

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Dated Periodicals

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

Library of Congress

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning July 1, 2013 and ending June 30, 2014, 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 June 27, 2013.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, 732 North Capitol Street, NW, Mailstop: PPSB, Room C-161, Attn: Bid Section, 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.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of 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

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

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

For information of a technical nature call Stuart Friedman (202) 512-0303 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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

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

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

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 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 periodic 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 July 1, 2013 to June 30, 2014 and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending March 31, 2013 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.

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 July 1, 2013 to June 30, 2014 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby.

Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

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

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

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

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

SECTION 2.- SPECIFICATIONS

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

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:

TITLE: Dated Periodicals.

<u>Product</u>	<u>Approximate Frequency of Orders</u>	<u>Trim Size</u>	<u>Approximate Quantity Per Order</u>	<u>Approximate Page Count</u>
<i>Calendar of Events</i>	Monthly	11 x 17"	21,000	Face and Back
<i>Folklife Center News</i>	2 to 4 orders/yr	8-1/2 x 11"	14,200	12 to 24

GOVERNMENT TO FURNISH:

Electronic Media-

Platform: IBM compatible computer using Windows XP or Macintosh using OS X.

Media: 3-1/2" disks, 100 MB zip disks, CD-R, and/or email/internet.

Software: QuarkXpress 4.03 *(Macintosh versions)*
Adobe PageMaker 6.0, 6.5, or 7.0 *(Windows/Macintosh versions)*
Adobe Photoshop 4.0, 5.0, or 7.0 *(Windows/Macintosh versions)*
CorelDraw 7.0 *(Windows/Macintosh versions)*
Kodak PhotoEnhancer 1.6 *(Windows/Macintosh versions)*
Adobe InDesign CS5 or higher *(Windows/Macintosh versions)*
Adobe Illustrator 9.0 *(Windows/Macintosh versions)*

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 screen and printer 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 in native application or PDF format.
Photographs scanned into files may be for position only or scanned in at high resolution.
A visual of the electronic files indicating color breaks will be furnished.

GPO Form 952 (Desktop Publishing Disk Information).

Addresses for distribution under this contract will be furnished electronically on: 3-1/2" disks; zip disks; and/or via e-mail/internet 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.

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

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

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on 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 have the capability to receive and output electronic distribution files via e-mail/internet transmission.

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:

Folklife Center News: One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for all pages. At contractor's option, one set of inkjet proofs that are G7 profiled and use pigment-based inks. 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 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRaCoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 Wedge or P2P25 Target. may be submitted. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color 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 minimum 3/16" x 3/16" 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. Pantone inks may be substituted with a similar color but may not be built.

One set of digital color content proofs. At contractor's option, a film-based composite blueline may be submitted provided direct-to-plate is used to produce the final product. 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.

Calendar of Events: Two sets of digital color content proofs. At contractor's option, a film-based composite blueline may be submitted provided direct-to-plate is used to produce the final product. 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 set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for all pages. At contractor's option, one set of inkjet proofs that are G7 profiled and use pigment-based inks. 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 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 Wedge or P2P25 Target. may be submitted. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color 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 minimum 3/16" x 3/16" 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. Pantone inks may be substituted with a similar color but may not be built.

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 is cautioned that these proofs must be made from the final films used for this printing.

The contractor must not print prior to receipt of an "OK 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.

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

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

Folklife Center News - White Dull Coated Offset Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A260.

PRINTING:

Calendar of Events - Print head-to-foot in four-color process.

Folklife Center News - Print head-to-head in four-color process. Cover 1 bleeds 3 sides.

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 QATAP tolerances when

applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

The contractor must be able to provide the following equipment in working order for use during press sheet inspections:

A calibrated densitometer 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.

A proof light such as a color balanced system that closely approximates a phase of natural daylight equal to at least 5000k. It should be mounted in a viewing booth with the lights set at the proper angle.

BINDING:

Calendar of Events - Fold from 11 x 17" to 11 x 4-1/4", mailing permit out. Contractor to follow dummy furnished with print order for folding instructions.

Folklife Center News - 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.

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.

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 an address(es) within the commercial zone of Washington, DC.

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.

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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Books		Forms	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address receiving the largest consignment.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to approximately three to six addresses within the commercial zone of Washington, DC.

Mail balance f.o.b. contractor's city.

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

Congressional copies - 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. Please include the letter from the Library of Congress with instructions to distribute one bundle of 25 to each member of Congress.

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. Delivery vehicles will be inspected before proceeding to the loading dock.

No deliveries to or pickups from the Madison, Jefferson, or Adams Building loading docks will be accepted unless the delivery vehicle has been processed at the Off-Site Delivery Center. The hours of operation for the Off-Site Delivery Center are 5:00am to 2:00pm, Monday through Friday.

To gain access to the loading docks, the contractor must have a letter on file with the U.S. Capitol Police. This letter must be on company letterhead and be signed by the owner, president, or manager. This letter must contain in print the names of persons requesting access. Names must be listed in alphabetical order, and the letter must contain the following information for each person:

- a. Name of the Company
- b. Name of the drivers/person requesting access
- c. Social Security Number
- d. Date of Birth
- e. Building to be accessed (Madison, Jefferson, Adams)
- f. Company contact person and phone number

Additionally, these items must be provided prior to admittance to the Off-Site Delivery Center:

- a. Bill of lading with the Library of Congress point of contact and telephone number
- b. Picture ID for Driver(s) and other occupants of the vehicle

Requests for access must be renewed annually. Contractors shall fax the required letter to U.S. Capitol Police at 202-226-0571 and Library of Congress Police (attn: Sergeant Marcella) at 202-707-0130. To contact the Off-Site Delivery Center by phone: 202-226-0905.

Approximate distribution breakdowns:

Calendar of Events - Approximately 8,500 copies will mail as self-mailers at the First Class rate. Deliver balance to approximately three to six destinations within the commercial zone of Washington, DC, as specified on the distribution list.

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.

Folklife Center News - Approximately 12,000 copies will mail as self-mailers at the Presorted Standard rate, unless otherwise specified by the ordering agency. Deliver balance to approximately three to six destinations within the commercial zone of Washington, DC, as specified on the distribution list. (Approximately 500 foreign copies will be inserted into contractor-furnished envelopes, packed into shipping containers, and delivered to an address(es) within the commercial zone of Washington, DC.)

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. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

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: Lauren Lezell at: llezell@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.

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: US Capitol Police, 4700 Shepard Parkway, SW Washington, DC. 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.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

<i>Calendar of Events -</i>	<u>WD After</u>
Contractor submit proofs	1
Contractor pickup proofs and/or "OK to Print"	1
Contractor must make complete distribution	3

<i>Folklife Center News -</i>	<u>WD After</u>
Contractor submit proofs	4
Contractor pickup proofs and/or "OK to Print"	2
Contractor must make complete distribution	4

Furnished material must be returned with proofs.

NOTE: Upon the ordering agency's return of revised proofs to the contractor, up to two (2) pages may contain author's alterations. No additional time will be added to the contract schedule for these alterations. The contractor will be furnished corrected electronic media for these author's alterations.

If more than two pages require author's alterations, one (1) additional workday will be added to the contract schedule.

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.

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 Printing Office, (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Pub. 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.

Upon completion of each order, the contractor is to report information regarding each order for compliance reporting purposes and include date of delivery, (or shipment, if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or 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
(b)	32	454

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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) or blank spaces for an item may be declared nonresponsive.

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

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

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

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) Calendar of Events -		
Per Product	\$ _____	\$ _____
(b) Folklife Center News -		
Per Page	\$ _____	\$ _____

(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 _____

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)