

Program No 150-S Term 07/31/2013 To 07/30/2014												
TITLE: Order Form Booklets and Envelopes												
			ALCOM PRINTING		GATEWAY PRESS		GRAY GRAPHICS		K-B		NPC, INC.	
			Harleysville, PA		Louisville, KY		Capitol Heights, MD		State College, PA		Claysburg, PA	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT		UNIT		UNIT		UNIT		UNIT	
			RATE	COST	RATE	COST	RATE	COST	RATE	COST	RATE	COST
<i>I.</i>	PRINTING, BINDING, CONSTRUCTION, INSERTING, AND DISTRIBUTION:											
<i>(a)</i>	Order Form Booklet.....per page											
	Makeready and/or Setup.....	72	\$49.81	\$3,586.32	\$80.00	\$5,760.00	\$25.00	\$1,800.00	\$65.00	\$4,680.00	\$9.00	\$648.00
	Running Per 1,000 Copies.....	2952	\$3.55	\$10,479.60	\$5.85	\$17,269.20	\$9.25	\$27,306.00	\$5.00	\$14,760.00	\$3.20	\$9,446.40
<i>(b)</i>	Envelope with Window.....per envelope											
	Makeready and/or Setup.....	6	\$50.00	\$300.00	\$1,400.00	\$8,400.00	\$150.00	\$900.00	\$300.00	\$1,800.00	\$50.00	\$300.00
	Running Per 1,000 Copies.....	246	\$91.55	\$22,521.30	\$95.50	\$23,493.00	\$75.00	\$18,450.00	\$50.00	\$12,300.00	\$215.00	\$52,890.00
	CONTRACTOR TOTALS			\$36,887.22		\$54,922.20		\$48,456.00		\$33,540.00		\$63,284.40
	DISCOUNT		3.00%	\$1,106.62	3.00%	\$1,647.67	2.00%	\$969.12	0.00%	\$0.00	0.25%	\$158.21
	DISCOUNTED TOTALS			\$35,780.60		\$53,274.53		\$47,486.88		\$33,540.00		\$63,126.19
				AWARDED								
Program No 150-S Term 07/31/2013 To 07/30/2014												
TITLE: Order Form Booklets and Envelopes												
			UPTOWN PRESS		VISIONS, INC.		WBC INC,					
			Baltimore, MD		Brooklyn Park, MN		d/b/a LITHEXCEL					
			Albuquerque, NM									
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT		UNIT		UNIT					
			RATE	COST	RATE	COST	RATE	COST				
<i>I.</i>	PRINTING, BINDING, CONSTRUCTION, INSERTING, AND DISTRIBUTION:											
<i>(a)</i>	Order Form Booklet.....per page											
	Makeready and/or Setup.....	72	\$25.00	\$1,800.00	\$150.00	\$10,800.00	\$12.00	\$864.00				
	Running Per 1,000 Copies.....	2952	\$28.75	\$84,870.00	\$77.00	\$227,304.00	\$13.00	\$38,376.00				
<i>(b)</i>	Envelope with Window.....per envelope											
	Makeready and/or Setup.....	6	\$65.00	\$390.00	\$150.00	\$900.00	\$68.00	\$408.00				
	Running Per 1,000 Copies.....	246	\$59.00	\$14,514.00	\$73.00	\$17,958.00	\$89.00	\$21,894.00				
	CONTRACTOR TOTALS			\$101,574.00		\$256,962.00		\$61,542.00				
	DISCOUNT		2.00%	\$2,031.48	2.00%	\$5,139.24	1.00%	\$615.42				
	DISCOUNTED TOTALS			\$99,542.52		\$251,822.76		\$60,926.58				



U.S. GOVERNMENT
PRINTING OFFICE
KEEPING AMERICA INFORMED

WASHINGTON, DC
www.gpo.gov

July 24, 2013

AMENDMENT NO. 1

RE: PROGRAM 150-S

SPECIFICATIONS AMENDED

Bid opening date remains July 31, 2013.

