

Program:	654-S									
Term:	Date of Award to July 31, 2020									
Title:	VA Newsletters									
			<b>GRAY GRAPHICS</b>	<b>WBC INC. dba LITHEXCEL</b>	<b>McDONALD &amp; EUDY</b>	<b>PRODUCTION PRESS</b>				
		BASIS OF	CAPITOL HEIGHTS, MD	ALBUQUERQUE, NM	TEMPLE HILLS, MD	JACKSONVILLE, IL				
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PREPRESS:</b>									
(a)	Digital Color Content Proofs.....per trim/page size unit...	56	\$5.00	\$280.00	\$3.00	\$168.00	\$4.00	\$224.00	\$2.47	\$138.32
(b)	Inkjet Proofs.....per trim/page size unit.....	76	\$10.00	\$760.00	\$20.00	\$1,520.00	\$5.00	\$380.00	\$6.74	\$512.24
(c)	System Timework.....per hour.....	2	\$85.00	\$170.00	\$80.00	\$160.00	\$75.00	\$150.00	\$100.00	\$200.00
<b>II.</b>	<b>PRINTING, BINDING, AND DISTRIBUTION:</b>									
(a)	Two-Page Product.....per product.....									
(1)	<b>Make-ready and/or Setup</b>	1	\$300.00	\$300.00	\$200.00	\$200.00	\$400.00	\$400.00	\$97.00	\$97.00
(2)	<b>Running Per 1,000 Copies</b>	10	\$67.50	\$675.00	\$55.00	\$550.00	\$28.00	\$280.00	\$54.21	\$542.10
(b)	Four-Page Product.....per product.....									
(1)	<b>Make-ready and/or Setup</b>	1	\$400.00	\$400.00	\$272.00	\$272.00	\$425.00	\$425.00	\$140.00	\$140.00
(2)	<b>Running Per 1,000 Copies</b>	10	\$85.00	\$850.00	\$148.00	\$1,480.00	\$60.00	\$600.00	\$95.70	\$957.00
(c)	Six-Page Product.....per product.....									
(1)	<b>Make-ready and/or Setup</b>	1	\$450.00	\$450.00	\$330.00	\$330.00	\$450.00	\$450.00	\$201.00	\$201.00
(2)	<b>Running Per 1,000 Copies</b>	10	\$140.00	\$1,400.00	\$170.00	\$1,700.00	\$110.00	\$1,100.00	\$147.41	\$1,474.10
(d)	Saddle-Stitched Product.....per page.....									
(1)	<b>Make-ready and/or Setup</b>	64	\$20.00	\$1,280.00	\$58.00	\$3,712.00	\$35.00	\$2,240.00	\$24.79	\$1,586.56
(2)	<b>Running Per 1,000 Copies</b>	1926	\$16.00	\$30,816.00	\$35.00	\$67,410.00	\$15.00	\$28,890.00	\$17.97	\$34,610.22
<b>III.</b>	<b>ADDITIONAL OPERATIONS:</b>									
(a)	Additional Folding ( to 8-1/2 x 5-1/2").....per 1,000 copies.....	108	\$10.00	\$1,080.00	\$25.00	\$2,700.00	\$6.00	\$648.00	\$29.94	\$3,233.52
(b)	Seal-O-Mat tabs or equal.....per 1,000 copies.....	108	\$30.00	\$3,240.00	\$20.00	\$2,160.00	\$15.00	\$1,620.00	\$12.99	\$1,402.92
(c)	Addressing self-mailers.....per 1,000 copies.....	108	\$35.00	\$3,780.00	\$39.00	\$4,212.00	\$25.00	\$2,700.00	\$47.00	\$5,076.00
(d)	Palletizing.....per pallet.....	7	\$15.00	\$105.00	\$58.00	\$406.00	\$20.00	\$140.00	\$20.00	\$140.00
	<b>CONTRACTOR TOTALS</b>			<b>\$45,586.00</b>		<b>\$86,980.00</b>		<b>\$40,247.00</b>		<b>\$50,310.98</b>
	<b>DISCOUNT</b>		<b>1.00%</b>	\$455.86	<b>0.00%</b>	\$0.00	<b>1.00%</b>	\$402.47	<b>0.25%</b>	\$125.78
	<b>DISCOUNTED TOTALS</b>			<b>\$45,130.14</b>		<b>\$86,980.00</b>		<b>\$39,844.53</b>		<b>\$50,185.20</b>

