

Program No 0524S Term DATE OF AWARD To 01/31/18										
TITLE: Envelopes										
			Desert & Paper Envelope	The Print House	Printing and Resources INC.	The Print House				
			Albuquerque, NM	Brooklyn, NY	Cleveland, OH	Brooklyn, NY				
		Basis of								
Item No.	Description	Award								
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	Current Contractor	
<b>I.</b>	<b>ELECTRONIC PREPRESS:</b>									
(a)	Trim/Page-size unit produced from camera copy.....per page.....	5 NC	-	\$ 25.00	125.00	\$ 20.00	100.00	\$ 15.00	75.00	
(b)	Trim/Page-size unit produced from electronic file.....per page.....	14 NC	-	\$ 25.00	350.00	\$ 20.00	280.00	\$ 15.00	210.00	
<b>II.</b>	<b>PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:</b>									
(a)	Item A (#10 Envelope).....per 100 envelopes.....									
-1	Up to and including 5,000 envelopes.....	75	\$ 2.03	152.25	\$ 5.00	375.00	\$ 4.25	318.75	\$ 2.00	150.00
-2	From 5,001 envelopes and over.....	610	\$ 1.77	1,079.70	\$ 3.00	1,830.00	\$ 4.00	2,440.00	\$ 2.00	1,220.00
(b)	Item B (#10 Envelope).....per 100 envelopes.....									
-1	Up to and including 5,000 envelopes.....	5	\$ 2.03	10.15	\$ 5.00	25.00	\$ 5.75	28.75	\$ 3.00	15.00
-2	From 5,001 envelopes and over.....	5	\$ 1.77	8.85	\$ 4.00	20.00	\$ 5.50	27.50	\$ 3.00	15.00
(c)	Item C (9-1/2 X 12" Envelope).....per 100 envelopes.....									
-1	Up to and including 5,000 envelopes.....	20	\$ 8.83	176.60	\$ 12.00	240.00	\$ 15.50	310.00	\$ 5.00	100.00
-2	From 5,001 envelopes and over.....	5	\$ 3.73	18.65	\$ 11.00	55.00	\$ 15.00	75.00	N/A	-
(d)	Item D (9-1/2 X 12- 1/2" Envelope).....per 100 envelopes.....									
-1	Up to and including 5,000 envelopes.....	90	\$ 8.83	794.70	\$ 12.00	1,080.00	\$ 15.50	1,395.00	\$ 5.00	450.00
-2	From 5,001 envelopes and over.....	5	\$ 3.73	18.65	\$ 11.00	55.00	\$ 15.00	75.00	N/A	-
<b>III.</b>	<b>PAPER:</b>									
(a)	White Wove, Basis weight: 24 lbs. per 500 sheets, 17 x 22"									
-1	Items A and B.....per 100 envelopes.....	835	\$ 1.85	1,544.75	\$ 1.50	1,252.50	\$ 1.50	1,252.50	\$ 1.70	1,419.50
(b)	Kraft (light brown shade), basis weight:32 lbs. per 500 sheets, 17 x 22"									
-1	Item C (9-1/2 X 12" Envelope).....per 100 envelopes.....	25	\$ 14.48	362.00	\$ 5.50	137.50	\$ 6.50	162.50	\$ 5.50	137.50
-2	Item D (9-1/2 X 12- 1/2" Envelope).....per 100 envelopes.....	95	\$ 14.48	1,375.60	\$ 5.50	522.50	\$ 6.50	617.50	\$ 5.50	522.50
	<b>CONTRACTOR TOTALS</b>			<b>5,541.90</b>		<b>6,067.50</b>		<b>7,082.50</b>		<b>\$4,314.50</b>
	<b>DISCOUNT</b>		5.00%	<b>277.10</b>	0.25%	<b>15.17</b>	0.00%	-	0.25%	<b>\$10.79</b>
	<b>DISCOUNTED TOTALS</b>			<b>5,264.80</b>		<b>6,052.33</b>		<b>7,082.50</b>		<b>\$4,303.71</b>

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington, D.C.

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Studies and Reports**

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

**Congressional Budget Office**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning, **SEPTEMBER 1, 2016** and ending **AUGUST 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 Contract Term" clause in this contract.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on **AUGUST 5, 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: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. 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 product(s) ordered under this contract must be located within a 30-mile radius of zero milestone, Washington, DC.

**BIDDER'S NOTE:** These specifications have been extensively 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=Central>

For information of a technical nature call William (Bill) White, [wwhite@gpo.gov](mailto:wwhite@gpo.gov), (202) 512-0303 (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 (revised August 2002)).

