

Program 1223-S (06/17)		Arcade Color Copies		The Print House	
<i>TITLE: JURY SUMMONS & JUROR QUESTIONNAIRE SETS</i>	<i>BASIS OF</i>	New York, NY		Brooklyn, NY	
	<i>AWARD</i>	<i>UNIT RATE</i>	<i>COST</i>	<i>UNIT RATE</i>	<i>COST</i>
I. PROOF: PDF Soft Proof					
<i>PDF soft proof.....per proof</i>	186	\$15.00	\$2,790.00	\$15.00	\$2,790.00
II. PRINTING AND BINDING:					
(a) Jury Summons: Overprinting face and back in black ink					
<i>(1) Makready/Setup.....per form</i>	176	\$50.00	\$8,800.00	\$75.00	\$13,200.00
<i>(2) Run.....per 100 forms</i>	704	\$8.00	\$5,632.00	\$10.00	\$7,040.00
(b) Juror Questionnaires: Overprinting face in black ink					
<i>(1) Makready/Setup.....per form</i>	10	\$50.00	\$500.00	\$75.00	\$750.00
<i>(2) Run.....per 100 forms</i>	3000	\$5.50	\$16,500.00	\$10.00	\$30,000.00
(c) Inserts:Printing face only in black ink, including binding and required stock/paper					
<i>(1) Makready/Setup.....per insert</i>	49	\$50.00	\$2,450.00	\$25.00	\$1,225.00
<i>(2) Run.....per 100 forms</i>	7546	\$1.50	\$11,319.00	\$2.50	\$18,865.00
III. PACKING AND DISTRIBUTION:					
(a) Two-Piece Set: Collating and inserting form and return envelope into mail-out envelope					
<i>(1) Run.....per 100 sets</i>	1852	\$6.50	\$12,038.00	\$5.00	\$9,260.00
(b) Three-Piece Set: Collating and inserting form, reply envelope and insert into mail-out envelope					
<i>(1) Run.....per 100 sets</i>	1852	\$7.50	\$13,890.00	\$7.00	\$12,964.00
			\$73,919.00		\$96,094.00
IV. PREMIUM PAYMENT					
<i>(a) Percentage Increase.....%</i>		30%	\$6,652.71	25%	\$7,207.05
CONTRACTOR TOTALS			\$80,571.71		\$103,301.05
DISCOUNT			0.25% 15 days	0.25%	\$258.25
DISCOUNTED TOTALS			\$80,571.71		\$103,042.80
			AWARDED		

U.S. GOVERNMENT PUBLISHING OFFICE

Philadelphia, PA

For the Procurement of

Jury Summons and Juror Questionnaire Sets

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

U.S. District Court, Southern District, New York

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning July 1, 2016 and ending June 30, 2017, 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.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Philadelphia, PA time, on June 2, 2016.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Customer Services, Philadelphia Regional Office, Agency Procurement Services, Southampton Office Park, 928 Jaymor Road, Suite A-190, Southampton, PA 18966-3820. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, Fax No. (215) 364-6476/6479. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders 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 within a 50-mile radius of New York, NY, Zip Code 10007.

Abstracts of contract prices are available at <https://www.gpo.gov/gpo/abstracts/abstract.action?region=Philadelphia>

Note: Three (3) attachments as furnished visuals.

For information of a technical nature, contact Diane Peluso at 215-364-6465 x4 or email dpeluso@gpo.gov.

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. 6-01)) 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/pdfs/vendors/sfas/terms.pdf>

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

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.
- (c) EXCEPTION: Trim size (Attribute F-1) – Margins must be maintained within plus or minus 1/32” or less. A variance in excess of plus or minus 1/32” will be considered a major defect.

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

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

QUALITY ASSURANCE PROVISIONS:

Quality Control: Contractor must put into effect and maintain throughout the run, a quality control program that will guarantee that all quality standards will be met.

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 July 1, 2016 through June 30, 2017, 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, 2016, 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.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- a. Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- b. Address information, such as street address or personal email address;
- c. Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

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.

PREAWARD SECURITY POLICY: The contractor being considered for award shall be required to submit their proposal for the safeguarding and handling of the Government furnished mailing addresses via email within one (1) workday after the review and confirm process for the ordering agency's review for acceptance.

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed upon job completion.

PREAWARD TEST: The contractor being considered for award shall be required to complete the following preaward test, unless waived by the Contracting Officer. The Government may waive the requirement for a preaward test where supplies identical or similar to those called for have been previously furnished by the contractor and have been accepted by the Government.

For the preaward test, the Government will furnish an electronic file(s) that is representative of the items that are to be produced under these specifications.

The Government furnished material for overprinting and furnished visuals will be shipped to the contractor by the ordering agency.

1. The prospective contractor must produce ten (10) representative orders that will include the printing, collating, and binding as complete sets for summonses and questionnaires as described in "Section 2, Specifications".
2. The preaward test must be performed at the same facilities and on the same equipment that will be used to produce product required for this contract.
3. This test must be delivered within 5 workdays beginning the day after the furnished test material is made available.