Program:	654-S							
Term:	Date of Award to July 31, 2020							
Title:	VA Newsletters							
				UPTOWN PRESS		DIGILINK		CURRENT CONTRACTOR
				BALTIMORE, MD		ALEXANDRIA, VA		Digilink Inc. Com
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PREPRESS:</b>							
(a)	Digital Color Content Proofs.....per trim/page size unit...	56	\$7.00	\$392.00	\$2.11	\$118.16	\$1.58	\$88.48
(b)	Inkjet Proofs.....per trim/page size unit.....	76	\$5.00	\$380.00	\$10.53	\$800.28	\$10.53	\$800.28
(c)	System Timework.....per hour.....	2	\$60.00	\$120.00	\$68.42	\$136.84	\$63.16	\$126.32
<b>II.</b>	<b>PRINTING, BINDING, AND DISTRIBUTION:</b>							
(a)	Two-Page Product.....per product.....							
(1)	Make-ready and/or Setup	1	\$85.00	\$85.00	\$151.58	\$151.58	\$110.53	\$110.53
(2)	Running Per 1,000 Copies	10	\$55.00	\$550.00	\$9.47	\$94.70	\$5.00	\$50.00
(b)	Four-Page Product.....per product.....							
(1)	Make-ready and/or Setup	1	\$200.00	\$200.00	\$236.84	\$236.84	\$215.79	\$215.79
(2)	Running Per 1,000 Copies	10	\$183.00	\$1,830.00	\$10.53	\$105.30	\$8.16	\$81.60
(c)	Six-Page Product.....per product.....							
(1)	Make-ready and/or Setup	1	\$235.00	\$235.00	\$415.79	\$415.79	\$250.53	\$250.53
(2)	Running Per 1,000 Copies	10	\$290.00	\$2,900.00	\$18.95	\$189.50	\$9.61	\$96.10
(d)	Saddle-Stitched Product.....per page.....							
(1)	Make-ready and/or Setup	64	\$35.00	\$2,240.00	\$62.11	\$3,975.04	\$62.11	\$3,975.04
(2)	Running Per 1,000 Copies	1926	\$67.00	\$129,042.00	\$9.47	\$18,239.22	\$9.47	\$18,239.22
<b>III.</b>	<b>ADDITIONAL OPERATIONS:</b>							
(a)	Additional Folding ( to 8-1/2 x 5-1/2").....per 1,000 copies.....	108	\$9.00	\$972.00	\$8.42	\$909.36	\$8.42	\$909.36
(b)	Seal-O-Mat tabs or equal.....per 1,000 copies.....	108	\$15.00	\$1,620.00	\$58.95	\$6,366.60	\$13.16	\$1,421.28
(c)	Addressing self-mailers.....per 1,000 copies.....	108	\$25.00	\$2,700.00	\$26.32	\$2,842.56	\$26.32	\$2,842.56
(d)	Palletizing.....per pallet.....	7	\$125.00	\$875.00	\$15.79	\$110.53	\$15.79	\$110.53
	<b>CONTRACTOR TOTALS</b>			<b>\$144,141.00</b>		<b>\$34,692.30</b>		<b>\$29,317.62</b>
	<b>DISCOUNT</b>		<b>1.00%</b>	<b>\$1,441.41</b>	<b>5.00%</b>	<b>\$1,734.62</b>	<b>5.00%</b>	<b>\$1,465.88</b>
	<b>DISCOUNTED TOTALS</b>			<b>\$142,699.59</b>		<b>\$32,957.68</b>		<b>\$27,851.74</b>
						<b>AWARDED</b>		

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington, DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**VA Newsletters**

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

Department Veterans Affairs (Baltimore)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **July 31, 2020**, plus up to four optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **August 14, 2019**.

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

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of Baltimore, MD. Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to the following:

- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

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

For information of a technical nature, call **David Love** at (202) 512-0310 or email [aps-team1@gpo.gov](mailto:aps-team1@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) –

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

GPO QATAP (GPO Publication 310.1) –

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

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

**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/ASQCZ1.4):

- (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	OK Proofs / Electronic Media
P-8. Halftone Match (Single and Double Impression)	OK Proofs / Electronic Media
P-10. Process Color Match	OK Proofs / Electronic Media

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **five 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 **July 31, 2020**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **April 30, 2019**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

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

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

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

**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 July 31, 2020**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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

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

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

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

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

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of a self-covered newsletter requiring such operations as electronic prepress, printing in four-color process, binding, packing, and distribution.