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

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

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). 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 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	Average Type Dimension
P-8. Halftone Match (Single and Double Impression)	Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	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 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 periodic 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 **September 1, 2016 to August 31, 2017**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **May 31, 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 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 **September 1, 2016 through August 31, 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.

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-covered, spiral-bound, saddle-stitched and perfect-bound publications requiring such operations as electronic prepress, printing in black, or multiple colors (including four-color process), binding, packing, and distribution.

**TITLE:** Studies and Reports.

**FREQUENCY OF ORDERS:** Approximately 4 (8-1/2 x 11") and 1 (7 x 9-3/4") orders per year.

**QUANTITY:** Approximately 1,200 to 2,000 copies per order.

**NUMBER OF PAGES:** Approximately 35 to 350 pages per order—majority of orders will be less than 200 pages.

**TRIM SIZES:** 8-1/2 x 11"  
7 x 9-3/4"

### GOVERNMENT TO FURNISH:

Electronic Media:

Platform: IBM or compatible using Windows 7 or Windows 10.

Storage Media: CD-ROM; E-mail; File Transfer Protocol (FTP).

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

Files will be furnished in native application and PDF 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. When PDF files are furnished, fonts are embedded.

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

Additional Information: A visual will be furnished. Visual is at 100% and generated on a PostScript language output device.

GPO Form 952 (Desktop Publishing - Disk Information).

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.

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.

The contractor must be able to accept files electronically by hosting or otherwise providing Electronic File Transfer (EFT) including File Transfer Protocol (FTP) and electronic mail (e-mail).

Majority of files will be furnished via a contractor-hosted FTP server or via email. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the EFT, which at a minimum, must have a unique user ID and password.

**ELECTRONIC PREPRESS:**

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Maureen Costantino on (202) 226-9819 or John Skeen on (202) 226-9812.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make changes to the copy.

All halftones are to be 133-line screen or finer.

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. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

**DIGITAL AND REPURPOSED DELIVERABLES FOR SUP DOCS:** The contractor shall furnish for the Superintendent of Documents, the following files which shall be an exact representation of the final finished product: (1) a copy of the final production native application files (digital deliverables); and (2) a single, searchable Adobe Acrobat 6.x (PDF v 1/5) file (repurposed deliverable) (no hyperlinks, video or any other dynamic features) created from the final production files. PDF files must be distilled at press quality. These files must be furnished on CD-R written in compliance with ISO 9660. In addition, four (4) sample copies of the publication must be provided.

**PROOFS (when requested):**

One set of Adobe Acrobat version 7.0 PDF soft proof of text and cover pages. Proofs will be transferred to the agency via EFT. The PDF proof will be evaluated for text flow, image position and color breaks. Proofs will not be used for color match (NOTE: Instructions for EFT submission will be supplied with first print order); AND/OR

One set of digital color content proofs for text and cover pages. At contractor's option, a film-based composite blueline may be submitted. 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; AND/OR

One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for specified cover pages. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted. Proofs must show dot structure and be in press configuration.

In lieu of digital one-piece laminated proofs, at contractor's option inkjet proofs that are G7 profiled and use pigment-based inks may be submitted for specified cover pages. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meet or exceed industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

Proofs must contain color 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 minimum 3/16" x 3/16" 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. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

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

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

If any author's alterations are submitted and serious enough to require revised proofs, and original schedule cannot be maintained, contractor must notify GPO (Compliance and Contract Administrator) and the ordering Agency immediately of the need for the change in schedule. If author's alterations are required and schedule can be maintained, a per page charge will be allowed for each page change, as a result of the alterations. However, schedule must be maintained in order for the per page charge to be granted.

Approximately 4 orders placed will require additional system timework due to author's alterations to approximately 5 pages or less (usually in the form of new pages supplied by the ordering Agency). Proofs, if requested, will be in the form of a PDF and will be returned within 24 hours. No additional time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications. A per page charge will be allowed ONLY for the actual number of pages affected. (A copy of the OK to print form showing number of pages and requested corrections must be submitted with invoice.)

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.

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 Dull Coated Offset Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A260.

Cover: White Dull Coated Cover, basis weight 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L60.

**PRINTING:**

Text: Print head-to-head in up to five colors including four-color process. Majority of orders print black ink.

Covers: Covers 1 through 4 print head-to-head in up to five colors including four-color process. Majority of orders will print 4-color process (cover 1); black ink (covers 2 and 4).



When required, orders for four-color process must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

**MARGINS:** Margins will be as indicated on the print order or furnished copy. Cover 1 may bleed, usually, but not exclusively, on the bottom edges.

