

Program: 3817-S Term 07/01/19 - 06/30/20								
TITLE: Miscellaneous Brochures, Pamphlets, Newsletter, and Cards								
		Precision Printing Grand Junction, CO			Production Press Jacksonville, IL		WBC Inc. DBA Lithexcel Albuquerque, NM	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I. PRINTING, BINDING, PACKING, AND DISTRIBUTION</b>								
(a)	Brochures/Pamphlets, Newsletters, per printed side							
	<b>Black ink</b>							
(1)	Makeready/Setup Charges	5	\$ 26.00	\$ 130.00	\$ 9.00	\$ 45.00	\$30.00	\$150.00
(2)	Per 1,000 Copies	15	\$ 20.00	\$ 300.00	\$ 11.27	\$ 169.05	\$12.00	\$180.00
	<b>Each Additional Color of ink</b>							
(3)	Makeready/Setup Charges	3	\$ 26.00	\$ 78.00	\$ 4.29	\$ 12.87	\$48.00	\$144.00
(4)	Per 1,000 Copies	27	\$ 20.00	\$ 540.00	\$ 6.12	\$ 165.24	\$12.00	\$324.00
	<b>4-Color Process</b>							
(5)	Makeready/Setup Charges	103	\$ 150.00	\$ 15,450.00	\$ 20.47	\$ 2,108.41	\$80.00	\$8,240.00
(6)	Per 1,000 Copies	1,812	\$ 21.00	\$ 38,052.00	\$ 22.27	\$ 40,353.24	\$18.00	\$32,616.00
(b)	<b>Cards</b>							
	<b>Black ink</b>							
(1)	Makeready/Setup Charges	31	\$ 35.00	\$ 1,085.00	\$ 15.00	\$ 465.00	\$7.00	\$217.00
(2)	Per 1,000 Copies	58	\$ 60.00	\$ 3,480.00	\$ 21.74	\$ 1,260.92	\$8.00	\$464.00
<b>II. PAPER: Per 100 Leaves</b>								
(a)	White Offset Book, 60-lb.	10	\$ 1.50	\$ 15.00	\$ 1.24	\$ 12.40	\$1.40	\$14.00
(b)	White, Matte Coated Book, 80-lb.	232	\$ 2.00	\$ 464.00	\$ 1.34	\$ 310.88	\$2.00	\$464.00
(c)	No.1 White Litho (Gloss) Coated Book, 80-lb.	661	\$ 2.00	\$ 1,322.00	\$ 1.34	\$ 885.74	\$2.80	\$1,850.80
(d)	White, Matte Coated Cover, 80-lb.	230	\$ 2.80	\$ 644.00	\$ 3.04	\$ 699.20	\$5.50	\$1,265.00
(e)	White Litho Coated Cover, 80 lb.	106	\$ 2.80	\$ 296.80	\$ 3.04	\$ 322.24	\$6.00	\$636.00
(f)	White Gloss CS1 Cover, 10 pt.	1	\$ 2.80	\$ 2.80	\$ 4.49	\$ 4.49	\$8.00	\$8.00
<b>III. ADDITIONAL OPERATIONS:</b>								
(a)	Folding, per 100 folds	882	\$ 3.00	\$ 2,646.00	\$ 2.12	\$ 1,869.84	\$2.00	\$1,764.00
(b)	Drilling (each run), per 100 leaves	5	\$ 1.25	\$ 6.25	\$ 3.74	\$ 18.70	\$0.80	\$4.00
(c)	Padding (assembling leaves into pads, gum and chipboard backboards), per pad	1	\$ 0.50	\$ 0.50	\$ 1.02	\$ 1.02	\$0.15	\$0.15
(d)	Saddle-stitch binding, per 100	15	\$ 20.00	\$ 300.00	\$ 11.21	\$ 168.15	\$2.00	\$30.00
(e)	Timework, per hour	1	\$ 20.00	\$ 20.00	\$ 100.00	\$ 100.00	\$80.00	\$80.00
(f)	Digital content proofs, each page size unit	44	\$ 20.00	\$ 880.00	\$ 2.17	\$ 95.48	\$2.00	\$88.00
(g)	SWOP/G7 digital content proof, each page size unit	167	\$ 55.00	\$ 9,185.00	\$ 4.21	\$ 703.07	\$16.00	\$2,672.00
	<b>CONTRACTOR TOTALS</b>			\$74,897.35		\$49,770.94		\$51,210.95
	<b>DISCOUNT</b>		NET		0.25%	\$124.43	1.00%	\$512.11
	<b>DISCOUNTED TOTALS</b>			\$74,897.35	20 DAYS	\$49,646.51	20 DAYS	\$50,698.84
						AWARDED		
<b>Prepared by:</b>								
<b>Reviewed by:</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

Miscellaneous Brochures, Pamphlets, Newsletter, and Cards

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

US Department of Energy located in  
Grand Junction, Colorado

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning July 1, 2019 and ending June 30, 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 June 27, 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 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.

