

Program:	0286-S					
Term:	Date of Award to March 31, 2023					
Title:	Calendar of Events					
			MCDONALD AND EUDY		CURRENT CONTRACTOR	
		BASIS OF	TEMPLE HILLS, MD		GRAY GRAPHICS	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING and BINDING:					
	Printing in four-color process, including binding.....per product.....					
(1)	Make-ready and/or Setup	11	\$475.00	\$5,225.00	\$400.00	\$4,400.00
(2)	Running Per 1,000 Copies	220	\$75.00	\$16,500.00	\$48.00	\$10,560.00
II.	PACKING and DISTRIBUTION:					
1.	Bulk Shipments:					
	Packing and sealing shipping containers.....per container.....	132	\$2.50	\$330.00	\$0.00	\$0.00
2.	Mailed Shipments:					
	Addressing single copies (self-mailers).....per copy.....	39,875	\$0.13	\$5,183.75	\$0.00	\$0.00
	CONTRACTOR TOTALS			\$27,238.75		\$14,960.00
	DISCOUNT		1.00%	\$272.39	1.00%	\$149.60
	DISCOUNTED TOTALS			\$26,966.36		\$14,810.40
				AWARDED		

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 (LOC)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **March 31, 2023**, plus up to *one* (1) 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 **April 1, 2022**, at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to bidsapdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Program 286-S 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.

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, DC.

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, contact David Love at dlove@gpo.gov or (202) 512-0310.

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>.

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-10. Process Color Match	O.K. Press Sheets

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

- P-7. O.K. Proofs; Electronic Media
- P-10. O.K. Proofs

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause except, the total duration of this contract may not exceed two (2) 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 **March 31, 2023**, 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 **December 31, 2021**, 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/subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s/subcontractors’ 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(s)
- 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.

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 **March 31, 2023**, 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.

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 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>

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 planners requiring such operations as electronic prepress, printing in four-color process, binding, packing, and distribution.

TITLE: Calendar of Events.

FREQUENCY OF ORDERS: Monthly.

NOTE: A print order will be issued each month except for July and August; the issues for July and August will be combined into one issue.

QUANTITY: Approximately 18,000 to 21,000 copies per order.

NUMBER OF PAGES: Face and back.

TRIM SIZE: 10-1/2 x 17" (flat).

GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows –

Platform: IBM compatible computer using Windows or Macintosh OSX.

Media: Email; 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.

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: Files will be furnished native application and/or PostScript format.
All illustrations, line art, and graphics will be included in the electronic files.
Color identification will be CMYK.
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Electronic file of folded product to be used as folding guide will be furnished once at the beginning of the contract and to be held for reuse throughout the term of the contract. (See Exhibit A.)

Electronic file with instructions on how to pack, label, and mark all copies to be delivered to Congress will be furnished with each order.

Addresses for distribution under this contract will be furnished electronically in ASCII comma-delimited or tab-delimited format. 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.

Contractor must be able to send and accept files electronically via a contractor-hosted File Transfer Protocol (FTP) server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

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 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.

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. (If applicable, the Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS:

- **Two (2) sets** of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.
- **One (1) set** of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi.

At contractor's option, **one (1) set** of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1-bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: www.gpo.gov/gporestarget.pdf.

NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications.

See instructions at:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>.

Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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

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

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.

All paper used in each order must be of a uniform shade. Additionally, the same paper must be used within the same order; however, the contractor may use different paper (as specified below) order to order.

At contractor's option - White Gloss-Coated Text, basis weight: 70 or 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180; or, White Silk/Dull-Coated Text, basis weight: 70 or 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A260.

PRINTING: Print face and back, head-to-foot in four-color process with full bleeds.

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

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

Viewing Light – 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.

MARGINS: Unless otherwise specified, margins will be as indicated on the print order or furnished electronic files.

BINDING: Trim four sides.

Fold from 10-1/2 x 17” (flat) down to 4-3/8 x 10-1/2” using a gatefold with one additional fold in center (creating an 8-panel (closed) gatefold product). Contractor to follow furnished folding guide (see Exhibit A).

For all self-mailers, contractor to apply the necessary number of wafers seals in the appropriate locations in accordance with current postal regulations. For all delivered copies, contractor to apply one wafer seal in center to hold folded product closed.

