

Program No 2362-S Date of Award through November 30, 2020 plus up to 4 Option Years													
Title: "Approach" and "Mech" Magazines													
		District Creative Printing			Gray Graphics		McDonald & Eudy Printers		Schmitz Press		Production Press		
		190-27865			190-38435		190-56520		190-78307		120-71652		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I. PRINTING AND BINDING:													
(a)	Text: Printing in four-color process, including binding.												
(1)	Makeready and/or Setup.....per page	168	\$ 73.00	\$ 12,264.00	\$ 45.00	\$ 7,560.00	\$ 38.00	\$ 6,384.00	\$ 70.00	\$ 11,760.00	\$ 28.29	\$ 4,752.72	
(2)	Running per 1000 Copies.....per page	756	\$ 17.50	\$ 13,230.00	\$ 13.30	\$ 10,054.80	\$ 13.00	\$ 9,828.00	\$ 16.70	\$ 12,625.20	\$ 13.67	\$ 10,334.52	
(b)	Complete Cover: Printing in four-color process, including varnishing and binding.												
(1)	Makeready and/or Setup.....per complete cover	6	\$ 575.00	\$ 3,450.00	\$ 500.00	\$ 3,000.00	\$ 475.00	\$ 2,850.00	\$ 490.00	\$ 2,940.00	\$ 301.80	\$ 1,810.80	
(2)	Running per 1000 Copies.....per complete cover	27	\$ 194.00	\$ 5,238.00	\$ 110.00	\$ 2,970.00	\$ 110.00	\$ 2,970.00	\$ 151.35	\$ 4,086.45	\$ 91.86	\$ 2,480.22	
II. PACKING AND DISTRIBUTION:													
(1)	Bulk shipments (other than by mail):												
(a)	Packing and sealing shipping containers.....per container	45	\$ 1.50	\$ 67.50	\$ 2.00	\$ 90.00	\$ 2.50	\$ 112.50	\$ 4.80	\$ 216.00	\$ 3.27	\$ 147.15	
(2)	Mailing - including affixing preaddressed mailing labels:												
(a)	Single and multiple copies in kraft envelope (up to 200 leaves).....per envelope	8,370	\$ 0.45	\$ 3,766.50	\$ 0.50	\$ 4,185.00	\$ 0.35	\$ 2,929.50	\$ 1.50	\$ 12,555.00	\$ 0.43	\$ 3,599.10	
(b)	Single or multiple copies over 200 leaves, up to 12 lbs, in cushioned shipping bags/shipping containers, or wrapped in shipping bundles (maximum gross weight 14 lbs).....per bag, container, or bundle	585	\$ 2.00	\$ 1,170.00	\$ 2.00	\$ 1,170.00	\$ 1.75	\$ 1,023.75	\$ 2.75	\$ 1,608.75	\$ 1.12	\$ 655.20	
CONTRACTOR TOTALS				\$39,186.00		\$29,029.80		\$26,097.75		\$45,791.40		\$23,779.71	
DISCOUNT				2.00%	\$783.72	2.00%	\$580.60	1.00%	\$260.98	0.50%	\$228.96	0.25%	\$59.45
DISCOUNTED TOTALS				\$38,402.28		\$28,449.20		\$25,836.77		\$45,562.44		\$23,720.26	
												AWARDED	
ABSTRACTED BY: Russ Ward 12/9/2019 <i>Russ Ward</i>													
REVIEWED BY: Richard Gilbert													

U.S. GOVERNMENT PUBLISHING OFFICE

Virginia Beach, VA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*“Approach” and “Mech” Magazines*

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

DLA Document Services

Norfolk, VA

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending November 30, 2020, plus up to four (4) optional 12-month extension periods 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 2:00 p.m., prevailing Eastern Standard Time, on December 6, 2019.

**BID SUBMISSION:** Submit bids to: U.S. Government Publishing Office, 291 Independence Blvd. Suite 401, Virginia Beach, VA 23462. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Fax No. (757) 490-7950. 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 January 2018. **NOTE: FAXED BIDS RECEIVED AFTER 2:00 P.M. WILL NOT BE CONSIDERED FOR AWARD.**

Do NOT fax double sets or extra copies of forms that have not been requested; only fax the pages in SECTION 4 of these specifications, with all of the information completed as requested.

Abstracts of contract prices are available at:

<https://www.gpo.gov/gpo/abstracts/abstract.action?region=VirginiaBeach>

For information of a technical nature, call Russ Ward (757) 490-7941, (no collect calls).

