

Program No 4957-S Term Date of Award To 12/31/16												
TITLE: Frontline Magazine												
			(Contr #1 - E4)	(Contr #2 - G4)	(Contr #3 - I4)	(Contr #4 - K4)	(Contr #5 - M4)					
			Schmitz Press Sparks, MD	McDonald & Eudy Printers Temple Hills, MD	Peake Delancey Printers Cheverly, MD	NPC Claysburg, PA	Alcom Printing Marleysville, PA					
ITEM NC	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. PREPRESS:												
(a)	Trim/Page-size unit produced from electronic file, per page/per color.....	640	8.70	5,568.00	1.25	800.00	1.75	1,120.00	1.50	960.00	1.00	640.00
(b)	Digital content proofs, per trim/page-size unit.....	320	4.40	1,408.00	1.50	480.00	1.25	400.00	2.50	800.00	1.50	480.00
(c)	Inkjet G7 proofs, per trim/page-size unit.....	320	9.40	3,008.00	4.00	1,280.00	5.25	1,680.00	5.00	1,600.00	5.00	1,600.00
(d)	Adobe Acrobat *508 compliant* PDF, per file.....	4	125.00	500.00	500.00	2,000.00	75.00	300.00	125.00	500.00	25.00	100.00
(e)	System Timework, per hour.....	4	125.00	500.00	75.00	300.00	150.00	600.00	150.00	600.00	35.00	140.00
II. PRINTING AND BINDING:												
(a)	Printing text page in four-color process, per page..											
(1)	Makeready and/or Setup.....	160	38.65	6,184.00	28.00	4,480.00	65.00	10,400.00	65.00	10,400.00	44.00	7,040.00
(2)	Running Per 1,000 Copies.....	4,000	10.30	41,200.00	10.43	41,720.00	12.95	51,800.00	13.60	54,400.00	7.75	31,000.00
(b)	Printing cover page in four-color process, per page.											
(1)	Makeready and/or Setup.....	16	102.00	1,632.00	120.00	1,920.00	215.00	3,440.00	400.00	6,400.00	40.00	640.00
(2)	Running Per 1,000 Copies.....	400	18.15	7,260.00	21.00	8,400.00	22.00	8,800.00	19.00	7,600.00	12.40	4,960.00
(c)	Printing memorandum in black ink, per page.....											
(1)	Makeready and/or Setup.....	4	50.00	200.00	40.00	160.00	75.00	300.00	50.00	200.00	10.00	40.00
(2)	Running Per 1,000 Copies.....	4	60.00	240.00	10.00	40.00	50.00	200.00	30.00	120.00	60.00	240.00
III. MAINTAIN ADDRESS LABEL LIST:												
(a)	Add or delete names, per name.....	100	0.70	70.00	1.00	100.00	10.50	1,050.00	1.00	100.00	0.10	10.00
IV. PACKING AND DISTRIBUTION:												
1. Bulk shipments (other than by mail):												
(a)	Packing and sealing shipping containers, per container.....	420	1.50	630.00	1.50	630.00	2.00	840.00	1.25	525.00	1.32	554.40
(b)	Palletizing, per pallet.....	1	N/C		30.00	30.00	15.00	15.00	15.00	15.00	10.00	10.00
2. Mailing:												
(a)	Single copy or multiple copies in clear poly bag (up to 200 leaves), per poly bag.....	15,000	0.50	7,500.00	0.75	11,250.00	0.75	11,250.00	0.70	10,500.00	0.85	12,750.00
(b)	Single copy or multiple copies over 200 leaves, in cushioned shipping bags, per bag.....	4,000	0.95	3,800.00	1.50	6,000.00	1.15	4,600.00	1.50	6,000.00	0.95	3,800.00
(c)	Quantities over 12 lbs., up to 36 lbs., packed in shipping containers (maximum gross weight 40 lbs.), per container.....	400	1.50	600.00	2.50	1,000.00	2.50	1,000.00	1.85	740.00	1.50	600.00
CONTRACTOR TOTALS				\$80,300.00		\$80,590.00		\$97,795.00		\$101,460.00		\$64,604.40
DISCOUNT			0.50%	\$401.50	1%	\$805.90	5%	\$4,889.75	0.25%	\$253.65	5%	\$3,230.22
DISCOUNTED TOTALS				\$79,898.50		\$79,784.10		\$92,905.25		\$101,206.35		\$61,374.18
AWARDED												

U.S. GOVERNMENT PUBLISHING OFFICE
Benicia, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATION
For the Procurement of

Frontline Magazine

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

Department of Homeland Security
U.S. Customs and Border Protection

Single Award

from Date of Award to as late as December 31, 2016*

BID OPENING: Bids shall be publicly opened at 2:00 PM, prevailing San Francisco, Californian time, on January 12, 2016.

