



**U.S. GOVERNMENT PRINTING OFFICE**  
Washington, DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Senate and House Committee Prints, Reports, Documents and  
Joint Committee Publications  
Microfiche Production and Distribution Program**

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

**Superintendent of Documents**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending April 30, 2014, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in Section 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, April 26, 2013.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, 732 North Capitol Street, NW, Mailstop: PPSB, Room C-161, Attn: Bid Section, 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.

**BIDDERS, PLEASE NOTE:** These specifications has been revised. This contract involves a complex distribution and mailing system; 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=Central>

For information of a technical nature call AST-4, Sadie Sanders (202) 512-0310 (No Collect Calls) or via [ssanders@gpo.gov](mailto:ssanders@gpo.gov).

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable articles of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)), GPO Contract Terms, Quality Assurance Through Attributes Program for Microforms (GPO Publication 310.3, effective August 31, 1988, (Rev. 1-95)), and ANSI Standard, Sampling Procedures and Tables for Inspection by Attributes, ANSI/ASQC Z1.4. Standards referenced in this contract are those that are current at the time of contract solicitation.

GPO Contract Terms, Quality Assurance Through Attributes Program for Microforms  
GPO Contract Terms (GPO Publication 310.3) – <http://www.gpo.gov/vendors/microforms.htm>

The following exceptions to GPO Publication 310.3 apply: For First and Third Generation Microfiche, Dmin must be less than .1. For Second Generation Microfiche, Dmin must be less than .2.

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

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**SUBCONTRACTING:** No subcontracting is allowed, with the exception of computer operations which may be subcontracted.

**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 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 periodic 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 beginning of the contract to April 30, 2014, 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 January 31, 2013, 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.

**CONTRACTOR'S QUALITY ASSURANCE SYSTEM:** The contractor must provide and maintain an effective quality assurance system.

The contractor's quality assurance system must include, as a minimum, the following elements to the degree necessary for the end products under this contract.

- (1) Environmental storage controls that assure temperature and humidity are within ISO 18911.
- (2) Environmental air quality controls in microfilming and duplicating areas that meet ISO 14644-1 and 14644-2.
- (3) Controls that assure the raw materials meet all applicable requirements and that proper storage and issuing procedures are followed.
- (4) Controls that assure all steps in the process will generate products that conform to all requirements of this contract.
- (5) Maintenance and calibration records on all applicable production and inspection equipment.
- (6) Inspection procedures and adequate records to assure conformance to all requirements of this contract.
- (7) Other applicable quality assurance records documentation, such as raw material certifications, condition and timeliness of furnished materials, and outside laboratory analyses, if performed.

**PREAWARD TEST:** The contractor being considered for award shall be required to complete the following preaward test, unless waived by the Contracting Officer. The Government may waive the requirement for a preaward test where supplies identical or similar to those called for have been previously furnished by the contractor and have been accepted by the Government.

- (1) The prospective contractor who is in line for award shall be required to pickup, from the U.S. Government Printing Office, 27 G Street, N.W., Washington, DC 20401, furnished test material. The bidder must produce a representative order which shall include one set of camera masters, one set of silver-gelatin direct duplicate microfiche, and one set of diazo distribution microfiche as described in "SECTION 2.-SPECIFICATIONS", plus a completed shipping list, and this material must be packaged for mailing to include a randomly selected library label as described in Section 2, Specifications. In addition the contractor must submit a complete set of mailing labels which are to be produced from the Government's FTP Internet site, for each library selecting Item Number 0572-C, and also a printout which shall display the Depository Library numbers of only the libraries which are selecting Item Number 0572-C.

The contractor must provide a 3.5" high density type floppy disk or CD-ROM containing all Microsoft Excel-formatted records of the test; completed shipping list in the file format as prescribed in the "PROVISION OF SHIPPING LIST INFORMATION IN ELECTRONIC FORMAT": section of this contract. A completed shipping list must also be included along with a comprehensive printed work plan showing how all required mailing and reports will be performed by the contractor.

- (2) The preaward test must be performed at the same facilities and on the same equipment that will be used to produce the microfiche and the distribution information for this contract.
- (3) This test is to be delivered to the U.S. Government Printing Office, Quality Control for Procured Printing, Agency Publishing Services, Room C-848, Stop PPSQ, 732 North Capitol Street N.W., Washington, DC 20401-0001, prior to 3:00 p.m. EST, within 5 workdays after the furnished test material is made available.
- (4) Disapproval of preaward test: At the option of the Government, and if so notified by the contracting officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.
- (5) Approval of preaward test: Approval will be based upon the contractor fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications or failure to complete delivery within the time specified may result in declaring the contractor nonresponsible.

