

TITLE: The NIH Record

		Graphic Authority Corp Coral Gables, FL			Gray Graphics Capitol Heights, MD		Intelligencer Printing Co. Lancaster, PA		McCardle Printing Co. Upper Marlboro, MD		McDonald & Eudy Printers Inc. Temple Hills, MD		Peake-Delaney Printers Cheverly, MD	
ITEM NO.	Description	Basis of Award												
I. PREPRESS OPERATIONS:														
	System Timework.....per hour.....	65	\$ 60.00	3,900.00	\$ 85.00	5,525.00	\$ 68.25	4,436.25	\$ 80.00	5,200.00	\$ 75.00	4,875.00	\$ 95.00	6,175.00
II. PRINTING, BINDING, PACKING, AND DISTRIBUTION:														
	Make ready and/or Setup.....per page.....	316	\$ 100.00	31,600.00	\$ 65.00	20,540.00	\$ 176.40	55,742.40	\$ 113.00	35,708.00	\$ 95.00	30,020.00	\$ 110.00	34,760.00
	Running.....per 1,000 copies.....	2528	-	-	\$ 17.50	44,240.00	\$ 20.69	52,304.32	\$ 16.53	41,787.84	\$ 15.50	39,184.00	\$ 17.00	42,976.00
III. PREMIUM PAYMENTS:														
	Percentage increase.....	15%												
CONTRACTOR'S SUBTOTAL			-	-	\$ 70,305.00	\$ 112,482.97	\$ 82,695.84	\$ 74,079.00	\$ 83,911.00					
PREMIUM PAYMENTS			-	-	\$ 10,545.75	\$ 16,872.45	\$ 12,404.38	\$ 11,111.85	\$ 12,586.65					
PERCENTAGE INCREASE FOR PREMIUM PAYMENTS			-	-	10%	1,054.58	10%	1,687.24	10%	1,240.44	10%	1,111.19	10%	1,258.67
CONTRACTOR TOTALS + PERCENTAGE INCREASE			-	-	\$ 71,359.58	\$ 114,170.21	\$ 83,936.28	\$ 75,190.19	\$ 85,169.67					
DISCOUNT			-	-	2.00%	1,427.19	5.00%	5,708.51	2.00%	1,678.73	1.00%	751.90	5.00%	4,258.48
DISCOUNTED TOTALS			-	-	\$ 69,932.39	\$ 108,461.70	\$ 82,257.55	\$ 74,438.29	\$ 80,911.19					
AWARDED														
Current Contractor														
McARDLE PRINTING														
Upper Marlboro, MD														
		UNIT RATE		COST										
I. PREPRESS OPERATIONS:														
(a)	Trim/Page Size Unit proof elect file.....per page.....	5.53	1,813.84											
(b)	Graphics/illustrations.....per illustration.....	11.32	8,218.32											
(c)	System Timework.....per hour.....	68.42	4,584.14											
(d)	Digital color content proof.....per page.....	1.42	1,397.28											
(e)	Laminated color proof.....per page.....	10.53	3,453.84											
(f)	Revised PDF Proofs (up to 16 pages).....per proof.....	NC	0.00											
II. PRINTING, BINDING, PACKING, MAILING & DISTRIBUTION:														
(a)	Printing in two ink colors.....per page.....	33.42	10,961.76											
(1)	MAKEREADY/SETUP.....	7.11	35,002.53											
(2)	RUNNING/1000 COPIES.....													
III. PREMIUM PAYMENTS														
(a)	Percent increase.....	15.00%												
CONTRACTOR'S SUBTOTAL			-	-	\$65,431.71									
PREMIUM PAYMENTS			-	-	\$9,814.76									
PERCENTAGE INCREASE FOR PREMIUM PAYMENTS			-	-	10.00%	\$981.48								
CONTRACTOR TOTALS + PERCENTAGE INCREASE			-	-	\$66,413.19									
DISCOUNT			-	-	5.00%	\$3,320.66								
DISCOUNTED TOTALS			-	-	\$63,092.53									

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

The NIH Record

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

Department of Health and Human Services
(National Institutes of Health)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning December 1, 2015 and ending November 31, 2016, 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 Washington, DC, time, on: **November 17, 2015.**

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

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 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, 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.