For information of a technical nature call Ms. Scoti Cox at (707) 748-1970, ext. 2. (No collect calls.)

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:

*The term of this contract beginning January 1, 2016 and ending December 31, 2016, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause of this contract.

The contractor **MUST** be located within a 150-mile radius of the Washington, DC metro area for the press sheet inspection. Travel expenses and per diem will be a determining factor in award.

No previous pricing is available. This is a new term contract.

BID SUBMISSION: The contractor must execute and submit GPO Form 910 and the "Schedule of Prices" (Pages 16-20), included herein.

Facsimile bids are permitted. Facsimile bids may be submitted directly to the U.S. Government Publishing Office at (707) 748-1981. See Page 3.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (Pub. 310.2), effective December 1, 1987 and Quality Assurance through Attributes Program (GPO Pub. 310.1), effective May 1979. In case of conflict between these specifications and GPO *Contract Terms* and/or Quality Assurance through Attributes Program, these specifications will govern.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SUBCONTRACTING: Subcontracting is not allowed.

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of January 1, 2008, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

CONTRACTING METHOD: Contract bidders are required to submit a sealed bid or a facsimile bid (See “FACSIMILE BIDS”). This contractor is being awarded in accordance with the U.S. Government Publishing Office Procurement Regulation (PPR: GPO Publication 305.3, Rev. 99), Chapter VII, Section 1.

At contractor’s option, submit the sealed bid to: U.S. Government Publishing Office, 536 Stone Road, Suite I, Benicia, CA 94510. M/F: Bid Program 4957-S.

FACSIMILE BIDS: Facsimile bids are permitted.

- (a) Definition. “Facsimile bid,” as used in this solicitation, means, a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.
- (b) Bidders must submit facsimile bids as responses to this solicitation. These responses must arrive at the place and time specified in the solicitations.
- (c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.

- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to the **(707) 748-1981**, one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
 - (1) Receipt or garbled or incomplete bid.
 - (2) Availability or condition of the receiving facsimile equipment.
 - (3) Incompatibility between the sending and receiving equipment.
 - (4) Delay in transmission or receipt of bid.
 - (5) Failure of the bidder to properly identify the bid.
 - (6) Illegibility of bid.
 - (7) Security of bid data.

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

Product Quality Levels:

- (a) Printing Attributes: Level III.
- (b) Finishing Attributes: Level III.
- © Exceptions: Order Fulfillment and Product Storage – GPO Contract Terms apply.

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

- (a) Non-destructive Tests – General Inspection Level 1.
- (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	Proofs/Press Sheet Inspection
P-9. Solid and Screen Tint Color Match	Proof/Press Sheet Inspection

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 before expiration of the current contract term. 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 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 periodic pricing revision.

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.

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.

PAYMENT: Contractors are required to submit all vouchers through the GPO Fax Gateway. Each invoice submitted to GPO for payment must be for only one job and it must contain a copy of the print order and proof of delivery. If a delivery receipt contains proof of delivery for more than one job, the receipt must be duplicated and a copy submitted with each invoice. To get instructions, go to: <http://winapps.access.gpo.fms/vouchers/barcode/>

Note: The contractor shall itemize each billing voucher in accordance with the 'Schedule of Prices.' All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. 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 delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for 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.

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 January 1, 2016 through December 31, 2016, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending October 1, 2015, 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 and/or any subcontractor, the Government reserves the right to conduct an on-site 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: In order to ensure that the contractor fully understands the total requirements of this program, as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives immediately after award.

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 January 1, 2016 through December 31, 2016 plus for such additional periods 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 of any print order. A print order shall be issued for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

NOTIFICATION: The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is

effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of the Frontline Magazine (saddle-stitch booklets) and memorandums requiring such operations electronic prepress, four color process printing, additional ink colors, proofs, press sheet inspections, binding, packing and distribution.

TITLE: Frontline Magazine.

FREQUENCY OF ORDERS: Four orders per year. There may be a Special Issue ordered twice a year.

QUANTITY: Approximately 20,000 to 50,000 copies per order (Average 25,000 copies per order).

NUMBER OF PAGES: Approximately 32 to 60 pages per order (Average 40 pages per order).

