

Program No. C478-S						
Term: AUGUST 1, 2014 TO JULY 31, 2015						
TITLE: NATIONAL ENDOWMENT OF THE ARTS						
				S&S GRAPHICS		S & S GRAPHICS
				LAUREL, MD	CURRENT CONTRACTOR	
ITEM NO.	DESCRIPTION	BOA	UNIT RATE	COST	UNIT RATE	COST
I.	PREPRESS:					
(A)	Trim/Page-size unit produces from electronic file.....per color.....	2440	\$4.55	\$11,102.00	\$5.00	\$12,200.00
(B)	Digital Color Content Proofs.....per trim/page-size proof.....	768	\$1.85	\$1,420.80	\$2.00	\$1,536.00
(C)	Digital One-piece composite laminated color proof.....per trim/page-size proof.....	768	\$15.50	\$11,904.00		\$0.00
(D)	Image Enhancement.....per hour.....	1	\$95.00	\$95.00	\$95.00	\$95.00
(E)	System Timework.....per hour.....	1	\$95.00	\$95.00	\$95.00	\$95.00
II.	PRINTING, BINDING, AND DISTRIBUTION:					
	SADDLE-STITCHED PRODUCT:					
(A)	Printing text page in two ink colors.....per page.....					
1	Makeready and/or Setup.....	144	\$43.49	\$6,262.56	\$47.79	\$6,881.76
2	Running Per 100 Copies.....	2080	\$0.32	\$665.60	\$0.35	\$728.00
(B)	Printing text page in each additional ink color, spot varnish, or flood varnish.....					
per page.....					
1	Makeready and/or Setup.....	20	\$13.65	\$273.00	\$15.00	\$300.00
2	Running Per 100 Copies.....	600	\$0.11	\$66.00	\$0.12	\$72.00
(C)	Printing text page in four color process.....per page.....					
1	Makeready and/or Setup.....	144	\$74.13	\$10,674.72	\$81.46	\$11,730.24
2	Running Per 100 Copies.....	5688	\$1.15	\$6,541.20	\$1.26	\$7,166.88
	Perfect-Bound Product:					
(D)	Printing text page in two ink colors.....per page.....					
1	Makeready and/or Setup.....	150	\$27.94	\$4,191.00	\$30.70	\$4,605.00
2	Running Per 100 Copies.....	3000	\$0.53	\$1,590.00	\$0.58	\$1,740.00
(E)	Printing text page in each additional ink color, spot varnish, or flood varnish.....					
per page.....					
1	Makeready and/or Setup.....	48	\$13.65	\$655.20	\$15.00	\$720.00
2	Running Per 100 Copies.....	960	\$0.11	\$105.60	\$0.12	\$115.20
(F)	Printing text page in four color process.....per page.....					
1	Makeready and/or Setup.....	130	\$59.32	\$7,711.60	\$65.19	\$8,474.70
2	Running Per 100 Copies.....	1300	\$0.88	\$1,144.00	\$0.97	\$1,261.00
	Smyth-sewn Product:					
(G)	Printing text page in two ink colors.....per page.....					
1	Makeready and/or Setup.....	50	\$42.77	\$2,138.50	\$47.00	\$2,350.00
2	Running Per 100 Copies.....	750	\$1.14	\$855.00	\$1.25	\$937.50
(H)	Printing text page in each additional ink color, spot varnish, or flood varnish.....					
per page.....					
1	Makeready and/or Setup.....	36	\$13.65	\$491.40	\$15.00	\$540.00
2	Running Per 100 Copies.....	540	\$0.11	\$59.40	\$0.12	\$64.80
(I)	Printing text page in four color process.....per page.....					
1	Makeready and/or Setup.....	150	\$48.14	\$7,221.00	\$52.90	\$7,935.00
2	Running Per 100 Copies.....	2250	\$1.32	\$2,970.00	\$1.45	\$3,262.50
	Covers:					
(J)	Printing cover pages 1 and 4 or 2 and 3 in two ink colors, including binding.....					
per side.....					
1	Makeready and/or Setup.....	3	\$260.25	\$780.75	\$286.00	\$858.00
2	Running Per 100 Copies.....	50	\$3.58	\$179.00	\$3.93	\$196.50
(K)	Printing cover pages 1 and 4 or 2 and 3 in an additional color.....per side..					
1	Makeready and/or Setup.....	1	\$182.00	\$182.00	\$200.00	\$200.00
2	Running Per 100 Copies.....	20	\$0.41	\$8.20	\$0.45	\$8.90
(L)	Printing cover pages 1 & 4 or 2 & 3 in four color process, including binding.....					
per side.....					
1	Makeready and/or Setup.....	10	\$523.00	\$5,230.00	\$574.00	\$5,740.00
2	Running Per 100 Copies.....	185	\$4.17	\$771.45	\$4.58	\$847.30
(M)	Varnish/Aqueous coating covers 1 & 4 or 2 & 3.....per side.....					
1	Makeready and/or Setup.....	10	\$160.00	\$1,600.00	\$175.00	\$1,750.00
2	Running Per 100 Copies.....	185	\$0.41	\$75.85	\$0.45	\$83.25
III.	PAPER:					
	Text:					
(A)	White No.1 Coated Text Dull-Finish (80-lb.).....per 1,000 leaves.....	1400	\$1.36	\$1,904.00	\$1.49	\$2,086.00
(B)	White No.1 Coated Text Dull-Finish (100-lb.).....per 1,000 leaves.....	2484	\$1.69	\$4,197.96	\$1.86	\$4,620.24
(C)	White No. 1 Offset Book, Smooth-Finish (80-lb.).....per 1,000 leaves.....	1500	\$1.40	\$2,100.00	\$1.53	\$2,295.00
(D)	White No. 1 Offset Book, Smooth-Finish (100-lb.).....per 1,000 leaves.....	650	\$1.73	\$1,124.50	\$1.90	\$1,235.00
	Covers:					
(E)	White No. 1 Coated Dull-Finish Cover (80lb.).....per 1,000 leaves.....	170	\$2.10	\$357.00	\$2.33	\$396.10
(F)	White No. 1 Coated Dull-Finish Cover (100lb.).....per 1,000 leaves.....	60	\$2.65	\$159.00	\$2.91	\$174.60
(G)	White No. 1 Coated Dull-Finish Cover (120lb.).....per 1,000 leaves.....	30	\$3.82	\$114.60	\$4.20	\$126.00
(H)	White Offset Cover (80-lb.).....per 1,000 leaves.....	60	\$2.16	\$129.60	\$2.39	\$143.40
(I)	White Offset Cover (100-lb.).....per 1,000 leaves.....	20	\$2.72	\$54.40	\$2.98	\$59.60
(J)	White Offset Cover (120-lb.).....per 1,000 leaves.....	4	\$3.90	\$15.60	\$4.29	\$17.16
	CONTRACTOR TOTALS			\$97,216.49		\$93,647.63
	DISCOUNT		5.00%	\$4,860.82	1.00%	\$936.48
	DISCOUNTED TOTALS			\$92,355.67		\$92,711.15

