

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

National Park Service Brochures

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

Department of the Interior

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending December 31, 2023, plus up to two (2) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on January 18, 2023. (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 bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.*

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

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Stacy Bindernagel at sbindernagel@gpo.gov or (202) 512-2103.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 09-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

SUBCONTRACTING: The predominant production function is printing for all Series specified. Any contractor who cannot perform the predominant production function will be declared non-responsible.

The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor(s) and assumes responsibility for the quality of work provided by the subcontractor(s).

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-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. Proof; Electronic media; furnished proofs/press sheets.
- P-8. O.K. Proof; Electronic media; furnished proofs/press sheets.
- P-10. O.K. Proof; Electronic media; furnished proofs/press sheets.

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 three (3) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to December 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 September 30, 2022, 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.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of December 2022 will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.

5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{---} \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid prices for line items IV. "PAPER in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the option of the Government, the postaward conference may be conducted via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through December 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: Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency via email for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact provided after award.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

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

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

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

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

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of folded brochures requiring such operations as electronic prepress, printing in four-color process, binding, packing, and distribution.

TITLE: National Park Service Brochures.

FREQUENCY OF ORDERS: Approximately 200 – 225 orders per year.

Multiple print orders may be placed on the same day requiring the same schedule.

QUANTITY: 3,000 or approximately 10,000 to 900,000 copies per order. *No orders will be placed for over 3,000 copies up to and including 9,999 copies.* Each order will be for only one Series type.

Most orders issued will be for 50,000 copies or less. There are approximately 32 orders that will print between 200,000 and 900,000 copies.

The following chart identifies the series, the estimated number of copies, and approximate yearly timeframe for shipment of these large-run orders. The potential total annual quantity is up to or possibly exceeding 25,000,000 copies.

Estimated High-Quantity Orders:

(This chart is for informational purposes only to show when the heavy periods of work may occur. Each number represents one order.)

Series A4	Jan-March	April-June	July-Sept.	Oct-Dec		
		310,000		400,000		
		220,000		335,000		
Series B4	Jan-March	April-June	July-Sept	Oct-Dec		
		320,000		400,000	340,000	
Series B6	Jan-March	April-June	July-Sept	Oct-Dec		
		737,000		825,000	715,000	325,000
		525,000		593,000	509,000	550,000
		378,000		423,000	373,000	
		243,000		366,000	310,000	
				260,000	264,000	
				250,000	245,000	
				200,000	234,000	
					275,000	
					200,000	
		200,000				
		200,000				

QUANTITY VARIATION ALLOWED: Unless otherwise specified on the print order, plus or minus 1% variation will be allowed for each order, not to exceed 10,000 copies. Any overages will be shipped with the bulk quantity on each print order.

NUMBER OF PAGES: Face and back.

TRIM SIZES: Various trim sizes will be ordered. Orders submitted under this contract have all been developed in metrics. All sizes are multiples of the basic unigrid leaf - 99 x 210 mm (3-29/32 x 8-9/32"). Metric trim sizes for NPS series A and B are based on, but do not correspond exactly, to the International paper sizes.

The diagram in Attachment A shows series designation and size.

Anticipated requirements for each series are as follows:

<u>SERIES</u>	<u>SIZE</u>	<u>APPROXIMATE NUMBER OF ORDERS</u>
A3	297 x 210 mm (11-3/4" x 8-9/32")	1
A4	396 x 210 mm (15-5/8" x 8-9/32")	17
A5	495 x 210 mm (19-17/32" x 8-9/32")	2
A6	594 x 210 mm (23-7/16" x 8-9/32")	30
A8	792 x 210 mm (31-1/4" x 8-9/32")	2
B3	297 x 420 mm (11-23/32" x 16-9/16")	1
B4	396 x 420 mm (15-5/8" x 16-9/16")	53
B5	495 x 420 mm (19-17/32" x 16-9/16")	14
B6	594 x 420 mm (23-7/16" x 16-9/16")	78

GOVERNMENT TO FURNISH: Electronic Media will be furnished as follows -

Platform: Developed on Macintosh OSX using the Adobe CC applications.

