

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Congressional Record Microfiche

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

U.S. Congress

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending October 31, 2022, plus up to four (4) optional 12-month extension periods that may be added by the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on November 24, 2021 at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office, Washington, DC, will NOT be open to the public. Based on this, bidders must submit email bids for this solicitation to: bidsapsdc@gpo.gov. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission.

Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

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, DC.

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 extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, contact Cecilia Dominguez Castro on (202) 512-0307 or at cdominguezcastro@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP for Microforms (GPO Publication 310.3) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/310-3-contract-terms-microforms262f0930b44a64308413ff00001d133d.pdf>.

Standards referenced in this contract are those that are current at the time of contract solicitation.

SUBCONTRACTING: Subcontracting will not be permitted.

CONTRACTOR'S QUALITY ASSURANCE SYSTEM:

The contractor must provide and maintain an effective quality assurance system.

The contractor's quality assurance system must include, at a minimum, the following elements to the degree necessary for the end products produced under this contract:

- 1) Environmental storage controls that assure temperature and humidity are within ISO 18911.
- 2) Environmental air quality controls in microfilming and duplicating areas that meet ISO 14644-1 and ISO 14644-2.
- 3) Controls that assure the raw materials meet all applicable requirements and that proper storage and issuing procedures are followed.
- 4) Controls that assure all steps in the process will generate products that conform to all requirements of this contract.
- 5) Maintenance and calibration records on all applicable production and inspection equipment.
- 6) Inspection procedures are adequate records to assure conformance to all requirements of this contract.
- 7) Other applicable quality assurance records documentation, such as raw material certifications, condition and timeliness of furnished materials, and outside laboratory analyses, if performed.

IMAGE STABILITY: The contractor must submit certification, from an independent testing agency, that residual thiosulfate concentrations are in compliance with ISO 18919-1999. The certificate must indicate that the test procedure utilized was the Methylene Blue Method, as described in ISO 18917-1999.

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 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(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to October 31, 2022, 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 July 31, 2021, 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.

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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PREAWARD PRODUCTIONS PLANS: The contractor shall present, in writing, to the Contracting Officer within three (3) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for the following activities. The workday after notification to submit will be the first day of the schedule.

THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT, AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF THE SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE ANY OR ALL OF THESE PLANS.

Option Years: For each option year that may be exercised, the contractor will be required to re-submit, in writing, the above plans detailing any changes and/or revisions that may have occurred. The contractor should be prepared to submit these plans to GPO within five (5) workdays of notification of the option year being exercised.

If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer a statement confirming that the current plans are still in effect.

Contingency Plans: The failure to deliver these items in a timely manner would have an impact on the daily operations of the ordering agency. Therefore, if for any reason(s) (act of God, labor disagreements, national emergency, pandemic, etc.) the contractor is unable to perform at said location for a period longer than five (5) workdays, the contractor must have a backup facility with the capability of producing the items required under this contract. The backup facility must be operated by the contractor and must be fully operational within five (5) calendar days of the actual incident.

These plans must include the location of the facility(ies) to be used and a timetable for the start of production at that facility. These plans must also include the transportation of Government materials from one facility to the other.

NOTE: All terms and conditions of this contract will apply to the backup facility(ies).

Production Plans: This plan shall include items such as a detailed listing of all production equipment and equipment capacities to be utilized on this contract. If new equipment is to be utilized, documentation of the source, delivery schedule, and installation dates are required.

Mail Plan: This plan shall include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic and International Mail Manuals in effect at the time of mailing and other USPS material. All outgoing mail will be mailed via a "Postage and Fees Paid" mailing indicia. (See "DISTRIBUTION" and "SCHEDULE" as specified in SECTION 2.) Contractor must also include a comprehensive printed work plan showing how all required mailing and reports will be performed by the contractor.

PREAWARD TEST: The contractor being considered for award may be required to demonstrate their ability to perform the functions required in these specifications by completing a preaward test. The Government may waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully perform the functions required.

Contractor must pick up preaward test materials from the U.S. Government Publishing Office, 732 North Capitol Street, NW, Washington, DC 20401.

Preaward test materials will consist of unbound loose leaves. Camera copy that are representative of the items that will be ordered under this contract.

