

| | | | | | | | | | | | | | | |
|----------------|--|------------|-----------------------------|---------------------|----------------------|---------------------|---------------------|---------------------|----------------------------|---------------------|----------------------------|---------------------|---------------------------|---------------------|
| Program: | 500-S | | | | | | | | | | | | | |
| Term: | January 1, 2020 to December 31, 3021 | | | | | | | | | | | | | |
| Title: | Survey Packets | | | | | | | | | | | | | |
| Agency: | U.S. Department of Agriculture (USDA) | | | | | | | | | | | | | |
| | | | BELA PRINTING | | | | | | | | | | | |
| | | | & PACKAGING CORP | | GRAY GRAPHICS | | IMAGING ZONE | | MCDONALD & EUDY | | WEST SHORE PRINTING | | CURRENT CONTRACTOR | |
| | | BASIS OF | WILLOW GROVE, PA | | CAPITOL HEIGHTS, MD | | SPRINGFIELD, VA | | TEMPLE HILLS, MD | | MECHANICSBURG, PA | | WEST SHORE | |
| ITEM NO. | DESCRIPTION | AWARD | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST |
| I. | PRINTING, BINDING, PACKING, AND DISTRIBUTION: | | | | | | | | | | | | | |
| (a) | 4-Page pamphlets - single ink color.....per page..... | | | | | | | | | | | | | |
| (1) | Makeready and/or Setup | 80 | \$11.34 | \$907.20 | \$10.00 | \$800.00 | \$9.38 | \$750.00 | \$55.00 | \$4,400.00 | \$5.00 | \$400.00 | \$10.00 | \$800.00 |
| (2) | Running Per 1,000 Copies | 73 | \$4.64 | \$338.72 | \$50.00 | \$3,650.00 | \$19.81 | \$1,446.13 | \$6.00 | \$438.00 | \$5.00 | \$365.00 | \$4.00 | \$292.00 |
| (b) | Saddle-Stitched pamphlets - single ink color.....per page..... | | | | | | | | | | | | | |
| (1) | Makeready and/or Setup | 3,200 | \$5.41 | \$17,312.00 | \$6.00 | \$19,200.00 | \$9.38 | \$30,000.00 | \$15.00 | \$48,000.00 | \$5.00 | \$16,000.00 | \$5.00 | \$16,000.00 |
| (2) | Running Per 1,000 Copies | 12,965 | \$4.25 | \$55,101.25 | \$4.00 | \$51,860.00 | \$19.75 | \$256,058.75 | \$7.00 | \$90,755.00 | \$5.00 | \$64,825.00 | \$4.00 | \$51,860.00 |
| II. | PAPER: Per 1,000 leaves | | | | | | | | | | | | | |
| (a) | White Writing (20 lb.) | 3,751 | \$7.99 | \$29,970.49 | \$8.40 | \$31,508.40 | \$9.85 | \$36,947.35 | \$7.50 | \$28,132.50 | \$8.00 | \$30,008.00 | \$8.00 | \$30,008.00 |
| (b) | Colored Writing (20 lb.) | 2,768 | \$11.08 | \$30,669.44 | \$10.40 | \$28,787.20 | \$13.20 | \$36,537.60 | \$13.20 | \$36,537.60 | \$16.00 | \$44,288.00 | \$11.50 | \$31,832.00 |
| III. | ADDITIONAL OPERATIONS: | | | | | | | | | | | | | |
| (a) | Additional Folding (16-page or less).....per 1,000 copies... | 828 | \$6.96 | \$5,762.88 | \$20.00 | \$16,560.00 | \$35.00 | \$28,980.00 | \$10.00 | \$8,280.00 | \$30.00 | \$24,840.00 | \$60.00 | \$49,680.00 |
| | | | | | | | | | | | | | | |
| | CONTRACTOR'S SUBTOTAL | | | \$140,061.98 | | \$152,365.60 | | \$390,719.83 | | \$216,543.10 | | \$180,726.00 | | \$180,472.00 |
| | CONTRACTOR'S PAPER PRICE | | | \$60,639.93 | | \$60,295.60 | | \$73,484.95 | | \$64,670.10 | | \$74,296.00 | | \$61,840.00 |
| | SUBTOTAL LESS PAPER | | | \$79,422.05 | | \$92,070.00 | | \$317,234.88 | | \$151,873.00 | | \$106,430.00 | | \$118,632.00 |
| VI. (a) | ACCELERATED SCHEDULE | 15% | | \$11,913.31 | | \$13,810.50 | | \$47,585.23 | | \$22,780.95 | | \$15,964.50 | | \$17,794.80 |
| | PERCENTAGE INCREASE | | 25% | \$2,978.33 | 5% | \$690.53 | 20% | \$9,517.05 | 15% | \$3,417.14 | 20% | \$3,192.90 | 20% | \$3,558.96 |
| | CONTRACTOR TOTALS | | | \$143,040.31 | | \$153,056.13 | | \$400,236.88 | | \$219,960.24 | | \$183,918.90 | | \$184,030.96 |
| | DISCOUNT | | 3.00% | \$4,291.21 | 2.00% | \$3,061.12 | 1.00% | \$4,002.37 | 1.00% | \$2,199.60 | 2.00% | \$3,678.38 | 2.00% | \$3,680.62 |
| | DISCOUNTED TOTALS | | | \$138,749.10 | | \$149,995.00 | | \$396,234.51 | | \$217,760.64 | | \$180,240.52 | | \$180,350.34 |
| | | | | | | AWARDED | | | | | | | | |

