

Program:	69-S					
Term:	DATE OF AWARD to APRIL 30, 2016					
Title:	AGRICULTURAL REPORTS, MANUALS, OR AMENDMENTS					
				GRAY GRAPHICS	McDonald & Eudy Printers Inc.	
		BASIS OF	CAPITOL HEIGHTS, MD		Temple Hills	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	PREPRESS:					
(a)	Trim/Page-size unit from camera copy.....per color/per page.....	1345	\$2.00	\$2,690.00	\$1.25	\$1,681.25
(b)	Trim/Page-size unit from electronic file.....per color/per page.....	161	\$2.00	\$322.00	\$3.00	\$483.00
(c)	Digital color-content proofs.....per trim/page-size unit.....	168	\$5.00	\$840.00	\$2.00	\$336.00
(d)	System Timework.....per hour.....	3	\$85.00	\$255.00	\$75.00	\$225.00
II.	PRINTING, BINDING, PACKING AND DISTRIBUTION:					
(a)	Loose-Leaf text pages: Printing in a single color.....per page.....					
1	Make-ready and/or Setup.....	600	\$6.00	\$3,600.00	\$5.00	\$3,000.00
2	Running Per 100 Copies.....	4621	\$0.20	\$924.20	\$0.15	\$693.15
(b)	4-Page Product-Text or Cover wrap: Printing in a single color(Including folding).....per product.....					
1	Make-ready and/or Setup.....	11	\$100.00	\$1,100.00	\$125.00	\$1,375.00
2	Running Per 100 Copies.....	289	\$3.00	\$867.00	\$1.50	\$433.50
(c)	Saddle-wire stitched or pasted: Printing in a single color(Including binding).....per page.....					
1	Make-ready and/or Setup.....	764	\$5.00	\$3,820.00	\$6.50	\$4,966.00
2	Running Per 100 Copies.....	18086	\$0.20	\$3,617.20	\$0.18	\$3,255.48
(d)	Perfect-Bound: Printing in a single color(Including binding).....per page.....					
1	Make-ready and/or Setup.....	156	\$4.00	\$624.00	\$5.00	\$780.00
2	Running Per 100 Copies.....	7800	\$0.15	\$1,170.00	\$0.14	\$1,092.00
(e)	Additional Color(s): Printing text or cover in a color in addition to the first single color press run charged under items (a) through (d).....per color/per page.....					
1	Make-ready and/or Setup.....	2	\$25.00	\$50.00	\$35.00	\$70.00
2	Running Per 100 Copies.....	30	\$2.00	\$60.00	\$0.30	\$9.00
(f)	Varnishing.....per page.....					
1	Make-ready and/or Setup.....	2	\$50.00	\$100.00	\$75.00	\$150.00
2	Running Per 100 Copies.....	30	\$2.00	\$60.00	\$3.00	\$90.00
III.	PAPER:					
(a)	White or Colored Writing(20-lb.).....per 100 leaves.....	315	\$1.20	\$378.00	\$1.50	\$472.50
(b)	White Offset Book (50-lb.).....per 100 leaves.....	14588	\$0.76	\$11,086.88	\$0.67	\$9,773.96
(c)	White Offset Book (60-lb.).....per 100 leaves.....	178	\$0.84	\$149.52	\$0.79	\$140.62
(d)	White Matte Coated Offset Book (70-lb.).....per 100 leaves.....	99	\$1.70	\$168.30	\$1.50	\$148.50
(e)	White Dull Coated Offset Book (70-lb.).....per 100 leaves.....	48	\$1.70	\$81.60	\$1.50	\$72.00
(f)	White Litho Coated Book (70-lb.).....per 100 leaves.....	378	\$1.60	\$604.80	\$1.40	\$529.20
(g)	White or Colored Index(110-lb.).....per 100 leaves.....	100	\$5.00	\$500.00	\$5.00	\$500.00
(h)	White or Colored Vellum-Finish Cover(50-lb.).....per 100 leaves.....	101	\$6.00	\$606.00	\$5.00	\$505.00
(i)	White Matte Coated Cover (80-lb.).....per 100 leaves.....	13	\$5.00	\$65.00	\$5.50	\$71.50
(k)	White Litho Coated Book (80-lb.).....per 100 leaves.....	7	\$5.00	\$35.00	\$5.50	\$38.50
IV.	ADDITIONAL OPERATIONS:	5	\$4.50	\$22.50	\$5.00	\$25.00
(a)	Additonal folding: Makeready.....per order.....	6	\$100.00	\$600.00	\$50.00	\$300.00
2	Running.....per 100 copies.....	185	\$2.00	\$370.00	\$5.00	\$925.00
(b)	Perforating-on-fold or off-fold Makeready.....per order.....	7	\$100.00	\$700.00	\$50.00	\$350.00
2	Running.....per 100 copies.....	621	\$2.00	\$1,242.00	\$4.00	\$2,484.00
(c)	Drilling (each run).....per 100 leaves.....	6323	\$0.05	\$316.15	\$0.50	\$3,161.50
(d)	Shrink-film wrapping.....per 100 packages.....	45	\$25.00	\$1,125.00	\$0.25	\$11.25
V.	PACKING, SEALING AND DISTRIBUTION:					
(a)	Packing and sealing shipping containers includes cost of creating and affixing address labels.(up to approximately 45 lbs. capacity).....each container	660	\$2.00	\$1,320.00	\$1.50	\$990.00
	CONTRACTOR TOTALS			\$39,470.15		\$39,137.91
	DISCOUNT		1.00%	\$394.70	1.00%	\$391.38
	DISCOUNTED TOTALS			\$39,075.45		\$38,746.53
						AWARDED

