

| Program No 2840-S Term DOA To 09/30/19  |   |                |                          |                    |                  |                    |                   |                    |                        |                    |
|---|---|----------------|--------------------------|--------------------|------------------|--------------------|-------------------|--------------------|------------------------|--------------------|
| TITLE: Flat Sheets and Folded Brochures |   |                |                          |                    |                  |                    |                   |                    |                        |                    |
|   |   |                | McDonald & Eudy Printers |                    | Production Press |                    | Starline Printing |                    | WBC Inc. dba Lithexcel |                    |
|   |   |                | Temple Hills, MD         |                    | Jacksonville, IL |                    | Albuquerque, NM   |                    | Albuquerque, NM        |                    |
| ITEM NO.                                | DESCRIPTION   | BASIS OF AWARD | UNIT RATE                | COST               | UNIT RATE        | COST               | UNIT RATE         | COST               | UNIT RATE              | COST               |
| <b>I.</b>                               | <b>PROOFS: One two-sided product per format</b>   |                |                          |                    |                  |                    |                   |                    |                        |                    |
| (a)                                     | Format A, per product:  |                |                          |                    |                  |                    |                   |                    |                        |                    |
|   | Ink Jet G7 Proof  | 7              | \$20.00                  | \$140.00           | \$16.97          | \$118.79           | \$80.00           | \$560.00           | \$40.00                | \$280.00           |
|   | Digital Color Content Proof   | 12             | \$10.00                  | \$120.00           | \$8.74           | \$104.88           | \$80.00           | \$960.00           | \$5.00                 | \$60.00            |
| (b)                                     | Format B, per product:  |                |                          |                    |                  |                    |                   |                    |                        |                    |
|   | Ink Jet G7 Proof  | 4              | \$30.00                  | \$120.00           | \$24.00          | \$96.00            | \$110.00          | \$440.00           | \$80.00                | \$320.00           |
|   | Digital Color Content Proof   | 7              | \$20.00                  | \$140.00           | \$11.39          | \$79.73            | \$110.00          | \$770.00           | \$8.00                 | \$56.00            |
| <b>II.</b>                              | <b>PAPER: Format A: Each page size leaf, Format B: Two page size leaves will be allowed</b> |                |                          |                    |                  |                    |                   |                    |                        |                    |
| (a)                                     | White No. 1 Offset Book, Smooth-finish (70-lb)  | 856            | \$1.65                   | \$1,412.40         | \$1.67           | \$1,429.52         | \$2.00            | \$1,712.00         | \$2.20                 | \$1,883.20         |
| (b)                                     | White No. 1 Coated Text, Gloss-finish (70-lb)   | 290            | \$1.65                   | \$478.50           | \$1.41           | \$408.90           | \$2.00            | \$580.00           | \$2.50                 | \$725.00           |
| <b>III.</b>                             | <b>PRINTING:</b>  |                |                          |                    |                  |                    |                   |                    |                        |                    |
| (a)                                     | Format A, per product   |                |                          |                    |                  |                    |                   |                    |                        |                    |
| (1)                                     | Black or Single Color, Makeready and Setup  | 18             | \$150.00                 | \$2,700.00         | \$24.80          | \$446.40           | \$30.00           | \$540.00           | \$48.00                | \$864.00           |
| (2)                                     | Black or Single Color, Running Per 100 Copies   | 466            | \$1.50                   | \$699.00           | \$1.24           | \$577.84           | \$0.50            | \$233.00           | \$2.00                 | \$932.00           |
| (3)                                     | Four-color Process, Makeready and Setup   | 8              | \$250.00                 | \$2,000.00         | \$115.00         | \$920.00           | \$150.00          | \$1,200.00         | \$146.00               | \$1,168.00         |
| (4)                                     | Four-color Process, Running Per 100 Copies  | 350            | \$1.75                   | \$612.50           | \$3.27           | \$1,144.50         | \$2.00            | \$700.00           | \$5.00                 | \$1,750.00         |
| (b)                                     | Format B, per product:  |                |                          |                    |                  |                    |                   |                    |                        |                    |
| (1)                                     | Black or Single Color, Makeready and Setup  | 8              | \$200.00                 | \$1,600.00         | \$27.20          | \$217.60           | \$40.00           | \$320.00           | \$60.00                | \$480.00           |
| (2)                                     | Black or Single Color, Running Per 100 Copies   | 220            | \$3.00                   | \$660.00           | \$1.91           | \$420.20           | \$0.50            | \$110.00           | \$3.00                 | \$660.00           |
| (3)                                     | Four-color Process, Makeready and Setup   | 10             | \$300.00                 | \$3,000.00         | \$142.00         | \$1,420.00         | \$150.00          | \$1,500.00         | \$146.00               | \$1,460.00         |
| (4)                                     | Four-color Process, Running Per 100 Copies  | 518            | \$3.50                   | \$1,813.00         | \$4.87           | \$2,522.66         | \$2.50            | \$1,295.00         | \$6.00                 | \$3,108.00         |
| <b>IV.</b>                              | <b>ADDITIONAL OPERATIONS:</b>   |                |                          |                    |                  |                    |                   |                    |                        |                    |
| (a)                                     | Cutting to smaller size, one to four sides, per 100 copies                                  | 105            | \$1.50                   | \$157.50           | \$0.96           | \$100.80           | \$1.00            | \$105.00           | \$1.00                 | \$105.00           |
| (b)                                     | Folding, one to three parallel folds, per 100 copies  | 539            | \$1.50                   | \$808.50           | \$1.72           | \$927.08           | \$1.00            | \$539.00           | \$2.00                 | \$1,078.00         |
| (c)                                     | Shrink-film packaging, per package  | 1527           | \$0.30                   | \$458.10           | \$0.26           | \$397.02           | \$0.25            | \$381.75           | \$0.25                 | \$381.75           |
| (d)                                     | System timework, per hour   | 7              | \$60.00                  | \$420.00           | \$85.00          | \$595.00           | \$50.00           | \$350.00           | \$80.00                | \$560.00           |
|   |   |                |                          |                    |                  |                    |                   |                    |                        |                    |
|   | <b>CONTRACTOR TOTALS</b>  |                |                          | <b>\$17,339.50</b> |                  | <b>\$11,926.92</b> |                   | <b>\$12,295.75</b> |                        | <b>\$15,870.95</b> |
|   | <b>DISCOUNT</b>   |                | <b>1.00%</b>             | <b>\$173.40</b>    | <b>0.25%</b>     | <b>\$29.82</b>     | <b>NET</b>        |                    | <b>1.00%</b>           | <b>\$158.71</b>    |
|   | <b>DISCOUNTED TOTALS</b>  |                | <b>20 Days</b>           | <b>\$17,166.10</b> | <b>20 Days</b>   | <b>\$11,897.10</b> |                   | <b>\$12,295.75</b> | <b>20 Days</b>         | <b>\$15,712.24</b> |
|   |   |                |                          |                    |                  | <b>AWARDED</b>     |                   |                    |                        |                    |

