

Program No 2896S Term 02/01/18 To 01/31/19								
TITLE: Closed Circuit Newsletter								
			BKR Printing		Frederic Printing		Lithexcel	
			Salt Lake City, UT		Aurora, CO		Albuquerque, MN	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT: Per Page							
(1)	Make ready and/or Setup	192	\$160.00	\$30,720.00	\$153.08	\$29,391.36	\$180.00	\$34,560.00
(2)	Running per 1,000 Copies, per page	154	\$30.00	\$4,620.00	\$606.00	\$93,324.00	\$78.00	\$12,012.00
II.	ADDITIONAL OPERATIONS:							
	System timework, per hour	8	\$80.00	\$640.00	\$75.00	\$600.00	\$80.00	\$640.00
CONTRACTOR TOTALS				\$35,980.00		\$123,315.36		\$47,212.00
DISCOUNT				5%	\$1,799.00	2%	\$2,466.31	1%
DISCOUNTED TOTALS				\$34,181.00		\$120,849.05		\$46,739.88
			Publication Printers		Production Press		Vision Graphics	
			Denver, CO		Jacksonville, IL		Denver, CO	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT: Per Page			-				-
(1)	Make ready and/or Setup	192	\$27.66	\$ 5,310.72	\$36.88	\$ 7,080.96	\$175.00	\$ 33,600.00
(2)	Running per 1,000 Copies, per page	154	\$72.01	\$ 11,089.54	\$54.27	\$ 8,357.58	\$25.00	\$ 3,850.00
II.	ADDITIONAL OPERATIONS:			-				-
	System timework, per hour	8	\$60.00	\$ 480.00	\$100.00	\$ 800.00	\$150.00	\$ 1,200.00
CONTRACTOR TOTALS				\$16,880.26		\$16,238.54		\$38,650.00
DISCOUNT				0%		5%	\$811.93	0%
DISCOUNTED TOTALS				\$16,880.26		\$15,426.61		\$38,650.00
AWARDED								



January 23, 2018

Dear Offeror:

This is Amendment No. 1. The specifications in our invitation for bids on Program 2896-S, originally scheduled for opening at 11 am., January 23, 2018, are amended as follows:

On page 1 of 4 - "**QUOTES OPENING**"

Change:

January 23, 2018

TO:

January 24, 2018

On "Sample of the Quote Envelope"

Change:

January 23, 2018

TO:

January 24, 2018

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Denver Regional Office
12345 West Alameda Parkway
Suite 208
Lakewood, CO 80228-2842

Telephone acknowledgement of this amendment is not acceptable.

OFFEROR MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

DIANE L. ABEYTA
Contracting Officer

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

Closed Circuit Newsletter

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

Department of Energy/WAPA
Denver, CO

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending January 31, 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 January 23, 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 June, 2001. GPO 910 Form is NOT required.

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 a 25-mile radius of Denver, CO.

Any offeror intending to use production facilities outside this area should furnish information, with the quote, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful offeror of the responsibility for compliance with these schedule requirements.

OFFERORS, PLEASE NOTE: These specifications have been revised; therefore, all offerors are cautioned to familiarize themselves with all provisions of these specifications before submitting a quote.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE

On the internet at: <https://www.gpo.gov/docs/default-source/contract-pricing/denver/ab2896s.pdf?sfvrsn=2>

For information of a technical nature, contact Don Showalter at (303) 236-5292, x5; or email 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. 6-01)) 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/terms.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.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 II.
- (b) Finishing Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (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/Average Type Dimension/ Electronic Media
P-8.	Halftone Match (Single/Double Impression)	Approved Proofs/Electronic Media
P-10.	Process Color Match	Approved Proofs/Electronic Media

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 January 31, 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 October 31, 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 SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform prior to the award of a contract.

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 January 31, 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 a newsletter requiring such operations as electronic prepress, proofing, printing, binding, packing, and distribution.

TITLE: Closed Circuit Newsletter.

FREQUENCY OF ORDERS: Monthly.

QUANTITY: Approximately 800 copies per order.

NUMBER OF PAGES Approximately 12 to 20 pages per order.

TRIM SIZE: 8-1/2 x 11".

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., bleeds, 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 175-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: One (1) set of digital color content proofs for each print order. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

One (1) set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for each print order. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. Proofs must show dot structure.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum 2400 x 2400 dpi.

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".

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

All text stock used in each copy must be of a uniform shade.

White Matte Coated Offset Book, basis weight: 80 lbs. per 500 sheets, 25 x 38," equal to JCP Code A240.

PRINTING: Print head to head in 4-color process with halftones, solids, reverses, and duotones with moderate to heavy ink coverage.

Facing pages may print to and must align across the bind.

NOTE: GPO imprint must not print on final product.

MARGINS: Margins will be as indicated on the print order or furnished electronic file. It is anticipated that all newsletters will bleed two (2) or more sides on most pages.

