

TITLE: "PLANNING DOCUMENTS" PROGRAM 3832-S
TERM: NOVEMBER 30, 2016 THROUGH OCTOBER 31, 2017 W/OPTIONS

Item No.	DESCRIPTION	Basis	BKR Printing		Gray Graphics		Lithexcel		Production Press	
			State 430	Code 08870	State 190	Code 38435	State 300	Code 52436	State 120	Code 71652
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT: Except proofing and timework									
(a)	Format "A", per printed side									
	Each Additional Color of Ink									
3.	Make-ready and Setup Charges	1 x	130.00	130.00	120.00	120.00	178.00	178.00	85.00	85.00
4.	Per 100 Copies	1 x	13.00	13.00	6.00	6.00	12.50	12.50	12.22	12.22
	Four-Color Process									
5.	Make-ready and Setup Charges	1 x	500.00	500.00	300.00	300.00	480.00	480.00	300.00	300.00
6.	Per 100 Copies	1 x	13.00	13.00	20.00	20.00	19.50	19.50	19.82	19.82
(b)	Format "B", per page size unit									
	Black Ink or a Color other Than Black									
1.	Make-ready and Setup Charges	15 x	9.23	138.45	12.00	180.00	10.00	150.00	9.75	146.25
2.	Per 100 Copies	15 x	4.31	64.65	3.00	45.00	3.00	45.00	2.91	43.65
	Each Additional Color of Ink									
3.	Make-ready and Setup Charges	1 x	97.50	97.50	15.00	15.00	16.00	16.00	14.05	14.05
4.	Per 100 Copies	1 x	2.25	2.25	3.00	3.00	4.90	4.90	4.85	4.85
	Four-Color Process									
5.	Make-ready and Setup Charges	1 x	112.50	112.50	75.00	75.00	80.00	80.00	48.00	48.00
6.	Per 100 Copies	1 x	9.75	9.75	5.00	5.00	6.50	6.50	5.21	5.21
(c)	Format "C", per page size unit									
	Black Ink or a Color other Than Black									
1.	Make-ready and Setup Charges	935 x	6.16	5,759.60	12.00	11,220.00	8.00	7,480.00	7.59	7,096.65
2.	Per 100 Copies	1632 x	2.70	4,406.40	2.80	4,569.60	2.80	4,569.60	3.12	5,091.84
	Each Additional Color of Ink									
3.	Make-ready and Setup Charges	5 x	77.00	385.00	15.00	75.00	20.00	100.00	14.62	73.10
4.	Per 100 Copies	9 x	3.90	35.10	2.80	25.20	4.90	44.10	3.92	35.28
	Four-Color Process									
5.	Make-ready and Setup Charges	373 x	67.76	25,274.48	75.00	27,975.00	68.00	25,364.00	18.80	7,012.40
6.	Per 100 Copies	618 x	5.39	3,331.02	4.50	2,781.00	5.50	3,399.00	4.92	3,040.56
(d)	Format "D", per page size unit									
	Printing in Black Ink or a Color other Than Black									
1.	Make-ready and Setup Charges	2 x	12.00	24.00	20.00	40.00	25.00	50.00	11.50	23.00
2.	Per 100 Copies	4 x	7.20	28.80	5.00	20.00	5.00	20.00	21.00	84.00
	Four-Color Process									
5.	Make-ready and Setup Charges	2 x	100.00	200.00	100.00	200.00	128.00	256.00	50.00	100.00
6.	Per 100 Copies	4 x	8.00	32.00	10.00	40.00	6.00	24.00	7.22	28.88
II.	PROOFS:									
(a)	Digital content proofs, each page-size unit	1329 x	1.65	2,192.85	5.00	6,645.00	2.20	2,923.80	1.97	2,618.13
(b)	High Resolution Proofs, each page-size unit	379 x	22.50	8,527.50	15.00	5,685.00	17.00	6,443.00	12.98	4,919.42
(c)	Timework, per hour	1 x	70.00	70.00	85.00	85.00	85.00	85.00	110.00	110.00

CONTRACTOR TOTALS
DISCOUNT if any
DISCOUNTED TOTALS

			\$51,347.85		\$60,129.80		\$51,750.90		\$30,912.31
5.000%			2,567.39	2.000%	1,202.60	1.000%	517.51	5.000%	1,545.62
			\$48,780.46		\$58,927.20		\$51,233.39	AWARDED	\$29,366.69

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

Program 3832-(10/21)
Specifications by BS

Page 1 of 18

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Planning Documents

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

**U.S. Department of the Interior
Fish and Wildlife Service
Lakewood, Colorado**

Single Award

NOTICE TO OFFERORS: 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 November 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: Please review the attached specifications and SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m. prevailing Denver, Colorado time, on November 15, 2016.