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.

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

For information of a technical nature, call Linda Paddy at (202) 512-0310 or via e-mail: lpaddy@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 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://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. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheet
P-8. Halftone Match (Single Impression)	O.K. Press Sheet
P-9. Solid and Screen Tint Color Match	O.K. Press Sheet
P-10. Process Color Match	O.K. Press Sheet

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

- P-7. O.K. proofs; average type dimension; electronic media
- P-8. O.K. proofs; electronic media
- P-9. Pantone Matching System
- P-10. 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 December 1, 2015 to November 30, 2016, 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 August 31, 2015, 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.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor’s representatives at the GPO, Washington, DC, immediately after award.

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 December 1, 2015 through November 30, 2016, 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", 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 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.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of self-covered pamphlets requiring such operations as electronic prepress, printing in four-color process plus one additional color, binding, packing, and distribution.

TITLE: The NIH Record.

FREQUENCY OF ORDERS: Bi-weekly (every two weeks).

QUANTITY: Approximately 8,000 copies per order.

NUMBER OF PAGES: 8, 12, or 16 pages per order. (Majority of orders placed will be for 12 pages.)

TRIM SIZE: 8-1/2 x 11".

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

Platform: Macintosh System X (10) (or most recent version).

Media: FTP.

Software: Adobe InDesign CS.

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 screen and printer fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its contractor(s). All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: Files will be supplied in native application and PostScript format.
Illustrations and graphics will be furnished in place in the file.
Corresponding laser-printed visual will be furnished.
CMYK and Pantone will be used for color identification.
GPO Form 952 (Desktop Publishing-Disk Information) will be furnished.

Distribution list.

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.

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.

Contractor must have the capability to transmit and receive files via a contractor-hosted FTP site. Appropriate log-on instructions and protocol must be provided at time of award.

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 printing specialist specified on the print order.

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.

All halftones are to be 250-line screen or finer.

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, 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 (digital deliverables) 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:

Three (3) sets of digital color content proofs of the entire publication. Direct to plate must be used to produce the final product with a minimum 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.

One (1) set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi of entire publication. 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. Proofs must show dot structure.

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.

Pantone color may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors.

When corrections are required, contractor must furnish one (1) Adobe Acrobat (most current version) PDF soft proof showing all elements in press configuration. Proofs will be transferred to the agency via email. The PDF proof will be evaluated for text flow, image position and color breaks. Proofs will not be used for color match. Proofs must show all margins and indicate trim marks.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "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. 12” dated March 2011.

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

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

White Matte Coated Offset Book, basis weight: 70 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A240.

PRINTING: Print head-to-head in four-color process and one Pantone color. Facing pages print to and must align across the bind. Contractor to match Pantone number indicated on the print order.

NOTE: Pantone color must be printed as a fifth color (solid color). No process builds allowed.

Orders must be printed on a press capable of printing five (5) colors in a single pass through the press (minimum five (5) printing units).

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor’s plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

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

Viewing Light: Full color copy and proofs will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries; full color film transparencies will be viewed using a transparency illuminator with 5000 degrees Kelvin. The viewing conditions must conform to ANSI PH2.30-1989; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings.

MARGINS: Unless otherwise specified, maintain margins as indicated on electronic media. Contractor can expect bleed pages scattered throughout.

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.

At contractor’s option, contractor may paste on fold and trim three sides. NOTE: Press trimming is acceptable.

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

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

For the overnight shipments, the contractor will be required to create and affix an address label to each shipping container. At contractor's option, the addresses can be imaged directly on to each shipping container.

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: National Institutes of Health, NIH Record Office, Building 31, Room 5B41, 9000 Rockville Pike, Bethesda, MD 20892.

