



December 22, 2016

This is Amendment No. 1

Re: PROGRAM 549-S

SPECIFICATION AMENDED

Bid opening date remain the same: December 28, 2016.

Change is hereby made on page 14 of 15, under II PRINTING AND BINDING of the contract specifications as follows:

	<u>Makereay And/or Setup</u> (1)	<u>Running per 100 Copies</u> (2)
Change from:		
TEXT--		
(f) Varnishing Covers 1 andper color/per page....\$	_____	\$_____

Change to:

(f) Varnishing Covers 1 and 4.....per color/per page...\$_____

All other specifications remain the same.

U.S. Government Publishing Office
Bid Section, Room C848, Stop CSPA
732 North Capitol Street NW
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.
Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

YVETTE VENABLE-BROOKS
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Energy Publications (Miscellaneous)

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

Department of Energy

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending November 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, D.C. time, on December 28, 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, D.C. 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001. 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 Eastern 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 40-mile radius of zero milestone Washington, D.C

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

THIS IS A TIME SENSITIVE PROCUREMENT. DELIVERY MUST BE MET BY CONTRACTOR. NO EXCEPTIONS, JOB MUST BE COMPLETED AND DELIVERED WITHIN THREE (3) WORKDAYS.

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: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, contact Bernice Mack at bmack@gpo.gov or (202) 512-1239.

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 <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC 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-9. Solid and Screen Tint 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.'d Proofs, average type dimension, electronic media, camera copy.

P-8. O.K.'d Proofs, electronic media.

P-9. Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to November 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 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 August 31, 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.

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.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey 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.

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 November 30, 2017 plus 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 contract 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.

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

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of self- and separate covered saddle-stitched and perfect-bound publications requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Energy Publications (Miscellaneous).

FREQUENCY OF ORDERS:

Saddle-Stitched: Approximately 2 orders per year.

Perfect-Bound: Approximately 9 orders per year.

Cover Pages: Approximately 2 orders per year (some orders place will be just for covers only).
Note: Order place for covers (only) may exceed approximately 4 to 6 orders per year.

QUANTITY: Approximately 75 to 1,200 copies per order.

NUMBER OF PAGES:

Saddle-Stitched: Approximately 64 to 94 pages (plus cover) per order.

Perfect Bound: Approximately 96 to 552 pages (plus cover) per order.

Cover Pages: Approximately 1 through 4 pages.

TRIM SIZE: Text and Cover 8-1/2 x 11".

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

Electronic Media:

Platform: Macintosh or IBM compatible operating system.

Storage Media: CD, DVD/R

Software: Text/graphics software such as InDesign and QuarkXPress. Adobe type fonts will be furnished if needed.

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

Fonts: All printer and screen fonts will be furnished.

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.

Additional Information: A visual of the furnished electronic files will be provided. Files will be furnished in both native application format and PostScript format
GPO Form 952 (Desktop Publishing - Disk Information).

Camera copy consisting of typewritten copy, reprint copy, computer printouts, line art, and photoprints to be reproduced at various focuses.

Distribution list in the form of mailing labels and/or electronic media.

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 the 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.

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 agency. The contractor must notify the Government as soon as possible in order to comply with the shipping schedule.

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 must be reported to the individual listed on the print order.

Contractor will be required to create all bleeds.

When required, data output must be from high resolution image setter (minimum 1200 dpi.)

When required by the Government, the contractor shall make minor revisions to the electronic files, which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions.

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

Upon completion of each print order, the contractor must furnish final production native application files (digital deliverables, which includes high resolution tiff scans) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on an ISO 9660 CD-R or DVD-R, in jewel cases. 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 CD-R or DVD-R and jewel case must be clearly labeled with Title, Jacket Number, Program and Print Order Number, as well as a printout of the file directory included in the jewel case. The Government will accept PDF files as digital deliverables when furnished by the Government.

PROOFS: When ordered one (1) Adobe Acrobat (current version) PDF soft proof. PDF proof must have margins indicated. Proof will be transferred to the agency via email. The PDF proof will be evaluated for text flow, image position, and color breaks. Proofs will not be used for color match.

When ordered, one (1) set of digital color content proofs of entire publication. Direct to plate must be used to produce the final product with a minimum 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.

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.

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

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

White and Colored Vellum-Finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

Colored Vellum-Finish Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

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

PRINTING:

Saddle-Stitched and Perfect-Bound Publications: Text pages print head-to-head in black and one or two ink color.

Print Covers 1 through 4 or any combination thereof in black ink and one or two ink colors. Covers may contain screens and/or full reverses.

Note: Some order place will be for covers "ONLY".

Bleed tabs in text on some orders must align with tabs on cover 4.

When ordered, coat the entire surface (over the printing) on Covers 1 and 4 with a clear non-yellowing varnish.

Match Pantone number(s) as indicated on the print order.

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) issued 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 density must be constant across the full width of the sheet with deviations not to exceed plus or minus five (5) percent. Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ANSI PH2.30-1989; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided. Contractor must also provide a densitometer.

MARGINS: Margins will be as indicated on the print order or furnished copy. Cover and text pages may bleed up to four sides.

BINDING:

Saddle-wire stitch in two places or, at contractor's option, paste on fold and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Perfect bind text and wraparound cover; trim three sides.

NOTE: Multi-volume publications from two (2) to ten (10) volumes will be ordered once a year. Furnished material for each volume may be furnished in increments. When multi-volumes are required, contractor may have to print and hold all volumes for distribution until the last volume is printed. (A separate print order will be issued for each volume).

Contractor will be required to gather various combinations of volumes into sets and pack as indicated on the print order, distribution list, and/or labels furnished.