TRIM SIZE: Frontline Magazine: 8.375 X 10.875". Memorandum: 8-1/2 x 11".

GOVERNMENT TO FURNISH: Any and all available Government furnished material will be provided to contractor at time of award.

Electronic Media: Provided in Adobe InDesign CS, Adobe PhotoShop CS, Adobe Illustrator CS, native format (or updated versions), generated on Macintosh platform, with all font and links included, and; Portal Document Format (PDF). Delivered on CD-ROM disc.

All platform system and software upgrades which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one month of notification by the Government.

All fonts will be furnished by the Government. The contractor is cautioned that furnished fonts are the property of the Government and/or its contractor's and may be used only for the purpose of producing materials under this contract. Any use other than the contract is in violation of copyright laws. All furnished fonts are to be eliminated from the contractor's database immediately after completion of this contract.

Color laser outputs, marked/unmarked for placement; copy of memorandum.

Distribution list containing approximately 541 names of U.S. Senators and U.S. Representatives.

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 your contract administrator.

The contractor shall create/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. Contact Trish Mancuso at (202) 344-2106 or tristina.mancuso@dhs.gov for new digital files as required.

All furnished files must be imaged as necessary to meet assigned quality level.

The contractor shall make any revisions, if required, to the electronic digital files.

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

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.

DIGITAL DELIVERABLES: Upon completion of each order, the contractor must furnish final production native application files (digital deliverables). The digital deliverables must be an exact representation of the final printed product, unless otherwise specified. 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.

In addition, upon completion of each order, the contractor must furnish a high-resolution PDF file created from the final production files. The file must be optimized for posting to the Internet and must be “508 compliant”.

SECTION 508 COMPLIANCE: The contractor shall comply with Section 508 of the Rehabilitation Act (29U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998. In December 2000, the Architectural and Transportation Barriers Compliance Board (Access Board), pursuant to Section 508(2) (A) of the Rehabilitation Act Amendments of 1998, established Information Technology accessibility standards for the Federal Government. Section 508(a)(1) requires that when Federal departments or agencies develop, procure, maintain, or use Electronic and Information Technology (EIT), they shall ensure that the EIT allows Federal employees with disabilities to have access to and use of information and data that is comparable to the access to and use of information and data by other Federal employees. The Section 508 requirement also applies to members of the public seeking information or services from a Federal department or agency.

Section 508 text is available at:

<http://www.opm.gov/HTML/508-testOfLaw.htm>

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=14>

IMAGE ENHANCEMENT SYSTEM: It is anticipated that some orders will require some image enhancement. Contractor will be required to provide color changes, create air brushed vignettes, posterization, pixelization, graduated backgrounds, image to image assembly and/or other manipulations through utilization of a digitized image enhancement system such as the Scitex or Hell Cromacon system. The individual Print Orders will indicate if any enhancement required. GPO reserves the right to determine the acceptable amount of timework allowed for system work.

PRINTING:

Frontline Magazine: All four covers print full coverage in four-color process, bleeding all sides. Flood coat covers 1 and 4 only with a high gloss varnish. All text pages print type, rules, background

screenintents and illustrations in four-color process, face and back, bleeding all sides. Score covers for fold. Collate covers and text pages in sequence; and saddle-stitch on left 10.875" dimension.

Memorandum: Memorandum prints type, rules and agency logo in black ink, face only. Approximately 900 memorandums, when ordered.

ASSEMBLY: Contractor to affix one mailing label, approximately 1 x 3-1/2" on BACK COVER of single copies. Inkjet the mailing address onto the mailing label. Locations with multiple locations can be placed into an appropriate carton or kraft mailer and mailed by the most economical means through the U.S. Postal Service. Place one copy of memorandum in cartons or kraft mailers of multiple copies, when ordered.

*At contractor's option, all mailed copies can be inserted into a suitable size envelope and sealed for mailing. Address each envelope with the mailing address and appropriate postage for mailing using the most economical method through the U.S. Postal Service. Contractor to provide sufficient envelopes.

NOTE: If this method is utilized, it must not exceed the cost of using the mailing label affixed to the back cover for mailing.

MARGINS: Follow printing media for all margins for all required products. Bleeds are required, depending on type of item.

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, and any subsequent amendments thereto.

White Offset Book, Basis Size 25 x 38", Basis Weight 60 lbs. per 500 sheets, equal to JCP Code A60.

No. 1 White Matte Text, Basis Size 25 x 38", Basis Weight 100.

No. 1 White Matte Text, Basis Size 25 x 38", Basis Weight 80.