## 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>.

**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. Proofs/Average type dimension/ Electronic media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic media
P-10. Process Color Match	O.K. Proofs

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to November 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 September 30, 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 pre-award 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 Date of Award through November 30, 2020. 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” for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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.

**ESTIMATING PRINT ORDERS:** All print orders will contain a ‘Do Not Exceed’ dollar figure. The contractor must supply an estimate on all print orders. This estimate is to be all inclusive, i.e. printing, postage (where applicable), etc. If the estimated cost is within \$2,000.00 of the DNE cost the contractor should contact GPO and HOLD processing that order until further notice. If the estimated cost is below the \$2,000.00 threshold the contractor can proceed with the order, but will still need to provide GPO with that estimate. Any print orders put on hold will have the delivery dates adjusted accordingly.

**PAYMENT:** 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/vendors/how-to-get-paid>.

Additionally, the contractor is required to submit a copy of the billing, along with one printed sample, to GPO Virginia Beach, 291 Independence Blvd, Suite 401, Virginia Beach, VA 23462. ATTN: 2362-S (Failure to do so may result in nonpayment.)

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of two (2) different saddle-stitched publications requiring such operations as electronic prepress, offset printing (in four-color process), binding, packing, and distribution.

**TITLES:** “Approach” and “Mech” Magazines.

### **FREQUENCY OF ORDERS:**

Approach: Quarterly (4 issues a year).

Mech: Bi-annual (2 issues a year).

### **QUANTITY:**

Approach: Approximately 5,000 to 6,000 copies per order.

Mech: Approximately 2,000 to 3,000 copies per order.

**NUMBER OF PAGES:** Approximately 24 to 32 pages (plus cover) per order.

**TRIM SIZE:** 8-1/2 x 11”.

### **GOVERNMENT TO FURNISH:**

Electronic media will be furnished as follows:

Platform: InDesign / PDF

Storage Media: CD-ROM.

Software: Adobe InDesign, Photoshop, Illustrator, and/or Acrobat (current or near current versions).

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 be furnished/embedded.

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:** Files will be furnished in native application and/or PDF formats.  
All illustrations will be furnished in place in the electronic files.  
Files provide for bleeds.  
CMYK will be used for color identification.  
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Mailing addresses will be furnished as an Excel file. NOTE: The contractor is responsible for printing the actual mailing labels, and also responsible for performing a visual inspection of the labels prior to using them.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.  
A supply of blue labels and selection certificates for shipping Departmental Random copies.  
Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on the finished product.

**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 the point of contact given after award.

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.

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.

Upon completion of each order, the contractor must furnish final production native application files with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

**PROOFS:**

NOTE: Contractor must supply a proof sign-off sheet and return airbill. Contractor must also include a reminder to the the ordering agency that proofs cannot be withheld longer than two (2) workdays from their receipt at the ordering agency until they are made available for pickup, in accordance with the schedule specified herein.

One set of digital color content proofs for all pages and covers. 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.

One 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).

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

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

The contractor must not print prior to receipt of an “O.K. 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. 13” dated September 2019.

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_12.pdf?sfvrsn=2](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2).

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

All cover paper must have the grain parallel to the spine.

Text: White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A180.

Covers: White Litho (Gloss) Coated Cover, basis weight: 60 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L10.

**PRINTING:** Cover and text pages print head-to-head in four-color process. Pages throughout bleed on one or more sides.

Facing pages may print to and must align across the bind.

Flood coat the entire surface of Covers 1 and 4 with a clear, non-yellowing varnish (not an aqueous) to prevent scratching and smearing.

NOTE: Orders must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

**MARGINS:** Margins will be as indicated on the print order or furnished electronic copy.

**BINDING:** Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

**PACKING:**

Bulk Shipments:

Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

Mailed Shipments:

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, 12 pounds, must be inserted into cushioned shipping bags or shipping containers, or wrapped in shipping bundles (maximum gross weight 14 pounds).

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

Bulk Shipments: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Mailed Shipments: Affix a label to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles and shipping containers. “Approach” ships in firm packs and address labels are affixed to each pack. Address labels for single copies of “Mech” may be applied directly to the magazine.



All shipments must be clearly marked to reflect full title, volume, issue, date, jacket number, and print order number.