U.S. GOVERNMENT PRINTING OFFICE
Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Agricultural Reports, Manuals, or Amendments

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

Department of Agriculture (USDA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **May 1, 2015** and ending **April 30, 2016**, 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 a.m., prevailing Washington, D.C. time, on **April 17, 2015**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-831, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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. Hand delivered bids are to be taken to The GPO Bookstore at 710 North Capitol Street, NW, Washington, DC between the hours of 8:00 am and 4:00 pm on business days and follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is needed, call 202-512-0526.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, D.C.

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

PLEASE NOTE: These specifications have been extensively revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

For information of a technical nature call **David Love** (202) 512-0310 (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)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.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.

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 (ANSI/ACQC 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. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Camera copy, electronic media, average type dimension in publication.

P-8. Camera copy, electronic media.

P-9. Government furnished sample, color swatch, Pantone Matching System color.

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.

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 periodic pricing adjustments(s).

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 the **May 1, 2015** to **April 30, 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 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 **January 31, 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.

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.

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

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 **May 1, 2015** through **April 30, 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 with 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.

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.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of cut sheet forms, self- and separate-cover, saddle-stitched pamphlets loose-leaf publications, and perfect-bound books requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Agricultural Reports, Manuals, or Amendments.

FREQUENCY OF ORDERS: Approximately 35 orders per year.
Note: Multiple orders may be placed on the same day

QUANTITY: Approximately 100 to 22,000 copies per order
Note: An occasional order may be up to approximately 30,000 copies.

NUMBER OF PAGES: Approximately 2 to 200 pages per order
Note: An occasional order may be up to 400 pages.

No order would be both 30,000 copies and 400 pages.

TRIM SIZES: Various trim sizes will be ordered as follows:

5-3/8 x 8-7/8" up to and including 8-1/2 x 11" OR 11 X 8-1/2" Oblong

Oblong-style - It is anticipated that up to approximately 5% of the orders will require binding Oblong-style, with stitching across the short dimension.

GOVERNMENT TO FURNISH: Camera copy and/or electronic media (90% of the orders will be camera copy)

Electronic Media will be furnished as follows:

Platform: Macintosh OSX or IBM compatible.

Storage Media: CD-R/RW; DVD-R/RW; E-Mail; FTP.

Software: Quark Xpress, Adobe InDesign, Adobe Illustrator, Adobe Photoshop Macromedia Freehand.

