

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

FAA Safety Briefing

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

Department of Transportation (DOT)
Federal Aviation Administration (FAA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning the April 1, 2021, and ending March 31, 2022, plus up to four (4) optional 12-month extension periods that may be added by the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bid should be opened at 11:00 a.m., prevailing Washington, DC Time, on February 25, 2021 at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office, Washington, DC, will NOT be open to the public. Based on this, bidders must submit email bids for this solicitation to: bidsapsdc@gpo.gov. 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.

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.

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 Cecilia Dominguez Castro on (202) 512-0307 or at cdominguezcastro@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Pub. 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: Subcontracting is not permitted.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, No. 9 is waived.

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. Proofs/Average type dimension/ Electronic media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic media
P-10. Process Color Match	O.K. Proofs

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 added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustments(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 April 1, 2021 to March 31, 2022, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending December 31, 2020, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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. 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)

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. The Preaward Survey will include a review of all contractor’s personnel involved, along with their specific functions.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At Government's option, this 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 April 1, 2021 through March 31, 2022 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 the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued under 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 above 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 because 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 delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for 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 under 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 before 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: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

All contractor billing invoices must be itemized under the line items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of saddle-wire stitched, separate-covered periodicals requiring such operations as electronic prepress, printing in four-color process, binding, packing, and distribution.

TITLE: FAA Safety Briefing.

FREQUENCY OF ORDERS: Approximately 6 issues per year.

QUANTITY: Approximately 10,000 to 27,000 copies per order.

NUMBER OF PAGES: Approximately 28 to 44 text pages (plus cover) per order.

NOTE: A second promotional cover overlaying the normal cover may be required on approximately 3,000 to 8,000 copies. Individual print orders will list when an additional cover is desired and the number of magazines to be covered. The extra cover will require a mailing indicia.

TRIM SIZE: 8-1/2 x 11”.

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

Platform: Macintosh.

Storage Media: Email; FTP.

Software: Adobe Illustrator CS6, Adobe Photoshop CS6, Adobe InDesign CS6, Adobe Acrobat 9.0, or later. MS Excel or CSV file.

NOTE: All Government 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.

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 PDF format. The contractor is required to support the following fonts, styles, and point sizes for Adobe Postscript. Postage and fees paid permit/indicia and distribution MS Excel files will be provided to the contractor via email or contractor's FTP site after award. Identification markings such as register marks, commercial identification marks of any kind, etc., 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 a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the individual listed on the print order.

The contractor shall validate integrity and predictability of the listed software under “GOVERNMENT TO FURNISH” through preflight operations. Contractor shall preflight the electronic files within three (3) hours of receipt thereof. Contractor is to check for potential problems in the following areas: fonts; missing links; ink colors; print settings; and, external plug-ins. The contractor shall notify the agency immediately by emailing: James R Williams at James.Williams@faa.gov, Thomas Hoffman at thomas.m.hoffmann@faa.gov, Jennifer Caron at jennifer.c.caron@faa.gov, and Jevon Duncan at jevon.duncan@dot.gov, if there is damage to the electronic file, file corruption, difficulties in image processing, and errors discovered during the preflight operations. It is estimated that preflight operations shall take no longer than three (3) hours to complete per electronic file.

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, which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions.

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

Upon completion of each print order, the contractor must furnish final production native application files (digital deliverables, which includes high resolution tiff scans) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on an ISO 9660 CD-R or DVD-R, in jewel cases. 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 CD-R or DVD-R and jewel case must be clearly labeled with Title, Jacket Number, Program Number 168-S and Print Order Number, as well as a printout of the file directory included in the jewel case). The Government will accept PDF files as digital deliverables when furnished by the Government.

PROOFS:

For all orders, one (1) set of digital color content proofs of the complete product, including the promotional overlay cover, if ordered. Direct to plate must be used to produce the final product with a minimum resolution 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, as applicable.

When ordered, 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.

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 on www.gpo.gov/gporestarget.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-3.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, be in press configuration, 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.

The Government reserves the right to make changes to all proofs. The Government may require one or more sets of revised proofs before rendering an "O.K. to Print." Author's Alterations (AA's) may be required.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not print prior to the receipt of an "O.K. to Print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 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 stock used in each copy must be of a uniform shade. All cover stock must have the grain parallel to the spine.