**NOTE: No charges will be allowed for costs incurred in the performance of the preaward test.**

**IMAGE STABILITY:** The contractor must submit certification, from an independent testing agency, that the residual thiosulfate concentrations for archival microforms are in compliance with ISO 18919 - 1999. The certificate must indicate that the test procedure utilized was the methylene blue method as described in ISO 18917 - 1999.

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

**POSTAWARD CONFERENCE:** In order to insure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives may conduct a conference with the contractor's representatives at the GPO, Washington, DC, immediately after award.

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award to April 30, 2014, 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", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail, via e-mail and/or fax, or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of cut microfiche from furnished source documents, or furnished microfiche requiring such operations as retrieving data via FTP or other on-line applications; pickup, inspection and preparation of source documents; indexing; preparing titles; adding headers to publication masters; microfilming; duplicating; collating; packing; labeling; mailing and distribution; generating mailing labels; generating Depository Shipping Lists and various reports; generating magnetic disks; and customer complaints fulfillment.

**TITLE:** Senate and House Committee Prints, Reports, Documents and Joint Committee Publications Microfiche Production and Distribution Program.

**FREQUENCY OF ORDERS:** Approximately 1 order per year will be retrieved on-line. Up to 15 orders may be placed per week with an average of 10 orders per week. Each order will consist of approximately 1 to 25 publications per order. The total estimated number of item numbers to be used under this contract is less than 60.

**\*ADDITIONAL ORDERS:** Should there exist an accumulation of a backlog of publications waiting for conversion at the beginning of the contract, GPO will increase the number of orders up to 20 each week for up to 2 months, giving two weeks notice of the date of the increase. Should a backlog accumulate during the course of the contract, GPO will negotiate with the contractor for a temporary mandatory increase in number of orders and the length of time of the increase within three weeks of the desired start date of the increase. Otherwise, no increase in the frequency of the orders may be undertaken by the contractor.

**QUANTITY:** Approximately 1 set of cut first generation archival silver-gelatin camera masters and 1 set of second generation archival silver-gelatin direct duplicate intermediates. In addition, approximately 1,000 to 10,000 diazo microfiche per order will need to be produced from the contractor's second generation production negative direct duplicate silver gelatin microfiche. The average order will convert into 17 microfiche.

### **GOVERNMENT TO FURNISH:**

Camera copy consisting of side-stitched, perfect bound, loose-leaf, case bound and saddle stitched publications in sizes up to and including 8-1/2 x 11". An occasional publication may contain fold-ins or microfiche within the publication.

Blank master of Depository Shipping list and a partially filled-in GPO Micrographics Publication Screening Form, GPO Form 3445.

Access to the Government Printing Office's FTP Internet site.

One reproduction proof, Form 905 (R. 8/95) with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form numbers, and revision date, carried on camera copy must not appear on finished product.

**CONTRACTOR TO FURNISH:** All materials, mailing labels, and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**INSPECTION OF SOURCE DOCUMENTS (INCLUDING MICROFICHE):** Contractor will be required to inspect all Source Documents within one (1) workday of receipt to determine their suitability for microfilming by comparing the furnished Source Documents with the Print Order and Contract Specifications.

Any questions raised, or defects found, during inspection of all Source Documents on that Print Order, contractor will discontinue work on that Print Order and contact the Micrographics Team Leader, (202) 512-2010 x34788, for further instructions. If such notification is not received by the Government, the Source Documents will be deemed to be of suitable quality to meet the contract requirements specified herein.

If, after the one (1) workday notification period, contractor then discovers any defect, or causes any defect with or to, the furnished Source Documents it shall then be the contractor's responsibility to obtain, at the contractor's sole expense, replacement of the missing and/or damaged Source Documents while still meeting the required shipping date of that particular Print Order.

If contractor fails to abide by this requirement, the Government may exercise its right to "default" the contractor on this Print Order and/or the balance of the contract and charge the contractor for the Government's expense associated with this action to also include, but not limited to, the replacement cost of the lost and/or damaged Source Documents at a rate equal to the Government's loss.

Contractor is responsible for the safe return of all unsuitable Source Documents and is required to maintain signed receipts for this material. Unsuitable Source Documents must be delivered within two (2) workdays after receiving Return Authorization from the Micrographics Team Leader. For each Source Document publication returned without microfilming because of unsuitability, a detailed listing of the defects notated under Item 12 on GPO Form 3445 must be included.

Returned unsuitable Source Documents must be packed separately from the remainder of the Print Order and delivered to the address listed under "DISTRIBUTION", marked to the Attn: Micrographics Team Leader, and shall be accompanied by a receipt indicating the GPO Print Order Number, Classification Number, and Title of Publication(s) being returned.

The Government has the final approval whether a publication will be microfilmed.

**PREPARATION OF SOURCE DOCUMENTS:** Source Documents furnished as bound publications must be cut apart without damage to the image. Pages are to be clean-cut; torn edges will not be permitted. In addition, pages are to be cut so the image will appear parallel to the trimmed edges both horizontally and vertically.

