

Program:	286-S							
Term:	Date of Award to January 31, 2019							
Title:	Calendar of Events							
			<b>GRAY GRAPHICS</b>		<b>McDONALD &amp; EUDY INC.</b>		<b>CURRENT CONTRACTOR</b>	
		BASIS OF	Capitol Heights, MD		Temple Hills, MD		McArdle Printing	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	<b>COST</b>	UNIT RATE	<b>COST</b>	UNIT RATE	<b>COST</b>
<b>I.</b>	<b>PRINTING, BINDING, PACKING, AND DISTRIBUTION:</b>							
(a)	Per Product.....							
(1)	<b>Makeready and/or Setup</b>	12	\$400.00	\$4,800.00	\$725.00	\$8,700.00	\$322.00	\$3,864.00
(2)	<b>Running Per 1,000 Copies</b>	252	\$48.00	\$12,096.00	\$80.00	\$20,160.00	\$44.47	\$11,206.44
	<b>CONTRACTOR TOTALS</b>			<b>\$16,896.00</b>		<b>\$28,860.00</b>		<b>\$15,070.44</b>
	<b>DISCOUNT</b>		<b>1.00%</b>	\$168.96	<b>1.00%</b>	\$288.60	<b>5.00%</b>	\$753.52
	<b>DISCOUNTED TOTALS</b>			<b>\$16,727.04</b>		<b>\$28,571.40</b>		<b>\$14,316.92</b>
				<b>AWARDED</b>				

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Calendar of Events**

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

**Library of Congress**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **January 31, 2019**, plus up to four (4) optional 12 month extension period (s) that may be added in accordance with the “OPTION TO EXTEND THE CONTRACT TERM” clause in this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **February 7, 2018**.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted 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 zero milestone Washington, D.C.

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 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 call **David Love** (202) 512-0310 or email [aps-team1@gpo.gov](mailto:aps-team1@gpo.gov).

## SECTION 1 – GENERAL TERMS AND CONDITIONS

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

**GPO Contract Terms** (GPO Publication 310.2) –  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>

**GPO QATAP** (GPO Publication 310.1) –  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at:  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>

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

Product Quality Levels:

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

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

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

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

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

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

- P-7. Electronic Media
- P-8. Electronic Media
- P-9. Pantone Matching System
- P-10. OK 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 this contract may not exceed **five years** as a result of, and including, any extensions added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments.

**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** through **January 31, 2019**, 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 **October 31, 2017**, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

**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.

**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 **January 31, 2019**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

**PAYMENT:** Submitting all 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 invoicing. Instruction for using this method can be found at the following web address:

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

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

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

**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 the Calendar of Events requiring such operations as electronic prepress, printing in four-color process, binding, packing, mailing, and distribution.

**TITLE:** Calendar of Events

Although the Government cannot guarantee the following requirements, based on past performance, it is anticipated the following frequency of orders, quantities, and page counts can be expected throughout the term of the contract:

<u>Frequency of orders</u>	<u>Trim Size</u>	<u>Quantity per order</u>	<u>Page Count</u>
Monthly	10-1/2 x 17"	21,000	Face and Back

**GOVERNMENT TO FURNISH:**

*Electronic media will be furnished as follows –*

**Platform:** IBM compatible computer using Windows or Macintosh OSX.

**Media:** CD-R/RW, DVD-R/RW, E-mail or via contractor-hosted FTP server

**Software:** Adobe Creative Cloud (Illustrator, Photoshop and InDesign)

All files will be created in current versions or near current versions of the above mentioned programs.

**Note:** All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.

**Fonts:** All printer and screen fonts will be furnished.

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 supplied

GPO Form 952 – Desktop Publishing Disk Information

GPO Form 905 – Labeling and Marking Specifications

**Note:** Contractor to download GPO Form 905 (R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

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

Addresses for distribution under this contract will be furnished electronically in ASCII comma-delimited or tab-delimited format. Contractor will be required to produce address labels from furnished information. When directed by the Government, the contractor may be required to make minor corrections to the address format.

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 finished product.

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

The Contractor must be able to transfer files electronically via a contractor-hosted File Transfer Protocol (FTP) server.

**Note:** Appropriate log-on instructions and protocol must be provided at time of award.

## **ELECTRONIC PREPRESS:**

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

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.

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.

## **PROOFS:**

**Two sets** of digital color content proofs

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. 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.

**One set** of digital one-piece composite laminated color proofs

Proofs must be created on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet.

Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8" x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. Proofs must show dot structure.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

**Note:** Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors.

OR at contractor's option:

**One set** of inkjet proofs

Proofs must be G7 profiled and use pigment based inks. A proofing RIP that provides 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 plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. 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 Control Strip 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.

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 –

[https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol\\_12.pdf?sfvrsn=2](https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf?sfvrsn=2)

All paper used in each copy must be of a uniform shade.

White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

**PRINTING:** Print head-to-foot in four-color process, with full bleeds

**MARGINS:** Margins will be as indicated on the print order, unless otherwise specified.

**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 QA TAP 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 January 2015.

**Note:** A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

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

For reviewing of the press sheets, the contractor must provide the following:

**Viewing light:** Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

**Densitometer:** A calibrated densitometer must be provided at press side, for the purpose of monitoring density, dot gain, contrast, trapping, hue error, and ink coverage in products containing one color through multicolor process.

**BINDING:** Fold from 10-1/2 x 17" to 10-1/2 x 4-1/4", mailing permit out. Contractor to follow dummy furnished with print order for folding instructions.

**PACKING:**

**Bulk Shipments** - Pack in shipping containers. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

Contractor will be required to bundle 540 bundles of 25 each using paper wrap or rubber bands and put them in boxes addressed and delivered to two addresses within the commercial zone of Washington, DC.

**Mailed Shipments** - Single copies, excepting those sent to foreign destinations, will be mailed as self-mailers.

Contractor will be required to insert single copies sent to foreign destinations and multiple copies (up to 200 leaves), as specified on the distribution list, into contractor-furnished envelopes, pack into shipping containers, and deliver to address(es) within the commercial zone of Washington, DC.

**LABELING AND MARKING:**

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

**Mailed Shipments** – Contractor will be required to create and affix a recipient address label to each copy mailed singly as self-mailers and to each unit packaged in contractor-furnished envelopes, as specified on the distribution list. In addition, each envelope must carry the appropriate permit imprint and departmental return address. The contractor may either create and affix a separate label or directly print the information onto each envelope.

Contractor must include all delivery information on the shipping container labels, including zip code plus four.

**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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678- Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address receiving the largest consignment.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

**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 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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on [www.GPO.gov](http://www.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 Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

**FOB destination – Bulk Shipments**

Deliver copies to approximately three to six destinations within the commercial zone of Washington, DC, as specified on the distribution list. Complete addresses and quantities will be furnished with each print order.

***Congressional copies*** –

Included in the balance that delivers f.o.b. destination will be approximately 13,500 copies to be distributed as follows: The contractor will be required to insert 25 copies for each member of the U.S. House of Representatives, the U.S. Senate, and nonvoting delegates (a total of approximately 540 members) into contractor-furnished envelopes, pack envelopes into shipping containers, and deliver to approximately two to three destinations within the commercial zone of Washington, DC.

Bundle 440 bundles of 25 each using paper wrap or rubber bands and put them in a box addressed and delivered to: The U.S House of Representatives address at 9140 East Hampton Drive, Capitol Heights, MD 20772.

Bundle 100 bundles of 25 each using paper wrap, or rubber bands and put them in a box addressed and delivered to: The United States Senate, 6330 Columbia Park Road, Landover, MD 20785.

**Note:** Please include the supplied letter from the Library of Congress with instructions to distribute one bundle of 25 to each member of Congress.

***Special Security Restrictions:***

All deliveries to and pickups from the Madison, Jefferson, and Adams Building Loading Docks must first be screened at the Off-Site Delivery Center for the U.S. Capitol Police located at: 4700 Shepard Parkway, SW, Washington, DC 20032.

- (1) Delivery vehicles will be inspected before proceeding to the loading dock.
- (2) Shipments are NOT to be sent via USPS. No curbside drop off or pickups. Driver must enter into building.
- (3) Deliveries for events/functions in any Capitol Complex buildings MUST have approval through the House or Senate Sergeant At Arms Office PRIOR to inspection at the Off-Site Inspection Center.
- (4) No deliveries will be accepted unless the vehicles have been processed at the Off-Site Inspection Center. All contents of delivery vehicles are required to be processed, via x-ray screening, prior to access to the Capitol Complex.
- (5) All delivery personnel will be required to provide picture identification and be processed through the National Crime Information Center (NCIC).
- (6) The hours of operation for the Off-Site Inspection Center are 4:30 AM to 7:00 PM, Monday through Friday. The facility is close on all 10 Federal holidays, unless specifically noted.

