

PROGRAM:	529-S (R-1)									
TITLE:	Various Printed Products									
AGENCY:	Department of the Air Force									
TERM:	October 1, 2016 thru September 30, 2017									
			ACCURATE PRINTING		GRAY GRAPHICS		MCDONALD & EUDY PRINTERS		PREVIOUS CONTRACTOR	
			Woodbridge, VA		Capitol Heights, MD		Temple Hills, MD		MCDONALD & EUDY PRINTERS	
		BASIS OF								
		AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PROOFS:									
1.	PDF soft proof . . . per proof-----	10	-----	-----	20.00	200.00	40.00	400.00	40.00	400.00
2.	Digital one-piece composite laminated halftone proofs -									
(a)	Programs, Schedule Cards, Tickets, and Publicity Cards . . .									
	per trim/page-size unit-----	17	-----	-----	5.00	85.00	20.00	340.00	10.00	170.00
(b)	Posters . . . per trim/page-size unit-----	2	-----	-----	20.00	40.00	50.00	100.00	20.00	40.00
II.	PRINTING, BINDING, PACKING, AND DISTRIBUTION:									
1.	Programs (8-1/2 x 5-1/2", 7-7/8 x 10-1/4", and 8-1/2 x 11") -									
(a)	Text: Printing in four-color process,									
	including binding . . . per page									
(1)	Makeready and/or Setup-----	16	-----	-----	50.00	800.00	40.00	640.00	40.00	640.00
(2)	Running Per 100 Copies-----	544	-----	-----	1.40	761.60	3.25	1,768.00	1.35	734.40
(b)	Cover: Printing Covers 1 through 4 in four-color process,									
	including binding . . . per complete cover									
(1)	Makeready and/or Setup-----	5	-----	-----	550.00	2,750.00	450.00	2,250.00	450.00	2,250.00
(2)	Running Per 100 Copies-----	176	-----	-----	9.00	1,584.00	8.00	1,408.00	8.00	1,408.00
2.	Posters (11 x 14" and 11 x 17") -									
	Printing face only in four-color process,									
	including binding . . . per poster									
(1)	Makeready and/or Setup-----	3	-----	-----	400.00	1,200.00	350.00	1,050.00	350.00	1,050.00
(2)	Running Per 100 Copies-----	12	-----	-----	10.00	120.00	10.00	120.00	8.00	96.00
3.	Schedule Cards (4 x 8") -									
	Printing face and back in four-color process,									
	including binding . . . per card									
(1)	Makeready and/or Setup-----	2	-----	-----	350.00	700.00	350.00	700.00	350.00	700.00
(2)	Running Per 100 Copies-----	60	-----	-----	5.00	300.00	5.00	300.00	3.00	180.00
4.	Tickets (2 x 5" and 3 x 5") -									
	Printing face only in four-color process,									
	including binding . . . per ticket									
(1)	Makeready and/or Setup-----	5	-----	-----	300.00	1,500.00	350.00	1,750.00	350.00	1,750.00
(2)	Running Per 100 Copies-----	95	-----	-----	3.00	285.00	4.00	380.00	4.00	380.00
5.	Publicity Cards (2 x 3-1/2") -									
	Printing face and back in four-color process,									
	including binding . . . per card									
(1)	Makeready and/or Setup-----	3	-----	-----	350.00	1,050.00	350.00	1,050.00	350.00	1,050.00
(2)	Running Per 100 Copies-----	31	-----	-----	4.00	124.00	4.00	124.00	4.00	124.00
6.	Varnishing/Aqueous Coating -									
(a)	Programs, Schedule Cards, Tickets, and Publicity Cards . . . per side									
(1)	Makeready and/or Setup-----	50	-----	-----	75.00	3,750.00	40.00	2,000.00	40.00	2,000.00
(2)	Running Per 100 Copies-----	1,420	-----	-----	1.00	1,420.00	0.65	923.00	0.65	923.00
(b)	Posters (11 x 14" and 11 x 17") . . . per side									
(1)	Makeready and/or Setup-----	4	-----	-----	75.00	300.00	55.00	220.00	55.00	220.00
(2)	Running Per 100 Copies-----	14	-----	-----	1.00	14.00	1.00	14.00	1.00	14.00

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Printed Products

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

Department of the Air Force

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2016 and ending September 30, 2017, 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 September 21, 2016.