Storage Media: Furnished items will be PDF/X-3 files available via Microsoft Teams.

Software: PDF/X-3 files are created using versions of Adobe InDesign CC.

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

Fonts: Embedded fonts are in all furnished PDF files. For reference, font selection is limited to the Adobe Frutiger LT Std Open Type font. The ordering agency also uses a proprietary Rawlinson font, NPS Rawlison OT, and occasional display fonts.

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:

The furnished PDF/X files are a derivation of the PDF/X-3 standard based on PDF version 1.3. All necessary graphic elements, fonts, and profiles are contained within. Transparency, overprinting, and unexecuted instructions which are not supported in the PDF/X standard, are executed by the ordering agency prior to making the supplied PDF/X files. Only map components within the PDF/X files are trapped by the ordering agency.

Files furnished for printing will use International Color Consortium (ICC) or ColorSync color management. The color environment used for file preparation is Adobe's North American Prepress 2 Defaults. Work will be in the Adobe RGB (1998) and US Web Coated (SWOP) v2 color spaces with these profiles embedded. Government-furnished files work well in a color environment that includes a GRACol 7 pressroom.

At the Government's option, any one or all of these items may be provided with each print order:

- Color printout or previous press sheets as a guide.
- Previous contract-level color proof as a quality standard to match on press.

Folding and pagination samples: A set of samples, representing pagination and folds in the full series, will be provided at the beginning of the contract year to be held for reuse throughout the term of the contract. Individual brochure folding samples will only be provided with the print order to confirm unusual content orientation.

Distribution list.

NOTE: All furnished material must be returned in the same condition in which it is submitted. No original material shall be altered in any way without permission from the ordering agency.

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 ability to accept and send files and reports, as specified herein, via Microsoft Teams.

STATUS REPORT: The contractor shall provide a status report in an Excel spreadsheet to be shared with the ordering agency via Microsoft Teams and updated daily. It will be organized to include all active jobs in a single tab, completed jobs in a separate tab, and providing current job status which may include the following:

1. Schedule category
2. Print order number
3. Job format and job code
4. Quantity
5. Title
6. Status
7. Paper stock
8. Jacket number
9. Notes
10. Dates for the following:
 - File in
 - Proof out
 - Proof approved
 - Advance copies shipped
 - Advance copies approved
 - Print Order ship date
 - Actual ship date
 - Park need date
 - GBL

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.

All halftones are to be 175-line screen or finer.

The Government will make all author's alterations to the electronic files.

The contractor shall edit the GPO imprint placeholder numbers. This occurs once on one side only of each brochure. The actual GPO imprint number will be provided on, and is unique to, each print order. It shall be in the correct font, style, and size as the placeholder, and shall be accomplished prior to proofing.

The contractor shall trap the non-map elements of the layout as necessary, including creating underprinter spreads in the primary colors for white type in up to four-color black bands (black title bands at the top of all Unigridd brochures) or areas. NOTE: The ordering agency will trap internal components of the maps prior to making the PDF-X.

All brochure titles supplied to the contractor for production as complete digital files shall be processed in a high resolution workflow. High resolution means a minimum of 2400 pixels-per-inch (ppi) for vector elements. Continuous tone elements may be at a lower resolution of 400 ppi.

The contractor shall use International Color Consortium (ICC), ColorSync, and/or device-link color management in processing agency furnished files.

The contractor shall maintain the necessary software tools and upgrades for the above processing purposes.

PROOFS: The following proofs will be ordered, as required, and will be specified on the individual print order –

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

When ordered, one (1) or more set(s) of inkjet proofs of either the entire product (face and back) or one side only 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 12647-7 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 or 2013(i1).

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.

The ordering agency reserves the right to make changes to all proofs. The Government may require one (1) or more sets of revised proofs before rendering an "O.K. to Print."

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not print prior to 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.

White No. 1 Silk/Dull-Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A261. *Or, at contractor’s option*, White No. 2 Silk/Dull-Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A262.

PRINTING: Print face and back in four-color process.

All orders must be printed on a press capable of printing four (4) colors in a single pass through the press (minimum of four (4) printing units).

