

TITLE: "Motor Vehicle Use Maps (MVUMs)" PROGRAM: 1807-S
TERM: Date of Award to June 30, 2017 (w/Options)

Item No.	DESCRIPTION	Basis of Award		Frederic Printing		Monarch Litho Inc.		Williams & Heintz Map Corp	
				050	34310	040	60078	190	95460
				UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT: (except Items II, III, & IV)								
(a)	Format "A" Per printed side								
	Black Ink								
1.	Make-ready and Setup Charges.....	31	x	287.30	8,906.30	265.00	8,215.00	310.00	9,610.00
2.	Per 100 Copies.....	1356	x	4.48	6,074.88	6.50	8,814.00	4.00	5,424.00
	Each Additional Color of Ink								
3.	Make-ready and Setup Charges.....	18	x	80.72	1,452.96	65.00	1,170.00	250.00	4,500.00
4.	Per 100 Copies.....	1793	x	1.46	2,617.78	1.65	2,958.45	3.00	5,379.00
(b)	Format "B" Per printed side								
	Black Ink								
1.	Make-ready and Setup Charges.....	62	x	378.00	23,436.00	375.00	23,250.00	650.00	40,300.00
2.	Per 100 Copies.....	2248	x	4.86	10,925.28	13.00	29,224.00	7.50	16,860.00
	Each Additional Color of Ink								
3.	Make-ready and Setup Charges.....	14	x	141.20	1,976.80	88.00	1,232.00	300.00	4,200.00
4.	Per 100 Copies.....	804	x	2.25	1,809.00	2.80	2,251.20	4.00	3,216.00
(c)	Format "C" Per printed side								
	Black Ink								
1.	Make-ready and Setup Charges.....	14	x	423.00	5,922.00	410.00	5,740.00	800.00	11,200.00
2.	Per 100 Copies.....	1359	x	7.02	9,540.18	16.00	21,744.00	10.00	13,590.00
	Each Additional Color of Ink								
3.	Make-ready and Setup Charges.....	6	x	161.00	966.00	110.00	660.00	300.00	1,800.00
4.	Per 100 Copies.....	738	x	3.30	2,435.40	3.25	2,398.50	5.00	3,690.00
II.	PROOFS								
(a)	Digital page proofeach map unit	106	x	2.01	213.06	6.50	689.00	6.00	636.00
(b)	Digital color content proofseach map unit	110	x	2.01	221.10	8.00	880.00	6.00	660.00
III.	PAPER (per 100 leaves)								
(a)	White Offset Book, 60 lbs per map unit	9964	x	0.99	9,864.36	0.85	8,469.40	1.20	11,956.80
(b)	White Opacified Offset Book, 60 lbs per map unit	30412	x	1.19	36,190.28	1.20	36,494.40	1.30	39,535.60
IV.	SHIPPING CHARGES (shipments over 120 lbs.)								
(a)	Cost per "cwt" Delivered/Shipped to Zone 1 Colorado	141	x	26.72	3,767.52	30.50	4,300.50	45.00	6,345.00
(b)	Cost per "cwt" Delivered/Shipped to Zone 2 Utah	64	x	26.72	1,710.08	33.00	2,112.00	45.00	2,880.00
(c)	Cost per "cwt" Delivered/Shipped to Zone 3 Wyoming	26	x	24.62	640.12	38.00	988.00	45.00	1,170.00
(d)	Cost per "cwt" Delivered/Shipped to Zone 4 Idaho	37	x	24.62	910.94	38.50	1,424.50	45.00	1,665.00
(e)	Cost per "cwt" Delivered/Shipped to Zone 5 Nevada	3	x	24.62	73.86	36.00	108.00	45.00	135.00
(f)	Cost per "cwt" Delivered/Shipped to Zone 6 New Mexico	131	x	27.91	3,656.21	26.50	3,471.50	45.00	5,895.00
(g)	Cost per "cwt" Delivered/Shipped to Zone 7 Maryland, Virginia, and the District of Columbia	1	x	27.91	27.91	68.00	68.00	25.00	25.00
(h)	Cost per "cwt" Delivered/Shipped to Zone 8 United States EAST of the Mississippi excluding those areas in Zone 7	1	x	24.62	24.62	68.00	68.00	25.00	25.00
(i)	Cost per "cwt" Delivered/Shipped to Zone 9 The Continental United States WEST of the Mississippi excluding those areas in zones 1 through 6.	3	x	27.91	83.73	36.00	108.00	45.00	135.00

