

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

U.S. ITC Tariff Publications

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

United States International Trade Commission (USITC)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning DATE OF AWARD and ending DECEMBER 31, 2017, plus up to four 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 a.m., prevailing Washington, DC time, on JANUARY 12, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 732 North Capitol Street NW, Mailstop: PPSB, Room C-831, Attn: Bid Section, Washington, D.C. 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).

Note: If hand delivering a sealed bid, please contact (202) 512-0526 when you arrive at GPO and a member of the Bid Section will receive your bid. This situation is temporary until the new Bid Reception Room is designated and operational. Public bid openings will take place in the GPO Bookstore at 710 North Capitol Street. For any questions, please contact the Bid Section at (202) 512-0526 or ppdsmla@gpo.gov.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

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

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

For information of a technical nature call 202-512-0310 or email aps-team1@gpo.gov (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 Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

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.

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 ZI.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	Camera Copy/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System Color

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 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 beginning of the contract to December 31, 2017, 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 September 30, 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.

PAPER PRICE ADJUSTMENT. Paper prices charged under this contract will be adjusted in accordance with "Table 6 - 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 0913-01 for Offset Book will apply to all paper required under this contract.
2. The applicable index figures for the month of December 2016 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 price(s) for line item(s) II. (a) 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 a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements of this program, as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives at the Government Publishing Office (GPO), Washington, D.C., immediately after award.

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, 2017 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.

NOTE: 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 self- and separate covered publications requiring electronic prepress, printing in black ink or Pantone Reflex blue as ordered, binding, packing, mailing and distribution.

TITLE: Harmonized Tariff Schedule of the United States, Annotated, Supplements, and related publications.

FREQUENCY OF ORDERS: Approximately 1-2 orders per year (Basic publication and/or Supplement publication).

NUMBER OF PAGES: Basic publication: approximately 2,000 to 4,000 text pages. Supplement publication: approximately 500 to 3,000 text pages. Plus separate paper cover (Basic Publication) when ordered for publications.

QUANTITY: Approximately 3,000 to 8,000 copies per order.

NOTE: Distribution will be to approximately 8 different destinations (see "DISTRIBUTION").

TRIM SIZE: 8-3/8 x 10-7/8" or 8-1/2 x 11" (contractor's option).

GOVERNMENT TO FURNISH: Print ready PDF and Camera Copy (circle folioed) Laser Prints of the Electronic File.

Distribution lists—Electronic (Excel) file containing distribution addresses.

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.

U.S. Government Publishing Office Form 712, Certificate of Conformance".

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, 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.

NOTE: Contractor to adjust supplied PDF files, when necessary, to meet all specification requirements (including conversion to appropriate color and mode specified, i.e. Reflex Blue).

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 contract administrator at 202-512-0310 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.

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.

File Transfer Protocol (FTP): Contractor shall have the capability to exchange large graphic digital files over the Internet through an FTP site. The Government will not be responsible for an FTP site being out of service. It is the responsibility of the contractor to maintain the operation of their FTP site. Additional time and/or money will not be authorized due to the FTP site being out of service.

Electronic Mail: Contractor shall have the capability to exchange electronic mail. The Government will not be responsible for email accounts being out of service. It is the responsibility of the contractor to maintain the operation of their email accounts. Additional time and/or money will not be authorized due to email being out of service.

DIGITAL DELIVERABLE: 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 Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

PROOFS: When requested, contractor must furnish one (1) set of E-Mailed (or FTP'd) Electronic Page Proofs (**indicate margins**—marked with Jacket/Req./Print Order Numbers plus a return name and E-Mail address).

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.

When applicable, PDF soft proofs must be emailed directly to the ordering agency (Karen.Davis@usitc.gov).

Contractor must call GPO Contract Compliance Section at (202) 512-0520 or email compliance@gpo.gov immediately upon e-mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department.

