

Program No 1831-S Term 02/01/19 To 01/31/20						
TITLE: Level 2 Color Printing						
			DT Investments Beacon Printing		Frederic Printing	
			Denver, CO		Aurora, CO	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST
v	COMPLETE PRODUCT (Per trim size unit):					
(a)	Category I					
	Black ink					
(1)	Makeready/Setup Charges	116	\$ 32.06	\$ 3,718.96	\$ 29.78	\$ 3,454.48
(2)	Per 1,000 Copies	216	\$ 15.20	\$ 3,283.20	\$ 10.73	\$ 2,317.68
	Each Additional Color of ink					
(3)	Makeready/Setup Charges	51	\$ 65.94	\$ 3,362.94	\$ 30.94	\$ 1,577.94
(4)	Per 1,000 Copies	60	\$ 10.00	\$ 600.00	\$ 9.64	\$ 578.40
	4-Color Process					
(5)	Makeready/Setup Charges	166	\$ 44.26	\$ 7,347.16	\$ 117.37	\$ 19,483.42
(6)	Per 1,000 Copies	491	\$ 38.81	\$ 19,055.71	\$ 23.83	\$ 11,700.53
(b)	Category II					
	Black ink					
(1)	Makeready/Setup Charges	10	\$ 48.93	\$ 489.30	\$ 29.78	\$ 297.80
(2)	Per 1,000 Copies	128	\$ 7.75	\$ 992.00	\$ 3.27	\$ 418.56
	Each Additional Color of ink					
(3)	Makeready/Setup Charges	19	\$ 48.94	\$ 929.86	\$ 30.94	\$ 587.86
(4)	Per 1,000 Copies	299	\$ 5.56	\$ 1,662.44	\$ 2.94	\$ 879.06
	4-Color Process					
(5)	Makeready/Setup Charges	19	\$ 44.26	\$ 840.94	\$ 117.37	\$ 2,230.03
(6)	Per 1,000 Copies	299	\$ 10.29	\$ 3,076.71	\$ 7.29	\$ 2,179.71
II.	PROOFS:					
(a)	Digital content proofs, per trim/page-size unit	80	\$ 3.45	\$ 276.00	\$ 4.02	\$ 321.60
(b)	Ink Jet G7 proof, per trim/page-size unit	237	\$ 4.00	\$ 948.00	\$ 4.02	\$ 952.74
(c)	Timework	5	\$ 60.00	\$ 300.00	\$ 75.00	\$ 375.00
III.	PAPER: Per 1,000 Leaves					
(a)	White Litho Coated Book, 70 lb. and 80 lb.	28	\$ 17.00	\$ 476.00	\$ 37.97	\$ 1,063.16
(b)	White No. 1 Coated Text, Gloss-finish, 100 lb.	176	\$ 21.37	\$ 3,761.12	\$ 47.21	\$ 8,308.96
(c)	White Litho Coated Cover, 80 lb. and 100 lb.	20	\$ 39.60	\$ 792.00	\$ 89.40	\$ 1,788.00
(d)	White No. 1 Coated Cover, Gloss-finish, 80 lb. and 100 lb.	18	\$ 50.03	\$ 900.54	\$ 88.45	\$ 1,592.10
IV.	ADDITIONAL OPERATIONS:					
(a)	Shrink-film packing, each package	3220	\$ 0.20	\$ 644.00	\$ 0.30	\$ 966.00
(b)	Saddle stitch binding, per 1,000 book	10	\$ 75.69	\$ 756.90	\$ 172.16	\$ 1,721.60
(c)	Adhesive (Perfect) binding, per 1,000 books	2	\$ 1,710.00	\$ 3,420.00	\$ 591.60	\$ 1,183.20
(d)	Score on fold, per 1,000 leaves	30	\$ 34.50	\$ 1,035.00	\$ 6.53	\$ 195.90
(e)	Folding (max. of two folds), per 1,000 leaves	35	\$ 12.50	\$ 437.50	\$ 6.53	\$ 228.55
(f)	*Pocket folder die cutting and construction (inc. business card slits)					
(1)	Makeready/Setup including die cut	1	\$ 165.00	\$ 165.00	\$ 388.41	\$ 388.41
(2)	Running, per 1,000 folders	1	\$ 90.00	\$ 90.00	\$ 86.67	\$ 86.67
	CONTRACTOR TOTALS			\$ 59,361.28		\$ 64,877.36
	DISCOUNT		NET		2%	\$ 1,297.55
	DISCOUNTED TOTALS		AWARDED	\$ 59,361.28	20 Days	\$ 63,579.81
	Prepared by:					
	Reviewed by:					

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

Level 2 Color Printing

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

Agencies within the Denver, CO area

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning February 1, 2019 and ending January 31, 2020, 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 January 29, 2019.

