

PROGRAM: 148-S						
Title:	Library of Congress Magazine					
Agency:	Library of Congress					
Term:	October 1, 2023 through September 30, 2024		McDonald & Eudy Prts. Inc.		District Creative Prtg.	
		BASIS OF	Temple Hills, MD		Upper Marlboro, MD	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING AND BINDING:					
(a)	Text:					
	Printing in four-color process, including coating and binding-----per page					
1.	Makeready and/or Setup-----	280	45.00	12,600.00	55.00	15,400.00
2.	Running Per 1,000 copies-----	2,696	16.32	43,998.72	8.00	21,568.00
(b)	Complete Cover:					
	Printing in four-color process including coating and binding-----per complete cover-----					
1.	Makeready and/or Setup-----	8	550.00	4,400.00	510.00	4,080.00
2.	Running Per 1,000 copies-----	76	150.00	11,400.00	167.00	12,692.00
II.	PACKING AND DISTRIBUTION:					
1.	Bulk Shipments (other than by mail)					
	Packing and sealing shipping containers-----					
	per container-----	144	2.50	360.00	3.00	432.00
2.	Mailed Shipments:					
(a)	Addressing single copies (self-mailers)					
	per 1,000 copies-----	38	35.00	1,330.00	120.00	4,560.00
(b)	Single copies in 9 x 12" kraft envelope					
	per 1,000 copies-----	2	400.00	800.00	1,750.00	3,500.00
	CONTRACTORS TOTAL			\$74,888.72		\$62,232.00
	DISCOUNT		1.00%	\$748.89	2.00%	\$1,244.64
	DISCOUNTED TOTALS			\$74,139.83		\$60,987.36

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

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Library of Congress Magazine

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

Library of Congress

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2023 and ending September 30, 2024, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Washington, D.C. time, on June 27, 2023 at the U.S. Government Publishing Office, Washington, D.C.

BID SUBMISSION: Bidders must email bids to bidsapsdc@gpo.gov for this solicitation. 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. This will not be a public bid opening.*

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 60-mile radius of zero milestone Washington, D.C.

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 Stacy Bindernagel at sbindernagel@gpo.gov or (202) 512-2103.

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 Publication 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 (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

SUBCONTRACTING: The predominant production functions will be printing and list data processing. Any contractor who cannot perform the predominant production functions will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing (page related) Attributes—Level II.
- (b) Finishing (item related) Attributes—Level II.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

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

- P-7. O.K. Proofs; Average Type Dimension; Electronic Media.
- P-8. O.K. Proofs; Electronic Media.
- P-10. O.K. Proofs; 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 the October 1, 2023 to September 30, 2024, 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 June 30, 2023, 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 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.

POSTAWARD CONFERENCE: Unless waived by the Contracting Office, 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, D.C., immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

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

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 October 1, 2023 through September 30, 2024, 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.

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 prior to 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: Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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, D.C. 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 separate-covered publications requiring such operations as electronic prepress, printing in four-color process, binding, packing, and distribution.

TITLE: Library of Congress Magazine

FREQUENCY OF ORDERS: Approximately 6 to 10 orders per year.

QUANTITY: Approximately 8,000 to 11,000 copies per order.

NUMBER OF PAGES: Approximately 28 to 40 pages (plus cover) per order.

TRIM SIZE: 8-1/2 x 11”.

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

Platform: Macintosh using OS X or Windows XP or greater.

Storage Media: Email or SFTP.

Software: Adobe InDesign CS, Adobe Illustrator CS, and Adobe Photoshop CS.

All platform system and software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished.

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

Additional
Information: Files will be provided in native application format.
A visual of the furnished electronic files will be provided.
Photos are scanned at high resolution, with a minimum of 300 dpi, in .psd, .tif, or .jpg formats.
CMYK will be used for color identification.
GPO Form 952 (Digital Publishing Information).

Distribution: Addresses will be furnished via email or FTP in Microsoft Excel format. Contractor to process multiple lists into a master mailing list and inkjet addresses and list codes from this master file (see “DISTRIBUTION, List Data Processing”). It is anticipated that address files will be furnished with the print order. However, the files may be transmitted during proofing stage.

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 the 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.

The contractor must be able to accept files electronically via their secure contractor-hosted SFTP server. Appropriate log-on instructions and protocol shall be provided by the contractor at time of award. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access.

