

Program No 1825-S Term 03/20/18 To 02/28/19										
TITLE: Event Guide										
			Colonial Printing Warwick, RI		Frederic Printing Aurora, CO		Gateway Press Incorp Louisville, KY		Image Square Santa Monica, CA	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>PRINTING, BINDING, PACKING, AND DISTRIBUTION:</b>									
	Face and back, printing in 4-color process:									
a.	Up to and including 50,000 copies, per product									
1	Makeready and/or Setup	5	\$400.00	\$2,000.00	\$681.00	\$3,405.00	\$600.00	\$3,000.00	\$85.00	\$425.00
2	Running per 1,000 copies	200	\$10.50	\$2,100.00	\$36.32	\$7,264.00	\$25.00	\$5,000.00	\$14.77	\$2,954.00
b.	Over 50,000 up to and including 300,000 copies, per product									
1	Makeready and/or Setup	4	\$400.00	\$1,600.00	\$681.00	\$2,724.00	\$600.00	\$2,400.00	\$98.00	\$392.00
2	Running per 1,000 copies	800	\$10.00	\$8,000.00	\$21.74	\$17,392.00	\$18.00	\$14,400.00	\$12.77	\$10,216.00
	<b>CONTRACTOR TOTALS</b>			<b>\$13,700.00</b>		<b>\$30,785.00</b>		<b>\$24,800.00</b>		<b>\$13,987.00</b>
	<b>DISCOUNT</b>		1%	<b>\$137.00</b>	2%	<b>\$615.70</b>	3%	<b>\$744.00</b>	NET	
	<b>DISCOUNTED TOTALS</b>		<b>AWARDED</b>	<b>\$13,563.00</b>		<b>\$30,169.30</b>		<b>\$24,056.00</b>		<b>\$13,987.00</b>
			K-B Offset Printing Inc State College, PA		Lithexcel Albuquerque, NM		Production Press Jacksonville, IL		Publication Printers Corp Denver, CO	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>PRINTING, BINDING, PACKING, AND DISTRIBUTION:</b>									
	Face and back, printing in 4-color process:									
a.	Up to and including 50,000 copies, per product									
1	Makeready and/or Setup	5	\$200.00	\$1,000.00	\$108.00	\$540.00	\$108.00	\$540.00	\$750.00	\$3,750.00
2	Running per 1,000 copies	200	\$16.00	\$3,200.00	\$30.00	\$6,000.00	\$29.74	\$5,948.00	\$17.45	\$3,490.00
b.	Over 50,000 up to and including 300,000 copies, per product									
1	Makeready and/or Setup	4	\$280.00	\$1,120.00	\$108.00	\$432.00	\$180.00	\$720.00	\$750.00	\$3,000.00
2	Running per 1,000 copies	800	\$11.00	\$8,800.00	\$25.00	\$20,000.00	\$21.92	\$17,536.00	\$12.47	\$9,976.00
	<b>CONTRACTOR TOTALS</b>			<b>\$14,120.00</b>		<b>\$26,972.00</b>		<b>\$24,744.00</b>		<b>\$20,216.00</b>
	<b>DISCOUNT</b>		NET		1%	<b>\$269.72</b>	0.25%	<b>\$61.86</b>	NET	
	<b>DISCOUNTED TOTALS</b>			<b>\$14,120.00</b>		<b>\$26,702.28</b>		<b>\$24,682.14</b>		<b>\$20,216.00</b>
			The Strathmore Co Geneva, IL		GPO Estimate					
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST				
I.	<b>PRINTING, BINDING, PACKING, AND DISTRIBUTION:</b>									
	Face and back, printing in 4-color process:									
a.	Up to and including 50,000 copies, per product									
1	Makeready and/or Setup	5	\$1,424.00	\$7,120.00	\$228.00	\$1,140.00				
2	Running per 1,000 copies	200	\$10.33	\$2,066.00	\$11.72	\$2,349.00				
b.	Over 50,000 up to and including 300,000 copies, per product									
1	Makeready and/or Setup	4	\$1,424.00	\$5,696.00	\$259.33	\$1,037.32				
2	Running per 1,000 copies	800	\$10.33	\$8,264.00	\$11.72	\$9,400.00				
	<b>CONTRACTOR TOTALS</b>			<b>\$23,146.00</b>		<b>\$14,427.32</b>				
	<b>DISCOUNT</b>		1%	<b>\$231.46</b>	NET					
	<b>DISCOUNTED TOTALS</b>			<b>\$22,914.54</b>		<b>\$14,427.32</b>				

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE  
Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Event Guide**

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

Department of the Interior, National Park Service  
Grand Canyon National Park, AZ

Single Award

§ **TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending **TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending February 28, 2019, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**QUOTES OPENING:** Quotes shall be publicly opened at 11:00 a.m., prevailing Denver, CO, time, on March 8, 2018.