PACKING:

Bulk Shipments –

Contractor will be required to bundle approximately 541 bundles of 25 copies each using paper wrap or rubber bands and pack suitable in shipping containers not to exceed 45 pounds when fully packed.

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

Mailed Shipments –

Single copies will be mailed as self-mailers.

LABELING AND MARKING:

Bulk Shipments – Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Contractor must include all delivery information on the shipping container labels, including ZIP+4 codes.

Mailed Shipments – Contractor will be required to create and affix a recipient address label to each copy mailed singly as self-mailers as specified on the distribution list. At contractor’s option, addresses may be imaged directly onto the self-mailers.

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 www.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.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, 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 13,525 total copies to two addresses in the commercial zone of Washington, DC, as specified on the distribution list.
- Mail f.o.b. contractor’s city approximately 3,000 to 4,000 copies as self-mailers.
- Deliver f.o.b. destination approximately 26 copies (Depository and File copies) to two addresses within the commercial zone of Washington, DC, as specified on the print order.
- Deliver f.o.b. destination the balance of each order to approximately one to four addresses within the commercial zone of Washington, DC, as specified on the distribution list.

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

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-offs 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 a.m. to 7:00 p.m., EST, Monday through Friday. The facility is closed on all 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@uscp.gov; kendrick.young@uscp.gov; shannan.gadsby@uscp.gov)

Questions can be directed to the Off-Site Inspection Center between 4:30 a.m. and 7:00 p.m., local time, at (202) 224-0202.

Mailed Shipments – All mailing must be made at the First Class and Presorted Standard rates, unless otherwise specified by the ordering agency.

The contractor will mail using a Government furnished “Postage and Fees Paid” permit imprint; however, orders which result in mailings of less than 200 pieces or less than 50 pounds 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 invoice 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.

Coding Accuracy Support System (CASS) and National Change of Address (NCOA): Addresses for this contract must be verified against a USPS certified Coding Accuracy Support System (CASS) certified software address hygiene program. Additionally, addresses must be verified against the USPS NCOA Link program. All related costs to perform these operations must be included in submitted bid pricing. No additional reimbursement will be authorized.

After processing through CASS and NCOA, contractor to make all possible changes/updates needed to an address(es).

Upon completion of each order, contractor is required to provide (via email) a file of all un-mailable addresses and a file of all changed/updated addresses. Files shall contain all record fields. Files to be emailed to the address specified on the print order.

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).

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 invoice for payment.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ mails) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 286-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/ mailing methods, and title of product. Contractor must be able to provide copies of all delivery/ mailing receipts upon agency request.

Within five (5) workdays of completion of each order, a copy of GPO Form 712 and U.S. Postal Service Form 3602 must be emailed to: Rene Szydal at rszydal@loc.gov.

Within five (5) workdays of billing, the contractor is also required to email one legible copy of each billing invoice to: Library of Congress, James Madison Building, Room LM-G22, Mail Stop 9446, 101 Independence Avenue, SE, Washington, DC 20540. Email: pharr@loc.gov.

All expenses incidental to picking up and returning materials (as applicable to receiving/sending files via contractor's email account and contractor-hosted SFTP site), 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).

Print order and furnished material will be provided via email or contractor-hosted FTP server.

Proofs must be delivered to and picked up from: Library of Congress, Attn: Rene Szydal, 101 Independence Avenue, SE, Room LMG-56, Washington, DC 20540.

NOTE: See "DISTRIBUTION" for security restrictions. 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 placement of orders can be predetermined.

NOTE: Ordering agency may issue an order immediately after award.

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

- Contractor to submit all required proofs within **one (1) workday** of notification of availability of 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. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Contractor must complete production and distribution within **three (3) workdays** of receipt of “O.K. to Print” on proofs.

The contractor must notify the 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 (3) workdays** prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, prevailing Eastern Time.

NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

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

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

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 or via telephone at (202) 512-0520. Personnel receiving the 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.

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

	(1)	(2)
I.	11	220
II. 1.		132
2.		39,875

SECTION 4 – SCHEDULE OF PRICES

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

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

Bidder must make an entry in each of the spaces provided. Bids submitted with 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.