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 the U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit Quality Assurance Random Copies to test for compliance against the specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the Quality Assurance Random Copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

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

DISTRIBUTION:

- Deliver f.o.b. destination the majority of each order to approximately five (5) addresses within the commercial zone of Washington, DC. Inside delivery to room number specified is required.
- Deliver f.o.b. destination approximately 15 to 20 copies (Depository/File copies) to approximately two (2) addresses within the commercial of Washington, DC.
- Deliver f.o.b. destination (via FedEx Overnight) to the following two (2) destinations:
 - 20 copies to: Rocky Mountain Laboratories, Public Affairs, Attn: Ken Pekoc, 903 South 4th Street, Hamilton, MT 59840.
 - 100 copies to: NIA/Gerontology Research Center, Biomedical Research Center, Suite 100, 251 Bayview Boulevard, Baltimore, MD 21224.

Complete addresses and quantities will be furnished with each print order.

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 43-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, digital deliverables must be returned to: National Institutes of Health, NIH Record Office, Building 31, Room 5B41, 9000 Rockville Pike, Bethesda, MD 20892.

All expenses incidental to 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).

Print order and furnished material will be furnished via FTP on alternate Thursdays.

All required proofs must be delivered to and picked up from: National Institutes of Health, NIH Record Office, Building 31, Room 5B41, 9000 Rockville Pike, Bethesda, MD 20892.

When required, PDF soft proofs must be emailed to the email address specified on the print order.

Contractor must complete production and distribution within an 8-calendar day timeframe (from Thursday to the following Thursday) as follows:

Thursday (by 12:00 noon): Contractor to pick up Government furnished material.

Friday (by 10:00 a.m.): Contractor to submit proofs.

Monday (by 10:00 a.m.): Contractor to pick up proofs.

Monday (by 3:00 p.m.): Contractor to submit revised PDF proofs (when AA's are made by the ordering agency).

Monday (by 4:30 p.m.): Government to notify contractor of "O.K. to Print."

Thursday (by 10:00 a.m.): Contractor must complete production and distribution.

NOTE: It is anticipated that each order will have approximately 2 to 4 hours system timework due to author's alterations of approximately 35 pictures requiring adjustments and minor type corrections throughout. There is an exception to GPO Contract Terms (GPO Publication 310.2) in that no additional time will be given to complete production and distribution due to overheld proofs or author's alterations.

Premium Payment: If the Government fails to give an "O.K. to Print" by 4:30 p.m. on Monday, the contractor may charge for a premium payment in order to meet the scheduled delivery date of Thursday at 10:00 a.m. Premium payments will be paid at the percentage offered in the "SCHEDULE OF PRICES" (Item III.).

In the event that a Federal holiday falls on a scheduled pickup or distribution date, the pickup or distribution will resume the following workday (Friday).

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least five (5) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, prevailing Eastern Time. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 9-88)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Publishing Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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: When the Government fails to give an "O.K. to Print" on proofs in accordance with the "SCHEDULE" specified herein, orders 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 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 for late "O.K. to Print," when required, 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 their billing invoice.

It is estimated that 15% of all orders placed on this contract will require a premium payment due to the agency failing to give an "O.K. to Print" in accordance with the "SCHEDULE." Premium payments for late "O.K. to Print" will be evaluated for award. Evaluation will be effected by applying the percentage increase offered in the "SCHEDULE OF PRICES" (Item III.) to 15% of the prices offered for all items.

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

- I. 65
 - (1) (2)
- II. 316 2,528

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SECTION 4. - SCHEDULE OF PRICES

Bids offered 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.

Bidder must make an entry in each of the spaces provided. Bids submitted with any blank spaces or 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 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.

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

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

I. PREPRESS OPERATIONS:

System Timeworkper hour.....\$_____

Electronic timework that cannot be properly classified under any other item shall be charged as "System Timework." Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of a dispute, the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under Item I.

II. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary (including paper and proofs) for the complete printing, binding, packing, and distribution of the product listed in accordance with these specifications.

<u>Makeready and/or Setup</u>	<u>Running per 1,000 Copies</u>
(1)	(2)

Per Page\$_____ \$_____

(Initials)

III. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items. Percentage increase will be added to all orders for which the Government issues a late "O.K. to Print."

Percentage increase %

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 _____

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)