

U.S. GOVERNMENT PUBLISHING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

MedPAC Reports to Congress

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

**Medicare Payment Advisory Commission
(MedPAC)**

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **December 1 2015** and ending **November 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, DC time, on **November 20, 2015**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, 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: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, 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.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all 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=DC>

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 II.
- (b) Finishing (item related) Attributes – Level II.
- (c) EXCEPTIONS: The following requirement supersedes GPO's Quality Attributes Level II requirements -

Misalignment of Cover Image: Ruled borders on Cover 1 must be parallel to trimmed edges of publication and may not vary from parallel more than $\pm 1/32"$. Products not held to these stated tolerances will be rejected. See GPO Quality Assurances Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. 8-02) - Finishing Attributes F-2.

Laminated covers must lay flat on publication. Books having curled covers will be rejected.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. 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. Electronic Media.
- P-8. Electronic Media.
- P-9. Government furnished sample, Pantone Matching System.

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 this contract may not exceed **five (5) years** as a result of, and including, any extensions added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments.

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **December 1, 2015** through **November 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 **August 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.

NOTE: Economic price adjustments are not cumulative and are to be applied to original bid prices only.

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

POST-AWARD CONFERENCE: The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Government Printing Office, immediately after award. Contractor may be asked to test a sample of the Government's electronic files to assure smooth processing.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **December 1, 2015** through **November 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.

PAYMENTS ON PURCHASE ORDER: Billing invoices must be submitted by Fax or mail to the U.S. GPO for the processing of vouchers for payment. Billing and payment instructions can be accessed on our website by the following hyperlinks:

<http://www.gpo.gov/vendors/billing.htm> and <http://www.gpo.gov/vendors/payment.htm>

If faxed, send the completed invoice to GPO utilizing the payment processing cover sheet. Access the following hyperlink for preparation instructions:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

NOTE: Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes MUST be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, DC 20401

Do not mail your invoice to any other GPO Procurement Office as this will delay payment.

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of perfect bound publications with separate covers requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: MedPAC Reports to Congress

FREQUENCY OF ORDERS: Approximately two (2) orders per year.

QUANTITY: Approximately 300 to 700 books per order.

NUMBER OF PAGES: Approximately 200 to 500 pages per order, with an average of 350 pages per order.

TRIM SIZES: 8-1/2 x 11" (Bind on the 11" dimension)

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows –

Platform: Macintosh 10.5

Storage Media: USB Flash drive, CD-ROM or Secure File Transfer Protocol (SFTP)

Software: Adobe InDesign CC or CS5, Adobe Illustrator CC or CS5, Adobe Photoshop CC or CS5 and Adobe InCopy CC or CS5.

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 fonts (PostScript and OpenType) will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information supplied

Files may be furnished in Native Application format or Adobe Acrobat Portable Document Format (PDF).

Pantone Matching System will be used for color identification.

Visuals (laser or other proof) of all pages will be furnished. (Visual will show color breaks.)

GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

A previously printed sample of cover to be used for color match will be furnished.

Distribution/delivery information will be furnished.

One reproduction proof, Form 905 (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 products in accordance with these specifications.

The Contractor must be able to accept files electronically via a contractor-hosted Secure File Transfer Protocol (SFTP) server. Appropriate log-on instructions and protocol must be provided at time of award

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 Tina Jennings at (202) 220-3752 or (202) 450-8069.

The contractor shall create or alter any necessary trapping, create bleeds as necessary, set proper screen angles and screen frequency, adjust the width of the spine as necessary and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality 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, the contractor shall copy the furnished files and make all changes to the copy.

All illustrations are to be 175 line screen or finer.

Output produced from furnished USB Flash drive, CD-ROM, or provided via FTP must be output on a high resolution image processor at a minimum resolution of 2540 dots per inch (DPI) for type and line work.

DIGITAL DELIVERABLES: 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.

PROOFS:

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mail PDF Proof to the Agency contact noted on the Print Order or post on SFTP site

Contractor must call GPO Contract Compliance Section at (202) 512-0520, or e-mail information to compliance@gpo.gov, immediately upon sending proofs and immediately upon notification that the proofs are available for pickup at the department.

Contractor to submit ink draw downs on actual production stock of Pantone colors used in job.

NOTE: It is anticipated at this time that the ordering agency will make minor revisions (punctuation and/or word changes) to approximately 5 percent of the proof pages. After contractor has completed revisions, contractor is required to FAX, email, or make the revised pages available to ordering agency through an online proofing system for their review. Fax number, email address, and agency contact will be furnished at the Post-Award Conference.

Due to the tight schedule the Government is working under to produce this product and questions that might arise when reviewing proofs and production of the product, contractor must be available (via telephone) between the hours of 7:00 a.m. and 8:00 p.m.

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.

CONTRACTOR MUST NOT PRINT PRIOR TO THE RECEIPT OF AN "O.K. TO PRINT."

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

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

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

Text: White Opacified Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.

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

PRINTING:

Print text pages head-to-head in black ink. Approximately 15% of the text pages print full coverage with borders reversing out and will bleed all sides.

Cover pages 1, 4 and backstrip print full reverse in black, cyan, and Pantone Matching System 1797 red. Cover page 2 prints in black ink only. Cover page 3 is blank. Cover pages 1, 2, 4 and backstrip bleed all sides.