**QUOTATION SUBMISSION:** Submit quotes in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile quotations in response to this solicitation are permitted. Facsimile quotations may be submitted directly to the GPO Denver Regional Office, Fax No. (303) 236-5332. The program number and quote opening date must be specified with the quotation. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January, 2018.

The GPO 910 “BID” Form is no longer required. Offerors are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev.1-18)*. Prospective offerors should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE

On GPO’s website: <https://www.gpo.gov/docs/default-source/contract-pricing/denver/ab1825sp.pdf?sfvrsn=2>

For information of a technical nature, contact Don Showalter at (303) 236-5292, x5; or email [dshowalter@gpo.gov](mailto:dshowalter@gpo.gov).

## SECTION 1 - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Quote will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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.pdf>

**GPO IMPRINT REQUIREMENT:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and 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.

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	Approved Proofs/Electronic Media
P-8. Halftone Match	Approved Proofs/Electronic Media
P-10. Process Color Match	Approved Proofs/Electronic Media

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**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 Date of Award to February 28, 2019, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending November 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 PAPER SAMPLES:** After quotes opening, the prospective contractor may be required to furnish samples of the paper to be used in the production of the contract requirements. (NOTE: At the option of the Contracting Officer, the preaward paper samples may be waived.)

The prospective contractor shall submit not less than 10 sheets. Each sheet sample shall be 8-1/2 x 11” and must be of the kind and quality required by the specifications. The container and accompanying documentation shall be marked PAPER SAMPLES and shall include the GPO Program Number.

These samples are an integral part of the quotation and must be received by the Government within three (3) workdays of notification to submit. Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials.

Submit samples to: Grand Canyon National Park Warehouse, Attn: Jo Lombard, 1576 Shuttle Bus Road, Grand Canyon, AZ 86023-0129. (Cell: (928) 225-5205) (Prospective contractor must notify GPO when paper samples are submitted to the ordering agency.)

If the preaward paper samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to submit additional samples if so notified by the Contracting Officer.

In the event the revised samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver the paper samples within the stated time period may disqualify the contractor from further consideration for award.

NOTE: If approved and after award, any subsequent change of stock at any time during the term of the contract must be approved by the ordering agency. Additional paper samples may be required at that time.

No charges will be allowed for these preaward paper samples.

**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 February 28, 2019, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued”, upon notification by the Government, for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

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

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

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

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

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

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

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

**PAYMENT:** Upon completion of each order, the contractor is required to furnish their billing invoice to the ordering agency for examination and certification as to correctness of billing as applicable to the work performed. Contractor to submit billing to the ordering agency as specified on the print order.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt thereof.

After examination and certification by the ordering agency, contractor must submit his invoice to GPO.

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 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."

NOTE: 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.

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of face and back cut sheets requiring such operations as electronic prepress, proofing, printing, binding, packing, and distribution.

**TITLE:** Event Guide.

**FREQUENCY OF ORDERS:** Approximately 4 to 10 orders per year.

**QUANTITY:** Approximately 15,000 to 300,000 copies per order. It is anticipated that four of the orders will be placed as follows:

Spring Edition– Approximately 200,000 copies.  
Summer Edition – Approximately 300,000 copies.  
Fall Edition – Approximately 200,000 copies.  
Winter Edition – Approximately 100,000 copies.

**NUMBER OF PAGES:** Face and back.

**TRIM SIZE:** 4 x 9.”

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows:

Platform: Macintosh OS 10.7.5 and newer; Windows 7 and newer.

Storage Media: FTP; Email; CD-ROM; DVD.

Software: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat, Microsoft Office software, and WordPerfect. Current or near current version.

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished/embedded, as applicable. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files will be furnished to be used as a guide only. CMYK to be used for color identification.

Identification markings such as register marks, commercial identification marks of any kind, etc. 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 products in accordance with these specifications.

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors other than those described below, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency and to the Contracting Officer immediately upon discovery.

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:

- color issues and shifts (RGB color data, no spot colors, loss of black plate)
- page integrity (text reflow or type substitution)
- errors associated with embedded graphics
- missing prepress features (e.g., trim marks)
- loss of text characters from graphic elements
- defining proper file output selection for the imaging device being used.

The contractor shall create/extend bleeds, create or alter any necessary trapping, set proper screen angles and frequency, define proper file output selection for the imaging device being utilized, and ensure that the black type is a solid black, NOT a process build. Furnished files must be imaged as necessary to meet the assigned quality level.

Contractor must provide final output with text equivalent to a minimum of 2400 dpi, equal to 150-line screen or finer and all flattones, halftones (gray scale illustrations), and CMYK graphics 150-line screen or finer.

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

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

Upon completion of each order, the contractor must furnish final production native application files with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.

