

**THIS CONTRACT IS BEING SOLICITED AS A  
SMALL PURCHASE PROCUREMENT**

**Program 2870-S P (7/21)**  
Specifications by BS

Page 1 of 20

U.S. GOVERNMENT PUBLISHING OFFICE  
Denver, Colorado

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Brochures and Cut Sheets**

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

**U.S. Department of Energy, National Renewable Energy Laboratory (NREL),  
Department of Veteran's Affairs (VA), Veteran's Administration Center,  
& various other 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 observed as August 1, 2016.) 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.

**REQUEST FOR QUOTATION:** Submit offers by faxing quotations on "SECTION 4 - SCHEDULE OF PRICES" no later than 11:00 a.m., prevailing Denver, Colorado time, on July 14, 2016.

Facsimile Telephone Numbers: **(303) 236-5332 or (303) 236-5304**

Mail To: **U.S. Government Publishing Office  
Denver Regional Office  
Suite 208  
12345 W Alameda Parkway  
Lakewood CO 80228-2842**

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within **30-miles of Denver, Colorado**. Any bidder intending to use production facilities outside this area should furnish information with the offer that will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

For information of a technical nature call Denver RO (303) 236-5292 (no collect calls) or email to [infodenver@gpo.gov](mailto:infodenver@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES:** Any contract which results from this Request for Quotation 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>, & <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](http://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.

Specified Standards: The specified standards for the attributes requiring them shall be:

	<b><u>Attribute</u></b>	<b><u>Specified Standard *</u></b>
P-7.	Type Quality and Uniformity	Approved Contract Proofs, average type dimension in publication.
P-8.	Halftone Match (Single/Double Impression)	Approved Contract Proofs, full-color photos/slides.
P-9.	Solid and Screen Tint Color Match	Pantone Matching System color
P-10.	Process Color Match	Approved Contract Proofs, Government furnished sample.

\* 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 pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from August 1, 2016, 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 May 1, 2016 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.

**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 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 July 31, 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 the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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 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 4.

SHIPPING CHARGES: Offerors are to offer a price for shipping to destinations within each of the four zones. The prices offered, 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, 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.

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.

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 you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

**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.

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 or emailed to InfoDenver@gpo.gov.**

For the purpose of earning the discount when a prompt payment discount is offered 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.

**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.**

**NOTICE TO OFFERORS:** The offer (**SECTION 4 - SCHEDULE OF PRICES**) may be facsimile transmitted direct to GPO office.

## SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of flat sheets such as cover sets, folders and brochures requiring such operations as proofing, printing, binding, packing, and distribution.

TITLE: Brochures and Cut Sheets. For the purposes of this contract "Brochures" will be defined as face only or face and back cut sheet either flat or folded.

FREQUENCY OF ORDERS: There may be more than one item per order.

- **Format "A":** Approximately 8 orders per year.
- **Format "B":** Approximately 6 orders per year.
- **Format "C":** Approximately 2 orders per year.

### QUANTITY:

- **Format "A":** Approximately 1,000 to 100,000 copies per item. Some orders will be placed for as many as 250,000 copies up to 500,000 copies (black ink only).
- **Format "B":** Approximately 10,000 to 50,000 copies per item. Most orders for 40,000 copies.
- **Format "C":** Approximately 200 to 1,000 copies per item.

NUMBER OF PAGES: Face only or face and back.

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

- **Format "A":** Up to and including 8½ x 11" folded with one or two parallel folds to the size indicated on the print order.
- **Format "B":** Over 8½ x 11" up to and including 17 x 11" folded with one or two parallel folds to the size indicated on the print order.
- **Format "C":** Over 17 x 11" up to and including 25½ x 11" folded with one to three parallel folds to the size indicated on the print order. A rare order may be placed for different dimensions but the total area will not exceed three (3) page units (i.e. 282 square inches).

GOVERNMENT TO FURNISH: Print Orders. Hard copy visuals output from furnished 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 facility via e-mail or to contractor's FTP site. The electronic media furnished by the Government will be generated on a MAC System or PC/Windows (versions: Windows XP, 7, 8, 8.1, or 10 platform) in a variety of software formats including, but not limited to: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat PDF, QuarkXPress, Aldus Freehand, Corel Draw, Adobe PageMaker, Microsoft Publisher, Microsoft Word, Microsoft Office, and WordPerfect. 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.