CONTRACTOR TOTALS				\$133,446.37		\$166,838.45		\$190,832.40	
DISCOUNT if any			2.000%	\$2,668.93		2.000%	\$3,336.77	1.000%	\$1,908.32
DISCOUNTED TOTALS				\$130,777.44		\$163,501.68		\$188,924.08	

AWARDED

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Motor Vehicle Use Maps (MVUMs)

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

Various Government Departments and Agencies

Single Award

NOTICE TO BIDDERS: The term of this contract is for one year **and up to four option years** beginning Date of Award (DOA). (Note: The anniversary date for this contract shall be considered as July 1, 2017.) Special attention should be directed to the following clauses in Section 1 of this contract: "ECONOMIC PRICE ADJUSTMENT", and "NOTIFICATION".

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Denver, Colorado time, on June 21, 2016.

Facsimile Telephone Number: (303) 236-5332
Mail To: U.S. Government Publishing Office
Denver Regional Office
12345 W. Alameda Parkway, Suite 208
Lakewood, CO 80228-2842

For information of a technical nature call (303) 236-5292 (no collect calls).

SECTION 1 - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Invitation to Bid will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:

<http://www.gpo.gov/pdfs/vendors/terms.pdf>, and <http://www.gpo.gov/pdfs/vendors/qatap.pdf>

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. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing Attributes - Level III
- (b) Finishing 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.

The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Average Type Dimension *
P-9. Solid and Screen Tint Color Match	Pantone Matching System

* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the contract shall be divided into up to five periods. The first period shall extend from Date of Award to June 30, 2017. Each additional period shall extend from July 1st of the subject year to June 30th of the following year. The first workday of the follow-on periods shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the initial contract year under this contract.

Price adjustment: The prices shall be adjusted on the basis of the "**Consumer Price Index For All Urban Consumers - Commodities Less Food**", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index - All Urban Consumers, for Commodities less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally

adjusted months ending three months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

NOTIFICATION: The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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 this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from Date of Award through June 30, 2017 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

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, any 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 that 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.

METHOD OF SHIPMENT: The contractors shall ship by any reasonable method to insure prompt delivery at destinations. Shipments must be made direct to the destination stated in the specifications and must be delivered to that point on or before the ship/deliver date on the print order provided it is to a location(s) in Zones 1 through 9.

SHIPPING CHARGES: Bidders are to bid a price for shipping to destinations within each of the eight zones. The prices bid, as applicable, will be applied to the weight of the ordered quantity. No adjustment in the amount of shipping charges will be allowed because of gratuitous over deliveries. However, when deliveries are subject to a special charge (i.e. "INSIDE DELIVERY", "LIFT-GATE SERVICE, PALLET JACK SERVICE, etc.) pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier, such separate charges shall be listed on the contractor's voucher/invoice and will be paid for at actual cost.

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 BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

PAYMENT: The Government Publishing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt. In addition, after certification by the ordering agency, a copy of the approved billing certification sheet and the accompanying print order is to be submitted to the Denver RPPO, by the ordering agency, immediately via fax (303) 236-5304 to: **ATTN: Procurement Technician**.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**. In

addition the contractor is instructed to fax a duplicate set of these documents to the Denver GPO office. The fax number is 303-236-5332 ATTN: Procurement Technician.

For the purpose of earning the discount when a prompt payment discount is bid by a bidder, time will be computed from the date a correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification is received by the GPO.

NOTE: Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow the contractor to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.

SUBMISSION OF BIDS: Facsimile bids are permitted.

- (a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.
- (b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.
- (c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.
- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to FAX No. **(303) 236-5332 or (303) 236-5304**, one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
 - (1) Receipt of garbled or incomplete bid.
 - (2) Availability or condition of the receiving facsimile equipment.
 - (3) Incompatibility between the sending and receiving equipment.
 - (4) Delay in transmission or receipt of bid.
 - (5) Failure of the bidder to properly identify the bid.
 - (6) Illegibility of bid.
 - (7) Security of bid data.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of maps requiring such operations as electronic pre-press, proofing, printing, binding, packing, and distribution.

TITLE: Motor Vehicle Use Maps (MVUMs).

FREQUENCY OF ORDERS: Approximately four (4) to ten (10) orders per month. More than one item may be placed per order.

