

TITLE: "YELLOWSTONE VISTOR GUIDE" / PROGRAM 1849-S

TERM: APRIL 1, 2020 TO MARCH 31, 2021 (W/OPTIONS)

Item No.	DESCRIPTION	Basis of Award	Lee Ent./DBA Independent Record		Livingston Enterprise		Teton Media Works		Prev. Contr.	
			State 250	Code 51110	State 250	Code 52825	State 490	Code 86505	State 250	Code 51110
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT: A page size unit is 11 x 14"									
(a)	Printing Guides/Inserts in four color process, per page:									
(1)	Makeready and/or Setup	80 x	NC		10.950	876.000	NC		NC	
(2)	Running Per 1,000 Copies	1,260 x	4.900	6,174.000	67.950	85,617.000	4.650	5,859.000	5.445	6,860.700
(b)	Printing Inserts in black plus a spot color, per page:									
(1)	Makeready and/or Setup	12 x	NC		7.950	95.400	NC		NC	
(2)	Running Per 1,000 Copies	665 x	4.455	2,962.575	59.080	39,288.200	4.000	2,660.000	4.950	3,291.750
II.	ADDITIONAL OPERATIONS:									
	Insetting inserts into guides per 1,000 inserts	665 x	NC		51.000	33,915.000	NC		NC	

CONTRACTOR TOTALS			\$ 9,136.58		\$ 159,791.60		\$ 8,519.00		\$ 10,152.45
DISCOUNT if any		1%	91.366	2%	3,195.832	1%	85.190	1%	101.525
DISCOUNTED TOTALS		30 days	\$ 9,045.21	20 days	\$ 156,595.77	30 days	\$ 8,433.81	30 days	\$ 10,050.93

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

Yellowstone Visitor Guide

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

National Park Service - Yellowstone National Park

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning April 01, 2020 and ending March 31, 2021, 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 March 24, 2020.

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 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.

OFFERORS, PLEASE NOTE: These specifications have been revised; therefore, all offerors are cautioned to familiarize themselves with all provisions of these specifications before bidding.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located under 275 miles of Gardiner, MT.

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

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quote will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

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

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III
- (b) Finishing (item related) Attributes – Level III

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double 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 inspection of press sheets is waived by the Government, 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

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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).

The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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 April 01, 2020 to March 31, 2021, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers – Commodities less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending December 31, 2019, 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.

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PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

POST AWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by the Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Denver Regional Office, immediately after award. At the option of the Government, the post award conference may be held via teleconference or waived.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order guided 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 guided, 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 guided under the contract from April 01, 2020 through March 31, 2021, plus for such additional period(s) as the contract is extended. All print orders guided 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 "guided", 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 guided 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.

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Orders guided 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 guide 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 guided in accordance with the "ORDERING" clause of this contract.

PAYMENT: The GPO Denver Regional 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 2511 print order with all additional pages are 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.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

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

NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 15000, 25000, 45000, 65000, 85000, 95000 the billing certification requirement is WAIVED.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of a tabloid style newspaper requiring such operations as press inspections, electronic pre-press, printing, binding, packing, and distribution.

TITLE: Yellowstone Visitor Guide.

FREQUENCY OF ORDERS: Four guides per year with and without inserts (see below).

QUANTITY:

- Spring Guide up to 75,000 copies
- Summer Guide up to 500,000 copies (includes 3 separate deliveries)
- Summer Insert up to 500,000 (includes up to 10,000 unstuffed inserts) (includes 3 separate deliveries)
- Fall Guide up to 165,000 copies
- Fall Insert up to 165,000 copies
- Winter Guide up to 20,000 copies
- Supplemental Inserts – On occasion, up to 510,000 copies. See additional information on page 8 of these specifications under "PRINTING:"

NUMBER OF PAGES: It is anticipated that there will 4 to 16 pages per guide. The majority of the orders will be for 16 pages. Breakdown as follows:

- Spring Guide – 16 pages.
- Summer Guide – 16 pages.
- Summer Insert – 8 - 16 pages.
- Fall Guide – 16 pages.
- Fall Insert – 4 pages.
- Winter Guide – 8 pages.
- Supplemental Inserts –4-8 pages.