**TITLE:** VA Newsletters.

**FREQUENCY OF ORDERS:** Approximately 1 to 8 orders per year.

**QUANTITY:** Approximately 1,000 to 65,000 copies per order

**NUMBER OF PAGES:** approximately 2 to 20 pages.

**TRIM SIZES:** 8-1/2 x 11"

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

*Platform:* MAC PRO OS X 10.13

*Storage Media:* Files furnished via contractor-hosted SFTP server.

*Software:* Page layout accomplished in Adobe Creative Suite CC or QuarkXPress 13.2.4

*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. The contractor must provide the upgrades within one (1) month of notification by the Government.

*Fonts:* All printer and screen fonts will be embedded in the PDF.

*Additional Information:* Files will be furnished in both native application format and/or PostScript format.

Electronic media will be accompanied by a Black and White copy, along with low and high resolution pdfs.

If edits to the file are needed, the Government will make edits and replace the High Resolution PDF on the FTP server for the Contractor

GPO Form 952 (Desktop Publishing - Disk Information), as required.

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 or camera copy, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the product(s) in accordance with these specifications.

The contractor must be able to accept files electronically via a contractor-hosted Secure File Transfer Protocol (SFTP) server. Appropriate log-on instructions and protocol must be provided at time of award

**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 Kathleen Minacapelli, Sequel Design, 410-893-9800, ext.15.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

All halftones are to be 150-line screen or finer.

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

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

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

**PROOFS:** As indicated on the Print Order

***Digital Content Proofs*** - One set of proofs for all pages.

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

***Ink-jet Proofs*** - One set of proofs for all pages.

Proofs shall be G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

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

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

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 "OK to print."

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

Government Paper Specification Standards No. 12 – [https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol\\_12.pdf?sfvrsn=2](https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf?sfvrsn=2)

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

White No. 2 Coated Text, Dull-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A262.



**PRINTING:** Text prints head-to-head in four-color process. Some images will print in reverse. Trapping will be required.

**Note:** GPO imprint must not print on final product

**MARGINS:** Margins will be as indicated on the print order or electronic file. Bleeds may be required.

**BINDING:**

**Two Page product:** Trim to 8-1/2 x 11”

**Four Page Product:** 17 x 11"; trim and fold to 8-1/2 x 11”.

**Six Page Product:** 25-1/2 x 11"; trim and fold to 8-1/2 x 11".

**Saddle Stitched Products:** Saddle-wire stitch in two places 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.

Some orders will require additional folding to 8-1/2 x 5-1/2” and securing appropriate number of CLEAR Seal-O-Matic or equal adhesive tab(s) on open end opposite fold, as required by U.S. Postal Service Regulations.

**PACKING:**

**Bulk Shipments:** Pack in suitable shipping containers not to exceed 45 pounds when fully packed.

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

Pallets may be required

**Mailed shipments:** All mailed copies must be mailed as self-mailers.

**LABELING AND MARKING:**

**Bulk Shipments:** Contractor to download GPO Form 905 (R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**Mailed shipments:** Create and affix mailing address labels to the back of each copy mailed singly as a self-mailer. At contractor's option, mailing address may be imaged directly onto each copy mailed singly as a self-mailer.

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

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [www.GPO.gov](http://www.GPO.gov). The container and its contents shall be recorded separately on all shipping documents and sent to the VA Medical Center at the address indicated under "Distribution".

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

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

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

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

#### **DISTRIBUTION:**

Deliver bulk shipments f.o.b. destination to: Baltimore VA Medical Center, Attn: Public and Community Relations (135), Loading Dock, 10 North Greene Street, Baltimore, MD 21201.

Ship f.o.b. contractor's city via small parcel carrier to approximately 2 to 5 addresses in West Virginia, Maryland, and Washington DC.

Mail f.o.b. contractor's city for all self-mailers.

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

All mailing shall be made at the presorted standard rate.

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

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

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

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

The contractor must utilize a USPS-approved NCOALink full service provider. The contractor is responsible for taking the raw data and passing the file against the National Change of Address (NCOA) Link file.

The contractor must pass the entire file against the Coding Accuracy Support System (CASS) certified software address vendor hygiene program.

The contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified.

Contractor must submit samples of reports to the Rates and Classification Center (RCC) in their Postal service Region.

The contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on the first line of address). Each carrier route change must be identified within the mailing address.

The contractor must provide printout listings for the carrier route portion that show the number of pieces for each carrier route within zip code, city, and state. A subtotal by 5-digit zip code, 3-digit zip code, and residual mail must also be provided.