Some files may be compressed using PKZip or similar compression software.

NREL furnished electronic files: In most cases the contractor will be furnished with "press quality" Adobe Acrobat PDFs. However, the contractor must be capable of receiving any combination of files as noted above and will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. This particularly includes symbol fonts like Zapf Dingbats and Carta. The data will originate on platforms utilizing a visual (i.e. laser or similar proof) which will be provided for margins, format, content, and proofreading purposes only and is **NOT** to be used as camera copy. Part of the visual may be low-resolution illustrations imported into NREL's files to show location, cropping, scaling, and other visual features of the text page. Black and white halftones and full color photoprints may be scanned into the files for position only (FPO). These low-resolution illustrations (including FPO graphics) may have to be replaced during the pre-press process and the contractor will be **required** to scan the original material and to replace the FPO image(s) for printing.

VA furnished electronic files: Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Furnished Adobe Acrobat PDF files provided are suitable as visuals to be used as a guide but **NOT** for production purposes.

**INSPECTION OF 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 must provide final output with text equivalent to a minimum of 2400 dpi and all equal to 150 line screen or finer.

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 finished product.

**Timework:** It is anticipated that prior to placing a print order or during the course of production of an order, the Government 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 may occur frequently, shall be at no cost to the Government.

For more complex consultations (i.e. those that require Government data be downloaded into contractor's EPS for viewing and, if necessary, manipulation), a timework charge will be permitted. This level of consultation requires the issuance of a print order as the consultation will be job specific. The time involved will be agreed upon by the Government and the contractor upon completion of the consultation and added to the print order. Any disagreement on the amount of chargeable time shall be referred to the Contracting Officer for final resolution. **The ordering agency is authorized to approve timework not to exceed one (1) hour.**

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "**GOVERNMENT TO FURNISH**" and including the requirement to occasionally create artwork for screen overlays necessary to produce the product(s) in accordance with these specifications .

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.

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

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

When ordered, submit digital content proofs (for single color work) or digital color content proofs (for spot color work and/or 4-color process work). The digital content proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product. The digital color content proof shall be full-color laser generated with a minimum of 600 dpi, and is intended as a check on image position, cropping, scaling, and other visual features of a text page or illustration. It is NOT intended as a check of color fidelity.

When ordered, for those orders with 4-color process printing, the contractor will be required to submit one set of digital one-piece composite laminated color proofs (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. At contractor's option, a film-based composite laminated color proof may be submitted. Proofs must show dot structure and be in press configuration. The proofs should have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across sheet. Dye Sublimation (Rainbow), Color inkjet (Dupont Digital Waterproof, Iris, Epson), photographic, and overlay proofs are not acceptable. These proofs will be used for color match on press.

On occasion, at the Government's option, electronically transmitted PDF "soft" proofs may be requested. When ordered, no charges will be allowed for these "soft" proofs.

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 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 color of paper 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/her opinion, materially differs from that of the color sample(s).

Stock used under this contract shall be selected from the following:

- White No. 1 Grade Gloss Coated Text, basis weight 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.
- White Cougar Opaque Offset or equal, basis weight 60 lbs. per 500 sheets, 25 x 38".
- White Index, basis weight 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.
- White, No. 1 Grade Gloss (Litho) Coated Cover, basis weight 80 lbs. per 500 sheets, 20 x 26", equal to JCP L11.

**PRINTING:** Print face only or face and back in black ink, or a single Pantone color, or 4-color process. An occasional order will print in one or two additional ink colors.

**Clear Coating:** When specified on the print order, pattern coat the surface with a suitable gloss and/or dull finish clear coating; or flood coat the entire surface over the printing with a protective clear coat (aqueous coating). Payment under either treatment will be made as an additional ink color.

**Note:** Most full color orders have heavy ink coverage with full reverses and bleeds.

Match Pantone number as indicated on the print order.

**INK:** NOTE: Ink used during the term of this contract must be a renewable source (i.e. agricultural based) ink.

**MARGINS:** Margins will be as indicated on the print order or furnished visual/copy. Bleeds are anticipated.

**BINDING:** Trim four sides. Some orders will require from one to three parallel and angle folds.

When ordered, perforate (slit or slot, with or without ink) and/or score (without ink) as described on the print order.