Files using QuarkXPress Adobe or Macromedia software will be created in current versions or near current versions of the above mentioned programs.

Note: **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.**

Fonts: All screen and printer fonts will be furnished.

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

Additional Information supplied

Camera copy consisting of line art and photo-prints to be reproduced at various focuses.

NOTE: When artwork containing folios is reduced, the reduced folios will not match the other folios. To overcome this disparity, full size folios are supplied for stripping into these reduced pages.

A visual of the furnished electronic files, showing color and varnish breaks, will be provided.

GPO Form 952 - Desktop Publishing - Disk Information

GPO Form 905 - Reproduction proof, (R.6/03) with labeling and marking specifications

A supply of Blue Labels and Selection Certificates for shipping Departmental Random Copies

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(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Contractor may be required to create spot varnish template per the supplied visual.

Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the ordering Agency.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

When required by the Government, the contractor shall make minor revisions to the electronic file. It is anticipated that the Government will make all major revisions. Prior to making revisions, contractor shall copy the furnished file and make all changes to the copy.

PROOFS: Two (2) sets of digital color content proofs for **ALL PAGES**.

Orders where electronic files are provided will require proofing

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. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

When requested, contractor to submit ink draw-downs on actual production stock of Pantone color(s) required.

U.S. Department of Agriculture (USDA) reserves the right to make changes to all proofs. The government may require one or more sets of revised proofs before rendering an "OK to Print".

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

The contractor must not print prior to receipt of an "OK TO PRINT."

STOCK/PAPER:

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

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

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in their opinion, materially differs from that of the color sample(s) specified.

All cover paper must have the grain parallel to the spine.

The paper to be used will be indicated on each print order.

TEXT:

White or Colored Writing, basis weight: 20 lbs per 500 sheets, 17 x 22", equal to JCP Code D10.

White Offset Book, basis weight: 50 or 60 lbs per 500 sheets, 25 x 38", equal to JCP Code A60.

White Matte Coated Offset Book, basis weight: 70 lbs per 500 sheets, 25 X 38", equal to JCP Code A240.

White Dull Coated Offset Book, basis weight: 70 lbs per 500 sheets, 25 X 38", equal to JCP Code A260.

White Litho (Gloss) Coated Book, basis weight: 70 lbs per 500 sheets, 25 x 38", equal to JCP Code A180.

COVER:

White or Colored Index, basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White or Colored, Vellum-Finish Cover, basis weight: 50 lbs per 500 sheets, 20 x 26", equal to JCP Code L20.

White Matte Coated Cover, basis weight: 80 lbs per 500 sheets, 20 X 26", equal to JCP Code L50.

White Dull Coated Cover, basis weight: 80 lbs per 500 sheets, 20 X 26", equal to JCP Code L60.

White Litho Coated Cover, basis weight: 80 lbs per 500 sheets, 20 x 26", equal to JCP Code L10.

PRINTING:

Print head-to-head, head-to-foot, or head-to-side in black or a color other than black; or black and one or two additional Pantone colors. Match Pantone number as indicated on the Print Order.

Varnishing with a clear, non-yellowing varnish:

Text pages: Spot varnishing of PMS color(s)

Outside Cover (C1/C4): Flood coat the entire surface.

PRESS SHEET INSPECTION: Final makeready press sheets may 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. When a press sheet inspection is required, it will be specified on the individual Print Order. 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.

Press sheets must contain 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 must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%, 3-color gray patch, star/slur targets, RGB overprints, and dot gain scales for each color (such as, BRUNNER, GATF, GREGTAG, OR RIT). These areas must be repeated across the entire sheet. Density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%.

MARGINS: Follow margins indicated on each Print Order or furnished copy. An occasional page may bleed on up to three sides.

BINDING: Bind as indicated on the Print Order. Various binding styles will be ordered as follows:

Two page product: Trim four sides

Four page product: Fold and trim three sides.

