

PROGRAM:	84-S					
TITLE:	Optical Mark Reader Forms and Booklets					
AGENCY:	Department of the Army					
TERM:	August 1, 2017 thru July 31, 2018					
					CURRENT CONTRACTOR:	
			SCANTRON		SCANTRON	
			Columbia, PA		Columbia, PA	
		BASIS OF	UNIT RATE	COST	UNIT RATE	COST
		AWARD				
I.	DESIGN AND LAYOUT:					
(a)	Design and layout of new forms . . . per form-----	1	NC	0.00	NC	0.00
(b)	Composition/keyboarding (text or tabular matter) . . per line-----	1,165	4.49	5,230.85	3.88	4,520.20
(c)	Author's Alterations (text or tabular matter) . . per line-----	175	4.49	785.75	3.88	679.00
II.	PREPRESS OPERATIONS:					
(a)	Line illustrations . . . per illustration-----	70	10.27	718.90	8.88	621.60
(b)	Strip-ins . . . per strip-in-----	4	20.54	82.16	17.76	71.04
(c)	Creating TIF files . . . per page-----	32	29.75	952.00	29.75	952.00
III.	PRINTING, BINDING, PACKING, AND DISTRIBUTION					
(a)	Saddle-Stitched Product:					
	Printing in black ink plus one Pantone ink color . . . per page					
(1)	Makready and/or Setup-----	32	49.99	1,599.68	27.24	871.68
(2)	Running per 1,000 Copies-----	280	10.55	2,954.00	8.59	2,405.20
(b)	Single-Leaf Product:					
	Printing in black ink plus one Pantone ink color . . . per product					
(1)	Makready and/or Setup-----	2	199.95	399.90	111.40	222.80
(2)	Running per 1,000 Copies-----	40	45.00	1,800.00	20.40	816.00
(c)	Perforation:					
	Perforating Cover 1 . . . per cover					
(1)	Makready and/or Setup-----	1	99.78	99.78	NC	0.00
(2)	Running per 1,000 Copies-----	20	NC	0.00	NC	0.00
	CONTRACTOR TOTALS			\$14,623.02		\$11,159.52
	DISCOUNT		5.00%	\$731.15	5.00%	\$557.98
	DISCOUNTED TOTALS			\$13,891.87		\$10,601.54
			(A W A R D E D)			

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Optical Mark Reader Forms and Booklets

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

Department of the Army

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning August 1, 2017 and ending July 31, 2018, 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 July 20, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., 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.

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.

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.

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

For information of a technical nature, contact Linda Giacomo at lgiacomo@gpo.gov or (202) 512-0307.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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.

PRIORITIES, ALLOCATIONS, AND ALLOTMENTS: This contract and any delivery order thereunder is rated and certified for national defense use (Priority Rating DO-C-9). Contractor shall follow the provisions of DMS Reg. 1 or DPS Reg. 1 and all other applicable regulations and orders of the Bureau of Domestic Commerce in obtaining controlled materials and other products and materials needed to fill this contract.

SUBCONTRACTING: The predominant function of this contract is the production of optical mark reader scannable forms and booklets. Bidders who must subcontract this operation will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing Attributes (page related) – Level III.
- (b) Finishing Attributes (item related) – Level III. (*EXCEPTION:* Precision trimming is required.)

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/ Electronic Media/Camera Copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of 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 August 1, 2017 to July 31, 2018, 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 April 30, 2017, 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 TEST: Unless waived by the Contracting Officer, the prospective contractor will be furnished material for the production of a 4- and/or 8-page folded form/booklet. Contractor will be required to produce up to 50 copies of each form/booklet, in exact accordance with these specifications, in a timeframe as specified by the Contracting Officer.

The samples produced during the preaward test will be checked for adherence to all printing specifications and tolerances for processing on iNSIGHT 150 OMR scanners. The results will be checked for compliance with all specifications and tolerances including registration, data sensing, and mechanical transport capability. If the ability to achieve the necessary quality is not satisfactorily demonstrated, the prospective contractor may be declared non-responsible. (No charge will be allowed for the preaward test.)

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. (At the option of the Government, the postaward conference may be held via teleconference.)

