



U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Proceedings of the Marine Safety and Security Council (PMSSC)**

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

United States Coast Guard

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning March 1, 2020 and ending February 28, 2021 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 A.M., prevailing Washington, DC time, on February 18, 2020.

**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: CSPS, 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 January 2018. 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. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

**R-1:** Page 5: Added additional information to reply card, and insert. Page 9: Clarified international mail.  
Page 11: Clarified NCOA 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, with particular to the following:

- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

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 Shirley Forster at (202) 512-0307 or email [sforster@gpo.gov](mailto:sforster@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. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 9-19)).

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

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

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

Product Quality Levels:

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

Inspection Levels (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. Proof/Electronic Media
P-8. Halftone Match (Single and Double Impression)	O.K. Proof/Electronic Media
P-10. Process Color Match	O.K. Proof/Electronic Media

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

**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 March 1, 2020 to February 28, 2021 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 November 30, 2020, 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.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward 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. 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)
- 7) Letter of commitment from any subcontractor

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.

**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.

**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 the option of the Government, the postaward conference may be held via teleconference.

**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 March 1, 2020 through February 28, 2021 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 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.

**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/agency/billing-and-payment>.

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of a separate-covered magazine including a reply card with occasional insert requiring such operations as electronic prepress, printing in four-color process, binding, packing, and distribution.

**TITLE:** Proceedings of the Marine Safety and Security Council (PMSSC).

**FREQUENCY OF ORDERS:** Approximately 2 to 5 orders per year.

**QUANTITY:** Approximately 20,000 to 60,000 copies per order.

### NUMBER OF PAGES:

**Magazine:** Approximately 80 to 140 pages (plus cover) per order.

**Reply Card:** Face and back.

**Insert:** Face and back.

### TRIM SIZES:

Magazine: Approximately 8-1/2 X 11"

Reply Card: **(2-up same card):** Approximately 9-1/2 x 8-1/8" flat folding to 3x5" with perforated 4" binding flap, "hanger" folded and stitched or glued in at 3 x 5" from left edge.

Inserts: Flat size up to approximately 31 x 21", with various fold-ins, perforated/scored and folded as directed on print order. Inserts must trim flush or smaller than the trim size of the magazine.

### GOVERNMENT TO FURNISH: *Electronic Media will be furnished as follows:*

*Platform Macintosh:* OS X or later, or any future Windows platform software, as it becomes available.

*Storage Media:* CD-ROM, DVD-R/RW, FTP, or email.

*Software:* Adobe Creative Cloud, using InDesign (current or near current versions).

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

*Fonts:* All screen and printer fonts will be embedded in files.

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

*Additional Information:* A visual of the furnished electronic files will be provided. Files will be supplied in native page layout application. CMYK will be used for color identification.

Microsoft Excel spreadsheet format for distribution supplied via email, to include domestic and foreign mailing addresses.

Camera copy for "Postage and Fees Paid" mailing indicia (to be reproduced as necessary to accomplish mailing).

U.S. Postal Service Form 3615, "Mailing Permit Application and Customer Profile."

GPO Form 892 (Proof Label).

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.

**File Transfer Protocol (FTP):** The Contractor must be able to transfer large graphic digital files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award.

The Government will not be responsible for an FTP site being out of service. It is the responsibility of the contractor to maintain the operation of their FTP site. Additional time and/or money will not be authorized due to the FTP site being out of service.

**CONSULTATION:** It's anticipated that prior to placing a print order or during the course of production of an order, the United States Coast Guard may consult with the contractor (over the telephone or face-to-face contact) regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone and/or person-to-person inquiries of a technical nature which will NOT require access to the contractor's electronic pre-press (EPS). This level of consultation, which may occur frequently, shall be at no cost to the Government.

**Electronic Mail:** Contractor shall have the capability to exchange electronic mail. The Government will not be responsible for email accounts being out of service. It is the responsibility of the contractor to maintain the operation of their email accounts. Additional time and/or money will not be authorized due to the email being out of service.

**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 the ordering agency, Samantha Quigley/Leslie Goodwin at (202) 372-2315/ (202) 372-2318 and the GPO representative, Shirley Forster (202) 512-0307 if the schedule is affected.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

All halftones are to be 175-line screen or finer.

Contractor may be required to color correct or enhance supplied digital files.