Proofs will be withheld not more than 2 workdays from receipt at the Department to receipt in the contractor's plant.

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.

It is understood that the PDF proofs supplied under this contract will match the final output.

At Government's option some faxed proofs, or revised proofs, may be acceptable but must be at least 300 dpi (indicate margins).

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 "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.

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

Cover - White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

All cover paper must have the grain parallel to the spine, if applicable.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

PRINTING:

BASIC PUBLICATION:

Print cover one with black ink or Pantone Reflex blue as ordered. Cover two, three and four are blank.

Print text pages head-to-head in black.

MARGINS: Head 1-1/4"; bind 13/16"; unless otherwise indicated. Adequate gripper margins throughout text. Cover one may bleed.

SUPPLEMENT PUBLICATION: (Self Cover)

Print head-to-head in PMS reflex blue with a blue bleed bar.

MARGINS: Bind 13/16"; unless otherwise indicated. Inadequate gripper, bleed top, bottom, and outside. Blue tint bar bleeds off entire outside edge of every page.

BINDING:

Gather two-piece covers (when ordered) and text and trim four sides.

Drill three round holes, 5/16" in diameter on the 10-7/8" side as follows: 3 holes 4-1/4" center to center. Center of holes to be 3/8" from left edge of product.

PACKING:

Each publication is to be individually shrink-film wrapped.

Bulk Shipments:

Pack suitably in shipping containers not to exceed 45 pounds when fully packed in shipping containers. Pallets are required.

Individual mailing containers for overseas use 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.

Pack all copies which contain 500 or more pages ordered for the Superintendent of Documents (Depository and Sales) individually in one-piece mailing containers. Multiple copies to a single address must be packed in shipping containers in addition to the one-piece mailing containers.

NOTE: 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 or split during shipment.

INDIVIDUAL MAILING CONTAINER CRITERIA:

A. Top flaps when folded over inside tucks should meet "FLUSH" or have a gap of no more than 1 inch between them. Top flaps should NOT overlap.

B. Gummed reinforced tape should be 3 inches wide and must completely cover the edges of both of the top flaps and extend around both ends of the mailing container.

C. Carton must hold publications snugly to avoid internal movement and damage to the publication.

D. Individual mailing cartons must be packed snugly in shipping containers to avoid damage.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Title and stock number must be printed with black ink on the spine of each individual shipping container.

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>
12,000 - 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 USITC, 500 E Street SW, Mailroom, Room 119, Washington, DC 20436.

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

PAYMENTS ON PURCHASE ORDER: Processing vouchers for payment, FAX the completed invoice to us by utilizing the GPO barcode coversheet program application. Click on the following hyperlink and follow the instructions as indicated:

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

Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

ALL voucher packages and envelopes MUST be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, DC 20401

For complete instructions, click on the following hyperlink:

<https://www.gpo.gov/vendors/billing.htm#>

Note: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.

NOTE: One copy of contractor's billing voucher for each Print Order showing each item for payment identified by item number, item description, quantity, and cost must be sent to: International Trade Commission, Attn: Karen Davis, Rm. 412, 500 E Street, SW, Washington, DC 20005, 202-513-7096.

DISTRIBUTION: Various type ship/delivery methods will be required. **Distribution is broken down by Agency.**

Upon completion of each order, all furnished material must be returned as noted under "SCHEDULE". All

expenses incidental to returning materials, electronic media, must be borne by the contractor.

***INTERNATIONAL TRADE COMMISSION:**

Deliver F.O.B. Destination:

***Distribution must be made FIRST to the following address:**

35 COPIES

**U.S. International Trade Commission
500 E Street SW
Mailroom, Room 119
Washington, DC 20436**

The contractor must furnish a lift and offload any pallets at the Washington, DC, address listed above. The contractor's delivery person must arrive at a time to ensure that offloading is completed by 3:30 p.m. Contact Mark Toye at 202-205-2791 or 202-205-2011, 24 hours prior to the delivery date to arrange a delivery time.

