

Prog:	334-S	Pg. 1											
Title:	Notices To Airmen												
Agency:	Department of Transportation												
Term:	Beginning 02.01.17 and ending 01.31.18												
			GATEWAY PRESS, INC. Louisville, KY			GRAY GRAPHICS Capitol Heights, MD		LSC COMMUNICATIONS Owensville, MO		MBC INC., D/B/A LITHEXCEM Albuquerque, NM		MCDONALD & EUDY PRTRS Temple Hills, MD	
		BASIS OF											
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	PRINTING AND BINDING:												
(a)	Text: Printing in black, including binding.....per page.....												
(1)	Makeready and/or Setup	7894	8.75	69,072.50	4.00	31,576.00	12.50	98,675.00	2.00	15,788.00	4.25	33,549.50	
(2)	Running Per 1,000 Copies	24108	5.50	132,594.00	4.95	119,334.60	3.17	76,422.36	30.00	723,240.00	5.17	124,638.36	
(b)	Complete Cover: Printing in black, including binding.....per cover.....												
(1)	Makeready and/or Setup	13	950.00	12,350.00	100.00	1,300.00	257.00	3,341.00	48.00	624.00	400.00	5,200.00	
(2)	Running Per 1,000 Copies	40	385.00	15,400.00	130.00	5,200.00	64.00	2,560.00	100.00	4,000.00	220.00	8,800.00	
II.	PACKING AND DISTRIBUTION:												
1.	Delivered shipments												
(a)	Packing and sealing shipping containers.....per container.....	1612	1.50	2,418.00	2.00	3,224.00	1.75	2,821.00	1.00	1,612.00	1.15	1,853.80	
2.	Copies Prepared for Mailing and Subscription Copies												
(a)	Ink-jet addresses (includes cost of sealing with speedy seal or similar seal) or creating/affixing labels.....per 1,000 copies.....	13	100.00	1,300.00	100.00	1,300.00	500.00	6,500.00	39.00	507.00	75.00	975.00	
(b)	Single/multiple copies in kraft envelopes (up to 200 leaves).....per envelope.....	2585	0.50	1,292.50	0.85	2,197.25	0.30	775.50	1.00	2,585.00	0.25	646.25	
(c)	Quantities over 200 leaves, up to 12 pounds in cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).....per bag or bundle.....	3211	1.00	3,211.00	1.50	4,816.50	1.20	3,853.20	1.50	4,816.50	1.00	3,211.00	
(d)	Quantities over 12 pounds, up to 36 pounds packed in shipping containers (maximum gross weight 40 pounds).....per container.....	946	1.50	1,419.00	2.00	1,892.00	1.20	1,135.20	2.00	1,892.00	1.65	1,560.90	
	CONTRACTOR TOTALS			\$239,057.00		\$170,840.35		\$196,083.26		\$755,064.50		\$180,434.81	
	DISCOUNT		2.00%	\$4,781.14	2.00%	\$3,416.81	0.00%	\$0.00	1.00%	\$7,550.65	1.00%	\$1,804.35	
	DISCOUNTED TOTALS			\$234,275.86		\$167,423.54		\$196,083.26		\$747,513.85		\$178,630.46	

