

Program No: 503-S									
Term: Date of Award To May 31, 2020									
TITLE: THE COAST GUARD RESERVIST									
						CURRENT CONTRACTOR			
						GRAY GRAPHICS	McDONALD & EUDY INC.	PUBLISHERS PRESS	
						CAPITOL HEIGHTS, MD	TEMPHILLS, MD.	LEBANON, KY	
ITEM NO.	DESCRIPTION	BOA	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I. ELECTRONIC PREPRESS INCLUDING ON LINE PROOFING:									
(A)	Trim/Page-size unit produced from furnished file.....per color per page.....	940	\$2.00	\$1,880.00	\$2.00	\$1,880.00	\$1.56	\$1,466.40	
(B)	Digital color Content proofs.....per trim/page-size unit.....	246	\$5.00	\$1,230.00	\$1.25	\$307.50	NC	\$0.00	
(C)	Digital one-piece digital composite laminated halftone proofs.....per trim/page-size unit.....	200	\$15.00	\$3,000.00	\$3.00	\$600.00	\$12.95	\$2,590.00	
(D)	ePubXp.....Digital Magazine (including uploading).....per order.....	4	\$500.00	\$2,000.00	\$500.00	\$2,000.00	\$240.00	\$960.00	
(E)	Enhancement of Video Clips in ePub.....per clip.....	24	\$100.00	\$2,400.00	\$25.00	\$600.00	\$60.00	\$1,440.00	
II. PRINTING AND BINDING :									
(A)	Complete Covers: Printing in four-color process including UV coating and bindingper complete cover.....								
1	Makeready and/or Setup	4	\$500.00	\$2,000.00	\$550.00	\$2,200.00	\$729.31	\$2,917.24	
2	Running Per 1,000 Copies	92	\$135.00	\$12,420.00	\$199.00	\$18,308.00	\$92.62	\$8,521.04	
(B)	Each additional color: Printing Covers 1 and 4 in a Metallic Ink in addition to the four-color process charged for under line item II.(a).....per side.....								
1	Makeready and/or Setup	1	\$100.00	\$100.00	\$250.00	\$250.00	\$30.00	\$30.00	
2	Running Per 1,000 Copies	23	\$6.00	\$138.00	\$5.00	\$115.00	\$0.30	\$6.90	
(C)	Text: printing in four-color process, including binding.....per page.....								
1	Makeready and/or Setup	224	\$32.00	\$7,168.00	\$30.00	\$6,720.00	\$44.89	\$10,055.36	
2	Running Per 1,000 Copies	5,152	\$10.30	\$53,065.60	\$8.98	\$46,264.96	\$5.00	\$25,760.00	
(D)	Preparing, inserting, and binding pre-printed Promotional posters.....per poster.....								
1	Makeready and/or Setup	1	\$75.00	\$75.00	\$150.00	\$150.00	\$29.69	\$29.69	
2	Running Per 1,000 Copies	23	\$15.00	\$345.00	\$15.00	\$345.00	\$2.76	\$63.48	
(E)	Promotional Posters: Printing face only in four-color process, including binding.....per poster.....								
1	Makeready and/or Setup	1	\$500.00	\$500.00	\$500.00	\$500.00	\$583.25	\$583.25	
2	Running Per 1,000 Copies	23	\$160.00	\$3,680.00	\$116.00	\$2,668.00	\$18.68	\$429.64	
(F)	Promotional Posters: Printing face and back in four-color process, including binding....per poster...								
1	Makeready and/or Setup	1	\$600.00	\$600.00	\$600.00	\$600.00	\$626.93	\$626.93	
2	Running Per 1,000 Copies	23	\$165.00	\$3,795.00	\$120.00	\$2,760.00	\$19.08	\$438.84	
(G)	Tear-Cards: Printing face and back in black ink and one additional ink color, including binding.....per tear-card.....								
1	Makeready and/or Setup	1	\$250.00	\$250.00	\$200.00	\$200.00	\$300.00	\$300.00	
2	Running Per 1,000 Copies	23	\$20.00	\$460.00	\$25.00	\$575.00	\$11.00	\$253.00	
(H)	Promotional Business Cards: Printing face and back in black ink and one additional ink color, including binding..... per business card.....								
1	Makeready and/or Setup	1	\$300.00	\$300.00	\$200.00	\$200.00	\$400.00	\$400.00	
2	Running Per 1,000 Copies	23	\$100.00	\$2,300.00	\$55.00	\$1,265.00	\$11.12	\$255.76	
(I)	Promotional Business Cards: Printing face and back in four-color process, including binding..... per business card.....								
1	Makeready and/or Setup	1	\$350.00	\$350.00	\$300.00	\$300.00	\$450.00	\$450.00	
2	Running Per 1,000 Copies	23	\$110.00	\$2,530.00	\$65.00	\$1,495.00	\$11.78	\$270.94	
III. PACKING AND DISTRIBUTION:									
1	Bulk shipments (other than by mail):								
(A)	Packing and sealing shipping containers.....per container.....	60	\$2.00	\$120.00	\$3.00	\$180.00	\$0.83	\$49.80	
2	Mailing:								
(A)	Addressing single copies (self-mailers)per 1,000 copies.....	84	\$30.00	\$2,520.00	\$30.00	\$2,520.00	\$14.84	\$1,246.56	
(B)	Single or Multiple copies in kraft envelope (up to 200 leaves).....per envelope.....	1,816	\$1.00	\$1,816.00	\$0.35	\$635.60	\$0.16	\$290.56	
(C)	Quantities over 200 leaves, up to 12lbs, in cushioned shipping bags, (maximum gross weight 14 lbs)per bag.....	56	\$1.50	\$84.00	\$2.00	\$112.00	\$0.83	\$46.48	
(D)	Quantities over 12lbs., up to 36lbs. Packed in shipping containers (maximum gross weight 40lbs).....per container.....	20	\$2.00	\$40.00	\$2.50	\$50.00	\$0.83	\$16.60	
CONTRACTOR TOTALS				\$105,166.60		\$93,801.06		\$59,498.47	
DISCOUNT				2.00%	\$2,103.33	1.00%	\$938.01	1.00%	\$594.98
DISCOUNTED TOTALS				\$103,063.27		\$92,863.05		\$58,903.49	
AWARDED									