Most brochures print head-to-head (some will print head-to-side) and all bleed on all four sides.

Contractor shall advise the ordering agency of the optimum screening type and frequency for best results on each paper specified. Once agreed to, this shall be consistent throughout the contract term.

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. 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, 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.

MARGINS: Maintain margins as indicated on the print order or furnished electronic file.

All brochures will bleed all four (4) sides. An effort will be made in brochure design to keep all text and other critical elements a minimum of 4 mm (0.16 inches) from the trim. The contractor shall exercise care while trimming to avoid cutting into any text or other critical elements.

BINDING:

Series A - Trim four sides. Accordion fold brochures to 99 x 210 mm (3-29/32 x 8-9/32”).

Series B - Trim four sides. Accordion, then angle fold brochures to 99 x 210 mm (3-29/32 x 8-9/32”). Refer to the folding samples provided at the beginning of the contract year that match the format of the brochure specified on the print order. Individual brochure folding samples will only be provided with the print order to confirm unusual content orientation.

For all brochures, the contractor shall exercise care in folding to avoid excessive cracking of the printed surface in heavily inked areas, and shall ensure that no tearing occurs at fold intersections.

PACKING: Pack suitable in shipping containers not to exceed 30 pounds when fully packed.

Pallets are required.

LABELING AND MARKING (Package and/or Container Label):

Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<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), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the recipient of, and with, the bulk quantity order.

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket and print order numbers, must be furnished with billing as evidence of mailing.

ADVANCE COPIES: Prior to distribution, the contractor must deliver f.o.b. destination 30 advance copies to: National Park Service, Harpers Ferry Center-Publications, 67 Mather Place, 3rd Floor, (or by mail to P.O. Box 50), Harpers Ferry, WV 25425.

For each shipment, the contractor must notify the ordering agency via email when advance copies are shipped. Notifications must include the print order number, name of the park brochure, and tracking number.

Upon receipt of "O.K. to Ship" on advance copies, the contractor must ship the ordered quantity of brochures to the address(es) provided on the print order, as required under "DISTRIBUTION."

DISTRIBUTION:

- On approximately 35% of the print orders, deliver f.o.b. destination approximately 15 to 400 copies to approximately two (2) addresses in Washington, DC area.
- On all orders, ship f.o.b. contractor's city approximately 10 to 200 copies to approximately three (3) to 14 addresses nationwide (including Alaska, Hawaii, and the American Territories).

Complete addresses and quantities will be furnished with the print orders.

On each print order, the majority of copies ordered will be shipped nationwide on Government Bills of Lading, or on occasion, contractor's freight/small package carrier account.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. Government Bills of Lading will be furnished by the GPO for all shipments requiring a Bill of Lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 321-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/shipping methods, and title of product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

Within 10 workdays of completion of each order, the contractor is to deliver two (2) sample copies, all furnished materials, and three (3) untrimmed press sheets to: National Park Service, Harpers Ferry Center-Publications, 67 Mather Place, 3rd Floor, (or by mail to: P.O. Box 50), Harpers Ferry, WV 25425.

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

STORAGE: Occasionally, the contractor will need to store completed, packed orders when parks are unable to accept shipments. The ordering agency estimates the need to store up to 12 pallets for as long as three (3) months at a time throughout the year.

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 materials will be furnished via Microsoft Teams.

When applicable, furnished material must be picked up from and delivered to: National Park Service, Harpers Ferry Center-Publications, 67 Mather Place, 3rd Floor, (or by mail to P.O. Box 50), Harpers Ferry, WV 25425.

When applicable, proofs must be delivered to: National Park Service, Harpers Ferry Center-Publications, 67 Mather Place, 3rd Floor, (or by mail to P.O. Box 50), Harpers Ferry, WV 25425. NOTE: The contractor must notify the ordering agency via email when proofs are shipped. Notifications must include the print order number, name of the park brochure, and tracking number.

NOTE: If applicable, contractor must return last reviewed proof with the new revised proof. If applicable, all furnished material must be returned with proofs.

No definite schedule for pickup of material/placement of orders can be predetermined.

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

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.

