





February 24, 2015

AMENDMENT NO. 1

RE: PROGRAM 496-S

SPECIFICATIONS AMENDED

*Bid opening date remains February 27, 2015.*

Program 496-S is hereby amended to the extent that on page 12 of 15, under "Section 3. – Determination of Award," delete the following paragraph in its entirety:

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 six (6) months' 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.

Insert the following paragraph:

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.

Remainder of specifications same.

Acknowledge on bid or amend bid by letter and send to the U.S. Government Publishing Office, Bid Section, Room C-831, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401, M/F: Program number, bid opening time and date. Hand-delivered amended bids or amendment acknowledgements are to be taken to the 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 to follow the instructions in the Bid Submission/Opening area. **Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening time, may be reason for bid being judged nonresponsive.**

Authorized by:

BRIAN T. COLEMAN  
Contracting Officer  
Customer Services, DC Team 1

Written by: mrm

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Various Promotional Products***

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

U.S. Department of Commerce  
National Oceanic and Atmospheric Administration (NOAA)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending January 31, 2016, 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 February 27, 2015.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-831, Stop: PPSB, 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 Solicitation 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., Eastern Standard Time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**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.

**THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.**

For information of a technical nature, David Love at 202-512-0310. (No collect calls.)

## SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/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](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

**SUBCONTRACTING:** The predominant production function of this contract is printing. Bidders who must subcontract this operation 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) 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. Proofs/Average type dimension/ Electronic media/Furnished samples
P-8. Halftone Match (Single and Double Impression)	O.K Proofs/Electronic media/ Furnished samples
P-9. Solid and Screen Tint Color Match	Pantone Matching System

NOTE: Prior to award, contractor may be required to provide information related to specific equipment that will be used for production of the products.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for 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 through January 31, 2016, 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 October 31, 2014, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**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. GPO, Washington, DC, 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 January 31, 2016. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued," for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

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

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

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

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

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

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

**PAYMENT:** Upon completion of each order, the contractor shall submit an itemized statement for billing to the ordering agency for examination and certification as to the correctness of the billing. Contractor must submit billing to the ordering agency as specified on the print order.

After agency verification, submit all billing invoices to: U.S. Government Publishing Office, Comptroller, Stop: FMCE, Financial Management Service, Washington, DC 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO website for additional information.)

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

## **SECTION 2. - SPECIFICATIONS**

**SCOPE:** These specifications cover the production of various promotional products requiring such operations as consultation, layout and design, composition, scanning, creating electronic files, printing, binding, construction, packing, and distribution.

**TITLE:** Various Promotional Products.

### **FREQUENCY OF ORDERS:**

Rack Cards: Approximately 2 orders per year.  
Info Cards: Approximately 2 orders per year.  
Brochures: Approximately 1 order per year.  
Pocket Folders: Approximately 1 order per year.  
Posters: Approximately 1 order per year.  
Retractable Banners: Approximately 4 orders per year.

NOTE: More than one type of product may be ordered on the same print order requiring the same schedule.

### **QUANTITY:**

Rack Cards: Approximately 400 copies each of 8 different versions per order.  
Info Cards: Approximately 400 copies each of 8 different versions per order.  
Brochures: Approximately 400 copies per order.  
Pocket Folders: Approximately 500 to 1,000 copies per order.  
Posters: Approximately 4 to 8 copies per order.  
Retractable Banners: Approximately 2 copies per order.

### **NUMBER OF PAGES:.**

Rack Cards: Face and back.  
Info Cards: Face and back.  
Brochures: Face and back.  
Pocket Folders: Face and back.  
Posters: Face only.  
Retractable Banners: Face only.

### **TRIM SIZES:**

Rack Cards: 5 x 7".  
Info Cards: 3-1/2 x 2".  
Brochures: 8-1/2 x 3-1/2 (folded down from 8-1/2 x 11").  
Pocket Folders: 9 x 12".  
Posters: 30 x 42".  
Retractable Banners: 36 x 83".

### **GOVERNMENT TO FURNISH:**

An electronic file (via CD, email, and/or FTP) consisting of text matter, artwork, illustrations, and/or photos.

Previous samples to be used as a guide.

Fisheries Style Guide.

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

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

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

On occasion, the contractor may be required to correct or modify furnished electronic files. Prior approval for this to be accomplished will be verified between the contractor and the ordering agency.

**CONSULTATION MEETINGS:** The contractor is expected to work closely with the ordering agency throughout all phases of production on all orders. At the beginning of the contract, the ordering agency will meet/consult with contractor to express their vision of products.

Most meetings will be conducted via teleconference.

An occasional order may require the contractor to meet with the ordering agency in Silver Spring, MD area. When required, the contractor is responsible for all costs associated with travelling to Silver Spring, MD, including but not limited to, transportation and per diem. Contractor will not be reimbursed for any travel costs.

**LAYOUT AND DESIGN:** The contractor will be required to layout and design each product and create templates, as required.

