

Title: The Navy Reservist Magazine

		Colonial Press Int'l.			Gateway Press, Inc.		Gray Graphics		Intelligencer Printing		McDonald & Eudy Printers		
		BASIS OF	090-21271		160-35370		190-38435		370-44800		190-56520		
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	PRINTING AND BINDING:												
(a)	Text - Printing in four-color process, including binding, per page												
(1)	Makeready and/or Setup.....	384	56.50	21,696.00	42.19	16,200.96	38.00	14,592.00	75.78	29,099.52	40.00	15,360.00	
(2)	Running Per 1000 Copies.....	26,880	5.96	160,204.80	4.73	127,142.40	8.40	225,792.00	7.31	196,492.80	8.50	228,480.00	
(b)	Complete Cover - Printing covers 1-4 in four color process, including binding, per complete Cover												
(1)	Makeready and/or Setup.....	11	633.00	6,963.00	763.00	8,393.00	500.00	5,500.00	595.39	6,549.29	575.00	6,325.00	
(2)	Running Per 1000 Copies.....	770	39.10	30,107.00	78.96	60,799.20	7.80	6,006.00	120.39	92,700.30	81.00	62,370.00	
II.	PACKING AND DISTRIBUTION:												
1.	Bulk Shipments												
(a)	Packing and sealing shipping containers, per container	132	20.00	2,640.00	1.50	198.00	2.00	264.00	5.25	693.00	3.50	462.00	
2.	Mailed Shipments - prices must include the cost of creating/affixing address labels or printing addresses onto the copies.												
(a)	Creating and affixing address labels on single copies (self-mailers), per 1,000 labels	704	18.0	12,672.00	15.00	10,560.00	22.00	15,488.00	21.00	14,784.00	20.00	14,080.00	
(b)	Single copy in kraft envelope, per envelope	6632	1.50	9,948.00	1.00	6,632.00	1.00	6,632.00	1.10	7,295.20	0.75	4,974.00	
(c)	Multiple copies, up to 12 pounds, in cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds), per bag or bundle	132	2.00	264.00	1.50	198.00	1.50	198.00	1.65	217.80	1.75	231.00	
CONTRACTOR TOTALS				\$218,970.80		\$212,535.56		\$251,890.00		\$324,841.91		\$312,535.00	
DISCOUNT				3.00%	\$6,569.12	3.00%	\$6,376.07	2.00%	\$5,037.80	5.00%	\$16,242.10	1.00%	\$3,125.35
DISCOUNTED TOTALS				\$212,401.68		\$206,159.49		\$246,852.20		\$308,599.81		\$309,409.65	
AWARDED													

		NPC, Inc.			Omaha Print		Universal Printing Company		
		BASIS OF	370-64115		260-65612		240-90219		
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	PRINTING AND BINDING:								
(a)	Text - Printing in four-color process, including binding, per page								
(1)	Makeready and/or Setup.....	384	14.15	5,433.60	23.66	9,085.44	53.81	20,663.04	
(2)	Running Per 1000 Copies.....	26,880	8.70	233,856.00	5.63	151,334.40	5.82	156,441.60	
(b)	Complete Cover - Printing covers 1-4 in four color process, including binding, per complete Cover								
(1)	Makeready and/or Setup.....	11	189.00	2,079.00	479.75	5,277.25	2,565.20	28,217.20	
(2)	Running Per 1000 Copies.....	770	74.50	57,365.00	80.72	62,154.40	56.79	43,728.30	
II.	PACKING AND DISTRIBUTION:								
1.	Bulk Shipments								
(a)	Packing and sealing shipping containers, per container	132	10.00	1,320.00	20.20	2,666.40	20.20	2,666.40	
2.	Mailed Shipments - prices must include the cost of creating/affixing address labels or printing addresses onto the copies.								
(a)	Creating and affixing address labels on single copies (self-mailers), per 1,000 labels	704	42.00	29,568.00	17.17	12,087.68	19.84	13,967.36	
(b)	Single copy in kraft envelope, per envelope	6632	1.40	9,284.80	1.27	8,422.64	0.57	3,780.24	
(c)	Multiple copies, up to 12 pounds, in cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds), per bag or bundle	132	1.95	257.40	1.77	233.64	2.55	336.60	
CONTRACTOR TOTALS				\$298,733.60		\$227,851.49		\$249,050.14	
DISCOUNT				0.25%	\$746.83	1.00%	\$2,278.51	1.00%	\$2,490.50
DISCOUNTED TOTALS				\$297,986.77		\$225,572.98		\$246,559.64	
Abstracted by: Ledo Ulerio 07-29-2014									
Reviewed by: Richard Gilbert									