Source Document publications which have been cut apart need not be rebound, but all pages must be returned to their original pagination and each publication must be banded separately. Contractor must replace at no cost to the Government any Source Document where, by his own negligence, the image is damaged or the pages have not been cut according to specifications.

Contractor **MUST** inspect and prepare all Source Documents in the following manner:

- (1) Image or stamp "BLANK PAGE" onto blank pages (numbered and unnumbered) which must be filmed in order to maintain pagination of the publication. Blank pages and the back of fold-ins not needed to maintain pagination will not be imaged or filmed. Contractor is cautioned that bleed-through which obliterates data on the front or reverse side of the page is cause for the Government to reject the contractor's work.
- (2) List the number of the pages to be filmed on GPO Form 3445 and note or stamp "COMPLETED" onto the cover of the Source Document publications accepted for filming. Stamping will not be accomplished in such a manner that would obscure or obliterate printed information.
- (3) Renumber pages which were printed broad (head to left or right), on the side (new bottom) in a legible manner without obscuring the original page number.

When Source Document publication pages, after the first Roman numeral pages, do not have consecutive Arabic numbering, or if pages do not have a page number, contractor will add a number or renumber the Arabic pages and Table of Contents next to the original numbers to coincide with the renumbered text. Numbering must be legible, leaving the original page number legible.

- (4) Image all fold-ins in excess of 17 x 11" in 8-1/2" segments (cut or fold) and number consecutively, i.e., 2-A, 2-B, etc.
- (5) Image or stamp "SEE ERRATA PAGE FOLLOWING COVER" onto Cover Pages one (1) and two (2) of Source Document publications which contain Errata sheets.

- (6) Image or stamp "BEST COPY AVAILABLE" on every poor-quality page, NOT on any good quality pages.
- (7) Complete line items on GPO Form 3445 and note or stamp "COMPLETED" for acceptable Source Document publications. Return completed forms with publication after completion of microfilming.
- (8) MICROFICHE FORMAT AND INDEX SHEET: Microfiche Index Sheets, GPO Form 3327, will be completely filled in by the contractor for each publication. Sheets will show Title information and grid position of all elements on the microfiche plus other information as required.

**MICROFILMING REQUIREMENTS:** All microfiche shall be produced at a reduction of 1:24 with a format of 14 columns and 7 rows producing 98 frames in accordance with ANSI/AIIM MS5 - 1998. The thickness of all microfiche shall be 0.004 inch to 0.009 inch for polyester base films.

All microfiche shall contain negative micro-images and a positive header with optically generated characters that are no less than .0669" and no more than .0787" in height.

Titles will be reproduced directly from Source Document publication Cover/Index sheets which will not be annotated by the Government. No abbreviations shall be used in the titling of microfiche or on the Distribution Lists unless the Title information will exceed 4 Title lines. Titling shall conform to the GPO Style Manual. LED or OCR B font is acceptable.

Titling must be exposed directly onto film emulsion. Titling may not be stripped onto the microfiche. Any deviation from the above shall be cause for rejection. Contractor will receive information at the Postaward Conference on the proper format for microfiche Title preparation.

Government furnished Source Documents will contain all information except the following:

- (1) Microfiche number.
- (2) Number of microfiche per publication.
- (3) Inclusive page numbers.
- (4) SUPTDOCS/GPO.
- (5) Reduction ratio.

All Titling information must be:

- (1) Exposed directly onto the film emulsion.
- (2) Separated by at least one character-space within each of the three Title areas.
- (3) Same size and density.
- (4) Uppercase.

All text pages will be filmed in sequence in accordance with the pagination of the furnished Source Document.

All pages which print broad (head to left or right) will be turned and filmed in two consecutive grid areas so that the reading sense is parallel to the length of the film.

Fold-ins will be filmed in consecutive grid areas and may be filmed in two-up 17" sections if necessary. Should filming of broad pages or fold-ins start on an even-number frame, contractor will image "BLANK PAGE" on the even frame and start the fold-in on the next frame. If the filming of broad pages or fold-ins would start in grid Column 14 of the microfiche, the contractor will image "BLANK PAGE" in grid Column 14 and start filming of broad pages or fold-in in Column one (1) of the next row.

All generations are to be produced emulsion-to-emulsion and at a one-for-one reduction ratio.

ISO Test Target No. 2 will appear in frame G14 of each microfiche except the last microfiche of a publication where it will follow the last page (text or cover). On the last microfiche of a publication, the test chart will be followed by the word "END" in 3" type (handwritten is unacceptable) and date the publication is filmed must be supplied by the

contractor and filmed in eye readable form under the word "END". All unused grid areas shall appear as clear, transparent areas. If the targets on the last microfiche of a Title will cause continuation to another microfiche, the targets may be deleted from the last microfiche only.