**PACKING:** When ordered, wrap (kraft paper or shrink-film) in suitable units.

Pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed. Pallets or skids are required for all destinations receiving 10 or more shipping containers.

**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 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 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 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.

<b>Quantity Ordered</b>	<b>Number of Sublots</b>
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 government furnished blue label, affixed to each affected container. The container and its contents shall 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, and must be furnished with billing for reimbursement of certificate fee.

**DISTRIBUTION: INSIDE DELIVERY REQUIRED ON ALL ORDERS.**

All prices offered are f.o.b. destination to multiple locations within the various states and the District of Columbia that fall within one of four zones, as defined hereinafter under "**Section 4. Item V**".

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 (\*f.o.b. destination, freight prepaid and add) and traceable means whichever method is most economical to the Government unless otherwise instructed. Specific distribution address(s) will be indicated on the print order. \*The contractor will be reimbursed for actual freight costs for shipments by submitting a properly completed shipping receipt with the billing voucher/invoice for payment.

Deliver to the addresses under "**SCHEDULE**" and in addition, VA orders will routinely require shipments to the following destinations:

**C/O CBOPC HAC  
6th and Kipling, Denver Federal Center  
Bldg. 41, Dock E-16  
Denver, CO 80228**

Contractor to provide **24 hour prior Notice of delivery** to contact person and Phone number as indicated on print order.  
**Deliver: 9:00 am to 2:00 p.m.  
INSIDE DELIVERY REQUIRED**

**C/O CBOPC HAC  
Jamison Professional Services  
4851 GA Hwy 5, Ste 309  
Forest Park, GA 30297**

**INSIDE DELIVERY REQUIRED**

Upon completion of each order, all furnished material must be returned to the address under "**SCHEDULE**".

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the individual's name noted on the Print Order. The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, P.O. MXXXX, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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 (GPO Form 2511).

No definite schedule can be predetermined. However, furnished material must be picked up from and delivered to:

**U.S. Department of Energy  
National Renewable Energy Laboratory  
15013 Denver West Parkway  
Golden, Colorado 80401**

**INSIDE DELIVERY REQUIRED**

**Department of Veterans Affairs  
CBOPC Health Administration Center  
3773 Cherry Creek North Drive, STE 450  
Denver, CO 80209-3812**

**INSIDE DELIVERY REQUIRED**

**Bureau of Land Management  
Bldg. 50, Ent. S-1, OC-521  
Denver Federal Center  
Denver CO 80225**

**INSIDE DELIVERY REQUIRED**

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

Complete **delivery/shipment** must be made within 5 to 10 workdays. Orders exceeding 50,000 copies will be allowed a minimum of 10 workdays. The ship/deliver date indicated on the print order is the date products ordered for **delivery** f.o.b. destination Golden/Denver, Colorado must be **delivered** to the destination(s) specified, **all other destinations** are to be regarded as **ship dates**.

**NOTE: Inside delivery is required at all locations and ALL DELIVERIES must be made prior to 2:00 p.m. on the scheduled date.**

Upon completion of each order all furnished material must be packed separate from the order itself and returned to the ordering Agency. All expenses incidental to returning materials must be borne by the contractor.

The ordering agency will hold proofs no more than **two workdays** from receipt at the agency until the proofs are made available for pickup by the contractor or their designated service. Orders requiring proofs may have an additional 5 workdays added to 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 service.

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 use the furnished "**Proof**" label (GPO Form 892) or contractor's standard "proof" label (provided it contains a full identification of the order ) and must also 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.

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, 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 offer by applying the prices offered 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.

The following item designations correspond to those listed in the "**SCHEDULE OF PRICES**" except for Item V, "**SHIPPING CHARGES**", which is offered in per 100 lb. (cwt.) weight cost based upon overall weight of shipment while the calculations for award will be based upon an estimated number of "**per cwt.**" falling within each weight range.