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

SECTION I. - 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. 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 for Covers and Format A products:

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

Product Quality Levels for text and foldins:

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

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 Contract Proofs
P-8.	Halftone Match (Single/Double Impression)	*Approved Contract Proofs
P-9.	Solid and Screen Tint Color Match	Pantone Matching System
P-10.	Process Color Match	Approved Contract Proofs

* 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 DOA to October 31, 2017, 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 August 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 DOA through October 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.

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.

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SECTION 2. - SPECIFICATIONS

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

TITLE: Planning Documents.

FREQUENCY OF ORDERS:

- **Formats "A"** - Approximately 2 to 6 orders per year.
- **Formats "B"** - Approximately 1 to 2 orders per year.
- **Formats "C"** - Approximately 3 to 7 orders per year.
- **Formats "D"** - Approximately 2 to 4 orders per year. (to be folded and inserted into Format C when ordered).

NOTE: An order may be placed for all four formats on the same order where common Digital Files are to be used on different pieces.

QUANTITY:

- **Formats "A"** – 100 to 400 copies per order.
- **Formats "B"** – 100 to 500 copies per order.
- **Formats "C"** and **"D"** – 100 to 400 copies per order, most orders will be for less than 200 copies.

NUMBER OF PAGES:

- **Formats "A"** - Single leaf printed face and back.
- **Formats "B"** - Approximately 10 to 30 pages with separate covers per order.
- **Formats "C"** – Approximately 30 to 400 pages with separate covers.
- **Formats "D"** – Approximately 2 to 6 foldins printing face only or face and back.

TRIM SIZES:

- **Format "A"** - 25 1/2 x 11" 3 Panel Summary.
- **Format "B"** - 8½ x 11" Saddle-stitch Summary.
- **Format "C"** - 8½ x 11" Perfect-bound Plan or EIS
- **Format "D"** - 17 x 11" Foldins for Format C

GOVERNMENT TO FURNISH: Print Orders (GPO Form 2511). Hard copy visuals output from furnished files and/or electronic PDF files suitable for visuals but not reproduction to be used as a guide. 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 XP, 7, 8, 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.

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

INSPECTION OF ELECTRONIC FILES: Contractor to perform a basic check, preflight of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

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

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "**GOVERNMENT TO FURNISH**", necessary to produce the product(s) in accordance with these specifications. Contractor's responsibilities include:

PROOFS: One set Digital content and digital color content proofs will be withheld not more than 2 workdays from receipt by the Government to availability for pickup by the contractor's plant. Contractor must not print prior to receipt of an 'OK to print'. These digital 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.

PLUS when ordered, one set of one-piece analog laminated color (high resolution) proofs may be submitted provided direct to plate is used to produce the final product, or one-piece digital color proofs (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final

Proof) with a minimum resolution of 2400 x 2400 dpi and must show halftone dot. Proofs will be used for color match on the press. These proofs must have all elements in proper position (illustrations and text matter composited). 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 required ONLY on the pages specified on the print order. These proofs will be used for color match on press.

Occasionally, the Government may order digital PDF proofs (soft) transmitted by email.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

Proofs must be clean, free of ink smudges, with all images clearly legible. All proofs must be collated in sets, numbered sequentially, and have a 1" clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least ½" from the type area. 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"**.

In some cases, at the Government's option, the proofs will not be returned to the contractor. The contractor must proceed with a written (fax or e-mail) "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.

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

All stock used in an order must be of a uniform shade.

TEXT for FORMATS "B", "C", and "D":

- No. 2 White Coated Text, **Dull-finish** basis weight 25 x 38", 100 lbs. per 500 sheets equal to JCP Code A262.

FORMAT "A" and COVERS for FORMATS "B" and "C":

- No. 2 White Coated Cover, **Dull-finish** (Lustro or equal) basis weight 20 x 26", 100 lbs. per 500 sheets equal to JCP Code L62.

All cover stock must have the grain parallel to the spine and scored on the fold.

PRINTING: Print text face only or head-to-head in one to five ink colors including four-color process. Heavy ink coverage required. Match Pantone number(s) as indicated on the print order. The contractor will be required to flood coat with a clear matte or gloss aqueous coating on Format "A" (both sides) and on the outside of all separate covers. When Format "A" and/or Format "B" and/or Format "C" are ordered at the same time, the stock and printing quality for Format "A" and/or Format "B" and/or Format "C" covers MUST match.

