



U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Federal Register Microfiche*

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

Administrative Committee of the Federal Register

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning July 1, 2016 and ending June 30, 2017, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on June 27, 2016.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: 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 June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information with the bid which will, on its face, demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to "INVOICING CLARIFICATION" under "SECTION 4. – SCHEDULE OF PRICES."

Abstracts of contract prices are available at <https://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, contact Linda Giacomo at [lgiacomo@gpo.gov](mailto:lgiacomo@gpo.gov) or (202) 512-0307.

## 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)), GPO Contract Terms – Quality Assurance Through Attributes Program for Microforms (GPO Publication 310.3, effective August 31, 1988 (Rev. 1-95)), and ANSI Standard – Sampling Procedures and Tables for Inspection by Attributes (ANSI/ASQC Z1.4).

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

GPO QATAP for Microforms (GPO Publication 310.3) – <https://www.gpo.gov/vendors/sfas.htm>.

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

**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](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

**SUBCONTRACTING:** No subcontracting is permitted.

**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 July 1, 2016 to June 30, 2017, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 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, 2016, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

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

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

- (1) The contractor in consideration of award shall be required to pick up furnished camera copy from: U.S. Government Publishing Office, 27 G Street, NW, Washington, DC 20401. The bidder must produce a representative order which shall include: one set of camera masters, one set of silver-gelatin direct duplicate microfiche, and one set of diazo distribution microfiche, as described in "SECTION 2. – SPECIFICATIONS."
- (2) The preaward test must be performed at the same facilities and on the same equipment that will be used to produce microfiche produced under this contract.
- (3) This test is to be delivered to: U.S. Government Publishing Office, Quality Control for Published Products, Room C-848, Stop: CSPS, Washington, DC 20401 within one (1) workday after furnished test material is made available.

- (4) *Disapproval of preaward test* – At the option of the Government, and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.
- (5) *Approval of preaward test* – Approval will be based upon the contractor fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specification or failure to complete delivery within the time specified may result in declaring the contractor non-responsible.

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

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

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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

**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.

**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 July 1, 2016 through June 30, 2017, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" 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:** Submit all invoices, via fax, utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application 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.

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

## SECTION 2. – SPECIFICATIONS

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

**TITLE:** Federal Register Microfiche.

The following frequency of orders, number of pages, and quantity specifications are estimates based on historical data, projections, and trends and should not be construed as a guarantee of the volume of work that will be ordered through the term of this contract. Contract requirements have been known to fluctuate.

### FREQUENCY OF ORDERS:

Federal Register – *Daily*. (There may be an occasional workday when an order is not issued.)

Federal Register Index – *Monthly*.

List of Sections Affected - LSA (Code of Federal Regulations) – *Monthly*.

**NUMBER OF PAGES:** Approximately 28 to 1,800 pages per order. (Approximately 70% of orders will require less than 300 pages.)

### QUANTITY:

Archival Silver-Gelatin Camera Masters – *One set*.

Second Generation Archival Silver-Gelatin Direct Duplicates – *One set*.

Third Generation Diazo – *Approximately 300 to 400 sets per order*.

**GOVERNMENT TO FURNISH:** Camera copy consisting of one-piece laser output source documents for the production of microfiche.

Camera copy of departmental return address and permit imprint for the printing of envelopes.

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

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

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

- Protective envelopes for each set of diazo microfiche.
- Mailing envelopes (4-1/4 x 6-3/8”) for mailing single sets.
- Spun Bonded Polyolefin (tyvek-type or equivalent) envelopes (7-1/2 x 5-1/2”) for mailing multiple sets.

Contractor is responsible for providing microcopy resolution test cards (targets) composed of five (5) ISO Test Charts No. 2. The constructed targets must comply with ANSI/AIIM MS23 and the test charts must comply with ISO 3334.

**INSPECTION OF FURNISHED MATERIAL:** Contractor will be required to inspect all source documents to determine their suitability for microfilming. Contractor is required to compare the furnished camera copy with the print order specifications. If there are any questions or discrepancies, the contractor must immediately contact the U.S. GPO at (202) 512-0307 for further instruction.

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

**PREPARATION OF SOURCE DOCUMENTS:** Contractor will be required to prepare all source documents as follows –

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

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

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

**MICROFILMING REQUIREMENTS:** All source documents shall be microfilmed at a reduction of 1:24 – with a format of 14 columns and 7 rows producing 98 frames, in accordance with the ANSI/AIIM MS5. The microimage placement must be horizontal, right reading, with horizontal sequential pagination.

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

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

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

All microfiche shall contain negative microimages and a positive header.

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

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



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

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

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

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

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

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

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

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

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

**PRINTING:** Contractor must print departmental return address and permit imprint on all mailing envelopes in blue or black ink – in accordance with USPS mailing regulations.

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

A set includes all microfiche that make up one publication. Each set shall be arranged in ascending numeric sequence and placed in a protective envelope.

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

For each silver-gelatin set and non-striped diazo set, in multiple microfiche sets, a divider (piece of white paper), 4.1 x 5.9", plus or minus 0.05", shall be placed behind the first microfiche. (Contractor to furnish the divider sheets.)

