

Prog:	168-S												
Title:	FAA Safety Briefing												
Agency:	Department of Transportation (DOT)												
	Federal Aviation Administration (FAA)												
Term:	Beginning 04.01.16 and ending 03.31.17												
			GRAY GRAPHICS		PEAKE DELANCEY PRTRS		S & S DBA WESTLAND		MCDONALD & EUDY PTRS		CURRENT CONTRACTOR		
			Capitol Heights, MD		Cheverly, MD		Laurel, MD		Temple Hills, MD		McDonald & Eudy Prtrs.		
ITEM NO	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I. PROOFS:													
(a)	Digital color content proof.....												
per trim/page size unit.....	224	3.00	672.00	2.25	504.00	22.50	5,040.00	5.00	1,120.00	2.00	448.00	
(b)	Digital one-piece composite laminated halftone proof.....per trim/page size unit.....	224	15.00	3,360.00	5.25	1,176.00	55.00	12,320.00	5.00	1,120.00	2.75	616.00	
II. PRINTING AND BINDING:													
(a)	Complete Cover: Printing in four-color process, including binding...per complete cover.....												
(1)	<u>Makeready and/or Setup</u>	12	550.00	6,600.00	525.00	6,300.00	1,580.00	18,960.00	450.00	5,400.00	500.00	6,000.00	
(2)	<u>Running Per 1,000 Copies</u>	161	90.00	14,490.00	95.00	15,295.00	118.87	19,138.07	131.00	21,091.00	131.00	21,091.00	
(b)	Saddle-Stitched: Printing text in four-color process, including binding.....per page.....												
(1)	<u>Makeready and/or Setup</u>	200	30.00	6,000.00	41.50	8,300.00	59.75	11,950.00	35.00	7,000.00	33.00	6,600.00	
(2)	<u>Running Per 1,000 Copies</u>	4582	12.50	57,275.00	9.20	42,154.40	10.90	49,943.80	9.65	44,216.30	8.94	40,963.08	
(c)	Envelope with Detachable Form: Printing in black ink, including construction of envelope and binding.....per envelope.....												
(1)	<u>Makeready and/or Setup</u>	6	300.00	1,800.00	350.00	2,100.00	1,525.50	9,153.00	150.00	900.00	200.00	1,200.00	
(2)	<u>Running Per 1,000 Copies</u>	137	145.00	19,865.00	59.00	8,083.00	125.00	17,125.00	55.00	7,535.00	52.00	7,124.00	
III. PACKING AND DISTRIBUTION:													
1.	Deliveries-												
(a)	Packing and sealing shipping containers.....per container.....	433	2.00	866.00	1.50	649.50	1.15	497.95	1.50	649.50	1.50	649.50	
(b)	Palletizing.....per pallet.....	23	20.00	460.00	15.00	345.00	32.50	747.50	10.00	230.00	25.00	575.00	
2.	Mailing/Shipping/FAA Copies Prepared for Mailing												
(a)	Addressing single copies (self-mailers).....per 1,000 copies.....	31	35.00	1,085.00	75.00	2,325.00	32.50	1,007.50	60.00	1,860.00	6.00	186.00	
(b)	Single or multiple copies in kraft envelope (up to 200 leaves).....per envelope.....	2906	0.30	871.80	0.65	1,888.90	1.25	3,632.50	0.30	871.80	0.30	871.80	
(c)	Single or 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.....	537	1.00	537.00	1.00	537.00	1.75	939.75	1.00	537.00	0.75	402.75	
(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.....	249	1.25	311.25	1.75	435.75	1.75	435.75	1.50	373.50	1.50	373.50	
(e)	Quantities over 24 pounds, up to 36 pounds, packed in shipping containers (maximum gross weight 40 pounds).....per container.....	505	1.50	757.50	2.50	1,262.50	1.75	883.75	1.75	883.75	1.75	883.75	
CONTRACTOR TOTALS				114,950.55				151,774.57		93,787.85		87,984.38	
DISCOUNT				2.00%	2,299.01			5.00%	7,588.73	1.00%	937.88	1.00%	879.84
DISCOUNTED TOTALS				112,651.54				144,185.84		92,849.97		87,104.54	
										AWARDED			

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 April 1, 2016 and ending March 31, 2017, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, March 24, 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, D.C. 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 Eastern 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.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50-mile radius of zero milestone Washington, DC.

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/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, call Bernice Mack on (202) 512-1239, or email bmack@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. 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 <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>.

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

Product Quality Levels:

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

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

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

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

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

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

P-7. O.K. Proofs, average type dimension in publication, electronic media, camera copy.

P-8. O.K. Proofs, electronic media.

P-10. 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(s) added under this clause. Further extension may be negotiated under the “EXENSION 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 April 1, 2016 to March 31, 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 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, 2015, 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.

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 may 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.