I. (a)	<b>39</b>			III. (a)	<b>323</b>			V. (a)	<b>71</b>
(b)	<b>11</b>			(b)	<b>708</b>			(b)	<b>78</b>
(c)	<b>2</b>			(c)	<b>21</b>			(c)	<b>1</b>
				(d)	<b>50</b>			(d)	<b>1</b>
	(1)	(2)	(3)						
II. (a)	<b>6</b>	<b>1</b>	<b>2</b>	IV. (a)	<b>4335</b>				
(b)	<b>50</b>	<b>10</b>	<b>1</b>	(1)		(2)			
(c)	<b>807</b>	<b>XXXX</b>	<b>XXXX</b>	(b)	<b>3</b>	<b>350</b>			
(d)	<b>400</b>	<b>XXXX</b>	<b>XXXX</b>	(c)	<b>4,581</b>				
(e)	<b>1</b>	<b>1</b>	<b>2</b>						
(f)	<b>5</b>	<b>10</b>	<b>2</b>						
(g)	<b>5</b>	<b>9</b>	<b>4</b>						
(h)	<b>106</b>	<b>305</b>	<b>6</b>						

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

**SECTION 4. - SCHEDULE OF PRICES**

Offers submitted are f.o.b. destination (including Inside Delivery) 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.

Offeror must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive. Offers 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 the offeror intends to furnish individual items at no charge to the Government.

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

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.

Fractional parts will be prorated.

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

Offers for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in "SECTION 2. - SPECIFICATIONS".

I. **PROOFS:** The number of "trim/page-size units" will be determined by dividing its trim size by 94 square inches with any fraction remainder being counted as whole.

- (a) Digital Content proofs (single and multi-color) ..... per trim/page-size unit.. \$ \_\_\_\_\_
- (b) One-piece laminated digital color match proofs .... per trim/page-size unit.. \$ \_\_\_\_\_
- (c) Timework..... per hour..... \$ \_\_\_\_\_

NOTE: "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds three hours **or** for other than aa's will only be allowed under exceptional circumstances and must **specifically authorized** by the Contracting Officer using a subsequent Contract Modification(s). In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under I. (c).

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

II. **COMPLETE PRODUCT:** (Except Items I, III, IV, and V.) Contractor is cautioned that any prepress or intermediate steps including but not limited to electronic file prep, films (unless specifically requested by the Government), platemaking is inclusive to these prices and should be included in the makeready charges. Additional colors of ink, including clear coating, will be paid under "Additional Ink Colors" (Items (e) & (f) below).

	<u>Format "A"</u>	<u>Format "B"</u>	<u>Format "C"</u>
	(1)	(2)	(3)
<b>Single Color - Per Printed Side:</b>			
(a) Makeready and setup charge.....	\$ _____	\$ _____	\$ _____
Running, per 1,000 copies:			
(b) Quantities up to 100,000 copies.....	\$ _____	\$ _____	\$ _____
(c) Quantities exceeding 100,000 copies up to 300,000 copies.....	\$ _____	XXXXXX	XXXXXX
(d) Quantities exceeding 300,000 copies up to 500,000 copies.....	\$ _____	XXXXXX	XXXXXX
<b>Additional Ink Color - Per Printed Side:</b>			
(e) Makeready and setup charge.....	\$ _____	\$ _____	\$ _____
(f) Running, per 1,000 copies.....	\$ _____	\$ _____	\$ _____
<b>4-Color Process - Per Printed Side:</b>			
(g) Makeready and setup charge.....	\$ _____	\$ _____	\$ _____
(h) Running, per 1,000 copies.....	\$ _____	\$ _____	\$ _____

III. **PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of page size leaves for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based as follows: A charge will be allowed for each page-size leaf. A page-size leaf will be determined by dividing the overall trim size by 94 square inches, with any fractional remainder being counted as a whole.

	<u>Per1,000 leaves</u>
(a) White No. 1 Gloss Book, 80 lb.....	\$ _____
(b) White Cougar Opaque Offset Book, 60 lb.....	\$ _____
(c) White Index, 110 lb.....	\$ _____
(d) White No. 1 Gloss (Litho) Cover, 80 lb.....	\$ _____

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

IV. ADDITIONAL OPERATIONS:

- (a) Folding (continuous folds)..... per 100 leaves..... \$ \_\_\_\_\_
- (b) Perforating (slit or slot) or scoring off fold:
  - (1) Makeready (each perforation or score)..... each line..... \$ \_\_\_\_\_
  - (2) Running (maximum 3 lines per run)..... per 100 leaves..... \$ \_\_\_\_\_  
 A minimum charge will be allowed for each direction that perforation or scored lines are required.
- (c) Shrink-film or kraft packaging..... per package..... \$ \_\_\_\_\_

V. 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 four 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 lbs. will be made in accordance with the contractor's quoted shipping charges. Offeror must quote a "per cwt." charge for each zone listed below with one "cwt." equal to 100 lbs. Fractional parts of 100 lb. shipments will be prorated at the "per cwt." rate.

