

<b>Program</b>	252-S								
<b>Term:</b>	January 1, 2024 to December 31, 2024								
<b>Title:</b>	Books and Pamphlets								
			ALCOM PRINTING		McDONALD & EUDY		TEXAS DIGITAL COPY PRT.		
		<b>BASIS OF</b>	Harleysville, PA		Temple Hills, MD		San Antonio, TX		
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>AWARD</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	
<b>I.</b>	<b>PROOFS:</b>								
(a)	PDF soft Proof-----per product	54	\$ 5.00	\$ 270.00	\$ 50.00	\$ 2,700.00	N/C	N/C	
(b)	Digital color content proof---per trim/page-size unit	3,078	\$ 3.00	\$ 9,234.00	\$ 2.50	\$ 7,695.00	N/C	N/C	
<b>II.</b>	<b>PRINTING, BINDING, PACKING, AND DISTRIBTION:</b>								
<b>1.</b>	<b>Text and Covers:</b>								
(a)	Saddle-Stitched Text:								
	Printing in a single ink color, including binding								
	-----per page-----								
1.	Makeready and/or Setup	264	\$ 8.00	\$ 2,112.00	\$ 9.50	\$ 2,508.00	N/C	N/C	
2.	Running Per 100 Copies	7,350	\$ 0.68	\$ 4,998.00	\$ 0.35	\$ 2,572.50	\$ 1.50	\$ 11,025.00	
(b)	Saddle-Stitched Text:								
	Printing in four-color process, including binding								
	-----per page-----								
1.	Makeready and/or Setup	244	\$ 32.00	\$ 7,808.00	\$ 37.00	\$ 9,028.00	N/C	N/C	
2.	Running Per 100 Copies	1,610	\$ 1.03	\$ 1,658.30	\$ 0.55	\$ 885.50	\$ 8.50	\$ 13,685.00	
(c)	Perfect-Bound Text:								
	Printing in a single ink color, including binding								
	-----per page-----								
1.	Makeready and/or Setup	1,926	\$ 6.40	\$ 12,326.40	\$ 6.00	\$ 11,556.00	N/C	N/C	
2.	Running Per 100 Copies	25,428	\$ 1.40	\$ 35,599.20	\$ 0.18	\$ 4,577.04	\$ 1.50	\$ 38,142.00	
(d)	Perfect-Bound Text:								
	Printing in four-color process, including binding								
	-----per page-----								
1.	Makeready and/or Setup	1,108	\$ 35.20	\$ 39,001.60	\$ 27.00	\$ 29,916.00	N/C	N/C	
2.	Running Per 100 Copies	25,478	\$ 1.20	\$ 30,573.60	\$ 0.45	\$ 11,465.10	\$ 8.50	\$ 216,563.00	
(e)	Saddle-Stitched or Perfect-Bound Cover:								
	Covers 1 and 4 or Covers 2 and 3 in a single								
	ink color, including binding-----per side----								
1.	Makeready and/or Setup	3	\$ 88.00	\$ 264.00	\$ 250.00	\$ 750.00	N/C	N/C	
2.	Running Per 100 Copies	616	\$ 4.00	\$ 2,464.00	\$ 4.50	\$ 2,772.00	\$ 3.50	\$ 2,156.00	
(f)	Saddle-Stitched or Perfect-Bound Cover:								
	Covers 1 and 4 or Covers 2 and 3 in four-color								
	process, including binding-----per side-----								
1.	Makeready and/or Setup	28	\$ 320.00	\$ 8,960.00	\$ 300.00	\$ 8,400.00	N/C	N/C	
2.	Running Per 100 Copies	382	\$ 5.00	\$ 1,910.00	\$ 5.50	\$ 2,101.00	\$ 10.00	\$ 3,820.00	
(g)	Loose-Leaf Text:								
	Printing in a single ink color, including trimming								
	four sides-----per page-----								
1.	Makeready and/or Setup	778	\$ 6.40	\$ 4,979.20	\$ 6.00	\$ 4,668.00	N/C	N/C	
2.	Running Per 100 Copies	24,824	\$ 0.40	\$ 9,929.60	\$ 0.18	\$ 4,468.32	\$ 1.50	\$ 37,236.00	
(h)	Wire-O Products:								
	Printing text and cover in four-color process,								
	including binding-----per page-----								
1.	Makeready and/or Setup	539	\$ 31.87	\$ 17,177.93	\$ 35.00	\$ 18,865.00	N/C	N/C	
2.	Running Per 100 Copies	706	\$ 2.10	\$ 1,482.60	\$ 1.00	\$ 706.00	\$ 9.75	\$ 6,883.50	