QUOTATION SUBMISSION: Submit quotes in an envelope with solicitation to U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile bid 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.

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.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the products ordered under this contract must be located within a 70-mile radius of Denver, CO.

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

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

For information of a technical nature, contact Deb Eichfeld at (303) 236-5292, x7; or email deichfeld@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.

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.

Special Instructions: In the event that the Government waives the inspection of press sheets, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

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. Press Sheets
P-8. Halftone Match (Single Impression)	O.K. Press Sheets
P-9. Solid or Screen Tints Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that the Government waives the inspection of press sheets, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

<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 and Double 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

* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.

For clarification: The die cutting and construction of the pocket folders is considered a bindery operation under this contract and subcontracting of these functions is allowed.

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 February 1, 2019 to January 31, 2020, 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 October 31, 2018, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from February 1, 2019 through January 31, 2020, 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 by the agency and the contractor to the GPO Denver office, via fax (303) 236-5332 or email to: 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 books, pamphlets, posters, brochures, and pocket folders requiring such operations as electronic pre-press, proofing, printing, binding, packing, and distribution.

TITLE: Level 2 Color Printing.

FREQUENCY OF ORDERS: Approximately 15 orders per year for Category #1 and 12 orders per year for Category #2.

QUANTITY: Approximately 1,000 to 30,000 copies per order with most orders falling within 2,000 to 5,000 copies per order.

- Category #1: 1,000 – 9,999 copies.
- Category #2: 10,000 – 30,000 copies.

NUMBER OF PAGES: Approximately 1 to 50 pages per order (face only or face and back). Most orders will be one or two pages in the form of posters or brochures, or in the form of saddle stitch books.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "**Format**" classification as follows:

- Format "A": Pamphlets and Books - Up to and including 8½ x 11". Approximately 5 orders will fall into this category.
- Format "B": Cut Sheet (including posters, brochures) – over 8½ x 11" up to and including 11 x 17". Approximately 10 orders will fall into this category.
- Format "C": Cut Sheet (including posters, brochures, and pocket folders - 9-9 ½" x 11 ½-12" finished size.) – Over 11 x 17" up to and including 19 x 24". Approximately 10 to 15 orders will fall into this category.

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 native software files in InDesign, Illustrator, Photoshop, and Acrobat PDF for layout reference only,

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 CYMK, 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. CYMK 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.

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 II. (c).

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.

Contractor must provide final output with text equivalent to a minimum of 2400 dpi, and all flat-tones, halftones (gray-scale and color) and illustrations/graphics 175-line screen or finer 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 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: Three types of proofs required

One (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

And/Or One (1) set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proof must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

The 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.

And/Or, when ordered, 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. No charges will be allowed for PDF soft proofs.

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

Proofs must be clean, free of ink smudges, with all images clearly legible. Proofs must be identified with the jacket number, program number, print order number, and proof date. The contractor's firm name must not appear on any 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."

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.

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

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

TEXT AND POSTERS:

- White Litho Coated Book, basis weight 25 x 38", 70 lbs. and 80 lbs. per 500 sheets equal to JCP Code A180.
- White No. 1 Coated Text, Gloss-finish, basis weight 25x38", 100 lbs. per 500 sheets, equal to JCP Code A181.
- White Litho Coated Cover, basis weight 20 x 26", 80 and 100 lbs. per 500 sheets equal to JCP Code L10
- White No. 1 Coated Cover, Gloss-finish, basis weight basis weight 20 x 26", 80 lbs. and 100 lbs. per 500 sheets, equal to JCP Code L11.

Paper exceptions for A181 and A261: *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.

Note for all paper: The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this standard are met. All other attributes remain the same.

PRINTING: Print face only or head to head in one to four (including 4-color process) or more ink colors. Crossovers will routinely be required.

When ordered, flood coat with an aqueous coating on products with a gloss or satin/matte finish as specified on the print order. When spot coverage is ordered the contractor will use a clear non-yellowing varnish with a gloss or satin/matte finish as specified on the print order.