PACKING:

Pack in shipping containers not to exceed 45 pounds when fully packed. Pallets are required for shipments to GPO only.

Copies for internal distribution must be packed in shipping containers.

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 the delivery/shipping process.

LABELING AND MARKING:

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

Internal Copies – Create, if required, and affix an address label to Cover 1 of each copy.

Contractor is responsible for duplicating original labels for each destination as needed. When duplication is required, the contractor must indicate the quantity contained in each container on each label required for that particular destination and label each package 1 of, 2 of, etc.

An occasional order may require extra labels to be created.

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>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 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 Department of Energy, Room GE-140, 1000 Independence Avenue., SW, Washington, D.C. 20585.

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 Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Agency Copies-

Deliver f.o.b. destination to approximately 2 to 4 addresses within the commercial zone of Washington, D.C.

Complete addresses and quantities will be furnished with the print orders.

GPO Copies:

Deliver f.o.b. destination a total of approximately 1 to 15 copies (file and depository) to approximately two (2) addresses within the commercial zone of Washington, D.C. Inside delivery to room number(s) specified may be required.

All camera copy, electronic media and other furnished materials are to be returned within 24 hours of shipment to: U.S. Department of Energy, Forrestal Building., Room. GE-116, 1000 Independence Avenue., SW, Washington, DC, to the attention of the person designated on the distribution instructions.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 549-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

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

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

No definite schedule for pickup of material can be predetermined.

Furnished material and hard proofs must be picked up from and delivered to Department of Energy at various locations within the Washington, D.C. Metropolitan area.

When the color content proofs are sent back to the Department, the electronic media and all camera art must be placed in the same package, so that in the event there are author's alterations, the changes can be made on the CD/DVD and returned with the marked-up proofs.

When ordered, PDF soft proofs must be emailed to the address specified on the print order. Ordering agency will email contractor with all changes/corrections "O.K. to print." Proofs will be withheld no more than one (1) workdays from their receipt

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 make complete production and distribution within three (3) workdays.

THIS IS A TIME SENSITIVE PROCUREMENT. DELIVERY MUST BE MET BY CONTRACTOR. NO EXCEPTIONS, JOB MUST BE COMPLETED AND DELIVERED BY THE 3RD DAY.

For orders requiring delivery within 2 workdays the contractor will receive a "Premium Payment" as offered in the "SCHEDULE OF PRICES".

Two (2) additional workdays will be allowed for an individual print order requiring digital color content or similar proofs.

Proofs will be held one (1) workday from receipt by the Department until they are made available for pickup by the contractor.

Contractor must submit proofs as soon as possible to comply with the distribution schedule.

If proofs are reviewed at contractor's facility, no additional time will be added to the schedule.

When the color content proofs are sent back to the Department, the electronic media and all camera art must be placed in the same package, so that in the event there are author's alterations, the changes can be made on the CD/DVD and returned with the marked-up proofs.

PRESS SHEET INSPECTION NOTIFICATION: 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 two (2) workday s prior to the inspection. Notify the Quality Control for Published Products 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 14(e)(1), Inspections and Tests (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.

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 is to notify the U.S. Government Publishing Office of the date of shipment or delivery. 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 inquires.

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 work 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 production 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 required 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 except Item III. "Paper" 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 10% 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" (Item V.), to 10% of the prices offered for all items except III. "Paper".

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

I.	(a)	64	
		(1)	(2)
II.	(a)	13	47
	(b)	2	2
	(c)	152	1,818
	(d)	3,156	6,024
	(e)	2	2
	(f)	2	2
III.	(a)	3,921	
	(b)	14	
	(c)	32	
	(d)	47	
	(e)	4	
IV.	(a)	131	
	(b)	4	

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

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

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

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 products printing on more than one color, a charge under "each additional color" will be allowed only for the pages actually printed with the additional color(s).

A Charge will be allowed for each text page, whether printed or blank of a single-color product.

Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

Cost of all required paper must be charged under Item III. "PAPER"

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

I. PROOFS: One basic charge will be allowed for each color on each printed trim size page or side (face or back) of the product.

(a) Digital color content proofs..... per trim/page-size unit.....\$_____

(Initials)

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
COVERS---		
(a) Cover pages 1 and 4 printing in a single ink colorper cover	\$ _____	\$ _____
(b) Cover pages 2 and 3 printing in a single ink colorper cover	\$ _____	\$ _____
TEXT---		
(c) Saddle-stitched: Printing in a single ink color, including bindingper page.....	\$ _____	\$ _____
(d) Perfect-bound: Printing in a single ink color, including bindingper page.....	\$ _____	\$ _____
(e) Each additional color: Printing text or cover in a color(s) (in addition to the first single ink color press run charged for under items II. (a) through (d) per color.....per color/per page	\$ _____	\$ _____
(f) Varnishing Covers 1 and 4.....per color/per page .	\$ _____	\$ _____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

	<u>Per 100 leaves</u>
(a) White Offset Book (50-lb.)	\$ _____
(b) White Vellum-Finish Cover (50-lb.)	\$ _____
(c) Colored Vellum-Finish Cover (50-lb.)	\$ _____
(d) Colored Vellum-Finish Cover (65-lb.)	\$ _____
(e) White Litho Coated Cover (80-lb.)	\$ _____

IV. PACKING AND DISTRIBUTION:

(a) Packing and sealing shipping containerseach container\$ _____

(b) Palletizingper pallet\$ _____

V. PREMIUM PAYMENTS: Premium payments will apply to all items except Item III. "Paper" required to produce the product ordered. This is only authorized for orders placed on the "Accelerated Schedule".

Percentage increase %

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 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)

(Email Address)