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 Mary Wheeler, Library of Congress, (202) 707-9837.

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.

When required by the Government, the contractor shall make minor revisions to the electronic files. 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 one set of final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, Postscript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS:

One (1) set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for all pages.

At contractor's option, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013 (i1), and the GPO Resolution target found at: www.gpo.gov/gporestartarget.pdf. NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8" x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

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 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. 13” dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

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

Text: White No.1 Silk/Dull-Coated Text, basis weight: 80 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A261.

Cover: White No. 1 Silk/Dull-Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L61.

PRINTING: Print head-to-head in four-color process.

After printing, apply a clear satin aqueous coating over the entire surface of each page to prevent scratching and smearing.

All orders must be printed on a press capable of printing four (4) colors in a single pass through the press (minimum four (4) printing units).

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor’s plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain color bars for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8” minimum solid color patches; tint patches of 25, 50, 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

MARGINS: Margins will be as indicated on the print order or furnished electronic files. Bleed pages scattered throughout.

BINDING: Saddle-wire stitch in two places and trim three sides. Each product must contain a complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

PACKING:

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

Mailed Shipments –

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

Insert single copies to foreign destinations into 9 x 12” kraft envelopes.

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 – Contractor to inkjet mailing addresses and list codes in the address area on the back cover of each copy mailed singly as a self-mailer. Contractor to inkjet the mailing address to each unit of mail packaged in kraft envelopes.

All addresses must be imaged in black. Contractor must print in black the mailing indicia in accordance with USPS postal regulations.

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.

<u>Quantity</u> <u>Ordered</u>		<u>Number of</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 in accordance with the distribution list to the address listed 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:

- Deliver f.o.b. destination approximately 4,000 to 5,000 copies to approximately six (6) addresses within the commercial zone of Washington, D.C. Inside delivery to room number specified is required.
- Mail f.o.b. contractor's city approximately 4,000 to 6,000 copies to both nationwide (including Alaska, Hawaii, APO/FPO, and American Territories) and foreign destinations.

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

All domestic mailing shall be made at the Standard Mail rate ("Presorted indicia").

All foreign mailing shall be made at the First-Class International rate.

NOTE: Deliveries to Washington, D.C. addresses are NOT to be sent via USPS.

All deliveries to the Library of Congress are required to report to the Off-Site Inspection Center for the U.S. Capitol Police located at 4700 Shepherd Parkway, SW, Washington, D.C., for inspection, prior to proceeding to:

- Capitol Building/CVC via the Capitol loading dock at New Jersey and C Streets, NW
- Senate Office Buildings loading dock located at the Hart Tunnel in the 100 block of D Street, NE
- Ford House Office Building loading dock in the 200 block of Virginia Avenue, SW
- Delaware and Washington Avenue, SW, access point for the Rayburn, Longworth, Cannon House Office Buildings
- Library of Congress loading dock

Contractor MUST have approval through the House or Senate Sergeant at Arms Office PRIOR to inspection at the Off-Site Inspection Center for events/functions in any Capitol Complex buildings.

No deliveries will be accepted unless the vehicles have been processed at the Off-Site Inspection Center. All contents of delivery vehicles are required to be processed, via x-ray screening, prior to access to the Capitol Complex.

All delivery personnel will be required to provide picture identification and be processed through the National Crime Information Center (NCIC).

The hours of operation for the Off-Site Inspection Center are 4:30 a.m. to 2:30 p.m., Monday through Friday. The facility is closed on all Federal holidays, unless specifically noted.

In order to gain access to the loading docks for the Capitol/CVC, House Office Buildings, Senate Office Buildings, and the Library of Congress Buildings, the contractor is required to have a letter on file with the U.S. Capitol Police. The letter must be on company letterhead accompanied by the signature of the owner, president, or manager of the company. Contractor to print or type the names in alphabetical order of persons requesting access. Requests for access should contain the following information:

1. Name of company
2. Name of the drivers/employees requiring access
3. Social Security Number for each driver/employee
4. Date of birth for each driver/employee
5. Building(s) to be accessed
6. Company contact person and phone number

NOTE: The above information is to be provided to:

U.S. Capitol Police (USCP)
Off-Site Inspection Center
4700 Shepherd Parkway, SW
Washington, D.C. 20032
Fax number: (202) 226-0571
Email: kevin.weinkauf@uscg.gov, sylvia.washington@uscg.gov, or kendrick.young@uscg.gov

Questions can be directed to the Off-Site Inspection Center during business hours (4:30 a.m. to 2:30 p.m., Monday through Friday) at (202) 226-0905. Vehicle inspection hours are 5:00 a.m. to 2:00 p.m.