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of the
Coast Guard Reservist

as requisitioned from the U.S. Government Publishing Office (GPO) by the
United States Coast Guard (USCG)

Single Award **TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending May 31, 2020, 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 July 12, 2019.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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 extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to the following:

- GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

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

For information of a technical nature, contact Shirley Forster at sforster@gpo.gov or (202) 512-0310.

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 (Rev. August 2002)).

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.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 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	Approved Proofs/Electronic Media
P-8. Halftone Match (Single and Double Impression)	Approved Proofs/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proofs/Electronic Media

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 the Date of Award to May 31, 2020, 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 February 28, 2019, 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. 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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

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

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through May 31, 2020 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2 - SPECIFICATIONS

SCOPE: The specifications cover the production of a separate-covered magazine requiring such operations as electronic prepress, printing in four-color process, binding, packing, and distribution.

TITLE: The Coast Guard Reservist.

FREQUENCY OF ORDERS: Approximately 3 to 6 orders per year.

QUANTITY: Approximately 18,000 to 30,000 copies per order.
(Note the majority of order will be for approximately 22,000)

NUMBER OF PAGES: Approximately 40 to 60 pages (plus separate cover) per order.

NOTE: An occasional order will require a tear-card and/or inserts.

TRIM SIZE:

Magazine: 8-1/2 x 11".

Promotional Posters: 31 x 21" flat (folding to 7-3/4 x 10-1/2").

Tear-Card: 4 x 9" flat (folding to 4 x 6" with 3" binding flap (hanger)).

Promotional Business Cards: 17 x 22" flat (folding to 8-1/2 x 11").

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

Platform: Macintosh System 10.6 or later

Storage Media: CD-R/RW; DVD-R/RW; Email; FTP.

Software: Adobe Creative Suite. (Files created in current versions or near current versions.)

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.

Fonts: All printer and screen fonts will be embedded, as applicable.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Files: Will be furnished in a native application or a PDF format.

Additional

Information: GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

Departmental Copies: Approximately 1,700 addresses will be furnished via email for production of mailing labels from USCG Headquarters, Washington, DC. Labels are not zip code sorted.