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 pre-award 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.

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, 2016 through March 31, 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" 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 saddle-wire stitched, separate-covered periodicals (containing a self-mailing envelope with detachable form) 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 per order (plus separate cover and envelope).

NOTE: A second promotional cover overlaying the normal cover may be required on approximately 4,000 to 5,000 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:

Periodical: 8-1/2 x 11”.

Envelope: 9-1/2 x 4-1/8”, with a detachable (perforated) form.

GOVERNMENT TO FURNISH:

Electronic Media will be as follow:

Platform: Macintosh

Storage Media: CD-ROM (Macintosh format) or DVD.

Software: Adobe Illustrator CS4, Adobe Photoshop CS4, Adobe In Design CS4, Adobe Acrobat 7.0.

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.

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.

Additional

Information: Files will be furnished in native application and/or PDF formats.
The contractor is required to support the following fonts, styles, and point sizes for Adobe Postscript.

Camera copy for postage and fees paid permit indicia.

Distribution list. Agency will email or upload distribution files to the contractor’s FTP site after award.

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

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 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 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 : 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 create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized.

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 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:

When ordered, one (1) set of digital color content proofs. 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 to proper position (not pasted up), imaged face and back, trimmed and folded the finished size of the product.

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. 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. Proofs must show dot structure.

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.

Spot varnishes may be shown as either a digital content proof or as an overlay on the one-piece laminated proofs.

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.

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 Coated Text, Gloss-Finish, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

Cover: White Litho (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 the above cover standard.

Envelopes: White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

PRINTING:

Periodicals: 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.

NOTE: A second mailing indicia will be ordered that will require a plate change on periodicals.

Envelopes with Detachable Form: Print envelopes face only (after manufacturing) in black ink.

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

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

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

Viewing Light: The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ANSI PH2.30-1989; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided. Contractor must also provide a densitometer.

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

BINDING:

Periodicals: 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.

Envelopes: Manufacture in accordance with the furnished sample, gather with periodical, and saddle-stitch in the center of the product. The envelopes will require perforating of extension in order to create a detachable form. Four-page products will be saddle-wire stitched in order to attach envelopes.

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 sent to foreign destinations, must be mailed as self-mailers.

Insert single copies to foreign destinations and multiple copies (up to 200 leaves) into kraft envelopes.

Single or 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 – Reproduce shipping container label from furnished repro, fill repro, fill in appropriate blanks, and attach to shipping containers.

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. NOTE: 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 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 in accordance with the distribution list to the address indicated under “SCHEDULE.”

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 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 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 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.*
- Mail/ship f.o.b. contractor's city approximately 2,000 to 2,600 copies to addresses nationwide.
- 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 1,800 copies (subscription copies) to: U.S. Government Publishing Office, Public Documents Warehouse, Attn: Subscription Copies, 8660 Cherry Lane, Laurel, MD 20707.

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

All mailing shall be at the First Class rate.

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.

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

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.

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.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 6-15), and the appropriate mailing statement or statements, supplied by USPS. A fillable GPO form 712 Certificate of Conformance can be found at <http://www.gpo.gov/vendors/sfas.htm>.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ships/mails) 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/ mailing method, and title of publication. Contractor must be able to provide copies of all delivery/shipping/ mailing receipts upon agency request.

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

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 material and proofs must be picked up from and delivered to: Department of Transportation, Federal Aviation Administration, Attn: AFS-850, FAA Safety Briefing Magazine, 8th Floor, 55 M Street, SE, Washington, DC 20003. (NOTE: Inside delivery to room number required. Room number may change. Contractor will be notified if change occurs.)

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 to submit proofs within four (4) workdays of notification of the availability of print order and furnished material.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- NOTE: Once proofs are returned, contractor must schedule press sheet inspection within three (3) workdays.
- Contractor must complete production and distribution within (3) workdays from receipt of "O.K. to print."

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least two (2) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and the date products ordered for mailing/shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service and/or picked up by small package carrier. *NOTE: 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, 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 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 PRICE."

I. (a) 224
(b) 224

	(1)	(2)
II. (a)	12	161
(b)	200	4,582
(c)	6	137

III. 1. (a) 433
(b) 23

2. (a) 31
(b) 2,906
(c) 537
(d) 249
(e) 505

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailing/shipping and f.o.b. destination for all other consignments.

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

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

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 nonresponsive.

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

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

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

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

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

I. PROOFS:

(a) Digital color content proof per trim/page size unit.....\$_____

(b) Digital one-piece composite laminated halftone proof..... per trim/page size unit.....\$_____

(Initials)

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 copies</u> (2)
(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.....	\$ _____	\$ _____
(c) Envelope with Detachable Form: Printing in black ink, including construction of envelope and binding..... per envelope.....	\$ _____	\$ _____

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; 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) Single or 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)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

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)