Prior to starting any phase of production, the contractor must submit a preliminary visual presentation that represents the concept of the design to be used throughout the product. This presentation is to include, but is not limited to, typefaces, column structure, and illustration treatment that will clearly define the intended product.

The ordering agency will furnish the elements of each product as specified under "GOVERNMENT TO FURNISH." Contractor must use furnished text and graphic images in the layout and design. Contractor may be required to edit and adjust furnished images and graphics.

The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications. Composition must be by computer generated electronic photocomposition methods in reproducible form, or as formatted files on a CD or DVD, at contractor's option.

Contractor shall select the type font(s) and size(s) to be used, subject to Government approval. Contractor must follow established Design Standards for the ordering agency in making this determination. Sizes required range from 4 to 400 pt. Some orders may require tabular matter, equations, special characters, and footnotes.

The contractor must be capable of providing a wide variety of typefaces, especially those in contemporary use. Either specimens or a complete listing of typefaces and sizes which are available for use under this contract must be provided to the ordering agency and to the GPO.

(NOTE: All products designed by the contractor must be designed to print in four-color process.)

Upon approval of the layout and design, the contractor must furnish proofs for each product as specified under "PROOFS." (The ordering agency may require one or more sets of revised proofs before rendering an approval.)

Upon approval, the contractor must set up files for the products and must ensure that the files will allow for correct output of the required reproduction image.

**NOTE: The Government retains the copyright to all products designed by the contractor.**



**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.

NOTE: A copy of the preflight checking results must accompany each 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.

*Digital Deliverables –*

Upon completion of each order, the contractor must furnish the final production files of the product, ready for outputting. Files must be furnished a CD or DVD (at contractor's option).

In addition to the final production files, the contractor must also furnish a PDF file of the product on a CD or DVD (at contractor's option).

Reproducible media provided on electronic files must be in PostScript format. Ample information must be provided regarding the content of the electronic files and construction, with any unique format features being described (traps, color builds, etc.). Contractor must conform to the guidelines provided by GPO Form 952 (Desktop Publishing – Disk Information) pages 1 and 2.

**PROOFS:** The contractor is responsible for performing all necessary proofreading to ensure that the proofs are in conformity with the copy submitted.

*Initial Concept Proofs (for each product) –*

One (1) Adobe Acrobat PDF soft proof (current and near current versions). Proof will be transferred to the agency via email. The PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

*Final Proofs (As Ordered) –*

*Soft Proof* – One (1) Adobe Acrobat PDF soft proof (current and near current versions). Proof will be transferred to the agency via email. The PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

*For products produced via conventional printing*, the contractor is required to furnish two (2) sets of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400. 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. Proofs must show dot structure.

In lieu of digital one-piece laminated halftone proofs, at contractor's option, two (2) sets of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. 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. 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 (2009 or later).

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.

*For products produced via digital printing*, the contractor is required to furnish two (2) sets of digital color one-off proofs created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

**ELECTRONIC FILE BACKUP AND ARCHIVING:** The contractor shall maintain all computer generated graphic products in an electronic filing system that allows jobs to be located and retrieved by job number and year.

The contractor shall maintain all computer-generated graphic products for a two-year period determined by the job number and year the job was produced. Upon request by the ordering agency, the contractor must generate archived jobs quickly as either a product or in electronic format.

The ordering agency will identify jobs in the archives to be delivered or destroyed. Under no circumstances should the contractor destroy files without the written authorization of the ordering agency. All files are the property of the Government.

The contractor shall maintain backup file storage for all work produced on this contract. Backup shall be performed no less than once per week.

The contractor shall be responsible for its computer downtime. The Government will not accept the loss and computer downtime as a reason for late deliveries.

**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](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

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

*Rack Cards:* White No. 2 Coated Cover, Gloss-finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12; or, at contractor's option, White No. 2 Coated Cover, Dull-finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L62.

*Info Cards:* White No. 2 Coated Cover, Dull-finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L62.

*Brochures:* White No. 2 Coated Text, Gloss-finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182.

*Pocket Folders:* White No. 2 Coated Cover, Gloss-finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

*Posters:* A single thickness of 5/8" foam core board.

*Retractable Banners:* Opaque Vinyl.

**PRINTING:** Print face only or face and back (as applicable) in four-color process.

NOTE: Posters are to print directly onto the foam core board.

*Rack Cards, Info Cards, Brochures, and Pocket Folders:* At contractor's option, the products may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

*Posters and Banners:* At contractor's option, the products may be produced via inkjet wide-format digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based. Dry ink/toner printing is not acceptable. Output must be at a minimum resolution of 1440 x 720 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

**MARGINS:** Contractor to determine margins on all products.

**BINDING AND CONSTRUCTION:**

*Rack Cards:* Trim four sides.

*Info Cards:* Trim four sides.

*Brochures:* Trim four sides. Fold from 8-1/2 x 11" down to 8-1/2 x 3-1/3" with two parallel folds, title out.

*Pocket Folders:* Folder folds to a finished size of 9 x 12". Standard 2-pocket folder has two inside pockets (on the left and right side of the folder). One pocket to contain slits to hold standard size business card. Score on all folds.

