

Program:	242-S							
Term:	Date of Award to May 31, 2017							
Title:	Smithsonian Contributions Series and Miscellaneous Contributions							
				<b>GRAY GRAPHICS</b>	<b>McDONALD &amp; EUDY INC.</b>	<b>CURRENT CONTRACTOR</b>		
		BASIS OF		CAPITOL HEIGHTS, MD	TEMPLE HILLS, MD	McDONALD & EUDY INC.		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PREPRESS:</b>							
(a)	Retrieval of PDF files from e-mail or FTP.....per print order.....	12	\$25.00	\$300.00	\$100.00	\$1,200.00	\$100.00	\$1,200.00
(b)	Re-output.....per page.....	3	\$10.00	\$30.00	\$25.00	\$75.00	\$15.00	\$45.00
(c)	Scan and digitize illustrations.....per illustration.....	1	\$50.00	\$50.00	\$25.00	\$25.00	\$25.00	\$25.00
(d)	System Timework.....per hour.....	6	\$85.00	\$510.00	\$95.00	\$570.00	\$75.00	\$450.00
<b>II.</b>	<b>PRINTING, BINDING, PACKING &amp; DISTRIBUTION:</b>							
<b>1</b>	<b>Saddle-Stitched Products:</b>							
(a)	Text printing in Black, including binding.....per page.....							
	Makeready and/or Setup	32	\$20.00	\$640.00	\$35.00	\$1,120.00	\$25.00	\$800.00
(1)	<b>Format A</b>	35	\$15.00	\$525.00	\$35.00	\$1,225.00	\$25.00	\$875.00
(2)	<b>Format B</b>							
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	36	\$4.00	\$144.00	\$4.00	\$144.00	\$3.75	\$135.00
(4)	<b>Format B</b>	33	\$4.00	\$132.00	\$4.00	\$132.00	\$3.75	\$123.75
(b)	Text printing in four color process, including binding.....per page.....							
	Makeready and/or Setup							
(1)	<b>Format A</b>	16	\$45.00	\$720.00	\$75.00	\$1,200.00	\$60.00	\$960.00
(2)	<b>Format B</b>	1	\$35.00	\$35.00	\$75.00	\$75.00	\$60.00	\$60.00
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	18	\$9.00	\$162.00	\$8.50	\$153.00	\$7.75	\$139.50
(4)	<b>Format B</b>	1	\$9.00	\$9.00	\$8.50	\$8.50	\$7.75	\$7.75
<b>2</b>	<b>Perfect Bound Products:</b>							
(a)	Text printing in Black, including binding.....per page.....							
	Makeready and/or Setup							
(1)	<b>Format A</b>	1292	\$10.00	\$12,920.00	\$15.00	\$19,380.00	\$15.00	\$19,380.00
(2)	<b>Format B</b>	456	\$8.00	\$3,648.00	\$15.00	\$6,840.00	\$15.00	\$6,840.00
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	1661	\$3.75	\$6,228.75	\$3.50	\$5,813.50	\$3.35	\$5,564.35
(4)	<b>Format B</b>	486	\$3.50	\$1,701.00	\$3.50	\$1,701.00	\$3.35	\$1,628.10
(b)	Text printing in four color process, including binding.....per page.....							
	Makeready and/or Setup							
(1)	<b>Format A</b>	194	\$38.00	\$7,372.00	\$65.00	\$12,610.00	\$45.00	\$8,730.00
(2)	<b>Format B</b>	96	\$35.00	\$3,360.00	\$65.00	\$6,240.00	\$45.00	\$4,320.00
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	237	\$8.00	\$1,896.00	\$7.50	\$1,777.50	\$7.50	\$1,777.50
(4)	<b>Format B</b>	74	\$8.00	\$592.00	\$7.50	\$555.00	\$7.50	\$555.00
<b>3</b>	<b>Case Bound Products:</b>							
(a)	Text printing in Black, including binding.....per page.....							
	Makeready and/or Setup							
(1)	<b>Format A</b>	766	\$25.00	\$19,150.00	\$25.00	\$19,150.00	\$20.00	\$15,320.00
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	851	\$6.00	\$5,106.00	\$4.50	\$3,829.50	\$4.50	\$3,829.50

