

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) for 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, 2017, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on November 8, 2016.

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, D.C. 20401-0001. 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.

NOTICE TO BIDDERS: Bidders are instructed to adhere to all requirements of the solicitation. 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: <https://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

For information of a technical nature, call (202) 512-0310 (No collect calls).

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 Pub. 310.2, effective December 1, 1987, Rev. 6-01) and GPO Contract Term, Quality Assurance Through Attributes Program, (GPO Pub. 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.

SUBCONTRACTING: No subcontracting is allowed.

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 extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contact Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

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

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 beginning of the contract to October 31, 2017, 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, July 31, 2016, 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.

CONTRACTOR'S QUALITY ASSURANCE SYSTEM: The contractor must provide and maintain an effective quality assurance system. The contractor's quality assurance system must include, as a minimum, the following elements to the degree necessary for the end products under this contract.

The contractor's quality assurance system must include, as 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.

PRE-AWARD TEST: The contractor being considered for award shall be required to complete the following preaward test, unless waived by the Contracting Officer. The Government may waive the requirement for a preaward test where supplies identical or similar to those called for have been previously furnished by the contractor and have been accepted by the Government.

- (1) The prospective contractor who is in line for award shall be required to pickup furnished camera copy from the U.S. Government Publishing Office, 732 N. Capitol St., NW, Washington, DC 20401. The bidder must produce a representative order which shall include one set of camera masters, one set of silver gelatin direct duplicate microfiche, and one set of diazo distribution microfiche as described in "Section 2.- Specifications" plus a completed shipping list and this material must be packaged for mailing to include a randomly selected library label as described in **SECTION 2.- SPECIFICATIONS**. In addition, the contractor must submit a complete set of mailing labels which are to be produced from the Government's FTP Internet site, for Congressional Record, also a printout which shall display the Depository Library numbers of only the Congressional Record.

The contractor must provide a CD-ROM containing all Microsoft Excel-formatted records of the test; completed shipping list in the file format as prescribed in the "**PROVISION OF SHIPPING LIST INFORMATION IN ELECTRONIC FORMAT**": section of this contract. A completed shipping list must also be included along with a comprehensive printed work plan showing how all required mailing and reports will be performed by the contractor.

- (2) The preaward test must be performed at the same facilities and on the same equipment that will be used to produce microfiche required for this contract.

(3) This test is to be delivered to the Government Publishing Office, Quality Control for Procured Printing, Agency Publishing Services, U.S. Government Publishing Office, Room C848, Stop PPSQ, 732 North Capitol Street, NW, Washington, DC 20401-0001, prior to 3:00 pm EST, within five (5) workdays after the furnished test material is made available.

(4) Disapproval of Preaward Test: At the option of the Government and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.

(5) Approval of Preaward Test: Approval will be based upon the contractor fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications or failure to complete delivery within the time specified may result in declaring the contractor nonresponsible.

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

IMAGE STABILITY: The contractor must submit certification, from an independent testing agency, that residual thiosulfate concentrations for archival microforms 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.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site-pre-award 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.

At the preaward survey, the prospective contractor must be prepared to discuss their inventory control procedures and manpower allocation to specific production functions as it pertains to this contract.

POST-AWARD CONFERENCE: In order to insure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives may conduct a conference with the contractor's representatives at the GPO, Washington, DC, immediately after award.

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, 2017, 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail via e-mail and/or fax 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.

Note: 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 microfiche requiring such operations as copy pickup, inspection and preparation, microfilming, duplicating, collating, printing of envelopes, packing, labeling and marking, and distribution.

TITLE: Congressional Record Microfiche

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

NUMBER OF PAGES: *Congressional Record* – approximately 40 to 512 pages.
Congressional Record Index – approximately 74 to 414 pages.

QUANTITY: Archival Silver – Gelatin Camera Masters – one set.
Second Generation Archival Silver - Gelatin Direct Duplicates – two sets.
Third Generation Diazo – Approximately 300 to 600 sets per order.

GOVERNMENT TO FURNISH: Camera copy for microfiche and mailing indicia for envelopes.

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 & 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 (e.g. register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc.) except GPO imprint, form numbers, and revision date, must not appear 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.

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

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.

INSPECTION OF FURNISHED MATERIAL: The contractor will be required to inspect all source documents to determine their suitability for microfilming. Compare the furnished camera copy with the print order specifications. If there are any questions, contact (202) 512-0310 for further instructions.

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

Foldouts will be filmed in consecutive grid areas and may be filmed in sections if necessary.

If filming of broad pages or foldout should start on an even number frame, 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 would 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 the word "END" in 3 inch type (handwritten is unacceptable) and 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.

MICROFILMING REQUIREMENTS: All source documents shall be microfilmed at a reduction of 1:24, with a format of 14 columns and 7 rows producing 98 frames in accordance with the ANSI/AIIM MS5-1998.

The microimage 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.

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

All microfiche shall contain negative microimages and a positive header.

Each microfiche in the set, including the first one, must be sequentially identified (example 1 of 4, 2 of 4, 3 of 4, 4 of 4, or as required according to the number of microfiche 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 manuscript. Copy will contain all title information, microfiche number and the number of microfiche 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 to 0.2 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:

- (1) Be produced directly from the furnished source documents.
- (2) Be wrong reading on the emulsion side.
- (3) 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 that shall not be used by the contractor for production purpose, 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:

- (1) Be produced directly from the contractor produced first generation negative archival silver-gelatin camera masters.
- (2) Be right reading on the emulsion side.
- (3) 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:

- (1) Be produced directly from the contractor's second generation production negative silver-gelatin direct duplicate intermediate cut microfiche.
- (2) Be wrong reading on the emulsion side.
- (3) Be black or blue-black in color. Film colors must not be mixed within an order.
- (4) Resolve at least the 5.0 pattern of the ISO Test Chart No. 2. This applies to all resolution test charts within the frame.
- (5) Be Long-Term, Class B film (viewing only) in accordance with ANSI/IT9.5.