U.S. GOVERNMENT PRINTING OFFICE
Virginia Beach, VA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

The Navy Reservist Magazine

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

DLA, Norfolk, VA

Single Award

TERM OF CONTRACT: The term of the contract is for the period beginning Date of Award through July 31, 2015, plus up to four (4) optional 12-month extension periods 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 2:00 p.m., prevailing Eastern Standard Time, on July 28, 2014.

BID SUBMISSION: Bid may be mailed to: U.S. Government Printing Office, 291 Independence Blvd., Ste. 401, Virginia Beach, VA 23462. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO RPPO Virginia Beach, Fax No. (757) 490-7950. 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. **NOTE: FAXED BIDS RECEIVED AFTER 2:00 P.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

Do NOT fax double sets or extra copies of forms that have not been requested; only the pages in SECTION 4 of these specifications, with all of the information completed as requested.

Specifications have been revised. All contractors are advised to read these specifications in their entirety. Abstracts of contract prices available at:

<http://www.gpo.gov/gpo/abstracts/getcontentpdf.action?filePath=Virginia+Beach%2Fab3391s.pdf>

For information of a technical nature, call Richard Gilbert 757-490-7940, x4 (no collect calls).

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)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

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

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.

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract this operation will be declared not responsible.

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to July 31, 2015, 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 March 31, 2014, 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.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-9. Solid and Screen Tint Color Match	Approved Proofs
P-10. Process Color Match	Approved Proofs

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address as listed per the individual print order.

A copy of the print order/specification and a signed Government-furnished certificate of selection, must be included.

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

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" and various jacket numbers for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through July 31, 2015, 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 work order shall be "issued," for purposes of the contract, when it is furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

DELIVERY/SHIPPING STATUS INFORMATION: The contractor is to inform the GPO – Virginia

Beach RPPO on each order the delivery/shipment status. Contact Richard Gilbert by phone (757) 490-7940, x4 or by fax (757) 490-7950. **NO COLLECT CALLS.**

RETURN OF GOVERNMENT FURNISHED PROPERTY:

The contractor must deliver all material furnished by the Government, along with any digital deliverables, together with one printed sample of each job to the address under "DISTRIBUTION." These materials must be packaged, properly labeled, and delivered separate from the job. The contractor must be able to produce a signed receipt for these materials at any time during the term of the contract. All expenses incidental to the pickup/return of materials/proofs and furnishing sample copies, must be borne by the contractor.

PAYMENT: Billing invoices must be submitted to the U.S. Government Printing Office for payment. Submit to: U.S. Government Printing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO website for more information.)

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of separate-covered, saddle-stitched pamphlets requiring such operations as electronic prepress, proofing, printing, binding, packing, and distribution.

TITLE: The Naval Reservist.

FREQUENCY OF ORDERS: Monthly (10 issues per year, plus one Almanac issue)

QUANTITY: Approximately 70,000 copies per order, including the Almanac

An occasional order may require as low as 60,000 copies or as high as 80,000 copies per order.

NUMBER OF PAGES: Approximately 32 to 64 pages (plus covers) per 10 orders, Almanac is 64 pages (plus covers)

TRIM SIZE: 8-3/8 x 10-7/8".

GOVERNMENT TO FURNISH: In lieu of sending physical media to the contractor, the ordering agency will send electronic files to the contractor using File Transfer Protocol (FTP). The contractor must provide the ordering agency with the contractor's FTP site address, a user name, and a password, if required. Print files will be supplied as PDF's.

Five (5) sets of mailing addresses, each in Zip Code sequence, transmitted via e-mail, to include: Pentagon officials, Naval Reserve members, Navy Commanders, Reserve sites, and a special mailing list.

The contractor will establish a permit number with their local post office for use with a CAPS account. The Navy uses a CAPS account for payment to the Post Office. After award the Navy will need to set up a link to allow the contractor's permit to access the CAPS account. It would behoove the contractor to check with their mailhouse or local post office to ensure that everyone has an understanding of how this process will work. Even though the contractor will not be submitting postal receipts to GPO for payment, they will still need to submit a Certificate of Conformance (GPO Form 712).