	<u>Shipments over</u> <u>120 lbs.</u>	<u>Delivered/ Shipped</u> <u>to Zone</u>
(a) Cost per 100 cwt.(100 lbs).....	\$ _____	<b>1</b>
(b) Cost per 100 cwt.(100 lbs).....	\$ _____	<b>2</b>
(c) Cost per 100 cwt.(100 lbs).....	\$ _____	<b>3</b>
(d) Cost per 100 cwt.(100 lbs).....	\$ _____	<b>4</b>

**NOTE: Failure to quote 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 four zones, as defined hereinafter:

- **Zone 1:** Colorado.
- **Zone 2:** Georgia
- **Zone 3:** United States East of the Mississippi excluding those areas in Zone 2.
- **Zone 4:** The Continental United States West of the Mississippi excluding those areas in Zone 1.

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

SHIPPING COSTS: Deliver all shipments f.o.b. destination in accordance with "**SHIPPING CHARGES**" under Items V. (a) through (d) in the "**SCHEDULE OF PRICES**". For the purpose of compensating suppliers for shipping charges to destinations falling within the **four zones**, except as provided under "**SHIPPING COSTS**", Offerors are to quote a price as indicated in "**V. - SHIPPING CHARGES**". The prices quoted, as applicable, will be applied to the weight of the ordered quantity.

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(Initials)

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

1. Proposed carrier for pickup of Gov't Furn. Material \_\_\_\_\_
  - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... \_\_\_\_\_
  - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... \_\_\_\_\_
  
2. Proposed carrier for delivery of completed product \_\_\_\_\_
  - a. Number of hours from notification to carrier to pickup of completed product..... \_\_\_\_\_
  - b. Number of hours from pickup of completed Product to delivery at destination..... \_\_\_\_\_

**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) \_\_\_\_\_

**OFFEROR'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 offered prices on GPO Form 910. NOTE: The "SCHEDULE OF PRICES" will prevail in instances where prices are inadvertently entered on GPO Form 910.

Offeror \_\_\_\_\_ 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)

**OFFERORS 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 offers the following information is suggested on all bid envelopes.

Program Number <b>2870-SP</b> From: _____ Address: _____ _____	Postage Stamp Required Here
<b>Offer Enclosed</b>  Offers will be received until July 14, 2016 at <b>11 A.M.</b> prevailing Denver, CO time.	 <b>U.S. Government Publishing Office</b> <b>Denver Regional Office</b> <b>Suite 208</b> <b>12345 W. Alameda Parkway</b> <b>Lakewood, CO 80228-2842</b>