Flat-tone screens may be required occasionally as full-page backgrounds, bleeding all sides, or in specified areas for special effect borders, lettering, or illustrations. Flat-tone screens will be required in a variety of screen percentages and combinations

When required by the Government, the contractor shall make minor revisions to the electronic files, which are ideally provided via Insite software. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those specified by the Government

**PROOFS:**

E-MAIL PROOFS (indicate margins): One set of E-Mailed Electronic Page 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.

Contractor must be able to provide a web-based platform allowing for accurate online proofing with color representation based on customer’s use of third party display calibration tools, Web based platform must have automatic prepress functionality to identify the possibility of poor reproduction quality low resolution photographs as well as convert PMS to CMYK.

NOTE: Any errors or deviations from the specifications due to processing of the digital files by the contractor will be corrected and will be at no cost to the Government. Proofs of pages that require corrections will be marked up by the Government and returned to the contractor. Corrections shall be accomplished by revising the process and generating new proofs.

Proofs will be held for three (3) workdays.

At Government’s option, some faxed proofs or revised proofs may be acceptable but must be at least 300 dpi (indicate margins).

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 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_12.pdf?sfvrsn=2](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2).

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

Text: White Litho (Gloss) Coated Book, basis weight: 60 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A170.

Cover: White (Gloss) No. 2 Coated Text, Gloss-Finish, basis weight: 100 lbs., 25 x 38”, equal to JCP Code A182.

Insert: White Litho (Gloss) Coated Book, basis weight: 60 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A170.

While postconsumer fiber is encouraged, the minimum postconsumer fiber requirement is waived. All other attributes remain unchanged.



*(A170 & A182) NOTE: Exception to Paper Specification Standards (March 2011, No. 12), under "Testing"- The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.*

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

**PRINTING:**

Text: Print head-to-head in four-color process. Four-color process pages are scattered throughout the publication with the balance of the pages printing black only. Pages including illustrations may print to and must align across the bind.

Cover: Print Covers 1 through 4 print head-to-head in four-color process with reverses and heavy ink coverage.

After printing, apply a gloss UV coating on Covers 1 and 4.

*Reply Card:* Print face and back in black ink.

*Insert:* Print 2 sided in four-color process.

Products printing in four-color process must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

**MARGINS:** Margins will be as indicated on the print order or furnished media. Covers 1 and 4 and an occasional text page may bleed up to three sides. Bleed pages are scattered throughout.

**BINDING:** Bind as indicated on the print order.

*Magazine:*

Perfect-Binding: Perfect-bind text and wraparound cover; trim three sides. Contractor to determine spine thickness and adjust backstrip, if necessary. Type must center on width of backstrip

Saddle-Stitching: If issue falls below minimum number of pages to allow perfect binding, (80 pages) saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

*Reply Card:* Fold to 3 x 5" and stitch with publication. Perforate card 4" from bound edge.

*Insert:* Gate Fold perfect bind or stitch into the center-spread of the magazine, depending upon binding method, perforate, score, and fold as specified on the print order. Inserts must trim flush or smaller than the trim size of the magazine.

**PACKING:**

Bulk Shipments:

Pack in shipping containers not to exceed a maximum gross weight of 40 pounds when fully packed. Chipboard or equal must be placed top and bottom to prevent bowing.

The contractor is responsible for proper packing of all items shipped; additional packaging information may be found in chapter one of the USPA Domestic Mail Manual.

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 when processed through the U.S. mail system or a small package carrier delivery system.

***Mailed Shipments:***

Single copies, excepting those sent to foreign destinations, must be mailed as self-mailers.

Single copies going to foreign destinations must be mailed in filament reinforced or similar envelopes

Insert multiple copies (up to 200 leaves) into filament reinforced or similar envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 36 pounds, must be wrapped in shipping bundles or packed in shipping containers (not to exceed a maximum gross weight of 40 lbs. when fully packed).

**NOTE:** Cushioned shipping bags must be made with an exterior ply of at least 60 pounds basis weight and must be sealed with heavy duty steel stitches spaced no more than 2-1/2 inches apart and not more than 1-1/4 inches from the end of the bag. Heavy duty filament reinforced cloth or plastic backed pressure sensitive tape that will remain sealed at below freezing temperatures may be used instead of steel stitching provided the tape seals the sack securely.

**NOTE: A fiber-filled padded bag or any bag that will produce a powdery substance when torn during shipment or opening must not be used.**

**LABELING AND MARKING (Package and/or Container label):**

***Bulk Shipments:***

Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

***Mailed Shipments:***

Create and affix a recipient address label to each copy mailed singly as self-mailers (ink jet labels are acceptable) and to each unit of mail packaged in envelopes, cushioned shipping bags, shipping bundles, and shipping containers.

