

Program	535-S										
Title:	R & D Reports										
Agency:	Federal Highway Administration										
Term:	Beginning 05.01.18 and ending 04.30.19		GRAY GRAPHICS Capitol Heights, MD			NPC, INC. Claysburg, PA		MCDONALD & EUDY PRINTERS Temple Hills, MD		CURRENT CONTRACTOR McDonald & Eudy Printers	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	PRINTING AND BINDING:										
1.	Saddle-Stitched Products:										
(a)	Text: Printing in four-color process, including binding....per page										
(1)	Makeready and/or Setup	104	40.00	4160.00	23.64	2458.56	35.00	3,640.00	30.00	3,120.00	
(2)	Running Per 100 Copies	518	2.00	1,036.00	5.02	2600.36	0.60	310.80	0.55	284.90	
(b)	Complete Cover: Printing in two ink colors....per complete cover										
(1)	Makeready and/or Setup	1	400.00	400.00	137.53	137.53	375.00	375.00	350.00	350.00	
(2)	Running Per 100 Copies	6	30.00	180.00	30.40	182.4	25.00	150.00	25.00	150.00	
(c)	Complete Cover: Printing in four-color process.....per complete cover										
(1)	Makeready and/or Setup	1	500.00	500.00	192.03	192.03	550.00	550.00	550.00	550.00	
(2)	Running Per 100 Copies	5	40.00	200.00	44.10	220.5	30.00	150.00	30.00	150.00	
(d)	Spot/Flood gloss varnish.....per complete cover										
(1)	Makeready and/or Setup	1	100.00	100.00	41.67	41.67	100.00	100.00	75.00	75.00	
(2)	Running Per 100 Copies	5	5.00	25.00	2.36	11.8	3.50	17.50	2.50	12.50	
2.	Perfect Bound Products:										
(a)	Text: Printing in four-color process, including binding....per page										
(1)	Makeready and/or Setup	616	35.00	21,560.00	18.43	11352.88	40.00	24,640.00	30.00	18,480.00	
(2)	Running Per 100 Copies	3,136	1.60	5,017.60	4.23	13265.28	0.60	1,881.60	0.55	1,724.80	
(b)	Complete Cover: Printing in two ink colors....per complete cover										
(1)	Makeready and/or Setup	2	400.00	800.00	137.53	275.06	375.00	750.00	350.00	700.00	
(2)	Running Per 100 Copies	10	30.00	300.00	30.40	304	30.00	300.00	25.00	250.00	
(c)	Complete Cover: Printing in four-color process.....per complete cover										
(1)	Makeready and/or Setup	3	500.00	1,500.00	192.03	576.09	550.00	1,650.00	550.00	1,650.00	
(2)	Running Per 100 Copies	11	40.00	440.00	44.10	485.1	35.00	385.00	30.00	330.00	
(d)	Spot/Flood gloss varnish.....per complete cover										
(1)	Makeready and/or Setup	2	100.00	200.00	41.61	83.22	100.00	200.00	75.00	150.00	
(2)	Running Per 100 Copies	10	5.00	50.00	2.36	23.6	3.50	35.00	2.50	25.00	
II.	PAPER										
	Text - Each page-size leaf.										
	Cover - Two page-size leaves will be allowed for each complete cover. Prices must include the cost of paper for backstrip.										
	Per 100 Leaves										
(a)	White Offset Book (50-pound).....	1,736	0.90	1,562.40	2.26	3923.36	0.80	1,388.80	0.70	1,215.20	
(b)	White Matte Coated Offset Book (70-pound).....	91	2.00	182.00	3.57	324.87	1.50	136.50	1.60	145.60	
(c)	White Litho (Gloss) Coated Cover (80-pound).....	56	6.00	336.00	17.48	978.88	4.25	238.00	4.50	252.00	
(d)	White Vellum-Finish Cover (50-pound).....	8	5.00	40.00	18.58	148.64	6.00	48.00	4.00	32.00	
III.	PACKING AND DISTRIBUTION:										
1.	Bulk Shipments:										
(a)	Packing and sealing shipping containers.....per container	18	3.00	54.00	3.48	62.64	5.00	90.00	xxxx	0.00	
2.	Mailed Shipments:										
(a)	Single or multiple copies in kraft envelopes (up to 200 leaves)per envelope	1,412	1.00	1,412.00	1.05	1482.6	0.50	706.00	xxxx	0.00	
(b)	Single or multiple copies over 200 leaves, up to 12 pounds in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 pounds).....per bag or bundle	10	1.50	15.00	2.09	20.9	1.50	15.00	0.85	8.50	
(c)	Quantities over 12 pounds, up to 36 pounds, wrapped in shipping bundles or packed in shipping containers (maximum gross weight 40 pounds).....per bundle or container	7	2.00	14.00	2.79	19.53	5.00	35.00	2.50	17.50	
	CONTRACTOR TOTALS			\$40,084.00		\$39,171.50		\$37,792.20		\$29,673.00	
	DISCOUNT			1.00%	\$400.84	0.25%	\$97.93	1.00%	\$377.92	1.00%	\$296.73
	DISCOUNTED TOTALS			\$39,683.16		\$39,073.57		\$37,414.28		\$29,376.27	
	Page 1 of 1										
	AWARDED										