Program 150-S is hereby amended to the extent that the product binds album style with the binding on the 5-1/4" dimension.

Remainder of specifications same. Acknowledge on bid or amend bid by letter to U.S. Government Printing Office -- Bid Section, -- Room C-161, Stop: PPSB, -- Washington, DC 20401, M/F: Program number, bid opening time and date. Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening time, may be reason for bid being judged nonresponsive.

Authorized by:

A handwritten signature in black ink, appearing to read 'Roland D. Whitehurst', written over a horizontal line.

ROLAND D. WHITEHURST
Contracting Officer, AST 4
Customer Services

Written by: mm

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Order Form Booklets and Envelopes

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

Library of Congress
National Library Service (NLS)
for the Blind and Physically Handicapped (BPH)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending June 30, 2014, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on 7/31/13.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

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

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level 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. Proofs/Average type dimension/ Electronic media

NOTE: Prior to award, the contractor may be required to provide information related to specific equipment that will be used for production.

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 Date of Award to June 30, 2014, 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 March 31, 2013, 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.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through June 30, 2014, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued," for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

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

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of self-cover order form booklets and envelopes requiring such operations as electronic prepress, printing, binding, construction, inserting, and distribution.

TITLE: Order Form Booklets and Envelopes.

FREQUENCY OF ORDERS: Approximately 5 to 10 orders per year.

QUANTITY: Approximately 40,000 to 45,000 copies per order.

NUMBER OF PAGES:

Booklet: Approximately 8 to 16 pages per order.

Envelope: Face only (after construction).

TRIM SIZES:

Booklet: 8-1/4 x 5-1/4".

Envelope: 5-14/16 x 8-3/4", plus flap.

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

Platform: IBM or compatible using Windows XP or 7.

Storage Media: CD-R.

Software: Adobe InDesign CS5; Adobe Acrobat 9 Pro.

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/embedded, as applicable.

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

Additional

Information: Files will be furnished in native application and/or print quality PDF format. A visual of the furnished electronic files will be provided. All graphics and illustrations will be furnished in place within electronic files. GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Distribution will be furnished in an electronic file (text) via FTP.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

EXHIBITS: The facsimiles of the sample pages shown as EXHIBITS A and B are representative of the products which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

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.

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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

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.

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 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, unless otherwise specified. 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. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

PROOFS: One (1) set of digital color content proofs of the booklet (in book form) and envelope. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product. NOTE: Envelope proof must show window and flap position.

If, at contractor’s option, the booklets and envelopes are digitally printed (see “PRINTING”), contractor must furnish one (1) set of digital color one-off proofs of the booklet and envelope created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, folded, and bound to the finished size of the product, as applicable. NOTE: Envelope proof must show window and flap position.

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.

The 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. 12” dated March 2011.

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

Booklet: White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

Envelope: Light Brown (Kraft Shade) Envelope, basis weight: 32 lbs. per 500 sheets, 17 x 22”, equal to JCP Code V10.

PRINTING: At contractor's option, the booklets and envelopes may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 x 1 dpi or 600 x 600 x 4 bit depth technology.

Booklet: Print head-to-head in black ink only. Printing consists of text and line matter.

Envelope: Print face only (after construction) in black ink only. Printing consists of text and line matter, and agency logo.

MARGINS: Margins will be as indicated on the print order or furnished electronic media.

BINDING (Booklet): Paste on fold and trim three sides.

NOTE: At contractor's option, booklets may be saddle-stitched in two places and trimmed 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.

CONSTRUCTION (Envelope): Envelopes must be open side, diagonal seams, with gummed fold-over flap for sealing. Flap depth is at the contractor's option but must meet all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope and permit easy opening by the recipient. Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from coming in contact with the envelope's contents. The sealed seam shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

Face of envelope to contain one die-cut window (2 x 3-3/4" in size) with rounded corners. Location of window must be in alignment with mailing address on booklet.