First generation negative archival Silver-gelatin camera master cut microfiche produced must:

- (1) Be produced directly from the furnished Source Documents.
- (2) Be wrong reading on the emulsion side.
- (3) Resolve at least the 6.3 pattern of the ISO Test Target No. 2. This applies to all resolution test charts within the frame.

In addition:

- (1) Cut mark, notch and corner cut are not required.
- (2) Micro-image placement shall be horizontal, right reading with sequential horizontal pagination.
- (3) Filters must be used when filming Source Documents containing colored stock (2 percent or less).

**DUPLICATING REQUIREMENTS:** For Source Document publications containing inserted microfiche, the microfiche are considered part of the publication and therefore must be reproduced. These inserted microfiche will be considered as Publication Masters. A Silver-gelatin archival reproduction microfiche copy is required for each Publication Master microfiche contained within a Source Document publication.

If inserted microfiche Title is striped, contractor must recreate the header on these microfiche identical to the originals, with the exception that the new titling shall not have any header backing/stripe. New header must be spliced onto the Publication Masters so that the archival Silver and Diazo duplicates produced must have legible titling.

Any subsequent duplication of these Publication Masters will be considered as succeeding generations, i.e. Second Generation, Third Generation, and so on. After microfilming the Source Document publication, contractor is to return the original Publication Master microfiche to the pocket of the publication.

Diazos duplicated from the Silver intermediate microfiche produced from the Government furnished Publication Master should be collated within each set immediately following the Diazo microfiche produced by the contractor from the furnished Source Document. Silver microfiche should be collated in the same manner as the Diazo microfiche and returned to the Government as requested under "PACKING".

Second Generation negative archival Silver-gelatin direct duplicate intermediate cut microfiche must:

- (1) Be produced directly from the contractor-produced First Generation negative archival Silver-gelatin masters or the Publication Masters.
- (2) Resolve at least the 5.6 pattern of the ISO Test Target No. 2 from the Source Document microfiche or no more than one test pattern less than the Publication Masters. This applies to all resolution test charts within the frame.
- (3) The First Generation negative archival Silver-gelatin camera master cut microfiche may be used by the contractor to produce only enough Second Generation negative Silver-gelatin direct duplicate intermediate microfiche for the production of Diazo cut microfiche as ordered by the Government.

The Second Generation negative archival Silver-gelatin direct duplicate intermediate microfiche ordered for delivery to the Government may not be used by the contractor for the production of Diazo cut microfiche. Contractor must retain his Second Generation production negative Silver-gelatin direct duplicate cut microfiche for the term of the contract in a retrievable manner for use in any supplemental production ordered by the Government and for claims fulfillment.

- (4) Contractor shall not use any type of tape on any of the archival Silver-gelatin microforms. Any defect such as,

but not limited to, tape, tape marks, fingerprints, or scratches will be cause for rejection of the entire order.

Third Generation negative Diazo cut microfiche produced under this contract must:

- (1) Be produced directly from the contractor's Second Generation production negative Silver-gelatin direct duplicate intermediate cut microfiche.
- (2) Be either black or blue-black in color. Film colors must not be mixed within a Print Order.
- (3) Resolve at least the 5.0 pattern of the ISO Test Target No. 2 from the source document microfiche or no more than two test patterns below the Publication Masters. This applies to all resolution test charts within the frame.
- (4) All microfiche produced by the contractor must be unstriped in the Title header area.

**COLLATING AND GATHERING:** All archival Silver and Diazo duplicate microfiche must be collated into Titles, inserted in protective envelopes, and gathered into sets.

Collating: Collate individual microfiche into Titles in numerical sequence as indicated on the Print Order.

Insert complete Title (single microfiche if a single microfiche makes one complete Title) into individual, unprinted, protective microfiche envelopes; one Title per envelope. No envelope will contain more than 15 microfiche of any single Title. Titles of more than 15 microfiche will be inserted into multiple envelopes containing no less than 7 microfiche per envelope.

Titles must be readable without removing microfiche from envelopes. A single divider sheet of white paper, 5.9 x 4.1", plus or minus 0.05" will be placed behind the first microfiche in each microfiche Title which contains more than one microfiche.

Envelopes and divider sheets shall be made from white paper with a pH no less than 7.0. Envelopes shall be manufactured to permit easy insertion and removal of microfiche and shall be 6.1 x 4.2" plus or minus 0.05". Envelopes shall have sealed side seams (flaps formed as part of the back of the envelope) with inner tucks on the 4.2" dimension and one open side on the 6.1" dimension. Enveloped microfiche shall not extend above the top of the back side of the envelope.

Gathering: Gather individual Titles (residing in protective envelopes) in the sequence stated on the Print Order (one copy of each Title for that Print Order) to form sets, usually in alphanumeric sequence. Each set is to contain only one film type.