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 August 1, 2017 through July 31, 2018, 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.

WARNING: Proper control and secured handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, and/or waste must be destroyed.

PAYMENT: Prior to submitting billing invoice to GPO for payment, the contractor must submit an itemized statement of billing for all work performed on an order to the ordering agency for examination and certification as to the correctness of the billing. Contractor must submit to an authorized representative of the ordering agency as specified on the print order.

After ordering agency verification, contractor must submit signed, verified billing invoice via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application to ensure fastest method of receiving payment. 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: <http://www.gpo.gov/finance/index.htm>.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of Optical Mark Reader (OMR) scannable products (single-leaf forms and self-covered, saddle-stitched booklets) for processing on iNSIGHT 150 OMR scanners requiring such operations as technical design and layout of OMR sheets, litho-code numbering, printing, binding, packing, and distribution.

TITLE: Optical Mark Reader Forms and Booklets.

FREQUENCY OF ORDERS: Approximately 2 to 6 orders per year.

QUANTITY: Approximately 100 to 20,000 copies per order. (An occasional order may exceed 20,000 copies requiring up to approximately 500,000 copies per order.)

NUMBER OF PAGES: Approximately 2 to 20 pages per order. (An occasional order may exceed 20 pages requiring up to approximately 64 pages per order.)

TRIM SIZE: 8-1/2 x 11". (Precision trimming required.)

GOVERNMENT TO FURNISH: The majority of orders will furnish copy electronically on CD-ROM or via email. (The software used to generate files will be as indicated on furnished media. The majority of files will be generated in Microsoft Word.)

An occasional order may furnish camera copy consisting of handwritten and/or typewritten manuscript copy with format and layout requirements indicated. An occasional order may furnish line illustrations.

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

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the agency point of contact specified on the print order.

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, contractor shall copy the furnished files and make all changes to the copy.

When required, contractor must furnish the ordering agency a TIF file (one file per page) to aid in scanner programming.

Upon completion of each order, contractor must furnish the ordering agency an electronic file, in Adobe Portable Document Format (PDF), containing the final production version of the printed product. The PDF file must contain the entire content of the product (text and graphics) in the same layout as the printed version. (The PDF file must not carry a "proof" watermark.)

DESIGN AND LAYOUT: Contractor will be required to create page layouts from furnished rough drafts or handwritten/typewritten manuscript copy. Copy represents content and general design characteristics of the desired form but does not represent the correct measurements and/or locations of character spacing.

Composition/Keyboarding – Includes typesetting text or tabular matter from furnished manuscript copy.

Typefaces – Contractor must use suitable typefaces as necessary to allow proper and maximum scannability on iNSIGHT 150 OMR scanners.

Author's Alterations – Charges for author's alterations will not be honored unless the invoice submitted to GPO is supported by marked proofs or facsimiles thereof showing author's alteration marks. (A maximum charge for this operation will not be more than equal to the cost for setting that page.)

Strip-ins – When required, this operation may include picking up marking scales and/or text matter from previously printed survey booklets and stripping into new booklets, page renumbering, stripping in line illustrations, and/or keyboarding.

PROOFS: Two (2) Adobe Acrobat (latest version) PDF soft proofs of all pages. Proofs will be evaluated for text flow, image position, and color breaks. Proofs will not be used for color match. Proofs will be transferred to the agency via email.

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 the 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 Optical Mark Read (OMR) Bond, basis weight: 21 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-26.

PRINTING: Print booklets head-to-head, face and back, in black ink plus one Pantone ink color. Print single-leaf forms face only or face and back in black ink plus one Pantone ink color, as specified.

Contractor to match Pantone Matching System number indicated on the print order.

Contractor is responsible for meeting the registration requirements and the positioning of the response blocks on the form, including margins, line location, field separators, shading, and other printing requirements necessary to enable the document to function properly when processed on iNSIGHT 150 OMR scanners. The marking positions on one side of each form must not be set over marking positions on the opposite side of the form. Each page will include timing tracks and skunk coding designed and placed so that a single scanning program is capable of scanning any of the booklet types.