Contractor will also be emailed the mailing list for production of mailing labels (approximately 19,000 each order) from the U.S. Coast Guard's Personnel Service Center in Topeka, KS. List is not zip code sorted.

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.

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

CONSULTATION: It’s anticipated that prior to placing a print order or during the course of production of an order, the United States Coast Guard may consult with the contractor (over the telephone) regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone inquiries of a technical nature which will NOT require access to the contractor’s electronic prepress (EPS). This level of consultation, which may occur frequently, shall be at no cost to the Government.

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 at (202) 475-5457 or the Assistant Editor at (202) 475-5460. Contractor must contact the GPO representative, Shirley Forster, 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.

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

Contractor may be required to color correct or enhance supplied digital files

Flat-tone screens may be required occasionally as full-page backgrounds, bleeding all sides, or in specified areas for special effect borders, lettering, or illustrations. Flat-tone screens will be required in a variety of screen percentages and combinations

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.

REPURPOSED DELIVERABLES: Upon completion of each order, the contractor will be required to furnish one (1) copy of an interactive, navigable online E-publication (repurposed deliverable of customer-provided PDF files). This electronic media is to be delivered via email once medium written in compliant with ISO 9660 specifications.

EpubXp – Digital Magazine for Desktop and Mobile with the following features including: Digital Replication for Desktop, Tablet and Mobile Hosting, Customized URL, Archiving, Google Analytics. FC, Editorial and TOC Hot Links, Text Reader *edit only*, Social Media Sharing, Forward to a Friend, Advertising Hot Links, Tabs, Link Index, Video (up to 50Mb), Audio (up to 50Mb), Animation (up to 50 Mb).

Contractor hosts digital magazine

PROOFS:

Soft Proofs: Contractor must be able to provide a web based platform allowing for accurate online proofing with color representation based on customer's use of third party display calibration tools, which conform to [Specification ICC.1:2004-10 \(Profile version 4.2.0.0\)](#) and ISO 15076-1:2005. Web-based platform must also have automatic pre-press functionality to identify the possibility of poor reproduction quality low resolution photographs as well as convert Pantone colors to CMYK.

In addition to providing online proofing capabilities, the contractor must be able to supply, at the ordering agency's request, hard copy proofs, based on the government's final approval of the online proof.

One (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

One (1) set 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 dpi.

At contractor's option, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. 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 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: www.gpo.gov/gporestarget.pdf. NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a_64308413ff00001d133d.pdf. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. If producing inkjet proofs, Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

Contractor to submit ink drawdowns on actual production stock of Pantone color(s) used to produce the product. Half of draw down must show coating.

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 receiving an "O.K. to Print."

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

Government Paper Specification Standards No. 12 –

https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2

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

NOTE for JCP Codes A180 and L10 Only: The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

Magazine Text: White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

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

Promotional Posters: White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

Tear-Cards: White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10 except: NOTE: Any specimen averaging less than 0.007 inch in thickness shall be sufficient cause for rejection of the stock.

Promotional Business Cards: White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10 except: NOTE: Any specimen averaging less than 0.007 inch in thickness shall be sufficient cause for rejection of the stock.

PRINTING:

Magazines: Text and cover print head-to-head in four-color process.

Facing pages print to and must align across the bind. Bleed pages scattered throughout.

An occasional order will require printing Covers 1 and 4 in a metallic Pantone ink color in addition to four-color process.

After printing, coat the entire surface of Covers 1 and 4 with a UV coating. The UV coating must be available in dull, gloss, and dull grit, as ordered.

Promotional Posters: (Printed by contractor or preprinted). When required, print face only or face and back in four-color process.

Tear-Card: Print face and back in black ink plus one additional Pantone ink color.

Promotional Business Cards: Print face and back in either black ink plus one additional Pantone ink color or in four-color process.

Anticipate full bleeds and reversed-out areas, for all products.

Ink ghosting is not acceptable.

Match Pantone number indicated on the print order.

Facing pages print to and must align across the bind.

Products printing in four-color process must be printed on a press capable of printing four colors and UV coating in a single pass through the press (minimum four printing units)

MARGINS: Maintain margins as indicated in the furnished electronic files.

