

Prog:	516-S											
Title:	FHWA Newsletter											
Agency:	Department of Transportation (DOT) Federal Highway Administration											
Term:	Beginning Date of Award and ending 09.30.19											
			ALCOM PRINTING		GRAPHIC VISIONS		GRAY GRAPHICS		MCDONALD & EUDY PRTRS		CURRENT CONTRACTOR	
			Marleysville, MD		Gaithersburg, MD		Capitol Heights, MD		Temple Hills, MD		Digital Impressions	
		BASIS OF										
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	ELECTRONIC PREPRESS:											
(a)	Digital color content proofs.....											
per trim/page size unit	160	1.00	160.00	4.00	640.00	2.00	320.00	1.00	160.00	0.03	4.80
(b)	PDF Proof.....per file	2	5.00	10.00	2.00	4.00	25.00	50.00	40.00	80.00	5.00	10.00
II.	PRINTING AND BINDING:											
(a)	Printing in four-color process.....per page											
(1)	Makeready and/or Setup	8	15.00	120.00	175.00	1,400.00	75.00	600.00	50.00	400.00	N/C	0.00
(2)	Running Per 100 Copies	76	4.72	358.72	5.00	380.00	10.00	760.00	1.50	114.00	3.00	228.00
(b)	Printing in black ink.....per page											
(1)	Makeready and/or Setup	152	7.00	1,064.00	25.00	3,800.00	25.00	3,800.00	15.00	2,280.00	N/C	0.00
(2)	Running Per 100 Copies	1439	0.55	791.45	4.48	6,446.72	4.00	5,756.00	1.25	1,798.75	3.00	4,317.00
III.	PACKING AND DISTRIBUTION:											
1.	<i>Bulk Shipments-</i>											
(a)	Packing and sealing shipping containers.....											
per container	4	2.00	8.00	3.00	12.00	3.00	12.00	3.50	14.00	0.50	2.00
2.	<i>Mailed Shipments-</i>											
(a)	Addressing single copies (self-mailers), including folding/tab sealing.....per 100 copies	36	19.00	684.00	20.00	720.00	4.00	144.00	13.00	468.00	5.00	180.00
(b)	Single copies to foreign destinations or multiple copies in kraft envelope (up to 200 leaves).....											
per envelope	4	0.50	2.00	0.35	1.40	1.00	4.00	1.50	6.00	0.50	2.00
	CONTRACTOR'S TOTALS			-----		13,404.12		11,446.00		5,320.75		4,743.80
	DISCOUNT			2.00%	-----	268.08	2.00%	228.92	1.00%	53.21	2.00%	94.88
	DISCOUNTED TOTALS			-----		13,136.04		11,217.08		5,267.54		4,648.92
												AWARDED

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

FHWA Newsletter

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

Department of Transportation (DOT)

Federal Highway Administration

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending September 30, 2019, 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 September 24, 2018.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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

GPO has issued a new *GPO Publication 310.2, GPO Contract Terms – Solicitations Provisions, Supplemental Specifications, and Contract Clauses (Rev. 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of "SECTION 4. – SCHEDULE OF PRICES".

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.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	O.K. Proofs/Average Type Dimension in Publication/Electronic Media
P-10. Process Color Match	O.K. Proofs/Electronic Media

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to September 30, 2019, 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 three (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 August 31, 2018, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor 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.

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, 2019, 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished 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:

Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

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 newsletters requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: FHWA Newsletter.

FREQUENCY OF ORDERS: Approximately 4 orders per year.

QUANTITY: Approximately 850 to 1,000 copies per order.

NUMBER OF PAGES: Approximately 16 to 48 pages per order.

TRIM SIZE: 8-1/2 x 11".

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: IBM or compatible using Windows 7 Enterprise.

Storage Media: CD-ROM

Software: Adobe InDesign CS6, Adobe Illustrator CS6, and Adobe Photoshop CS6.

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 originator and may be used only for the purpose of producing material under this contract. Any use other than the contract is in violation of copyright laws. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information:

All files will be furnished in native application.

All files furnished will have all graphics furnished in place.

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

A visual of the furnished electronic files may be provided.

Camera copy for "Postage and Fees Paid" mailing indicia.

Mailing addresses will be provided to the contractor via email as a Microsoft Excel document.

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

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

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 Gregg Miller, Federal Highway Administration, (202) 366-9500 or email gregg.miller@dot.gov, or Al-Hasan Rashida, Federal Highway Administration, (202) 366-9292 or email al-hasan.rashida@dot.gov.

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 all revisions to the electronic files.

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.

PROOFS:

When ordered, one (1) "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for test flow, image position, and color breaks. Proof will not be used for color match. Proofs will be transferred to the agency via email.

If contractor is producing the newsletter via offset printing:

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

If contractor is producing the newsletter via digital printing:

When ordered, one (1) set of digital one-off proofs of all pages created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

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.

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.

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

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

PRINTING:

Print head-to-head in either four-color process or black only, as indicated on the print order.

Pages Printing in Four-Color Process Only –

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 x 8 bit technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links and/or ICC Profiles.

Pages Printing in Black Only –

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4 bit depth technology.

Contractor must print "Permit Imprint" labels from furnished camera copy as necessary.

MARGINS: Margins will be as indicated in the furnished electronic file.

BINDING: Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-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.

