



U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Lenticular Cards*

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

NASA

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending November 30, 2017, 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 11:00 a.m., prevailing Washington, DC time, on December 15, 2016.

**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: CSPS, 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. Contractor is to follow the instruction in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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

For information of a technical nature, contact Rebecca Swan at [rswan@gpo.gov](mailto:rswan@gpo.gov) or (202) 512-1239.

## 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. 8-02)).

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](http://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 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 Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

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

P-7. O.K. Proofs / Average type dimension / Electronic Media

P-8. O.K. Proofs / Electronic Media

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 Date of Award to November 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 August 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.

**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.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PREAWARD TEST PROOF AND PRESS PRODUCTION RUN:** The contractor being considered for award will be required to demonstrate their ability to print the items required in these specifications at the requisite quality level by completing a preaward test. The Government may waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer indicates that the contractor being considered for award has the capability to successfully produce the items required provided NASA concurs.

For the preaward test, an electronic file containing the same pages representative of the items to be produced under these specifications will be provided on the same media stipulated in these specifications. The prospective contractor shall first provide color proofs of the sample pages and then perform a press production run of the furnished sample pages.

The preaward test digital one-piece composite laminated halftone proofs must be of the type required by these specifications and contain color bars identical to press sheet and are to be delivered to the Government Publishing Office, U.S. Government Publishing Office, Print Procurement, Stop CSAPS, Room C-838, AST 4, Attn: Rebecca Swan, 732 North Capitol Street, NW, Washington, DC 20401, within two workdays after the Government provides the electronic file containing the sample pages to the contractor.

Within three workdays after furnishing approved test proofs, the prospective contractor shall demonstrate their printing capability by producing printed press sheets of the sample pages. This test must be performed in the presence

of GPO and NASA representatives, under normal production conditions on the equipment and in the facility proposed to be used for the final production, and on the paper required under these specifications, 100 to 75 lens per inch (lpi) material, 0.014 to 0.018" thickness. 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 patched; tint patched 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 entire press sheet (can be on the gripper edge, tail edge, or gutter of the press sheet). The minimum run time shall be one (1) hour, exclusive of makeready time. The final press sheet will be allowed no more than 32 demerits.

Products from this test run will be used by the Government to evaluate the contractor's capability to comply with applicable requirements of these specifications and the contractor's ability to maintain that quality level throughout the test production run. Failure to produce sample press sheets meeting the specified quality level or to demonstrate the ability to maintain the required quality throughout the production test press run may be reason for a determination of non-responsibility. In addition, the contractor's failure to successfully compete this test within two (2) hours may also result in a determination of non-responsibility. The Contracting Officer may grant a period in excess of the two (2) hours if, in his opinion, he has reason to believe that the contractor is making progress in meeting the contract standards.

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

**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 U.S. Government Publishing Office, Washington, DC, immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

**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, 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.

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

**NOTE: 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 lenticular cards for 3D, flip animation, and morph images requiring such operations as electronic prepress, printing in four-color process, binding, packing and distribution.

**TITLE:** Lenticular Cards.

**FREQUENCY OF ORDERS:** Approximately 5 to 15 orders per year. (NOTE: Up to three (3) different types of cards may be ordered on the same print order with the same schedule.)

**NUMBER OF PAGES:** Face and back.

**QUANTITY:** Approximately 5,000 to 75,000 cards per order.

### **TRIM SIZES:**

Format A: 2 x 7 up to and including 2 x 12" or 3 x 7 up to and including 3 x 9"

Format B: 3-1/2 x 5" or 4 x 6"

Format C: 5 x 7 up to and including 6 x 9"

### **GOVERNMENT TO FURNISH:**

Electronic Media will be furnished as follows -

Platform: Macintosh System OSX, Windows 8.1/XP.

Storage Media: FTP, CD-ROM, Flash Drive, DVD. Agency will require files to be downloaded via an agency-hosted FTP server by the contractor. In the event the FTP server should malfunction, the contractor will receive the files via CD-ROM, Flash Drive, or DVD.

Software: Adobe CS6 Suite (Photoshop, Illustrator, InDesign, Fireworks, Acrobat) and Adobe Cloud.

NOTE: 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 as applicable.

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

Additional Information: - Files will be furnished in native application format or high resolution PDF.  
- All illustrations are scanned into electronic files.  
- A visual of all pages showing color breaks will be furnished.  
- Visuals will be made at 100% and will show bleeds.  
- The color identification system used is CMYK.  
- GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

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 finished product.

**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.

The contractor must also be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor is responsible for checking files contained on the furnished media to ensure that such features such as bleeds, register marks and correct file output selection have been provided for so as to correctly generate output for publishing. The contractor must supply necessary trapping. The contractor must generate output on a high resolution image processor.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

All halftones are to be 150-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, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (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 (available as a download from contractor via the Internet). 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. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

**PROOFS:** Soft copy proof via internet/email as a moving gif or other animation is required and must be approved before hard copy proof is approved for creation.

On every order, contractor must submit one (1) set of Adobe Acrobat version 7.0/current version (PDF version 1.6/current) soft proofs. 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.

Face of Cards –

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. 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; slur targets; 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.

***NOTE: Proof of face must show the final desired effect, indicating margins. Proofs must match the final printed product.***



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.

Back of Cards –

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. 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; slur targets; 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.

When required (due to author's alterations), one (1) set of revised digital one-piece composite laminated halftone proofs. At Government's option, a PDF soft proof may be required in lieu of hard copy revised proofs. When ordered, submit one (1) set of Adobe Acrobat version 7.0/current version (PDF version 1.6/current) soft proofs. 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.