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

***Smithsonian Contributions Series and Miscellaneous Contributions***

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

**Smithsonian Institution Scholarly Press**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **May 31, 2017** 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 **June 10, 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: PPSGB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 50-mile radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**BIDDERS, PLEASE NOTE:** These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature call **David Love** (202) 512-0310 or email [aps-team1@gpo.gov](mailto:aps-team1@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

**GPO Contract Terms** (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

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

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

**Note: Contractor must be either FSC or SFI certified, possessing a certification demonstrating chain of custody from either the Forestry Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI)**

**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-9. Solid and Screen Tint Color Match	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 / Electronic Media
- P-8. O.K. Proofs / Electronic Media
- P-9. Pantone Matching System.
- P-10. O.K. Proofs / Electronic Media

**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 this contract may not exceed **five years** as a result of, and including, any extensions added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments.

**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** through **May 31, 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 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 **February 29, 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.

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

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

**POSTAWARD CONFERENCE:** 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. GPO, Washington, DC, immediately after award.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award** through **May 31, 2017**, 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 vouchers 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>.

Vouchers may also be mailed to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, D.C. 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 saddle-stitched pamphlets, perfect and adhesive case bound and Smyth sewn books requiring such operations as electronic prepress, printing, binding, packing, and distribution.

**TITLE:** Smithsonian Contributions Series and Miscellaneous Contributions.

**FREQUENCY OF ORDERS:** Approximately 6 to 12 orders per year.

It is anticipated that multiple orders (up to approximately two) may be placed on a single workday.

**QUANTITY:** Approximately 200 to 2,500 copies per order.

**NUMBER OF PAGES:** It is anticipated that approximately 10 percent of orders will require 20 to 96 pages and that approximately 90 percent of orders will require 100 to 600 pages. An occasional order will be approximately 1,200 pages.

**TRIM SIZE:** Format A: 7 x 10" up to and including 8-1/2 x 11"  
Format B: 6 x 9" (saddle-stitched and perfect bound orders only)

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

*Platform:* Macintosh or PC compatible using Windows.

*Storage Media:* E-mail, FTP, CD-ROM and/or DVD.

It is the Government's intent to furnish files electronically via e-mail or FTP. Occasionally files will be furnished on disk, in native application format, PDF, and/or EPS format.

NOTE: On occasion, the contractor may be required to scan illustrations.

*Software:* Adobe Acrobat, Adobe InDesign, Adobe Illustrator, and Adobe Photoshop.

All files will be created in current versions or near current versions of the above mentioned program.

**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 fonts will be embedded when PDF files are furnished. All screen and printer fonts will be furnished when necessary. The contractor is cautioned that furnished fonts are the property of the Government and/or its contractor(s). All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

### Additional Information supplied

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 on camera copy, or 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.

**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 ordering agency.

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 file.

When necessary, the contractor may be furnished illustrations to be scanned. All scanning must be performed at a minimum of 1800 DPI in order to hold detail of the original artwork.

All halftones are to be 150- to 200-line screen, as specified on the print order.

Contractor will be required to provide and electronically position the FSC or SFI trademark/logo on all publications.

### **PROOFS:**

One (1) set of digital color content proofs for entire publication.

Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. 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 for all pages containing grayscale or process images.

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

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 is cautioned that all proofs must be made from the final files (used for this printing) that are to be delivered to the Government.

**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).

**EXCEPTION:** All required stocks are to be either FSC or SFI certified

All text stock used in each copy must be of a uniform shade. All cover stock must have the grain parallel to the spine.

