

U.S. GOVERNMENT PUBLISHING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

The Beacon

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

Department of Agriculture (USDA)

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 AM, prevailing Washington, DC time, on **June 3, 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: CSPA, 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.

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 e-mail 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)).

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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.

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

Product Quality Levels:

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

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	Electronic media
P-8. Halftone Match (Single and Double Impression)	Electronic media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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.

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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.

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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.

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, DC 20401.

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of newsletters requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: The Beacon.

FREQUENCY OF ORDERS: Monthly

QUANTITY: Approximately 4,400 to 8,800 copies per order.

NUMBER OF PAGES: 12, 16, or 20 pages per order.

TRIM SIZE: 8-1/2 x 11”.

GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows:

Platform: Macintosh OSX; IBM or compatible using MS Windows

Storage Media: CD-R/RW or E-mail
Files will be provided in Portable Document Format (PDF)

Software: MS Word or Adobe Acrobat

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: Fonts are NOT furnished.

Additional Information

All illustrations are furnished in the electronic files.

A visual of all pages will be furnished.

The color identification system used is RGB.

GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

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

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

Note: Mailing by the Contractor will be at the option of the Agency. When mailing is required it will be noted on the Print Order and the following additional items will be furnished:

- 9 x 12”, or 10 x 13” envelopes pre-printed with a “Postage and Fees Paid” indicia for mailing
- MS Excel spreadsheet which provides mailing addresses and quantity required for each.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the product(s) in accordance with these specifications.

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 DeShanta Rhea on (301) 504-4226.

The contractor shall convert the supplied electronic file(s) from 4-color process to 2-color (Black plus PMS), 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.

Contractor must furnish all required fonts for Arial and Arial Black.

All halftones are to be at 150-line screen or finer. (Note: There are approximately 15 halftones per issue.)

PROOFS: As indicated on Print Order

Digital color content proofs for **ALL PAGES**

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. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

When requested, contractor to submit ink draw-downs on actual production stock of Pantone color(s) required.

U.S. Department of Agriculture (USDA) reserves the right to make changes to all proofs. The government may require one or more sets of revised proofs before rendering an "OK to Print".

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 "OK TO PRINT."

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

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

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

White 100% Recycled Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A70.

PRINTING: Print head-to-head in black ink and a single ink color other than black.

Match Pantone number as indicated on the print order.

MARGINS: Head – 7/8"; Bind – 3/4"; unless otherwise specified.

BINDING: Saddle-wire stitch in two places across the 11" dimension and trim three sides. 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.

At contractor's option, paste on fold and trim three sides.

Drill three round holes, 1/2" diameter, centered on the 11" left side, 4-1/4" center to center.

PACKING:

If mailing is not required on Print Order: Pack all copies in shipping containers not to exceed 45 pounds when fully packed.

If mailing is required on Print Order: Pack approximately 30 copies going to Beltsville MD in shipping container. For balance, contractor is to produce labels from supplied file, label supplied envelopes (with pre-printed indicia), pack into envelopes as required, and prepare for mailing.

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

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

If mailing is not required on Print Order: Deliver f.o.b. destination to one address in Beltsville, MD and one address in Alexandria, VA.

If mailing is required on Print Order: Deliver f.o.b. destination to one address in Beltsville, MD. Deliver f.o.b. contractor's city to the United State Post Office (USPS)

Upon completion of each order, all furnished material, including electronic media, must be returned to the USDA/OC Printing Services, 14th and Independence Avenue, SW, Room 446A, Washington, DC 20520.

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

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to the USDA/OC Printing Services, 14th and Independence Avenue, SW, Room 446A, Washington, DC 20520.

Furnished electronic media must be returned with proofs.

Orders will generally be placed during the first week of each month.

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.

When ordered, Contractor to submit all proofs as required within **one workday**.

Proofs will be withheld **two workdays** from receipt by the Government until proofs are made available for pickup.

NOTE: The first workday after receipt of proofs at the Department is day one of the hold time.