For the preaward test, the contractor will be required to produce a representative order which shall include one (1) set of camera masters, one (1) set of silver-gelatin direct duplicate microfiche, and one (1) set of diazo distribution microfiche.

The contractor must also produce and submit a completed shipping list and a complete set of mailing labels which are to be produced from the Government's FTP Internet site, for Congressional Record. The contractor must also produce a printout which shall display the Depository Library numbers of only the Congressional Record. Materials must be packaged for mailing to include a randomly selected library label as described in "SECTION 2.-SPECIFICATIONS."

The contractor must provide a CD-ROM containing a list of all formatted records of the test and a completed shipping list in Microsoft Excel format. The completed shipping list must also be printed and included with the preaward test.

The test samples and furnished materials must be delivered to the U.S. Government Publishing Office, Quality Control for Published Products, Room C848, Stop PPSQ, 732 North Capitol Street, NW, Washington, DC 20401-0001, prior to 3:00 p.m., EST.

NOTE: Contractor must notify the GPO by emailing Cecilia Dominguez at cdominguezcastro@gpo.gov the same day as delivery of the preaward samples.

The contractor must submit preaward test samples within five (5) workdays of receipt of notification of availability of test materials. The workday after notification will be the first day of the schedule.

If preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit revised test samples if so notified by the Contracting Officer.

In the event the revised preaward test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver completed preaward test samples within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the performance of this test shall be performed at the facilities in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At Government's option, this may be held via teleconference.

NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

Option Years: For each option year that may be exercised, the Government's representatives may request a meeting with the contractor's representatives to be held at the contractor's facility to discuss the requirements of that contract year's jobs. At Government's option, this may be held via teleconference.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through October 31, 2022 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued under 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 above 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 because 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 delivery, the Government may procure this requirement from another source.

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

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

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid before bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

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

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

All contractor billing invoices must be itemized under the line items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of microfiche requiring such operations such as copy pickup, inspection, preparation, creating microfiche, duplicating, printing of envelopes, collating, packing, and distribution.

TITLE: Congressional Record Microfiche.

FREQUENCY OF ORDERS: Congressional Record – Daily (only when Congress is in session).
Congressional Record Index – Approximately 13 orders per year.

QUANTITY: Archival Silver – Gelatin Camera Masters – One set.
Second Generation Archival Silver - Gelatin Direct Duplicates – Two sets.
Third Generation Diazo – Approximately 100 to 350 sets per order.

NUMBER OF PAGES: Congressional Record – Approximately 40 to 520 pages.
Congressional Record Index – Approximately 74 to 420 pages.

GOVERNMENT TO FURNISH: Preaddressed, pressure-sensitive address labels, each approximately 3-1/4 x 1", printed 4 across and 11 down on marginally punched continuous strips and preaddressed, un-gummed, individual, "Postage and Fees Paid" address labels, each approximately 5 x 3".

Source documents will be furnished as original camera copy with waxed corrections. NOTE: Camera copy has tendency to curl and may have glossy background.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy, 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.

- Protective envelopes for each set of diazo microfiche.
- Mailing envelopes (6-1/4 x 4-1/4") for mailing single sets.
- Spun Bonded Polyolefin (tear resistant-type) envelopes (7-1/2 x 5-1/2") for mailing multiple sets.

The contractor is responsible for providing microcopy resolution test cards (targets) composed of five ISO Test Charts No. 2. The constructed targets must comply with ANSI/AIIM MS23 and the test charts must comply with ANSI/ISO 3334.

GPO's FTP Site Access: The contractor will be required to obtain from GPO's FTP Internet site all distribution data, including Depository Library addresses and additional distribution information. Data is to be retrieved the first workday of each workweek through the term of the contract. Contractor is cautioned that this data site is only to be used or accessed in the performance of this contract. Any other use of this data is a violation of this contract.

NOTE: Account name/number, password, and access instructions to GPO's FTP server will be provided at the preaward test and at the postaward conference.

Distribution data must first be downloaded onto a CD-ROM. Contractor must maintain these distribution data disks in date order. Each must be labeled in ink with the week's date and made available to the Government at any time for a six-month period after the expiration of this contract.

Failure by the contractor to correctly download the distribution data file onto disks as required, correctly create and maintain the Distribution Database, or make corrections/updates as required, may result in the contractor being required to redistribute all affected microfiche and their distribution lists and/or fill any claims received due to contractor's errors at the contractor's expense.