**PROOFS:** When ordered, contractor to submit one “Press Quality” PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Contractor is cautioned that the proofs produced must be from the contractor prepared files for their output device and which will be used for final reproduction (ripped proof). It is not acceptable to simply submit reproductions of PDF files furnished by the ordering agency.

When ordered, no charges will be allowed for the PDF soft proofs. It is anticipated that most orders will require proofs.

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

The contractor must not print prior to receipt of an “O.K. to Print.”

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 12” dated March 2011.

Government Paper Specification Standards No. 12 –

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_12.pdf?sfvrsn=2](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2)

White 100% Recycled Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38” equal to JCP Code A70.

Contractor to use the brightest possible recycled stock available.

**PRINTING:** Print face and back in 4-color process.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150 line screen and at a minimum of resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

The GPO imprint requirement is waived and must not print on the final product.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic copy. Adequate gripper.

**BINDING:** Trim four sides.

**PACKING:** Kraft paper band in quantities of 250. SHRINK-FILM WRAPPING IS NOT ACCEPTABLE.

Pack suitable in shipping containers. Containers shall not exceed 25 pounds each when fully packed.

Each container must have uniform quantities.

Pallets are required.

**LABELING AND MARKING:** Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** When non-rolled orders are requested, they 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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of 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) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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 Services, 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 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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). Copies will be paid for at the running rate offered in the contractor's quote 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 Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to:  
Grand Canyon National Park Warehouse  
Attn: Jo Lombard, (cell) (928) 225-5205  
1576 Shuttle Bus Road  
Grand Canyon, AZ 86023-0129

Inside delivery required.

The warehouse does have a loading dock and forklift available. Deliveries must be Monday through Thursday, from 8:00 a.m. to 11:30 a.m. or from 1:00 p.m. to 4:00 p.m. The agency must be notified 24 hours in advance of delivery to ensure personnel are available to receive delivery.

*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, and 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 invoice for payment.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1825-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, all furnished material and digital deliverables (when applicable) must be returned to:

Grand Canyon National Park Warehouse  
Attn: Jo Lombard, (cell) (928) 225-5205  
1576 Shuttle Bus Road  
Grand Canyon, AZ 86023-0129

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

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

When applicable, print order and furnished material must be picked up from and returned to:

Grand Canyon National Park Warehouse  
Attn: Jo Lombard  
1576 Shuttle Bus Road  
Grand Canyon, AZ 86023-0129

At Government's option, print order and furnished material may be furnished by FTP or email.

When ordered, contractor to email PDF soft proofs to [johanna\\_lombard@nps.gov](mailto:johanna_lombard@nps.gov) and [GRCA\\_Creative\\_Media@nps.gov](mailto:GRCA_Creative_Media@nps.gov). Contractor must call Jo Lombard at office: (928) 638-7902 to confirm receipt.

No definite schedule for pickup of material/placement of orders can be predetermined.

The following schedule begins the workday after notification of availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

- Contractor must complete production and delivery to destination within 7 to 10 workdays (as specified on the print order) for orders up to and including 100,000 copies.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.
- Proofs will be held no more than 1 workday from their receipt at the ordering agency until correction/changes/"O.K. to Print" are furnished via email. (NOTE: The proof hold time begins upon receipt of proofs at the ordering agency.)
- All proof and transit time is included in the 7 to 10-workday schedule (as specified on the print order).

NOTE: For orders of more than 100,000 event guides, it is acceptable to the Government to receive a partial shipment of 100,000 by or on the scheduled delivery date with the provision that the balance of the order will be received by the Government within six (6) workdays of the scheduled delivery date.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact U.S. GPO Denver Regional Office via email to [infodenver@gpo.gov](mailto:infodenver@gpo.gov); or by faxing (303) 236-5332.

### SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest quote 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.

	(1)	(2)
(a)	5	200
(b)	4	800

**SECTION 4 - SCHEDULE OF PRICES**

Quotes are f.o.b. destination.

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

Contractor must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive.

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

Quotes submitted with "NB" (No Quote), "NA" (Not Applicable), or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the "DETERMINATION OF AWARD") that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All 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 invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

**I. PRINTING, BINDING, PACKING, AND DISTRIBUTION:** Prices quoted shall include the cost of all required materials (including paper) and operations necessary for the printing, binding, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Face and back, printing in 4-color process:		
(a) Up to and including 50,000 copies, per product	\$ _____	\$ _____
(b) Over 50,000 up to and including 300,000 copies, per product	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

**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 offeror has selected the city and state shown below in the address block, and the quote 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 \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Offeror hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**QUOTE ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this quote is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of quotes, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

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

**OFFEROR'S NAME AND SIGNATURE:** Unless specific written exception is taken, the offeror, by signing and submitting a quote, 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 fax or mail, fill out and return one copy of all pages in "SECTION 4 – SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the quote being declared non-responsive.

Offerors \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature and Title of Person Authorized to Sign this Quote) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)