

Program:	186-S												
Term:	June 26,2015 to June 30, 2016												
Title:	USGS Series Information Products												
			ALCOM PRINTING				WBC INC. dba		McDONALD & EUDY		GRAY GRAPHICS		CURRENT
			HARLEYSVILLE, PA		ALBUQUERQUE, NM		TEMPLE HILLS, MD.		CAPITOL HEIGHTS, MD		GRAY GRAPHICS		
		BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
ITEM NO.	DESCRIPTION												
III.	PAPER: Per 100 leaves												
(a)	White No. 2 Coated Text, Gloss-Finish (80-lb.)	5512	\$1.00	\$5,512.00	\$2.20	\$12,126.40	\$1.40	\$7,716.80	\$1.80	\$9,921.60	\$1.50	\$8,268.00	
(b)	White Matte Coated Offset Book (80-lb.)	24	\$1.00	\$24.00	\$2.50	\$60.00	\$1.50	\$36.00	\$2.00	\$48.00	\$1.50	\$36.00	
(c)	White Litho (Gloss) Coated Cover (80-lb.)	2	\$2.75	\$5.50	\$5.50	\$11.00	\$6.50	\$13.00	\$6.00	\$12.00	\$4.00	\$8.00	
(d)	White No.2 Coated Cover, Gloss-finish (100-lb.)	94	\$2.99	\$281.06	\$9.20	\$864.80	\$6.75	\$634.50	\$9.00	\$846.00	\$6.00	\$564.00	
IV.	CD/DVD MASTERING AND REPLICATION:												
1.	Mastering:												
(a)	CD.....per master.....	1	\$100.00	\$100.00	\$10.00	\$10.00	\$250.00	\$250.00	\$200.00	\$200.00	\$150.00	\$150.00	
(b)	DVD.....per master.....	1	\$175.00	\$175.00	\$20.00	\$20.00	\$250.00	\$250.00	\$300.00	\$300.00	\$200.00	\$200.00	
2.	Replication:												
(a)	CD.....per 100 discs.....	10	\$490.00	\$4,900.00	\$90.00	\$900.00	\$135.00	\$1,350.00	\$65.00	\$650.00	\$65.00	\$650.00	
(b)	DVD.....per 100 discs.....	10	\$535.00	\$5,350.00	\$156.00	\$1,560.00	\$145.00	\$1,450.00	\$100.00	\$1,000.00	\$85.00	\$850.00	
3.	Attaching plastic sleeve to Cover 3, including cost of plastic sleeve.....per 100 copies.....	20	\$54.00	\$1,080.00	\$25.00	\$500.00	\$25.00	\$500.00	\$20.00	\$400.00	\$15.00	\$300.00	
V.	PACKING AND DISTRIBUTION:												
1.	Deliveries-												
(a)	Packing and sealing shipping containers.....per container.....	193	\$1.50	\$289.50	\$2.00	\$386.00	\$2.50	\$482.50	\$2.00	\$386.00	\$2.00	\$386.00	
(b)	Palletizing.....per pallet.....	4	\$15.00	\$60.00	\$45.00	\$180.00	\$15.00	\$60.00	\$20.00	\$80.00	\$15.00	\$60.00	
2.	Shipments-												
(a)	Single or multiple copies in kraft envelope (up to 200 leaves)per envelope.....	31	\$0.30	\$9.30	\$1.50	\$46.50	\$1.00	\$31.00	\$0.65	\$20.15	\$0.65	\$20.15	
(b)	Single or multiple copies over 200 leaves, up to 12 lbs., in cushioned shipping bags, or wrapped in shipping bundles(maximum gross weight 14 lbs)per bag or bundle.....	9	\$0.90	\$8.10	\$2.00	\$18.00	\$2.50	\$22.50	\$1.25	\$11.25	\$1.00	\$9.00	
(c)	Quantities over 12 lbs., up to 24 lbs. Wrapped in shipping bundles, or packed in shipping containers (maxinum gross weight 27 lbs.)per bundle or container.....	4	\$1.32	\$5.28	\$2.50	\$10.00	\$3.00	\$12.00	\$1.50	\$6.00	\$1.50	\$6.00	
(d)	Quantities over 24 lbs., up to 36 lbs. Wrapped in shipping bundles, or packed in shipping containers (maxinum gross weight 40 lbs.).....per container.....	53	\$1.50	\$79.50	\$3.00	\$159.00	\$3.25	\$172.25	\$2.00	\$106.00	\$2.00	\$106.00	
	CONTRACTOR TOTALS			\$116,509.88		\$112,626.20		\$71,014.38		\$81,540.25		\$80,418.37	
	DISCOUNT		5.00%	\$5,825.49	1.00%	\$1,126.26	1.00%	\$710.14	1.00%	\$815.40	2.00%	\$1,608.37	
	DISCOUNTED TOTALS			\$110,684.39		\$111,499.94		\$70,304.24		\$80,724.85		\$78,810.00	
								AWARD					

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

USGS Series Information Products

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

U.S. Geological Survey (USGS)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **June 30, 2016**, 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, on **June 26, 2015**.