**TITLE: "BROCHURES AND CUT SHEETS"/PROGRAM 2870-SP  
TERM: DATE OF AWARD TO JULY 31, 2017 (W/OPTIONS)**

Item No.	DESCRIPTION	Basis of Award		Frederic Printing		WBC Inc. DBA Lithexcel		Production Press	
				050	34310	300	52436	120	71652
				UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PROOFS:</b>								
(a)	Digital Content Proofs(single&multi-color), per page-size unit	39	x	2.01	78.39	5.00	195.00	1.90	74.10
(b)	One-piece Laminated Digital Color Proof, per page-size unit	11	x	5.52	60.72	20.00	220.00	6.95	76.45
(c)	Timework, per hour	2	x	71.00	142.00	90.00	180.00	118.00	236.00
<b>II.</b>	<b>COMPLETE PRODUCT: (except Items I, III, IV and V)</b>								
	<b>Single Color - Per Printed Side:</b>								
(a)	Makeready and setup charge								
1	Format "A"	6	x	267.15	1,602.90	30.00	180.00	20.00	120.00
2	Format "B"	1	x	320.58	320.58	48.00	48.00	24.00	24.00
3	Format "C"	2	x	384.70	769.40	48.00	96.00	30.00	60.00
	Running Per 1,000 copies								
(b)	Quantities up to 100,000 copies								
1	Format "A"	50	x	4.74	237.00	15.00	750.00	6.25	312.50
2	Format "B"	10	x	5.69	56.90	20.00	200.00	9.97	99.70
3	Format "C"	1	x	6.83	6.83	25.00	25.00	20.27	20.27
(c)	Quantities exceeding 100,000 copies up to 300,000 copies								
1	Format "A"	807	x	4.17	3,365.19	10.50	8,473.50	5.77	4,656.39
(d)	Quantities exceeding 300,000 copies up to 500,000 copies								
2	Format "A"	400	x	3.89	1,556.00	8.50	3,400.00	4.16	1,664.00
	<b>Additional Ink Color - Per Printed Side:</b>								
(e)	Makeready and setup charge								
1	Format "A"	1	x	24.59	24.59	30.00	30.00	20.00	20.00
2	Format "B"	1	x	43.38	43.38	48.00	48.00	24.00	24.00
3	Format "C"	2	x	56.40	112.80	68.00	136.00	30.00	60.00
(f)	Running Per 1,000 copies								
1	Format "A"	5	x	1.49	7.45	15.00	75.00	8.00	40.00
2	Format "B"	10	x	2.62	26.20	20.00	200.00	10.20	102.00
3	Format "C"	2	x	3.41	6.82	25.00	50.00	14.07	28.14
	<b>4-Color Process - Per Printed Side:</b>								
(g)	Makeready and setup charge								
1	Format "A"	5	x	329.24	1,646.20	110.00	550.00	45.00	225.00
2	Format "B"	9	x	378.65	3,407.85	148.00	1,332.00	70.00	630.00
3	Format "C"	4	x	688.45	2,753.80	232.00	928.00	125.00	500.00
(h)	Running Per 1,000 copies								
1	Format "A"	106	x	27.45	2,909.70	40.00	4,240.00	8.92	945.52
2	Format "B"	305	x	31.00	9,455.00	50.00	15,250.00	16.68	5,087.40
3	Format "C"	6	x	33.00	198.00	50.00	300.00	30.77	184.62
<b>III.</b>	<b>PAPER: Per 1,000 leaves</b>								
(a)	White No. 1 Gloss Book, 80 lb	323	x	15.82	5,109.86	22.00	7,106.00	11.09	3,582.07
(b)	White Cougar Opaque Offset, 60 lb	708	x	16.43	11,632.44	18.00	12,744.00	12.49	8,842.92
(c)	White Index, 110 lb	21	x	41.45	870.45	50.00	1,050.00	32.29	678.09
(d)	White No. 1 Gloss (Litho) Cover, 80 lb	50	x	45.09	2,254.50	55.00	2,750.00	24.85	1,242.50
<b>IV.</b>	<b>ADDITIONAL OPERATIONS:</b>								
(a)	Folding (continuous folds), per 100 leaves	4335	x	1.27	5,505.45	2.00	8,670.00	1.27	5,505.45
(b)	Perforating (slit or slot) or scoring off fold:								
1	Makeready (each perforation or score), each line	3	x	35.19	105.57	10.00	30.00	20.00	60.00
2	Running (maximum 3 lines per run), per 100 leaves	350	x	3.00	1,050.00	2.00	700.00	3.77	1,319.50
(c)	Shrink-film or kraft packaging, per package	4581	x	0.19	870.39	0.25	1,145.25	0.26	1,191.06
<b>V.</b>	<b>Shipping Charges: (Shipments over 120 lbs.)</b>								
(a)	Zone 1 Colorado, per 100 cwt (100 lbs.)	71	x	10.00	710.00	79.00	5,609.00	49.95	3,546.45
(b)	Zone 2 Georgia, per 100 cwt (100 lbs.)	78	x	20.00	1,560.00	99.00	7,722.00	48.00	3,744.00
(c)	Zone 3 US E of MS, per 100 cwt (100 lbs.)	1	x	20.00	20.00	169.00	169.00	58.95	58.95
(d)	Zone 4 US W of MS, per 100 cwt (100 lbs.)	1	x	18.00	18.00	99.00	99.00	67.05	67.05
	<b>CONTRACTOR TOTALS</b>				<b>\$58,494.36</b>		<b>\$84,700.75</b>		<b>\$45,028.13</b>
	<b>DISCOUNT if any</b>			<b>2.000%</b>	<b>1,169.89</b>	<b>1.000%</b>	<b>847.01</b>	<b>5.000%</b>	<b>2,251.41</b>
	<b>DISCOUNTED TOTALS</b>				<b>\$57,324.47</b>		<b>\$83,853.74</b>		<b>\$42,776.72</b>