**BINDING:**

Spiral-Bind (7 x 9-3/4"): Drill/punch Covers and Text suitably on the 11" left and Spiral bind with element of suitable color, size, and capacity.

Saddle-Stitch (8-1/2 x 11"): 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-Bind (8-1/2 x 11"): Perfect-bind text and wraparound cover; trim three sides. Hinge score cover.

**PACKING:**

Pack suitably in shipping containers not to exceed 30 lbs. when fully packed (suitable to prevent entanglement of binding elements).

Pallets are required.

**LABELING AND MARKING** (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	50
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to Congressional Budget Office, Ford HOB, Attn: Maureen Costantino, 2<sup>nd</sup> and D Streets, SW, Washington, DC 20515. Telephone: (202) 226-2819.

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

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor

will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order number(s), must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

Deliver (f.o.b. destination) approximately 800 to 1,500 copies to: Congressional Budget Office, Ford HOB, Attn: Maureen Costantino, 2<sup>nd</sup> and D Streets, SW, Washington, DC 20515. Telephone: (202) 226-2819.

Delivery must first pass inspection at Off-Site Delivery Center of the U.S. Capitol Police, 4700 Shepard Parkway, SW, Washington, D.C., Monday through Friday, 5:00 a.m. to 12:00 noon.

Inside delivery required.

Balance of copies, as follows:

Ship 25 copies to: Library of Congress, Madison Bldg, Anglo-American Acquisitions Division, Government Documents Section, C Street (between 1<sup>st</sup> and 2<sup>nd</sup>) SE, Washington, DC 20540.

Ship \*varies\* copies to: U.S. Government Publishing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, DC 20401. Marked: Depository Copies, Item No. \*varies\*.

Ship \*varies\* copies to: U.S. Government Publishing Office, Public Documents Warehouse, 8660 Cherry Lane, Laurel, MD 20707. Attn: \*as specified\*; Req.: \*as specified\*; Pub.: \*as specified\*; ISBN: \*as specified\*.

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

Upon completion of each order, all furnished material and electronic media must be returned to the Congressional Budget Office, Ford HOB, Attn: Maureen Costantino, Room 408-A, 2<sup>nd</sup> and D Streets, SW, Washington, DC 20515. Telephone: (202) 226-9819.

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

**“SUBSCRIPTION” COPIES DISTRIBUTION:** When “Subscription” copies are ordered, the contractor will be required to mail 25 to 100 copies per order for Information Dissemination (Superintendent of Documents). The contractor must apply the appropriate postage to these “Subscription” copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The contractor will be reimbursed for the postage to mail these “Subscription” copies by submitting a properly completed Postal Service certificate of mailing with their invoice. The postage for these “Subscription” copies must be separated from other mailings; the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute “Subscription” copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of “Subscription” copies ordered may exceed the number of copies requiring mail distribution. Residual “Subscription” copies (“Subscription” quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor’s city by suitable means to a single address in the Washington, D.C. area. Contractors outside the Washington, D.C., commercial zone may be reimbursed for any shipping costs incurred by submitting a properly completed commercial shipping (including mailing) receipt with their invoice.

The postage class and other mail requirements for "Subscription" copies will be furnished with the mailing labels. The contractor shall call the Superintendent of Documents at 202-512-2010, ext 30243 (vdirect-ship@gpo.gov) for the "Subscription" distribution addresses/labels, and the postage class and other mail requirements, prior to the scheduled due date if this information is not otherwise furnished.

**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 Congressional Budget Office, Ford HOB, Attn: Maureen Costantino, Room 408A, 2<sup>nd</sup> and D Streets, SW, Washington, DC 20515. Telephone: (202) 226-9819.

Furnished electronic media must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

The following schedules begin 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.

**REGULAR SCHEDULE:**

Contractor must complete production and distribution within 5 workdays.

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than 1 workday from their receipt at the Congressional Budget Office to their receipt in contractor's plant. (Note: The first workday after receipt of proofs at the Congressional Budget Office is day one of the hold time.)

All proof and transit time is included in the 5 workday schedule.

NOTE: All deliveries of CBO COPIES must be made by 12:00 noon on the scheduled delivery date.

Balance of copies will ship/deliver 24 hours later, upon approval of Congressional Budget Office.

**ACCELERATED SCHEDULE:**

Contractor must complete production and distribution within 3 workdays.

Agency will review proofs at the contractor's plant.

No specific date is set for availability of proofs. Proofs must be available for agency review as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.

NOTE: All deliveries of CBO COPIES must be made by 12:00 noon on the scheduled delivery date.