Loose leaf product: Gather in sequence and trim four sides

Wire stitch in upper left corner and trim four sides

- Saddle-wire stitch:* 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.
- Eight- page or 12-page pamphlets:* In lieu of stitching, product may be pasted on the fold, as instructed on the Print Order.
- Perfect bind:* Bind text and wraparound cover; trim three sides.
- Additional folding:* Some orders consisting of 12 pages or less may require a maximum of two additional folds. i.e. One fold (half) or two parallel folds (thirds).
- Perforation:* Occasionally there will be a requirement for perforation (slit or slot, with or without ink) on/or 1/4"-off-the-fold or bind edge as indicated on the print order. Print order will indicate the location of perforations required.
- Drilling:* When required, drill up to four round holes centered on the binding edge. Position and size of holes will be specified on the print order.

PACKING:

Shrink-film wrap in units as specified on print order.

Occasional orders may require slip sheeting.

Pack in shipping containers not to exceed 45 lbs. when fully packed. Shipping containers shall have a minimum bursting strength of 275 lbs per square inch or a minimum edge crush test (ECT) of 44 lbs per inch width.

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 during shipment.

Pallets are required for shipments to GPO only.

LABELING AND MARKING:

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot. 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>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sub-lots</u>	<u>Quantity Ordered</u>	<u>Number of Sub-lots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
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 USDA Receiving, Room 0466, Rear South Building, 14th Street and Independence Avenue, SW, Washington, D.C. 20250.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to GPO, Financial Management Service, 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 the specifications. The print/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sub-lots and select a copy from a different general area of each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

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

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to one (1), or up to approximately 8 addresses, within the commercial zone of Washington, D.C. Complete addresses and quantities will be furnished with the Print Order.

On approximately 10% of all orders placed, the contractor will be required to ship f.o.b. contractor's city. Contractor will be required to ship to one (1) or up to approximately 50 destinations throughout the United States. Contractor must ship by traceable means using small package carrier and submit receipts with billing for reimbursement.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual Print Order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to: Department of Agriculture, OC, Printing Management Division, Room 446-A, Whitten Building, Washington, D.C. 20250.

NOTE: Furnished electronic media must be returned with proofs.

The contractor will be notified by 12 noon on the day when copy is available for pickup by contractor. Copy and Print Order must be picked up the same day Pickups must be made prior to 4:00 pm.

The following schedule begins the SAME workday as notification of the availability of Print Orders and furnished materials.

NOTE: The schedule begins the following workday if notification is given after 12 NOON.

Complete production and distribution of Print Orders that require proofs:

Proofs must be submitted to the Government within two (2) workdays

Proofs will be withheld no more than two (2) workdays from their receipt at the Department until they are made available for pickup. (Note: The first workday after receipt of proofs at the Department is day one (1) of the hold time.)

All transit time is included in the schedule. Schedule applies to each order separately.

Orders up to and including 450,000 total impressions without a cover: Contractor must complete production and distribution within one (1) workday after an "Ok to Print"

Orders over 450,000 total impressions without a cover: Contractor must complete production and distribution within two (2) workdays after an "Ok to Print"

Orders requiring covers must deliver in three (3) workdays after an "Ok to Print" (regardless of the number of total impressions).

Complete production and distribution of Print Orders that DO NOT require proofs:

Orders up to and including 450,000 total impressions without a cover: Contractor must complete production and distribution within one (1) workday.

Orders over 450,000 total impressions without a cover: Contractor must complete production and distribution within two (2) workdays.

Orders requiring covers must deliver in three (3) workdays (regardless of the number of total impressions).

Press Sheet Inspection

The contractor must notify the U.S. 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 three (3) workdays prior to the inspection. Notify the U.S. Government Printing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday.

NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destinations specified, and the date products ordered f.o.b. contractor's city must be delivered to the small package carrier.

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 Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing to (202) 512-1364. 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 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) 1,345
- (b) 161
- (c) 168
- (d) 3

II.

- | | (1) | (2) |
|-----|-----|--------|
| (a) | 600 | 4,621 |
| (b) | 11 | 289 |
| (c) | 764 | 18,086 |
| (d) | 156 | 7,800 |
| (e) | 2 | 30 |
| (f) | 2 | 30 |

III.