The stock to be used will be indicated on each print order.

**Text**

White Opacified Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80. Exception: Acidity; pH value shall average not less than 7.5.

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

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

An occasional order may require combining Opacified Offset Book and Litho (Gloss) or Matte Coated Book within the text of perfect-bound products. The primary stock will be either Opacified Offset Book, or Matte Coated Book, combined with 8 to 40 leaves of Litho (Gloss) Coated Book.

**Cover**

White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White No. 2 Coated Cover, Gloss Finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

**Case Binding**

Case Material: Faux cloth to be indicated on print order.

Headbands: Contractor to furnish headbands to match case-bound material.

Endleaves: White Machine Finish Book End Paper, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A50.

Binders Board: Book Cover Board, 0.098" thick, equal to JCP Code R30.

**PRINTING:**

**Covers** - Covers print head-to-head. Outside covers (covers 1 & 4) print in black and PMS with option for up to two additional PMS colors OR four-color process with option for up to one additional PMS color. Inside covers (covers 2 & 3) print in black only.

When indicated on the Print Order; after printing, apply gloss aqueous or non-yellowing gloss varnish to the entire surface of Covers 1 & 4 (plus spine if applicable) and/or Covers 2 & 3.

**Text** - Text pages will either print head-to-head in Black only OR with a quantity of pages Black only along with a smaller quantity of pages printing in four-color process.

Endleaves print black only.

Facing pages print to and must align across the bind.

Ink colors must be an exact match of PMS number(s) indicated on the print order. Ink color must remain constant (exact match) from order to order within publication series.

Orders requiring four-color process must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

**PRESS SHEET INSPECTION:** Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order.



See **GPO Publication 315.3** (Guidelines for Contractors Holding Press Sheet Inspections) issued 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.

For reviewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5,000 Kelvin illumination.

**MARGINS:** Text pages will require a minimum 1/2" margin on the head, bind and outside edge, unless otherwise indicated. Follow electronic media.

For large page counts, especially with saddle-stitch binding, contractor is required to maintain margins and prevent page creep.

Cover bleeds on all sides. An occasional order will require bleed pages scattered throughout the text.

#### **BINDING:**

*20 to 96 pages:* Saddle-wire stitch in two places and trim three sides. Score on fold. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

*100 to 600 pages:* Perfect-bind, adhesive case-bind or Smyth sewn text and wraparound cover; trim three sides. Case binding may be done with cloth over boards or paper over boards. Score on folds. At the agency's option, products in excess of 300 pages may be bound in multiple volumes of approximately equal size. The agency will determine the breaking point between volumes. At the agency's option, lay-flat binding may be required.

#### Case-Bound Books

Reinforce endleaves and the first and last signatures with strips of unglued, sized cotton cloth extending 1/4" on the inner side of the signatures and 1" on the endleaves.

Smyth (signature) sew, trim three sides, round, back and headband. Reinforce back with crash and strong paper liner. Case bind with suitable squares.

**NOTE: Case-binding MUST hold round; shoulder height MUST equal thickness of cover boards.**

**BINDERY INSPECTIONS:** When requested by the Government:

Prior to binding the total production quantity, the contractor must contact the U.S. Government Publishing Office, Quality Assurance Section, at (202) 512-1162 in order to set up a binding inspection. In the event the inspection is waived, the contractor must submit three fully completed, advance sample copies for final approval of printing and binding quality.

The contractor is cautioned that, in the event of rejection or alteration of the advance samples, the Government will consider production costs only up to and including presswork of the advance samples. Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk.

Contractor must submit advance samples using UPS or FedEx to: Smithsonian Institution Scholarly Press, 901 D Street, SW, Suite 704-A, Washington, DC 20024, Publication Specialist, (202) 633-3017.

Contractor may receive "O.K. to Bind" by telephone from an authorized Smithsonian Institution Scholarly Press representative.