All windows for *foreign mailings only* are to be covered with a suitable poly-type, transparent, low-gloss material that must be clear of smudges, lines and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current U.S. Postal Service's (USPS) readability standards/requirements.

INSERTING: Insert one booklet into an envelope with subscriber address and issue date facing out through window.

After inserting, seal envelope.

LABELING AND MARKING: Using furnished distribution list, create and affix a mailing address label to each booklet for visibility through die-cut window on envelope. Each mailing "roundtrip" label contains two (2) addresses: an address for the subscriber who is receiving the order form and an address for the local cooperating library to which the subscriber will send the filled-out order form. These "roundtrip" labels shall be affixed to the back page of the booklet and shall be printed with the issue date, subscriber address, and library address so that the subscriber can return the order form without having to write the address of their cooperating library.

NOTE: At contractor's option, subscriber and library addresses and issue date may be imaged directly onto each booklet.

Contractor must affix labels or image addresses so that only the subscriber's entire mailing address and the issue date are visible through the die-cut window on envelope. The library's address must not show in the window.

Every address contains necessary library codes that are essential to the postal delivery of the order form. *Contractor is NOT to edit or tamper with the addresses on the mailing list in any way.*

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: NLS/BPH, Attn: Derrick Barnes, 1291 Taylor Street, NW, Washington, DC 20011.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Printing 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 execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

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: Mail f.o.b. contractor's city to both domestic (nationwide and American Territories) and foreign destinations.

Complete addresses and quantities will be furnished with the print orders. (NOTE: Less than 100 addresses will be foreign addresses.)

All mailing shall be made at the "Free Matter" rate.

Copies for foreign destinations shall go as airmail.

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

Upon completion of each order, one (1) sample copy of the booklet (inserted in the envelope) must be returned to: NLS/BPH, Publications and Media Section, 1291 Taylor Street, NW, Washington, DC 20011.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order mails) via email to Lina Dutky at ldut@loc.gov and Jane Caulton at jcau@loc.gov. The subject line of the email shall be "Distribution Notice for Program 150-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, mailing methods, and title of product.

Upon completion of each order, contractor must return all furnished materials and digital deliverables to: NLS/BPH, Attn: Derrick Barnes, 1291 Taylor Street, NW, Washington, DC 20011. NOTE: Contractor must return materials through the guard at front entrance. Contact information will be provided with the print order. Furnished materials must NOT be returned through the USPS.

Within two (2) workdays of completion of each mailing, contractor must email copies of all mailing receipts to Lina Dutky at ldut@loc.gov and Jane Caulton at jcau@loc.gov.

All expenses incidental to picking up and returning materials, 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).

Furnished materials and proofs must be picked up from and delivered to: NLS/BPH, Attn: Derrick Barnes, 1291 Taylor Street, NW, Washington, DC 20011. NOTE: Contractor must pick up/deliver materials/proofs through the guard at front entrance. Contact information will be provided with the print order. Proofs and furnished materials must NOT be sent through the USPS.

Furnished electronic media and visual(s) must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

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

- Contractor must submit proofs within three (3) workdays of notification of availability of print order and furnished material.
- Proofs will be withheld no more than three (3) workdays 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.)
- Contractor must complete production and distribution within seven (7) workdays of receipt of "O.K. to print" on proofs.

The ship/deliver date indicated on the print order is the date products ordered for mailing f.o.b. contractor's city must be delivered to the post office.

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

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (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)	72	2,952
(b)	6	246

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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) 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.

A charge will be allowed for each page, whether printed or blank.

I. PRINTING, BINDING, CONSTRUCTION, INSERTING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary (including proofs, stock/paper, and labeling/marketing) for the printing, binding, construction, inserting, and distribution of the product listed in accordance with these specifications.

NOTE: Line item I.(b) must include the cost of both open-window envelopes and covered-window envelopes.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Order Form Bookletper page.....	\$ _____	\$ _____
(b) Envelope with Windowper envelope.....	\$ _____	\$ _____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)

Talking Book Topics

July–August 2013
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