Prog:	334-S	Pg. 2													
Title:	Notices To Airmen														
Agency:	Department of Transportation														
Term:	Beginning 02.01.17 and ending 01.31.18														
			THE P.A. HUTCHINSON CO.		PRODUCTION PRESS		CURRENT CONTRACTOR								
			Mayfield, PA		Jacksonville, IL		McArdle Printing Co.								
			BASIS OF												
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST							
I.	PRINTING AND BINDING:														
(a)	Text: Printing in black, including binding.....per page.....														
(1)	Makeready and/or Setup	7894	6.00	47,364.00	10.00	78,940.00		EXTENSIVELY							
(2)	Running Per 1,000 Copies	24108	4.00	96,432.00	18.27	440,453.16									
(b)	Complete Cover: Printing in black, including binding.....per cover.....							REVISED							
(1)	Makeready and/or Setup	13	150.00	1,950.00	125.00	1,625.00									
(2)	Running Per 1,000 Copies	40	20.00	800.00	94.27	3,770.80		SPECIFICATION							
II.	PACKING AND DISTRIBUTION:														
1.	Delivered shipments														
(a)	Packing and sealing shipping containers.....per container.....	1612	2.00	3,224.00	1.52	2,450.24									
2.	Copies Prepared for Mailing and Subscription Copies														
(a)	Ink-jet addresses (includes cost of sealing with speedy seal or similar seal) or creating/affixing labels.....per 1,000 copies.....	13	100.00	1,300.00	375.00	4,875.00									
(b)	Single/multiple copies in kraft envelopes (up to 200 leaves).....per envelope.....	2585	1.00	2,585.00	1.05	2,714.25									
(c)	Quantities over 200 leaves, up to 12 pounds in cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).....per bag or bundle.....	3211	0.60	1,926.60	1.52	4,880.72									
(d)	Quantities over 12 pounds, up to 36 pounds packed in shipping containers (maximum gross weight 40 pounds).....per container.....	946	1.00	946.00	1.97	1,863.62									
	CONTRACTOR TOTALS			156,527.60		541,572.79									
	DISCOUNT		4.00%	6,261.10	5.00%	27,078.64									
	DISCOUNTED TOTALS			150,266.50		514,494.15									
				AWARDED											

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Notices To Airmen

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

Department of Transportation

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning February 1, 2017 and ending January 31, 2018, plus up to four (4) optional 12-month extension periods 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 11:00 a.m., prevailing Washington, DC time, on January 24, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitations Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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.

NOTE: Contractor will be interfacing with USDOT's Transportation Integrated Printing Transaction System (TIPTS) for electronic transmission of files from Transportation to the production facility.

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

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

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/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

SUBCONTRACTING: The predominant function will be printing. Any contractor who cannot perform the predominant function will be declared non-responsible.

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

Product Quality Levels:

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

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

- (a) Nondestructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Average Type Dimension in Publication/ Electronic Files

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the February 1, 2017 to January 31, 2018, 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 October 31, 2016 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 the contract.

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

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 the February 1, 2017 through January 31, 2018 plus for such additional period(s) as the contractor 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 the 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 subcontractor 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 order under this contract, if any.

Orders issued during the effective period of the 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 the contract to the same extent as if completed during the effective period of the 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 the 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 that provide for shipment/delivery to or performance at multiple destinations.

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

PAYMENT: Submit all invoices, via fax, utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application 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.

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

SECTION 2.-SPECIFICATIONS

SCOPE: These specifications cover the production of separate-covered perfect bound booklets requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Notices to Airmen.

FREQUENCY OF ORDERS: One order approximately every 28 days (approximately 13 issues per year).

QUANTITY: Approximately 3,000 to 4,000 copies per order.

NUMBER OF PAGES: Approximately, 400 to 800 pages (plus cover) per order. *An occasional order may be for less than 400 pages.

TRIM SIZE: 8-1/2 x 11".

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

Platform: Microsoft Windows 7 Enterprise

Storage Media: FTP

Software: Microsoft Excel 2010, Microsoft Word 2010, Adobe Acrobat.

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: All printer and screen fonts are not embedded.

Additional Information: Production files will be furnished in PDF format via links provided at time of award.

Excel file will contain distribution addresses.

Word file will contain agency return address and bulk ship instructions.

One reproduction proof, Form 905 (R. 06/03), 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.

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency. Contact the GPO representative, Rebecca Swan at rswan@gpo.gov or (202) 512-1239 if the schedule is affected.

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.

Contractor must embed all fonts and adjust file for drilling.

When required by the Government, the contractor shall make minor revisions to the electronic files, which may include color corrections to digital furnished images. 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. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS: Majority of orders will NOT require a proof.