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 June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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.

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

For information of a technical nature, contact Linda Giacomo at lgiacomo@gpo.gov or (202) 512-0307.

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.

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

Product Quality Levels:

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

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. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards –

P-7. O.K. Proofs; Average Type Dimension; Electronic Media.

P-8. O.K. Proofs; Electronic Media.

P-10. O.K. 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 October 1, 2016 to September 30, 2017, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 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 June 30, 2016, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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.

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 October 1, 2016 through September 30, 2017, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” 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: Submit all invoices, via fax, utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of various printed products requiring such operations as electronic prepress, printing in four-color process, binding, packing, and distribution.

TITLE: Various Printed Products.

FREQUENCY OF ORDERS: More than one product may be ordered on the same print order requiring the same schedule. Orders placed for programs may be for the cover only, text only, or cover and text.

Programs – Approximately 4 to 6 orders per year.
Posters – Approximately 2 to 5 orders per year.
Schedule Cards – Approximately 1 to 3 orders per year.
Tickets – Approximately 2 to 10 orders per year.
Publicity Cards – Approximately 2 to 5 orders per year.

QUANTITY:

Programs – Approximately 300 to 15,000 copies per order.
Posters – Approximately 100 to 5,000 copies per order.
Schedule Cards – Approximately 200 to 5,000 copies per order.
Tickets – Approximately 500 to 5,000 copies per order.
Publicity Cards – Approximately 500 to 5,000 copies per order.

NUMBER OF PAGES:

Programs – Approximately 4 to 24 pages per order.
Posters – Face only.
Schedule Cards – Face and back.
Tickets – Face only.
Publicity cards – Face and back.

TRIM SIZES:

Programs – 8-1/2 x 5-1/2"; 7-7/8 x 10-1/4"; 8-1/2 x 11".
Posters – 11 x 14"; 11 x 17".
Schedule Cards – 4 x 8".
Tickets – 2 x 5"; 3 x 5".
Publicity Cards – 2 x 3-1/2".

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

Platform: Macintosh G4 (or higher); IBM (or compatible) using Windows XP

Storage Media: Email (when file size allows); FTP

Software: Adobe InDesign CS6 and CC; Adobe Illustrator CS6 and CC;
Adobe Photoshop CS6 and CC

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

Fonts: All printer and screen fonts will be furnished. Fonts will be furnished in TrueType or PostScript format.

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.

Additional Information: Files will be furnished in native application and PostScript formats. Laser printer color proof or laser proofs with color indications will be furnished. All illustrations, line art, graphics, and color breaks will be included in electronic files. Color identification system is CMYK. GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

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 product(s) in accordance with these specifications.

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to: Arnold Lederman at (202) 404-1029 and NCOIC of Graphic Production at (202) 767-7928.

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.

Halftones are to be 150-line screen or finer.

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, 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, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

PROOFS: When required, one (1) Adobe Acrobat (most current version) PDF soft proof of each item ordered on the print order. PDF proof will be evaluated for text, image position, and color breaks. Proof will not be used for color match. Proof will be transferred to the agency via email.

When required, 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. 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.

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.

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

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

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

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

All text paper used in each copy must be of a uniform shade.

All cover paper must have the grain parallel to the spine (as applicable).

The paper to be used will be indicated on each print order.

Program Text –

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

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

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

Program Cover –

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

White No. 2 Coated Cover, Gloss-finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

NOTE: The majority of all orders placed for programs will require the cover and text pages to print on White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

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

Schedule Cards – White No. 2 Coated Cover, Gloss-finish, basis weight: 100 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L12. (NOTE: The grain of the paper is to run lengthwise (8”) to ensure the cards stand firmly when placed in tabletop display racks and not fall forward.)

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

Publicity Cards – White No. 2 Coated Cover, Gloss-finish, basis weight: 100 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L12.