NOTE: Printing of 4-color process orders must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

Contractor to match the final OK'd proofs or press sheets.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. **NOTE:** A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum 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 across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

MARGINS: Margins as indicated on the print order or furnished electronic file. Copies will bleed one to four sides. It is anticipated that most, if not all, orders will bleed four sides.

BINDING: Bind as indicated on the print order. Various binding styles may be ordered as follows:

- Saddle-wire stitch text, with or without separate cover, and trim flush on three sides.
- Perfect bind text and wraparound cover, score and trim flush on three sides.
- Folding (maximum of two folds).

POCKET FOLDERS (construction): Produce with 3" to 6" (specified on individual print order), pockets on the inside left and right with a die cut center relief feature between pockets. Die cut 3/4" wide glue tabs at the left and right. Fold to a finished size as specified on the individual print order. Score on all folds. Orders may require the contractor to die cut 2 or 4 business card slits on one of the pockets which are to be included in the pricing under IV (f) in the contract's "SCHEDULE OF PRICES". **Note: Printing costs will be charged under I. "COMPLETE PRODUCT" and paper will be charged under III. "Paper".**

PACKING: When specified on print order, shrink-film wrap in suitable units as indicated on print order, and pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed. Posters must be packed flat and have adequate packing to prevent damage in shipment.

LABELING AND MARKING: When not provided with print order, contractor to download the GPO Form 892C "Proof Label", located at:

https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/ppr.pdf?sfvrsn=c9a6613d_4, pg. 159 of 192 (Section 17 pg. 9). Form must be filled in by the contractor and used on all proof packages. Each 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 requested, 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 Ordered</u>	<u>Number of 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.

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

DISTRIBUTION: Deliver f.o.b. destination to addresses in the Denver, Colorado area, see under "SCHEDULE". The contractor will NOT be reimbursed for any deliveries within the Federal Motor Carrier Safety Administration (FMCSA) Commercial Zone of Denver and the municipalities of Golden and Boulder, Colorado.

Orders may occasionally ship f.o.b. contractor's city to several addresses outside of the Denver, Colorado metropolitan area. The contractor will be reimbursed as per most economical method of shipment at actual cost, unless a government shipping account number is provided. Complete addresses and quantities will be furnished with the print orders.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service. Government bills of lading will be furnished by the GPO for all shipments requiring a bill of lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

SHIPPING CHARGES: When deliveries are subject to a special charge (i.e. "INSIDE DELIVERY", "LIFT-GATE SERVICE, PALLET JACK SERVICE, etc.) pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier, such separate charges shall be listed on the contractor's voucher/invoice and will be paid for at actual cost.

The contractor will be reimbursed by submitting a properly completed shipping receipt with the voucher/invoice for billing for all reimbursable items above.

The majority of the orders will deliver, f.o.b. destination, to the following addresses:

National Renewable Energy Laboratory
(NREL) Attn: Werner Slocum (303) 275-4201
15013 Denver West Parkway
Golden, CO 80401

DOI Bureau of Reclamation
Attn: Barry Waryanka (303) 445-2200
Building 67, Room 170
Denver Federal Center
Denver, CO 80225

DOI Bureau of Land Management
Attn. Sherri Hendren (303) 236-6458
Building 50, Entrance S-1, Mailroom, OC -521
Denver Federal Center
Denver, CO 80225

DOI/ US Geological Survey
Denver Publishing Service Center
Carol Wilkinson: (303) 236-5371
Building 810, Entrance E-11, MS 902
Denver Federal Center
Denver, CO 80225

National Park Service-DSC
Attn. Philip Viray (303) 969-2923
12795 W Alameda Parkway
Lakewood CO 80228

The ordering agency will be responsible for determining on each print order what the unique quantity of Superintendent of Documents quantities are to be. Email copy of the 2511 Form along with a copy of the product (or front cover if a book) to intenttopublish@gpo.gov. Response should be given within 4 hours. Add this quantity to the bottom of the 2511 form if they are ordering copies.

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 1831-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).

The Government will make arrangements to wrap or otherwise prepare the furnished material in preparation for delivery to the contractor's plant. 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 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 can be predetermined; however, furnished material and proofs must be picked up from and delivered to the address listed under "Distribution".

