

U.S. GOVERNMENT PUBLISHING OFFICE
Dallas, Texas

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Airworthiness Directives Listing

as requisitioned from the U.S. Government Publishing Office (GPO) by the
Department of Transportation/Federal Aviation Administration (FAA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period Date of Award and ending March 31, 2022 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 a.m., prevailing Dallas, Texas time, on May 14, 2021. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to bidsdallas@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.***

BIDDERS, PLEASE NOTE: The Schedule of Prices, specifically line item II.1(a), have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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 Denise Przybylowicz at dprzybylowicz@gpo.gov or (214) 767-0451, Ext. 7.

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. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

SUBCONTRACTING: The predominant production functions will be printing. Any contractor who cannot perform the predominant production functions 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 (page related) Attributes – Level 3
- (b) Finishing (item related) Attributes – Level 3

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	Electronic File Output

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production. At the agency's option, digital printing may be allowed.

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 April 1, 2022 to March 31, 2023 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 December 31, 2021 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 contractor, 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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through March 31, 2022 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 maybe 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.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: Due to the Pandemic, there are no public bid openings. While the GPO physical offices are closed and we are teleworking, we are accepting only emailed bids.

The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s email server as the official time stamp for bid receipt at the specified location.

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 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: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of side-stitched pamphlets requiring such operations as printing, binding, packing, and distribution.

TITLE: Airworthiness Directives Listing.

FREQUENCY OF ORDERS: One order biweekly (every two weeks) for 26 orders per year containing the two publications.

QUANTITY AND NUMBER OF PAGES: Each order will consist of the following:

Small Aircraft – Approximately 91 copies with 8 to 60 or more pages with an average of 30 pages per order.

Large Aircraft – Approximately 46 copies with 8 to 122 or more pages with an average of 48 pages per order.

TRIM SIZE: 8-1/2 x 11”.

GOVERNMENT TO FURNISH: An Adobe Acrobat PDF file containing copy for each of both documents will be e-mailed to the contractor for each order. Fonts are embedded.

Reprint copy as manuscript copy will be furnished for the return address on all USPS shipments.

The Print Orders will be emailed to the contractor by the ordering agency.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Distribution lists in TXT format will be provided with each print order.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc, except GPO imprint, form number, and revision date, carried on copy or film must not print on the finished product.

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

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

PROOFS: Proofs will not be required; however, contractor will be responsible for final output that is in conformance with the digital files as provided. The contractor will be responsible for reporting immediately to the agency and GPO if there is any discrepancy within the content of the digital file versus the output.

STOCK/PAPER: The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Pamphlets: White Uncoated text, (Basis Weight: 50 lbs per 500 sheets, Basis Size: 25 x 38"), equal to JCP Code A60.

PRINTING: Pamphlets print head-to-head in black ink. At contractor's option, pamphlets may be reproduced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 dpi or 600 x 600 x 4 bit depth technology.

MARGINS: Margins will be as indicated on the print order or furnished electronic file.

BINDING: Side-wire stitch pamphlets in two places on the 11" left side. Drill 3 round holes, 3/8" in diameter, centered on the 11" side, 4-1/4" center to center, center of holes 3/8" from the left edge.

PACKING: Single copies or multiple copies (up to 200 leaves) must be inserted into 9 x 12" kraft envelopes.

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

Quantities over 12 pounds, up to 36 pounds, must be packed in small shipping cartons (maximum gross weight 45 pounds).

All shipments which fill less than a shipping carton must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

LABELING AND MARKING: Create and affix a recipient address label and/or return address to each copy mailed singly and to each unit of mail packaged in kraft envelopes, cushioned shipping bags, and shipping cartons. At contractor's option, addresses may be directly imaged onto kraft envelopes and cushioned shipping bags.

Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping cartons.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Regional Publishing Procurement Office, 1100 Commerce Street, Room 731, Dallas, Texas 75242-0395, Attn: Inspection Samples/1790S. These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DISTRIBUTION: Mail FOB Destination and FOB Contractor's City. Deliver the following f.o.b. destination:

1 copy each of the Small Aircraft and Large Aircraft Listings marked: Item No. 8030-C to: BAC (C&I) 1523-0, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H. St., NW, Loading Dock, Washington, DC 20401.

15 copies each of the Small Aircraft and Large Aircraft Listings marked "Depository File Copies" to: BAC (By-Law) 1525-01, Library of Congress, US/Anglo Division, U.S. Government Documents Section, 101 Independence Ave, SE, Washington, DC 20540-4274.

For each Print Order: 1 set of copies of each GPO Form 712, one (1) sample copy of each publication and the appropriate U.S. Postal Service forms (time/date stamped) must be delivered via traceable means to: FAA, RENAE SIMPSON, AMK-223C, MPB B1, PO BOX 25082, OKLAHOMA CITY, OK 73125.

Mail and ship the remainder of each order FOB Contractor's City.

Complete addresses and quantities will be furnished with the print orders. At least one address may be mailed to Canada on each order.

The majority of the mailing is single copies, approximately 45 per order.

Contractor is required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

All mailing shall be made at the Air Mail rate for international mail (zone sorted) and First Class rate for domestic mail. Each domestic mailing list is to be handled separately and reported on a separate PS Form 3600-R or PS Form 3602-G. Each foreign mailing list is to be handled separately and reported on a separate U.S. Postal form.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order mails) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1790-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, mailing methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

Multiples (shipping bags, mailing boxes, or cartons) will be sent via reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government, unless otherwise instructed.

All expenses incidental to picking up materials, returning materials, 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 and the print order will be e-mailed to the contractor by every other Wednesday by 9:00 a.m. Central Time and must be completely produced and distributed by Friday of the same week.

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 mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service or small parcel 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 Dallas Regional Office via email at efaxdallas@gpo.gov. Personnel receiving email 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.

Bidders shall state the location from which the products will be shipped.

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

I. (a) (1) 2,028 (2) 129

II. 1.(a) 1,170
(b) 104
(c) 104

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailing (including small parcel carrier) and f.o.b. destination for all other shipments.

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item will 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.

A charge will be allowed for each page of a product, whether printed or blank.

Unless otherwise specified, no more than one (1) blank page shall be permitted at the end of the text for side-stitched products.

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

I. PRINTING, BINDING (includes the cost of stitching and drilling) AND PAPER:

<u>Makeready and/or Setup</u>	<u>Running Per 1000 Copies</u>
(1)	(2)

(a) Printing text pages in black ink...per trim/page-size unit.... \$ _____ \$ _____

II. PACKING:

1. Mailing (includes printing return address on envelopes, direct printing delivery addresses or affixing a mailing label, and delivery to a post office or small parcel carrier):

(a) Single/multiple copies in kraft envelope (up to 200 leaves)...per envelope.....\$ _____

(b) Single/multiple copies over 200 leaves, up to 12 pounds, inserted into cushioned shipping bags or small mailing boxes (maximum gross weight of 14 pounds).....per bag or box\$ _____

(c) Single/multiple copies over 12 pounds, up to 36 pounds, inserted into small shipping cartons (maximum gross weight 45 pounds).....per container\$ _____

Initials

(complete and submit this page with your bid)

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

Post Office located at:

Street Address _____

City _____, State _____, Zip Code _____.

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

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation 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 points(s), in exact accordance with specifications.

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.* **Due to the Pandemic, there are no public bid openings. While the GPO physical offices are closed and we are teleworking, we are only accepting emailed bids.**

Initials

(complete and submit this page with your bid)

Bidder _____

(Contractor 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)

=====
THIS SECTION FOR GPO USE ONLY
=====

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

(Initials)

(Initials)

=====