**PACKING:**

Shrink-film wrap multi-volume products individually, when indicated on print order.

Shrink-film wrap 8-1/2 x 11" volumes, when indicated on print order.

Pack in shipping containers.

Pallets are required for shipments to GPO only.

**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>Books</u>	
<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <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 in accordance with the distribution list to: Smithsonian Institution Service Center, 3400 Pennsy Dr. Room JJ48, Washington DC 20785, Attn: SI Scholarly Press, (202) 633-3017.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

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

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment.

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

**DISTRIBUTION:** Deliver f.o.b. destination to up to seven addresses, most within the commercial zone of Washington, DC. Inside delivery to room number specified may be required.

Complete addresses and quantities will be furnished with each order.

Upon completion of each order, all furnished material and files made by the contractor must be returned to: Smithsonian Institution Scholarly Press, 901 D Street, SW, Suite 704-A, Washington, DC 20024, ATTN: Ginger Strader, Director-SISP, (202) 633-3016 or (202) 633-3017.

Contractor is required to hold all files for the entire term of the contract (including OPTION years).

All expenses incidental to returning materials, submitting proofs, and furnishing advance 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.

Furnished material and proofs must be picked up from and delivered to: Smithsonian Institution Scholarly Press, 901 D Street, SW, Suite 704-A, Washington, DC 20024, Publication Specialist, (202) 633-3017.

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 to submit all proofs as required within **five workdays**

All proofs (and binding samples, when requested) will be held by the Government no more than **four workdays**.

Contractor must complete production and distribution of up to 48 pages within **10 workdays** after receipt of an "OK to print"

Contractor will be allowed **one additional workday** for each additional **48 pages** or fraction thereof.

If press sheet inspection is required Contractor will be allowed **three additional work days**

If bindery inspection is required Contractor will be allowed **three additional work days**

Note: in the event an inspection is waived, customer may request advance binding samples.

**Maximum time allowed for any one print order not to exceed 49 workdays.**

### **Press Sheet Inspection**

The contractor must notify the U.S. 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 three (3) workdays prior to the inspection. Notify the U.S. Government Printing Office, Quality Control for Procured Printing, Washington, DC 20401 at (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

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the 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 the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

**SECTION 3. - DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one 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 time.

Estimated travel expenses and per diem to be incurred by the Government for press sheet inspections will be a factor in determining award. This will be based on sending two Government representatives from the Washington, DC area on two inspection trips lasting three calendar days per trip.

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

- I. (a) 12
- (b) 3
- (c) 1
- (d) 6

		(1)	(2)	(3)	(4)
<b>II.</b>	1 (a)	32	35	36	33
	(b)	16	1	18	1
2	(a)	1,292	456	1,661	486
	(b)	194	96	237	74
3	(a)	766	XX	851	XX
	(b)	370	XX	411	XX
	(c)	2	XX	3	XX
4	(a)	2	1	3	1
	(b)	6	2	8	2
	(c)	1	XX	2	XX
	(d)	6	2	8	3
	(e)	7	4	9	5
	(f)	8	4	10	5

		(1)	(2)
<b>III.</b>	(a)	138	204
	(b)	217	3
	(c)	623	90
	(d)	12	7
	(e)	6	2
	(f)	3	XX

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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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

**Note: All submitted bids must include a certification demonstrating chain of custody from either the Forestry Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI)**

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.

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

All vouchers 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.

For products printing in black ink with four-color process pages scattered throughout, a charge under line item II. 1(b), 2(b) and 3(b), as applicable, will only be allowed for pages actually printing in four-color process.

Cost of all required paper must be charged under Item III. "PAPER".

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

**I. PREPRESS:** One basic charge will be allowed for each data retrieval file from the internet. Revisions to electronic media necessitating additional outputting of the same page will be charged under item (b). A charge will be allowed each time the contractor is required to re-output a page due to author's alterations.