At contractor's option a Digital Direct Press may be utilized for Level III work (text) with a minimum resolution of 1200 x 1200 dpi, using Pigment based inks, Electro inks or Soy inks (no Toner based inks).

The use of a Digital Direct Press is **not** acceptable for production of Level II products (Covers and Format "A").

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

MARGINS: Follow electronic PDF files, visuals or as indicated on the print orders. Format "A" and Covers 1 and 4 bleed top, bottom, and outside. It is not anticipated that text pages or foldins will bleed and they will have adequate gripper.

BINDING: Bind in the following styles:

- Format "A": Fold to 8 ½ x 11" with 2 vertical wraparound folds, title panel out. Score on folds.
- Format "B": Saddle-wire stitch in two places and trim three sides.
- Format "C": Perfect bind text and wraparound cover; trim three sides. Hinge score covers. The binding adhesive used **MUST** be PUR (polyurethane reactive) adhesive. The contractor is required to determine spine thickness and adjust backstrip if necessary. Type must center on width of backstrip. On all perfect bound book orders the total quantity will include 5 unbound copies. **On the 5 unbound books ONLY**, the contractor will be required to trim 4 sides and 3 hole drill the **TEXT ONLY. The covers will trim to 8 ½ x 11" and will not drill.** Drill three 3/8" diameter holes centered on the left 11" side, 4¼" center to center. Center of holes to be 3/8" from left edge of product. **The covers will trim to 8 ½ x 11" and will not drill.**
- Format "D": Fold and bind into perfect bound format "C" throughout text as indicated.

PACKING: Pack in shipping containers not to exceed 45 lbs. per carton.

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 Alameda Pkwy, Ste 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 shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected 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 along with the signed selection certificate, which will be furnished, must be included with the samples. 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 offered in the contractor's offer and their cost will not be a consideration for award.

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

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

RECEIPT FOR DELIVERY: The 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 for payment.

DISTRIBUTION: Ship f.o.b. destination to:

Toni Griffin/ Danielle Stevens
U.S. Fish and Wildlife Service
Division of Refuge Planning
134 Union Blvd. Suite 300
Lakewood, CO 80228
Including any blue label copies.

In addition to the destination, on most orders the government will require delivery f.o.b. contractor's city to the following 2 addresses with the quantities required noted on the print order. The contractor will be reimbursed as indicated above. The ordering agency will be responsible for determining on each print order what the unique quantity of Superintendent of Documents quantities are to be. Agencies are advised to review Circular Letter NO. 793 regarding Superintendent of Documents copies or contact the Denver Government Publishing Office at (303) 236-5292 for any clarification.

Library of Congress *
Anglo-American Acquisitions Division
Government Documents Section
101 Independence Avenue SE
Washington, DC 20540-4172
Mark For: File Copies

U.S. Government Publishing Office
Depository Receiving Section
44 H Street NW
Loading Dock
Washington, D.C. 20401
Mark For: "Depository Copies" Item No.**

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

** This Item Number as well as quantities will be furnished on print order.

INSIDE DELIVERY REQUIRED ON ALL DELIVERIES

Upon completion of each order, all furnished material and digital deliverables made must be returned under separate cover to the address under "**SCHEDULE**". Contents of package must be clearly identified on the outside of package. It shall be the responsibility of the contractor to secure evidence of return of such Government property in the form of delivery receipts (or any other receipt acceptable to the Government) signed by an authorized officer or agent of the Government.

All expenses incidental to returning materials, 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. No definite schedule for pickup of material can be predetermined.

Furnished material must be picked up from and delivered to the Lakewood, CO distribution address.

At contractor's option, furnished material will be mailed f.o.b. contractor's plant. Time consumed in mailing will be deducted from the production schedule.

The agency will wrap or otherwise prepare the furnished material for pickup by the contractor or the contractor's agent.

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

Complete distribution within 10 to 20 workdays including proofing.

Contractor Note: The required use of PUR glue on adhesive binding requires a curing period prior to distribution and should be considered in the schedule.

Proofs will be held for 2 workdays.

Note: Submit proofs together with copy to the address listed under “Distribution”.

Return all digital deliverables to the ordering agency within 10 workdays after order is shipped/delivered.