U.S. GOVERNMENT PUBLISHING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Survey Pamphlets

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

U. S. Department of Agriculture (USDA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **January 1 2021** and ending **December 31, 2021** plus up to *four (4)* optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Eastern Standard Time (EST), on **December 21, 2020** at the U.S. Government Publishing Office, APSDC. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Program 500-S and the bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

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, D.C.

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: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.
For information of a technical nature, call **David Love** at (202) 512-0307 or email dlove@gpo.gov.

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. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) –

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

GPO QATAP (GPO Publication 310.1) –

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

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 II.

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 | electronic media |
| P-9. Solid and Screen Tint Color Match | Pantone Matching System |

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 extensions added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments.

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 **January 1, 2021** through **December 31, 2021** 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, 2020**, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

NOTE: Economic price adjustments are not cumulative and are to be applied to original bid prices only.

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

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

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

PRE-AWARD STITCHED and FOLDED TEST SAMPLES: The contractor being considered for award will be required to provide the following:

200 total un-printed test samples as follows:

50 – 4-page pamphlets

- 25 copies - Fold from 11 x 17" down to 8-1/2 x 11", and trim 3 sides.
- 25 copies – After folding as noted above must also re-fold to 8-1/2 x 3-2/3", title out.

50 – 8-page pamphlets

- 25 copies – Saddle-stitched in two (2) places across the 11” dimension, trimmed 3 sides to 8-1/2 x 11”.
- 25 copies – After saddle stitching, must also re-fold to 8-1/2 x 3-2/3", title out.

50 – 12-page pamphlets

- 25 copies – Saddle-stitched in two (2) places across the 11” dimension, trimmed 3 sides to 8-1/2 x 11”.
- 25 copies – After saddle stitching, must also re-fold to 8-1/2 x 3-2/3", title out.

50 – 16-page pamphlets

- 25 copies – Saddle-stitched in two (2) places across the 11” dimension, trimmed 3 sides to 8-1/2 x 11”.
- 25 copies – After saddle stitching, must also re-fold in half to 8-1/2 x 5-1/2", title out

The pre-award test samples are to be of the type required by these specifications

The test samples must be produced using White Writing, basis weight: 20 lbs per 500 sheets, 17 x 22", equal to JCP Code D10.

Samples are to be delivered within two (2) workdays after notification to the contractor.

Submit samples to: U.S. Government Publishing Office, Quality Control for Procured Printing , 732 North Capitol Street NW, Stop: CSPS, Room C848, Washington, DC 20401.

Samples should be clearly marked as: “Pre-Award Samples for Program 500-S”

When the package is shipped a tracking number for the delivery should be emailed to: QCPP@gpo.gov.