When requested, contractor must furnish one (1) set of Adobe Acrobat (current version) PDF soft proof of specified individual pages. PDF soft proofs will be transferred to the agency via email or FTP. PDF soft proof will be evaluated for text, image position, and color breaks. Proofs will not be used for color match.

The contractor shall produce the proofs from the digital files that will be used for production.

NOTE: Any errors or deviations from the specifications due to processing of the digital files by the contractor will be corrected and will be at no cost to the Government. Proofs of pages that require corrections will be marked up by the Government and returned to the contractor. Corrections shall be accomplished by revising the process and generating new proofs.

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

The contractor must not print prior to receipt of an "O.K. to Print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf

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

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

Separate Cover – White Offset Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21.

NOTE: Stock for separate cover to match "Accent Opaque."

PRINTING: Print all text pages and Cover 1 through 4 head-to-head in black ink. When indicated on the print order, print perfect-bound spine in black ink.

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

BINDING: Perfect-bind text on 11" side with wrap around, trim flush; glued on paper covers. Trim 3 sides.

Drill three round holes 3/8" diameter, 4-1/4" center to center; centered on 11" side; center of holes 1/2" from left edge of product.

PACKING:

Delivered Shipments –

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

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

The contractor is responsible for proper packaging of all items shipped; additional packaging information may be found in chapter one of the USPS Domestic Mail Manual.

A fiber-filled padded bag or any bag that will produce a powdery substance when torn during shipment or opening must not be used.

Pallets or gaylords shall be packed loose, capped, and tightly banded to prevent slippage.

Copies Prepared for Mailing and Subscription Copies –

Insert single/multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

NOTE: Copies Prepared for Mailing must be packed securely on skids.

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

Contractor must reproduce shipping container label from furnished repro; fill in appropriate blanks and attach to shipping containers (inkjet labels are acceptable).

Create and affix a Postage and Fees Paid label and address label to each unit of mail packaged in kraft envelopes, cushioned shipping bags and containers. Affixed labels must be completely covered with transparent tape. Addresses may be imaged directly onto kraft envelopes, cushioned shipping bags and containers.

Contractor is responsible for creating multiple labels for each destination as needed.

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.

<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 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 U.S. Department of Transportation/Warehouse Operations, 6500 Sheriff Road, Ste. B, Landover, MD 20785. (Telephone: (202) 385-2760.)

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 U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

DISTRIBUTION:

Ordering Agency Distribution –

- Deliver f.o.b. destination one (1) copy each to two (2) addresses within the commercial zone of Washington, DC.
- Deliver f.o.b. destination one (1) copy to the following address: NGA STM2, Attn: Mail Stop J-19, 3838 Vogel Road, Arnold, MO 63010, (636) 321-5270.
- Deliver f.o.b. destination approximately 1,900 copies to the following address: LSC Communications, 1012 Commercial Drive, Owensville, MO 65066, (866) 593-7136.
- Deliver f.o.b. destination all Copies Prepared for Mailing to the following address: Falon Sourcing Solutions LLC, 9028 Prince William Street – C, Manassas, VA 20110-5664 (POC – Charles Brown (703) 627-3861, or Alex Brown (240) 377-1464).

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

GPO Distribution –

- Deliver f.o.b. destination a total of approximately 15 to 20 copies (file and depository) to approximately two (2) addresses within the commercial zone of Washington, DC.
- Mail f.o.b. contractor's city approximately 100 to 150 copies (subscription) nationwide – *reimbursable*.

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

When “Subscription” copies are ordered, the contractor will be required to mail approximately 100 to 150 copies per order for Information Dissemination (Superintendent of Documents). The contractor must apply the appropriate postage to these subscription copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The postage class and other mail requirements will be furnished with each order. The contractor will be reimbursed for the postage to mail these subscription copies by submitting a properly completed postal service certificate of mailing with billing invoice. The postage for these subscription copies must be separated from other mailings; the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute subscription copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of subscription copies ordered may exceed the number of copies requiring mail distribution. Any residual subscription copies (subscription quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor’s city by suitable means to a single address in the Washington, DC area. Contractors outside the Washington, DC, commercial zone may be reimbursed for any shipping costs incurred by submitting a properly completed commercial shipping (including mailing) receipt with their billing invoice.