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

Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Fact Sheets and Folded Brochures

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

U.S. Fish and Wildlife Service, Region 6

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending September 30, 2019, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**QUOTES OPENING:** Quotes shall be publicly opened at 11:00 a.m., prevailing Denver, CO, time, on October 11, 2018.

**QUOTATION SUBMISSION:** Submit quotes to: U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile quotations in response to this solicitation are permitted. Facsimile quotations may be submitted directly to the GPO Denver Regional Office, Fax No. (303) 236-5332. The Program number and quotes opening date must be specified with the quotation. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January 2018. **QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME; LATE QUOTES WILL NOT BE CONSIDERED.**

The GPO 910 “BID” Form is no longer required. Offerors are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

**OFFERORS, PLEASE NOTE:** GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective offerors 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 PREVIOUS PRICES IS AVAILABLE AT:

<https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature, contact Beverly Boecher at (303) 236-5292, x4; or email [bboecher@gpo.gov](mailto:bboecher@gpo.gov).

## 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. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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.pdf?sfvrsn=2> .

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

**SUBCONTRACTING:** Subcontracting will not be permitted.

**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        | Approved Proofs, Average Type Dimension, Electronic Media |
| P-8. Halftone Match (Single Impression) | Approved Proofs, Electronic Media                         |
| P-9. Solid or Screen Tints Color Match  | Pantone Matching System                                   |
| P-10. Process Color Match               | Approved Proofs, 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 (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for 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 September 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 June 30, 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.

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’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 September 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 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.

**PAYMENT:** The GPO Denver office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt. In addition, after certification a copy of the approved billing certification sheet and the accompanying print order is to be submitted to the GPO Denver office, via fax (303) 236-5332 or email to: [InfoDenver@gpo.gov](mailto:InfoDenver@gpo.gov)

After examination and certification by the ordering agency, contractor must submit their invoice to GPO. 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 receiving payment. 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/agency/billing-and-payment>.

NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 25000, 45000, 65000, 85000, the billing certification requirement is WAIVED.

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of fact sheets and folded brochures requiring such operations as electronic prepress, proofing, printing in multiple colors of ink (including four color process), binding, packing, and distribution.