The test samples will be used by the Government to evaluate the contractor’s capability to comply with applicable requirements of these specifications and the contractor’s ability to maintain that quality level throughout the test production run. Failure to provide test samples meeting the specified quality level or to demonstrate the ability to maintain the required quality throughout the submitted samples may be reason for a determination of non-responsibility.

The Government may waive the pre-award test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the item(s) required.

No charges will be allowed for costs incurred on the performance of this pre-award test.

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 **January 1, 2021** through **December 31, 2021**, plus for such additional periods as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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

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

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

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

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of pamphlets requiring such operations as printing, binding, packing, and delivery.

TITLE: Survey Pamphlets

FREQUENCY OF ORDERS: Approximately 250 to 350 orders per year.

Up to 70 orders may be placed in a given month however there may be occasional months when no orders will be placed.

NOTE: On any given workday up to 15 orders may be placed. No more than 2 of these orders could require the accelerated schedule.

QUANTITY:

Approximately 250 to 10,000 copies per order.

An occasion order may be placed for up to approximately 25,000 copies

NUMBER OF PAGES:

Four (4) pages up to 16 pages.

Most orders will be for eight (8) pages

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

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

Platform: Macintosh OSX; IBM or compatible using MS Windows

Storage Media: E-mail

Files will be provided in Portable Document Format (PDF).

Software: Adobe Acrobat

All files will be created in current versions or near current versions of the above mentioned program.

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

Fonts: PDF Files will either be print-ready (with fonts embedded in PDF) or the required fonts will be furnished. All fonts used for this contract will be Adobe Type I and/or TrueType. The contractor is cautioned that the furnished fonts are the property of the Government and/or its contractors. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

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, electronic media 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 products in accordance with these specifications.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Government Paper Specification Standards No. 13 –

https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

The paper to be used will be indicated on each Print Order. Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP 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).

White Writing, basis weight: 20 lbs per 500 sheets, 17 x 22", equal to JCP Code D10.

Colored Writing (Buff, Pink, Salmon, Blue, Yellow, and Green), basis weight: 20 lbs per 500 sheets, 17 x 22", equal to JCP Code D10.

PRINTING: Digital Printing is not acceptable

Print face and back, head-to-head in black ink, or a single ink color other than black. Match Pantone number as indicated on the Print Order.

NOTE: 5% of orders will require aligning pages.

MARGINS: Margins will be as indicated on the Print Order or furnished material. Occasional pages may bleed on one to four sides.

BINDING: Various binding styles will be ordered as follows:

Folded pamphlets (4–page) fold from 11 x 17" down to 8-1/2 x 11", and trim 3 sides.

Saddle-stitched pamphlets (8 to 16 pages) saddle-stitch in two (2) places across the 11" dimension, and trim three (3) sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Optional Folding

4-page pamphlets may require additional folding to 8-1/2 x 3-2/3" with two (2) parallel wraparound folds, title out.

8-page, and 12-page pamphlets may require additional folding (after saddle-stitching) to 8-1/2 x 3-2/3" with two (2) parallel wraparound folds, title out.

16-page pamphlets may require additional folding (after saddle-stitching) to 8-1/2 x 5-1/2", title out.

PACKING: Each Print Order must be packed separately.

Shrink-film wrap in units of 25 copies per package.

Pack in shipping containers.

Shipping containers must be made in accordance with ASTM D5118 and any amendments thereto and 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.

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

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

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address as indicated on the print order.

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, 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 specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

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

DISTRIBUTION:

Deliver f.o.b. destination to: The Department of Agriculture, Receiving Room 0466, Rear South Building (Court 4), 12th and "C" Streets SW, Washington, DC 20250, M/F: NASS Mail Room, Room 0360, South Building.

All deliveries must be on workdays between the hours of 7:30 am and 4:30 pm, local time.

Ship f.o.b. contractor's city via reimbursable small package carrier to one (1) or two (2) additional destination(s) per order.

On occasion, the ordering agency may request the "Expedited Service" of the small package carrier to be utilized, as indicated on Print Order. When required, the expedited service will be reimbursable.

Contractor will be reimbursed for all shipping and expedited shipping costs upon receipt of shipping receipts with their billing invoice.