White Uncoated Label Stock, Basis Weight 55/60.

*Premium stocks are required for cover and text stocks.

INKS: Ink used in the performance of this contract shall contain not less than the following percentages of vegetable oil: (a) new ink, 40 percent; sheet-fed and forms ink, 20 percent, and: (c) heat-set ink, 40 percent. All overprinting MUST be printed with vegetable-based or soy-based inks.

Four-Color Process, Black and Flood High Gloss

PROOFS: Two sets of digital color content proofs for the Frontline Magazine and Memorandum. 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.

Two sets 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 Frontline Magazine. 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 of 2400 x 2400 dpi.

PRESS SHEET INSPECTION: When a press sheet inspection is applicable, the final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

*At the Government's option, the press sheet inspection may be waived.

Packaging: Contractor is to furnish all inner and outer packaging and shipping containers / cartons for final, assembled, products.

PACKING: Pack in shipping cartons NTE 45 lbs., when fully packed. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or in minimum edge crush text (ECT) of 44 lbs. per inch width. Pallets are required for all destinations receiving 16 or more shipping cartons.

MAILING: Insert single or multiple copies (up to 200 leaves) into kraft envelope. Quantities over 200 leaves, 12 lbs., must be inserted into cushioned shipping bags (maximum gross weight 14 lbs. Quantities over 12 lbs., up to 36 lbs., must be packed in shipping containers (maximum gross weight 40 lbs.).

Contractor to insert small quantities into appropriate sized kraft envelopes, soft packs (Jiffy Bags or similar) or small shipping containers and mail via the most economical rate through the U.S. Postal Service.

Contractor to furnish all necessary envelopes, soft packs, or small shipping containers. Contractor must print and affix mailing address and return address to be mailed.

LABELING AND MARKING: Reproduce shipping container label from furnished distribution list and attach to shipping containers.

The contractor must create mailing labels from distribution lists furnished when required. There are approximately 541 names to be used to produce address labels for mailing to the U.S. Senate and the U.S. House of Representatives. Updating this list, when required, by adding or deleting names.

PACKING LISTS REQUIRED (STOCK/PAPER): Contractor will be required to provide and insert a packing list into each outer shipping container. Packing lists should be printed on 100% recycled paper, white color with black ink.

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 for overprinted items. 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.

<u>Quantity Ordered</u>	<u>Sample Size</u>
500 – 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 or over	50

The copies are to be mailed at the same time as the first scheduled shipment.

These randomly selected samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

In addition, a copy of the PRINT ORDER along with the signed selection certificate, which will be furnished, must be included in the samples.

DISTRIBUTION:

Deliver F.O.B. Destination: to approximately 8 to 10 addresses within the commercial zone of Washington, DC. Advance Delivery: Deliver to one address in Washington, DC (loading dock) prior to the balance of the order, approximately 2600 copies (600 copies labeled to one internal distribution point and approximately 2,000 copies labeled to a second internal distribution point). Call 48 hours advance notice prior to schedule delivery appointment. (202) 344-2130.

Balance of order mail F.O.B. Contractor's City: to addresses nationwide.

Complete addresses and quantities will be furnished with the Print Order. In accordance with USPS regulations, the contractor is required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. Contractor must provide list of updated addresses to the ordering agency. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Note: All related costs to perform this operation must be included in submitting bid pricing. No additional reimbursement will be authorized.

All mailings shall be made at the most Economical rate or via First Class rate.

Contractor will be required to prepay all mailings to addresses other than those furnished on "Postage and Fees Paid" labels. The contractor is required 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.

The contractor is cautioned that "Postage and Fees Paid" permit 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.

Contractor to Presort to take advantage of all U.S. Postal Service discounts.

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.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

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

Upon completion of each order, all furnished material must be returned as noted under "SCHEDULE". All expenses incidental to returning materials, electronic media, submitting proofs, and furnishing sample copies, must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. No definite schedule for pickup of material can be predetermined. Orders will be scheduled according to the work involved and the time that can be allowed. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511), for the week that the order is placed.

Upon completion of each order, the contractor is to notify the Government Publishing Office and U.S. Customs and Border Protection of the date of shipment (or delivery, of applicable). Email Ms. Michelle Morgan at mmorgan@gpo.gov and Ms. Trish Mancuso at tristina.mancuso@dhs.gov.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each print order or shortly thereafter. In the even 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.

