

	A	B	C	D	E	F	G	H	I	J	K	L
1	Prog:	148-S										
2	Title:	Library of Congress Magazine										
3	Agency:	Library of Congress										
4	Term:	Beginning Date of Award and Ending 03.23.18									Current Contractor	
5												
6												
7												
8	ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST							
9												
10	I.	PRINTING, BINDING, AND DISTRIBUTION:										
11												
12	(a.)	Self cover and text, Printing in four-color process										
13		.....per page.....										
14	(1)	<u>Makeready and/or Setup</u>	176	\$40.00	\$7,040.00	\$54.00	\$9,504.00	\$58.00	\$10,208.00	40.00	7,040.00	
15	(2)	<u>Running Per 1,000 Copies</u>	1968	\$14.00	\$27,552.00	\$11.00	\$21,648.00	\$14.90	\$29,323.20	14.50	28,536.00	
16	(b)	Separate cover printing in four-color process with										
17		satin aqueous coating										
18		.....per page.....										
19	(1)	<u>Makeready and/or Setup</u>	24	\$125.00	\$3,000.00	\$109.00	\$2,616.00	\$150.00	\$3,600.00	120.00	2,880.00	
20	(2)	<u>Running Per 1,000 Copies</u>	240	\$25.00	\$6,000.00	\$26.50	\$6,360.00	\$25.00	\$6,000.00	21.25	5,100.00	
21	(c)	Flood satin aqueous coating										
22		.....per page.....										
23	(1)	<u>Makeready and/or Setup</u>	176	\$10.00	\$1,760.00	\$2.00	\$352.00	\$5.00	\$880.00	5.00	880.00	
24	(2)	<u>Running Per 1,000 Copies</u>	1968	\$1.00	\$1,968.00	\$1.12	\$2,204.16	\$0.75	\$1,476.00	0.75	1,476.00	
25	(d)	System timework	8	\$85.00	\$680.00	\$80.00	\$640.00	\$75.00	\$600.00	75.00	600.00	
26												
27												
28	II.	MAILING:										
29												
30	(a)	List processing for domestic and international list per										
31		List Data Processing section..... per 1000 names..	15	\$25.00	\$375.00	\$23.50	\$352.50	\$25.00	\$375.00	20.00	300.00	
32	(b)	Domestic mailing: Inkjet delivery addresses and list										
33		codes on single domestic copies (self-mailers);										
34		mail at the standard Mail rate ("Presorted Standard"										
35		indicia).....per copies.....	316	\$30.00	\$9,480.00	\$38.25	\$12,087.00	\$2.50	\$790.00	1.50	474.00	
36	(c)	International mailing: Inkjet delivery addresses and										
37		insert single copies into Kraft 9"x12" envelopes; mail										
38		First Class Mail International.....per 1000 envelopes	78	\$200.00	\$15,600.00	\$190.00	\$14,820.00	\$55.00	\$4,290.00	50.00	3,900.00	
39												
40												
41												
42												
43		<b>CONTRACTOR TOTALS</b>			\$73,455.00		\$70,583.66		\$57,542.20		\$51,186.00	
44		<b>DISCOUNT</b>		2.00%	\$1,469.10	2.00%	\$1,411.67	2.00%	\$1,150.84	1.00%	\$511.86	
45		<b>DISCOUNTED TOTALS</b>			\$71,985.90		\$69,171.99		\$56,391.36		\$50,674.14	
46												
47												
48												
49												
50												
51												

**U.S. GOVERNMENT PRINTING OFFICE**  
Washington, DC  
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

***Library of Congress Magazine***

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

***Library of Congress***

**Single Award**

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending March 31, 2018, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause in this contract.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on April 7, 2017.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street NW, Room C-161, Washington, D.C. 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.

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:** All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 60-mile radius of zero milestone Washington, DC.

**BIDDERS PLEASE NOTE:** Due to minor clerical corrections and change to bid opening date, specifications are being re-advertised as 148-S.

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

For information of a technical nature call Mr. O’Neal (202) 512-0310 (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. 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/printforms/pdf/terms.pdf>.