Fold from 8-1/2 x 11" to 8-1/2 x 5-1/2", and tab seal with a white or clear seal-o-matic or equal sealing tab, in accordance with USPS regulations.

PACKING:

Bulk Shipments –

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

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.

Mailed Shipments –

Single copies, except those sent to foreign destinations, must be mailed as self-mailers.

Insert single copies to foreign destinations and multiple copies (up to 200 leaves) into kraft envelopes.

LABELING AND MARKING (Package and/or Container Label):

Bulk Shipments –

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, Rev. 7-15) from GPO.gov, fill in appropriate blanks and attach to shipping containers.

Mailed Shipments –

Create and affix a recipient address label to each copy mailed singly as self-mailers and to each unit of mail packaged in kraft envelopes. At contractor's option, addresses may be imaged directly onto self-mailers and kraft envelopes.

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 certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50

These randomly selected copies must be packaged separately and identified by a special label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to Department of Transportation/FHWA 1200 New Jersey Ave; SE, Room E-61-306.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against 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 certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on GPO.gov). 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. A copy of the print order must be included with the samples.

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 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 approximately 50 copies to one (1) address in the Washington, DC area. Inside delivery to the room number specified is required.
- Mail f.o.b. contractor's city the balance of each order.

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

All domestic and foreign mailing shall be made at the First Class rate.

Contractor will mail using departmental mailing permit imprint; however, orders which result in mailing of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

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

The contractor is required to fill in all applicable items on the appropriate postal forms, (PS Form 3600-R, Postage Statement and or PS Form 3700, Postage Statement – International Mail, as applicable) and submit in duplicate to the entry post office. The post office will return a signed verified copy of USPS form(s) to the contractor. The contractor must send a signed copy to Brenda Newman at Brenda.Newman@dot.gov, identifying the Program Number, Print Order, Jacket Number, number of pieces, weights, postal charges, class of mail, and the GPO control number from GPO Form 712 (located in the top right corner).

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

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

In accordance with USPS regulations, the contractor is required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. Contractor must provide list of updated addresses to the ordering agency. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 516-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery/ mailing methods, and title of product. Contractor must be able to provide copies of all delivery/ mailing receipts upon agency request.

Upon completion of each order, all furnished material must be returned to: Department of Transportation/FHWA, 1200 New Jersey Avenue, SE, Washington, DC 20590, HAMS-20, Room E61-306, Attn: Gregg Miller (202) 366-9500.

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

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).

Contractor is to pick up furnished material from: Department of Transportation/FHWA, 1200 New Jersey Avenue, SE, Washington, DC 20590, HAMS-20, Room E61-306, Attn: Gregg Miller (202) 366-9500.

When ordered, PDF soft proofs must be emailed to Gregg Miller at gregg.miller@dot.gov.

When ordered, contractor to deliver hard copy proofs to and pick up from: Department of Transportation/FHWA, 1200 New Jersey Avenue, SE, Washington, DC 20590, HAMS-20, Room E61-306, Attn: Gregg Miller (202) 366-9500.

Proofs must be delivered between the hours of 9:00 a.m. and 5:00 p.m.

All furnished electronic media and visuals must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

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

- Contractor must submit all required proofs within three (3) workdays of notification of availability of print order and furnished materials.
- Proofs will withheld no more than two (2) workdays from receipt by the ordering agency until proofs are made available for pickup.
- *If revised proofs are required due to Author's Alterations (AA's), contractor shall submit revised proofs within two (2) workdays of receipt of changes.
- Revised proofs will be withheld no more than two (2) workdays from receipt by the ordering agency until proofs are made available for pickup.
- Contractor must complete production and distribution within four (4) workdays after receipt of an "O.K. to print."

The contractor must notify DOT/FHWA, Attn: Gregg Miller, (202) 366-9500, 24 hours in advance prior to delivery of proofs.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified and products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquires.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's orders 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) 160
(b) 2

- II. (1) (2)
(a) 8 76
(b) 152 1,439

- III. 1. (a) 4
2. (a) 36
(b) 4

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SECTION 4.- SCHEDULE OF PRICES

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

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 non-responsive.

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 non-responsive.

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 or 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 for saddle-stitched products.

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

I. ELECTRONIC PREPRESS: Prices offered must be all inclusive.

NOTE: If contractor is producing the products via digital printing, the cost of digital one-off proofs must be charged under 1. (a).

(a) Digital color content proofs per trim/page size unit.....\$_____

(b) PDF Proof per file.....\$_____

II. PRINTING AND BINDING: Prices offered must be all-inclusive and shall include the costs of all required materials (including paper) and operations necessary for the complete printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Printing in four-color process..... per page.....\$ _____	\$ _____	\$ _____
(b) Printing in black ink per page.....\$ _____	\$ _____	\$ _____

(Initials)

III. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing in kraft envelopes and shipping containers; all necessary wrapping and packing materials; labeling and marking; NCOA verification; and distribution, in accordance with these specifications.

1. Bulk Shipments -

(a) Packing and sealing shipping containers per container\$ _____

2. Mailed Shipments

(a) Addressing single copies (self-mailers),
including folding/tab sealing per 100 copies\$ _____

(b) Single copies to foreign destinations or multiple copies
in kraft envelope (up to 200 leaves).....per envelope\$ _____

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

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email Address)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