The response area of a particular form for the various survey booklets will not change from booklet to booklet but may change from one survey to another. Contractor must guarantee: (1) the internal spacing of these booklets will comply with the furnished file/copy and (2) that they will function properly when processed on iNSIGHT 150 OMR scanners.

Booklets require precision spacing and printing for both the timing marks and the critical image scanning area (marking positions) which must be printed with accurate registration within the matrix with a tolerance of 0.005" in any direction and in register with the paper dimensions horizontally and vertically.

INK REQUIREMENTS (REFLECTED LIGHT READ FORMS):

Black Ink –

Black, non-reflective, read type OMR ink (for timing track, spine, and page code printing) minimum 70 P.S.C. Black must be printed clearly without voids (voids must not exceed 0.004" x 0.004" in cross sectional area), bridges, or background smearing on any part of a page. Reflectance of the black ink must be 70% or greater relative to the reflectance of the paper, as measured with the Kidder 081 meter, infra-red probe, read on the P.C.S.

Black ink must be printed dark enough to register at a level of 87.5% or greater of the scannable read level value on a properly calibrated iNSIGHT 150 scanner.

Pantone Ink –

Reflective ink must be used where colored printing is indicated. The color must be printed clearly without voids (voids must not exceed 0.008" x 0.008" in cross sectional area), bridges, or background smearing. The contrast percentage of reflectance of the colored ink relative to the reflectance of the paper must conform to the specification for that ink color as listed within plus or minus 0.05" (not to exceed 0.30"). The measurement is taken with Kidder 081 meter, infra-red probe, in the P.C.S. The reading must be taken on an ink-sample area on the form sufficiently large enough (greater than 0.015" square) to cover the 0.0125" diameter of the Kidder 081, infra-red probe. At least five sample readings must fall below the maximum level of the ink specifications.

Ink colors must be scannable and equal to the Pantone colors indicated on the print order. Pantone colors are provided for shade matching purposes only. Additional colors may be required by the ordering agency, contingent upon mutual agreement between the agency and contractor, with any agreed upon colors not exceeding .30 P.C.S. on the Kidder 081 densitometer. It is critical that the chrome and visual intensity of the printing be strong enough to facilitate reading by visually impaired respondents. The Government may reject printing if the visual intensity is judged significantly below that shown in the samples.

All inks (except black) must not exceed 12.5% of the scannable read level value of paper on a properly calibrated iNSIGHT 150 scanner when printed on both sides of a sheet.

Extraneous ink spots or any other foreign matter deposited on form will be cause for rejection of the order. It is essential that there be no black ink splatter on the colored ink or background area.

LITHO-CODE NUMBERING: Machine-readable numbering will appear on every other page of each booklet.

Litho-coding must be in a non-reflective black ink.

MARGINS: Contractor to use suitable margins.

Registration-guaranteed tolerances for register and image size:

- (1) Guide edge in relation to timing track and response position – plus or minus 0.010".
- (2) Printing: Color-to-color and front-to-back in relation to guide edge and read-head – plus or minus 0.005".
- (3) Guide edge trim and printing combined – plus or minus 0.015".

BINDING:

Single-Leaf Product: Trim four sides.

Four-Page Product: Fold and trim three sides.

Saddle-Wire Stitched Product: 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.

Perforations: An occasional order may require Cover 1 to perforate (slit or slot), 1/4" off the fold, along the entire vertical dimension, as specified.

PACKING: Pack in shipping containers not to exceed 40 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with material 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 the shipping process.

LABELING AND MARKING: Contractor to download GPO Form 905 (Rev. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers. (Label must include date of manufacture.)

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 the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be 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
3,201 -	10,000	80
10,001 -	35,000	125
35,001	and over	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which 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: Army Publishing Directorate, Building 1456, 9351 Hall Road, Fort Belvoir, VA 22060-5447. ATTN: Richard Sowell at (703) 693-1442

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 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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be 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 GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to approximately one (1) to three (3) addresses within the commercial zone of Washington, DC.

An occasional order may require delivery f.o.b. destination to one (1) address in St. Louis, MO. (Shipments to the U.S. Army Publications Center, St. Louis, MO, must be delivered on workdays between the hours of 8:00 a.m. and 2:00 p.m. local time. If the total quantity ordered makes one truckload or less, it must be delivered as a single complete shipment.)