Furnished material and proofs must be picked up from and delivered to: U.S. Customs and Border Protection, PG&D, 1300 Pennsylvania Avenue NW, Room 3.2C-51, Mail Stop 1017, Washington, DC 20229, Attn: Trish Mancuso (202) 344-2106 c/o CRDS Facility, 1100 Hampton Park Blvd., Capitol Heights, MD 20743 (240) 492-2453.

Furnished electronic media and visual (s) must be returned with proofs.

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.

The numbers under the column headed “WD After” represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor submit proofs	5
Contractor pickup proofs.....	Same day return
Contractor submit revised proofs, when required	2
Contractor pickup edited revised proofs, when required.....	Same day return
Contractor deliver advance copies after OK to print.....	3
Contractor must make complete mailing and distribution	2

Contractor must submit proofs within 5 workdays. Deliver proofs to: U.S. Customs and Border Protection, PG&D, 1300 Pennsylvania Avenue NW, Room 3.2C-51, Mail Stop 1017, Washington, DC 20229, Attn: Trish Mancuso (202) 344-2106 c/o CRDS Facility, 1100 Hampton Park Blvd., Capitol Heights, MD 20743 (240) 492-2453.

The contractor must notify Trish Mancuso via email, 24 hours in advance prior to delivery of proofs. Proofs MUST be delivered between the hours of 9:00AM and 3:00PM, local Washington, DC time.

When applicable, contractor to email PDF soft proof to tristina.mancuso@dhs.gov.

The Ship/Deliver Date indicated on the Print Order is the date that products delivering f.o.b. destination must be delivered to the destinations specified and products mailing f.o.b. contractor’s city must be delivered to the U.S. Postal Service.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made notification must be given at least 2 workdays prior to the inspection. Notify the U.S. Government Publishing Office, 536 Stone Road, Suite I, Benicia, CA 94510 or, or telephone area code (707) 748-1970.

All press sheet inspections must be held Monday through Friday, and must begin between the hours of 8 a.m. and 11 a.m., local time.

Travel expenses and per diem to be incurred by the Government for press sheet inspection will be a factor in determining award. This will be based on sending two (2) Government representatives from the Washington, D.C., area on 2 inspection trips lasting 2 calendar days for each trip.

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.

Upon completion of each order, the contractor is to notify the Government Publishing Office of the date of shipment (or delivery, if applicable). Call (707) 748-1970.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

Travel expenses and per diem to be incurred by the Government for press sheet inspection will be a determining factor in award. This will be based on sending two (2) Government representatives from the Washington, D.C. area on two (2) inspection trips lasting two (2) calendar days for each trip.

The following item designations correspond to those listed in the "Schedule of Prices".

I.

(a)	160
(b)	320
(c)	320
(d)	4
(e)	4

II.

	(1)	(2)
(a)	160	4,000
(b)	16	400
(c)	4	4

III. (a)	100
----------	-----

IV. 1.

(a)	420
(b)	1

2.

(a)	15,000
(b)	4,000
(c)	400

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for mailing and f.o.b. destination for delivery in the Washington, D.C area.

Prices must include the cost of all required materials and operations 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 non-responsive.

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 blank spaces for an item may be declared non-responsive.

Note: All costs associated with processing of supplied mailing list to obtain the necessary certifications and mail discounts for USPS should be included in costs under **IV. PACKING AND DISTRIBUTION.**

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

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 of 1,000 will be prorated at the per- 1,000 rate.

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

Initials

I. PREPRESS: Prices offered must be all-inclusive and shall include the cost of all required materials (including the cost of paper and flood gloss varnish) and operations necessary for the complete production and preparation for distribution of the product listed in accordance with these specifications. A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

- (a) Trim/Page-size unit produced from electronic file, per page/per color\$ _____
- (b) Digital content proofs, per trim/page size unit \$ _____
- (c) Inkjet G7 proofs, per trim/page-size unit \$ _____
- (d) Adobe acrobat *508 compliant” PDF, per file..... \$ _____
- (e) System Timework, per hour..... \$ _____

REVISIONS TO PROOFS(S): Proofs from the Department necessitating multiple outputting of revised pages will be charged under applicable items (a) through (e).

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 Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (e).

Initials

II. PRINTING AND BINDING: Prices offered must be all-inclusive and shall include the cost of all required materials (including the cost of paper and flood gloss varnish) and operations necessary for the complete production and preparation for distribution of the product listed in accordance with these specifications. A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

	<u>Makeready And/or Setup</u>	<u>Running Per 1,000 Copies</u>
(a) Printing text page in four-color process, per page	\$ _____	\$ _____
(b) Printing cover page in four-color process, per page	\$ _____	\$ _____
(c) Printing memorandum in black ink, per page	\$ _____	\$ _____

III. MAINTAIN ADDRESS LABEL LIST: Prices quoted shall include the cost of all required materials and operations necessary for the complete production and operation of the on-line ordering system (on-line web-site) listed in accordance with these specifications.

