

Program No 2227-S Term Date of Award To 11/30/18												
TITLE: The Navy Supply Corps Newsletter												
			ECOPRINT		GRAY GRAPHICS		K-B OFFSET PRINTING, INC.		McDONALD & EUDY PRINTERS, INC.		PHOENIX LIGHOGRAPHING CORP.	
			Silver Spring, MD		Capitol Heights, MD		State College, PA		Temple Hills, MD		Philadelphia, PA	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
1.	ELECTRONIC PREPRESS											
(a)	System Timework..... per hour	3	75.00	225.00	85.00	255.00	65.00	195.00	65.00	195.00	125.00	375.00
(b)	Cover and Text: Digital one-piece composite laminated halftone proof..... per trim/page size unit	336	3.00	1,008.00	15.00	5,040.00	5.00	1,680.00	2.50	840.00	20.00	6,720.00
(c)	Posters: Wide format proof..... per poster	1	40.00	40.00	50.00	50.00	25.00	25.00	75.00	75.00	63.00	63.00
(d)	Author's Alterations..... per trim/page size unit	6	2.50	15.00	10.00	60.00	65.00	390.00	15.00	90.00	35.00	210.00
II.	PRINTING AND BINDING:			0.00		0.00		0.00		0.00		0.00
(a)(1)	Per complete cover (including binding) Makeready and/or Setup	6	605.00	3,630.00	550.00	3,300.00	600.00	3,600.00	475.00	2,850.00	639.58	3,837.48
(a)(2)	Per complete cover (including binding) Running Per 100 Copies	138	69.00	9,522.00	140.00	19,320.00	90.00	12,420.00	13.50	1,863.00	59.61	8,226.18
(b)(1)	Per text page (including binding) Makeready and/or Setup	312	24.00	7,488.00	40.00	12,480.00	16.00	4,992.00	35.00	10,920.00	72.65	22,666.80
(b)(2)	Per text page (including binding) Running Per 100 Copies	7176	7.50	53,820.00	11.00	78,936.00	5.50	39,468.00	1.15	8,252.40	5.07	36,382.32
(c)(1)	Per poster (including folding and gluing) Makeready and/or Setup	1	405.00	405.00	700.00	700.00	600.00	600.00	450.00	450.00	638.92	638.92
(c)(2)	Per poster (including folding and gluing) Running Per 100 Copies	23	102.50	2,357.50	450.00	10,350.00	46.00	1,058.00	9.50	218.50	78.91	1,814.93
III.	PACKING AND DISTRIBUTION:			0.00		0.00		0.00		0.00		0.00
1.	Bulk Shipments-			0.00		0.00		0.00		0.00		0.00
(a)	Packing and sealing shipping containers per container	30	15.00	450.00	2.00	60.00	60.00	1,800.00	2.50	75.00	6.00	180.00
2.	Mailed Shipments-			0.00		0.00		0.00		0.00		0.00
(a)	Addressing single copies (self-mailers), applying wafer seals if required, including delivery to post office per 100 copies	76	80.00	6,080.00	4.00	304.00	3.00	228.00	5.00	380.00	15.00	1,140.00
(b)	Single copies or multiple copies in kraft envelope (up to 200 leaves) per envelope	300	0.95	285.00	1.00	300.00	3.00	900.00	0.30	90.00	6.00	1,800.00
(c)	Multiple copies in cushioned shipping bags, or kraft wrapped in shipping bundles (over 200 leaves) per bag or bundle	400	1.65	660.00	2.00	800.00	4.00	1,600.00	0.75	300.00	6.00	2,400.00
	CONTRACTOR TOTALS			\$85,985.50		\$131,955.00		\$68,956.00		\$26,598.90		\$86,454.63
	DISCOUNT		2.00%	\$1,719.71	2.00%	\$2,639.10		\$0.00	1%	\$265.99		\$0.00
	DISCOUNTED TOTALS			\$84,265.79		\$129,315.90		\$68,956.00		\$26,332.91		\$86,454.63