**TITLE:** Fact Sheets and Folded Brochures.

**FREQUENCY OF ORDERS:** Approximately 20 to 25 orders per year.

**QUANTITY:** Approximately 300 to 10,000 copies per order. It is anticipated that the majority of the orders will be for 5,000 copies or less.

**NUMBER OF PAGES:** Single leaf (face and back.)

**TRIM SIZES:** Format A: 8½ x 11”  
Format B: 17 x 11”

**NOTE:** The majority of all orders issued will be for Format A.

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows:

Platforms: Macintosh OS 10.7.5 or Windows 7 and newer.

Supplied Media: FTP upload; Email; CD-ROM; DVD; Thumb Drive.

Software: Adobe CC: InDesign, Illustrator, Photoshop, Acrobat PDF ver. 10.

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

Fonts: All printer and screen fonts will be furnished/embedded, as applicable. Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order.

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: No prepress functions (e.g., color correction, UCR/GCR, sharpening or other image enhancement) or procedures have been applied to supplied images. Colors will be provided in CMYK, Pantone spot color, and RGB. Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files may be furnished to be used as a reference only. CMYK and Pantone Matching System to be used for color identification.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, 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 products in accordance with these specifications.

The contractor must be able to accept files electronically via a contractor-hosted, non-proprietary software FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

**CONSULTATION:** It is anticipated that prior to placing a print order or during the course of production of an order, the agency may consult with the contractor over the telephone or face-to-face at the agency's location regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone and/or person-to-person inquiries of a technical nature which will NOT require access to the contractor's electronic prepress system (EPS). This level of consultation, which may occur frequently, shall be at no cost to the Government. Contractor is responsible for all travel costs that may be incurred for consultations at agency's location.

**NOTE:** For more complex consultations related to electronic media, a system timework charge will be permitted. "System timework" must be supported by a statement outlining in detail the operation for which payment is claimed. System timework for up to three (3) hours for author's alterations (AA's) may be signed off by the agency on the billing certification. System timework which exceeds three (3) hours or for other than AA's will only be allowed under exceptional circumstances and must be specifically authorized by the Contracting Officer using a subsequent contract modification(s). In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under IV. (d).

**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 other than those described below, media damage, or data corruption that might interfere with proper file image processing must be reported to the Contracting Officer and ordering agency immediately upon discovery.

The contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to:

- color issues and shifts (RGB color data, no spot colors, loss of black plate)
- page integrity (text reflow or type substitution)
- errors associated with embedded graphics
- missing prepress features (e.g., bleeds, trim marks)
- loss of text characters from graphic elements
- defining proper file output selection for the imaging device being used.

The contractor shall create/extend bleeds, create or alter any necessary trapping, set proper screen angles and frequency, define proper file output selection for the imaging device being utilized, and ensure that the black type is a solid black NOT a process build. Furnished files must be imaged as necessary to meet the assigned quality level.

Output must be at a minimum resolution of 2400 x 2400 dpi x 1 bit, 175 line screen plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

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.

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

Upon completion of each 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. 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.

**PROOFS:** The contractor is cautioned that 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 by the date specified in the contract, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default. 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.

When ordered, contractor to submit one (1) set of color 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.

When ordered contractor to submit one (1) or two (2) sets (as specified) of digital color content proofs. A charge will be allowed per proof requested.

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.

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

Contractor is cautioned that the PDF proofs produced must be from the contractor prepared PDF files for their output device and which will be used for final reproduction (ripped proof). It is not acceptable to simply submit reproductions of files furnished by the ordering agency.

When ordered, no charges will be allowed for PDF 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 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. 12" dated March 2011. [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_12.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf)

All paper used in an order must be of a uniform shade.

White, No.1, Offset Book, Smooth-finish, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A61.

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 (March 2011, No. 12). Under "Testing" - The acceptance criteria in Part 4 SHALL apply for Opacity ONLY. While postconsumer fiber is encouraged, the minimum postconsumer fiber requirement is waived. All other attributes remain unchanged.*

**PRINTING:** Print face and back in one or four colors of ink (black or single Pantone ink) or four-color process.

When ordered, contractor must match Pantone number as indicated on the print order. When a Pantone color is indicated on the same side as four-color process, contractor to match pantone color in conversion to four-color process.

When four-color process is ordered, the order must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

When four color process is printed on coated text, apply (after printing) a clear gloss aqueous coating over face and back. Contractor may include a separate makeready and run charge per format for this coating, III.a.(1)(2) or b.(1)(2).

**MARGINS:** Margins as indicated on the print order or furnished electronic media. Most copies will bleed three or four sides.