If mailing is not required on Print Order: Contractor must complete production and distribution within **four workdays** after receipt of an "OK to print"

If mailing is required on Print Order: Contractor must complete production and distribution within **six workdays** after receipt of an "OK to print"

All mailing shall be made at the First Class Mail rate.

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

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 Certificate of Mailing with the voucher for billing.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail” as applicable.

The contractor is required to fill in all applicable items on USPS form(s), (PS Form 3600-R, Postage Statement – and/or PS Form 3651-LP, Postage Statement – International Letter-post) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately e-mail a copy a copy to: Cynthia McNeill [e-mail address: Cynthia.McNeill@usda.gov] identifying the Jacket Number, Program Number, and Print Order.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <http://www.gpo.gov/vendors/sfas.htm>.

The ship/deliver date indicated on the print order is the date all product ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and all product f.o.b. contractor’s city must be delivered to the USPS or picked up by the carrier.

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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing to (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I. (a) 48

- II. (1) (2)
 - (a) 3 220
 - (b) 8 472
 - (c) 1 54

- III. (a) 230

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for delivery to Beltsville MD and f.o.b. contractor's city for all mailing.

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

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

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

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

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

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

Invoices submitted to GPO by contractor must have line-item pricing identified using the same outline numbering format used for the "Schedule of Prices" in the contract specifications. Each line-item must be labeled with the outline number of the corresponding task/item specified in the "Schedule of Prices" (for example: II.(a).1.

Fractional parts of 100 will be prorated at the per-100 rate.

A charge will be allowed for each page, whether printed or blank.

Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

I. PROOFS:

(a) Digital Color Content Proofsper trim/page-size unit \$_____

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

	<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
	(1)	(2)
(a) Twelve-Page Product: Printing in black and one additional color, including binding per product.....	\$_____	\$_____
(b) Sixteen-Page Product: Printing in black and one additional color, including binding per product.....	\$_____	\$_____
(c) Twenty-Page Product Printing in black and one additional color, including binding per product.....	\$_____	\$_____

(Initials)

III. ADDITIONAL OPERATIONS

- (a) Produce labels from supplied file, label supplied envelopes, pack envelopes as required, and prepare for mailingper 100 copies..... \$ _____

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)

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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, DC 20401.

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of newsletters requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: The Beacon.

FREQUENCY OF ORDERS: Monthly

QUANTITY: Approximately 4,400 to 8,800 copies per order.

NUMBER OF PAGES: 12, 16, or 20 pages per order.

TRIM SIZE: 8-1/2 x 11”.

GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows:

Platform: Macintosh OSX; IBM or compatible using MS Windows

Storage Media: CD-R/RW or E-mail
Files will be provided in Portable Document Format (PDF)

Software: MS Word or Adobe Acrobat

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: Fonts are NOT furnished.

Additional Information

All illustrations are furnished in the electronic files.

A visual of all pages will be furnished.

The color identification system used is RGB.

GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

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

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

Note: Mailing by the Contractor will be at the option of the Agency. When mailing is required it will be noted on the Print Order and the following additional items will be furnished:

- 9 x 12”, or 10 x 13” envelopes pre-printed with a “Postage and Fees Paid” indicia for mailing
- MS Excel spreadsheet which provides mailing addresses and quantity required for each.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the product(s) in accordance with these specifications.

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 DeShanta Rhea on (301) 504-4226.

The contractor shall convert the supplied electronic file(s) from 4-color process to 2-color (Black plus PMS), 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.

Contractor must furnish all required fonts for Arial and Arial Black.

All halftones are to be at 150-line screen or finer. (Note: There are approximately 15 halftones per issue.)

PROOFS: As indicated on Print Order

Digital color content proofs for **ALL PAGES**

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. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

When requested, contractor to submit ink draw-downs on actual production stock of Pantone color(s) required.

U.S. Department of Agriculture (USDA) reserves the right to make changes to all proofs. The government may require one or more sets of revised proofs before rendering an "OK to Print".

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 "OK TO PRINT."