U.S. GOVERNMENT PUBLISHING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Books and Pamphlets***

as requisitioned from the U.S. Government Publishing Office (GPO) by the  
Department of Commerce (Census)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning January 1, 2024, and ending December 31, 2024, 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 opened at 11:00 a.m., prevailing Washington, DC time, on December 8, 2023 at the U.S. Government Publishing Office, Washington, DC.

**BID SUBMISSION:** Bidders must email bids to [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. 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. This will not be a public bid opening.***

**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 Stacy Bindernagel at [sbindernagel@gpo.gov](mailto:sbindernagel@gpo.gov) or (202) 512-2103.

## 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 Publication 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:** The predominant production function is printing. Any bidder who cannot perform the predominant production function will be declared non-responsible.

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, 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 III.
- (b) Finishing (item related) Attributes – Level III.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Electronic media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic media
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Electronic Media

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

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from January 1, 2024, to December 31, 2024, 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 September 30, 2023, 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. 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)
- 7) Letter of commitment from any subcontractor

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.

**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 the option of the Government, the postaward conference 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 January 1, 2024, through December 31, 2024, 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 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.

**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 prior to 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/agency/billing-and-payment>.

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of separate and self-covered publications requiring such operations as composition, electronic prepress, printing (including four-color process), binding, packing, and distribution.

**TITLE:** Books and Pamphlets.

**FREQUENCY OF ORDERS:** Approximately 45 to 70 orders per year.

**NOTE:** More than one (1) order may be placed on the same day with the same schedule. No more than 15 orders will be placed within the same week.

**QUANTITY:** Approximately 25 up to 30,000 copies per order.

**NOTE:** An occasional order may be issued for up to 80,000 copies. The majority of orders will be for less than 5,000 copies.

### NUMBER OF PAGES:

Publications: Approximately 4 to 700 pages (plus cover, when ordered) per order.

Tab Dividers: Approximately 1 to 5 orders per year for approximately 5 to 30 dividers per set per order.

### TRIM SIZES:

Publications: 8-1/2 x 11"; including album style.

Tab Dividers: 8-1/2 x 11" with 1/2" tab (overall size is 9 x 11").

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

Platform: Microsoft Windows XP, or current.

Storage Media: Email or contractor hosted SFTP.

Software: Adobe Creative Suite 5.5 (or current version); One Form Designer Plus by Amgraf Inc. (current or near current version.)

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. For PDF files, approximately 50% of orders will require contractor to embed fonts.

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

### Additional

Information: Files will be furnished in native application and/or PDF format.  
All graphics/files will be furnished in place.  
Pantone Matching System and CMYK will be used for color identification.  
GPO Form 952 (Digital Publishing Information).

Sample shipping container labels will be furnished via email.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on finished product.

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

*Secure File Transfer Protocol (SFTP):* The contractor must be able to accept files electronically via their secure contractor hosted SFTP server. Appropriate log-on instructions and protocol shall be provided by the contractor at time of award. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access. Contractor’s SFTP site shall have the capability to exchange large graphic digital files. The Government will not be responsible for an SFTP site being out of service. It is the contractor’s responsibility to maintain the operation of their SFTP site. Additional time and/or money will not be authorized due to the SFTP site being out of service.

*Proof Approval Form:* Contractor shall provide a proof approval form in a fillable PDF format to the ordering agency via email or SFTP.

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

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

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. It is anticipated that the Government will make all major revisions.