Contractor is required to maintain an adequate labeling procedure/program with the capacity to incorporate weekly modifications including item selections and de-selections, address changes, additions, and deletions.

INSPECTION OF FURNISHED MATERIAL: The contractor shall inspect all source documents to determine their suitability for microfiche and compare the furnished camera copy with the print order specifications. If there are any questions or discrepancies, the contractor must immediately contact the U.S. GPO at apsdc@gpo.gov or (202) 512-0307 for further instruction.

LIABILITY FOR GOVERNMENT PROPERTY: Contractor will be responsible for Government property whether in the performance of the contract or in transit during pickup and/or return of such furnished property to the Government in accordance with GPO Contract Terms, Contract Clause, No. 9.

PREPARATION OF SOURCE DOCUMENTS: The contractor will be required to prepare all source documents as follows:

All pages which print broad (head to left or right) will be turned and filmed in two consecutive grid areas so that the reading sense is parallel to the length of the film (turn pages). Foldouts will be filmed in consecutive grid areas and may be filmed in sections, if necessary.

If filming of broad pages or foldouts should start on an even number frame, the contractor will be allowed to film a sheet of white paper stamped "BLANK PAGE" on the even frame and start the foldout on the next frame. If the filming of broad pages or foldouts should start in grid column 14 of the microfiche, the contractor will film a sheet of white paper stamped "BLANK PAGE" in grid column 14 and start filming of broad pages or foldouts in grid row 1. When blank pages are necessary for pagination, they will be filmed in sequence.

The sheet containing the certified ISO Test Charts No. 2 and the GPO legend will appear in frame G14 of each microfiche of a title, except the last microfiche, where it will follow the last page (text or cover). On the last microfiche of a title, the last text page will be followed by the test chart which in turn will be followed by a blank page, which is then followed by the word "END" in 3-inch type (handwritten is unacceptable). Additionally, the date filmed must be supplied by the contractor and filmed in eye-readable form. All unused grid areas shall appear as clear, transparent areas. If the targets on the last microfiche of a title will cause continuation to another microfiche, the targets may be deleted from the last microfiche only; however, there must always be an "END" target regardless of where the text ends.

MICROFICHE REQUIREMENTS: All source documents shall be filmed at a reduction of 1:24 – with a format of 14 columns and 7 rows producing 98 frames, in accordance with the ANSI/AIIM MS5-1992 (R1998). The micro-image placement must be horizontal, right reading, with horizontal sequential pagination.

The notch, cut-mark, and corner cut are not required.

All first- and second-generation silver gelatin microfiche must be of archival quality, and anything that precludes it from being archival will be cause for rejection.

Thickness of all polyester base films shall range between 0.004 inch and 0.009 inch.

Width shall be 104.25 to 105 mm.

Length shall be 147.25 to 148.00 mm.

All microfiche shall contain negative microimages and a positive header.

Each microfiche in the set, including the first one, must be sequentially identified (for example, 1 of 4, 2 of 4, 3 of 4, 4 of 4, or as required according to the number of microfiches in the set) in the header area in the upper right-hand corner of the microfiche.

Microfiche headers will be produced by the contractor from furnished copy. Copy will contain all title information, microfiche number, the number of microfiches per publication and inclusive page numbers, 1:24, and Supt. Docs/GPO. Title information will be limited to four type lines which must be reproduced to produce characters on the microfiche of not less than 0.07 inch in height.

All header information must be: exposed directly onto the film emulsion; separated by an empty space at least 0.08 inch wide between each of the header areas in accordance with ANSI Z39.32; the same size and density; and in capital letters.

The first-generation negative archival silver-gelatin camera master cut microfiche produced under this contract shall:

- Be produced directly from the furnished source documents.
- Be wrong reading on the emulsion side.
- Resolve at least the 6.3 pattern of the ISO Test Chart No. 2. This applies to all test charts within the frame.

DUPLICATING REQUIREMENTS: The contractor shall not use any type of adhesive tape on any of the archival microforms.

The first-generation negative archival silver-gelatin camera master microfiche shall be used by the contractor to produce only enough second-generation negative silver-gelatin direct duplicate microfiche as ordered by the Government and also only enough second generation negative silver-gelatin direct duplicate intermediate microfiche for the production of third generation diazo microfiche as ordered by the Government.