Text: White No. 1 Gloss-Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

Cover: White Gloss-Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP code L10.

NOTE: When required, the second overlaying promotional cover will be printed on the cover stock specified above.

PRINTING: Print cover and text head-to-head in four-color process. Printing will consist of four-color illustrations and halftones with type/line matter reversing out to white. Full bleeds.

After printing, coat the entire surface of Covers 1 and 4 with a gloss aqueous or varnish coating.

When required, print the promotional overlay cover in four-color process. After printing, coat the entire surface of Covers 1 and 4 with a gloss aqueous or varnish coating. Covers will have full bleeds and heavy ink coverage.

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

NOTE: GPO Imprint requirement is waived. The GPO imprint must not print on final product.

MARGINS: Margins will be as indicated on print order or furnished material. Bleed pages are scattered throughout.

BINDING: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-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.

When required, the promotional overlay cover will saddle-wire stitch with the periodical.

PACKING:

Deliveries – Pack suitable in shipping containers not to exceed 45 pounds when fully packed. Pallets are required for shipments to GPO only.

Mailing/Shipping/FAA Copies Prepared for Mailing –

For the FAA copies to be prepared for mailing, the contractor will label and package ONLY (as specified below) all mailing copies. The FAA Bulk Mail Contractor will pick up the copies prepared for mailing and mail per contracted agreement with FAA. These copies are the addresses provided in the furnished MS Excel format from the USDOT printing specialist. These copies may be skid or Gaylord packed also.

Single copies, excepting those with a promotional cover and those being sent to foreign destinations, must be mailed as self-mailers.

Insert single copies with promotional cover, single copies being sent to foreign destinations, and multiple copies (up to 200 leaves) into Kraft envelopes.

Multiple copies over 200 leaves up to 12 pounds, in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING:

Deliveries: Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, Rev. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping bags or shipping containers. Label must clearly show GPO program number, jacket number, and print order number.

Mailing/Shipping/FAA Copies Prepared for Mailing: Create and affix a recipient address label to each copy mailed as a self-mailer and to each unit of mail packaged in Kraft envelopes, shipping bags, shipping bundles, and shipping containers.

At contractor’s option, addresses may be imaged directly onto the self-mailers only.

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 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 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.

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:

Agency Copies –

- Deliver f.o.b. destination approximately 600 to 700 copies to approximately four to seven addresses within the commercial zone of Washington, DC. *Inside delivery required.*
- Ship f.o.b. contractor’s city approximately 2,000 to 2,600 copies to addresses nationwide – *reimbursable.*
- Prepare for mailing the balance of each order (FAA copies prepared for mailing to be picked up by FAA Bulk Mail contractor).

GPO Copies –

- Deliver f.o.b. destination one (1) copy to: U.S. Government Publishing Office, Federal Depository Library Program FDLP, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986, Washington, DC 20401.
- Deliver f.o.b. destination approximately 15 copies to: Library of Congress, US/Anglo Divisions, U.S. Government Documents Section, 101 Independence Avenue, SE, Washington, DC 20540-4274. (Marked: “Depository File Copies.”).

- Deliver f.o.b. destination approximately 1,600 copies (subscription copies) to: U.S. Government Publishing Office, Public Documents Warehouse, Attn: Subscription Copies, 8660 Cherry Lane, Laurel, MD 20707.
- Mail f.o.b. contractor's city approximately 1,800 copies (subscription) nationwide – reimbursable. (Contractor is responsible for all costs incurred for transporting copies to the post office.)

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

For the FAA copies prepared for mailing, the contractor is to label and package ONLY all mailing copies. The FAA Bulk Mail contractor will pick up these copies prepared for mailing and mail per contracted agreement with FAA. NOTE: Contractor does NOT apply the postage to these copies.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small package carrier, whichever method is most economical to the Government, unless otherwise instructed.

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

When subscription copies are ordered, the contractor will be required to mail approximately 1,800 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 billing invoice.

The postage for these subscription copies must be separated from other mailings; the postage must be separately counted 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, DC area. Contractors outside the Washington, DC commercial zone may be reimbursed for any shipping costs incurred by submitting a properly completed commercial shipping (including mailing) receipt with billing invoice.