(a) Add or delete names, per name.....\$ _____

IV. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, and must include the cost of packing; all kraft envelopes, cushioned shipping bags, shipping bundles and shipping containers. All necessary wrapping and packing materials, labeling and marking; NCOA certification, creating and affixing ship/mail labels and complete distribution and delivery to the Post Office in accordance with these specifications. When foreign mailing is required, contractor must submit delivery receipts with vouchers for reimbursement purposes.

1. Bulk shipments (other than by mail):

- (a) Packing and sealing shipping containers, per container\$ _____
- (b) Palletizing, per pallet\$ _____

2. Mailing:

- (a) Single copy or multiple copies in clear poly bag
(up to 200 leaves), per poly bag \$ _____
- (b) Single or multiple copies over 200 leaves,
in cushioned shipping bags, per bag. \$ _____

Initials

(c) Quantities over 12 lbs., up to 36 lbs.,
packed in shipping containers
(maximum gross weight 40 lbs.), per container..... \$ _____

My production facilities are located within the assumed area of production..... yes no

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

Post Office located at Street Address _____

City _____ State _____ ZIP Code _____

Initials

BIDDER'S NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4. - Schedule of Prices", initial or sign each in the space provided. See Page 1.

Bidder _____

(City – State - ZIP)

Contractor Code

Shipments will be made from: City _____, State _____

By _____

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

(Date)

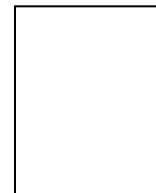
(Person to be contacted)

(Telephone Number)

*** SAMPLE BID ENVELOPE ***

To ensure proper processing of all bids, the following information is required on all mailed bid envelopes. Bidders using commercial carrier services shall include the Program/Jacket number and the bid opening time/date on the outermost envelope or wrapper.

Program: 4957-S _____
From: _____
Address: _____



Check appropriate:
 Bid enclosed
 No Bid

U.S. Government Publishing Office
536 Stone Road, Suite I
Benicia, CA 94510-1170

Bids will be received
Until January 12, 2016
at 2:00 PM prevailing
San Francisco time.

GPO Form 910
(R 5-99) P.57021-4
Part 1
ORIGINAL

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department

BID

All bids are subject to: (i) GPO Contract Terms (Pub. 310.2); (ii) the specifications; and (iii) representations and certifications (on reverse) which are enclosed or incorporated herein by reference. Check or complete all applicable boxes of representations and certifications printed on reverse of part one. See representations and certifications in their entirety in GPO Contract Terms (Pub. 310.2). Attach all required certificates to this bid form.

Shipment(s) will be made from: City _____, State _____

(The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder 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.

COMPANY SUBMITTING BID	PERSON AUTHORIZED TO BID
Company _____	Name _____
Address _____	Title _____
City _____ State _____ Zip _____	Signature _____
GPO Contractor Code (if known) _____	Date _____
Telephone Number _____	Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(Initials) (Initials)

Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

REPRESENTATIONS (check or complete all applicable boxes or blocks.)

The bidder represents as part of the bid that:

R-1. Small Business. Bidder is, is not, a small business concern.

R-2. Small Disadvantaged Business Concern. Bidder is, is not, a small disadvantaged business concern.

R-3. Women-Owned Small Business Concern. Bidder is, is not, a women-owned small business concern.

CERTIFICATIONS. By submission of the bid, the bidder certifies to the following (see GPO Contract Terms, Pub. 310.2 for full text of each certification):

C-1. Contingent Fee.

C-2. Buy American Certification.

The bidder hereby certifies that each end product, except those listed below, is a domestic end product (as defined in article 37 "Buy American Act" of Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

Each end product, except those listed below, is a domestic end product (as defined in article 37 "Buy American Act" and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

Excluded End Products	Country of Origin
.....
.....

C-3. Clean Air and Water.

C-4. Certification of Independent Price Determination.

C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters.

(Jan. 1999)

(a)(1) The offeror certifies, to the best of its knowledge and belief, that –

(i) The offeror and/or any of its principals –

(A) Are are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have have not within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery,

bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has has not within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

C-6. Certification of Nonsegregated Facilities.

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