**BANDING:** Banding material shall have a pH value no less than 7.0 and must be in accordance with ISO 18902-2001.

Silver: Each set of Silver microfiche is to be banded as a separate unit with a piece of paper approximately 2" wide around the short dimension and secured. Banding will not be necessary for orders having only one envelope. Orders will be rejected if, in securing the paper band, any type of tape is affixed to the protective envelopes.

Diazo: Band each set (a set is a grouping which contains a one copy of each publication contained on that specific Print Order) of Diazo microfiche with a #19 rubber band or similar around the short dimension. Sets containing 25 or more Diazo microfiche will be banded with a #33 rubber band.

If more than one envelope is necessary for an individual Title, that Title must be banded together before inclusion into a multiple Title set. If a set contains only one Title, band the envelope only if it contains three (3) or more microfiche. Orders will be rejected if the rubber bands leave a permanent residue on the Diazo microfiche.

**GPO'S FTP INTERNET SITE:** Contractor is required to retrieve from GPO's Internet FTP site all Distribution Data including Depository Library addresses and Distribution information. Data is to be retrieved the first workday of each workweek throughout the term of the contract. Contractor is cautioned that this data site is only to be used or accessed in the performance of a GPO contract. Any other use of this data is a violation of this contract.

NOTE: Account name/number, password, and access instructions to GPO's FTP server will be provided at the Pre-

Award test and at the Post Award Conference.

Distribution Data must first be downloaded onto CD-ROM. Contractor must maintain these Distribution Data Disks in date order, each must be labeled in ink with the week's date and made available to the Government at anytime for a six month period after the expiration of this contract.

Failure by the contractor to correctly download the Distribution Data file onto disks as required, correctly create and maintain the Distribution Database, or make corrections/updates as required, may result in the contractor being required to redistribute all affected microfiche and their Distribution Lists and/or fill any claims received due to contractor's errors at the contractor's expense.

Contractor is required to maintain an adequate labeling procedure/program with the capacity to incorporate weekly modifications including item selections and de-selections, address changes, additions and deletions.

**DAILY DEPOSITORY SHIPPING LIST PREPARATION:** Contractor is to create a Daily Depository Shipping List, utilizing information provided on the individual Print Orders, for each group of Print Orders issued in a single day. Contractor shall produce one Daily Depository Shipping List for all Print Orders issued on the same day.

Before preparation of any Daily Depository Shipping List, contractor is required to call the Micrographics Team Leader (202) 512-2010 x34788, to obtain a Depository Shipping List Number for each group of Print Orders issued on a single day.

The following information must be printed on the Daily Depository Shipping List using a 12 character per inch Courier (or similar) type font of approximately .0984" in height with a line spacing of 1.2 to 1.5: Distribution List Number, Date, Ship/Delivery Date as given on the Print Orders, the publication Classification Number, Item Number, publication Title, Program Number, Print Order Number(s), and any other information as directed by the Government or marked on the proofs, including the contractor's fax machine number and telephone number.

Title information and Classification Number listed on the Daily Depository Shipping List shall be identical to the information that appears on the microfiche header. Therefore, the headers must not be created until the contractor's prepared shipping list has been sent to the GPO Micrographics staff, which is responsible for proofing and final approval of the Daily Depository Shipping List. No abbreviations shall be used in titling unless the Title information will exceed 4 lines. Titling shall conform to the GPO Style Manual.

This information must be printed at least one character space away from Daily Depository Shipping List form lines and cannot intersect or overlap any other lines or features.

The order in which this information is to appear shall be explained throughout the term of the contract. Contractor shall not reproduce on the Daily Depository Shipping List any publications or microfiche which have been returned to the Government as "unsuitable". (See "INSPECTION OF SOURCE DOCUMENTS".)

The contractor shall produce one shipping list for all print orders issued on the same day. The shipping list must be in Microsoft Excel format, with material listed by item number in ascending order. Three columns are needed to maintain the data: "Item Number", "Classification Number", and "Title". Information for each individual publication listed on the shipping list shall be contained within one row and three columns. For examples of shipping lists, please see [http://www.gpo.gov/su\\_docs/fdlp/tools/sl/slister.html](http://www.gpo.gov/su_docs/fdlp/tools/sl/slister.html).

All publications for each individual shipping list be listed one after the other. After all titles are listed, the contractor must provide a total count for the number of publications listed on each shipping list. The contractor must also provide information to libraries regarding how claims copies can be requested. The claims information can be provided on a separate page altogether, or at the end of each shipping list.

Contractor is to reproduce one (1) copy of each Daily Depository Shipping List and deposit that copy in each and every address listed in the library data file supplied by the Government, for each day that there is a shipment. The

microfiche that apply to that Distribution List are then to be placed on top of the list for each library that is required to receive that microfiche.

