



February 16, 2017

This is Amendment No. 1. The specifications in our invitation for bids on Program 169-S, scheduled for opening on February 28, 2017, are amended as follows:

1. On Page 10 of 16 under "Distribution", the 9th paragraph is changed from:

"Statement of Mailing: The contractor shall complete and present in triplicate a US Postal Service Statement of Mailing USPS Form 3601-G to the US Post Office at the time of mailing along with a copy of the GPO Form 712. A sample PS Form 3602-G shall be furnished to the contractor by NASA along with each print request."

To:

"Statement of Mailing: The contractor shall complete and present in triplicate a US Postal Service Statement of Mailing USPS Form 3602-G to the US Post Office at the time of mailing along with a copy of the GPO Form 712. A sample PS Form 3602-G shall be furnished to the contractor by NASA along with each print request."

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Bid Section, Room C848, Stop CSPA
732 North Capitol Street NW
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

YVETTE VENABLE-BROOKS
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

NASA Lithos (Crew Portraits and Miscellaneous Space Related Lithos)

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

National Aeronautics and Space Administration (NASA)

(NASA Headquarters, Goddard Space Flight Center, Marshall Space Flight Center,
Johnson Space Flight Center, Ames Research Center, Dryden Flight Research Center,
Glenn Research Center, Langley Research Center)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending February 28, 2018, 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 February 28, 2017.

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 instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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.

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

For information of a technical nature, contact Rebecca Swan at 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.

SUBCONTRACTING: Subcontracting will not be permitted.

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-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; Furnished copy.

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 February 28, 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, 2017, 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, 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.

PRE-AWARD 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 pre-award test. The Government may waive the pre-award 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.

For the pre-award test, an electronic file containing the same 8 pages representative of the items to be produced under these specifications will be provided on the same media stipulated in these specifications. The perspective contractor shall first provide color proofs of the sample pages and then perform a press production run of the furnished sample pages.

The pre-award test color 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, Washington, DC, within two (2) workdays after the Government provides the electronic file containing the sample pages to the contractor.

Within three (3) workdays of receipt of proof approval, 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 Government 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. 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 must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%, dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); 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 make-ready 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 great progress in meeting the contract standards.

No charges will be allowed for costs incurred in the performance of this pre-award 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 February 28, 2018 plus for such additional periods 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.

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 item in the "SCHEDULE OF PRICES."

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of miscellaneous cut sheet products requiring such operations as electronic prepress, printing in four-color process, packing, and distribution.

TITLE: NASA Lithos (Crew Portraits and Miscellaneous Space Related Lithos).

FREQUENCY OF ORDERS: Approximately 2 to 20 orders per year.

NUMBER OF PAGES: Face and back.

QUANTITY: Approximately 1,000 to 58,000 copies of each litho per order.

NUMBER OF LITHOS: Approximately 1 to 20 lithos per order. Majority of orders will be for one litho.

TRIM SIZES: 8 x 10" or 8-1/2 x 11".

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

Platform: Macintosh 10.11.6, Microsoft Windows 10.

Storage Media: CD-ROM, Optical Media (5-1/4"), DVD, FTP.

Software: Adobe InDesign Creative Cloud 2016, Adobe Illustrator Creative Cloud 2016, Adobe Photo Creative Cloud 2016.

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/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 and/or PDF format.
GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.
A visual of composite color or black/white laser generated page proofs will be provided.
Camera Copy for "Postage and Fees Paid" indicia.

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 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 the 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 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 individual listed 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.

When required by the Government, the contractor shall make minor revisions to the electronic files, which may include color corrections to digital furnished images.

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 print order, the contractor must furnish final production native application files (digital deliverables, which includes high resolution tiff scans) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on an ISO 9660 CD-R or DVD-R, in jewel cases. 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 CD-R or DVD-R and jewel case must be clearly labeled with Title, Jacket Number, Program and Print Order Number, as well as a printout of the file directory included in the jewel case). The Government will accept PDF files as digital deliverables when furnished by the Government.)

NOTE: All files are the property of the Government. The contractor is required to store and maintain all files during the contract and relinquish upon request after the contract period is over, unless otherwise stated on an individual print order. The files returned after contract term is over, must be individually packed and clearly marked with litho title according to print orders.

NOTE: The files delivered to the Government must be the final files used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching.

PROOFS:

When ordered, one (1) set of digital color content proofs. 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.

One (1) set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400. 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.

In lieu of digital one-piece laminated proofs, at contractor's option, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009 or later).

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 spot varnishes are ordered, they may be shown as either a digital content proof or as an overlay on the one-piece laminated proofs.

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."

NOTE: Submitted proofs will be viewed under controlled conditions using overhead luminaries with 5000° Kelvin.