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

National Endowment of the Arts Communication Office Publications

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

National Endowment of the Arts

(NEA)

Communications Office

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending September 30, 2017, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on October 20, 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., Eastern Standard 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.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the products ordered under this contract must be located within-a 75-mile radius of zero milestone, Washington, DC

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

For information of a technical nature call Kevin Hodges (202) 512 0310 or via e-mail khodges@gpo.gov (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 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. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

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

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 Sheet
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheet
P-9. Solid and Screen Tint Color Match	O.K. Press Sheet
P-10. Process Color Match	O.K. Press Sheet

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. OK Proofs, Electronic media.
- P-8. OK Proofs, Electronic media.
- P-9. Pantone Matching System.
- P-10. OK 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 (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to September 30, 2017 and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 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 June 30, 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.

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: In order to ensure that the Contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives will conduct a conference with the Contractor's representatives via conference call or at the 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 September 30, 2017, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" 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.

The estimated quantities specified in the "DETERMINATION OF AWARD" are not the total requirements of the Government activity but are the estimates of requirements in excess of the quantities that the Government activity may itself furnish using its own equipment, facilities, or employees.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of separate and self covered saddle-stitched, perfect-bound, and Smyth sewn publications requiring such operations as electronic prepress, printing in up to five ink colors (including 4-color process), binding, packing, and distribution.