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.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 100-mile radius of Grand Junction, CO.

Any offeror intending to use production facilities outside this area should furnish information, with the quote, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

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

GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

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

For information of a technical nature, contact Deborah Eichfeld at (303) 236-5292 exr. 7.

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO 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 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.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	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	Electronic Media
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 July 1, 2019 to June 30, 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 March 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.

**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.

**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 July 1, 2019 through June 30, 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 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](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 high quality brochures (cut sheets), pamphlets, newsletters, and cards, requiring such operations as printing, binding, packing, and distribution.

**TITLE:** Miscellaneous Brochures, Cut sheets, Pamphlets, Newsletter, and Cards.

**FREQUENCY OF ORDERS:** Approximately 65 orders per year, with approximately half of these orders being cards.

**QUANTITY:** Approximately copies per order:  
200 to 5,000 Brochures and Cut sheets  
50 to 1,000 Pamphlets/Newsletters  
100 to 250 Cards

**NUMBER OF PAGES:**  
Brochures and Cut sheets: Face only or Face and back.  
Pamphlets/Newsletters: 20 to 44  
Cards: Face only.

**TRIM SIZES:**  
Brochures and Cut sheets: Up to and including 16 x 20"  
Pamphlets/Newsletters: Up to and including 8-1/2 x 11"  
Cards: 3-1/2 x 2"

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

Platform: Macintosh OS 10.7.5 and newer; Windows 7 and newer.

Storage Media: FTP or Email.

Software: Adobe Acrobat, version 10 or later

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 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 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.

**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 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 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.

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:** When ordered, 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.

When ordered 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.

When ordered, one (1) "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.

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.

When ordered, no charges will be allowed for PDF soft proofs.

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

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.

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 Offset Book, basis weight 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A60.
- No.1 White Litho (Gloss) Coated Book, basis weight 25 x 38", 80 lbs. per 500 sheets equal to JCP Code A181.
- White Matte Coated Offset Book, basis weight 25 x 38", 80 lbs. per 500 sheets, equal to JCP Code A240.
- White Litho Coated Cover, 20 x 26", 80 lbs. Per 500 sheets equal to JCP Code L10.
- White Matte Coated Cover, basis weight 20 x 26", 80 lbs. per 500 sheets, equal to JCP Code L50.
- White Gloss Coated CS1 Cover, 10 pt., equal to JCP code L70.

**NOTE: For cards only:** A quantity of the business card shells will be ordered separately in a single ink color and the contractor will hold this stock to be used with individual orders, which will be overprinted in an additional single ink color.

#### **PRINTING:**

Brochures and cut sheets print head to head in a single color, one or more additional colors, or in four-color process.

Pamphlets and newsletters print face only, or face and back in a single color, one or more additional colors, or in four-color process.

Cards print face only in a single ink. Note: These items overprint preprinted business card shells.

Match Pantone color as indicated on print order.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based with a minimum of 150 line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi 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.

**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. No bleeds will be required on business cards.

**BINDING:**

Brochures, Cut sheets, Pamphlets, Newsletters:

- Maximum flat size is 16 x 20". It is anticipated that orders will generally be the following sizes: 8½ x 11"; 8-1/2 x 14"; 11 x 17, and 16 x 17".
- Folding: When ordered, fold as indicated on the print order or sample with a suitable number of accordion, gate, or parallel wraparound folds, title out (Note: An occasional order may require an additional angle fold).
- Padding: Pad in units of 50 or 100 each as required on individual print orders. Gum and crash or any suitable padding compound may be used. Backboards must be .0.020" chipboard, newsboard, or equal.
- Drill three ¼" or 3/8" (at the Government's option) diameter holes centered on the left 11" side, 4¼" center to center. Center of holes to be 3/8" from left edge of product.
- Saddle-wire stitch text, with or without separate cover, and trim flush on three sides.

Cards: Trim four sides

**PACKING:** Pack in shipping containers not to exceed 45 pounds each.

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

**LABELING AND MARKING:**

Contractor's proof memo/form must be used on all proof packages with information identifying a point of contact, their phone number, and when the proof must be returned. 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 the following addresses (both destinations require inside delivery).

Karl Almgren (970-248-6177)  
Outreach Products Manager  
Navarro Research and Engineering, Inc.  
Contractor to the U.S. Department of Energy  
Office of Legacy Management  
326 Main Street, Suite 230  
Grand Junction, Colorado 81501

U.S. Department of Energy  
Office of Legacy Management  
2597 Legacy Way  
Grand Junction, CO 81503

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 3817-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.

Upon completion of each order, all furnished material must be returned to Johanna Lombard at address shown above.