24 hours prior to scheduled delivery, contractor must notify, via email, the agency representative specified on the print order to arrange access into agency facility.

Inside delivery to room number specified will be required. Delivery personnel will be required to unload boxes and place in a storage area as designated by the recipient.

When required, ship f.o.b. contractor's city to destination(s) nationwide – *reimbursable*.

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

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government, unless otherwise instructed.

Shipments over 120 pounds must ship by reimbursable freight. Contractor will be responsible for selection of carrier and shall ship by the most reasonable method to ensure prompt delivery and safe arrival at all destinations. All costs are to be billed on the contractor's invoice at the actual cost which the contractor paid for these services. Shipments must be made directly to the destination(s) specified on the print order. Unless otherwise indicated, truck deliveries must be made at the point of destination between the hours of 8:30 a.m. and 3:30 p.m., local time, on normal Government workdays.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 84-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/shipping method, and title of product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

Upon completion of each order, all furnished material (as applicable) and two (2) sample copies must be returned to: Army Publishing Directorate, Building 1456, 9351 Hall Road, Fort Belvoir, VA 22060-5447. ATTN: Richard Sowell at (703) 693-1442

All expenses incidental to picking up and returning material (as applicable), submitting proofs, returning digital deliverable (PDF file), 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 (as applicable) must be picked up from and delivered to: Army Publishing Directorate, Building 1456, 9351 Hall Road, Fort Belvoir, VA 22060-5447. ATTN: Richard Sowell at (703) 693-1442

PDF proofs must be emailed to the agency representative(s) specified on the print order.

No definite schedule for placement of orders 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 to submit proofs.....	5
Ordering agency to return proofs	5
<i>If revised proofs are required –</i>	
Contractor to submit revised proofs	3
Ordering agency to return revised proofs	2

Complete production and distribution after “O.K. to Print” is given shall be as follows:

For orders requiring quantities up to and including 20,000 copies –
Complete production and distribution must be made within 5 workdays.

For orders requiring quantities over 20,000 copies, up to and including 100,000 copies –
Complete production and distribution must be made within 10 workdays.

For orders requiring quantities over 100,000 copies –
Complete production and distribution must be made within 15 workdays.

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(s) specified and products ordered for shipment f.o.b. contractor’s city must be picked up by 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.

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 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 production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I. (a) 1
(b) 1,165
(c) 175

II. (a) 70
(b) 4
(c) 32

III. (a)	(1) 32	(2) 280
(b)	2	40
(c)	1	20

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination for deliveries within the commercial zone of Washington, DC and/or St. Louis, MO and f.o.b. contractor’s city for all other consignments.

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 1,000 will be prorated at the per-1,000 rate.

Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. DESIGN AND LAYOUT:

- (a) Design and layout of new forms.....per form\$ _____
- (b) Composition/keyboarding (text or tabular matter) per line\$ _____
- (c) Author’s Alterations (text or tabular matter)..... per line\$ _____

II. PREPRESS OPERATIONS:

An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and that requires scanning and digitizing. The price offered should include the cost of all materials and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size unit.

No charge will be allowed for illustrations furnished in electronic files.

- (a) Line illustrations..... per illustration\$ _____
- (b) Strip-ins per strip-in\$ _____
- (c) Creating TIF files per page\$ _____

(Initials)

III. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications – excluding items listed under I. DESIGN AND LAYOUT and II. PREPRESS OPERATIONS.

Prices below must include the cost of all required proofs, stock/paper, and litho-code numbering.

Four-page products shall be charged for under (a) *Saddle-Stitched Product*.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) <i>Saddle-Stitched Product:</i> Printing in black ink plus one Pantone ink color per page.....	\$ _____	\$ _____
(b) <i>Single-Leaf Product:</i> Printing in black ink plus one Pantone ink color per product.....	\$ _____	\$ _____
(c) <i>Perforation:</i> Perforating Cover 1 per cover.....	\$ _____	\$ _____

My production facilities are located within the assumed area of production yes _____ 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 _____

(Initials)

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)