**GPO QATAP (GPO Publication 310.1)** – <http://www.gpo.gov/printforms/pdf/qatap.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/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	OK Press Sheets
P-8. Halftone Match (Single and Double Impression)	OK Press Sheets
P-9. Solid and Screen Tint Color Match	OK Press Sheets
P-10. Process Color Match	OK 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-9. Pantone Matching System color.P-10. Electronic Media/OK 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 periodic 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 the Date of Award to March 31, 2018, 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 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 November 30, 2012, 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 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:** 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, D.C., 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 *Date of Award to February 28, 2013*, 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 - or separate cover publications in four-color process requiring such operations as electronic prepress, printing, binding and distribution.

**TITLE:** Library of Congress Magazine

**FREQUENCY OF ORDERS:** Approximately 6 orders per year.

**QUANTITY:** Approximately 10,000 to 20,000 copies per order.

**NUMBER OF PAGES:** 28 to 40 pages per order.

**TRIM SIZE:** 8-1/2 x 11 inches finished, flat 17" x 11".

### ***GOVERNMENT TO FURNISH:***

Electronic Media:

Platform: Macintosh using OS X or Windows XP or greater.

Storage Media: CD-R or DVD or via electronic transmission

Software: Adobe Creative Cloud

Photos are scanned at high resolution, with a minimum of 300 dpi, in .psd, .tif, or .jpg formats.

**NOTE:** All 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.

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.

A visual of the furnished electronic files will be provided.

Files will be provided in native application format.

GPO Form 952 (Desktop Publishing Disk Information).

Addresses will be furnished via email or on alternative media such as CD-R in Microsoft Excel format. Contractor to process multiple lists into a master mailing list, and inkjet addresses and list codes from this master file (see List Data Processing section). It is anticipated that address files will be furnished with the Print Order. However, the files may be transmitted during proof stage.

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

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

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files or on the camera copy, 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.

### ***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 Tony Morton, Library of Congress, (202) 707-9382.

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.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

**DIGITAL DELIVERABLES:** Upon completion, the contractor must furnish one set of 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. (NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

#### **PROOFS:**

One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for all pages. At contractor's option, 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 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 Wedge or P2P25 Target. may be submitted. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi

Proofs must contain color 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 minimum 3/16" x 3/16" 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 and indicate margins. Proofs will be used for color match on press.

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.

When proofs are required, the contractor must not print prior to receipt of an "OK to print".

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

All text paper used in each copy must be of a uniform shade and grain must run parallel to spine.

White No.1 Dull or Satin Coated Text, basis weight: 80 lbs per 500 sheets, basis size 25 x 38", equal to JCP Code A261.

White No. 1 Dull or Satin Coated Cover, basis weight: 80 lbs per 500 sheets, basis size 20 x 26". Equal to JCP Code L61

**PRINTING:** As ordered on print order:

Print head-to-head in four color process throughout (cover and text). After printing, apply a clear satin aqueous coating over the entire surface of each page/text/cover to prevent scratching and smearing.

Contractor will be required to print the return address and mailing indicia (if applicable to First Class International) in black ink on the face of 9x12 Kraft envelopes that are to be used for First Class Mail International.

**PRESS SHEET INSPECTION:** Call (202) 512-1162, between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, with if possible a 48 hour notice, but will accept 24 hour notice.

Press sheets will be inspected at the contractor's plant for quality conformance. 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 one color bar for each color placed parallel to the press's ink rollers. The control bars must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, 75%; dot gain scale (GATF, BRUNNER, or GRETAG); and gray balance patches for process color, repeated across the entire press sheet. The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 degree Kelvin lumination.

**NOTE: 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 copy. Bleed pages scattered throughout.

**BINDING:** Saddle-wire stitch in two places and trim three sides. Each product must contain a complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. "

All mailed copies must be prepared in accordance with appropriate regulations in USPS Manuals for Domestic and International Mail.

***LIST DATA PROCESSING:***

The contractor must have in-house list data processing capabilities and in-house mailing expertise to advise on USPS policies and assist in obtaining the most cost-effective postal rates. These services may not be subcontracted.