The postage class and other mail requirements for subscription copies will be furnished as an excel file. The contractor shall contact Simone Silva-Sutton at ssilva-sutton@gpo.gov or (202) 512-2010 ext. 33213 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.

In accordance with United States Postal Service (USPS) regulations, contractor may be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order delivers/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 168-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/shipping method, and title of the product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

Upon completion of each order, all furnished material, digital deliverables, and one (1) sample copy must be returned to the address listed under "SCHEDULE."

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

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

All print orders will be furnished via email. Furnished electronic files will be furnished by email or FTP.

When applicable, proofs must be delivered to and picked up from: Department of Transportation, Federal Aviation Administration, Attn: AFS-850, FAA Safety Briefing Magazine, 8th Floor, 800 Independence Ave., SW, Washington, DC 20591. (NOTE: Inside delivery to room number required. Room number may change. Contractor will be notified if change occurs.)

No definite schedule for /placement of orders 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 complete production and distribution within nine (9) workdays of notification of availability of the print order and furnished material.
- 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 two (2) 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.

All proof and transit time are included in the schedule.

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/shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service and/or picked up by small package carrier.

FAA Copies prepared for mailing must be ready for pick up on the same day as products ordered for delivery f.o.b. destination are delivered to the destinations specified.

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 is to notify the U.S. Government Publishing Offices of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov. Personnel receiving email, will be unable to respond to questions of a technical nature or to transfer any inquires.

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."

- I. (a) 276
- (b) 276
- (c) 3
- (1) (2)
- II. (a)
- (a) 11 158
- (b) 204 4,617
- III. 1. (a) 165
- (b) 20
- 2. (a) 11
- (b) 30,693
- (c) 443
- (d) 342
- (e) 633

THIS PAGE IS INTENTIONALLY BLANK.

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailing/shipping, and f.o.b. destination for all other consignments. Contractor is responsible for all costs incurred in transporting mail to the post office.

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.

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

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

I. PREPRESS OPERATIONS: One charge will be allowed for each printed page.

- (a) Digital color content proof per trim/page size unit.....\$ _____
- (b) Digital one-piece composite laminated halftone proof..... per trim/page size unit.....\$ _____
- (c) System timeworkper hour.....\$ _____

Electronic prepress operations that cannot be properly classified under any other item shall be charged as “System Timework.” Any charge made under “System Timework” must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the contracting officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item I.(c).

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary (including paper) for the complete printing, and binding of the product listed in accordance with these specifications.

NOTE: When ordered, the cost of the promotional overlay cover is to be charged under line item II.(a). A second makeready charge will be allowed for the promotional cover. Contractor will be allowed to charge for the running for only those copies that have the promotional cover.

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 copies</u> (2)
(a) Complete Cover: Printing in four-color process, including binding.....per complete cover.....	\$ _____	\$ _____
(b) Saddle-Stitched: Printing text in four-color process, including binding.....per page.....	\$ _____	\$ _____

III. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; Kraft envelopes, shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; NCOA; and distribution, in accordance with these specifications.

1. Deliveries –

- (a) Packing and sealing shipping containers per container\$ _____
- (b) Palletizing per pallet.....\$ _____

2. Mailing/Shipping/FAA Copies Prepared for Mailing –

- (a) Addressing single copies (self-mailers).....per 1,000 copies.....\$ _____
- (b) Single or multiple copies in Kraft envelope (up to 200 leaves).....per envelope.....\$ _____
- (c) Multiple copies over 200 leaves, up to 12 pounds,
in cushioned shipping bags, or wrapped in shipping bundles
(maximum gross weight 14 pounds)..... per bag/bundle.....\$ _____
- (d) Quantities over 12 pounds, up to 24 pounds,
wrapped in shipping bundles, or packed in
shipping containers (maximum gross weight 27 pounds)..... per bundle/container.....\$ _____
- (e) Quantities over 24 pounds, up to 36 pounds,
packed in shipping containers (maximum gross
weight 40 pounds)..... per container.....\$ _____

 (Initials)

SHIPMENTS: 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 Solicitations 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 agrees, 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 point(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in the expiration of the bid before award.

BIDDER'S NAME AND SIGNATURE: Unless a 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 per 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's 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) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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