Balance of copies will ship/deliver 24 hours later, upon approval of Congressional Budget Office.

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 destinations specified, and products ordered f.o.b. contractor's city must be delivered to appropriate distribution facility/small package 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.

Upon completion of each order, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

### SECTION 3.- DETERMINATION OF AWARD

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

PREMIUM PAYMENTS: Orders requiring the "Accelerated Schedule" will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices."

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II., "Paper" in the "Schedule of Prices."

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

It is estimated that 25% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "Schedule of Prices," (Item III.), Percentage increase will be added to all items except Item II., "Paper."

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

- I. (a) 471
- (b) 20
- (c) 480
- (d) 4
- (e) 1
- (f) 1

- II. (a) (1) 60 (2) 104
- (b) 314 524
- (c) 60 35
- (d) 10 15
- (e) 4 6
- (f) 1 2
- (g) 1 2
- (h) 1 2
- (i) 1 2
- (j) 1 2
- (k) 1 2

- III. (a) 340
- (b) 14

- IV. (a)(1) 195
- (2) 5
- (b)(1) 690
- (2) 25

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to 3 locations within the restricted radius; f.o.b. contractor’s city for balance of copies.

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

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

Cost of all required paper must be charged under Item II.

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

Under section “**II. PRINTING, BINDING, AND DISTRIBUTION:**”, a charge will be allowed for each page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under "Each Additional Color" will be allowed only for pages actually printed with the additional color(s).

**I. PREPRESS:** One basic charge will be allowed for each color on each printed page or side (face or back) of the product for item (a) only; a per page charge will apply for items (b) through (e).

A backstrip, if required, shall be considered part of cover page 1; a separate charge for a backstrip will not be allowed.

- (a) Trim/Page-size unit produced from electronic file..per color/per page .....\$\_\_\_\_\_
- (b) Proofs (PDF)..... per page .....\$\_\_\_\_\_
- (c) Proofs (Digital Content-text/cover)..... per page .....\$\_\_\_\_\_
- (d) Proofs (High-Resolution-cover) ..... per page .....\$\_\_\_\_\_
- (e) System Timework (Author’s Alterations) ..... per page .....\$\_\_\_\_\_
- (f) System Timework.....per hour .....\$\_\_\_\_\_

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

**II. PRINTING, BINDING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations (except for “Paper”) necessary for the production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Saddle-stitch: Printing text in a single ink color, including binding..... per page .....	\$_____	\$_____
(b) Perfect-bound: Printing text in a single ink color, including binding..... per page .....	\$_____	\$_____
(c) Spiral Binding: Printing text in a single color, including binding ..... per page .....	\$_____	\$_____
(d) Spiral Binding: Printing text in four-color process, including binding..... per page .....	\$_____	\$_____
(e) Spiral Binding: Printing text in each additional ink color ..... per page .....	\$_____	\$_____
(f) Printing Covers 1 and 4 or Covers 2 and 3 in a single ink color (saddle-stitch, perfect-bound) ..... per side .....	\$_____	\$_____
(g) Printing Covers 1 and 4 or Covers 2 and 3 in four-color process (saddle-stitch, perfect-bound)..... per side .....	\$_____	\$_____
(h) Printing Covers 1 and 4 or Covers 2 and 3 in each additional ink color (saddle-stitch, perfect-bound) ..... per side .....	\$_____	\$_____
(i) Printing Covers (spiral binding) in a single color..... per page .....	\$_____	\$_____
(j) Printing Covers (spiral binding) in 4-color process ..... per page .....	\$_____	\$_____
(k) Printing Covers (spiral binding) in each additional color..... per page .....	\$_____	\$_____

**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.

	<u>Per 1,000 leaves</u>
(a) White Dull Coated Offset Book (70-lb.).....	\$_____
(b) White Dull Coated Cover (80-lb.) .....	\$_____

**IV. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of affixing mailing/shipping labels, inserting copies in envelopes, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

(a) Bulk shipments (other than by mail):

(1) Packing and sealing shipping containers..... per container ..... \$\_\_\_\_\_

(2) Palletizing..... per pallet ..... \$\_\_\_\_\_

(b) Mailing:

(1) Single or multiple copies in kraft envelope (up to 200 leaves) ..... per envelope ..... \$\_\_\_\_\_

(2) Multiple copies over 200 leaves, up to 12 lbs.,  
in cushioned shipping bags, or packed in shipping containers (maximum  
gross weight 14 lbs.)..... per bag or container.... \$\_\_\_\_\_

**V. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items except Item II, "Paper." Percentage increase will be added to all orders which require the "Accelerated Schedule".

Percentage increase..... %

**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)