The cut second-generation negative archival silver-gelatin direct duplicate microfiche produced under this contract shall:

- Be produced directly from the contractor-produced first generation negative archival silver-gelatin camera masters.
- Be right reading on the emulsion side.
- Resolve at least the 5.6 pattern of the ISO Test Chart No. 2. This applies to all test charts within the frame.

The cut third-generation negative diazo microfiche produced under this contract shall:

- Be produced directly from the contractor's second-generation production negative silver-gelatin direct duplicate intermediate cut microfiche.
- Be wrong reading on the emulsion side.
- Be black or blue-black in color. Film colors must not be mixed within an order.
- Resolve at least the 5.0 pattern of the ISO Test Chart No. 2. This applies to all resolution test charts within the frame.
- Be Long-Term, Class B film (viewing only) in accordance with ISO 8225.

PRINTING: The contractor must print return address and permit imprint on all mailing envelopes in black ink in accordance with USPS mailing regulations.

COLLATING: Each generation of microfiche shall be collated separately into sets of one copy of each publication.

A set includes all microfiche that make up one publication.

Each set shall be arranged in ascending numeric sequence and placed in a protective envelope.

Each envelope is to contain only one generation of each title. Microfiche shall be inserted with the microfiche title right reading and visible in the envelope opening. Enveloped microfiche shall not extend above the top of the open side of the envelope.

For each silver-gelatin set and nonstriped diazo set, in multiple microfiche sets, a divider sheet (piece of white paper) 4.1 inches by 5.9 inches, plus or minus 0.05, inches shall be placed behind the first microfiche.

Envelopes shall be manufactured to permit easy insertion and removal of microfiche and shall be 4-1/4 x 6-3/8", plus or minus 0.05 inch, in size. Envelopes shall have sealed side seams with inner tucks on the 4-1/4" dimension and one open side on the 6-3/8" dimension.

The envelope and divider sheets shall be made from white paper with a pH value of not less than 7.0.

STORAGE AND ORDER FULFILLMENT: The contractor will be required to provide storage facilities for the second set of silver-gelatin direct duplicate microfiche. Storage is to be arranged by print order number (for referencing purposes) in the event that copies of previously produced microfiche are required. Microfiche will remain the property of the Government, and delivery of any/all microfiche may be requested at any time. All stored microfiche may be destroyed 30 calendar days after the completion/termination of the contract.

When copies of previously produced microfiche are required, it will be indicated on the print order. Complete addresses and items requested will be indicated on the print orders. NOTE: These copies are not required to be inspected by GPO's Quality Control for Published Products (QCPP), but must follow the same standards as other produced microfiche.

PACKING: Pack each microfiche set into a protective envelope for further distribution as specified below. Packing material must contain no adhesive or chemical that would produce a degenerative effect upon the film or enclosure (envelopes, packages, etc.) and must be free from particulate matter. All packing material must be in accordance with ISO 18902:2013.

Bulk Orders: Pack microfiche sets (in protective envelopes) into shipping containers. Pallets are required for all bulk orders.

Mailing Orders: Insert microfiche sets into protective envelopes for mailing as follows:

- Pack single sets into protective mailing envelopes.
- Pack multiple sets into Spun Bonded Polyolefin (tear resistance-type) envelopes. Multiple copies to one destination should be inserted into Spun Bonded Polyolefin (tear resistant-type) envelopes, sealed, and labeled.

LABELING AND MARKING:

Bulk Orders: Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at www.gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Mailing Orders: Affix a recipient address label to each unit of mail. In addition, each unit of mail must carry the departmental return address and permit imprint.

Inks used for addressing envelopes shall have a pH value of no less than 7.0 and contain no chemical that could produce a degenerative effect upon the film or envelopes.

Protective envelopes containing first or second-generation microfiche are to be marked to indicate film generation contained. Protective envelopes containing diazo microfiche need not be marked.

DISTRIBUTION: Mail f.o.b. contractor's city for mailing orders and deliver f.o.b. destination for all bulk orders. Pallets are required for all bulk orders to approximately two(2) addresses within the commercial zone of Washington, DC.

Complete addresses and quantities will be furnished with the print orders.