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: PPSGB, 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. The 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 product(s) ordered under this contract will be located within a 60-mile radius of Reston, VA.

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.

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

For information of a technical nature call **David Love** (202) 512-0310 (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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

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

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

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract the predominant production function will be declared non-responsible.

CD-ROM OR DVD REPLICATION: Several firms claim patent rights, which may be applicable to CD-ROM or DVD replication. For example, see <http://www.licensing.philips.com>. U.S. Philips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the manufacture and replication of CD-ROMs and DVDs, and assert it is impossible to manufacture or replicate a CD-ROM or DVD without infringing these patents. The patent claims cover, among other things, both the physical structure of and manner in which data is encoded on a CD-ROM or DVD. Other firms, including Discovision Associates, Irvine, CA, also claim similar patent rights.

Each bidder's attention is invited to the patent indemnification provisions of GPO Contract Terms (Publication 310.2 (Rev. 6-01)) since the successful bidder will be responsible for compliance with all applicable patents, including any for CD-ROMs or DVDs.

By submission of a bid, bidders certify that they hold a license under all patents applicable to their replication of CD-ROMs or DVDs.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheet
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheet
P-9. Solid and Screen Tint Color Match	O.K. Press Sheet
P-10. Process Color Match	O.K. Press Sheet

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
- P-8. O.K. Proofs; Electronic Media
- P-9. Pantone Matching System
- 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 “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award** to **June 30, 2016**, 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, 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.

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

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 **Date of Award** through **June 30, 2016**, 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.

PAYMENTS ON PURCHASE ORDER: When processing billing invoices for payment, contractor is to fax the completed invoice to GPO by utilizing the GPO barcode coversheet program application.

The barcode coversheet can be accessed at the following hyperlink below; contractor to follow the instructions as indicated: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Facsimile transmission should only be used when no samples are required with the contractor's invoice, otherwise payment will be held up while the invoice is returned to the contractor for the required sample(s).

ALL invoice packages and envelopes MUST be mailed to: U.S. Government Publishing Office, Comptroller, Stop: FMCE, Financial Management Service, Washington, DC 20401.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of separate-covered publications requiring such operations as electronic prepress, printing (including four-color process and one additional ink color), binding, CD/DVD replication, packing, and distribution.

TITLE: USGS Series Information Products.

FREQUENCY OF ORDERS: Up to approximately 10 orders per year.

QUANTITY: Approximately 200 to 5,000 copies per order.

NUMBER OF PAGES: Approximately 8 to 200 pages (plus cover) per order.

NOTE: An occasional order may be placed for up to 900 pages (plus cover).

TRIM SIZE: 8-1/2 x 11”.

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

Platform: Windows XP; Macintosh OS 10.

Storage Media: CD-R; Email; FTP.

Software: Adobe InDesign CS4; Adobe Illustrator CS4; Adobe Photoshop CS4; Adobe Acrobat Professional 9.

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

Fonts: All printer and screen fonts will be furnished/embedded, as applicable.

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 PostScript, native application, and/or PDF format. Electronic media will include all illustrations and graphics furnished in place. Visuals of electronic files will be furnished. Visuals will be made at less than 100% to show bleeds. Visuals will show color breaks. CMYK and Pantone will be used for color identification. GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Addresses for distribution will be furnished electronically in a Microsoft Excel file.

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

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

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

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: Cathy Knutson at (703) 648-4340.

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 150-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

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

DIGITAL DELIVERABLES: Upon completion of each order, the contractor must furnish final production native application files with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

NOTE: *The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.*

PROOFS:

When ordered, one (1) set of digital color content proofs of entire publication. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

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.

In lieu of digital one-piece laminated proofs, at contractor's option, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be furnished. 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 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 2009.

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.

Pantone colors (when ordered) may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. (This requirement does not apply to inkjet proofs.)

NOTE: The Government may require one (1) or more sets of revised proofs before rendering an “O.K. to print”.

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. 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.

The paper to be used will be indicated on each print order.

Text –

White No. 2 Coated Text, Gloss-finish, basis weight: 80 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A182.

NOTE: Exception to the “Government Paper Specification Standards No. 12” (dated March 2011), under “Testing” – The acceptance criteria in Part 4 shall apply for opacity only.

White Matte Coated Offset Book, basis weight: 80 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A240.

Cover –

White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L10.