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. 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 PDF files as digital deliverables when furnished by the Government.)

#### **PROOFS:**

When ordered - One (1) press quality PDF soft proof for content only using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Proofs will be transferred to the agency via email.

*If produced via conventional offset printing –* When ordered, two (2) sets 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, as applicable.

*If produced via digital printing* – When ordered, two (2) sets of digital color one-off proofs created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

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. 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](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in their opinion, materially differs from that of the color sample(s).

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

An order may require two different types of stock be used. An occasional order may require the text to print on cover stock.

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

*Text:*

White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Gloss-Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

White Matte-Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

*Covers:*

White, Blue, Buff, Green, Pink, Salmon, and Yellow Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

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

White Vellum-Bristol Cover, basis weight: 67 lbs. per 500 sheets, 22-1/2 x 28-1/2", equal to JCP Code L24.

*Tab Dividers:*

White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

**PRINTING:**

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175-line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

*Text* – Print head-to-head, head-to-side, head-to-foot, or one side only in one or two ink colors or in four-color process. Facing pages may print to and must align across the bind.

*Covers* – Print Covers 1, 2, 3, and/or 4 in one or two ink colors or in four-color process. Covers may print in full or partial reverse.

*Tab Dividers* – Print face only or face and back in four-color process. Printing may be required on the tab portion only and/or divider page. After printing, reinforce tab portion and back of binding edge with mylar.

Match Pantone number as indicated on the print order.

The GPO imprint is waived and must not print on the finished product.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic files. Text pages may bleed. Covers 1 through 4 may bleed on one to four sides with common and/or uncommon bleeds.

When spine copy is furnished, contractor to determine spine thickness and adjust backstrip, if necessary. Type must center on width of backstrip.

**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 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.

Perfect-bind text and wraparound cover; trim three sides. Hinge score all covers when text page count exceeds 328 pages or when indicated on print order.

Punch suitably and insert black Wire-O type binding. “Wire-O” is a registered trademark of James Burn International.

Punch suitably and insert black spiral wire binding.

Trim four sides and shrink-film wrap each copy or as indicated on the print order.

Stitch with one stitch in the upper left corner (ULC) and trim four sides.

Tab Dividers – 1/2” lip, 1/3 cut, 1/4 cut or 1/5 cut, various banks. As specified, tabs to be inserted throughout and bound with text.

Drilling – One or two orders placed may require drilling, as follows:

- Three round holes, 1/4” in diameter, 4-1/4” center to center, 3/8” from bind edge.
- Three round holes, 3/8” in diameter, 4-1/4” center to center, 3/8” from bind edge.

**PACKING:** An occasional order may require copies to be shrink-wrapped in quantities as specified on the print order.

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

Containers must be packed in such a way as to prevent crushing while in transit. The Government will NOT accept crushed containers. Crushed containers will be returned to the contractor for replacement, at the contractor's expense.

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 when shipped.

*Pallets* – When required, wood pallets with un-notched solid stringers allowing entry only from the ends are to be used. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must measure 48 x 42" (stringer measurement shall be the 48" dimension). Full two-sided entry on the 42" width dimension required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48".

Shipping containers must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit removal without damage to the containers. Shipping containers shall be of the appropriate dimensions so as to be stacked on the pallets so that the length of each container runs in the opposite direction to the row of containers beneath/above (i.e., interlocking 90-degree palletizing scheme) with container labels facing out on all four sides of the pallet when stacked. Shipping container dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure that all rows on all pallets are of the same dimensions. Pallets with overhanging containers or rows will not be accepted. *MIXING OF PRINT ORDERS ON PALLETS IS PROHIBITED.*

**LABELING AND MARKING (Package and/or Container label):** Contractor to output agency provided sample label, fill in appropriate blanks, and attach to 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 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.

Quantity <u>Ordered</u>	Number of <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 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 to: National Processing Center, 1621 Dutch Lane, Receiving Dock 60-F, Jeffersonville, IN 47130.