Program No 2227-S Term Date of Award To 11/30/18										
TITLE: The Navy Supply Corps Newsletter										
			PRODUCTION PRESS		PUBLICATION PRINTER CORP.		THE JOHN ROBERTS CO.		WALSWORTH PUBLISHING CO., INC.	
			Jacksonville, IL		Denver, CO		Minneapolis, MN		Marceline, MO	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
1.	ELECTRONIC PREPRESS									
(a)	System Timework..... per hour	3	88.00	264.00	75.00	225.00	70.00	210.00	75.00	225.00
(b)	Cover and Text: Digital one-piece composite laminated halftone proof..... per trim/page size unit	336	3.12	1,048.32	5.00	1,680.00	1.35	453.60	6.00	2,016.00
(c)	Posters: Wide format proof..... per poster	1	19.21	19.21	150.00	150.00	75.00	75.00	16.40	16.40
(d)	Author's Alterations..... per trim/page size unit	6	12.50	75.00	7.50	45.00	15.00	90.00	11.50	69.00
II.	PRINTING AND BINDING:			0.00		0.00		0.00		0.00
(a)(1)	Per complete cover (including binding) Makeready and/or Setup	6	208.00	1,248.00	488.55	2,931.30	351.00	2,106.00	618.00	3,708.00
(a)(2)	Per complete cover (including binding) Running Per 100 Copies	138	11.31	1,560.78	23.05	3,180.90	33.74	4,656.12	9.68	1,335.84
(b)(1)	Per text page (including binding) Makeready and/or Setup	312	22.41	6,991.92	26.82	8,367.84	31.90	9,952.80	27.11	8,458.32
(b)(2)	Per text page (including binding) Running Per 100 Copies	7176	0.98	7,032.48	0.89	6,386.64	2.70	19,375.20	0.99	7,104.24
(c)(1)	Per poster (including folding and gluing) Makeready and/or Setup	1	400.00	400.00	535.00	535.00	325.00	325.00	219.00	219.00
(c)(2)	Per poster (including folding and gluing) Running Per 100 Copies	23	24.97	574.31	31.10	715.30	53.00	1,219.00	11.96	275.08
III.	PACKING AND DISTRIBUTION:			0.00		0.00		0.00		0.00
1.	Bulk Shipments-			0.00		0.00		0.00		0.00
(a)	Packing and sealing shipping containers per container	30	3.78	113.40	1.00	30.00	2.75	82.50	No Charge	0.00
2.	Mailed Shipments-			0.00		0.00		0.00		0.00
(a)	Addressing single copies (self-mailers), applying wafer seals if required, including delivery to post office per 100 copies	76	7.62	579.12	81.80	6,216.80	20.00	1,520.00	14.40	1,094.40
(b)	Single copies or multiple copies in kraft envelope (up to 200 leaves) per envelope	300	0.96	288.00	1.00	300.00	1.35	405.00	0.92	276.00
(c)	Multiple copies in cushioned shipping bags, or kraft wrapped in shipping bundles (over 200 leaves) per bag or bundle	400	1.92	768.00	1.50	600.00	1.75	700.00	1.75	700.00
	CONTRACTOR TOTALS			\$20,962.54		\$31,363.78		\$41,170.22		\$25,497.28
	DISCOUNT		5.00%	\$1,048.13		\$0.00		\$0.00		\$0.00
	DISCOUNTED TOTALS			\$19,914.41		\$31,363.78		\$41,170.22		\$25,497.28
										AWARDED

U.S. GOVERNMENT PUBLISHING OFFICE

Philadelphia Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of the

The Navy Supply Corps Newsletter

as requisitioned from the U.S. Government Publishing Office (GPO) by the
The Defense Logistics Agency, DLA Document Services, Philadelphia, PA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending November 30, 2018 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.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Philadelphia, PA time, on December 12, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to:
U.S. Government Publishing Office, Customer Services, Philadelphia Regional Office, Agency Procurement Services, Southampton Office Park, 928 Jaymor Road, Suite A-190, Southampton, PA 18966-3820. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, Fax No. (215) 364-6476. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Diane Peluso at 215-364-6465 x4 or email dpeluso@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid 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 (revised 8-02)).

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>.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Average type dimension/Electronic media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic media
P-10. Process Color Match	O.K. Proofs/Electronic media

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award through November 30, 2018, 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 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.

PRE-AWARD 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.

POST-AWARD CONFERENCE: The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives and the ordering agency at the GPO Philadelphia Regional Office or by conference call at Government's option immediately after award.

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 November 30, 2018 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(s) 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(s) 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.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 8-01)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year the date the check is tendered as final payment. All other provisions remain the same.

PAYMENT: 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 invoicing. Instruction for using this method can be found at the following 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>.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of saddle-stitched newsletters requiring such operations as electronic prepress, printing in four-color process, binding, packing, and distribution.

TITLE: The Navy Supply Corps Newsletter.

FREQUENCY OF ORDERS: Approximately 6 orders per year (bi-monthly).