Proofs will be withheld 2 to 5 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 contractor must notify the agency and GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 1 to 2 workday(s) prior to the inspection. Notify the GPO Denver Regional Office, Deb Eichfeld at 303-236-5292 ext. 7 or by email, deichfeld@gpo.gov. Telephone calls will only be accepted between the hours of 7:00 am and 3:30 pm. Note: See Contract Clause, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The schedule begins the workday after notification of availability of furnished materials and print order. Complete production and delivery must be made within 10 to 20 workdays. An additional three days will be allowed when pocket folders or perfect binding are ordered.

The ship/deliver date indicated on the print order is the date the products ordered must be delivered to the destination(s) within a 70 mile radius of Denver, Colorado. On shipments to other than the 70 mile radius of Denver, Colorado, shipment must be completed within seven additional workdays.

The contractor must return all electronic media and reference materials furnished by the Government within ten (10) workdays of completion of the job. These materials must be packaged and returned separate from the entire job via traceable means.

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.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest offer 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** work 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 under this contract.

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

	(1)	(2)	(3)	(4)	(5)	(6)
I. (a)	116	216	51	60	166	491
I. (b)	10	128	19	299	19	299

II. (a)	80
(b)	237
(c)	5

III. (a)	28
(b)	176
(c)	20
(d)	18

IV. (a)	3220	
(b)	10	
(c)	2	
(d)	30	
(e)	35	
(f)	(1)	(2)
	1	1

SECTION 4 - SCHEDULE OF PRICES

Offers submitted are f.o.b. destination and 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.

Contractor 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 offers, 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.

For billing purposes, a Trim/Page-Size unit under **Formats "A" and "B"** is defined as 94 square inches. Text & covers on a product with trim size of up to 5½ x 8½" will be billed at one half (½) a page size unit per leaf.

Format B and C (cut sheets) – Will be paid at a rate determined by dividing the overall trim by 94 square inches times the printed sides and multiplying the result times the respective makeready and running rates under I. “Complete Product”. (For pocket folders this will be determined by the flat (unconstructed size).

The prices below are for one printed page not for a complete signature; for example, on a 16 page job if Page 3 prints in process color and all other pages print in black only you will only be allowed to charge for ONE page under four-color process. The remaining pages you will charge at the “Black ink” rate.

Fractional parts will be prorated.

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. COMPLETE PRODUCT (Per trim size unit): Prices quoted shall include the cost of all required materials and operations except those covered in Items **II, III, & IV** necessary for the complete production and distribution of the product listed in accordance with these specifications. Additional colors of ink on 4-color process pages will be paid for under "Additional Ink Colors" Items (a) (3) and (4), and (b) (3) and (4).

	Black ink		Each Additional Color of Ink		4-Color Process	
	Makeready/ <u>Setup Charges</u>	Per 1,000 <u>Copies</u>	Makeready/ <u>Setup Charges</u>	Per 1,000 <u>Copies</u>	Makeready/ <u>Setup Charges</u>	Per 1,000 <u>Copies</u>
	(1)	(2)	(3)	(4)	(5)	(6)
(a) Category I	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
(b) Category II	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

(Initials)

II. PROOFS:

- (a) Digital content proof, per trim / page-size unit \$ _____
- (b) Ink Jet G7 proof, per trim / page-size unit \$ _____
- (c) Timework \$ _____

III. 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 products ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices quoted.

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

Format A: Each page size leaf

Format B and C: Additional page size leaves will be allowed

- | | <u>Per 1,000 Leaves</u> |
|--|-------------------------|
| (a) White Litho Coated Book, 70 and 80 lb. | \$ _____ |
| (b) White No.1 Coated Text, Gloss-finish, 100 lb. | \$ _____ |
| (c) White Litho Coated Cover, 80 lb. and 100 lb. | \$ _____ |
| (d) White No. 1 Coated Cover, Gloss-finish, 80 lb. and 100 lb. | \$ _____ |

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

- (a) Shrink film packing, each package \$ _____
- (b) Saddle stitch binding, per 1,000 books \$ _____
- (c) Adhesive (Perfect) binding, per 1,000 books \$ _____
- (d) Score on fold, per 1,000 leaves \$ _____
- (e) Folding (max. of two folds), per 1,000 leaves \$ _____
- (f) *Pocket folder die cutting and construction (includes business card slits)
 - (1) Makeready/Setup including die cut \$ _____
 - (2) Running, per 1,000 folders \$ _____

* Note: Printing and paper for pocket folders will be paid for under I. "COMPLETE PRODUCT" and III. "PAPER", respectively

(Initials)

My production facilities are located within the restricted area of production _____ no _____ yes.

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 Bid) (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)