White No. 2 Coated Cover, Gloss-finish, basis weight: 100 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L12.

PRINTING: Covers 1 through 4 and text print head-to-head in four-color process; or, in black with four-color process scattered throughout. An occasional order may print with an additional Pantone color. Occasionally, Covers 2 and 3 are blank.

For orders printing in four-color process and a Pantone color, the Pantone color must be printed as a fifth ink. Screen builds will not be allowed.

Facing pages print to and must align across the bind.

When required, coat (after printing) the entire surfaces of Covers 1 and 4, or spot coat specified text pages, with a clear, non-yellowing varnish or aqueous coating, at contractor’s option.

Contractor to match Pantone number as indicated on the print order.

Orders printing in four-color process must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units). Orders printing in four-color process and a Pantone color must be printed on a press capable of printing five colors in a single pass through the press (minimum five printing units).

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. 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: Full color copy and proofs will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries; full color film transparencies will be viewed using a transparency illuminator with 5000 degrees Kelvin. 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.

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

Bleed pages scattered throughout the text. Covers 1 through 4 may bleed on one to four sides.

BINDING: Bind as indicated on the print order.

Various binding styles will be ordered as follows:

- Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to the left or right side of stitches will not be allowed.
- Perfect-bind text and wraparound cover; trim three sides. Score all covers 1/4" from bind.
- Trim four sides and gather in sequence. Punch suitably and bind with plastic spiral coils. Color of plastic coils to be specified on the print order (majority will be either black or white coils).
- An occasional order will require that the contractor attach a heavy duty plastic sleeve to Cover 3 for the insertion of CD/DVDs. Sleeves must be square with a sealed flap to be broken by recipient. Contractor to insert CD/DVD (in paper sleeve) into plastic sleeve. (See "CD/DVD MASTERING AND REPLICATION.")

CD/DVD MASTERING AND REPLICATION: When required, contractor must create a glass master from furnished CD or DVD and replicate the quantity ordered, as specified on the individual print order.

Data Format Verification: Upon receipt of the input media, the contractor shall review the files for usability and completeness. The contractor shall verify compliance of each image with the requirements of ISO 9660. The contractor shall immediately notify the contract administrator of any problems with the furnished data files, including files which are damaged, unreadable, oversized, or not in compliance with ISO 9660. Any delay by the contractor in notifying the contract administrator of defective material will not release the contractor from meeting the delivery and distribution schedule.

Printing – Print text and graphics (furnished by the Government) directly onto the CD (no labels). All printing on the disc shall comply with the requirements set forth in the International Standards IEC 908 and Amendment ISO 9660, and ISO 10149. Inks used for the disc shall not damage the lacquer layer.

Packaging – Insert each individual disc into a protective paper sleeve with plastic transparency.

PACKING:

Deliveries – Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the delivery/shipping process.

Pallets may be required.

Shipments –

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities up to 12 pounds must be inserted into 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 in appropriate blanks, and attach to shipping containers.

Shipments – Create and affix a label to each shipment packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers. At contractor's option, the addresses may be imaged directly onto the kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: USGS, National Center, Attn: Cathy Knutson, Mail Stop: #903, 12201 Sunrise Valley Drive, Reston, VA 20192-0002.

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 the 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 Distribution –

- Deliver f.o.b. destination the majority of copies ordered to: USGS, 12201 Sunrise Valley Drive, Reston, VA 20192. Inside delivery required.
- Ship f.o.b. contractor's city the balance of each order to addresses nationwide, including Alaska and Hawaii.

GPO Distribution – Deliver f.o.b. destination approximately 15 to 20 copies (Depository and Files copies) to two addresses within the commercial zone of Washington, DC. (Quantity to be specified on each print order.)

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

Contractor must ship by small package carrier (reimbursable). Shipping must be by traceable means. Contractor will be reimbursed for all shipping costs by submitting all shipping receipts with billing invoice for payment.

NOTE: No orders are to be shipped by U.S. Postal Service.

Upon completion of each order, all furnished material and five (5) sample copies must be returned to: USGS, National Center, Attn: Cathy Knutson, Mail Stop: #903, 12201 Sunrise Valley Drive, Reston, VA 20192-0002.

Upon completion of each order, 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 186-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/shipping methods, and title of product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

All expenses incidental to picking up and returning materials (when 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).

Furnished material (when applicable) and proofs must be picked up from and delivered to: USGS, National Center, Attn: Cathy Knutson, Mail Stop: #903, 12201 Sunrise Valley Drive, Reston, VA 20192-0002.

When applicable, furnished electronic media and visuals must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

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

Contractor must complete production and distribution within 20 workdays.

- 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 five (5) 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.)
- All proof and transit time is included in the 20-workday schedule.