Contractor to deliver eight (8) tests to the ordering agency. Address and point of contact will be provided by the US GPO Philadelphia Regional Office.

Contractor to deliver two (2) tests to the U.S. GPO Philadelphia Regional Office address on page 1,
Attn: Diane Peluso.

4. Disapproval of Preaward Test: At the option of the Government and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.

5. Approval of Preaward Test: Approval will be based upon fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications or failure to complete delivery within the time specified may result in declaring the contractor nonresponsible.

No charges will be allowed for costs incurred in the performance of the preaward test.

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, 2016 through June 30, 2017 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order

shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.
- (b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.
- (c) The terms used in this clause have the following meanings:
- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
 - (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
 - (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. Vouchers may also be mailed to: U.S. Government Publishing Office, Comptroller, Stop FMCE, Office of Financial Management, Washington, D.C. 20401.

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

When completing the billing invoices, contractor must include all requested information as outlined in *GPO's Billing Instruction* (GPO Publication 300.3) <http://www.gpo.gov/vendors/billing.htm>. Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of jury summons and juror questionnaire sets consisting of a summons or questionnaire, insert, reply envelope, and mail-out envelope requiring such operations as electronic prepress, printing and/or overprinting, binding, packaging, and distribution.

TITLE: Jury Summons and Juror Questionnaire Sets

FREQUENCY OF ORDERS: Based on past performance, it is anticipated that approximately 95-100 orders will be placed per year.

QUANTITY:

Jury Summons Sets: Approximately 300 – 4,000 sets per order with an average of 800 sets per order.

Juror Questionnaire Sets: Approximately 1,500 to 40,000 sets per order with an average of 30,000 sets per order.

NOTE: More than one (1) lot may be indicated on a print order (lot defined by telephone numbers for type matter).

NUMBER OF PAGES:

Inserts: Face only.

TRIM SIZE:

Insert: 8" length x 3-1/2" width

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

Platform: Windows 7.

Storage Media: Email.

Software: Microsoft Word document (.docx) as furnished visuals for data insertion in designated fields.

Text Files (.txt) are created using Unix scripts; MS Word 2013; Adobe Acrobat XI Pro PDF files.

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

Fonts: All printer and screen fonts will NOT be furnished/embedded.

Pre-printed Flat Sheet Forms (Optical Mark Recognition (OMR), 8-1/2 x 11", Reflex 60-lb. paper):

Jury Summons- Preprinted (face) with three (3) custom perforations

Juror Qualification Questionnaire- Preprinted (face and back)

Pre-printed Envelopes:

No. 9 Business Reply Envelopes (3-7/8 x 8-7/8"): Blue, Yellow, Pink, Green

No. 10 Mail-out Window Envelopes (4-1/8 x 9-1/2"): Blue, Yellow, Pink, Green

Window: 1-1/8 x 4-1/2 positioned 7/8" from left edge; 1/2" from bottom edge.

NOTE: Stock will be shipped directly to contractor by the ordering agency. At contractor's option, stock can be picked up for a minimum of four (4) months inventory (New York 10007).

SAMPLE: The samples submitted are considered to be typical of the product(s) which will be ordered under these specifications. However, it cannot be guaranteed that future orders will correspond exactly to this sample.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to U.S. GPO Philadelphia Regional Office and point of contact on print order by phone and email.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor shall have available all the screen and printer fonts required to successfully output each page.

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.

PROOFS:

Contractor to submit one (1) "Press Quality" Adobe Acrobat XI Pro PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must email and call point of contact as per print order to confirm receipt.

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.

Contractor must not print prior to receipt of an "OK to print".

NOTE: The number of proofs are equivalent to the lots indicated on the print order.

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.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

Insert: White Bond, Basis Weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP G10.

PRINTING/OVERPRINTING: 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 a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4 bit depth technology.

NOTE: Text, rule, barcodes, QR codes printed on forms to be done on laser printer suitable for forms to be read by a Scantron iNSIGHT 30 Document Scanner and hand held scanner. Information cannot drift into any scannable portions. Precise alignment and registration required.

Printing:

Insert: Print face only in black ink. Print text, rule, U.S. District Court logo, and QR Code (QR code is the same image for each order).

Overprinting:

Jury Summons: Overprint face and back in black ink. Face prints text, rule, and two different type barcodes (Code 39 and Intelligent Mail). Back prints full page with text and rule.

Juror Questionnaire: Overprint face in black ink only. Print text, rule, two different type barcodes (Code 39 and Intelligent Mail), and QR Code (QR code is the same image for each order).

Contractor creates barcodes for the nine-digit participant number.
No printing required on the furnished preprinted envelopes.

MARGINS: Unless otherwise specified, maintain margins as indicated on print order, furnished electronic files, or furnished preprinted items.

BINDING:

Inserts: Trim four sides.

PACKAGING:

Jury Summons:

Tri-fold summons from 8-1/2 x 11" down to 8-1/2 x 3-2/3", juror address facing out. Fold on horizontal pink line at top and perforation at bottom.