***SUPERINTENDENT OF DOCUMENTS:**

F.O.B. Contractor's City:

GPO will provide GBL's to ship up to, approximately **3,000** copies marked "**Subscription Copies**" to the following destination. U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986.

***GPO CONSIGNMENT** (GPO will provide GBL's):

344 copies marked "Depository Copies Marked Item 0982-B-02" to: U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986. Must be full quantity.

15 copies marked "File Copies" to: Library of Congress, US/Anglo Division., U.S. Government Documents Section, 101 Independence Ave., SE, Washington, DC 20540-4274. Must be full quantity. (Contact Richard Yaznall, 202-707-9470—For information purposes only.)

90 copies marked "IES Copies to: U.S. Government Publishing Office, International Exchange Service, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986. Must be full quantity.

CAUTION: The contractor cannot deviate from these instructions without first consulting and getting permission from GPO. The contractor will be liable for any additional shipping costs resulting from arbitrary changes of shipping endorsements.

***DEPARTMENT OF AGRICULTURE:**

***DEPARTMENT OF COMMERCE (CENSUS BUREAU):**

F.O.B. Contractor's City/Reimbursable:

***Department of Agriculture:** Ship **2** copies via reimbursable Small Parcel Carrier to: USDA/FAS, 12th and C St. SW, Loading Dock East, Court 4, Washington, DC 20250. Attn: FAS, Bob Spitzer, Room 5929, 202-720-4825.

***Department of U.S. Census Bureau:** Ship **10** copies via reimbursable Small Parcel Carrier to: Census Headquarters RDF, 4600 Silver Hill Rd., Gate 0, Suitland, MD 20746. Attn: Remote Delivery Facility. (301) 763-4447.

****SMALL PACKAGE COMMON CARRIER:**

When the service of a small package common carrier is requested the contractor shall be responsible for providing the carrier the following;

1. All packages addressed and sorted to meet the requirements of the small package common carrier.
2. Separate common carrier pickup records(s) for each print order. The contractor must annotate the pickup record(s) with the requisition number and the print order number.
3. A shipping manifest which includes:
 - (a) Name of contractor, the requisition number, the print order number, and the common carrier account/shipper number.
 - (b) A list which includes each addressee's account number or office code (when provided on GPO's disk), address, city, State, zip code, common carrier delivery zone, weight, and package identification number (if applicable) of each package shipped to each addressee.
 - (c) The listing should be grouped by pick-up and each group should be identified with the pick-up record number. This number should correspond to the number on the form(s) which the contractor is required to obtain from the carrier for compliance purposes. The listing should be in either account number or ZIP Code order within each group.
 - (d) Summary information for each group should include total number of packages, total weight, and total shipping cost.

***DEPARTMENT OF HOMELAND SECURITY/CUSTOMS:**

FILES: All files (distribution) provided by Department of Homeland Security/Customs or duplicates made by the contractor or his representatives and any resultant printouts must be kept accountable and under reasonable security to prevent their release to any unauthorized persons. Files may not be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. **All files and any printouts shall be held NO LONGER THAN THREE (3) months and shall be destroyed by the contractor after 3 months.**

***Contact Dewey Hicks (202-344-1306) for distribution addresses (electronic file) for approximately 3,400 COPIES and screening procedures for inside delivery addresses.**

***BULK SHIPMENTS/Reimbursable:**

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination or to be sent by reimbursable small parcel carrier. Contractor must furnish commercial bills of lading for all shipments totaling over 120 pounds. 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. Contractor will be reimbursed for commercial bills of lading by submitting a receipt with the voucher for billing.

SMALL PACKAGE COMMON CARRIER: **See Agriculture and U.S. Census Bureau

The contractor must provide a copy of the pickup record(s) and a copy of the shipping manifest for each shipment within 72 hours after the carrier picks up the material. The contractor will dispatch this document by next day delivery service.