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or in 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(s) in accordance with these specifications.

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 within 24 hours of receipt of the Government-furnished material to: LCDR Kimberly Brubck 757-322-5652

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.

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 not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

MAILING LIST DATABASE: Prior to the issuance of each print order, the ordering agency will electronically transmit addresses. Contractor must prepare mailing to qualify for the most economical postal rate.

Contractor to merge all mailing address lists electronically to receive the 3/5 digit pre-sort zip code discount, in accordance with the U. S. Postal Service Domestic Mail Manual. The contractor must provide a recap sheet.

Contractor will be required to create and affix bar-coded mailing address labels to self-mailers or ink jet addresses directly onto self mailers.

The contractor will be required to electronically store and maintain a data base for names and addresses and merge electronically with other listings for mailing of a specific number of the publications from each order. When required, the print order will contain an electronic or hard copy listing for additions or deletions and the contractor must update the stored data accordingly.

All mailing lists are the property of the U. S. Government and are not to be used for purposes other than as specified herein without the expressed written permission of the Government. Upon termination of this contract, or at the request of the Government, all mailing lists held by the contractor must be completely updated on Zip cartridges or CDs and returned to the Government at the address specified.

PROOFSRETURN ALL GFM WITH PROOFS****

Contractor must supply a proof sign-off sheet and return airbill. Also please include a reminder that the agency can only keep proofs 2 days.

Deliver proofs to: : CNRFC NOOP, Public Affairs, 1915 Forrestal Drive, Norfolk, VA 23551-4615, Attn: Joshua Treadwell/Meg Ferguson.

1 set of digital color content proofs for Cover and All pages. At contractor's option, a film-based composite blueline may be submitted. Direct to plate must be used to produce the final product with a minimum resolution 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, as applicable.

AND

1 set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must show dot structure and be in press configuration. Direct to plate must be used to produce the final product.

OR

Ink Jet Proofs:

In lieu of digital one-piece laminated proofs, at contractor's option 1 set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-2 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 one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) 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. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

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 additional expense to the government. No more than one additional workday can be allowed for this reproofing. The reproofing must be accomplished within the original production schedule allotted in the print order.

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.

All text paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

Text –

No. 2 White Matte Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

Cover –

No. 2 White Matte Coated Cover basis weight: 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code L50.

PRINTING: Print text and Covers 1 through 4 head-to-head in four-color process.

The majority of pages will contain full-color illustrations and halftones/flat tones. Anticipate heavy ink coverage.

Images (including illustrations) may print to, and must align across, the bind.

After printing, coat Covers 1 and 4 (with the exception of the address area) with a matte aqueous coating, or as specified on the print order.

Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

MARGINS: Majority of pages, including covers, bleed all sides.

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

PACKING:

Bulk Shipments -- Pack in shipping containers not to exceed 45 pounds when fully packed. Containers must be packed solidly (top and sides) to prevent shifting while in transit. In the event the material does not fit snugly on the top or sides, open-cell pads or thicknesses of corrugated board must be added.

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

Insert single copies to foreign destinations into kraft envelopes.

Quantities up to 12 pounds must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

LABELING AND MARKING:

Bulk Shipments -- Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments -- Create and affix a recipient address label; or, at contractor's option, inkjet the address directly onto the back of each copy mailed singly as self-mailers. The address is to be in the upper 1/3 of the back cover.

Create and affix a recipient address label to each unit of mail packaged in kraft envelopes, cushioned shipping bags, and/or shipping bundles.

DISTRIBUTION: Deliver f.o.b. destination 20 PRE-DISTRIBUTION COPIES to: CNRFC NOOP, Public Affairs, 1915 Forrestal Drive, Norfolk, VA 23551-4615

Deliver f.o.b. destination approximately 400 copies, via express service, to: CNRFC NOOP, Public Affairs, 1915 Forrestal Drive, Norfolk, VA 23551-4615

Deliver f.o.b. destination two (2) sample copies to the U.S. Government Printing Office, Attn: Richard Gilbert, 291 Independence Blvd, Virginia Beach, VA 23462

Mail balance using contractors' permit and CAPS account.