NOTE: One (1) order per year will require a poster.

QUANTITY: Newsletter: Approximately 2,000 to 2,600 copies per order.

NUMBER OF PAGES: Newsletters: Approximately 40 to 64 pages per order.
Posters: Face only.

TRIM SIZE:

Newsletters: 8-3/8 x 10-3/4".

Posters: 15-3/4 x 21-1/2".

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: Windows 7.

Storage Media: FTP, Email.

Software: Adobe Acrobat X, Microsoft Excel 2010.

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

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 provided in Adobe PDF print-ready file format.
GPO form 952.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product in accordance with these specifications.

Contractor must provide a contractor-hosted FTP site for file upload and for the submission of visual high resolution print-ready PDF proofs. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide the 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, media damage, or data corruption that might interfere with proper file image processing must be reported to Government Publishing Office, Philadelphia Regional Office and the ordering agency's point of contact per print order.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor shall have available all the screen and printer fonts required to successfully output each page.

All halftones are to be 150-line screen or finer.

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

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) 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 accept Adobe Acrobat Portable Document Format (PDF) files, as digital deliverables, when furnished by the Government.

PROOFS:

Covers and Text Pages:

If produced via conventional printing, 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. 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.

In lieu of digital one-piece laminated halftone proofs, at contractor's option, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009 or later).

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 of 2400 x 2400 dpi.

If produced via digital printing, one (1) set of digital color one-off proof created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

Posters:

If produced via conventional printing, one (1) set of proofs for oversized/wide format may be provided as a 100% scale, sectional or tiled proof, for proofing of image resolution, print quality, and color approval of the sectional/tiled area. Sectional/tiled proof must be a true representation of the final image quality/color of the final product at the specified full output size. The sectional/tiled proof must be provided along with a matching reduced scale layout/position proof of the full image.

If produced via digital printing, one (1) set of inkjet digital color one-off proofs (each set must consist of one 11 x 17" sheet of the entire image reduced and one 22 x 36" sheet of a selected section at 100%) created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. The approved proof will be used for color match during the production run. NOTE: Proofs (11 x 17") must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009).

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

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

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

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Text: White Litho (Gloss) Coated Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A170.

Cover: White Dull Coated Cover, basis weight: 60 lbs. per 500 sheets, 20 x 26", equal to JCP Code L60.

Poster: White No. 2 Coated Text, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182. NOTE: Exception to Paper Specification Standards (March 2011 No. 12), under "Testing"- The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.

PRINTING:

Covers and Text: Print head to head in four-color process. The center pages may print across the bind. Aligning text and/or halftone illustrations will be required. There will be various sized full color illustrations, color builds (various sized rules and display type), and black and white screen tints at various screen angles throughout.

Poster: Prints face only in four-color process.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Coat the entire surface over the printing with a clear, non-yellowing matte varnish on outside covers.

MARGINS: Margins will be indicated on the print order or furnished electronic media. Adequate gripper margins throughout.

Covers and text pages bleed throughout. Poster may bleed on 1 to 4 sides.

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

Poster: Trim four sides from a flat size of 15-3/4 x 21-1/2" down to 7-7/8 x 10-1/4". Apply fugitive glue (temporary hold, peel-able), insert and bond to back text page.

PACKING:

Bulk Shipments: Pack in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

Mailed Shipments:

Single copies, except those to foreign destinations, must be mailed as self-mailers.

Insert single copies to foreign destinations and multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to (12 pounds), must be inserted into cushioned shipping bags or wrapped in shipping bundles (14 pounds)).

If required, affix the required number of clear wafer seals per USPS regulations.

LABELING AND MARKING:

Any cartons containing the GPO copies must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

Bulk Shipments: Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments: Create and affix a label to each self-mailer and unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and containers. At contractor's option, addresses may be imaged directly onto self-mailers and kraft envelopes.

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 in accordance with the distribution list to Naval Supply Systems Command, 5450 Carlisle Pike, Bldg. 309, Office of Corporate Communications, Mechanicsburg, PA 17055-0791, ATTN: (per point of contact on print order).

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, 25 advance copies, to one (1) address to Mechanicsburg, PA 17055-0791.

Mail f.o.b. contractor's city self-mailers to domestic and single or multiple copies to international addresses.