BINDING:

Magazine: Saddle-wire stitch in two places on 11" dimension and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Covers must trim flush. All crossovers must line up. Score on fold.

Promotional Posters: Trim four sides. Fold from approximately 31 x 21" to 7-3/4 x 10-1/2" with a double gate fold and bind into center-spread of publication. In addition, some excess posters may be ordered.

Tear-Card: Trim four sides. Fold from approximately 4 x 9" to 4 x 6" with 3" binding flap (hanger). Insert tear-card into text, either floating between signatures or registering head of tear-card to head of text and stitch with publication, as specified on the print order.

NOTE: A 3" binding flap will be the maximum allowable unless otherwise specified by the ordering agency. Perforate (slit or slot without ink) as required. Perforations must permit accurate and clean-cut separations.

Promotional Business Cards: Trim four sides. Fold from approximately 17 x 22" to 8-1/2 x 11". Score or perforate vertically and horizontally as specified on the print order. Stitch in center of publication, then trim face and foot flush with text. If perforating, perforate (slit or slot without ink) as required. Perforations must permit accurate and clean-cut separations.

PACKING: 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/ mailing process.

Bulk Shipments:

Pack in shipping containers not to exceed a maximum gross weight 40 pounds when fully packed.

Mailed Shipments:

Single copies, excepting those sent to foreign destinations, must be mailed as self-mailers.

Insert single copies going to foreign destinations and multiple copies (up to 200 leaves) into Kraft envelopes.

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

NOTE: A fiber-filled padded bag or any bag that will produce a powdery substance when torn during shipment or opening must not be used. Cushioned shipping bags must be made with an exterior ply of at least 60 pounds basis weight and must be sealed with heavy duty steel stitches spaced no more than 2-1/2 inches apart and not more than 1-1/4 inches from the end of the bag. Heavy duty filament reinforced cloth or plastic backed pressure sensitive tape that will remain sealed at below freezing temperatures may be used instead of steel stitching provided the tape seals the sack securely.

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

LABELING AND MARKING:

Bulk Shipments –

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

Mailed Shipments –

Create and affix a mailing label and “Postage and Fees Paid” label each copy mailed singly as a self-mailer and to each unit of mail packaged in Kraft envelopes, cushioned shipping bags, and shipping containers.

NOTE: Addresses may be ink-jetted directly onto the self-mailers and the packages.

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

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

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

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

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

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

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

DISTRIBUTION:

- Deliver f.o.b destination the Departmental copies to approximately six (6) addresses in the commercial zone of Washington, DC.
- f.o.b contractor city a single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.
- Contractor to mail the balance of the order at the Pre-Sorted Standard Class Rate.

The addresses and quantities will be furnished by email to the contractor with each print order.

The contractor is cautioned that “Postage and Fees Paid” permit imprint may be used only for the purpose of mailing material produced under this contract.

Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

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

Contractor must be a full service mailer able to pre-sort, co-mail, and co-palletize to take advantage of all U.S. Postal Service discounts. Freight and handling costs associated with mailing are reimbursable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement(s) supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

For each order placed, contractor must notify the ordering agency on the same day that the product delivers/mailed via email sent to the address specified on the print order. The subject line of this message shall be “Distribution Notice for Jacket XXX-XXX, Program 503-S, Print Order XXXXX.” The notice must provide all applicable tracking numbers, delivery/ mailing methods, and title of product.

Within seven (7) workdays of completion of mailing for each order, the contractor shall furnish a copy of Postal Service Form 3602 to the Commandant (CG-612), Attn: Anthony Smith, United States Coast Guard, 2100 2nd Street, SW, Stop 7101, Washington, DC 20593-7101.

Upon completion of each order, all furnished materials (if applicable) and digital deliverables must be returned as specified under "SCHEDULE."

All expenses incidental to picking up and returning materials (if applicable), 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).

The digital deliverable on CD-ROM and hard copy proofs must be delivered to: Commandant (CG-612), Attn: Anthony Smith, United States Coast Guard, 2100 2nd Street, SW, Stop 7101, Washington, DC 20593-7101.

If applicable, furnished electronic media and visual(s) must be furnished with proofs.