Within five (5) workdays after completion of each order, two (2) printed samples and Departmental Random Copies must be delivered to the address listed under "SCHEDULE".

Upon completion of each order the contractor must notify the ordering agency (on the same day the order ships) via email to Kathleen Rubus at Kathleen.Rubus@USDA.gov. The subject line of the email shall be "Distribution Notice for Program 500-S, Jacket Number XXX-XXX, Print Order XXXXX" The notice must provide all applicable tracking numbers, shipping/ mailing method, and title of publication.

All expenses incidental 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).

NOTE: Government furnished material is not to be returned to the agency. Electronic files may be deleted 10 workdays after delivery of the finished product.

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

Regular Schedule: Complete production and delivery must be made within five (5) workdays.

Accelerated Schedule: Due to the urgency of some orders the following will apply:

- Contractor must complete production and delivery of up to 400,000 pages (printed or blank) within three (3) workdays after availability of copy and Print Order.

NOTE: Any rejected orders must be replaced or shortages made up for within 24 hours after notification.

The ship/deliver date indicated on the Print Order is the date products ordered f.o.b. destination must be delivered to the destination specified, and the date that products ordered f.o.b. contractor's city must be shipped.

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, 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. Personnel receiving the email 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 this contract for a like period of time.

PREMIUM PAYMENTS: Orders requiring ~~either the 3-day or 2-day~~ accelerated schedule in order to meet delivery requirements will be paid for at the respective premium rate for each accelerated schedule in accordance with the contractor's offered percentage in the “SCHEDULE OF PRICES”.

All other orders will be placed with the required schedule and paid for at the basic prices offered.

It is estimated that 15% of the orders placed on this contract will be for the 3-Day Accelerated Schedule.

Premium payments will enter into the Determination of Award by applying the percentage increase offered for the Accelerated Schedule in the “SCHEDULE OF PRICES” [Item IV (a)] to 15% of the total price offered for all items except Item II (Paper). This additional cost will be included in the total bid and will be used to determine the lowest bid.

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

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

| | (1) | (2) |
|----------|-------|--------|
| I. (a) | 80 | 73 |
| (b) | 3,200 | 12,965 |
| II. (a) | 3,751 | |
| (b) | 2,768 | |
| III. (a) | 828 | |

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to the Washington, DC area and f.o.b. contractor’s city for all other shipments.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive. An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

All vouchers 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-1000 rate.

Prices submitted must include delivery costs for all f.o.b. destination deliveries. For all f.o.b. contractor’s city shipments, contractor will be reimbursed for shipping costs as specified under “DISTRIBUTION.”

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. PRINTING, BINDING, PACKING AND DISTRIBUTION: The prices offered must be all-inclusive and shall include the cost of all required materials and operations (including shrink-wrapping, excluding paper) necessary for the printing and binding of the products listed in accordance with these specifications.

A charge will be allowed for each printed page or side contained in the product ordered. Each text leaf contains two (2) pages. Unless specifically ordered otherwise, no more than three (3) blank pages shall be permitted at the end of the text.

| | <u>Makeready and/or Setup</u> (1) | <u>Running Per 1,000 Copies</u> (2) |
|--|--|--|
| (a) 4-Page pamphlets – single ink color per page | \$ _____ | \$ _____ |
| (b) Saddle-Stitched pamphlets – single ink color..... per page | \$ _____ | \$ _____ |

II. 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 products ordered in the applicable trim size. 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 each page-size leaf.

| | <u>Per 1,000 leaves</u> |
|------------------------------------|-------------------------|
| (a) White Writing – 20 lbs. | \$ _____ |
| (b) Colored Writing – 20 lbs. | \$ _____ |

(Initials)

III. ADDITIONAL OPERATIONS:

(a) Additional folding (16-pages or less) per 1,000 copies\$ _____

IV. PREMIUM PAYMENTS: Premium payments will apply to all items except Item II. (Paper) required to produce the product ordered. This is only authorized for orders placed on the “Accelerated Schedules” as defined in these specifications.

(a) 3-Day Schedule - Percentage increase _____ %

My production facilities are located within the assumed area of productionyes _____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..... _____

(Initials)

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

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

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

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

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

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one (1) copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

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

(Street Address)

(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

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