Regular Schedule:

	<u>WD After</u>
When required, contractor to submit all required proofs.....	8
Government to return proofs	6
When required, contractor to submit all required revised proofs	5
Government to return revised proofs.....	6
Contractor to submit 30 advance copies*	15
Government to authorize shipment*	5
Contractor to complete distribution for up to and including 100,000 copies	4

One (1) additional workday will be allowed for printing each additional 50,000 copies, or fraction thereof.

*It is expected that the contractor will produce the entire order. However, no distribution shall be made until the ordering agency has approved these advance copies. These copies will be considered sample copies and cannot be deducted from the total quantity ordered.

NOTE: When a print order indicates straight reprint, the first four lines of the Regular Schedule will be omitted from this production schedule. In the event that revised proofs are not required, the third and fourth lines will be omitted.

Accelerated Schedule:

Approximately 20% of orders issued may require an accelerated schedule.

	<u>WD After</u>
When required, contractor to submit all required proofs.....	3
Government to return proofs	3
When required, contractor to submit all required revised proofs	3
Government to return revised proofs.....	2
Contractor to submit 30 advance copies*	6
Government to authorize shipment*	3
Contractor to complete distribution for up to and including 100,000 copies	4

One (1) additional workday will be allowed for each additional 50,000 copies, or fraction thereof.

*It is expected that the contractor will produce the entire order. However, no distribution shall be made until the ordering agency has approved these advance copies. These copies will be considered sample copies and cannot be deducted from the total quantity ordered.

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 five (5) workday(s) prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542 and the National Park Service (contact information to be provided after award). 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. 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 destination(s) specified, and the date products ordered for shipping f.o.b. contractor's city must be picked up by small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor must notify the Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; 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.

Transportation charges are not a factor in determining award.

PREMIUM PAYMENTS: Orders requiring the "Accelerated Schedule" will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

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

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

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

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

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

- I. (a) 4
- (b) 40
- (c) 8
- (d) 62
- (e) 8
- (f) 6
- (g) 100
- (h) 30
- (i) 160

- II. (a) (1) 1 (2) 2
- (b) 12 24
- (c) 2 4
- (d) 21 42
- (e) 2 4
- (f) 1 2
- (g) 38 76
- (h) 10 20
- (i) 60 120

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
III. (a)	1	1	XXX	XXX	3	10	XXX	XXX
(b)	1	16	2	1	3	680	350	335
(c)	1	1	1	1	3	20	55	401
(d)	1	24	5	1	3	718	305	225
(e)	1	1	1	1	3	15	55	205
(f)	1	1	1	XXX	3	15	55	XXX
(g)	2	31	15	2	6	890	1,070	705
(h)	1	11	2	1	3	350	255	300
(i)	2	26	26	26	6	663	2,964	10,608

IV. (a)	13
(b)	1,368
(c)	479
(d)	1,251
(e)	278
(f)	73
(g)	2,671
(h)	908
(i)	14,241

V. (a)	108
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SECTION 4.- SCHEDULE OF PRICES

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

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), 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.

Cost of all required paper must be charged under Item IV., "PAPER."

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

I. PREPRESS OPERATIONS: Prices must include cost for all file preparation required for imaging plates, such as but not limited to: internal file transfers; editing PDF/X imprint placeholder; adding traps as necessary. No materials costs are to be included in the submitted prices.

- (a) Series A3per side.....\$ _____
- (b) Series A4per side.....\$ _____
- (c) Series A5per side.....\$ _____
- (d) Series A6per side.....\$ _____
- (e) Series A8per side.....\$ _____
- (f) Series B3.....per side.....\$ _____
- (g) Series B4.....per side.....\$ _____
- (h) Series B5.....per side.....\$ _____
- (i) Series B6.....per side.....\$ _____

(Initials)

II. PROOFS:

	<u>Digital Color Content Proof</u> (1)	<u>Inkjet Color Proof</u> (2)
(a) Series A3 per side.....	\$ _____	\$ _____
(b) Series A4 per side.....	\$ _____	\$ _____
(c) Series A5 per side.....	\$ _____	\$ _____
(d) Series A6 per side.....	\$ _____	\$ _____
(e) Series A8 per side.....	\$ _____	\$ _____
(f) Series B3..... per side.....	\$ _____	\$ _____
(g) Series B4..... per side.....	\$ _____	\$ _____
(h) Series B5..... per side.....	\$ _____	\$ _____
(i) Series B6..... per side.....	\$ _____	\$ _____