Laminate the entire surface of cover pages 1, 4 and backstrip, after printing, with gloss-finish polyesters (such as polyethylene terephthalate), polypropylene, vinyl, or cellulose acetate, having a thickness in the range of .0005" to .0010". The laminated product must have no distortion of the printed matter and must remain clear and legible. Covers MUST lay flat after lamination. Books having curled covers will be rejected.

PRESS SHEET INSPECTION: Final make-ready 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 make-ready 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) dated August 2002.

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 (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; gray balance patches, and trap targets for process color (if applicable). These areas must be repeated consecutively across the entire press sheet (can be on the gripper edge, tail edge, or gutter of the press sheet).

For reviewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5,000 Kelvin illumination.

NOTE: At the Government's option, the Press Sheet Inspection may be waived.

MARGINS: Margins will be as indicated on furnished electronic media.

BINDING:

Gather in numerical page sequence, perfect bind text and wraparound cover. Spine and hinge score front and back covers along the entire 11" dimension at approximately 3/16" from the bind. Securely glue the front and back covers to the first and last text pages between the cover score and the bind.

NOTE: Ruled borders on cover 1 must be parallel to trimmed edges of publication and may not vary from parallel more than $\pm 1/32$ ".

PACKING:

Bulk Shipments - Pack in shipping containers not to exceed 45 lbs. when fully packed.

Pallets are required.

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.

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 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>Books</u>		
<u>Quantity</u>		<u>Number of</u>
<u>Ordered</u>		<u>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 to address indicated on the print order.

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 Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES:

In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any.

On every order, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's 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.

DISTRIBUTION:

Deliver f.o.b. destination up to approximately three addresses within the commercial zone of Washington, DC. Inside delivery to room numbers indicated will be required.

NOTE: Delivery requirements are subject to change and will be outlined in the Delivery Instructions provided on each Print Order.

NOTE: Contractor may be required to make deliveries to Congress. Deliveries to Congress (*House & Senate) require 24-hour advance notice by contractor to Security Officers for clearance. Prior to making deliveries, contractor may be required to FAX to the ordering agency, on the company's letterhead stationery, the following information:

1. Driver/Co-driver: Name, date of birth, Social Security number.
2. Company/Delivery Info: Name, date and time of anticipated delivery.
(Details to be furnished at Post-Award Conference and with each Print Order.)

* Delivery vehicles may be required to have two employees – or one Contractor employee and one Government employee (one to make actual delivery of product and one to remain with the vehicle at all times). Contractor will need to show identification and present original “permission to deliver” letters provided by contracting agency on agency letterhead. Delivery requirements are subject to change and will be outlined in the Delivery Instructions provided on each Print Order.

Contractor should anticipate security inspections and possible delays at inspection sites designated by the Government. After inspections have been completed, contractor is to deliver to House & Senate destinations as instructed. NOTE: Deliveries to House & Senate destinations must be made by 2:00 p.m. local time.

Upon completion of each order, all Government furnished material and digital deliverables must be returned to Tina Jennings at the address indicated under "SCHEDULE".

All expenses incidental to picking up and returning furnished material, print order, and/or proofs 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 must be picked up in Washington, DC. Complete address will be furnished to the contractor at the Post-Award Conference.

Print orders must be picked up from: MedPAC, 425 I Street, Suite 701, Washington, DC 20001. Attn: Tina Jennings (202) 220-3752 or (202) 450-8069.

Although no definite schedule for pickup of material can be predetermined, it is anticipated at this time that the first print order will be placed approximately mid to late February 2016, and the second print order approximately mid to late May 2016.

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

- Contractor must submit all required proofs within **two (2) workdays** after notification of the availability of print order and furnished material. (For example, if notification of availability of print order and furnished material is given on Friday, proofs must be delivered to the ordering agency no later than 4:00 p.m. Tuesday.)

- Department will hold proofs for **one (1) workday** from receipt by the ordering agency until proofs are made available for pickup by the contractor.
- Contractor must FAX, email, or provide an online proof for revised pages only to the ordering agency within **one (1) workday** after proofs are made available for pickup by the contractor. The ordering agency will review revised pages and notify contractor via telephone or email within **two (2) hours** if job is “OK to Print”.
- Contractor must complete production and distribution of approximately up to 700 copies within **three (3) workdays** after receipt of “OK to Print”.
- Contractor will be given **two (2) additional workdays** to complete production, distribution/mailing on any remaining balance of copies.

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 24 hours 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)).

NOTE: 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 for delivery f.o.b. destination must be delivered to the destinations specified.

Unscheduled material such as Government bills of lading, shipping 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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to 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) 16
(b) 1
(c) 1

II. (1) (2)
(a) 700 410
(b) 2 1

III. (a) 80

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination within the commercial zone of Washington, DC.

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

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.

I. PREPRESS: Prices offered shall be for any additional prepress work as re-output file, per color per page, revised proofs, and System time work.

- (a) Re-output per colorper page..... \$ _____
- (b) Revised PDF proofsper file..... \$ _____
- (c) System time-workper hour..... \$ _____

Electronic prepress operations that 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 (c).

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Printing text pages in a single ink color.....per page.....	\$ _____	\$ _____
(b) Printing cover pages 1, 4 and spine in three ink colors and cover page 2 in black only. (Price offered must include the cost of hinge scoring and laminating cover pages 1, 4 and backstrip.)per complete cover.....	\$ _____	\$ _____

(Initials)

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

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

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 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)