Collate summons, No. 9 reply envelope, and insert (when ordered), and insert into No. 10 mail-out window envelope. Seal envelope.

Juror Questionnaire:

Tri-fold questionnaire from 8-1/2 x 11" down to 8-1/2 x 3-2/3", juror address facing out. Folds on indicated marks on right and left side of form.

Collate questionnaire, No. 9 reply envelope, and insert (when ordered), and insert into No. 10 mail-out window envelope. Seal envelope.

It is the contractor's responsibility to ensure that only the juror address is visible through the envelope window. Additionally, it is the contractor's responsibility to ensure that only one summons/questionnaire (as applicable) and only one reply envelope and insert (if ordered) is inserted into each mail-out envelope.

NOTE: When overprinting/addressing, inserting all items into mail-out envelope, and mailing, care must be taken so as to not damage the scannable forms in such a manner so as to render the forms unscannable and/or to obscure the name and address on the form.

DISTRIBUTION: Mail f.o.b. contractor's city each individual set.

All mailing shall be at the First Class rate - *reimbursable*.

Unless otherwise specified, all mailing is reimbursable. Contractor is responsible for applying the appropriate postage. Contractor will be reimbursed for all mailing costs by submitting mailing receipts with billing invoice.

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately forward a copy to the GPO Philadelphia Regional Office identifying the Program Number, Print Order, and Jacket Number, as appropriate.

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

In accordance with United States Postal Service (USPS) regulations, the contractor will be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify that addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Additionally, the contractor is required to perform the Coding Accuracy Support System (CASS) certification using USPS certified ZIP+4 software to generate ZIP+4 Codes and Delivery Point Barcodes (and the Intelligent Mail Barcode when implemented by the ordering agency). Contractor is required to furnish USPS with any required CASS certificates. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

NOTE: Contractor to provide file of bad addresses to the ordering agency for agency to update their database.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order mails) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1223-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, mailing methods, and title of product. Contractor must be able to provide copies of all mailing receipts upon agency request.

Upon completion of term contract, balance of all Government furnished material must be returned to the ordering agency.

All expenses incidental to picking up and returning materials (as 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).

Print order will be emailed or faxed and furnished electronic files will be emailed to the contractor.

No definite schedule for electronic files can be predetermined.

Adobe PDF soft proofs must be emailed to the address specified on the print order. Contractor must call point of contact at phone number on print order to confirm receipt.

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

Contractor's facility must be reachable between the hours of 9:00 am and 5:00 pm, prevailing eastern time, for workdays.

Regular Schedule –

Orders must be completed and delivered to the U.S. Postal Service within three (3) workdays, not sooner, of the ship/delivery date indicated on the print order, for mailing f.o.b. contractor's city.

No specific date is set for submission of proofs. When required, proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are approved. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

All proof and transit time is included in the schedule.

Accelerated Schedule – Approximately 30% of all orders placed will require an accelerated schedule.

Orders must be completed and delivered to the U.S. Postal Service within one (1) to two (2) days of the ship/delivery date indicated on the print order, for mailing f.o.b. contractor's city.

All proof and transit time is included in the schedule.

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

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one (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.

PREMIUM PAYMENTS: Orders requiring an accelerated schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices."

Additionally, orders requiring production on Saturdays, Sundays, (not Federal holidays), and or daily overtime periods, in order to meet delivery requirements, will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices."

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items in the "Schedule of Prices".

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his invoice.

It is estimated that 30% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "Schedule of Prices" (Item IV.), to 30% of the prices offered for all items.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. (a) 186

- II. (a) (1) 176 (2) 704
(b) 10 3000
(c) 49 7546

- III. (a) 1852
(b) 1852

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per-100 rate.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

I. PROOF:

PDF Soft Proof..... per proof.....\$ _____

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary for the printing/overprinting and binding, as applicable, of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Forms</u> (2)
(a) Jury Summons: Overprinting face and back in black ink.....per form.....	\$ _____	\$ _____
(b) Juror Questionnaires: Overprinting face in black ink.....per form.....	\$ _____	\$ _____
(c) Inserts: Printing face only in black ink, including binding and required stock/paperper insert.....	\$ _____	\$ _____

 (Initials)

III. PACKAGING AND DISTRIBUTION: Prices offered must include the cost of all required materials and operations necessary for the mailing of the sets including cost of collating items in proper sequence, folding to required size in accordance with these specifications, insertion of summons or questionnaires and inserts as required into mail-out envelope, and mailing in accordance with these specifications.

Running Per
100 Sets

(a) Two-Piece Set:
Collating and inserting form and return envelope
into mail-out envelope.....per set.....\$ _____

(b) Three-Piece Set:
Collating and inserting form, reply envelope,
and insert into mail-out envelopeper set.....\$ _____

IV. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items. Percentage increase will be added to all orders which require the "Accelerated Schedule."

Percentage Increase..... %

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4. - Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)