PRINTING:

Programs –

Text – Print text pages head-to-head in four-color process. When required, facing pages print to and must align across the bind.

Cover – Print Covers 1 through 4 in four-color process. The majority of program covers print with reverse areas and/or 90 to 100 percent solid ink coverage.

Posters – Print face only in four-color process.

Schedule Cards – Print face and back in four-color process.

Tickets – Print face only in four-color process.

Publicity Cards – Print face and back in four-color process.

NOTE: Orders must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

COATING: When required, after printing, coat the entire surface (or spot surface, as indicated) with a clear, non-yellowing scratch resistant varnish or aqueous coating, as specified – with the exception of glue areas.

High-gloss varnish or dull-coat varnish or both may be required.

Coating must be dry trapped.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor’s plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8” minimum 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 across the entire press sheet.

The contractor is required to make available to the press sheet inspector the following equipment in working order for use during press sheet inspection:

- A calibrated densitometer for the purpose of monitoring density, dot gain, contrast, trapping, hue error, and ink coverage.
- A proof light such as a color balanced system that closely approximates a phase of natural daylight equal to at least 5000 degrees Kelvin. Light should be mounted in a viewing booth and set at a proper angle.
- A standard viewer which will accommodate 4 x 5" (or larger) color transparencies and have a light source of 5000 degrees Kelvin.

MARGINS: Margins will be as indicated on the print order or furnished electronic media.

Bleed pages are scattered throughout program text.

Anticipate bleeds on balance of products.

BINDING:

Programs – Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-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.

Score on cover fold.

Posters – Trim four sides. Posters will ship flat. Do not fold.

Schedule Cards – Trim four sides.

Tickets – Trim four sides.

Publicity Cards – Trim four sides.

PACKING: When required, shrink-film wrap with chipboard backing in quantities as indicated on the print order.

When more than one type of product is ordered on the same print order, each product must be packed separately. Do not intermix different products within a container.

Pack in shipping containers not to exceed 40 pounds when fully packed.

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

Pallets are required.

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: USAF Band, Attn: Office of Marketing and Outreach, 201 McChord Street, Joint Base Anacostia-Bolling, Washington, DC 20032-0202.

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 up to approximately two (2) addresses within the commercial zone of Washington, DC. (The majority of orders will require delivery to only one (1) destination at Joint Base Anacostia-Bolling, Washington, DC.) *Inside delivery to room number specified is required.*

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

In reference to this contract, "Code X" will be used for the following departmental address: AFDPO/PPLR, Attention: Arnold Lederman, 2822 Doherty Drive, SW, Building 94, Suite 302, Joint Base Anacostia-Bolling, Washington, DC 20373. (Telephone: (202) 404-1029)

Mailing Address: USAF Band, Attn: Office of Marketing and Outreach, 201 McChord Street, Joint Base Anacostia-Bolling, Washington, DC 20032-0202.

NOTE: An occasional order may require shipment outside the commercial zone of Washington, DC. These orders will ship f.o.b. contractor's city – *reimbursable*. Contractor will be reimbursed for shipping costs by submitting a properly completed shipping form/receipt with billing invoice for payment.

A single shipment or several shipments totaling 200 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.

Air freight and/or express mail will be authorized if indicated on the print order. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

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

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 529-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailed/shipping method, and title of publication. Contractor must be able to provide copies of all delivery/mailed/shipping receipts upon agency request.

Upon completion of each order, all furnished material (as applicable) and one (1) sample copy must be returned to: USAF Band, Attn: Office of Marketing and Outreach, 201 McChord Street, Joint Base Anacostia-Bolling, Washington, DC 20032-0202. (Inside delivery required.)

All expenses incidental to picking up and returning material (as 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).

Print order and furnished material will be provided via email (if file size allows) or via contractor-hosted FTP site.

Proofs must be delivered to and picked up from: USAF Band, Attn: Office of Marketing and Outreach, 201 McChord Street, Joint Base Anacostia-Bolling, Washington, DC 20032-0202.

No definite schedule for pickup of material can be predetermined.

The following schedules begin 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.