BINDING: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

PACKING: Shrink-film wrap newsletters in suitable units. Pack suitable in shipping containers. Each shipping container must not exceed 45 pounds when fully packed.

LABELING AND MARKING: When not provided with print order, contractor to download the GPO Form 892C "Proof Label", located at: https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/ppr.pdf?sfvrsn=c9a6613d_4, pg. 159 of 192 (Section 17 pg. 9). Form must be filled in by the contractor and used on all proof packages. Each package must be clearly labeled with the GPO jacket, purchase order and print order numbers, and the number or title of the product to which the proof(s) apply.

Contractor to download the GPO Form 905, R. 7-15 "Labeling and Marking Specifications" form, located at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf>, fill in appropriate blanks, and attach to shipping containers.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order, the first two copies, as soon as completed, must be sent for inspection to the U.S. Government Publishing Office, Denver Regional Office, 12345 West 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 for which the samples were requested. 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 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 to the addressee specified under "DISTRIBUTION."

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 bid and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to the following address. Inside delivery required.

Robert Bickler (720) 962-7168
Western Area Power Administration
12155 West Alameda Parkway
Lakewood, CO 80228

Contractor must return all furnished material, if applicable, and digital deliverables to the Lakewood, CO address indicated on the print order within 10 workdays of completion of each order.

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 2896-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.

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. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

At the Government's option, the print order and furnished materials may be emailed to the contractor or uploaded to the contractor's FTP site. It is anticipated that the majority of orders and furnished materials will be provided by email or upload to contractor's FTP site.

When applicable, the Government will prepare the furnished material for delivery to the contractor's plant.

When CD-ROMs or DVDs are provided, the contractor will pickup directly or via contractor's designated courier within three (3) hours of notification to adhere to schedule. Print orders and furnished material must be picked up from:

Robert Bickler (720) 962-7168
Western Area Power Administration
12155 West Alameda Parkway
Lakewood, CO 80228

Proofs are to be delivered to this address, also.

The following schedule begins upon notification of the availability of each individual print order and furnished material:

Notification will be provided by 9:00 a.m. (on any given weekday, between the 1st and 2nd week of the month). The contractor must complete production and distribution within four (4) workdays of receipt of "O.K. to Print" on proofs.

Submit proofs as soon as the contractor deems necessary in order to comply with the delivery schedule.

NOTE: Due to the time critical nature of this newsletter, proofs will not be returned to the contractor. The contractor must be able to proceed with the printing with a fax or email approval. The Government will provide a response within 2 to 3 hours of receipt of the proof provided it is received prior to 12:00 noon. If proofs are received past 12 noon, the response will be prior to 12:00 noon the following workday.

The proof hold period by the Government begins when proofs are received by the designated party and ends when the contractor is notified by fax or email of changes/corrections/O.K. to print.

Proofs, along with the Government furnished material (if applicable), a copy of the specifications, 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. When provided, the contractor is directed to use the furnished "Proof Label." When "Proof Label" is not provided, contractor to download and fill out GPO Form 892C (see "LABELING AND MARKING"). Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

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 the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor 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 or by fax to (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."

	(1)	(2)
I.	192	154
II.	8	

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SECTION 4 - SCHEDULE OF PRICES

Quotes submitted 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 non-responsive.

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 non-responsive.

The Contracting Officer reserves the right to reject any quotes 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 quote 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. COMPLETE PRODUCT: Prices offered 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>Make ready</u>	<u>Running Per</u>
	<u>and/or Setup</u>	<u>1,000 Copies</u>
	(1)	(2)

Per Page..... \$_____ \$_____

II. ADDITIONAL OPERATIONS: System timework will only be allowed under exceptional circumstances and must be preapproved by the ordering agency and/or the Contracting Officer and must be supported by a statement outlining in detail the operation for which payment is claimed. 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 Item II.

System timework.....per hour... \$_____

(Initials)

My production facilities are located within the assumed area of production....._____yes _____no

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

1. Proposed carrier(s) for pickup of Government Furnished Material_____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material....._____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant....._____

2. Proposed carrier(s) for delivery of completed product_____

a. Number of hours from notification to carrier to pickup of completed product....._____

b. Number of hours from pickup of completed product to delivery at destination....._____

Shipments will be made from: City_____, State_____

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:

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

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

In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

CONTRACTOR'S NAME AND SIGNATURE: Fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated.

Contractor_____ (Contractor Name) (Contractor's Code) (Date)

_____ (Street Address)

_____ (City – State – Zip Code)

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

_____ (Person to be contacted) (Telephone Number) (Email)

SAMPLE OF THE QUOTE ENVELOPE

In order to ensure proper processing of all offers, the following information is suggested on all quote envelopes.

Program Number 2896-S

From: _____

Address: _____

Postage
Stamp
Required
Here

Quotation Enclosed

Quotes will be received until
January 23, 2018
at 11 a.m. prevailing Denver, CO time.

**U.S. Government Publishing Office
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