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](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

Lens – 100 lens per inch (lpi) material, 0.014 to 0.018" thickness.

NOTE: To accurately create the multiple images, the contractor is responsible for the requirements of the pitch of the lpi lens to the resolution of the printing. Contractor is responsible for all lens attributes, including but not limited to, lens per inch, viewing angle, and gauge (mil).

**PRINTING:**

Face of Card – Print multiple-layer or multiple-frame (as applicable) lenticular image in four-color process. The image on the cards will be a 3D image, flip image, animation image, morph image, or any combination thereof, as ordered. The cards will have up to 12 frames, as applicable. Stochastic printing is acceptable.

Inks must be formulated for the lens to adhere securely.

Back of Card – Print illustrations and text in four-color process with reversing and trapping.

Must be printed on a press capable of printing four (4) colors in a single pass through the press (minimum four (4) printing units).

**PRESS SHEET INSPECTION:** Final makeready press sheets will 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. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

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

*Viewing Light:* Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ANSI PH2.30-1989; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic files. Uncommon bleeds on face all four sides.

**BINDING:** Trim four sides.

**PACKING:**

Shrink-film wrap in units of 100 cards, unless otherwise indicated.

Pack suitable in shipping containers.

NOTE: Different card types ordered on the same print order and shipping to the same address cannot be intermixed within a container. Different card types must be packed separately, unless otherwise specified. Containers must be clearly identified as to contents.

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

**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 in accordance with the distribution list.

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 GPO, Financial Management Services 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 GPO Program, Jacket, and Print Order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Ship f.o.b. contractor's city to several addresses nationwide including Alaska and Hawaii (reimbursable).

**NOTE: The ship date indicated on the print order is the date products ordered MUST be delivered to the destination specified.**

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

Shipments are to be made by reimbursable small package carrier. The contractor will be reimbursed for all shipping costs by submitting all shipping receipts with the invoice for billing.

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 174-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

**In the event of a lost package(s), it will be the contractor's responsibility to contact the shipping carrier to locate the package(s).**

Upon completion of each order, all furnished material and digital deliverables (if applicable) must be returned to the address specified on the print order.

All expenses incidental to picking up and returning materials (if applicable) and submitting proofs 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 the address specified on the print order.

When applicable, furnished electronic media and visuals must be returned with hard copy proofs.

When required, PDF soft proofs must be submitted via e-mail. Agency to furnish e-mail address and instructions after award.

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 proofs within three (3) workdays of notification of availability of print order and furnished material.

Proofs will be withheld no more than five (5) workdays from their receipt at the Department until they are made available for pickup, or receipt of change/corrections/"O.K. to print" via email, as applicable. (The first workday after receipt of proofs at the Department is day one (1) of the hold time.)

If required due to author's alterations, contractor to submit revised proofs within three (3) workdays of notification of author's alterations.

Revised proofs will be withheld no more that two (2) workdays from their receipt at the Department until they are made available for pickup, or receipt of change/corrections/"O.K. to print, as applicable. (The first workday after receipt of proofs at the Department is day one (1) of the hold time.)

For orders requiring total quantities up to and including 40,000 cards, the contractor must complete production and distribution within 20 workdays of receipt of "O.K. to print" on proofs.

For each additional 10,000 total cards ordered, or fraction thereof, the contractor is allowed one (1) additional workday.

NOTE: All transit time for the pick-up of furnished materials and the delivery/pick-up of proofs is included in the schedule.

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 two (2) 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) 512-1162. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). 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.

***NOTE: Government reserves the right to waive the press sheet inspection at the time of notification.***

The ship/deliver date indicated on the print order is the date products ordered MUST be delivered to the destination(s) 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, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov); via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving 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.

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

- I. (a) 2
- (b) 2
- (c) 2

- |         |     |     |     |
|---------|-----|-----|-----|
|         | (1) | (2) | (3) |
| II. (a) | 5   | 2   | 6   |
| (b)     | 16  | 5   | 5   |
| (c)     | 10  | 10  | 10  |
| (d)     | 60  | XXX | 61  |

- III. (a) 1,779
- (b) 185

**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 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. REVISED PROOFS ONLY:**

- (a) Revised proof for face of card only.....per card.....\$ \_\_\_\_\_
- (b) Revised proof for back of card only.....per card.....\$ \_\_\_\_\_
- (c) Revised PDF soft proof.....per file.....\$ \_\_\_\_\_

**II. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations (including stock and all initial proofing) necessary for the complete printing and binding of the product listed in accordance with these specifications, as applicable to the category and its respective "Format" trim size group as defined in "SECTION 2. - SPECIFICATIONS."

<u>FORMAT</u>		
<u>A</u>	<u>B</u>	<u>C</u>
(1)	(2)	(3)

(a) Per Card with 100 lpi (makeready).....\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

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

	<u>FORMAT</u>		
	<u>A</u>	<u>B</u>	<u>C</u>
	(1)	(2)	(3)

*Category 1 – 5,000 up to and including 9,999 cards –*

(b) Per Card with 100 lpi.....per 1,000 copies.....\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

*Category 2 – 10,000 up to and including 20,000 cards –*

(c) Per Card with 100 lpi.....per 1,000 copies.....\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

*Category 3. – Over 20,000 up to and including 75,000 cards –*

(d) Per Card with 100 lpi.....per 1,000 copies.....\$ \_\_\_\_\_ \$ XXX \$ \_\_\_\_\_

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

(a) Shrink-film wrapping (in units of 100 cards).....per package.....\$ \_\_\_\_\_

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

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

**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)

\_\_\_\_\_  
(Email Address)