TRIM SIZES: 22" x 14" FLAT; 11" x 14" FOLDED and then FINAL SOFT FOLD to 11" x 7" with title page out.

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

Platform:Macintosh OS 10.15.2 and newer; Windows 10 and newer.

Storage Media:FTP or Email.

Software:Adobe Acrobat, version 10 or later, or Adobe InDesign Creative Cloud, most recent version.

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.

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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 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 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 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.

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 ordering agency and the GPO printing specialist 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 guides 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.

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.

PROOFS: No proofs will be required. Color match standard will be established at the press sheet inspection.

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STOCK/PAPER: BIDDERS, PLEASE NOTE: GPO has guided a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

All paper used in each copy must be of a uniform shade.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP color sample(s) and/or Pantone number(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s) and/or Pantone number(s) specified.

Newsprint, basis weight: 30 lbs. per 500 sheets, 24 x 36", equal to JCP Code A15.

The contractor is to submit a sample of the paper stock (prior to submitting the press proof) used to produce this product for final approval by the agency. All expenses incidental to picking up and returning of paper samples must be borne by the contractor.

PRINTING: All items print face and back and head to head. **OFFSET PRINTING ONLY.**

TABLOID STYLE NEWSPAPER: Specifications apply to all guides unless indicated otherwise. Copy consists of line text, numerous CMYK photos and grayscale halftones, flat screens, fine line illustrations scattered throughout. The contractor must provide final output with text equivalent to a minimum of 2400 dpi and all CMYK graphics and photo's, halftone illustrations equal to 150 line screen or finer.

- Item 1) Spring – Self-cover consisting of 16 text pages of which none are blank. All pages in 4-color process.
Item 2) Summer – Self-cover consisting of 16 text pages of which none are blank. All pages in 4-color process.
- Summer Inserts – Self-cover consisting of 8 - 16 text pages of which none are blank. All pages print black with one additional color.
- Item 3) Fall – Self-cover consisting of 16 text pages of which none are blank. All pages print 4-color process.
- Fall Insert – Self-cover consisting of 4 text pages of which none are blank. All pages print black with one additional color.
- Item 4) Winter – Self-cover consisting of 8 text pages of which none are blank. All pages in 4-color process.
- Item 5) Supplemental Inserts –Self-cover consisting of 4-8 text pages of which none are blank. All pages in 4-color process. It is anticipated that these inserts may be required for numerous editions of the guide continuing for one year or more. These inserts may be ordered separately as well as inserted into the guides (this insert will be in addition to the "Summer Insert" when ordered).

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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) guided 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.

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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 will be as indicated on the print order or furnished electronic file. No bleeds are anticipated.

BINDING: No binding required. For final trim an untrimmed or grabber edge (jagged outside edge) is the desired effect.

PACKING: Tie bundles of 100. Pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed. Shrink wrap the pallets.

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

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.

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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 Yellowstone National Forest as shown below:

All completed copies deliver to:
Attn: Visitor Services Office (307) 344-2115
Mammoth Hot Springs Supply Center
22 Stable Street
Yellowstone National Park, WY 82190

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1849-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

On all orders, deliver a total of 16 file and depository copies f.o.b. destination to the following two (2) addresses with the quantities required as noted below within the commercial zone of Washington, DC. Any questions regarding the Superintendent of Documents copies, contact the printing specialist noted on page 1 of these specifications at (303) 236-5292.

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

1 copy to: BAC (C&I) 1523-01
U.S. Government Publishing Office
Federal Depository Library Program
Mail Stop: FDLP
44 H St., NW, Loading Dock
Washington, DC 20401
Item No. **0648-A-18**

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

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 digital files will be submitted electronically, direct from National Park Service staff. The contact person is Tami Blackford at 307-344-2204, email address: tami_blackford@nps.gov. The contractor is to coordinate acquisition of digital files for each of the guides:

The contractor is to follow the approximate schedule:

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Below is a tentative schedule for the digital files will be ready for pickup for each year:

- The Summer guide and insert(s) will be available last Friday of April or first day of May.
- The Fall guide will be available on or before the last Friday of July.
- The Winter guide will be available on or before the last Friday in October.
- The Spring guide will be available on or before the last Friday of February.