All mailing shall be made at First-Class rate.

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

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

Quality Control Section: Deliver one (1) set of camera masters of silver-gelatin direct duplicates; and six (6) random sets of diazo from the full quantity ordered on each print order no later than 9:00 a.m. of the next workday after furnished material becomes available for pickup to the U.S. Government Publishing Office, Quality Control for Published Products, Room C-848, Washington, DC, Attn: Mr. Tony Seaborn, Inspection Samples, PPSQ. (Inside delivery to Room C-848.)

Congressional Record Index: Complete mailing and delivery for "*Congressional Record Index*" must be made by 1:00 p.m., two (2) workdays after approval by QCPP. Mailing(s) and delivery(ies) are required by 1:00 p.m., two (2) workdays after "O.K." by QCPP.

International Exchange: Complete delivery of approximately 60 diazo sets marked for "*International Exchange*" must be made to the U.S. Government Publishing Office, Federal Depository Receiving Section, 8660 Cherry Lane, Laurel, MD 20707-4986. These must be delivered no later than the workday following the mailing.

Balance of Sets Ordered: Mail the balance (except those being delivered to the GPO) no later than 4:30 p.m. of the next workday after "O.K." by the QCPP. Copies of microfiche of past orders (contractor-stored silvers) shall be mailed at the same time.

Depository Copies: During the current global pandemic, and until otherwise notified, all depository (FDLP) copies will deliver f.o.b. destination to: U.S. Government Publishing Office, Document Warehouse, Depository Distribution Center, 8660 Cherry Lane, Laurel, MD 20707-4986.

All copies must be delivered in accordance with the following:

- Depository (FDLP) copies delivering to the Document Warehouse – Depository Distribution Center must be specifically marked for the FDLP depository distribution section of the warehouse. (Subscription copies are distributed to a separate section and must not be mixed with depository copies.)
- Depository (FDLP) copies must be packaged by individual library and each package must be labeled with appropriate library address and depository library number.
- IES copies must continue to be separately packaged and addressed for the IES program – as applicable.

Subscription Copies: When "Subscription" copies are ordered, the contractor will be required to mail approximately 150 sets per order for Information Dissemination (Superintendent of Documents). The contractor must apply the appropriate postage to these "Subscription" copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The postage class and other mail requirements will be furnished with each order.

The contractor will be reimbursed for the postage to mail these "Subscription" copies by submitting a properly completed Postal Service certificate of mailing with their invoice. The postage for these "Subscription" copies must be separated from other mailings; the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute "Subscription" copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of "Subscription" copies ordered may exceed the number of copies requiring mail distribution. Any residual "Subscription" copies ("Subscription" quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor's city by suitable means to a single address in the Washington, DC area. Contractors outside the Washington, DC commercial zone may be reimbursed for any shipping costs incurred by submitting a properly completed commercial shipping (including mailing) receipt with their invoice.

The postage class and other mail requirements for "Subscription" copies will be furnished with the mailing labels. The contractor shall call the Simone Silva-Sutton at (202) 512-2010, ext. 33213, or at ssutton@gpo.gov for the "Subscription" distribution addresses/labels, quantity, postage class, and other mail requirements, prior to the scheduled due date if this information is not otherwise furnished.

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

The contractor shall provide complete copies of all documents used by USPS to verify and accept the mail including GPO's Form 712 (Certificate of Conformance) to the email address indicated on the print order.

Mailing Statements: The contractor must complete GPO Form 712 and all appropriate U.S. Postal Service mailing statements. The contractor must submit two (2) copies of the appropriate USPS mailing statement(s) (e.g., 3602, 3602-G, 3541, etc.) to the entry post office for each mailing which bears an assigned penalty permit imprint number (G-26). In the upper right corner of the mailing statement(s), contractor must include a unique GPO identification number(s), including the jacket, program, and print order numbers followed by a sequential number for each form used for the mailing (e.g. XXX-XXX-1, XXX-XXX-2, XXX-XXX-3, etc.). The contractor must email the verified mailing statement(s), containing postage computations, within 24 hours of receipt from the U.S. Postal Service to gpopostage@gpo.gov.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order mail/delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 90-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, mailing/delivery method, and title of the product. Contractor must be able to provide copies of all mailing/delivery receipts upon agency request.