The contractor must comply with all USPS regulations governing the preparation of applicable rate mailings that are in effect at the time of the mailing, including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor is encouraged to meet with local postal authorities prior to mailing the complete sets.

The contractor's software must provide zip code count listing cartridges for the contractor's use in controlling the addressing operation. The contractor must also provide one printed copy to the USPS.

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

Contractor must furnish their own receipts for delivery/shipping/ mailing. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

### ***Shipping/Mailing Documentation***

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order delivers/ships/ mails) via email to David Edwards [e-mail to: [rd.edwards@va.gov](mailto:rd.edwards@va.gov)]. The subject line of the email shall be "Distribution Notice for Program 654-S, Print Order No. \_\_\_\_\_; Purchase Order \_\_\_\_\_" The notice must provide all applicable tracking numbers, delivery/shipping/ mailing and/or mailing method(s), and title of publication.

Within 72 hours of completion of the order, all supporting delivery/shipping/ mailing documentation (i.e., delivery receipts and mailing documentation) for each print order is required to be scanned and emailed as a PDF to: David Edwards [e-mail to: [rd.edwards@va.gov](mailto:rd.edwards@va.gov)] The contractor must identify the program number and print order number in the subject line of all emails.

All expenses incidental to returning furnished 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 order prior to receipt of the individual print order (GPO Form 2511).

Furnished material, as applicable, and proofs must be picked up from and delivered to Baltimore VA Medical Center, Attn: Public and Community Relations (135), 10 North Greene Street, Baltimore, MD 21201.

If applicable, all furnished visuals must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

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 complete production and distribution within **14 workdays**.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than **two workdays** from their receipt at the ordering agency until they are made available for pick-up. (The first workday after receipt of proofs at the ordering agency is day one of the hold time).
- All proof time and transit time is included in the **14-workday** schedule.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and the date that products ordered for shipping/ mailing f.o.b. contractor's city must be delivered to the small parcel carrier or USPS.

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

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov), via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I.	(a)	56
	(b)	76
	(c)	2

III.	(1)	(2)
	(a)	10
	(b)	10
	(c)	10
	(d)	1,926

III.	(a)	108
	(b)	108
	(c)	108
	(d)	7

**THIS PAGE IS INTENTIONALLY LEFT BLANK**

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to one address in Baltimore, MD and f.o.b. contractor’s city, for all shipping and mailing.

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), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

**I. PREPRESS:**

**Note:** I(a), and I(b) are based on 8-1/2 x 11” units.

- (a) Digital Color Content Proofs..... per trim/page size unit.....\$ \_\_\_\_\_
- (b) Inkjet Proofs ..... per trim/page size unit.....\$ \_\_\_\_\_
- (c) System Timework..... per hour .....\$ \_\_\_\_\_

Electronic prepress operations which cannot be properly classified under any other item shall be charged as “System Timework”. Any charge made under “System Timework” must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under line item I(c).

\_\_\_\_\_  
(Initials)

**II. PRINTING, BINDING AND DISTRIBUTION:** Prices offered must be all-inclusive for printing (including paper), binding, and distribution, in accordance with these specifications and shall include the cost of all required materials and operations

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Two-Page Product ..... per product .....	\$ _____	\$ _____
(b) Four-Page Product ..... per product .....	\$ _____	\$ _____
(c) Six-Page Product ..... per product .....	\$ _____	\$ _____
(d) Saddle-Stitched Product ..... per page .....	\$ _____	\$ _____

**III. ADDITIONAL OPERATIONS:**

(a) Additional Folding (to 8-1/2 x 5-1/2") ..... per 1,000 copies .....	\$ _____
(b) Seal-O-Mat tabs or equal ..... per 1,000 copies .....	\$ _____
(c) Addressing self-mailers ..... per 1,000 copies .....	\$ _____
(d) Palletizing ..... per pallet.....	\$ _____

My production facilities are located within the assumed area of production..... \_\_\_\_\_yes \_\_\_\_\_no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_
  - a. Number of hours from acceptance of print order to pickup of Government Furnished Material ..... \_\_\_\_\_
  - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant ..... \_\_\_\_\_
  
2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_
  - a. Number of hours from notification to carrier to pickup of completed product..... \_\_\_\_\_
  - b. Number of hours from pickup of completed product to delivery at destination ..... \_\_\_\_\_

\_\_\_\_\_  
(Initials)



**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

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

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

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

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

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

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

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

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City - State - Zip Code)

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

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

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Initials Initials

\*\*\*\*\*