QUANTITY: It is anticipated that most orders will range from 500 to 15,000 copies with most orders for less than 5,000 copies. There may be an occasional order for as many as 30,000 copies per order.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format A: from 22 x 24" up to and including 24 x 36".

Format B: Over 24 x 36" up to and including 34 x 44".

Format C: Over 34 x 44" up to and including 36 x 54".

The majority of orders will be for 34 x 44".

GOVERNMENT TO FURNISH: Print Orders. Hard copy visuals and/or folding dummy. Electronic files: CD-ROM, DVD or similar will be provided, or at the Government's option, the data will be transmitted direct to the contractor's FTP site. The electronic media furnished by the Government will be generated on a MAC System or PC/Windows versions: XP, 7, 8, 8.1, or 10 platforms in a variety of software formats including, but not limited to: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat PDF (ArcMap 9.3 or higher or similar map software, exported to .pdf format). NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. Contractor will be responsible for final output that is in conformance with the visuals as provided.

Fonts: Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software.

INSPECTION OF ELECTRONIC FILES: Contractor to perform a basic check (preflight) of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics,

4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

Prior to making any revisions, the contractor must make a "copy" of the original files, and then proceed to make any revisions to the "copy" as required. Upon delivery of the printed product the contractor must provide corrected native applications files (digital deliverables) if files are modified during production. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

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.

CONSULTATION: It's anticipated that prior to placing a print order or during the course of production of an order, the ordering department may consult with the contractor (over the telephone or face-to-face contact) regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone and/or person-to-person inquiries of a technical nature which will NOT require access to the contractor's electronic pre-press system (EPS). This level of consultation, which is anticipated to occur infrequently, shall be at no cost to the Government.

FILMS: Films are NOT required; computer to plate is acceptable and is the preferred method of production. At the contractor's option, they may use film; however; the Government will not pay for any film costs, even if these costs are the result of author's alterations. For example, if changes were made at the proof stage, the Government will pay for the digital corrections and new proofs (if required), but not for films. Such proof charges must be charged at the rate for digital proofs, not "from film" proofs.

Output resolution: Where electronic media is provided, the contractor must generate images equivalent to 2400 dpi for text and 150-line or higher screens for illustrations.

PROOFS: The proof requirements will be indicated on each individual print order.

When ordered, submit Digital page proofs (for single color work) or Digital color content proofs (for multi-color work). Proof must be to size. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall have all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. The digital color content proof is intended as a check on image position, cropping, scaling, and other visual features of text or illustration. It is NOT intended as a check of color fidelity.

Proofs must be clean, free of ink smudges, with all images clearly legible. Proofs must be identified with the jacket number, program number, print order number, and proof date. The contractor's firm name must not appear on any proofs.

If any of the 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 **"OK to print"**.

Submit proofs together with all of the furnished material to the address as listed on the individual print order.

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. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

The stock to be used will be indicated on each print order.

Color of stock furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

White Offset Book, basis weight 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Opacified (i.e., opaque) Offset Book, basis weight 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.

PRINTING: Print face only or face and back in black ink. An occasional order will require printing with one or more additional ink colors.

Match Pantone number as indicated on the print order.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Adequate gripper margins are anticipated.

BINDING: Orders will require map folding of all or nearly all copies. When ordered, fold to 4 x 9" with a suitable number of vertical in-line parallel accordion and two angle wrap-around folds (title panel out) or fold to size as indicated on print order with a suitable number of vertical in-line parallel accordion and angle folds. Folding dummies will be furnished with each order.

NOTE: On occasion the Government may request a limited number (generally under 50) of the maps be trimmed but not folded. This will be indicated on the individual print order.

PACKING: Kraft paper band, or at contractor's option, shrink-film wrap folded maps in suitable, uniform units. Each shipping container must not exceed 45 lbs. when fully packed and should have a minimum bursting strength of 275 lbs. psi. Flat copies are to be packed flat with suitable protection top and bottom.

Pallets or skids are required for all destinations receiving 10 or more shipping containers. Some facilities receiving shipments will not have loading docks and/or limited access requiring lift gate service and/or pallet jacket service for inside delivery.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order or otherwise requested, the first two copies, as soon as completed, must be sent for inspection to the U.S. Government Publishing Office, Denver Regional Office, 12345 W. Alameda Parkway, Suite 208, Lakewood, CO 80228-2842, Attn: Inspection Samples.