TITLE: National Endowment of the Arts Communication Office Publications.

FREQUENCY OF ORDERS: Approximately 5 to 15 orders per year.

QUANTITY: Approximately 1,000 to 15,000 copies per order.

NUMBER OF PAGES: Approximately 8 to 320 pages per order.

TRIM SIZES: over 5-1/2 x 8-1/2" and up to 9 x 12" (including album style).

GOVERNMENT TO FURNISH:

Electronic Media -

Platform: IBM or compatible using Windows XP or higher, or Macintosh 10.2 or higher.

Storage Media: CD-R/RW; DVD-R/RW

Software: Quark Xpress; Adobe Pagemaker; Adobe Illustrator; Adobe InDesign; Adobe Photoshop; Adobe Acrobat; Microsoft Word

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

Files will be furnished in native application or on occasion in PDF or PostScript format.

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished.

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

Additional Information

Visuals of the supplied electronic files (showing color breaks) will be furnished. Color identification system used is Pantone and CMYK.

GPO Form 892 - PROOFS Label

GPO Form 905 - Labeling and Marking Specifications

GPO Form 915 - Quality Assurance Random Copies

GPO Form 2678 - Blue Label*

GPO Form 917 - Certificate of Selection*

* For Departmental Random "blue label" copies

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on the furnished plates 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 products in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the ordering Agency. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule.

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.

The contractor is responsible for outputting of the electronic files, regardless of the production process, at high

The contractor is responsible for outputting of the electronic files, regardless of the production process, at high resolution. High resolution on this contract is defined as being a minimum of 150-line screen or finer or at a minimum of 20 micron for stochastic screening. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones (single and multi-color), type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractor's production environment.

When required by the Government, the contractor shall make minor revisions to the electronic file. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

Contractor is responsible for creating spot varnish separations for all pages requiring spot varnish.

On occasion low resolution photos will be provided for placement only. Contractor will be required to create high resolution scans for printing.

IMAGE ENHANCEMENT SYSTEM: It is anticipated that some orders may require some image enhancement. Contractor may be required to provide color changes, create air brushed vignettes, posterization, pixelization, graduated backgrounds, image to image assembly and/or other manipulations through utilization of a digitized image enhancement software. The individual print orders will indicate if any enhancement is required. GPO reserves the right to determine the acceptable amount of timework allowed for system work.

PROOFS: As indicated on each Print Order

One (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. 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.

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

When requested, contractor to submit ink draw downs on actual production stock of Pantone colors used. Half of the ink draw down must be coated if coating is required.

Spot varnish may be shown as either a digital content proof or as an overlay on the one piece laminated proofs.

National Endowment of the Arts 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. 11" dated February 1999.

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

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

Text:

White No. 1 Coated Text, Dull-Finish, basis weight 80, and 100 lbs. per 500 sheets, 25 x 38" equal to JCP Code A261.

White No. 1 Offset Book, Smooth-Finish, basis weight 80, and 100 lbs. per 500 sheets, 25 x 38" equal to JCP Code A61. (JCP Exception: 100 lb. weight).

Cover: (Note: Some orders will be self-covered).

White No. 1 Coated Cover, Dull-Finish, basis weight 80, 100, and 120 lbs. per 500 sheets, 20 x 26" equal to JCP Code L61 (JCP Exception: 120 lb. weight).

White Offset Cover, basis weight 80, 100, and 120 lbs. per 500 sheets, 20 x 26" equal to JCP Code L23 (JCP Exception: 120 lb. weight).

PRINTING:

Text: Print head-to-head in two to four ink colors or four-color process. An occasional publication will require printing in a fifth color. Match PMS colors specified on print order.

Covers: Print covers 1 and 4 or 1 through 4 head-to-head in two to four ink colors or four-color process. An occasional publication will require printing in a fifth color.

After printing, varnish or Aqueous coat cover pages 1 and 4 or 1 through 4, and spine (Print orders will indicate which is to be used for each order). Varnish used must be clear and non-yellowing to prevent scratching and smearing. An occasional publication will require spot varnish on photos in interior text.