Approximately 4 to 8 mailing lists will be provided (total names 6,000 to 9,000 max) per issue. For each issue, contractor is required to process multiple mailing lists, both domestic and international, as follows: Contractor must CASS Certify the domestic mail, generate a file of unmailable addresses and provide it to the client. Contractor must merge the lists, dedupe and cleanse the master list. Contractor must then NCOA the list, perform a postal presort, generate a master list and address the magazines with the list code incorporated in the mailing area. Final master mailing list for each issue must be provided to the client upon completion of mailing.

***MAILING:***

Mail approximately 6,000 to 9,000 copies f.o.b. contractor's city/most economical means.

**Domestic Copies:**

Domestic copies must be mailed as self-mailers. Contractor to inkjet delivery addresses and list code in the mailing address area on the back cover of each copy. All domestic mailing shall be made at the Standard Mail rate ("Presorted indicia").

**International Copies:**

International Mail: Inkjet the delivery address on 9x12 Kraft envelopes and mail First Class Mail International. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

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.

Within 5 workdays after completion of each mailing, the contractor MUST transmit a facsimile copy of a properly completed USPS Form 3602 to the attention of John Nave (202) 707-4368. The facsimile copy shall include the GPO jacket, program and print order number.

Upon completion of each order, all furnished material, copies remaining after mailing and two sample copies must be returned to the address listed under "SCHEDULE".

**PACKING:**

Bulk Shipments: Pack in shipping containers.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

**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.

Books		Forms	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
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 to the address listed under "Schedule".

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 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.

***BULK DISTRIBUTION:***

Deliver f.o.b. destination approximately 4,000 copies per issue to approximately 6 addresses within the commercial zone of Washington, DC.

Inside delivery to room number specified is required.

**NOTE:** Shipments are NOT to be sent via USPS.

All deliveries to the Library of Congress are required to report to the Off-Site Inspection Center for the U.S. Capitol Police located at 4700 Shepherd Parkway, SW, for inspection, prior to proceeding to:

- Capitol Building/CVC via the Capitol loading dock at New Jersey and C Streets, NW
- Senate Office Buildings loading dock located at the Hart Tunnel in the 100 block of D Street, NE
- Ford House Office Building loading dock in the 200 block of Virginia Avenue, SW
- Delaware and Washington Avenue, SW, access point for the Rayburn, Longworth, Cannon House Office Buildings
- Library of Congress loading dock

Deliveries for events/functions in any Capitol Complex buildings **MUST** have approval through the House or Senate Sergeant At Arms Office **PRIOR** to inspection at the Off-Site Inspection Center.

No deliveries will be accepted unless the vehicles have been processed at the Off-Site Inspection Center. All contents of delivery vehicles are required to be processed, via x-ray screening, prior to access to the Capitol Complex.

All delivery personnel will be required to provide picture identification and be processed through the National Crime Information Center (NCIC).

The hours of operation for the Off-Site Inspection Center are 4:30 a.m. to 7:00 p.m., Monday through Friday. The facility is close on all 10 Federal holidays, unless specifically noted.

In order to gain access to the loading docks for the Capitol/CVC, House Office Buildings, Senate Office Buildings, and the Library of Congress Buildings, the contractor is required to have a letter on file with the U.S. Capitol Police. The letter must be on company letterhead accompanied by the signature of the owner, president, or manager of the company. Contractor to print or type the names in alphabetical order of persons requesting access. Requests for access should contain the following information:

1. Name of company
2. Name of the drivers/employees requiring access
3. Social Security Number for each driver/employee
4. Date of birth for each driver/employee
5. Building(s) to be accessed
6. Company contact person and phone number

**NOTE:** The above information is to be provided to:

U.S. Capitol Police  
Off-Site Inspection Center  
4700 Shepherd Parkway, SW  
Washington, DC 20032.  
Fax number: (202) 563-5140.  
Email: [sylvia.washington@uscg.gov](mailto:sylvia.washington@uscg.gov)  
[kendrick.young@uscg.gov](mailto:kendrick.young@uscg.gov)  
[shannan.gadsby@uscg.gov](mailto:shannan.gadsby@uscg.gov).

Questions can be directed to the Off-Site Inspection Center between 4:30 a.m. and 7:00 a.m. at (202) 224-0202.