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 48 hours prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, 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)).

NOTE: 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 products ordered for shipping f.o.b. contractor's city must be picked up by the small package carrier.

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 (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) 1,118
(b) 212

	(1)	(2)
II. (a)	84	168
(b)	48	48
(c)	244	1,639
(d)	928	9,037
(e)	5	35
(f)	6	47
(g)	70	140
(h)	24	48
(i)	36	720
(j)	284	1,318

III. (a) 5,512
(b) 24
(c) 2
(d) 94

IV. 1. (a) 1
(b) 1

2. (a) 10
(b) 10

3. 20

V. 1.(a) 193
(b) 4

2.(a) 31
(b) 9
(c) 4
(d) 53

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all 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 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 100 will be prorated at the per-100 rate.

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

A charge will be allowed for each text page of a single-color product, whether printed or blank. For products printing in more than one ink color or in four-color process and an additional ink color, a charge under “Each Additional Color” will be allowed only for pages actually printed with the additional ink color.

Unless otherwise specified, no more than three blank pages may be permitted at the end of the text for saddle-stitched products.

Cost of all required paper must be charged under Item III. “PAPER.”

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 for the printing and binding of the product listed in accordance with these specifications.

NOTE: Line items II.(e) and (f), as applicable, are for the cost of covers for the saddle-stitched and perfect-bound products only. Cost of covers for the plastic spiral-bound products must be charged under line items II.(g) and (h), as applicable.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) <i>Saddle-Stitched:</i> Printing text in a single ink color, including binding per page.....	\$ _____	\$ _____
(b) <i>Saddle-Stitched:</i> Printing text in four-color process, including binding..... per page.....	\$ _____	\$ _____
(c) <i>Perfect-Bound:</i> Printing text in a single ink color, including binding..... per page.....	\$ _____	\$ _____
(d) <i>Perfect-Bound:</i> Printing text in four-color process, including binding..... per page.....	\$ _____	\$ _____
(e) <i>Saddle-Stitched/Perfect-Bound Cover:</i> Printing Covers 1 and 4 or Covers 2 and 3 in a single ink color, including binding per side.....	\$ _____	\$ _____
(f) <i>Saddle-Stitched/Perfect-Bound Cover:</i> Printing Covers 1 and 4 or Covers 2 and 3 in four-color process, including binding per side.....	\$ _____	\$ _____
(g) <i>Plastic Spiral-Bound:</i> Printing text and covers in single ink color, including binding..... per page.....	\$ _____	\$ _____
(h) <i>Plastic Spiral-Bound:</i> Printing text and covers in four-color process, including binding..... per page.....	\$ _____	\$ _____
(i) <i>Each Additional Color:</i> Printing text or cover in a color in addition to the first press run charged for under line items II.(a) through (h) per color/per page.....	\$ _____	\$ _____
(j) <i>Varnishing/Aqueous Coating:</i> per page.....	\$ _____	\$ _____

(Initials)

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

	<u>Per 100 leaves</u>
(a) White No. 2 Coated Text, Gloss-finish (80-lb.)	\$ _____
(b) White Matte Coated Offset Book (80-lb.)	\$ _____
(c) White Litho (Gloss) Coated Cover (80-lb.)	\$ _____
(d) White No. 2 Coated Cover, Gloss-finish (100-lb.)	\$ _____

IV. CD/DVD MASTERING AND REPLICATION: Prices offered shall include the cost of all required materials and operations necessary (including the paper sleeve and the printing on the disc) for the mastering, and replication of the product listed in accordance with these specifications.

NOTE: Only one mastering charge under line items IV.1.(a) and (b) will be allowed per CD or DVD, as applicable, regardless of the number of replicates produced.

1. *Mastering:*

- (a) CD..... per master\$ _____
- (b) DVD..... per master\$ _____

2. *Replication:*

- (a) CD..... per 100 discs\$ _____
- (b) DVD..... per 100 discs\$ _____

- 3. Attaching plastic sleeve to Cover 3,
including cost of plastic sleeve..... per 100 copies\$ _____

(Initials)

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

1. *Deliveries* –

(a) Packing and sealing shipping containers per container\$ _____

(b) Palletizing per pallet\$ _____

2. *Shipments* –

(a) Single or multiple copies in kraft envelope (up to 200 leaves).....per envelope\$ _____

(b) 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 or bundle\$ _____

(c) Quantities over 12 pounds, up to 24 pounds,
wrapped in shipping bundles, or packed
in shipping containers
(maximum gross weight 27 pounds)..... per bundle or container\$ _____

(d) Quantities over 24 pounds, up to 36 pounds,
packed in shipping containers
maximum gross weight 40 pounds) per container\$ _____

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 _____

(Initials)

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

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)