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

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

Certificate of Conformance: When using Permit Imprint Mail, the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

List Data Processing: The contractor must have in-house list data processing capabilities and in-house mailing expertise to advise on USPS policies and assist in obtaining the most cost-effective postal rates. These services may not be subcontracted.

Approximately 4 to 8 mailing lists will be provided (total names 4,000 to 6,000 maximum) per order. For each order, contractor is required to process multiple mailing lists, both domestic and international. Contractor must CASS certify the domestic mail; generate a file of undeliverable addresses; and provide it to the ordering agency. Contractor must merge the lists, and dedupe and cleanse the master list. Contractor must then process the list through NCOA; perform a postal presort; generate a master list; and address the magazines with the list code incorporated in the mailing area. Final master mailing list for each issue must be provided to the ordering agency upon completion of mailing.

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 148-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery/mailed methods, and title of product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

Within five (5) workdays after completion of each mailing, the contractor MUST email a copy of a properly completed USPS Form 3602 to the attention of Mary Wheeler at mawheeler@loc.gov. The email shall include the GPO jacket, program, and print order numbers.

Upon completion of each order, all furnished material (including electronic media, if applicable) and two (2) sample copies must be returned to: Library of Congress, 101 Independence Avenue, SE, Washington, D.C. 20540-5446, Attn: Mary Wheeler, Print Shop, LM G-56. NOTE: All digital deliverables must be returned via email or SFTP on the same day that samples are delivered.

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

“SUBSCRIPTION” COPIES DISTRIBUTION: When “Subscription” copies are ordered, the contractor will be required to mail approximately 100 copies 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 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.

The postage class and other mail requirements for “Subscription” copies will be furnished. The contractor shall call the Superintendent of Documents (number to be provided) 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.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of containers, and quantity per container; date delivery is made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor’s invoice for payment.

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).

Print order and furnished material to be furnished via email or SFTP.

Contractor is to deliver proofs to and pick up from: Library of Congress, 101 Independence Avenue, SE, Washington, D.C. 20540-5446, Attn: Mary Wheeler, Print Shop, LM G-56. If applicable, furnished electronic media and visuals must be returned with proofs.

No definite schedule for pickup of material/placement of orders can be predetermined.

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

- Contractor must complete production and distribution within five (5) workdays of the availability of print order and furnished materials.
- 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 one (1) workday from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof time and transit time are included in the 5-workday schedule.
- NOTE: When proofs are made available for pickup by the agency, up to two (2) pages may contain author’s alterations. No additional time will be allowed for these alterations. Corrected files will be supplied for these author’s alterations.

- One (1) additional workday will be allowed in the schedule if more than two (2) pages require author's alterations.
- One (1) additional workday will be allowed in the schedule on any order for which a press sheet inspection is required.

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least one (1) workday prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, D.C. 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e) (1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified 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 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; or via telephone at (202) 512-0520. Personnel receiving the email or call 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.

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

	(1)	(2)
I. (a)	280	2,696
(b)	8	76

II. 1. 144

2.(a)	38
(b)	2

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 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.

Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary (including proofs and 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)
(a) Text:		
Printing in four-color process, including coating and binding per page... \$	_____	\$ _____
(b) Complete Cover:		
Printing in four-color process, including coating and binding per complete cover.. \$	_____	\$ _____

 (Initials)

II. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of all packing; kraft envelopes and shipping containers; all necessary wrapping and packing materials; labeling and marking; list data processing; CASS and NCOA verifications; and complete distribution, in accordance with these specifications.

1. Bulk Shipments (other than by mail) –

Packing and sealing shipping containers per container\$ _____

2. Mailed Shipments:

(a) Addressing single copies (self-mailers)per 1,000 copies\$ _____

(b) Single copies in 9 x 12” kraft envelopeper 1,000 copies\$ _____

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 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 in accordance with 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 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)

THIS SECTION FOR GPO USE ONLY

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