In order to gain access to the loading docks for the Capitol/CVC, House Office Buildings, Senate Office Buildings, and the Library of Congress Buildings, the contractor is required to have a letter on file with the U.S. Capitol Police. The letter must be on company letterhead accompanied by the signature of the owner, president, or manager of the company. Contractor to print or type the names in alphabetical order of persons requesting access.

Requests for access should contain the following information:

- (1) Name of company
- (2) Name of the drivers/employees requiring access
- (3) Social Security Number for each driver/employee
- (4) Date of birth for each driver/employee
- (5) Building(s) to be accessed
- (6) Company contact person and phone number

The above information is to be provided to: U.S. Capitol Police  
Off-Site Inspection Center,  
4700 Shepherd Parkway SW,  
Washington, DC 20032.  
Fax number: (202) 563-5140.

Email: [sylvia.washington@uscg.gov](mailto:sylvia.washington@uscg.gov)  
[kendrick.young@uscg.gov](mailto:kendrick.young@uscg.gov);  
[shannan.gadsby@uscg.gov](mailto:shannan.gadsby@uscg.gov).

Questions can be directed to the Off-Site Inspection Center between 4:30 AM and 7:00 PM. at (202) 224-0202.

**FOB contractor's city – Mailed Shipments**

Approximately 8,500 copies will mail as self-mailers at the First Class rate.

The mailing of self-mailers shall be made at the First Class and Presorted Standard rates, unless otherwise specified by the ordering agency.

The contractor will mail using Government furnished "Postage and Fees Paid" permit imprint, however, orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

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

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

***Certificate of Conformance:*** When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS.

A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>. In the upper right corner of GPO Form 712, contractor must include a unique GPO identification number beginning with the Jacket Number followed by a sequential number for each form used for mailings performed for the term of the contract (e.g. XXX-XXX-1, XXX-XXX-2, XXX-XXX-3, etc.).

**RECEIPT FOR DELIVERY:** Contractor will be required to furnish receipts for delivery verification. These receipts must include the GPO jacket number, program number, and print order number; total quantity delivered; number of shipping containers; quantity per container; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

In addition, within five (5) days of completion of each order, a copy of GPO Form 712 and U.S. Postal Service Form 3602 must be e-mailed to: Acting Head of Administrative Services, OSS Division, Attn: Anthony Morton at: [amor@loc.gov](mailto:amor@loc.gov) .

Contractor is also required to e-mail one legible copy of each billing invoice to the following address within five (5) workdays of billing: Library of Congress, James Madison Building, Room LM-327, Mail Stop 9400, 101 Independence Avenue, SE, Washington, DC 20540, Attn: Anthony Morton at: [amor@loc.gov](mailto:amor@loc.gov).

Upon completion of each order, all furnished material and sample copies must be returned to the address listed under "SCHEDULE".

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

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

Furnished material and proofs must be picked up from and delivered to: Library of Congress, 101 Independence Ave, SE, Room LMG-14, Washington, DC 20540. Attn: Anthony Morton

Please see DISTRIBUTION for security restrictions.

**CONTRACTORS NOTE: All deliveries to the room number indicated above must be made by the contractor and not a commercial delivery company (such as FedEx, UPS, etc.).**

No definite schedule for pickup of material can be predetermined.

The following schedules begin the workday after notification of the availability of print order and furnished material.

Contractor to submit all proofs as required within **one workday**

Proofs will be withheld no more than **one workday** from their receipt at the Department until they are made available for pickup. **Note:** The first workday after receipt of proofs at the Department is day one (1) of the hold time.)

Furnished material must be returned with proofs.

Contractor must complete production and distribution within **three workdays** of receipt of "O.K. to print" on proofs.

The ship/deliver date indicated on the print order is the date products ordered for f.o.b. destination must be delivered to the destinations specified and all shipments mailed f.o.b. contractor's city must be delivered to the Post Office.

### **Press Sheet Inspection**

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 **three workdays** prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday.

**Note:** See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

**When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection**

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](mailto:compliance@gpo.gov), via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

### **SECTION 3 – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I.           (1)    (2)
- (a)       12   252

**SECTION 4 – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to 3 to 6 destinations within the commercial zone of Washington, DC and f.o.b. contractor's city for all mailed shipments.

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

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

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

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

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

**I. PRINTING, BINDING, PACKING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Per Product.....	\$ _____	\$ _____

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)