PRINTING: Contractor must print mailing indicia and return address on all mailing envelopes in black ink.

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 6.1 inches by 4.2 inches, plus or minus 0.05 inch, in size. Envelopes shall have sealed side seams with inner tucks on the 4.2 inches dimension and one open side on the 6.1 inches dimension.

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

STORAGE & 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 days after the termination of the contract.

When copies of previously produced microfiche are required, it will be indicated on the print order. The address where this is to be sent will also be indicated on the print order. These copies are not required to be inspected by the Quality Assurance Department, but must follow the same standards as other produced microfiche.

PACKING: Packing material must NOT contain adhesive or chemical that might 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 18902-2001.

Mailed Shipments: Insert microfiche in protective envelopes for mailing as follows:

Pack single sets into mailing envelopes.

Pack multiple sets into Spun Bonded Polyolefin (tyvek-type) envelopes. Multiple copies to one destination should be inserted into Spun Bonded Polyolefin (tyvek-type) or similar envelopes, sealed, and labeled.

LABELING AND MARKING: Inks used for the stamping of 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. The contractor must affix an address label to each envelope or package mailed.

LIABILITY FOR GOVERNMENT PROPERTY: Contractor will be held responsible for replacing lost or damaged Government property, whether in the process of operations or in transit upon the return of such furnished property to the Government.

DISTRIBUTION AND SCHEDULE: Mail f.o.b. contractor's city for mailed shipments and deliver f.o.b. destination for bulk shipments.

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).

SPECIAL NOTICE OF CAUTION TO BIDDERS: This is a daily scheduled job and it is imperative that the contractor MUST maintain the schedules provided herein. The contractor must demonstrate that he has a dependable backup system in the event that any of his prime manufacturing facilities should fail in the performance of this contract.

All mailing shall be made at the 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.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 1-88), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Mailing Statements: The contractor must submit two copies of the appropriate U.S. Postal Service mailing statement (e.g., 3602, 3602-G, 3541, etc.) to the entry post office for each mailing which bears GPO's assigned penalty permit imprint number (G-26). In the upper right corner of the mailing statement, contractor must include GPO identification number(s) such as, the jacket number or program and print order numbers. The contractor must mail the verified mailing statement, containing postage computations, within 24 hours of receipt from the U.S. Postal Service to: Mail Management, Office of Support, Stop OS, U.S. Government Publishing Office, Washington, DC 20401.

Pick up: Print order and camera copy at approximately 9:00 a.m. daily Tuesday through Friday, when Congress is in session. There will also be occasional Monday and Saturday pickups. The contractor is to call Director, 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.

All material is to be picked up at the Production Department, Copy Preparation Section, Room A207, U.S. Government Printing Office, North Capitol & H Streets, NW, Washington, DC.

A weekly supply of labels will be supplied to the contractor at the same location. Saturday pick-ups will be available at the main guard's desk at 732 North Capitol Street, NW, 1st floor. No definite date can be predetermined for the first pickup.

Deliver: Camera copy; camera masters; 1 set of silver-gelatin direct duplicates; and 6 random sets of diazos 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 purchasing Office, Contract Management Division, Quality Control Section, Room C-848, Washington, DC, Attn: Mr. Tony Seaborn, Inspection Samples, PPSQ. Inside delivery to Room C-848 is required.

Deliver: Approximately 83 diazo sets marked for "International Exchange" must be delivered to the U.S. Government Purchasing Office, Federal Depository Receiving Section, 8660 Cherry Lane, Laurel, Md. 20707-4986. These must be delivered no later than the workday following the mailing.

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

Mailing and delivery are required for "Congressional Record Index" by 1:00 p.m., 2 workdays after O.K. by Quality Control Section.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed) 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, delivery/mailed method, and title of product. Contractor must be able to provide copies of all delivery/mailed receipts upon agency request.

"SUBSCRIPTION" COPIES DISTRIBUTION: When "Subscription" copies are ordered, the contractor will be required to mail approximately 40 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, D.C. area. Contractors outside the Washington, D.C. 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 Superintendent of Documents at 202-512-2010, ext 30243 (vdirect-ship@gpo.gov) for the "Subscription" distribution addresses/labels, and the postage class and other mail requirements, prior to the scheduled due date if this information is not otherwise furnished.

If any orders are rejected, the contractor must pick up the furnished material at the Quality Control Section, Room C843, U.S. Government Purchasing Office within 3 hours of notification, and redeliver acceptable microfiche by 9:00 a.m. the following workday, in accordance with the set schedule above.

Unscheduled material such as 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 requirements 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. 98

SECTION 4.- SCHEDULE OF PRICES

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

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

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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-1,000 rate.

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.

For example: For an order requiring 250 pages and a quantity of 350 copies, the contractor will calculate his billing as follows –

250 pages ÷ 98 = 2.55 cut microfiche (rounded up to 3 microfiche)
 (3 microfiche x 350 copies) ÷ 1,000 = 1.05
 1.05 x contractor's bid price = cost per order

For estimating purposes, the conversion factor will be 98 pages, or fraction thereof, per one cut microfiche.

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 _____.

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)

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

(Person to be contacted)

(Telephone Number)