- (a) 315
- (b) 14,588
- (c) 178
- (d) 99
- (e) 48
- (f) 378
- (g) 100
- (h) 101
- (i) 13
- (j) 7
- (k) 5

IV.

- (a) (1) 6
- (a) (2) 185
- (b) (1) 7
- (b) (2) 621
- (c) 6,323
- (d) 45

V.

- (a) 660

THIS PAGE IS INTENTIONALLY LEFT BLANK

SECTION 4. - SCHEDULE OF PRICES

Bids offered are delivered f.o.b. destination within the commercial zone of Washington, DC and f.o.b. contractor's city for all orders shipped by small parcel carrier.

Price 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 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. Fractional parts of 100 or 1,000 will be prorated at the per 100 or 1,000 rate. Cost of all required paper must be charged under Item III.

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.

I. PREPRESS: Prices offered must be all-inclusive. One (1) basic charge (either Item I. (a) or (b)) will be allowed for each color plus spot varnish, if required, on each page.

- (a) Trim/Page-size unit from camera copy per color/per page \$ _____
- (b) Trim/Page-size unit from electronic file..... per color/per page \$ _____
- (c) Digital color-content proofs per trim/page-size unit..... \$ _____
- (d) System Timework..... per hour..... \$ _____

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 I. (d).

(Initials)

II. PRINTING, BINDING, PACKING AND DISTRIBUTION: Each text leaf contains two pages, and each complete cover contains four pages.

	<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
	(1)	(2)
(a) <u>Loose-leaf text pages:</u> Printing in a single color..... per page	\$ _____	\$ _____
(b) <u>4-Page Product – Text or Cover wrap:</u> Printing in a single color (Includes folding)per product	\$ _____	\$ _____
(c) <u>Saddle-wire stitched or pasted:</u> Printing in a single color: (Including binding) per page	\$ _____	\$ _____
(d) <u>Perfect-Bound:</u> Printing in a single color (Including binding) per page	\$ _____	\$ _____
(e) <u>Additional Color(s):</u> Printing text or cover in a color in addition to the first single color press run charged under items (a) through (d)..... per color/per page	\$ _____	\$ _____
(f) Varnishing	\$ _____	\$ _____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text: Each page-size leaf.

Covers: Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

	<u>Per 100 leaves</u>
(a) White or Colored Writing (20-lb.).....	\$ _____
(b) White Offset Book (50-lb.).....	\$ _____
(c) White Offset Book (60-lb.).....	\$ _____
(d) White Matte Coated Offset Book (70-lb.).....	\$ _____
(e) White Dull Coated Offset Book (70-lb.)	\$ _____
(f) White Litho Coated Book (70-lb.).....	\$ _____

(Initials)

Per 100 leaves

- (g) White or Colored Index (110-lb.) \$ _____
- (h) White or Colored Vellum-Finish Cover (50-lb.) \$ _____
- (i) White Matte Coated Cover (80-lb) \$ _____
- (j) White Dull Coated Cover (80-lb) \$ _____
- (k) White Litho Coated Cover (80-lb) \$ _____

IV. ADDITIONAL OPERATIONS:

- (a) Additional folding
 - 1. Makeready per order \$ _____
 - 2. Running..... per 100 copies..... \$ _____
- (b) Perforating-on-fold or off-fold
 - 1. Makeready per order \$ _____
 - 2. Running..... per 100 copies..... \$ _____
- (c) Drilling (each run) per 100 leaves \$ _____

A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8 inches. Four holes will be the maximum for any one (1) run. When drilling pamphlets or books with separate covers, each thickness of cover stock will be counted as three leaves.
- (d) Shrink-film wrapping per 100 packages \$ _____

V. PACKING, SEALING AND DISTRIBUTION:

- (a) Packing and sealing shipping containers
Includes cost of creating and affixing address
labels. (up to approximately 45 lbs. capacity)..... each container..... \$ _____

(Initials)

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

Post Office located at Street Address _____

City _____, State _____, Zip Code _____

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

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

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

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

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

2. Proposed carrier(s) for delivery of completed product _____

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

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

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)