Regular Schedule –

Contractor must complete production and distribution within 20 workdays.

No specific date is set for submission of proofs. When required, proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

All proof and transit time is included in the 20-workday schedule.

Accelerated Schedule – Approximately 15% of all orders placed will require an accelerated schedule.

Contractor must complete production and distribution within 10 workdays.

No specific date is set for submission of proofs. When required, proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

All proof and transit time is included in the 10-workday schedule.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workday(s) prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products (QCPP), Washington, DC 20401, at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See Contract Clause, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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(s) specified and the date products ordered for mailing/shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service or picked up by the small package carrier.

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

For compliance reporting purposes, 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 (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.

PREMIUM PAYMENTS: Orders requiring an accelerated schedule will be paid for at the premium rate in accordance with the contractor’s offered percentage in the “SCHEDULE OF PRICES.”

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

Percentages offered for premium priced work are additional to the basic prices offered for units of work.

Premium payments, when authorized, will apply to all items in the “SCHEDULE OF PRICES.”

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 invoice.

It is estimated that 15% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase offered for the accelerated schedule in the “SCHEDULE OF PRICES” (IV. PREMIUM PAYMENTS) to 15% of the prices offered for all items.

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

I.	1.	10	
	2.	(a)	17
		(b)	2
II.	1.	(1)	(2)
		(a)	16
		(b)	5
			544
			176
	2.	3	12
	3.	2	60
	4.	5	95
	5.	3	31
	6.	(a)	50
		(b)	4
			1,420
			14
III.		370	

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailing/shipping and f.o.b. destination for all other consignments.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

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

Fractional parts of 100 will be prorated at the per-100 rate.

For programs requiring greater than four (4) pages, a charge will be allowed for each page, whether printed or blank.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text for saddle-stitched products.

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

I. PROOFS:

- 1. PDF soft proof..... per proof.....\$_____
- 2. Digital one-piece composite laminated halftone proofs –
 - (a) Programs, Schedule Cards, Tickets, and Publicity Cards per trim/page-size unit.....\$_____
 - (b) Posters..... per trim/page-size unit.....\$_____

(Initials)

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

Programs requiring four (4) pages must be charged under line item II. 1. (b).

Programs requiring greater than four (4) pages must be charged under line item II. 1. (a). Programs requiring greater than four (4) pages and printing on the same stock/paper are "self-covered" and must be charged under line item II. 1. (a). A separate cover charge is not permitted.

Line items II. 6. (a) and (b) for varnishing/aqueous coating (as applicable) are for full and spot coverage.

The majority of all orders placed for programs will require the cover and text pages to print on White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
1. <i>Programs (8-1/2 x 5-1/2", 7-7/8 x 10-1/4", and 8-1/2 x 11") –</i>		
(a) Text: Printing in four-color process, including bindingper page..... \$ _____		\$ _____
(b) Cover: Printing Covers 1 through 4 in four-color process, including binding per complete cover..... \$ _____		\$ _____
2. <i>Posters (11 x 14" and 11 x 17") –</i> Printing face only in four-color process, including binding.....per poster..... \$ _____		\$ _____
3. <i>Schedule Cards (4 x 8") –</i> Printing face and back in four-color process, including binding.....per card..... \$ _____		\$ _____
4. <i>Tickets (2 x 5" and 3 x 5") –</i> Printing face only in four-color process, including binding.....per ticket..... \$ _____		\$ _____
5. <i>Publicity Cards (2 x 3-1/2") –</i> Printing face and back in four-color process, including binding.....per card..... \$ _____		\$ _____
6. <i>Varnishing/Aqueous Coating –</i>		
(a) Programs, Schedule Cards, Tickets, and Publicity Cardsper side..... \$ _____		\$ _____
(b) Posters (11 x 14" and 11 x 17")per side..... \$ _____		\$ _____

(Initials)

III. ADDITIONAL OPERATIONS:

Shrink-film wrapping (including chipboard) per package\$ _____

IV. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items. Percentage increase will be added to all orders requiring an accelerated schedule.

Percentage Increase..... %

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)