Send to: Department of Homeland Security, 1300 Pennsylvania Avenue, Room B-2.-10, Washington, DC 20229

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).

No definite schedule for pickup of material can be predetermined.

Furnished material must be picked up from USITC, 500 E Street SW, Room 116H, Washington, DC 20436.

Electronic file may be picked up at GPO, 27 "G" Street, NW, Washington DC 20401.

The contractor must return all camera copy to USITC, 500 E Street SW, Room 404E, Washington, DC 20436.

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.

When requested, contractor must furnish one (1) set of Adobe Acrobat (current version) PDF soft proof within 2 workdays.

Complete production and delivery to all destinations except the Superintendent of Documents must be made within 7 workdays.

Complete production and delivery must be made to the Superintendent of Documents within 9 workdays.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be received at the destination(s) specified and products ordered for shipping f.o.b. contractor's city must be picked up by the 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, contractor is to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. 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 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 under the contract for a like period of time.

The following item designations correspond to those listed in the "**Schedule of Prices**".

I.	(a)	1,000	
	(b)	5,700	
	(c)	20	
II.	(a)	(1) 6,700	(2) 68,850
	(b)	1	5
III.	(a)	34,425	
	(b)	10	
IV.	1. (a)	1,800	
	2. (a)	15	
	(b)	15	
	(c)	4	

SECTION 4.- SCHEDULE OF PRICES

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

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 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.

Note: All costs associated with processing of supplied distribution list to obtain the necessary certifications for shipping and should be included in costs under item **IV. PACKING AND DISTRIBUTION.**

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.

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

I. PREPRESS: Prices offered must be all inclusive. One basic charge will be allowed for each color plus spot varnish, if required, on each printed trim size page or side (face or back) of the product.

- (a) Trim/Page-size unit produced from camera copyper page/per color \$ _____
- (b) Trim/Page-size unit produced from electronic fileper page/per color \$ _____
- (c) System Timeworkper hour \$ _____

Electronic prepress operations which cannot be properly classified under any other item, shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, The Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (c).

II. PRINTING AND BINDING: Prices offered must be all inclusive and include the cost of all required materials and operations necessary (including proofing, drilling and shrink-film wrapping) for the printing, imaging, and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Pages</u> (2)
(a) Text	per page.....\$ _____	\$ _____
(b) Cover	per complete cover.....\$ _____	\$ _____

(Initials)

III. 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. 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:

Text - Each page-size leaf. (Two pages equal one leaf).

Covers - Two page-size leaves will be allowed for each complete cover.

Per 1,000 leaves

(a) White Offset Book 50-lbs. \$ _____

(b) White Litho Coated Cover 80-lbs \$ _____

IV. PACKING AND DISTRIBUTION: Prices offered must be all inclusive, as applicable, and must include the cost of packing; cushioned shipping bags, shipping bundles, shipping containers, pallets, all necessary wrapping and packing materials, labeling or marking; NCOA certification, and complete distribution, in accordance with these specifications. When foreign mailing is required, contractor must submit delivery receipts with voucher for reimbursement purposes.

1. Bulk shipments (other than by mail or small parcel carrier):

(a) Packing and sealing shipping containers.....per container.....\$ _____

2. Small Parcel Carrier:

(a) Single in Kraft envelope or
in cushioned shipping bags, up to 12 lbs.
(maximum gross weight 14 lbs.per envelope/bag..... \$ _____

(b) Shipping containers over 12 lbs., up to
36 lbs., wrapped in shipping bundles, or packed in
shipping containers, at contractors option (maximum
gross weight 40 lbs.)per bundle or container..... \$ _____

(c) Individual Mailing Containersper 1,000 containers..... \$ _____

Charge for individual mailing containers must include the cost of the container printed on the spine, inserting the finished product, and sealing the container.

(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. _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____ ZIP Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices" initialing or signing each in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two parts (1 and 2) or 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)