The postage class and other mail requirements for subscription copies will be furnished with the mailing labels. The contractor shall call the Superintendent of Documents at (202) 512-2010, ext. 30243, for the subscription distribution addresses/labels and the postage class and other mail requirements, prior to the scheduled due date if this information is not otherwise furnished.

Copies Prepared For Mailing –

Contractor is to prepare and package appropriately for USPS mailing, create and apply address labels including agency return address to approximately 1,000 copies for mailing but **DO NOT MAIL and DO NOT APPLY POSTAGE**. Excel files provided for addresses and word file provided for agency’s return address. These copies must be packed securely on skids.

NOTE: All related costs to perform this operation must be included in submitting bid pricing. No additional reimbursement will be authorized.

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

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice of Program 334-S, Print Order XXXXX, Jacket Number XXX-XXX. The notice must provide all applicable tracking numbers, delivery/ mailing methods, and title of product. Contractor must be able to provide copies of all delivery/ shipping receipts upon agency request.

All expenses incidental to submitting proofs and furnishing sample copies must be borne by the contractor as applicable.

NOTE: One copy of contractor’s billing invoice for each print order showing each item for payment identified by item number, item description, quantity, and cost must be sent to: Department of Transportation, Attn: Jevon Duncan, Rm. E41-306, 1200 New Jersey Ave., SE, Washington, DC 20590. (Telephone: (202) 366-4548.)

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

Print order and furnished material will be submitted via FTP.

When applicable, PDF soft proofs must be emailed to the ordering agency. Email address to:
Jevon.Duncan@dot.gov or Jeffrey.Mclean@dot.gov.

No definite schedule for placement of orders can be predetermined. However, it is anticipated that furnished materials will be transmitted electronically after 2:00 p.m., on every fourth Monday. Agency will contact the contractor (via telephone) to confirm day and time prior to placing orders.

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

Complete production and distribution must be made within 4 workdays.

NOTE: If proofs are required, contractor will be allowed one (1) additional workday for the production and submission of PDF proofs. Proofs will be withheld no more than one (1) workday from their receipt at the Department until they are emailed back to the contractor with changes/corrections and/or "O.K. to Print."

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination or copies prepared for mailing must be delivered to the destination(s) specified, or be ready for pickup by mail contractor as applicable, and products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3.-DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce 1 year's production under the contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

		(1)	(2)
I.	(a)	7,894	24,108
	(b)	13	40
II.	1.	(a)	1,612
	2.	(a)	13
		(b)	2,585
		(c)	3,211
		(d)	946

SECTION 4.-SCHEDULE OF PRICES

Bids offered are f.o.b. destination and f.o.b. contractor's city.

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) or blank spaces for an item may be declared non-responsive.

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

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

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

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

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

NOTE: Prices must include the cost of drilling.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Text: Printing in black, including binding.....per page.....	\$ _____	\$ _____
(b) Complete Cover: Printing in black, including binding.....per cover	\$ _____	\$ _____

II. PACKING AND DISTRIBUTION:

1. Delivered shipments

(a) Packing and sealing shipping containersper container\$ _____

2. Copies Prepared for Mailing and Subscription Copies

(a) Ink-jet addresses (includes cost of sealing with speedy seal or similar seal) or creating/affixing labelsper 1,000 copies\$ _____

(Initials)

- (b) Single/multiple copies in kraft envelopes (up to 200 leaves)
.....per envelope.....\$_____
- (c) Quantities over 200 leaves, up to 12 pounds in cushioned
shipping bags or wrapped in shipping bundles (maximum
gross weight 14 pounds)per bag or bundle\$_____
- (d) Quantities over 12 pounds, up to 36 pounds packed in shipping
containers (maximum gross weight 40 pounds)per container\$_____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out “SECTION 4.- SCHEDULE OF PRICES”, initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of 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)

(Email Address)