Contractor is to deliver, in a separate package, 5 copies of each Depository Shipping List by the Print Order Due Date to:

Micrographics Team Leader  
U.S. Government Printing Office  
Technical Processing Section, Stop: IDSB  
GPO Loading Dock  
44 H Street NW  
Washington, DC 20401

In addition, by the Print Order Due Date, contractor is to send a Master-quality copy of each Distribution List packaged as a flat to the Micrographics Team Leader at the address listed above.

All publications for each individual shipping list be listed one after the other. After all titles are listed, the contractor must provide a total count for the number of publications listed on each shipping list. The contractor must also provide information to libraries regarding how claims copies can be requested. The claims information can be provided on a separate page altogether, or at the end of each shipping list.

**PROOFS/PRIOR TO PRODUCTION MICROFICHE SAMPLES:**

Contractor is to deliver for inspection camera copy; 1 set of silver-gelatin camera masters, one set of silver-gelatin direct duplicate intermediates, and six random sets of diazos from the full quantity ordered on each print order. Send samples to: United States Government Printing Office, Quality Control for Procured Printing, Room C848, Stop PPSQ, 732 North Capitol Street N.W., Washington, DC 20401. Mark to the attention of Section Chief, Bound Congressional Record Microfiche Inspection Samples, PPSQ.

The day after notification of availability of an order is the first workday. The samples must be delivered by 3 pm on the third workday. The Government will then notify the contractor within seven (7) workdays if the samples are ok. If revised proofs are requested by the Government, contractor must provide these to the Government within one (1) workday and the Government will respond within one (1) workday.

If order is rejected, the contractor must pickup the furnished material from United States Government Printing Office, Quality Control for Procured Printing, Room C848, Stop PPSQ, Washington, DC 20401 no later than 9:00 a.m. the following workday, and redeliver acceptable microfiche by 3:00 p.m. the second workday.

Additionally, within 8 workdays after notification of availability of each order, contractor is to send a facsimile proof or email a Microsoft Excel copy of each fully completed Depository Shipping List to the Micrographics Team Leader (202) 512-2010 x 34788 or Manager Technical Processing Unit (202) 512-1014. The Government will review proof(s) and make any corrections or modifications as necessary and return to the contractor via email the proofed shipping list. This will serve as notification that the contractor may proceed with distribution.

If the Government does not notify contractor of authorization to ship within seven (7) working days of the transmission of the facsimile, contractor must contact Micrographics Team Leader, (202) 512-2010 x34788 or, if not available, the Library Technical Services Support, (202) 512-1114, with notification that proof approval for a specific Distribution List was not received. After completing such notification, contractor may proceed with distribution. Authorization to proceed does in no way relieve the contractor of his responsibility for assuring that all Shipping List information is correct.

NO contractor produced product shall be sent/delivered to any location unless a proof was provided to the Government AND the contractor complied with all aspects of this clause entitled "PROOFS". Failure to provide this proof may result in the contractor making corrections and redistribution of the entire shipment at CONTRACTOR'S EXPENSE INCLUDING POSTAGE COSTS. Contractor must maintain throughout the term of this contract, a

hardcopy printout receipt from their fax machine which shall show the date, time, and telephone number of each proof sent to GPO as evidence that a facsimile proof was sent.

\*All expenses incidental to picking up and returning material, and furnishing sample copies, must be borne by the contractor.

**FINAL SHIPPING LIST COPIES:** The contractor shall create and provide PDF (Portable Document Format) files of the paper copy of the final approved version of the Depository Shipping Lists. Contractor is to capture and submit each Depository Shipping List in a PDF file (one Distribution List per each file). File names must correspond with the Depository Shipping List Number submitted (e.g. 2010-0001-M.pdf), with no deviation or variation from the Depository Shipping List Number.

Contractor-supplied PDF files must be replicas of the printed paper Depository Shipping Lists.

Contractor is cautioned that the publication records contained in the PDF file must reflect any changes or corrections required as a result of the review of Distribution List facsimiles conducted by the Micrographics Section.

**PACKING:** Packaging material shall contain no adhesive or chemical that might produce a degenerative effect upon the film or enclosure (envelopes, packages, etc.) and shall be free from particulate matter. All packing material must be in accordance with ISO 18902-2001.

Diazo duplicate microfiche sets must be packed in such a manner as to prevent shifting or damage of the contents during transit and upon opening.

All furnished Source Document material along with one set of archival Silver intermediates and one set of Diazo duplicate microfiche must be packed together in a separate container for the Micrographics Team Leader -- see "DISTRIBUTION".

Mailed Shipments: All shipping containers will be packed to a minimum weight limit of 10 lbs. and a maximum weight limit of 20 lbs., with the exception of the last or only container in the shipment, which may weigh less than 10 lbs..

Contractor shall be responsible for replacement and delivery costs of items not received by addressees resulting from improper packaging and/or labeling. Replacement copies must be received at destination within five (5) workdays after notification that such replacement is necessary.