Below is a tentative delivery schedule for the first year and all subsequent years as noted.

- The Summer guide:
 - First shipment to deliver on or before the 2nd Friday in May
 - Second run on or before 2nd Friday in June
 - Third run on or before 3rd Friday in July
 - Any additional print runs as needed.
- The Fall guide is to deliver on or before the 2nd Friday in August
- The Winter guide to deliver on or before the 2nd Friday in November
- The Spring guide to deliver on or before the 2nd Friday in March
- Supplemental inserts to be determined.

* It is anticipated the "Summer Guide", including inserts, will be drop shipped in quantities of 150,000 to 200,000 copies at a time, in 3 to 4 shipments, 3 to 4 weeks apart due to limited storage facilities at the park. See below for drafted schedule:

The contractor must notify the GPO Denver Regional Office of the date and time the press sheet inspection can be performed. Notification must be given at least 24 hours prior to the inspection. Notify the contract printing specialist noted on page one of this contract. Note: See contract clauses, paragraph 14(e) (1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)). 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 delivery date indicated on the print order is the date products ordered for delivery must be delivered to the destination specified.

Effective dates: Winter: November – mid-March

Spring: mid-March– Friday, Memorial Day Weekend

Summer: Friday, Memorial Day Weekend– Monday, Labor Day Weekend

Autumn: Monday, Labor Day Weekend – November

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Park Newspaper Production Dates and Details (2020-21)

Edition	Size	Quantity estimate	First draft out for review	First draft comments due back	Final draft out for review	Final draft comments due back	To printer	Press check*	Delivered in park
Spring Visitor Guide 2020	16 pages	75,000	1/27	2/7	2/17	2/21	2/27	3/3	3/13: 75,000 (no insert)
Summer Visitor Guide 2020	16 pages	500,000	3/30	4/10	4/20	4/24	4/30	5/4 6/1 (optional) 7/6 (optional)	5/15: 150,000 6/12: 200,000 7/17: 150,000
Summer Ranger Program Insert 2020	8-16 pages	500,000	3/30	4/10	4/20	4/24	4/30	5/4 6/1 (optional) 7/6 (optional)	5/15: 150,000 (+10,000 unstuffed) 6/12: 200,000 7/17: 150,000
Fall Visitor Guide 2020	16 pages	165,000	6/29	7/10	7/22	7/26	7/31	8/5*	8/14: 165,000 (fall insert)
Fall Ranger Program insert 2020	4 pages	165,000	6/29	7/10	7/22	7/26	7/31	8/5*	8/14: 165,000 (increased 5,000 per VSO)
Winter 2020	8 pages	20,000	9/28*	10/9*	10/19*	10/23*	10/29*	11/2*	11/13: 15,000

Unscheduled material such as Government bills of lading, shipping instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor must notify the GPO Denver Regional Office of the date of delivery. Email infodenver@gpo.gov or via facsimile at (303) 236-5332.

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 (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)	80	1,260
	(b)	12	665
II.	665		

SECTION 4. - SCHEDULE OF PRICES

Offers are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed 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 non-responsive.

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 non-responsive.

The Contracting Officer reserves the right to reject any quotes 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 quote or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

A charge will be allowed for each text page, whether printed or blank.

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary, including electronic pre-press, paper, packaging, and proofing, for the complete production and distribution of the product listed in accordance with these specifications with the exception of Item II. **ADDITIONAL OPERATIONS.**

NOTE: A page size unit is 11 x 14".

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Printing Guides/Inserts in four color process, per page:	\$ _____	\$ _____
(b) Printing Inserts in black plus a spot color, per page:	\$ _____	\$ _____

II. ADDITIONAL OPERATIONS:

Insetting inserts into guides per 1,000 inserts \$ _____

(Initials)

Yellowstone Visitor Guide
1849-S (3/21)

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 or offer 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 bid 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)