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

All mailing shall be made at the most economical bulk rate.

NOTE: Contractor to sort all copies to be mailed to receive the 3/5 digit pre-sort zip code discount, in accordance with the U. S. Postal Service Domestic Mail Manual. The contractor must provide a recap sheet upon completion of each order.

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.

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

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.

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 and Proofs must be picked up from and delivered to: CNRFC NOOP, Public Affairs, 1915 Forrestal Drive, Norfolk, VA 23551-4615

Furnished material (other than electronic files) will be ready for pickup within one (1) hour after notification.

All pick ups and deliveries to the ordering agency must be made between 7:30 a.m. and 3:00 p.m., prevailing Eastern Standard time.

No definite schedule for pickup of material 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.

NOTE: The proof schedule dates indicated on each print order are a critical part of this contract. Contractor may be considered in non-compliance with the terms of the contract if there is failure to meet these specified dates. Furnished visual(s) must be returned with proofs.

- Contractor to submit all proofs required within six (6) workdays after notification of availability of furnished materials.
- Department to give "O.K. to Print" within one (1) workday of receipt of the proofs.

If required, contractor to submit revised proofs within one (1) workday. (Black ink digital or laser proofs are acceptable for revised proofs.) Department to give "O.K. to Print", by telephone, within one (1) workday of receipt of revised proofs.

NOTE: If additional revised proofs are required, contractor to submit within one (1) workday after notification. The Department will notify the contractor of "O.K. to Print" or of any additional changes or corrections within one (1) workday after receipt of revised proofs.

- Contractor to deliver **20 PRE-DISTRIBUTION COPIES 24 hours prior to complete distribution** via overnight express service.
- Contractor to **COMPLETE** production and distribution within five (5) workdays after receipt of "O.K. to Print."

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and the date products ordered f.o.b. contractor's city must be delivered to the U.S. Post Office.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest 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 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.

Travel expenses and per diem to be incurred by the Government for press sheet inspections on approximately three to four orders will be a factor in determining award. This will be based on sending two Government representatives (one representative from Washington, DC and one representative from New Orleans, LA) for one to two calendar day(s) per trip.

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

	(1)	(2)
I.	(a) 384	26,880
	(b) 11	770
II.	(a) 1,416	
	(b) 1. 110	
	2. 110	
III. 1.	(a) 32	
2.	(a) 1,398	
	(b) 18	
	(c) 480	

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

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

Fractional parts of 1,000 will prorated at the per 1,000 rate.

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

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary for the printing and binding of the product listed in accordance with these specifications.

Prices must include the cost of initial output from electronic media and all required paper/stock.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Text - Printing in four-color process, including bindingper page.....\$	_____	\$ _____
(b) Complete Cover - Printing Covers 1 - 4 in four-color process, including binding .per complete cover.....\$	_____	\$ _____

 (Initials)

II. MAILING LIST DATABASE:

- (a) Create and Store Mailing List per 1,000 addresses.....\$ _____
- (b) Updating Mailing Lists –
 - 1. Adding addresses per address.....\$ _____
 - 2. Deleting addresses..... per address.....\$ _____

III. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of shipping containers, bags, bundles, and kraft envelopes; all necessary wrapping and packing materials; labeling and marking; and distribution, in accordance with these specifications.

- 1. Bulk Shipments –
 - (a) Packing and sealing shipping containersper container.....\$ _____
- 2. Mailed Shipments –

Prices must include the cost of creating/affixing address labels or printing addresses onto the copies.

- (a) Creating and affixing address labels
on single copies (self-mailers) per 1,000 labels.....\$ _____
- (b) Single copy in kraft envelope..... per envelope.....\$ _____
- (c) Multiple copies, up to 12 pounds, in
cushioned shipping bags or wrapped in
shipping bundles (maximum gross weight 14 pounds).....per bag or bundle.....\$ _____

(Initials)

BIDDERS NAME AND SIGNATURE: Fill out and fax as indicated below.

Bidder _____

(Street) (City – State)

(Contractor's - State/Code) (Discount - Percentage/Days)

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

(Person to be contacted) (Telephone Number) (Fax Number)

(E-mail Address)

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4 AND FAX TO RECEIVE NO LATER THAN: 2:00 PM July 28, 2014, FAX NO. (757) 490-7950, ATTN: RICHARD GILBERT