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

Quantity tiers are as follows:

- Tier A - 3,000 copies only
- Tier B - 10,000 up to and including 50,000 copies
- Tier C - Over 50,000 up to and including 200,000 copies
- Tier D - Over 200,000 copies

No orders will be placed for over 3,000 copies up to and including 9,999 copies.

Line items III. (a) through (i) are per brochure.

 (Initials)

	Makeready and/or Setup Quantity Tiers				Running per 1,000 Copies Quantity Tiers			
	A (1)	B (2)	C (3)	D (4)	A (5)	B (6)	C (7)	D (8)
Series:								
(a) A3	\$ _____	\$ _____	XXXXXX	XXXXXX	\$ _____	\$ _____	XXXXXX	XXXXXX
(b) A4	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(c) A5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(d) A6	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(e) A8	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(f) B3	\$ _____	\$ _____	\$ _____	XXXXXX	\$ _____	\$ _____	\$ _____	XXXXXX
(g) B4	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(h) B5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(i) B6	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

IV. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable “Series” group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

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

Brochures - Each page/trim-size leaf.

- (a) Series A3 per 1,000 leaves\$ _____
- (b) Series A4 per 1,000 leaves\$ _____
- (c) Series A5 per 1,000 leaves\$ _____
- (d) Series A6 per 1,000 leaves\$ _____
- (e) Series A8 per 1,000 leaves\$ _____
- (f) Series B3 per 1,000 leaves\$ _____
- (g) Series B4 per 1,000 leaves\$ _____

(Initials)

(h) Series B5 per 1,000 leaves\$ _____

(i) Series B6 per 1,000 leaves\$ _____

V. ADDITIONAL OPERATIONS:

(a) Storage per pallet/per month\$ _____

VI. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item IV., "PAPER." Percentage increase will be added to all orders which require the "Accelerated Schedule."

Percentage increase %

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

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

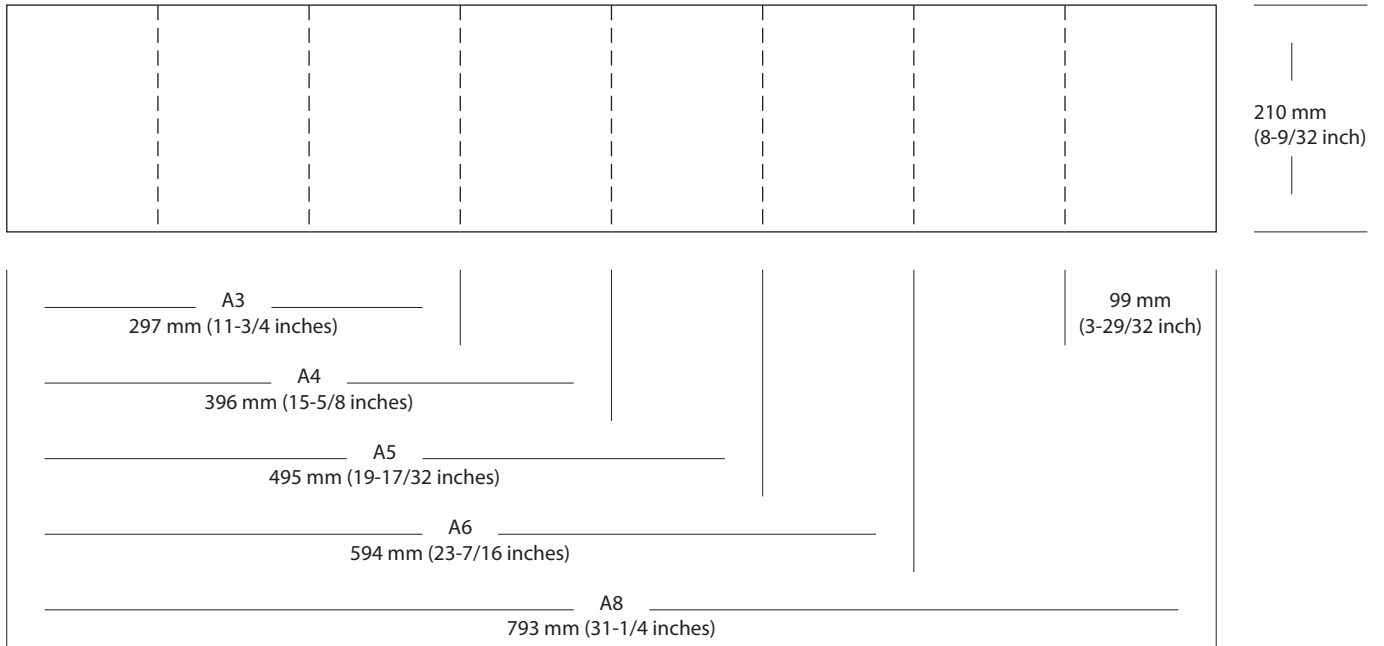
(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