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

R & D Reports

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

Federal Highway Administration

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning May 1, 2018, and ending April 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 April 23, 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. The contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

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

BIDDER, 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 – Solicitation 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 (GPO Pub. 310.1, effective May 1979 (revised 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.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 / Electronic Media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs / Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	O.K. Proofs / Electronic Media

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause except, the total duration of this contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTACT 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 May 1, 2018, to April 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, January 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 May 1, 2018, to April 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 to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

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

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

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

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

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

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

PAYMENT:

Submitting 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 methods 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 and perfect bound publications requiring such operations as electronic prepress, printing in two ink colors or four-color process, binding, packing, and distribution.

TITLE: R & D Reports.

FREQUENCY OF ORDERS: Approximately 7 to 10 orders per year.

QUANTITY: Approximately 100 to 800 copies per order, with an occasional order up to 5,000 copies.

NUMBER OF PAGES: Approximately 24 to 328 pages, plus cover.

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

GOVERNMENT TO FURNISH: Electronic Media will be furnished as follows:

Platform: Macintosh OSX compatible, Windows XP or greater.

Storage Media: CD-R/RW; DVD-R/RW; Email; FTP.

Software: Page layout will utilize one or more of the following: PowerPoint, MS Word, WordPerfect, QuarkXPress 7.0, Adobe PageMaker 7.0, Adobe Creative Suite. Any scans provided will be created in Adobe Photoshop. File format for scans will be TIFF, EPS, GIF, or JPEG.

Note: All platform system and software upgrades including any updates, revisions previous versions (for specified applications) and/or any new graphics software packages which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished/embedded, as applicable.

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: Files will be in native application format or PDF format.
Electronic media will include all graphics furnished in place.
A visual of the furnished electronic files output at 100% will be provided.
Pantone Matching System and CMYK will be used for color identification.
GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

Mailing address will accompany the print order as up to four (4) Microsoft Excel documents.

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

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 via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, 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 the ordering agency.

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

All halftones are to be 150-line screen or finer.

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 changes, 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. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS:

One (1) set of digital color content proofs of all pages. Direct to plate must be used to produce the final product with a minimum resolution 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 inkjet proofs (of all pages) that are G7 profiled and use pigment-based inks. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meet or exceeds industry tolerance to ISO 12647-7 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 strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 2009.

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 the press. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Contractor to submit ink drawdowns on actual production stock of Pantone colors used in job.

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

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 "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 Specifications Standards No. 12 – https://www.gpo.gov/docs/default-source/forms-and-standards-pdf-files/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. The paper to be used will be indicated on each print order.

Text:

White Offset Book, basis weight: 50 pounds per 500 sheets, 25 x 38", equal to JCP Code A60.

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

Cover:

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

White Vellum-Finish Cover, basis weight: 50 pounds per 500 sheets, 20 x 26", equal to JCP Code L20.

PRINTING: *All products must be printed using traditional offset printing. Digital printing is not permitted.*

Text pages are printed head-to-head in four-color process. Covers are printed head-to-head in two ink colors or four-color process. Approximately 40% of the orders may require spot or flood varnishing on the covers.

Match Pantone number indicated on the print order.

MARGINS: As indicated on the print order or furnished electronic file.

BINDING: Various binding styles will be ordered in accordance with these specifications. Bind as indicated on the print order. Each print order will contain complete binding instructions.

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. Covers trim flush.

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 or split when processed through the U.S. mail system or a small package carrier delivery system.

Mailed Shipments –

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

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

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 unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sub-lots 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 – Certification 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 Sub-lots</u>
500 – 3,200	50
3,201 – 10,000	80

These randomly selected copies must be packed 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 to FHWA/HRTM-20, ATTN: Szanca Solutions/FHWA PDC, 700 North 3rd Ave, Altoona, Pennsylvania 16601.