All 4-color process printing must be produced on a press capable of printing four colors in a single pass through the press (minimum of four printing units). Occasional jobs will require fifth color added.

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 August 2002. 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; gray balance patches, and trap targets for process color (if applicable). These areas must be repeated consecutively across the entire press sheet (can be on the gripper edge, tail edge, or gutter of the press sheet).

MARGINS: Margins will be as indicated on the print order or furnished copy. Contractor should anticipate bleeds on text and cover pages.

BINDING:

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

Perfect-Bound Products: Perfect-bind text and wraparound cover; trim three sides.

Smyth Sewn Products: Smyth sew text and wraparound cover, trim three sides.

PACKING: Pack in shipping containers not to exceed 45 lbs. when fully packed. Pallets are required.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

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.

Quantity
Ordered

Number of
Sublots

500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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

A copy of the Government-furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificated may result in delay in processing the voucher.

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 three to four addresses within the commercial zone of Washington, DC. and ship f.o.b. contractor's city (reimbursable) to approximately one address outside the commercial zone of Washington, DC.

Inside delivery to room numbers specified will be required.

Deliver f.o.b. destination, 16 copies (Depository and File copies) to two addresses within the commercial zone of Washington, DC.* Must be shipped via FedEx, UPS, or United States Postal Service (USPS). The addresses are:

Deliver one (1) copy to: U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401. Item no. 0831-B-02.

Deliver fifteen (15) copies to: Library of Congress, US/Anglo Division, U.S. Government Documents Section, 101 Independence Avenue, SE, Washington, DC 20540-4274. Marked: Depository File Copies.

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

Shipments shall be made by reimbursable traceable small parcel carrier to area outside the commercial zone of Washington, DC. All shipments must be made by traceable means. A signed receipt is required. The contractor will be reimbursed for all shipping costs by submitting the shipping receipts with the invoice for billing.

Upon completion of each order, all furnished materials must be returned to: National Endowment of the Arts, 400 7th Street, SW, Washington, DC 20506. Mark to the Attn: Don Ball (202) 682-5750, Public Affairs.

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

SHIPPING DOCUMENTATION:

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to David Ball [E-Mail to:balld@arts.gov]. The subject line of the email shall be “Distribution Notice for Program 478-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery method, and title of publication.

PAYMENTS ON PURCHASE ORDER:

Processing vouchers for payment, FAX the completed invoice to us by utilizing the GPO barcode cover sheet program application. Access the following hyperlink and follow the instructions as indicated:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes **MUST** be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, DC 20401

Note: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.

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, print orders and proofs must be picked up from and delivered to: Don Ball (202) 682-5750, at the National Endowment of the Arts, Public Affairs, 400 7th Street, SW, Washington, DC 20506.

No definite schedule for the pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must submit all required proofs within **two (2)** workdays after notification of the availability of print order and furnished material.

Proofs will be withheld no more than **three (3)** workdays from their receipt at the Department until they are made available for pickup by the contractor. (Note: The first workday after receipt of proofs at the Department is day one (1) of the hold time).

If revised proofs are required due to author’s alterations, contractor must submit revised proofs within two (2) workdays of notification of changes. Revised proofs will be withheld no more than two (2) workdays from their receipt at the Department until they are made available for pickup by the contractor.

If revised proofs are required due to contractor’s errors, no additional time will be allowed.

Contractor must complete production and distribution within **five (5)** workdays of receipt of “O.K. to Print” on proofs.

Press Sheet Inspection

Call (202) 512-1162, between the hours of 8:00 a.m. and 2:00 p.m., prevailing eastern time, with 3 workdays notice. Press sheets will be inspected at the contractor’s plant for quality conformance. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run. Press sheets must contain one color bar for each color placed parallel to the press’s ink rollers. The control bars must show areas consisting of 1/8 x 1/8” minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (GATF, BRUNNER, or GRETAG); and gray balance patches for process color, repeated across the entire press sheet. The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 degree Kelvin

lamination.

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

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, and the date products ordered f.o.b. contractor's city must be delivered to the small package carrier.

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

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 the first 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 under this contract for a like period of time.

The following item designations correspond to those listed in the "**Schedule of Prices**".

I.

- (a) 3216
- (b) 1166
- (c) 714
- (d) 2
- (e) 2

II.