*Posters:* Trim four sides.

*Retractable Banners:* Banners trim four sides. Banners must be attached to retractable banner stands (equal to Mark Bric Banners).

**PACKING:** Pack each item suitable in shipping containers not to exceed 45 pounds when fully packed. NOTE: Each item ordered must be packed separately and identified as to contents.

Unless otherwise specified, posters are to be packed flat.

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

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, 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 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 to: U.S. Department of Commerce, NOAA, Attn: Jim Ballou, SSMC III, Suite 3129, 1315 East West Highway, Silver Spring, MD 20910.

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.

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

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

A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to: U.S. Department of Commerce, NOAA, Attn: Jim Ballou, SSMC III, Suite 3129, 1315 East West Highway, Silver Spring, MD 20910. (Telephone: (301) 713-2221, extension 180)

NOTE: Digital deliverables are to be delivered with the printed product(s).

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 496-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, contractor must return all furnished materials and digital deliverables to: U.S. Department of Commerce, NOAA, Attn: Jim Ballou, SSMC III, Suite 3129, 1315 East West Highway, Silver Spring, MD 20910.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

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

Furnished materials and proofs must be picked up from and delivered to: U.S. Department of Commerce, NOAA, Attn: Jim Ballou, SSMC III, Suite 3129, 1315 East West Highway, Silver Spring, MD 20910.

***No definite schedule for pickup of material can be predetermined. NOTE: The majority of orders will be placed in the first three months of the contract with occasional orders placed throughout the remainder of the year.***

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.

Contractor must submit initial concept soft proofs within seven (7) workdays of approval of layout and design.

Initial proofs will be withheld no more than five (5) workdays from their receipt at the ordering agency until contractor is notified of changes/corrections/approval. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

Contractor must furnish final proofs within five (5) workdays of approval of initial proofs.

Final proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

Contractor must complete production and distribution within 10 workdays of receipt of "O.K. to print" on final proofs.

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 specified.

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

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov), via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the 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 six (6) months' production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I. (a) 9  
(b) 15

II. (a) 3  
(b) 1. 2  
2. 2  
3. 1  
4. 1  
5. 1  
6. 1

	(1)	(2)	
III.	(a)	16	64
	(b)	16	64
	(c)	1	4
	(d)	1	5
	(e)	1	6
	(f)	4	8

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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.

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

When applicable, fractional parts of 100 will be prorated at the per-100 rate.

**I. LAYOUT AND DESIGN:**

NOTE: The price submitted for line item I.(a) must include the initial concept PDF soft proof.

(a) Layout Concept ..... per product/per order .....\$ \_\_\_\_\_

(b) System Timework for Author's Alterations (AA).....per hour .....\$ \_\_\_\_\_

NOTE: 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 line item I.(b).

**II. PROOFS:**

(a) PDF Soft Proof ..... per product/per order .....\$ \_\_\_\_\_

(b) Digital one-piece composite laminated halftone proof/  
inkjet proof/digital color one-off proof:

1. Rack Card ..... per proof .....\$ \_\_\_\_\_

2. Info Card ..... per proof .....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

- 3. Brochure..... per proof.....\$\_\_\_\_\_
- 4. Pocket Folder ..... per proof.....\$\_\_\_\_\_
- 5. Poster ..... per proof.....\$\_\_\_\_\_
- 6. Retractable Banner..... per proof.....\$\_\_\_\_\_

**III. PRINTING, BINDING/CONSTRUCTION, PACKING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations (including paper) for the printing, binding/construction, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Rack Cards: Printing in four-color process, including binding/construction.....per card.....	\$_____	\$_____
(b) Info Cards: Printing in four-color process, including binding/construction.....per card.....	\$_____	\$_____
(c) Brochures: Printing in four-color process, including binding/construction..... per brochure.....	\$_____	\$_____
(d) Pocket Folders: Printing in four-color process, including binding/construction.....per folder.....	\$_____	\$_____

	<u>Makeready and/or Setup</u> (1)	<u>Per Each Copy</u> (2)
(e) Posters: Printing in four-color process, including binding/construction.....per poster.....	\$_____	\$_____
(f) Retractable Banner: Printing in four-color process, including binding/construction.....per banner.....	\$_____	\$_____

\_\_\_\_\_  
(Initials)



My production facilities are located within the assumed area of production ..... yes \_\_\_\_\_ no \_\_\_\_\_

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_

a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... \_\_\_\_\_

b. Number of hours from pickup of Government Furnished Material to delivery at contractor’s plant..... \_\_\_\_\_

2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_

a. Number of hours from notification to carrier to pickup of completed product ..... \_\_\_\_\_

b. Number of hours from pickup of completed product to delivery at destination ..... \_\_\_\_\_

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out “SECTION 4.-SCHEDULE OF PRICES,” initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of the GPO Form 910 “BID” form. Do not enter bid prices on GPO Form 910; prices entered in the “SCHEDULE OF PRICES” will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)