NOTE: The digital deliverable and hard copy proofs are held throughout the full warranty period as a basis for evaluation of quality defects.

All soft proofs must be emailed to: the reservist@uscg.mil and the reservist@outlook.com.

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 web-based soft proofs within two (2) workdays of receipt of notification of availability of furnished material.
- Proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until corrections/changes/"O.K. to Print" are furnished via email or phone call (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Complete production, distribution, and digital magazine must be made within six (6) workdays of receipt of an "O.K. to Print" on soft proofs.
- Contractor must deliver hard copy proofs within two (2) workdays of approval of online soft proofs...

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 mailing f.o.b. contractor's city must be delivered to the Post Office.

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

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

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce 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 for a like period of time.

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

- I. (a) 940
- (b) 246
- (c) 200
- (d) 4
- (e) 24

- | | (1) | (2) |
|---------|-----|-------|
| II. (a) | 4 | 92 |
| (b) | 1 | 23 |
| (c) | 224 | 5,152 |
| (d) | 1 | 23 |
| (e) | 1 | 23 |
| (f) | 1 | 23 |
| (g) | 1 | 23 |
| (h) | 1 | 23 |
| (i) | 1 | 23 |

- III. 1. (a) 60
- 2. (a) 84
- (b) 1,816
- (c) 56
- (d) 20

SECTION 4 - SCHEDULE OF PRICES

Bids offered will be f.o.b. destination for delivery in the Washington, DC area and f.o.b. contractor’s city for all mailed 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 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 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 1,000 rate.

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

A charge will be allowed for each text page whether printed or blank. Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

For products printing in more than one color, a charge under “Each Additional color” will be allowed only for the pages actually printed with the additional color(s).

I. ELECTRONIC PREPRESS INCLUDING ON LINE PROOFING:

- (a) Trim/Page-size unit produced from furnished file per color per page.....\$ _____
- (b) Digital color content proofs..... per trim/page-size unit.....\$ _____
- (c) Digital one-piece digital composite laminated halftone proofs ..per trim/page-size unit.....\$ _____
- (d) ePubXp - Digital Magazine (including uploading)per order.....\$ _____
- (e) Enhancement of Video Clips in ePub..... per clip.....\$ _____

(Initials)

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Complete Covers: Printing in four-color process including UV coating and binding per complete cover.....	\$ _____	\$ _____
(b) Each Additional Color: Printing Covers 1 and 4 in a metallic ink in addition to the four-color process charged for under line item II.(a)..... per side.....	\$ _____	\$ _____
(c) Text: Printing in four-color process, including binding..... per page.....	\$ _____	\$ _____
(d) Preparing, inserting, and binding preprinted Promotional posters..... per poster.....	\$ _____	\$ _____
(e) Promotional Posters: Printing face only in four-color process, including binding..... per poster.....	\$ _____	\$ _____
(f) Promotional Posters: Printing face and back in four-color process, including binding..... per poster.....	\$ _____	\$ _____
(g) Tear-Cards: Printing face and back in black ink and one additional ink color, including binding..... per tear-card.....	\$ _____	\$ _____
(h) Promotional Business Cards: Printing face and back in black ink and one additional ink color, including binding..... per business card.....	\$ _____	\$ _____
(i) Promotional Business Cards: Printing face and back in four-color process, including binding..... per business card.....	\$ _____	\$ _____

(Initials)

III. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of packing; Kraft envelopes, cushioned shipping bags, and shipping containers; all necessary wrapping and packing materials; labeling, and marking; and distribution, in accordance with these specifications.

1. Bulk shipments (other than by mail):

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

2. Mailing:

(a) Addressing single copies (self-mailers) per 1,000 copies.....\$ _____

(b) Single or multiple copies in Kraft envelope (up to 200 leaves).....per envelope.....\$ _____

(c) Quantities over 200 leaves, up to 12 pounds,
in cushioned shipping bags (maximum gross
weight 14 pounds)..... per bag.....\$ _____

(d) Quantities over 12 pounds, up to 36 pounds,
packed in shipping containers (maximum gross
weight 40 pounds)..... per container.....\$ _____

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

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____

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 _____

(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 fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

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 _____
(Signature and Title of Person Authorized to Sign this Bid) (Date)

(Printed Name) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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