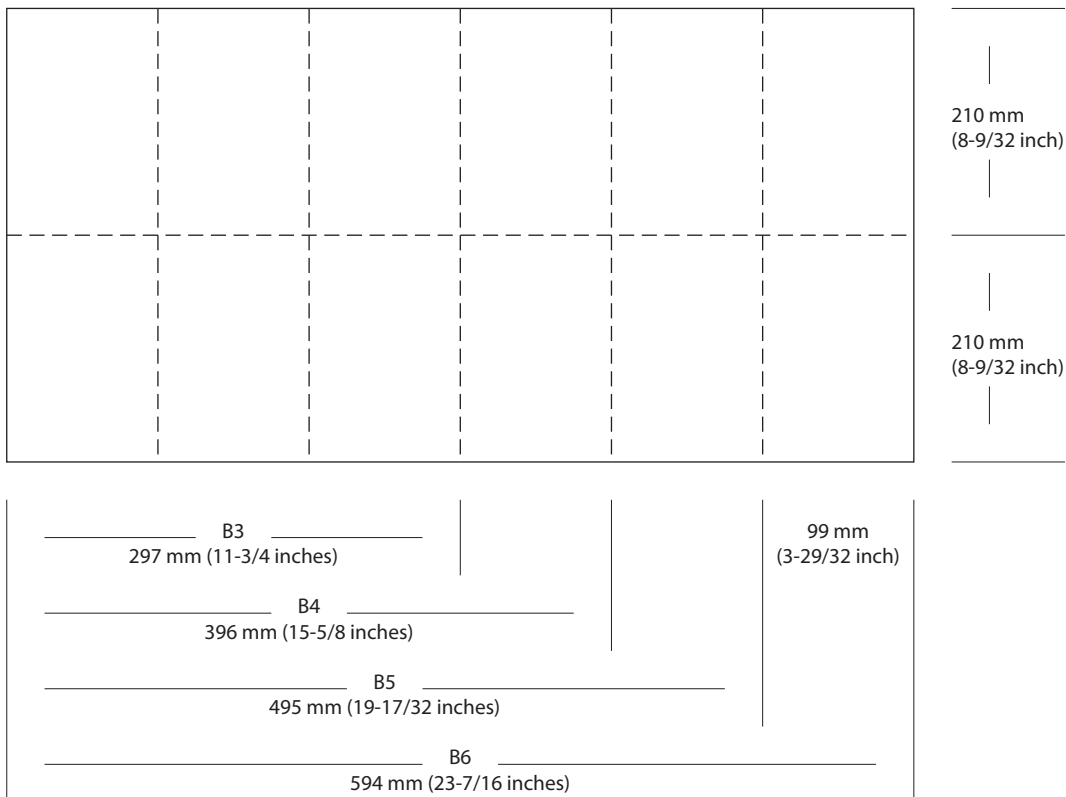
Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

ATTACHMENT A Size Chart for NPS Unigrid Brochures

A Series



B Series



The B series does not include an 8 panel brochure.