At contractor's option, addresses may be imaged directly onto self-mailers, Kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers.

Contractor is responsible for duplicating original labels for each destination as needed.

Affix a "Postage and Fees Paid" label to each copy mailed singly as self-mailers and to each unit of mail packaged in envelopes, cushioned shipping bags, shipping bundles, and shipping containers. Affixed labels must be completely covered with transparent tape.

Mailing to international countries/recipients that DO NOT meet the criteria (200 pieces or 50 pounds), those mailings will be addressed, (NO POSTAGE WILL BE AFFIXED) consolidated, and sent back to USCG, Attn: Anthony Smith, 2703 Martin Luther King Jr. Avenue, SE, Stop 7710, Washington, DC 20593-7710

**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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity	Number of <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 label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the address specified under “SCHEDULE.”

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, 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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. 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. A copy of the print order must be included with the samples.

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 U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION: NOTE:** The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be received at the destination(s) specified, and products ordered for mailing/shipping f.o.b. contractor's city must be delivered to the Post Office or picked up by the small package carrier.

**F.O.B. DESTINATION:** Deliver approximately 500 copies to approximately four (4) addresses within the commercial zone of Washington, DC. Inside delivery to the room numbers specified is required.

**F.O.B. CONTRACTOR’S CITY:** Approximately 20,000 to 60,000 copies to approximately 17,000 nationwide destinations (and approximately 1,000 to 1,500 copies to foreign destinations).

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

**The contractor is cautioned that “Postage and Fees Paid” permit imprint may be used only for the purpose of mailing material produced under this contract. NOTE: There are no reimbursable postage charges on this contract. All mailing is to be done using the Coast Guard indicia.**

**All mailing shall be made at the most economical rate, including the use of co-mailing for all eligible pieces.**

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

All copies mailed must be sorted and prepared in packages and sacks as prescribed for *Periodicals* mail in the U.S. Postal Service manual.

*Coding Accuracy Support System (CASS)*: Contractor is required to use Coding Accuracy Support System (CASS) certified ZIP+4 software licensed by the U.S. Postal Service (USPS) to generate ZIP + 4 Codes and Delivery Point Barcodes. Contractor is required to furnish USPS with any required CASS and NCOA certificates.

*National Change of Address (NCOA)*: Contractor is required to process all files through USPS approved NCOA software such as NCOALink or FastForward and furnish USPS with required NCOA certification to achieve the required postal discounts. **Important:** The contractor will not change the list/notice as provided, but use the addresses provided by the USPS that have passed the NCOA validation, mail the item with the “new” address, and notify the requester of the updates/changes in a separate spreadsheet. All related costs to perform this operation must be included in submitting bid pricing. No additional reimbursement will be authorized.

All corrected addresses must be provided to the agency in an Excel spreadsheet so that updates can be made to the existing data file, email to: [Samantha.L.Quigley@uscg.mil](mailto:Samantha.L.Quigley@uscg.mil)

The contractor is required to fill in all applicable items on USPS form(s), (PS Form 3600-R, Postage Statement – and or PS Form 3651-LP, Postage Statement – International Letter-post, or any required customs forms) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately fax a copy to: CG-611 Mail Program Office (MPO) at (202) 372-8413 or send as an attachment to HYPERLINK "mailto:HQSPostal@uscg.mil" [HQSPostal@uscg.mil](mailto:HQSPostal@uscg.mil) identifying the Program Number, Print Order, Jacket Number as appropriate.

**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>.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/emails/ships) via email at [samantha.l.quigley@uscg.mil](mailto:samantha.l.quigley@uscg.mil). The subject line of the email shall be “Distribution Notice for Program 142-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery/ mailing/ shipping methods, and title of product. Contractor must be able to provide copies of all delivery/ mailing/ shipping receipts upon agency request.

Within five (5) workdays of completion of the distribution of each order, all furnished material (when applicable) and two (2) sample copies must be returned to: USCG, Attn: Anthony Smith , 2703 Martin Luther King Jr. Avenue, SE, Stop 7710, Washington, DC 20593-7710. (Telephone: (202) 475-3532).

Upon completion of each order, contractor to provide one (1) copy of contractor’s billing invoice to: USCG, Attn: Anthony Smith, 2703 Martin Luther King Jr. Avenue, SE, Stop 7710, Washington, DC 20593-7710 and to Samantha L. Quigley at: [Samantha.L.Quigley@uscg.mil](mailto:Samantha.L.Quigley@uscg.mil).