- (a) Retrieval of PDF files from e-mail or FTP ..... per print order ..... \$ \_\_\_\_\_
- (b) Re-output ..... per page ..... \$ \_\_\_\_\_
- (c) Scan and digitize illustrations ..... per illustration ..... \$ \_\_\_\_\_

**Illustrations** - An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and requires scanning and digitizing. The price offered should include the cost of all materials and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film. No charge will be allowed for illustrations furnished on electronic files that the contractor utilizes.

- (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 item (d).

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

**II. PRINTING, BINDING, PACKING & DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations (including all required proofs) necessary for the complete production and distribution of the product listed in accordance with these specifications, excluding operations under I. "PREPRESS" and III. "PAPER".

	<u>Makeready</u> <u>And/or Setup</u>		<u>Running Per</u> <u>1,000 Copies</u>	
	<u>(Format)</u>		<u>(Format)</u>	
	<u>A</u> (1)	<u>B</u> (2)	<u>A</u> (3)	<u>B</u> (4)
<b>1. Saddle-Stitched Products:</b>				
(a) Text printing in Black, Including binding ..... per page .....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Text printing in four color process, Including binding ..... per page .....	\$ _____	\$ _____	\$ _____	\$ _____
<b>2. Perfect Bound Products:</b>				
(a) Text printing in Black, Including binding ..... per page .....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Text printing in four color process, Including binding ..... per page .....	\$ _____	\$ _____	\$ _____	\$ _____
<b>3. Case Bound Products:</b>				
(a) Text printing in Black, Including binding ..... per page .....	\$ _____	XXXXXX	\$ _____	XXXXXX
(b) Text printing in four color process, Including binding ..... per page .....	\$ _____	XXXXXX	\$ _____	XXXXXX
(c) Printing end leaves in black only ..... per page .....	\$ _____	XXXXXX	\$ _____	XXXXXX
<b>4. Cover Printing:</b>				
(a) Outside covers printing in Black and PMS.....per side .....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Outside covers printing in Four color process .....per side .....	\$ _____	\$ _____	\$ _____	\$ _____
(c) Complete case printing in Black and PMS .....per complete case .....	\$ _____	XXXXXX	\$ _____	XXXXXX
(d) Each additional PMS color for the above items: Covers under Items (a) & (b) and case wrap under Item (c) .....per side .....	\$ _____	\$ _____	\$ _____	\$ _____
(e) Covers 2 & 3 Printing in black only .....per side .....	\$ _____	\$ _____	\$ _____	\$ _____
(f) Aqueous coat or varnish covers.....per side .....	\$ _____	\$ _____	\$ _____	\$ _____

\_\_\_\_\_

(Initials)

**III. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

**Covers** - Two page-size leaves (to include spine-size when applicable) will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

**Text** - Each page-size leaf.

**Endleaves**- Each page-size leaf

	<u>Per 1,000 leaves</u>	
	Format A (1)	Format B (2)
(a) White Opacified Offset Book (60-lb.) .....	\$ _____	\$ _____
(b) White Litho Coated Book (70-lb.).....	\$ _____	\$ _____
(c) White Matte Coated Book (70-lb.).....	\$ _____	\$ _____
(d) White Litho Coated Cover (80-lb.).....	\$ _____	\$ _____
(e) White No. 2 Cover, Gloss Finish (100-lb).....	\$ _____	\$ _____
(f) White Machine Finish Book End Paper (80-lb.) .....	\$ _____	\$ _____

My production facilities are located within the  
 assumed area of production .....  yes  no

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_
  - a. Number of hours from acceptance of print order to pickup of Government  
 Furnished Material ..... \_\_\_\_\_
  - b. Number of hours from pickup of Government Furnished Material to delivery  
 at contractor's plant ..... \_\_\_\_\_
  
2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_
  - a. Number of hours from notification to carrier to pickup of completed product..... \_\_\_\_\_
  - b. Number of hours from pickup of completed product to delivery at destination..... \_\_\_\_\_