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

A copy of the 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.

DISTRIBUTION:

- Deliver f.o.b. destination approximately 15% of the total quantity to one (1) to three (3) addresses within the commercial zone of Washington, DC.
- Deliver f.o.b. destination approximately 25% of the total quantity to one (1) address in Altoona, PA.
- Mail f.o.b. contractor’s city the balance of the copies as indicated on the distribution list and/or print order.

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

All mailings shall be made at the First Class rate.

Inside delivery to room number(s) indicated will be required. Contact Ms. Lisa Jackson (202) 493-3204 for notification of delivery.

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

Orders that result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply appropriate postage to each mailing. Contractor will be reimbursed for postage (including any foreign mailings) by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

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

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 535-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.

Within five (5) workdays of completion of each distribution, all furnished material (including electronic media, if applicable) and digital deliverables must be returned to: FHWA/HRTM, Attn: Maria Romstedt, 6300 Georgetown Pike, Room F-204, McLean, Virginia 22101-2293, (202) 493-3432.

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

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

Furnished material, print order and proofs must be picked up from and delivered to: FHWA/HRTM, Attn: Maria Romstedt, 6300 Georgetown Pike, Room F-204, McLean, Virginia 22101-2293, (202) 493-3432.

Furnished electronic files and visuals must be returned with proofs, if applicable.

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.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor submit all proofs	3
Contractor pickup O.K.'d proofs	3
Contractor must complete production and distribution	4

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 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 must 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 the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3 - DETERMINATION OF AWARD

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

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

	(1)	(2)
I. 1. (a)	104	518
(b)	1	6
(c)	1	5
(d)	1	5
2. (a)	616	3,136
(b)	2	10
(c)	3	11
(d)	2	10
II. (a)	1,736	
(b)	91	
(c)	56	
(d)	8	
III. 1. (a)	18	
2. (a)	1,412	
(b)	10	
(c)	7	

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SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all shipments within the commercial zone of Washington, DC, and Altoona, PA, and f.o.b. contractor's city for all mailing.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared 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), NA (Not Applicable), 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 will be prorated at the per-100 rate.

A charge will be allowed for each text page of a product, 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.

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

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

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary (including proofs) for the complete printing and binding of the product listed in accordance with these specifications.

1. Saddle-Stitched Products:

	<u>Makeready and/or Setup</u> (1)	<u>Running per 100 Copies</u> (2)
(a) Text: Printing in four-color process, including bindingper page ...\$	_____	\$ _____
(b) Complete Cover: Printing in two ink colorsper complete cover...\$	_____	\$ _____
(c) Complete Cover: Printing in four-color processper complete cover...\$	_____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running per 100 Copies</u> (2)
(d) Spot/Flood gloss varnish.....per complete cover...\$	_____	\$ _____

2. Perfect Bound Products:

(a) Text: Printing in four-color process, including bindingper page ...\$	_____	\$ _____
(b) Complete Cover: Printing in two ink colorsper complete cover...\$	_____	\$ _____
(c) Complete Cover: Printing in four-color processper complete cover...\$	_____	\$ _____
(d) Spot/Flood gloss varnishper complete cover...\$	_____	\$ _____

II. 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. Prices offered must include the cost of paper for backstrip, when required.

	<u>Per 100 Leaves</u>
(a) White Offset Book (50-pound)	\$ _____
(b) White Matte Coated Offset Book (70-pound).....	\$ _____
(c) White Litho (Gloss) Coated Cover (80-pound).....	\$ _____
(d) White Vellum-Finish Cover (50-pound)	\$ _____

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

1. Bulk Shipments:

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

2. Mailed Shipments:

- (a) Single or multiple copies in kraft envelopes
(up to 200 leaves).....per envelope.....\$ _____
- (b) Single or multiple copies over 200 leaves, up to 12 pounds
in cushioned shipping bags, or wrapped in shipping bundles
(maximum gross weight 14 pounds) per bag or bundle.....\$ _____
- (c) Quantities over 12 pounds, up to 36 pounds, wrapped in
shipping bundles or packed in shipping containers
(maximum gross weight 40 pounds)..... per bundle or container.....\$ _____

My production facilities are located within the assumed area of productionyes _____no

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

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

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

Post Office located at Street Address _____

City _____, State _____, Zip Code _____

(Initials)

SHIPMENTS: 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 an 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)