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:**

- Deliver f.o.b. destination approximately 80% of the total quantity ordered to: Census, National Processing Center, Receiving Building 60-F, 1621 Dutch Lane, Jeffersonville, IN 47130, and the balance to one (1) address within the commercial zone of Washington, DC.
- Ship f.o.b. contractor’s city approximately 20% of all orders issued to approximately one (1) to 12 addresses nationwide (reimbursable). (NOTE: Approximately four (4) addresses require special handling (loading dock limitations/requirements, provided upon request)).

Complete addresses and quantities will be furnished with the print orders. Inside delivery to room number specified is required.

For each order placed, contractor must provide a 1-workday notice for all deliveries to the National Processing Center located at Receiving Building 60-F, 1621 Dutch Lane, Jeffersonville, IN 47130. For print orders requiring more than one scheduled delivery date (delivery of partial quantities), a separate email message must be provided in advance of each individual delivery date.

NOTE: Approximately 10% of the orders placed during the term of the contract will require contractor to make a partial delivery to one (1) destination and hold the balance of the order for release on a later date to be specified by the Government. The balance MUST be delivered as specified by the Government, otherwise the contractor will be deemed late on that print order.

Contractor must ship (reimbursable) via traceable means. The contractor must pay all shipping charges at the time of shipping and will be reimbursed for shipping costs with proper submission of the appropriate receipts with the invoice.

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 and [acsd.printing.services@census.gov](mailto:acsd.printing.services@census.gov). The subject line of the email shall be “Distribution Notice for Program 252-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.

Upon completion of each order, all digital deliverables must be returned to the ordering agency contact as indicated on print order or to: [acsd.printing.services@census.gov](mailto:acsd.printing.services@census.gov).

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

At the Government's option, the print order and furnished material will be furnished via email or contractor hosted SFTP.

When ordered, PDF soft proofs are to be emailed to the ordering agency contact as specified on the print order. The subject line of the email must state "Proof Distribution, Program 252-S, Print Order XXXXX."

When ordered, digital color content proofs must be delivered to and picked up from one (1) address (as specified on the print order) within the Washington, DC/Maryland/Virginia metropolitan area. When proofs have been shipped, the contractor must email the ordering agency contact as specified on the print order. The subject line of the email must state "Proof Distribution, Program 252-S, Print Order XXXXX." The email must include the carrier service and tracking number.

NOTE: If response to the proof(s) is not returned by the ordering agency within the specified time (see below schedules, as applicable), the contractor must email the ordering agency contact as specified on the print order with proof of delivery of the proof(s).

No definite schedule for placement of orders can be predetermined.

The following schedules begin the workday after notification of availability of print order and furnished materials; the workday after notification will be the first workday of the schedule.

***Regular Schedule:***

- NOTE: If proofs are not required, contractor must complete production and distribution within seven (7) workdays of notification of availability of print order and furnished materials.
- When ordered, contractor must submit all required proofs within two (2) 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 for hard copy proofs, or approval or changes are communicated via email for PDF soft proofs. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- If revised proofs are required due to author's alterations, contractor must submit revised proofs within two (2) workdays of notification of changes.
- Revised proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup for hard copy proofs, or approval or changes are communicated via email for PDF soft proofs. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Complete production and distribution must be made within seven (7) workdays of receipt of an "O.K. to Print" on proofs.

***Accelerated Schedule:*** It is anticipated that approximately 20% of all orders issued will require an accelerated schedule. When an accelerated schedule is required, it will be specified on the individual print order.

- NOTE: If proofs are not required, contractor must complete production and distribution within four (4) workdays of notification of availability of print order and furnished materials.
- When ordered, contractor must submit all required proofs within one (1) workday of notification of the availability of furnished print order and furnished material.
- Proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until they are made available for pickup for hard copy proofs, or approval or changes are communicated via email for PDF soft proofs. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- If revised proofs are required due to author's alterations, contractor must submit revised proofs within one (1) workday of notification of changes.
- Revised proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until they are made available for pickup for hard copy proofs, or approval or changes are communicated via email for PDF soft proofs. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Complete production and distribution must be made within four (4) workdays of receipt of an "O.K. to Print" on proofs.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and the date products ordered for shipping f.o.b. contractor's city must be picked up by a 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, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving email or call 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.