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.

White No. 1 Coated Cover, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

PRINTING: The face and back will print in four-color process plus spot varnish or flood aqueous coating as specified.

The face will contain a four-color process image with black type and logo printing in white border area. Images generally do not bleed.

The backs will primarily print as text and line art, and may include a halftone image(s).

An occasional order may be placed to print face only, or to print the face in four-color process and the back in black only.

Final output must be a minimum of 200-line screen.

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

Aqueous Liquid Coating: Flood coat the entire face and back of the lithos with a gloss aqueous coating to prevent scratching and smearing for approximately 75% of the Lithos.

Varnishing: Spot gloss varnishing will be required for approximately 20% of the Lithos.

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 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 must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); 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 ISO 3664-2009; 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 copy/electronic files. Adequate gripper margins throughout.

BINDING: Trim four sides. When multiple lithos are ordered, the contractor may be required to collate the lithos in sets when ordered and shrink-film wrap each set. When required, this will be indicated on the print order.

PACKING:

Bulk Shipments –

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

Shipping containers to be delivered to NASA Goddard Warehouse must be packaged 1,000 lithos per container. Each container must have a shipping label.

Shrink-film wrap in units of 100 lithos, or sets of multiple lithos as ordered.

Pallets may be required.

Mailed Shipments –

Insert single or multiple copies (up to 200 leaves) into kraft envelopes. Envelopes must be of sufficient strength to be processed through the mail system without damage.)

Quantities over 200 leaves, up to 40 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING:

Bulk Shipments –

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

Mailed Shipments –

Based on the current activity, the contractor will have to reproduce labels for approximately 1 to 135 addresses with most print orders averaging approximately 90 to 100 addresses.

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.

Quantity Ordered	Number of <u>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 NASA Headquarters, Room CL-78, 300 E Street, SW, Washington, DC 20546.

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

A copy of the Government furnished certificate must accompany the invoice sent to U.S. Government 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- reimbursable.

DISTRIBUTION:

Deliver f.o.b. destination to approximately three addresses in the Washington, DC area. Inside delivery to room number specified is required.

Mail f.o.b. contractor's city the balance of each order.

All mailing shall be made at the Standard B rate, or as indicated.

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

An occasional order may require the contractor to ship all or a specified portion of the order, via overnight small parcel carrier – reimbursable.

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

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

Postage Classification: NASA shall determine the appropriate postage classification for each mailing produced under this contract. NASA shall furnish to the contractor this determination of the approved postage classification with each print order.

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.

Statement of Mailing: The contractor shall complete and present in triplicate a US Postal Service Statement of Mailing USPS Form 3601-G to the US Post Office at the time of mailing along with a copy of the GPO Form 712. A sample PS Form 3602-G shall be furnished to the contractor by NASA along with each print request.

The contractor shall prepare and fully complete the USPS Form 3602-G in triplicate. The contractor shall include the following information:

Complete Contractor Address and telephone number
Program, Jacket, and Print Order Numbers
NASA G-27 (Permit Imprint)

Agency Cost Code: #1 54

Sub Cost Code: 11050

The contractor shall enter the number of mail pieces deposited with the US Post Office for Domestic Addresses and International Addresses in Blocks Numbered 24, 25, 26 on the PS Form 3602-G.

International Addresses: All mail pieces addressed to international addresses must be prepared for mailing and must be placed in envelopes.

All international mail pieces must be placed in appropriate pouch bag for pickup by FedEx International Mail Service. An authorized Air Waybill will be enclosed. This Air Waybill must be used. Contractor to fill-in "Date of Shipment", Item #2 (Printing Contractor Requisition No. and Purchase Order No.), Item #7) . The "Shipper Copy" (last copy within the set-pink) must be returned within 5 business days to NASA HQ, Attn: Rebecca Bythewood, Mail Code LM031, 300 E Street, SW, Washington, DC 20546, along with the enclosed International Mail Data Sheet.

In the event NASA HQ secures the use of a vendor to consolidate or otherwise co-mingle its international mail, NASA HQ will immediately apprise the contractor. NASA HQ will provide appropriate written and/or oral instructions to the contractor for the processing of the mail pieces addressed to international addresses.

The contractor shall request the U. S. Post Office to "stamp" one of the completed PS Form 3602-G. The contractor shall return the "stamped" copy within 5 business days to the following: NASA HQ Mail Program Manager, Mail Code LM031, NASA Headquarters, Washington, DC 20546-1. This statement shall be furnished within five (5) work days.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable Standard Mail (B) or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ships/mails) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 169-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/shipping/mailling methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). No definite schedule for pickup of material can be predetermined.