**BINDING:**

At the Government's option, Format B may be trimmed to 16 x 8-1/2" with cuts on two (2) to four (4) sides.

When ordered, folding must run parallel to paper grain. Fold as specified on print order in one of four methods: one fold, up to three parallel accordion folds, in half then in half again, or with two to three parallel wraparound folds, all with the title facing out.

**PACKING:**

Shrink-film wrap each set as specified on the print order.

Pack suitable in shipping containers not to exceed 45 pounds when fully packed. 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, crush, or split during the ship/delivery process.

**LABELING AND MARKING:**

Each proof package must be clearly labeled with the GPO jacket, purchase order and print order numbers, and the number or title of the product to which the proof(s) apply.

Contractor to download the GPO Form 905, R. 7-15 "Labeling and Marking Specifications" form, located at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf>, fill in appropriate blanks, and attach to shipping containers.

**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.

| <u>Quantity<br/>Ordered</u> | <u>Number of<br/>Sublots</u> |
|-----------------------------|------------------------------|
| 500 - 3,200                 | 50                           |
| 3,201 - 10,000              | 80                           |
| 10,001 - 35,000             | 125                          |
| 35,001 and over             | 200                          |

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.

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

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.

**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 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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. 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.

A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, Program, and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

**INSPECTION SAMPLES:** When indicated on the print order, the first two (2) copies of each order must be sent for inspection to: U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228, Attn: Inspection Samples.

These copies shall be considered as sample copies and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a copy of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

**DISTRIBUTION:** Ship/deliver f.o.b. contractor's city. All destinations require lift gate and inside delivery.

The contractor will be reimbursed as per most economical method of shipment at actual cost, unless a government shipping account number is provided.

Shipping/delivery is to be a separate line item on contractor's submitted invoice and identified as for reimbursement or paid by government shipping account number.

Shipping/Delivery will be required to one of multiple locations throughout Colorado, Montana, Wyoming, Utah, Kansas, Nebraska, North Dakota and South Dakota with some of the locations considered remote requiring additional time for shipping/delivery.

Approximately 5% of the quantity on every order will require delivery to Lakewood, CO 80228.

Complete address and quantities will be furnished with the orders.

All shipping will be made at the most economical rate to the Government or as specified by the order. At Government's option, a shipping account number may be provided per order. The contractor will ensure that the account will be used exclusively for the shipping of ordered Government products for this contract. All provided account numbers to be protected from unauthorized use.

The contractor shall provide a traceable method of shipping/delivery and provide proof of shipping/delivery by means of a signed receipt for shipping/delivery at destination(s). Shipments must be made direct to the destination(s) stated in the order.

*GPO Addresses:* For orders of Format B folded brochures, the Government will require shipments to be f.o.b. contractor's city (reimbursable). These copies and costs for shipping/delivery must be separated and be listed as a separate item on the invoice for reimbursement.

15 Copies:  
\* 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, DC 20540-4276  
Marked: Depository File Copies  
\*NOTE: All shipments to this destination must be via FedEx or UPS.

1 Copy to:  
BAC (C&I) 1523-01  
U.S. Government Publishing Office  
Federal Depository Library Program  
Mail Stop (FDLP), item 0692  
44 H Street, NW, Loading Dock  
Washington, DC 20401

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

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to agency email specified on print order. The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, Program 2840-S, Print Order XXXXX." The notice must provide all applicable tracking numbers, shipping/delivery method, and title of product. Contractor must be able to provide copies of all shipping/delivery receipts upon agency request.

All expenses incidental to picking up and returning 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).

At the Government's option, the print order and furnished materials may be: picked up by the contractor, emailed to the contractor, or uploaded to the contractor's FTP site.

When required, print orders and furnished material are to be picked up from and returned to: U.S. Fish and Wildlife Service, Education and Visitor Services, Attn: Melvie Uhland, 134 Union Boulevard, Suite 200, Lakewood, CO 80228.

When ordered, contractor to deliver and pick up hard copy proofs (together with the furnished electronic media and reference materials) to the agency contact listed on the order. All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO jacket number, program number, print order number, and publication title.

Contractor's proof cover memo and information identifying a point of contact and their phone number at the contractor's plant to be sent directly to the ordering agency by the contractor. Contractor's standard "proof" label may be used (provided it contains full identification of the order) and includes a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. Reply by agency to contractor's email will constitute return of proof.

When a PDF proof is requested, email proofs to the ordering agency per instructions provided on each print order. Subject line of email must contain the word "PROOF", and contain the GPO Jacket Number, Program Number, Print Order Number, and publication title.