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



**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space 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)

Program:	242-S							
Term:	Date of Award to May 31, 2017							
Title:	Smithsonian Contributions Series and Miscellaneous Contributions							
				<b>GRAY GRAPHICS</b>	<b>McDONALD &amp; EUDY INC.</b>	<b>CURRENT CONTRACTOR</b>		
		BASIS OF		CAPITOL HEIGHTS, MD	TEMPLE HILLS, MD	McDONALD & EUDY INC.		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	<b>COST</b>	UNIT RATE	<b>COST</b>	UNIT RATE	<b>COST</b>
(b)	Text printing in four color process, including binding.....per page.....							
	Makeready and/or Setup							
(1)	<b>Format A</b>	370	\$50.00	\$18,500.00	\$65.00	\$24,050.00	\$50.00	\$18,500.00
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	411	\$10.00	\$4,110.00	\$8.75	\$3,596.25	\$8.75	\$3,596.25
(c)	Printing end leaves in black only.....per page.....							
	Makeready and/or Setup							
(1)	<b>Format A</b>	2	\$50.00	\$100.00	\$125.00	\$250.00	\$75.00	\$150.00
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	3	\$30.00	\$90.00	\$70.00	\$210.00	\$60.00	\$180.00
<b>4</b>	<b>Cover Printing:</b>							
(a)	Outside covers printing in Black and PMS.....per side.....							
	Makeready and/or Setup							
(1)	<b>Format A</b>	2	\$300.00	\$600.00	\$300.00	\$600.00	\$300.00	\$600.00
(2)	<b>Format B</b>	1	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	3	\$55.00	\$165.00	\$75.00	\$225.00	\$75.00	\$225.00
(4)	<b>Format B</b>	1	\$50.00	\$50.00	\$75.00	\$75.00	\$75.00	\$75.00
(b)	Outside covers printing in Four color process.....per side.....							
	Makeready and/or Setup							
(1)	<b>Format A</b>	6	\$450.00	\$2,700.00	\$350.00	\$2,100.00	\$350.00	\$2,100.00
(2)	<b>Format B</b>	2	\$450.00	\$900.00	\$350.00	\$700.00	\$350.00	\$700.00
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	8	\$95.00	\$760.00	\$85.00	\$680.00	\$85.00	\$680.00
(4)	<b>Format B</b>	2	\$95.00	\$190.00	\$85.00	\$170.00	\$85.00	\$170.00
(c)	Complete case printing in Black and PMS.....per complete case.....							
	Makeready and/or Setup							
(1)	<b>Format A</b>	1	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	2	\$3,000.00	\$6,000.00	\$3,500.00	\$7,000.00	\$3,500.00	\$7,000.00
(d)	Each additional PMS color for the above items Covers under							
	Items (a) & (b) and case wrap under Item ( c ).....per side.....							
	Makeready and/or Setup							
(1)	<b>Format A</b>	6	\$100.00	\$600.00	\$125.00	\$750.00	\$125.00	\$750.00
(2)	<b>Format B</b>	2	\$100.00	\$200.00	\$125.00	\$250.00	\$125.00	\$250.00
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	8	\$20.00	\$160.00	\$20.00	\$160.00	\$20.00	\$160.00
(4)	<b>Format B</b>	3	\$20.00	\$60.00	\$20.00	\$60.00	\$20.00	\$60.00
(e)	Cover 2 & 3 Printing in black only.....per side.....							
	Makeready and/or Setup							
(1)	<b>Format A</b>	7	\$100.00	\$700.00	\$75.00	\$525.00	\$175.00	\$1,225.00
(2)	<b>Format B</b>	4	\$100.00	\$400.00	\$75.00	\$300.00	\$175.00	\$700.00
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	9	\$10.00	\$90.00	\$20.00	\$180.00	\$20.00	\$180.00
(4)	<b>Format B</b>	5	\$10.00	\$50.00	\$20.00	\$100.00	\$20.00	\$100.00