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 (or contractor's standard "**Proof**" label provided it contains a full identification of the order) and to include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. **The cost of transporting of the proofs and the furnished materials BOTH ways is to be borne by the contractor.** The contractor has the option of using their own personnel to pick up and deliver the proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

For each print order placed, contractor must notify the ordering agency of shipment on the same day that the product ships via email to toni_griffin@fws.gov or the address indicated on the print order. **In addition, the Denver RO must be notified of the in-hand delivery date via email to: infodenver@gpo.gov.** The subject line of this message shall be "Distribution Notice for Program 2895-S, 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/shipping receipts upon agency request. Failure to provide delivery information to the Denver RO will directly impact contractor's compliance record.

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.

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 on the contract.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

	(1)	(2)	(3)	(4)	(5)	(6)
I. (a)	XXXX	XXXX	1	1	1	1
(b)	15	15	1	1	1	1
(c)	935	1632	5	9	373	618
(d)	2	4	XXXX	XXXX	2	4
II. (a)	1329					
(b)	379					
(c)	1					

NOTE: Polyurethane Reactive (PUR) binding is required on all Format C/D adhesive binding.

The use of a Digital Direct Press is not acceptable for production of Level II products (Covers and Format "A").

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"**.

Prices for each item listed in its respective format group, as defined in **"SECTION 2."** - Specifications, must include the cost of all required materials and operations 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 Quote) 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 offers 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/invoices submitted to the GPO shall be based on the most economical method of production.

For pricing purposes, a page-size unit is considered 94 square inches.

A charge will be allowed for each page, whether printed or blank (blank pages will be paid at the "Single Ink Color" rate). Each text leaf contains two pages. Unless specifically ordered otherwise, no more than three blank pages shall be permitted at the end of the text. The prices below are for one printed page not for a complete signature; for example, on a 16 page job if Page 3 prints in process color and all other pages print in black only you will only be allowed to charge for ONE page under four-color process.

I. **COMPLETE PRODUCT** (except items under "II. PROOFS"). 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. Contractor is cautioned that any prepress or intermediate steps including but not limited to electronic file prep, films, platemaking is inclusive in these prices and should be included in the makeready charges. Additional colors of ink on 4-color process pages, including Aqueous coating, will be paid for under **"Additional Ink Colors"** (Items (3) and (4)).

	<u>Black Ink or a Color Other Than Black</u>		<u>Each Additional Color of Ink</u>		<u>Four-Color Process</u>	
	<u>Make-ready and Setup Charges</u> (1)	<u>Per 100 Copies</u> (2)	<u>Make-ready and Setup Charges</u> (3)	<u>Per 100 Copies</u> (4)	<u>Make-ready and Setup Charges</u> (5)	<u>Per 100 Copies</u> (6)
FORMAT "A"						
(a) Per printed side.	\$ <u>XXXX</u>	\$ <u>XXXX</u>	\$ _____	\$ _____	\$ _____	\$ _____
FORMAT "B"						
(b) Per page size unit	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

 (Initials)

	Black Ink or a Color Other Than Black		Each Additional Color of Ink		Four-Color Process	
	Make-ready and Setup Charges	Per 100 Copies	Make-ready and Setup Charges	Per 100 Copies	Make-ready and Setup Charges	Per 100 Copies
	(1)	(2)	(3)	(4)	(5)	(6)
FORMAT "C"						
(c) Per page size unit.....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
FORMAT "D"						
(d) Per page size unit.....	\$ _____	\$ _____	\$ <u>XXXX</u>	\$ <u>XXXX</u>	\$ _____	\$ _____

II. PROOFS:

- (a) Digital content proofs each page-size unit..... \$ _____
- (b) High Resolution Proofs each 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 will only be allowed under exceptional circumstances and must **specifically authorized** on the print order or 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 II. (c).

On occasion, the Government may require transmitted digital pdf (soft) proofs. When these are required no charge will be allowed.

(Initials)

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:

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

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

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

OFFEROR'S NAME AND SIGNATURE: When responding by Fax or Mail, fill out and return one copy of all pages in "Section 4. - SCHEDULE OF PRICES", including initialing where indicated. In addition a completed signed copy of the form 910 is required. Do not enter 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 offer)

(Person to be contacted)

(Telephone Number)

e-mail address

(Facsimile Number)

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 **3832-SP**

From: _____

Address: _____

Postage
Stamp
Required
Here

Offer Enclosed

Offers will be received until
November 15, 2016 at **11 A.M.** prevailing
Denver time.

U.S. Government Publishing Office
Denver Regional Office
12345 W Alameda Pkwy, Ste 208
Lakewood, CO 80228