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

**“SUBSCRIPTION” COPIES DISTRIBUTION:** When “Subscription” copies are ordered, the contractor will be required to mail approximately 100 copies per order for Information Dissemination (Superintendent of Documents). The contractor must apply the appropriate postage to these “Subscription” copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The contractor will be reimbursed for the postage to mail these “Subscription” copies by submitting a properly completed Postal Service certificate of mailing with their invoice. The postage for these “Subscription” copies must be separated from other mailings; the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute “Subscription” copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of “Subscription” copies ordered may exceed the number of copies requiring mail distribution. Any residual “Subscription” copies (“Subscription” quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor’s city by suitable means to a single address in the Washington, DC area. Contractors outside the Washington, D.C., commercial zone may be reimbursed for any shipping costs incurred by submitting a properly completed commercial shipping (including mailing) receipt with their invoice.

The postage class and other mail requirements for “Subscription” copies will be furnished. The contractor shall call the Superintendent of Documents (number to be provided) for the “Subscription” distribution addresses/labels, and the postage class and other mail requirements, prior to the scheduled due date if this information is not otherwise furnished.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor’s voucher for payment.

For each itemized invoice submitted for payment, contractor is to send one copy of each page of the itemized invoice to the following address within 5 workdays of billing: Library of Congress, Printing and Processing Section, Room LM G-14, Attn: Tony Morton, 101 Independence Avenue, SE, Washington, DC 20540-5446.

**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 Library of Congress, Printing and Processing Section, Room LM G-22, 101 Independence Avenue, SE, Washington, DC 20540-5446. Furnished electronic media and visuals 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.

The numbers under the column headed “WD After” represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

WD After

Contractor to submit proofs.....	2
Contractor to pickup proofs.....	1
Contractor must make complete production and distribution.....	2

NOTE: When proofs are made available for pickup by the agency, up to two pages may contain author's alterations. NO additional time will be allowed for these alterations regardless of the number of additional exposures that may be required. Corrected disk will be supplied for these author's alterations.

One additional workday will be allowed if more than two pages require author's alterations.

One additional workday will be allowed on any order for which a press sheet inspection is required.

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 destination(s) specified and the date copies delivering f.o.b. contractor's city are to be delivered to the U.S. Postal Service.

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 1 workday prior to the inspection. Notify the U.S. Government Printing Office, (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, 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. 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.

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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or (202) 512-0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 1-800-424-9471.

### **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 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)	176	1968
(b)	24	240
(c)	176	1968
(d)	8	
II. (a)	15	
(b)	316	
(c)	78	



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**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city for all mailed shipments and f.o.b. destination to approximately (6) addresses within the commercial zone of Washington, D.C.

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.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or 1,000 rate.

All invoices submitted to the GPO shall be based on the most economical method of production. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

**I. PRINTING, BINDING, AND DISTRIBUTION:** Prices offered shall include the cost of all materials, proofs, and operations necessary for the complete production and distribution of the product listed, in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Self cover and text, Printing in four-color process.....per page.....	\$ _____	\$ _____
(b) Separate cover printing in four-color process with satin aqueous coating .....per page.....	\$ _____	\$ _____
(c) Flood satin aqueous coating.....per page.....	\$ _____	\$ _____
(d) System timework.....per hour.....		\$ _____

Electronic prepress operations which cannot be properly classified under any other item shall be charged as “System Timework”. Any charges made under “System Timework” must be supported by a statement outlining in detail the operations for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to operations and/or number of hours chargeable under line item I. (d).

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

**II. MAILING:** Prices offered must include the cost of 9x12 Kraft envelopes, printing return address and mailing indicia (if applicable) on envelopes for item (c) below.

(a) List processing for domestic and international lists per List Data Processing section  
per 1000 names ..... \$ \_\_\_\_\_

(b) Domestic mailing: Inkjet delivery addresses and list codes on single domestic copies (self-mailers); mail at  
the Standard Mail rate (“Presorted Standard” indicia)  
per 1000 copies ..... \$ \_\_\_\_\_

(b) International mailing: Inkjet delivery addresses and insert single copies into Kraft 9”x12” envelopes;  
mail First Class Mail International  
per 1000 envelopes ..... \$ \_\_\_\_\_

**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)