Program:	242-S							
Term:	Date of Award to May 31, 2017							
Title:	Smithsonian Contributions Series and Miscellaneous Contributions							
				<b>GRAY GRAPHICS</b>	<b>McDONALD &amp; EUDY INC.</b>	<b>CURRENT CONTRACTOR</b>		
		BASIS OF		CAPITOL HEIGHTS, MD	TEMPLE HILLS, MD	McDONALD & EUDY INC.		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	<b>COST</b>	UNIT RATE	<b>COST</b>	UNIT RATE	<b>COST</b>
(f)	Aqueous coat or varnish covers.....per side..... Makeready and/or Setup							
(1)	<b>Format A</b>	8	\$100.00	\$800.00	\$75.00	\$600.00	\$75.00	\$600.00
(2)	<b>Format B</b>	4	\$100.00	\$400.00	\$75.00	\$300.00	\$75.00	\$300.00
	Running Per 1,000 Copies							
(3)	<b>Format A</b>	10	\$10.00	\$100.00	\$10.00	\$100.00	\$10.00	\$100.00
(4)	<b>Format B</b>	5	\$10.00	\$50.00	\$10.00	\$50.00	\$10.00	\$50.00
<b>III.</b>	<b>PAPER: PER 1,000 LEAVES</b>							
(a)	White Opacified Offset Book (60-lb.)							
(1)	<b>Format A</b>	138	\$11.00	\$1,518.00	\$11.25	\$1,552.50	\$11.25	\$1,552.50
(2)	<b>Format B</b>	204	\$11.00	\$2,244.00	\$11.25	\$2,295.00	\$11.25	\$2,295.00
(b)	White Litho Coated Book (70-lb.)							
(1)	<b>Format A</b>	217	\$14.00	\$3,038.00	\$13.00	\$2,821.00	\$13.00	\$2,821.00
(2)	<b>Format B</b>	3	\$14.00	\$42.00	\$13.00	\$39.00	\$13.00	\$39.00
(c)	White Matte Coated Book (70-lb.)							
(1)	<b>Format A</b>	623	\$14.00	\$8,722.00	\$13.00	\$8,099.00	\$13.00	\$8,099.00
(2)	<b>Format B</b>	90	\$14.00	\$1,260.00	\$13.00	\$1,170.00	\$13.00	\$1,170.00
(d)	White Litho Coated Cover (80-lb.)							
(1)	<b>Format A</b>	12	\$50.00	\$600.00	\$60.00	\$720.00	\$60.00	\$720.00
(2)	<b>Format B</b>	7	\$50.00	\$350.00	\$60.00	\$420.00	\$60.00	\$420.00
(e)	White No.2 Cover, Gloss Finish (100-lb.)							
(1)	<b>Format A</b>	6	\$75.00	\$450.00	\$70.00	\$420.00	\$70.00	\$420.00
(2)	<b>Format B</b>	2	\$75.00	\$150.00	\$70.00	\$140.00	\$70.00	\$140.00
(f)	White Machine Finish Book End Paper (80-lb.)							
(1)	<b>Format A</b>	3	\$100.00	\$300.00	\$40.00	\$120.00	\$40.00	\$120.00
	<b>CONTRACTOR TOTALS</b>			<b>\$123,979.75</b>		<b>\$147,451.75</b>		<b>\$131,813.20</b>
	<b>DISCOUNT</b>		<b>2.00%</b>	\$2,479.60	<b>1.00%</b>	\$1,474.52	<b>1.00%</b>	\$1,318.13
	<b>DISCOUNT TOTALS</b>			<b>\$121,500.15</b>		<b>\$145,977.23</b>		<b>\$130,495.07</b>
				<b>AWARDED</b>				