**PREMIUM PAYMENTS:** Orders requiring the “Accelerated Schedule” will be paid for at the premium rate in accordance with the contractor’s offered percentage (Item V.) in the “SCHEDULE OF PRICES.”

All other orders will be placed with the required “Regular Schedule” and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item III. “PAPER” in the “SCHEDULE OF PRICES.”

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated, and the contractor will not list such items on their billing invoice.

It is estimated that 20% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be affected by applying the percentage increase, offered for the accelerated schedule in the “SCHEDULE OF PRICES” (Item V.), to 20% of the prices offered for all items except Item III., “PAPER.”

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

I. (a)	54		III. 1. (a)	47,165
(b)	3,078		(b)	80
			(c)	1,267
			(d)	1,108
II. 1. (a)	(1) 264	(2) 7,350	(e)	195
(b)	244	1,610	(f)	25
(c)	1,926	25,428	(g)	31
(d)	1,108	25,478		
(e)	3	616	2.	418
(f)	28	382		
(g)	778	24,824	IV. (a)	4,871
(h)	539	706	(b)	61
(i)	1,953	12,054	(c)	502
(j)	1	16	(d)	418
			(e)	499
2.	20	418	(f)	8

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to Jeffersonville, IN, and within the commercial zone of Washington, DC, and f.o.b. contractor’s city for all other shipments.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with 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), NA (Not Applicable), or blank spaces for an item will 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 100 will be prorated at the per-100 rate.

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

For products printing in more than one color, a charge under “Each Additional Color” will be allowed only for pages actually printed with the additional color(s).

Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text for saddle-stitched and perfect-bound products.

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

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

**I. PROOFS:**

- (a) PDF soft proof.....per product.....\$ \_\_\_\_\_
- (b) Digital color content proof ..... per trim/page-size unit.....\$ \_\_\_\_\_

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

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

**1. Text and Covers:**

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

**2. Tab Dividers:**

Printing in four-color process, including die-cutting and reinforcing tabs with Mylar ..... per side.....	\$ _____	\$ _____
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\_\_\_\_\_  
(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.

Tab Dividers – Each divider.

	<u>Per 100 leaves</u>
<i>1. Text and Covers:</i>	
(a) White Uncoated Text (50-lb.).....	\$ _____
(b) White Gloss-Coated Text (70-lb.).....	\$ _____
(c) White Matte-Coated Text (70-lb.) .....	\$ _____
(d) White Index (110-lb.).....	\$ _____
(e) Colored Index (110-lb.) .....	\$ _____
(f) White Gloss-Coated Cover (80-lb.) .....	\$ _____
(g) White Vellum-Bristol Cover (67-lb.).....	\$ _____
<i>2. Tab Dividers:</i>	
White Index (110-lb.).....	\$ _____

**IV. ADDITIONAL OPERATIONS:**

- (a) Shrink-film wrap ..... per package .....\$ \_\_\_\_\_
- (b) Drilling (each run)..... per 100 leaves .....\$ \_\_\_\_\_

A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8". Three (3) holes will be the maximum for any one run. When drilling pamphlets/books with separate covers or tab dividers, each thickness of cover/divider stock will be counted as three (3) leaves.

- (c) One stitch in the upper left corner (ULC) ..... per 100 copies .....\$ \_\_\_\_\_
- (d) Inserting tab dividers throughout text pages..... per 100 dividers .....\$ \_\_\_\_\_
- (e) Hinge scoring ..... per 100 copies .....\$ \_\_\_\_\_

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

(f) Palletizing ..... per pallet.....\$ \_\_\_\_\_

**V. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items except Item III.  
“PAPER.”

Percentage increase..... \_\_\_\_\_ %

**SHIPMENT(S):** 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 Solicitation 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 agree, 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 points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER'S NAME AND SIGNATURE:** Unless 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 in accordance with 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 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)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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