All expenses incidental to picking up and returning materials (when applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

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

Complete production and distribution, including proofing, must be made within 18 workdays with bulk deliverables arriving at Commandant (CG-DCO-84), ATTN: Proceedings, US Coast Guard Stop 7318, 2703 Martin Luther King JR. Ave, SE, Washington, DC 20593-7318 no later than the 18<sup>th</sup> day. Proofs will be held for three workdays.

When applicable, print and furnished materials are to be picked up at and returned to: USCG, Attn: Anthony Smith, 2703 Martin Luther King Jr. Avenue, SE, Stop 7710, Washington, DC 20593-7710.

At Government's option, print order and furnished material may be provided via FTP or email.

When ordered, contractor email PDF soft proofs to: [Samantha.L.Quigley@uscg.mil](mailto:Samantha.L.Quigley@uscg.mil).

No definite schedule for pickup of material/placement of orders can be predetermined. However, furnished material will be ready for pick up within 24 hours of notification. If a special edition of the publication is ordered, the performance dates for two publications may coincide or be back-to-back.

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 complete production and distribution within 18 workdays of notification of the availability of print order and furnished material.
- When ordered, no specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first calendar day after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the 18-workday schedule.

NOTE: Within five (5) workdays of receipt of "O.K. to Print" on proofs, contractor must email the repurposed deliverables to: Samantha L. Quigley, [samantha.l.quigley@USCG.mil](mailto:samantha.l.quigley@USCG.mil) and Leslie Goodwin, [Leslie.C.Goodwin@USCG.mil](mailto:Leslie.C.Goodwin@USCG.mil).

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be received at the destination(s) specified, and products ordered for mailing/shipping f.o.b. contractor's city must be delivered to the Post Office or picked up by the small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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 contract or must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov); via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving 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 (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.

Bidders shall state the location of the plant from which this product(s) will be shipped.

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

I.	(a)	3	
II.		(1)	(2)
	(a1)	256	7,371
	(a2)	2	57
	(b1)	92	2,551
	(b2)	1	28
	(c)	3	85
	(d)	1	28
III.	1. (a)	31	
	2. (a)	51	
	(b)	3,956	
	(c)	1,452	
	(d)	381	

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#### **SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city for all mailing/shipping 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-1,000 rate.

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

A charge will be allowed for each text page, whether printed or blank. Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.



**I. ELECTRONIC PREPRESS:**

(a) PDF soft proofs.....per file.....\$ \_\_\_\_\_

**II. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations necessary (including paper) 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)
<b>(a) Perfect-Bound:</b>		
1. Text: Printing text pages in four-color process, including binding.....	per page..... \$ _____	\$ _____
2. Complete Cover: Printing Covers 1 through 4 in four-color process, including binding and UV coating.....	per complete cover..... \$ _____	\$ _____
<b>(b) Saddle-Stitched:</b>		
1. Text: Printing text pages in four-color process, including binding.....	per page..... \$ _____	\$ _____
2. Complete Cover: Printing Covers 1 through 4 in four-color process, including binding and UV coating.....	per complete cover..... \$ _____	\$ _____
<b>(c) Reply Card:</b> Printing face and back in black ink including binding.....		
	per card..... \$ _____	\$ _____
<b>(d) Insert:</b> Printing in four-color process, including binding.....		
	per page..... \$ _____	\$ _____

**III. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of packing; banding; filament reinforced (or similar) envelopes, cushioned shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; CASS/NCOA certification, and complete distribution, in accordance with these specifications.

*1. Bulk Shipments*

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

\_\_\_\_\_  
 (Initials)

2. *Mailing: Price includes cost of creating and affixing labels.*

- (a) Single copies mailed as self-mailers ..... per 1,000 copies .....\$ \_\_\_\_\_
- (b) Single and multiple copies  
in filament reinforced (or similar) envelope .....per envelope .....\$ \_\_\_\_\_
- (c) Quantities over 200 leaves, up to 12 pounds,  
in cushioned shipping bags or wrapped in  
shipping bundles (maximum gross weight 14 pounds)..... per bag or bundle .....\$ \_\_\_\_\_
- (d) Quantities over 12 pounds, up to 36 pounds,  
packed in shipping containers  
(maximum gross weight 40 pounds)..... per container .....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**SHIPMENT(S):** 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 Solicitation 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 agree, 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 points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER'S NAME AND SIGNATURE:** Unless 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 fax or mail, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated.

*Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder

(Contractor 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)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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