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

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

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

White 100% Recycled Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A70.

PRINTING: Print head-to-head in black ink and a single ink color other than black.

Match Pantone number as indicated on the print order.

MARGINS: Head – 7/8"; Bind – 3/4"; unless otherwise specified.

BINDING: Saddle-wire stitch in two places across the 11" dimension and trim three sides. 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.

At contractor's option, paste on fold and trim three sides.

Drill three round holes, 1/2" diameter, centered on the 11" left side, 4-1/4" center to center.

PACKING:

If mailing is not required on Print Order: Pack all copies in shipping containers not to exceed 45 pounds when fully packed.

If mailing is required on Print Order: Pack approximately 30 copies going to Beltsville MD in shipping container. For balance, contractor is to produce labels from supplied file, label supplied envelopes (with pre-printed indicia), pack into envelopes as required, and prepare for mailing.

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

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

If mailing is not required on Print Order: Deliver f.o.b. destination to one address in Beltsville, MD and one address in Alexandria, VA.

If mailing is required on Print Order: Deliver f.o.b. destination to one address in Beltsville, MD. Deliver f.o.b. contractor's city to the United State Post Office (USPS)

Upon completion of each order, all furnished material, including electronic media, must be returned to the USDA/OC Printing Services, 14th and Independence Avenue, SW, Room 446A, Washington, DC 20520.

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

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to the USDA/OC Printing Services, 14th and Independence Avenue, SW, Room 446A, Washington, DC 20520.

Furnished electronic media must be returned with proofs.

Orders will generally be placed during the first week of each month.

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.

When ordered, Contractor to submit all proofs as required within **one workday**.

Proofs will be withheld **two workdays** from receipt by the Government until proofs are made available for pickup.

NOTE: The first workday after receipt of proofs at the Department is day one of the hold time.

If mailing is not required on Print Order: Contractor must complete production and distribution within **four workdays** after receipt of an "OK to print"

If mailing is required on Print Order: Contractor must complete production and distribution within **six workdays** after receipt of an "OK to print"

All mailing shall be made at the First Class Mail rate.

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

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 Certificate of Mailing with the voucher for billing.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail” as applicable.

The contractor is required to fill in all applicable items on USPS form(s), (PS Form 3600-R, Postage Statement – and/or PS Form 3651-LP, Postage Statement – International Letter-post) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately e-mail a copy a copy to: Cynthia McNeill [e-mail address: Cynthia.McNeill@usda.gov] identifying the Jacket Number, Program Number, and Print Order.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <http://www.gpo.gov/vendors/sfas.htm>.

The ship/deliver date indicated on the print order is the date all product ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and all product f.o.b. contractor’s city must be delivered to the USPS or picked up by the carrier.

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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing to (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I. (a) 48

- II. (1) (2)
 - (a) 3 220
 - (b) 8 472
 - (c) 1 54

- III. (a) 230

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for delivery to Beltsville MD and f.o.b. contractor's city for all mailing.

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

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

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

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

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

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

Invoices submitted to GPO by contractor must have line-item pricing identified using the same outline numbering format used for the "Schedule of Prices" in the contract specifications. Each line-item must be labeled with the outline number of the corresponding task/item specified in the "Schedule of Prices" (for example: II.(a).1.

Fractional parts of 100 will be prorated at the per-100 rate.

A charge will be allowed for each page, whether printed or blank.

Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

I. PROOFS:

(a) Digital Color Content Proofsper trim/page-size unit \$_____

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

	<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
	(1)	(2)
(a) Twelve-Page Product: Printing in black and one additional color, including binding per product.....	\$_____	\$_____
(b) Sixteen-Page Product: Printing in black and one additional color, including binding per product.....	\$_____	\$_____
(c) Twenty-Page Product Printing in black and one additional color, including binding per product.....	\$_____	\$_____

(Initials)

III. ADDITIONAL OPERATIONS

- (a) Produce labels from supplied file, label supplied envelopes, pack envelopes as required, and prepare for mailingper 100 copies..... \$ _____

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)