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

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

NOTE: Prices submitted must include the cost of applying wafer seals to self-mailers and delivered copies, as specified.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Printing in four-color process, including binding per product.....	\$ _____	\$ _____

II. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of bundling, packing, and shipping containers; all necessary wrapping and packing materials; labeling and marking; CASS and NCOA verifications; and, complete distribution, in accordance with these specifications.

1. Bulk Shipments:

Packing and sealing shipping containers per container\$ _____

2. Mailed Shipments:

Addressing single copies (self-mailers)..... per copy\$ _____

(Initials)

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)

SHIPMENTS: Shipments will be made from: City _____ State _____.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned 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 point(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's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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

EXHIBIT A Folding Guide

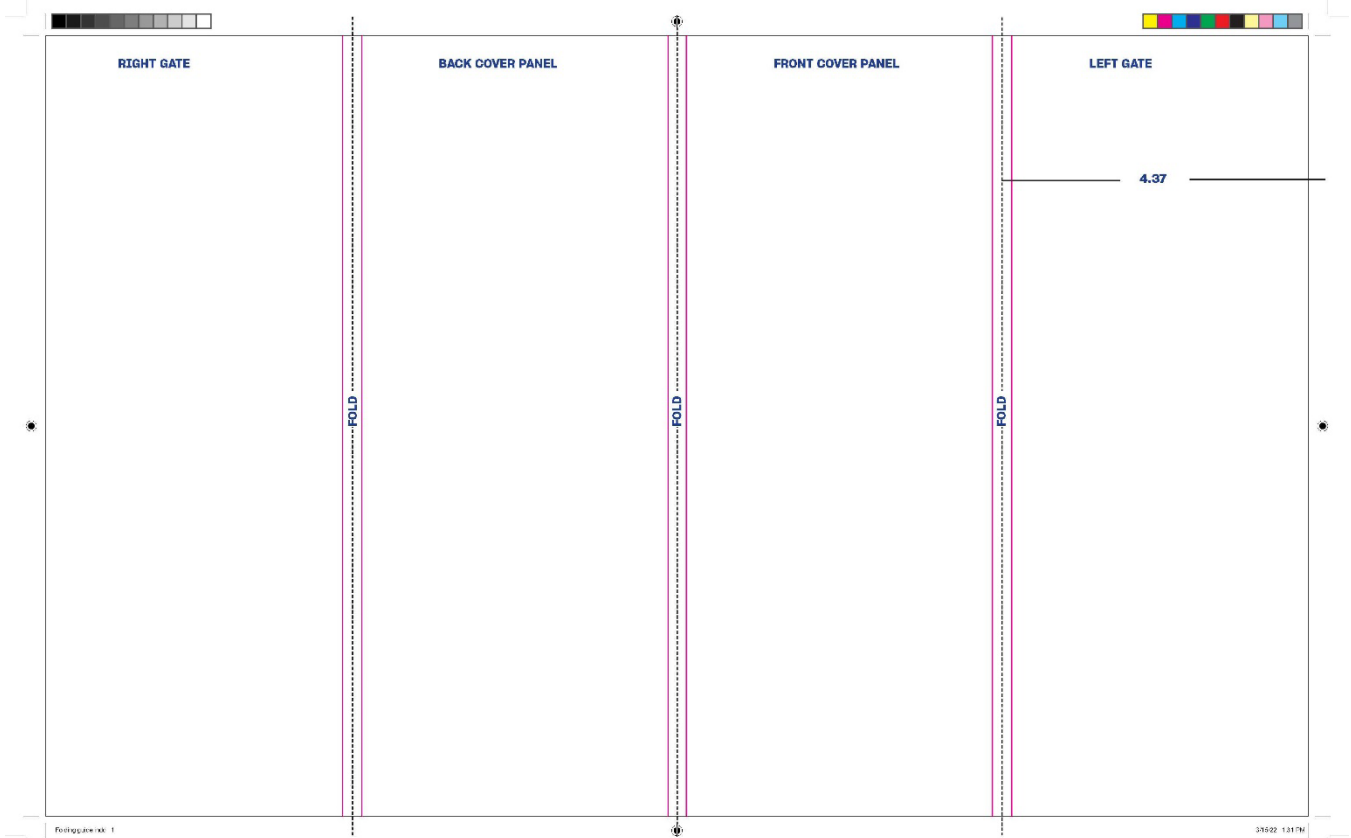


EXHIBIT A Folding Guide