All expenses incidental to picking up and returning furnished materials (if applicable) 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).

NOTE: THIS IS A DAILY SCHEDULED JOB. IT IS IMPERATIVE THAT THE CONTRACTOR MAINTAIN THE SCHEDULES PROVIDED HEREIN. THE CONTRACTOR MUST DEMONSTRATE THAT IT HAS A DEPENDABLE BACKUP SYSTEM IN THE EVENT THAT THE PRIME MANUFACTURING FACILITY SHOULD FAIL IN THE PERFORMANCE OF THIS CONTRACT. (See "PREAWARD PRODUCTION PLANS.")

No definite schedule for placement of the first order can be predetermined.

Furnished materials (print order and camera copy) must be picked up at approximately 9:00 a.m. daily, Tuesday through Friday, when Congress is in session. There will also be occasional Monday and Saturday pickups (except Federal holidays or when otherwise notified).

Delivery to QCPP no later than 9:00 a.m. of the next workday after notification of materials available for pickup.

Complete mailing and delivery for "*Congressional Record Index*" must be made by 1:00 p.m., two (2) workdays after approval by QCPP. Mailing(s) and delivery(ies) are required by 1:00 p.m., two (2) workdays after "O.K." by QCPP.

Mail the balance of sets ordered (except those being delivered to the GPO) no later than 4:30 p.m. of the next workday after "O.K." by the QCPP. Copies of microfiche of past orders (contractor-stored silvers) shall be mailed at the same time.

All materials are to be picked up from Copy Preparation Section, Room A207, U.S. Government Publishing Office, 732 North Capitol Street, NW, Washington, DC. The contractor must call the Office of Congressional Publishing Services by 1:00 p.m., at (202) 512-0224, whenever there is a question or an inquiry as to the status of the next day's pickup.

A weekly supply of labels will be supplied to the contractor. Saturday pickups will be available at the main guard's desk, at the Government Publishing Office, 732 North Capitol Street, NW, First Floor, Washington, DC.

If any orders are rejected, the contractor must pick up the furnished material at the U.S. Government Publishing Office, QCPP, Room C-843, U.S. Government Publishing Office, 732 North Capitol Street, NW, Washington, DC within three (3) hours of notification and redeliver acceptable microfiche by 9:00 a.m. the following workday, in accordance with the set schedule above.

Upon completion of each order, all furnished materials must be returned to: U.S. Government Publishing Office, QCPP, Room C-848, Washington, DC 20401, Attn: Mr. Tony Seaborn, Inspection Samples, PPSQ.

The mail/delivery 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 for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Offices of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov or via telephone at (202) 512-0520. Personnel receiving email or call, will be unable to respond to questions of a technical nature or to transfer any inquires.

SECTION 3. - DETERMINATION OF AWARD

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

The determination of award estimate specified below is based on historical data. However, due to the current global pandemic, the contractor is put on notice that the estimated amount of work anticipated on this contract may be significantly impacted during this period.

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

I. 64

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SECTION 4. - SCHEDULE OF PRICES

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

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

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

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

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

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 be prorated at the per-1000 rate.

<p>INVOICING CLARIFICATION: For the purpose of this contract, the contractor will be required to invoice "per 1,000 cut microfiche" based on the number of pages and quantity required on each print order.</p> <p>For example: For an order requiring 250 pages and a quantity of 350 copies, the contractor will calculate his billing as follows –</p> <p style="padding-left: 40px;">$250 \text{ pages} \div 98 = 2.55 \text{ cut microfiche (rounded up to 3 microfiche)}$</p> <p style="padding-left: 40px;">$(3 \text{ microfiche} \times 350 \text{ copies}) \div 1,000 = 1.05$</p> <p style="padding-left: 40px;">$1.05 \times \text{contractor's bid price} = \text{cost per order}$</p> <p><i>For estimating purposes, the conversion factor will be 98 pages, or fraction thereof, per one cut microfiche.</i></p>
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Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

Per 1,000 Cut Microfiche.....\$ _____

(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 the 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 _____

(Initials)

SHIPMENTS: Shipments will be made from: City _____ State _____.

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in the expiration of the bid before award.

BIDDER'S NAME AND SIGNATURE: Unless a specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted per the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the Bid being declared non-responsive.*

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)