**LABELING AND MARKING:** Protective envelopes containing First or Second Generation microfiche are to be marked in such a manner as to indicate the film generation contained (handwritten is not acceptable). Protective envelopes containing Diazo microfiche, the envelopes will be labeled with the shipping list number. Handwritten will not be accepted. Third Generation microfiche should have shipping list number printed on protective envelopes.

Inks used on envelopes must have a pH value no less than 7.0 and shall contain no chemicals that may produce a degenerative effect upon the film or protective envelopes.

For deliveries to GPO, reproduce shipping container label from furnished repro. Fill in appropriate blanks, including number of sets of each type of film, Classification Numbers, and Item Numbers. Labels must be permanently affixed to the side of the carton so that they are visible and can be read when stacked. Labels must also be placed in such a manner that it will not be damaged when the carton is opened.

**LIABILITY FOR GOVERNMENT PROPERTY:** Contractor will be held responsible for replacing lost or damaged Government property, whether in the course of operations or in transit upon the return of such furnished property to the Government.

**DISTRIBUTION STATISTICS:** Contractor must prepare a report each month showing the total number of copies and Titles distributed during the preceding month. Report shall also include cumulative totals over the term of the contract for both Titles and copies. This report shall be provided to the Micrographics Team Leader within three (3) workdays after the end of each month.

**POSTAGE COSTS:** Contractor is to provide the Micrographics Team Leader with all postage costs on a monthly basis and must cumulate each month. This report must be provided within three (3) workdays after the end of each month.

**CUSTOMER COMPLAINTS/CLAIMS:** Contractor shall be responsible for satisfying customer complaints of missing and/or damaged microfiche and/or Depository Shipping Lists submitted by each Depository Library due to receive the particular item as stated on the Depository Microfiche Shipping List.

Contractor must make a facsimile machine available solely for the receipt of complaints on a 24 hour a day, 365 days a year basis, from Depository Libraries. This fax machine's telephone number must appear on each and every Depository Microfiche Shipping List produced. Contractor must provide the Micrographics Team Leader with an alternate facsimile telephone number if primary fax is out of order longer than two (2) working days. If the vendor desires, the email address of a vendor contact for the purpose of claiming or complaint by the libraries may also be included.

Contractor shall be responsible for all costs associated with microfiche reproduction and Postage costs associated with mailing missing and/or defective microfiche and/or Depository Microfiche Shipping Lists to claimants, UNLESS the contractor chooses to include the claimants requested material in a separate envelope and include this envelope inside of that Library's next scheduled weekly mailing package. If contractor includes the claimants material in their weekly shipment, then they must image or stamp in legible red ink "Claims Material Enclosed" (handwritten is not acceptable) on the outside of the package and the outside of the inserted envelope containing the requested material

Complaints/claims are to be dated on the face of each complaint with the date received by the contractor by an electronic time and date stamp machine, processed by the contractor and deposited in the mail within five (5) workdays after contractor receives the complaint.

Complaint copies must be delivered in a separate box marked "Claims" and sent to the attention of the Micrographics Team Leader to the address listed under "DISTRIBUTION" within six (6) workdays from date complaints are received by the contractor, , unless the material is included in the Library's next scheduled weekly mailing package.

Contractor is to furnish the Micrographics Team Leader copies of each complaint/claims received.

**For claims received by mail:** Contractor is to furnish a photocopy of each complaint and the original envelope in which it was received (envelope must be stapled to the claim to which it applies). Photocopied complaint must also contain a legible signature of contractor's employee and shall also include the date claimant's missing material was shipped.

**For claims received by fax:** Contractor is to supply a copy of the faxed claim, containing a legible signature of contractor's employee and shall also include the date claimant's missing material was shipped.

**For claims received by e-mail:** Contractor is to furnish a copy of the emailed claim and the response, if any, made by contractor staff. The copy will also contain a legible signature of contractor's employee and shall also include the date claimant's missing material was shipped or provided.

**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, contractor must divide the

entire order into equal sublots and select a copy from a different general area of each sublots. 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:** Complete addresses, other than listed below, and quantities will be furnished with the Print Orders.

Deliver f.o.b. destination to approximately three (3) addresses within the Washington, DC area between 8 a.m. and 1 p.m. on all workdays that the Federal Government is open for regular business.

<u>Address</u>	<u>Material Required</u>
U.S. Government Printing Office Micrographics Team Leader Technical Processing Section Mail Stop: IDSB GPO Loading Dock 44 H Street NW Washington, DC 20401	All Government furnished material, all Distribution Reports, Shipping Lists on CD-ROM, Distribution Statistics Report, Postage Costs, 5 Copies and 1 Master Quality Copy of each Distribution List, 1 set each of Silver Halide Masters, Intermediate Microfiche, and Diazo Microfiche

Each Print Order delivered to the above addresses must be accompanied by a receipt to be retained by the Government.

