractor must add 240 copies to the quantity indicated on the print order. These additional copies will be itemized separately on each invoice. Deliver as follows:

- Deliver f.o.b. destination 225 copies to: BAC (C&I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401. Marked: Item No. 0830-C.

- Deliver f.o.b. destination 15 copies to: BAC (By-Law) 1525-01, Library of Congress, U.S./Anglo Division, U.S. Government Documents Section, 101 Independence Avenue, SE, Washington, DC 20540-4274. Marked: Depository File Copies.

Within one workday of complete distribution, contractor must notify the ordering agency (on the same day the order mails/delivers) via email to email address as specified on the print order. The subject line of the email shall be "Distribution Notice for 1755-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, mailing/delivery methods, title of product, number of envelopes/shipping bags/shipping containers, and date delivered/mailed per destination. Contractor must be able to provide mailing/delivery receipts upon agency request.

All expenses incidental to the pickup and return of furnished materials (if applicable), submitting proofs, and furnishing samples must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). **NOTE:** When files are uploaded to an ftp site, the print order will be emailed to the contractor on the same day. Contractor must acknowledge receipt of order and print file(s) by replying to order originator's email. **NOTE:** *If the furnished material is not available on the date indicated, the contractor is to notify DLA immediately at the number indicated on the print order.*

The following schedules begin upon notification of the availability of print order and furnished material.

- Contractor must complete production and distribution within 10-12 workdays (including proofing) after notification of availability of print order and furnished material.
- Proofs will be withheld no more than two (2) workdays from receipt by the Government.

****NOTE:** The date of receipt by the Government is NOT considered the first workday.

The ship/deliver date indicated on the print order is the date products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service and the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the GPO Dallas Office via email at efaxdallas@gpo.gov. Personnel receiving email will be unable to respond to questions of a technical nature or to transfer any inquiries.

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 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 during a like period of time.

NOTE: The Determination of Award estimates specified below are based on historical data; however, due to the current global pandemic, the contractor is put on notice that the estimated amounts of work anticipated on this contract may be significantly impacted during the first period of performance.

Bidders shall state the location from which the products will be shipped.

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

I. (1) (2)
 (a) 48 298

II. 1. 4

 2. (a) 132
 (b) 2,468
 (c) 4
 (d) 8

SECTION 4. - SCHEDULE OF PRICES

Quotes offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

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.

Quotes submitted with NQ (No Quote) 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 1,000 will be prorated at the per 1,000 rate.

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Printing in four-color process.....per page.....\$	_____	\$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

II. PACKING AND DISTIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of packing; kraft envelopes, cushioned shipping bags, and shipping containers; all necessary wrapping and packing materials; addressing, labeling, and marking; and distribution, in accordance with these specifications.

1. *Bulk shipments (other than by mail):*

Packing and sealing shipping containers per container\$ _____

2. *Mailing (includes addressing and delivery to a Post Office):*

(a) Single or multiple copies in kraft envelopes (up to 1 pound)per envelope\$ _____

(b) Quantities over 1 pound, up to 12 pounds,
in cushioned shipping bags or packed in
small shipping containers (maximum
gross weight 14 pounds) per bag or container\$ _____

(c) Quantities over 12 pounds, up to 24 pounds,
packed in small shipping containers
(maximum gross weight 27pounds)..... per container\$ _____

(d) Quantities over 24 pounds, up to 36 pounds,
packed in shipping containers
(maximum gross weight 40 pounds)..... 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 shipment f.o.b. contractor’s city is specified. 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 Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

(Initials)