All expenses incidental to picking up and returning materials (if applicable), submitting proofs and paper samples, and furnishing sample copies 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).

No definite schedule for pickup of material can be predetermined; however, furnished material must be picked up from and delivered to the address as listed under "**DISTRIBUTION**".

Arrangements will be made by the Government to wrap or otherwise prepare the furnish material in preparation for delivery to the contractor's plant. At the Government's option, the print order and furnished materials may be emailed to the contractor or uploaded to the contractor's FTP site.

Complete production and delivery must be made within five to 10 workdays.

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.

The proof hold period by the Government begins when proofs are received by the designated party and ends when the contractor is notified that the proofs are available for pick-up by the contractor or their designated service.

Submit hard copy proofs together with the furnished media (including visual when applicable) to the agency contact noted on the print order. All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO Jacket Number, Requisition Number or Program, Print Order numbers and publication title.

Contractor's proof cover memo, and information identifying a point of contact and their phone number at the contractor's plant will be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "proof" label (GPO Form 892) or contractor's standard "proof" label (provided it contains full identification of the order) and include 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.

Deliver proofs to the agency as soon as possible. First proof will be ready for pickup within two (2) workdays after receipt at the agency; revised proofs, if required, due to contractor's errors will be ready for pickup within the same number of workdays after receipt at the agency. Note: The first workday after the proofs or revised proofs, if required, are received at the agency is day one.

Proofs will be held 1 workday from receipt by the agency until the proofs 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.

**PROOF DELIVERY NOTIFICATION:** The contractor must notify the agency via email and verify by phone call the email is received when the proofs are shipped to the department and provide the name of the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the agency that the proofs have not been returned. Send proof delivery notification per print order and confirm by phone call per print order. Include GPO program and print order numbers with all correspondence.

The ship/deliver date indicated on the print order is the date products are to be delivered f.o.b. destination to the destination 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.

**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)	(3)	(4)	(5)	(6)
I. (a)	5	15	3	27	103	1812
(b)	31	58				
II. (a)	10					
(b)	232					
(c)	661					
(d)	230					
(e)	106					
(f)	1					
(g)	5					
III. (a)	882					
(b)	5					
(c)	1					
(d)	1					
(e)	44					
(f)	167					

**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.

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 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 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. PRINTING, BINDING, PACKING, AND DISTRIBUTION:** For cut sheets, One page size unit will be allowed for each 94 square inches. The number of units is determined by dividing its trim size expressed in square inches by 94 square inches. For pamphlets/newsletters: A charge will be allowed for each printed page.

	Black ink Makeready/ <u>Setup Charges</u> (1)	Per 1,000 <u>Copies</u> (2)	Each Additional Color of Ink Makeready/ <u>Setup Charges</u> (3)	Per 1,000 <u>Copies</u> (4)	4-Color Process Color of ink Makeready/ <u>Setup Charges</u> (5)	Per 1,000 <u>Copies</u> (6)
(a) Brochures/ Pamphlets, Newsletters per printed side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Cards	\$ _____	\$ _____				

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



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 ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Items 1 and 2 - One page-size leaf will be allowed. The number of page size units is determined by dividing its trim size expressed in square inches 94 sq. in.

Item 3 – Stock furnished (Preprinted business card shells)

	<u>Per 100 leaves</u>
(a) White Offset Book, 60-lb.	\$ _____
(b) White, Matte Coated Book, 80-lb.	\$ _____
(c) No.1 White Litho (Gloss) Coated Book, basis weight 80-lb	\$ _____
(d) White, Matte Coated Cover, 80-lb.	\$ _____
(e) White Litho Coated Cover, 80 lb.	\$ _____
(f) White Gloss CS1 Cover, 10 pt.	\$ _____

III. **ADDITIONAL OPERATIONS:** Items (a) through (c) below are limited to loose-leaf products only.

(a) Folding, per 100 folds	\$ _____
(b) Drilling (each run), per 100 leaves	\$ _____

NOTE: On Item III. (b) a charge will be allowed for an additional run when the distance between the centers of the drilled holes is less than 1-3/8". Five holes will be the **maximum** for any one run.

(c) Padding (assembling leaves into pads, gum and chipboard backboards, per pad	\$ _____
(d) Saddle-stitch binding, per 100	\$ _____
(e) Timework, per hour	\$ _____
(f) Digital content proofs, each page size unit	\$ _____
(g) SWOP/G7 digital content proof, each page size unit	\$ _____

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

My production facilities are located within the assumed area of production. \_\_\_\_\_ yes \_\_\_\_\_ no

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_
  - a. Number of hours from acceptance of print order to pickup of Government Furnished Material \_\_\_\_\_
  - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant \_\_\_\_\_
2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_
  - a. Number of hours from notification to carrier to pickup of completed product \_\_\_\_\_
  - b. Number of hours from pickup of completed product to delivery at destination \_\_\_\_\_

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