Each carton and receipt must contain the following information: (1) Print Order Number, (2) Number of Cartons, (3) Number of Sets of each generation microfiche, (4) Item Number (extracted from Print Order), (5) Any other Items, listed out, which are found within each particular package(s).

**Mail/ship f.o.b. contractor's city:** Balance of all orders by Small Package Carrier or the U.S. Postal Service. All mailing through U.S.P.S. must conform to the appropriate regulations in the U.S. Postal Service manuals for Domestic and International Mail.

Mailing method used by the contractor must result in no more expense to the Government, per package, than the least expensive of the following two methods: if the order had shipped via U.S.P.S. at the least expensive rate allowed for this material and the least expensive rate available from the United Parcel Service. If it is determined that the cost billed to the Government is more than any of the above shipping methods, then the Government will deduct this increased excess cost from the contractor's billing.

Contractor will be required to set up an account in their name with one or more Small Package Carriers and U.S.P.S., for use on this contract. It is the contractor's responsibility to insure that:

- (1) The Small Package Carrier must be able to deliver to every Zip Code as shown on each weekly Depository Shipping List update from the GPO's Internet FTP site.
- (2) The Small Package Carrier will comply with all requirements for delivery documentation as described in these Specifications.
- (3) The Small Package Carrier must have the capability to furnish Shipping Receipts (to verify shipment) on short notice.

Use of this Small Package Carrier account for any purpose other than as described herein, is strictly prohibited.

**Consolidation of orders:** Contractor will be required to consolidate all products going to a single destination on the same day, as shown on the Print Order as the Due Date, into a single package, providing the package or carton does not exceed the maximum weight limitations.

For compliance purposes, all f.o.b. contractor's city shipments for domestic addresses shall be monitored by the date that they are deposited with the Small Package Carrier or the U.S. Postal Service. Each shipment will require that the contractor obtain from the carrier a form showing the number of pieces shipped, weight of each piece, weight of the total shipment, facility shipped from (if applicable), signature of person completing form and receiving material and the date and time the material was received at the carrier's facility. Contractor is to submit copies of this data with their invoice.

**Return of Government Furnished Material:** Contractor must return all furnished material. Materials must be packed separate from the entire Print Order and returned by Registered Mail or any other traceable means. Contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

**Return of Silver Intermediate Microfiche:** During the term of this contract the contractor is required to maintain all Silver intermediate microfiche which are used by the contractor to produce Diazo microfiche in Print Order sequence for return to the Government within 10 workdays after the expiration of this contract.

**DISTRIBUTION REPORT:** A managerial reporting system providing the following distribution data is required:

- (1) Name, Address, Print Order Number, Publication Classification Number, Depository Shipping List Number shipped to each address.
- (2) Number and size of packages, method of shipment, and cost of each shipment to each addressee.
- (3) Date each Print Order is shipped.

Distribution Report is to be sent to Micrographics Team Leader at the address listed under "DISTRIBUTION", by the Print Order Due Date.

**PAYMENTS ON PURCHASE ORDER:** Processing vouchers for payment, FAX the completed invoice to us by utilizing the GPO barcode coversheet program application. Access the hyperlink below and follow the instructions as indicated:

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

Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

ALL voucher packages and envelopes MUST be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

**NOTE: Do not mail your invoice to any other GPO Procurement Office as this will delay the payment process.**

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

Furnished material must be picked up from the U.S. Government Printing Office, Technical Processing Section, GPO Loading Dock, 44 H Street NW, Stop: IDSB, Washington, DC 20401.

No definite schedule for pickup of material can be predetermined.

All Print Orders issued within the same workweek will have the same delivery schedule. Complete production and distribution to all destinations must be made within 25 workdays from the Friday (or the last workday of the workweek when Friday falls on a federal holiday) of the week furnished material was made available.

The contractor shall consolidate all orders received during the same workweek, delivering on the same day, and going to a single destination, as detailed under "DISTRIBUTION".

The ship/delivery 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 products shipping f.o.b. contractor's city by either U.S. Mail or Small Package Carrier service must be picked up by the 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.

Upon completion of each order, the contractor is to report information regarding each order for compliance reporting purposes and include date of delivery, (or shipment, if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to [compliance@gpo.gov](mailto:compliance@gpo.gov) or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or 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 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.

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

- I. (a) 4,646
- (b) 4,646
- (c) 16,350

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

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.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

(a) First generation silver gelatin master microfiche ..... per cut microfiche .....\$\_\_\_\_\_

(b) Silver Gelatin intermediate microfiche ..... per cut microfiche .....\$\_\_\_\_\_

(c) Diazo Microfiche ..... per 100 cut microfiche .....\$\_\_\_\_\_

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)