**PROOF DELIVERY NOTIFICATION:** The contractor must verify by phone call that the email is received when the proofs are emailed to the agency. In addition, if the proofs are not returned by the ordering agency within the specified time, the contractor must notify the agency that the proofs have not been returned. Contractor to include GPO program and print order numbers with all correspondence.

No definite schedule for pickup of material/placement of orders can be predetermined.

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

Contractor must complete production and distribution within 15 to 25 workdays. Most orders placed will require complete production and distribution within 25 workdays. A minimum of 23 workdays will be allowed when proofs are ordered.

Proofs will be withheld 10 workdays, respectively, from receipt by the Agency until they are made available for pickup by the contractor. Note: The first workday after receipt of proofs by the Agency is day one of the hold time.

The ship/deliver date indicated on the print order is the date products ordered for shipping/delivery f.o.b. contractor's city must be delivered to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

The contractor must return all electronic media and reference materials furnished by the Government within five (5) workdays of completion of the job. These materials must be packaged and returned separate from the entire job via traceable means.

### SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest quote by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

|          |       |     |     |     |
|----------|-------|-----|-----|-----|
|          | (1)   | (2) |     |     |
| I. (a)   | 7     | 12  |     |     |
| (b)      | 4     | 7   |     |     |
| II. (a)  | 856   |     |     |     |
| (b)      | 290   |     |     |     |
|          | (1)   | (2) | (3) | (4) |
| III. (a) | 18    | 466 | 8   | 350 |
| (b)      | 8     | 220 | 10  | 518 |
| IV. (a)  | 105   |     |     |     |
| (b)      | 539   |     |     |     |
| (c)      | 1,527 |     |     |     |
| (d)      | 7     |     |     |     |

**SECTION 4 - SCHEDULE OF PRICES**

Offers submitted are f.o.b. contractor's city.

Offers for each item listed in its respective format group, as defined in "Section 2 – Specifications," must include the cost of all required materials and operations in accordance with these specifications.

Offeror must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if offeror intends to furnish individual items at no charge to the Government.

Quotes submitted with NB (No Quote), 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.

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

**I. PROOFS:** One two-sided product per format.

|                           | <u>Ink Jet G7 Proof</u> | <u>Digital Color<br/>Content Proof</u> |
|---------------------------|-------------------------|--|
| (a) Format A, per product | \$ _____                | \$ _____                               |
| (b) Format B, per product | \$ _____                | \$ _____                               |

**II. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Composition of the net number of leaves will be based on the following:

Format A: Each page size leaf

Format B: Two page size leaves will be allowed

|  | <u>Per 100 Leaves</u> |
|--|-----------------------|
| (a) White No. 1 Offset Book, Smooth-finish (70-lb) | \$ _____              |
| (b) White No. 1 Coated Text, Gloss-finish (70-lb)  | \$ _____              |

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

**III. PRINTING:** Prices quoted shall include the cost of all required materials and operations necessary for the printing of the product listed in accordance with these specifications. When aqueous coating is ordered it will be charged per format as a single ink color.

|                           | <u>Black or Single Color</u>  |                                  | <u>Four-color Process</u>     |                                  |
|---------------------------|-------------------------------|----------------------------------|-------------------------------|----------------------------------|
|                           | Makeready<br>and Setup<br>(1) | Running<br>Per 100 Copies<br>(2) | Makeready<br>and Setup<br>(3) | Running<br>Per 100 Copies<br>(4) |
| (a) Format A, per product | \$ _____                      | \$ _____                         | \$ _____                      | \$ _____                         |
| (b) Format B, per product | \$ _____                      | \$ _____                         | \$ _____                      | \$ _____                         |

**IV. ADDITIONAL OPERATIONS:** Prices quoted must include the cost of all required materials and operations.

- (a) Cutting to smaller size, one to four sides, per 100 copies \$ \_\_\_\_\_
- (b) Folding, one to three parallel folds, per 100 copies \$ \_\_\_\_\_
- (c) Shrink-film packaging, per package \$ \_\_\_\_\_
- (d) System timework, per hour \$ \_\_\_\_\_

NOTE: "System timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework will only be allowed under exceptional circumstances and must be specifically authorized on the print order or subsequent billing certification. In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under IV. (d).

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

**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 offeror has selected the city and state shown below in the address block, and the quote 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):** Offeror hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**QUOTE ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this quote is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of quotes, 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 quote acceptance period may result in expiration of the quote prior to award.

**OFFEROR'S NAME AND SIGNATURE:** Unless specific written exception is taken, the offeror, by signing and submitting a quote, 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 quote being declared non-responsive.

Offeror \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City - State - Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Quote) (Date)

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

**COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID**



***THIS SECTION FOR GPO USE ONLY***

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)

Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)