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

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

<u>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 samples must be packed separately and must be identified by a special government furnished Blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list.

In addition, a copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. A copy of the Government furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate bid in the contractor's bid and their cost will not be a consideration for award.

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

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: INSIDE DELIVERY REQUIRED ON ALL ORDERS. All prices bid are f.o.b. destination to multiple locations within the various states and the District of Columbia that fall within one of nine zones, as defined hereinafter under "**Section 4. Item IV**".

A single shipment or several shipments totaling 120 lbs. or less scheduled for shipment on the same day to a single destination are to be shipped by reimbursable and traceable means unless otherwise instructed.

On most orders the government will require delivery f.o.b. contractor's city to the following two addresses with the quantities required as noted on the print order. The contractor will be reimbursed as indicated above. The ordering agency will be responsible for determining on each print order what the unique quantity of Superintendent of Documents quantities are to be. Agencies are advised to review Circular Letter NO. 793 regarding Superintendent of Documents copies or contact the Denver Regional Office at (303) 236-5292 for any clarification.

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*NOTE: All shipments to this destination must be via FedEx, UPS, or United States Postal Service (USPS).

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

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered; number of cartons; quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher/invoice for payment.

SCHEDULE: Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order.

The following schedules begin the same workday as notification of the availability of each individual print order and furnished materials. When notification of availability is given after 1:00 p.m. the date of notification shall be the following workday.

Contractor will be required to pickup print order and furnished materials from various nationwide locations throughout all nine zones. Most orders will require pickup from Lakewood, Colorado; Golden, Colorado; Albuquerque, NM; or Ogden, Utah. The ordering agency will notify the contractor when materials are available for pickup. The Government will wrap or otherwise prepare the furnished material for pickup by the contractor or the contractor's agent.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld no more than two (2) workdays from receipt at the ordering office until they are made available for pickup by the contractor. NOTE: When proofs are ordered there will be an additional four workdays added to the schedule.

The proof hold period by the Government begins when proofs are received by the designated party and ends when the contractor is notified that the proofs are available for pick-up by the contractor or their designated agent.

Proofs, along with the Government furnished material, a copy of the print order, the contractor's usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor's plant will be sent directly to the ordering agency by the contractor. The contractor is directed to include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. The cost of transporting of the proofs and the furnished materials BOTH ways is to be borne by the contractor. The contractor has the option of using their own personnel to pick up and deliver the proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

Complete production and shipment must be made within 10 to 15 workdays from availability of print order and furnished material. An occasional order may require complete production and delivery within 5 workdays (no proof will be required on orders requiring production within 5 workdays).

The ship date indicated on the print order is the date products must be shipped; however, delivery at destination MUST be completed within 2 to 4 workdays.

Upon completion of each order, under separate cover, and by traceable means, the contractor shall return all furnished materials to the address indicated on the print order.

Unscheduled material such as shipping documents (GBL's, etc.), 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.

SECTION 3 – DETERMINATION OF AWARD

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

	(1)	(2)	(3)	(4)
I. (a)	31	1356	18	1793
(b)	62	2248	14	804
(c)	14	1359	6	738
II. (a)	106			
(b)	110			
III. (a)	9,964			
(b)	30,412			
IV. (a)	141			
(b)	64			
(c)	26			
(d)	37			
(e)	3			
(f)	131			
(g)	1			
(h)	1			
(i)	3			

The term of this contract is for one year and up to four option years.

SECTION 4 – SCHEDULE OF PRICES

Bids submitted are f.o.b. destination for all bulk shipments 120 lbs. or more and f.o.b. destination – freight prepaid and add, for all shipments less than 120 lbs.

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

Bids must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive. Bids submitted with “NB” (No Bid), “NA” (Not Applicable), or blank spaces for an item may be declared nonresponsive. An entry of “NC” (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts will be prorated

The Contracting Officer reserves the right to reject any bid 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 bid or to GPO prices for the same operation if such action would be in the best interest of the Government.

- I. **COMPLETE PRODUCT** (except Items II, III, and IV): Prices bid shall include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications.