All shipments must also be clearly marked to indicate the total number of bags/bundles/containers in the shipment (e.g., 1 of 3; 2 of 3; 3 of 3).

NOTE: A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing invoice as evidence for mailing.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. 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 Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to Naval Safety Center, attn: Derek Nelson, see “Shipping”.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

#### **DISTRIBUTION:**

##### ***Mailing:***

Mail f.o.b. contractor’s city to both domestic (nationwide) and foreign destinations.

Complete addresses and quantities will be furnished with the print orders.

For the “Approach” and the “Mech” magazines, all domestic and foreign mailing shall be reimbursable, mailed as presort standard. Contractor is required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment. (Contractor must furnish a copy of mailing receipts to: USGPO, Attn: Russ Ward, 291 Independence Boulevard, Suite 401, Virginia Beach, VA 23462.

Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the billing invoice.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail”, as applicable.

**Shipping:**

Deliver f.o.b. destination as follows:

- Both “Approach” and “Mech” magazines to: 15 copies each to Library of Congress, U.S. Serials and Government Documentation Section, U.S. Anglo Division, 1010 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276. Marked: Depository File Copies.
- Both “Approach” and “Mech” magazines to : U.S. Government Printing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401. (M/F: Depository Copies; Item # 0374-A-02 for “Approach” and Item # 0374-A-03 for “Mech”)
- “Approach” magazine 150 Advance copies and “Mech” magazine 150 Advance copies to: Naval Safety Center, Communications and Marketing Department, Media Division, Attn: Nike Glover, 375 A Street, Norfolk, VA 23511-4399. (Telephone: (757) 444-3520, extension 7257)

Upon completion of each order, contractor must notify the ordering agency (on the same day the order mails/ships) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 2362-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, mailing/shipping methods, and title of product. Contractor must be able to provide copies of all mailing/shipping receipts upon agency request.

For each order, the contractor is to inform the GPO RPP0 Virginia Beach of the mailing/shipment status. Contact Russ Ward by phone (757) 490-7941 or by fax (757) 490-7950. **NO COLLECT CALLS.**

Upon completion of each order, the contractor must return all furnished materials, along with digital deliverables, together with one (1) printed sample of each job to Naval Safety Center, attn: John Mahoney, see address in “SCHEDULE” These materials must be packaged, properly labeled, and delivered separate from the job. The contractor must be able to produce a signed receipt for these materials at any time during the term of the contract.

All expenses incidental to the pickup and return of furnished materials, submitting proofs, 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).

Furnished material and proofs must be picked up from and delivered to: U.S. Naval Safety Center, Naval Air Station, Attn: Nike Glover (Code 022B), 375 A Street, Building, SP-91, Norfolk, VA 23511-4399.  
Furnished electronic media and visual(s) must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

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

- Contractor must submit all required proofs not later than 10:00 a.m. on the 5<sup>th</sup> workday after furnished material is made available for pickup.

- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Contractor must complete production and distribution within seven (7) workdays of receipt of an “O.K. to Print” on proofs.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. destination must be delivered to the destination(s) specified and the date products ordered for mailing f.o.b. contractor’s city must be delivered to the U.S. Postal Service.

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 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.

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

	(1)	(2)
I. (a)	168	756
(b)	6	27
II. 1. (a)	45	
2. (a)	8,370	
(b)	585	

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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city for all mailing and f.o.b. destination for all other shipments.

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 non-responsive.

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 non-responsive.

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 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.

**I. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations necessary (including proofs and stock/paper) for the printing and binding of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Text: Printing in four-color process, including binding..... per page..... \$	_____	\$ _____
(b) Complete Cover: Printing in four-color process, including varnishing and binding ..... per complete cover..... \$	_____	\$ _____

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

**II. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of packing; kraft envelopes, shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking and complete distribution, in accordance with these specifications.

1. Bulk shipments (other than by mail):

(a) Packing and sealing shipping containers ..... per container .....\$ \_\_\_\_\_

2. Mailing - including affixing preaddressed mailing labels:

(a) Single and multiple copies in kraft envelope  
(up to 200 leaves) .....per envelope .....\$ \_\_\_\_\_

(b) Single or multiple copies over 200 leaves,  
up to 12 pounds, in cushioned shipping bags/shipping  
containers, or wrapped in shipping bundles (maximum gross  
weight 14 pounds) .....per bag, container, or bundle .....\$ \_\_\_\_\_

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

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

**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):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

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

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, 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.

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

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

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

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