- | | (1) | (2) |
|-----|-----|------|
| (a) | 148 | 1982 |
| (b) | 92 | 3909 |
| (c) | 124 | 4968 |
| (d) | 144 | 10 |
| (e) | 52 | 80 |
| (f) | 52 | 80 |
| (g) | 316 | 32 |
| (h) | 256 | 50 |
| (i) | 256 | 50 |
| (j) | 1 | 10 |
| (k) | 2 | 50 |
| (l) | 16 | 435 |
| (m) | 11 | 204 |

III.

- (a) 1170
- (b) 6438
- (c) 8176
- (d) 2122
- (e) 161
- (f) 80
- (g) 85
- (h) 60
- (i) 41
- (j) 101

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination within the commercial zone of Washington, DC and f.o.b. contractor's city for outside the commercial zone of Washington, DC.

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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

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

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

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

I. PREPRESS: One basic charge will be allowed for each color on each printed trim size page or side (face or back) of the product. An additional charge will be allowed for each page requiring spot varnish.

(a) Trim/Page-size unit produced from electronic fileper color.....\$ _____

(b) Digital Color Content Proofsper trim/page-size proof.....\$ _____

(c) Digital One-piece composite laminated color proof.....per trim/page-size proof.....\$ _____

(d) Image Enhancement..... per hour..... \$ _____

The Contracting Officer reserves the right to be the final judge as to the number of hours chargeable under item (e) Image Enhancement.

(e) System Timeworkper hour \$ _____

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

(Initials)

II. PRINTING, BINDING AND DISTRIBUTION: Prices offered shall be all-inclusive for printing, binding and distribution in accordance with these specifications and include the cost of all required materials (except paper) and operations necessary for the complete production and distribution of the product listed as defined in Section 2.-Specifications. All required paper must be charged under Item III.

	<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
	(1)	(2)
<u>Saddle Stitched Product:</u>		
(a) Printing text page in two ink colors per page	\$ _____	\$ _____
(b) Printing text page in each additional ink color, spot varnish, or flood varnish..... per page	\$ _____	\$ _____
(c) Printing text page in four color process per page	\$ _____	\$ _____
<u>Perfect-Bound Product:</u>		
(d) Printing text page in two ink colors per page	\$ _____	\$ _____
(e) Printing text page in each additional ink color, spot varnish, or flood varnish..... per page	\$ _____	\$ _____
(f) Printing text page in four color process per page	\$ _____	\$ _____
<u>Smyth-sewn Product:</u>		
(g) Printing text page in two ink colors per page	\$ _____	\$ _____
(h) Printing text page in each additional ink color, spot varnish, or flood varnish..... per page	\$ _____	\$ _____
(i) Printing text page in four color process per page	\$ _____	\$ _____
<u>Covers:</u>		
(j) Printing cover pages 1 and 4 or 2 and 3 in two ink colors, including binding per side	\$ _____	\$ _____
(k) Printing cover pages 1 and 4 or 2 and 3 in an additional color per side	\$ _____	\$ _____
(l) Printing cover pages 1 & 4 or 2 & 3 in four color process, including binding per side	\$ _____	\$ _____
(m) Varnish/aqueous coating covers 1 & 4 or 2 & 3	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.

Computation of the net number of leaves will be based on the following:

Text: Each page-size leaf.

Covers: Two page size leaves will be allowed for each complete cover.

Per 100 leaves

Text:

- (a) White No. 1 Coated Text Dull-Finish (80-lb.)\$_____
- (b) White No. 1 Coated Text Dull-Finish (100-lb.)\$_____
- (c) White No. 1 Offset Book, Smooth-Finish (80-lb.)\$_____
- (d) White No. 1 Offset Book Smooth-Finish (100-lb.)\$_____

Cover:

- (e) White No. 1 Coated Dull-Finish Cover (80-lb.)\$_____
- (f) White No. 1 Coated Dull-Finish Cover (100-lb.)\$_____
- (g) White No. 1 Coated Dull-Finish Cover (120-lb.)\$_____
- (h) White Offset Cover (80-lb.)\$_____
- (i) White Offset Cover (100-lb.)\$_____
- (j) White Offset Cover (120-lb.)\$_____

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)