	<u>Black Ink</u>		<u>Each Additional Color of Ink</u>	
	<u>Makeready and Setup Charges</u> (1)	<u>Per 100 Copies</u> (2)	<u>Makeready and Setup Charges</u> (3)	<u>Per 100 Copies</u> (4)
(a) Format Aper printed side.....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Format Bper printed side.....	\$ _____	\$ _____	\$ _____	\$ _____
(c) Format Cper printed side.....	\$ _____	\$ _____	\$ _____	\$ _____

- II. **PROOFS**: The number of "map units" in a particular map will be determined by dividing its trim size by 94 sq. in. with any fraction remainder being counted as a whole.

(a) Digital page proof	each map unit.....	\$ _____
(b) Digital color content proofs	each map unit.....	\$ _____

 (Initials)

III. PAPER: Payment for 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 ordered. The cost of any paper required for makeready or running spoilage must be included in the prices bid.

One page-size leaf will be allowed for each "map unit" in the product. The number of units in a particular map will be determined by dividing its trim size by 94 sq. in. with any fraction remainder being counted as a whole.

Per 100
leaves

- (a) White Offset Book, 60 lbs.....per map unit..... \$ _____
- (b) White Opacified Offset Book, 60 lbs.....per map unit..... \$ _____

IV. SHIPPING CHARGES: The following charges cover the cost of shipping, as provided in "SECTION 1. GENERAL TERMS AND CONDITIONS", hereof, to destinations within each of the nine zones (see below). Charges must be submitted in the order and manner requested; minimum charges will NOT be accepted.

Reimbursement for transportation costs for shipments exceeding 120 pound will be made in accordance with the contractor's bid shipping charges. Bidder must bid a "per cwt." (per 100 pound weight) charge for each zone listed below. Fractional parts of "cwt". shipments will be prorated at the "per cwt." rate.

	Shipments over 120 lbs.	Delivered/ Shipped to Zone
(a) Cost per "cwt".....	\$ _____	1
(b) Cost per "cwt".....	\$ _____	2
(c) Cost per "cwt".....	\$ _____	3
(d) Cost per "cwt".....	\$ _____	4
(e) Cost per "cwt".....	\$ _____	5
(f) Cost per "cwt".....	\$ _____	6
(g) Cost per "cwt".....	\$ _____	7
(h) Cost per "cwt".....	\$ _____	8
(i) Cost per "cwt".....	\$ _____	9

(Initials)

NOTE: Failure to bid shipping charges to any zone may eliminate the bidder from consideration for award.

EXPLANATION OF SHIPPING CHARGES: Destinations which are located within the various states and the District of Columbia fall within one of nine zones, as defined hereinafter:

- Zone 1: Colorado.
- Zone 2: Utah.
- Zone 3: Wyoming.
- Zone 4: Idaho.
- Zone 5: Nevada
- Zone 6: New Mexico
- Zone 7: Maryland, Virginia, and the District of Columbia.
- Zone 8: United States East of the Mississippi excluding those areas in Zone 7.
- Zone 9: The Continental United States West of the Mississippi excluding those areas in zones 1 through 6.

SHIPPING COSTS: Deliver all shipments f.o.b. destination in accordance with "**SHIPPING CHARGES**" under Items IV. (a) through (i) in the "**SCHEDULE OF PRICES**".

For the purpose of compensating suppliers for shipping charges to destinations falling within the nine zones, except as provided under "**SHIPPING COSTS**", bidders are to bid a price as indicated in "**IV - SHIPPING CHARGES**". The prices bid, as applicable, will be applied to the weight of the ordered quantity.

(Initials)

DISCOUNTS ARE BID FOR PAYMENT AS FOLLOWS:

_____ **Percent**, _____ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number (ed) _____

BIDDER'S NAME AND SIGNATURE: Fill out and return one copy of all pages in "**SECTION 4. - SCHEDULE OF PRICES**", including initialing where indicated, and submit with an original, signed copy of GPO Form 910, "**Bid.**" Do not enter bid prices on GPO Form 910. NOTE: The "**SCHEDULE OF PRICES**" will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____ Contractor's Code _____

(Street Address)

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

e-mail address

(Facsimile Number)

BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.

SAMPLE OF THE BID ENVELOPE

In order to ensure proper processing of all bids the following information is suggested on all bid envelopes.

Program Number **1807-S**

From: _____

Address: _____

Postage
Stamp
Required
Here

Bid Enclosed

Bids will be received until
June 21, 2016 at **2 P.M.** prevailing
Denver CO time.

|||||
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