Furnished material and proofs must be picked up from and delivered to NASA Headquarters, Room CL-78, 300 E Street, SW, Washington, DC 20546-0001 (Phone: 202-358-0630).

Upon notification of the availability of a print order by Goddard Space Flight Center, furnished material and proofs must be picked up from and delivered to NASA Goddard Space Flight Center (GSFS), Building 8, Room N-15, Code 253, Greenbelt Road, Greenbelt, MD 20771 (Phone: 301-286-4818).

Upon notification of the availability of a print order by Ames Research Center, Dryden Flight Research Center, Glen Research Center, Langley Research Center, Marshall Space Flight Center, or Johnson Space Flight Center, furnished material and proofs must be overnight expressed from and to the following locations:

Ames Research Center (AMES), Mail Code: 220-17, Attn: John Adams, MoffettField, CA 94035-1000, (650) 604-5828.

Dryden Flight Research Center (DFRC), Mail Code: D-4839, Attn: Steve Lighthill, Edwards, CA 93523-0273, (661) 276-3940.

Glen Research Center (GRC), Mail Code: 21-9, Attn: Dennis Dubyk, 21000 Brookpark Road, Cleveland, OH 44135-3191, (216) 433-5805.

Johnson Space Flight Center, Mail Code GP444, Attn: Pat Dixon, Houston TX 77058, (281) 483-4940.

Langley Research Center (LRC), Mail Code: 180, Attn: Chris Ryan Williams, Langley Research Center, Hampton, VA 23681-5225, (757) 864-3278.

Marshall Space Flight Center (MSFC), Mail Code: CN31R, Attn: Becky Caneer, Huntsville, AL 35812, (256) 544-4505.

Contractor to supply block of preaddressed airbills to each center for purpose of proof delivery and return.

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.

Submit proofs together with electronic media, furnished visuals, and copy to NASA Headquarters, Attn: Printing and Design Office, Code LM021 Room CL-78, 300 E Street, SW, Washington, DC 20546, or to the addresses listed above for the remaining locations.

- Contractor must submit proofs two (2) workdays after notification of the availability of print order and furnished material.
- Government will hold proofs two (2) workdays from receipt thereof until made available for pickup by the contractor.
- Contractor must complete production and distribution within five (5) workdays after receipt of an "O.K. to print."
- Contractor will be all owed one (1) additional workday on orders requiring over 58,000 copies per litho.
- Contractor will be allowed two (2) additional workdays for extensive author's alteration and revised proofs, if required by the department). Contractor can pick up proofs within one (1) workday. The Government Publishing Office reserves the right to determine what will be considered extensive.

Department may choose to inspect proofs at contractor's plant. When inspection of proofs at contractor's plant is required, it will be specified on the individual print order.

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 2 workday(s) prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542. 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 Clause 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. 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 products ordered for shipping/ mailing f.o.b. contractor's city must be delivered to the Post Office or picked up by the carrier.

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 is to 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; 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 inquires.

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."

- I. (a) 42
(b) 39
(c) 39
(d) 4

- II. (1) (2)

(a) 42 438
(b) 18 394

- III. (a) 44

- IV. 1.(a) 392
(b) 12

2.(a) 9
(b) 11
(c) 1

SECTION 4.- SCHEDULE OF PRICES

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

Bids for each item listed in its respective format group, as defined in Section 2.- Specifications, must include the cost of all required materials and operations in accordance with these specifications.

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

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

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

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

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

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

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

I. PREPRESS:

- (a) Trim/Page-size unit produced from electronic file..... per litho\$ _____
- (b) Digital one-piece laminated color proofs per litho\$ _____
- (c) Digital color content proofs per litho\$ _____
- (d) System Timework per hour\$ _____

Electronic prepress operations which 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 dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under items (d).

(Initials)

II. PRINTING AND BINDING:

Makeready and/or Setup Running Per 1,000 Copies

- (a) Litho: Printing in four-color process, including binding.....per litho.....\$ _____ \$ _____
- (b) Aqueous Coating or spot vanishing per litho.....\$ _____ \$ _____

III. ADDITIONAL OPERATIONS:

- (a) Shrink-film wrap per 100 packages.....\$ _____

IV. PACKING AND DISTRIBUTION:

1. Bulk shipments (other than by mail):

- (a) Packing and sealing shipping containers per container\$ _____
- (b) Palletizing per pallet\$ _____

2. Mailing:

- (a) Single copy in kraft envelope per envelope.....\$ _____
- (b) Multiple copies in kraft envelope (up to 200 leaves)..... per envelope.....\$ _____
- (c) Quantities over 200 leaves, up to (36 lbs.), packed in shipping containers (maximum gross weight (40 pounds))..... per container\$ _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,
City _____, State _____, Zip Code _____.

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)