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

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

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

*Bulk Shipments* – Pack microfiche sets (in protective envelopes) into shipping containers.

*Mailed Shipments* – Insert microfiche sets into protective envelopes for mailing as follows:

Pack single sets into mailing envelopes.

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

#### **LABELING AND MARKING:**

*Bulk Shipments* – Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

*Mailed Shipments* – Create and affix a recipient address label to each unit of mail. In addition, each unit of mail must carry the departmental return address and permit imprint.

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

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

#### **DISTRIBUTION:**

- Deliver f.o.b. destination to approximately two (2) addresses within the commercial zone of Washington, DC.
- Mail f.o.b. contractor's city the balance of each order.

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

All mailing shall be made at the First Class Rate.

The contractor is cautioned that mailing permit imprint may be used only for the purpose of mailing material produced under this contract.

When using permit imprint mail, contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10-15) and the appropriate mailing statement(s) supplied by USPS. A fillable GPO Form 712 – Certificate of Conformance can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

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

Mailing Statements: Contractor must submit two (2) copies of the appropriate U.S. Postal Service mailing statement (e.g., 3602, 3602-G, 3541, etc.) to the entry post office for each mailing which bears an assigned penalty permit imprint number. In the upper right corner of the mailing statement, contractor must include GPO identification number(s), including the jacket, program, and print order numbers. Contractor must mail the verified mailing statement, containing postage computations, within 24 hours of receipt from the U.S. Postal Service to: U.S. Government Publishing Office, Mail Management, Office of Support, Stop: OS, Washington, DC 20401.

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 151-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/ mailing method, and title of product. Contractor must be able to provide copies of all delivery/ mailing receipts upon agency request.

All expenses incidental to picking up and returning materials 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).

**SPECIAL NOTICE OF CAUTION TO CONTRACTOR:** This is a daily-scheduled job. It is imperative that the contractor maintain the schedule provided herein. The contractor must demonstrate that a dependable backup system is available in the event that the prime manufacturing facility should fail in the performance of this contract.

Furnished material (print order and camera copy) must be picked up at approximately 9:00 a.m. daily, Monday through Friday (five days per week – except in weeks with federal holidays), from: U.S. Government Publishing Office, Copy Preparation Section, Room C-739, 732 North Capitol Street, NW, Washington, DC 20401.

Federal Register (*daily orders*) –

- Deliver camera copy; camera masters; silver-gelatin direct duplicates; and six (6) random sets of diazos from the full quantity ordered on each print order no later than 9:00 a.m. of the following workday after furnished material becomes available for pickup to: U.S. Government Publishing Office, Quality Control for Published Products, Room C-848, Stop: CSPS, Washington, DC 20401 for inspection. Package must be marked as follows: *Federal Register Microfiche Inspection Samples, CSPS*. Inside delivery to Room C-848 is required.
- Mail balance of sets (except those being delivered to Laurel, MD) no later than 11:59 p.m. of the following workday of receipt of approval by GPO Quality Control for Published Products.
- Deliver approximately 60 diazo sets marked for "*Subscription Stock*" to: U.S. GPO Documents Warehouse, 8610 Cherry Lane, Laurel, MD 20707. These sets must be delivered no later than the workday following the mailing.

Federal Register Index and List of Sections Affected (*monthly orders*) –

- Complete mailing and delivery required for "Federal Register Index" and the "List of Sections Affected" must be made by 1:00 p.m., two (2) workdays after approval by GPO Quality Control for Procured Printing.

If an order is rejected, the contractor must pick up the furnished material from: U.S. Government Publishing Office, Quality Control for Published Products, Room C-848, Stop: CSPS, Washington, DC 20401 no later than 9:00 a.m. the following workday and redeliver acceptable microfiche by 9:00 a.m. the next workday, in accordance with the set schedule above.

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 destination(s) specified, and the date products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with 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 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](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 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.”

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**SECTION 4. – SCHEDULE OF PRICES**

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

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

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

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

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

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

**INVOICING CLARIFICATION:** For the purpose of this contract, the contractor will be required to invoice “per 1,000 cut microfiche” based on the number of pages and quantity required on each print order.

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

$250 \text{ pages} \div 98 = 2.55 \text{ cut microfiche (rounded up to 3 microfiche)}$   
 $(3 \text{ microfiche} \times 350 \text{ copies}) \div 1,000 = 1.05$   
 $1.05 \times \text{contractor's bid price} = \text{cost per order}$

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

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

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

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

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_.

My production facilities are located within the assumed area of production ..... yes \_\_\_\_\_ no \_\_\_\_\_

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government furnished material .... \_\_\_\_\_

a. Number of hours from acceptance of print order to pickup of Government furnished material..... \_\_\_\_\_

b. Number of hours from pickup of Government furnished material to delivery at contractor's plant..... \_\_\_\_\_

2. Proposed carrier(s) for delivery of completed product .... \_\_\_\_\_

a. Number of hours from notification to carrier to pickup of completed product ..... \_\_\_\_\_

b. Number of hours from pickup of completed product to delivery at destination ..... \_\_\_\_\_

**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)