Ship f.o.b. destination to the following GPO addresses:

Ship 1 copy to: BAC (C&I) 1523-01
U.S. Government Publishing Office
Federal Depository Library Program
Mail Stop: FDLP
44 H St., NW, Loading Dock
Washington, DC 20401
Item No. 0417-A

Ship 15 copies to: BAC (By-Law) 1525-01
Library of Congress
U.S./Anglo Division
U.S. Government Documents Section
101 Independence Ave., SE
Washington, DC 20540-4274
Marked: Depository File Copies

Ship 125 copies to: BAC (SUBS) 1510-01
U.S. Government Publishing Office
Document Warehouse
8660 Cherry Lane Laurel
MD 20707-4986
M/F: Subscription Stock
Sub. Id No. NSCN
Marked: Subscription Requisition No: _____ and Jacket No. _____

Complete addresses and quantities will be specified with each print order.

All mailing shall be made at the USPS Periodicals rate.

The contractor will mail using a permit imprint established and maintained by the ordering agency. The ordering agency is responsible for the mailing permit application fee and the annual permit fees. The ordering agency is responsible for all payments.

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the Program Number, Print Order, and Jacket Number as appropriate.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

In accordance with United States Postal Service (USPS) regulations, the contractor will be required to run distribution files on each order through the certification programs, such as the Coding Accuracy Support System (CASS), links and/or database software, such as the National Change of Address (NCOA) Product for address verification, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

NOTE: Contractor to provide file of bad addresses to the ordering agency to update address database.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

Receipt for delivery: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, 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 voucher for payment.

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service. Upon completion of each order, when applicable, digital deliverable must be sent to address as per print order.

All expenses incidental to picking up and returning materials, as applicable, submitting proofs, and furnishing samples must be borne by the contractor.

Deliveries must be made between the hours of 8:00 a.m. and 3:30 p.m. on standard Government workdays (i.e., Monday through Friday).

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).

Furnished material will be sent via FTP and/or emailed to the contractor.

Proofs must be picked up and delivered to Mechanicsburg, PA.

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

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

- Contractor must make complete production and distribution within 18 to 20 workdays (as specified on the print order) of notification of the availability of print order and furnished material.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- If revised proofs are required due to Author's Alterations (AA's), contractor shall submit revised proofs within two (2) workdays of receipt of changes.
- Revised proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until proofs are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the above specified schedule.
- Advance copies (25) must be delivered within seven (7) workdays of proof approval. Note: The first workday after proof approval is day one.

Note: Proof responses by the ordering agency will be emailed or faxed.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination shipments must be delivered to the destination specified, and the date products ordered for mailing/shipping f.o.b. contractor's city.

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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting U.S. GPO Philadelphia Regional Office via e-mail to infophiladelphia@gpo.gov or via telephone (215) 364-6465 or fax (215) 364-6476. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I. (a) 3
- (b) 336
- (c) 1
- (d) 6

- II. (1) (2)
- (a) 6 138
- (b) 312 7,176
- (c) 1 23

- III. 1. (a) 30
- 2. (a) 76
- (b) 300
- (c) 400

This page intentionally left blank.

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailing/shipping and f.o.b. destination for all other consignments.

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

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

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

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

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

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

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

Fractional parts of 100 will be prorated at the per 100 rate.

A charge will be allowed for each printed page.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

I. ELECTRONIC PREPRESS:

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Office reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item I. (a).

- (a) System Timework..... per hour.....\$ _____
- (b) Cover and Text: Digital one-piece composite laminated halftone proofper trim/page size unit.....\$ _____
- (c) Posters: Wide format proof per poster.....\$ _____
- (d) Author's Alterations.....per trim/page size unit.....\$ _____

(Initials)

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations (including PDF soft proofs, paper and matte varnish) for the printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Per complete cover (including binding).....	\$ _____	\$ _____
(b) Per text page (including binding)	\$ _____	\$ _____
(c) Per poster (including folding and gluing)	\$ _____	\$ _____

III. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing and kraft envelopes; all necessary wrapping and packing materials; labeling and marking; NCOA/CASS verification; and complete distribution, in accordance with these specifications.

1. Bulk Shipments –

(a) Packing and sealing shipping containers per container.....\$ _____

2. *Mailed Shipments* –

(a) Addressing single copies (self-mailers), applying wafer seals
if required, including delivery to post office..... per 100 copies.....\$ _____

(b) Single copies or multiple copies
in kraft envelope (up to 200 leaves)..... per envelope.....\$ _____

(c) Multiple copies in cushioned shipping bags, or kraft wrapped in
shipping bundles (over 200 leaves)..... per bag or bundle.....\$ _____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4. - Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)

(Email Address)