

Program No. 772-5										
TERM: JANUARY 3, 2014 TO DECEMBER 31, 2014										
TITLE: WHITE HOUSE STATIONERY										
			BREWOOD ENGRAVERS		THE REGAL PRESS, INC.		WERNER PRINTING CO.		CURRENT CONTACTOR	
			BALTIMORE, MD		NORWOOD, MA		CHICAGO, IL		THE REGAL PRESS, INC.	
ITEM NO.	DESCRIPTION	BOA	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:									
A.	Acknowledgement Card without Border- 6-1/2 x 4-1/2".									
1	Classic Crest Cream, Smooth Cover (110 lb.) or equal.....									
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00	\$230.00	\$0.00	\$0.00
B.	Running Per 1,000 Copies.....	8	\$45.00	\$360.00	\$81.68	\$653.44	\$201.00	\$1,608.00	\$25.10	\$200.80
2	Azure Blue/Green, Smooth Cover ( 110 lb.).....									
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00	\$230.00	\$0.00	\$0.00
B.	Running Per 1,000 Copies.....	2	\$92.00	\$184.00	\$40.80	\$81.60	\$235.00	\$470.00	\$40.50	\$81.00
B.	Acknowledgement Card with One (1) or Two (2) Borders-6-1/2 x 4-1/8".									
1	Classic Crest Cream, Smooth Cover (110 lb.) or equal.....									
A.	Makeready and/or Setup.....	8	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00	\$960.00	\$0.00	\$0.00
B.	Running Per 1,000 Copies.....	120	\$57.00	\$6,840.00	\$50.00	\$6,000.00	\$165.00	\$19,800.00	\$25.00	\$3,000.00
2	Azure Blue/Green, Smooth Cover ( 110 lb.).....									
A.	Makeready and/or Setup.....	5	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00	\$600.00	\$0.00	\$0.00
B.	Running Per 1,000 Copies.....	50	\$117.50	\$5,875.00	\$40.00	\$2,000.00	\$220.00	\$11,000.00	\$45.00	\$2,250.00
C.	Acknowledgement Card without Border- 8-1/8 x 5-1/4"									
1	Classic Crest Cream, Smooth Cover (110 lb.) or equal.....									
A.	Makeready and/or Setup.....	2	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$350.00	\$0.00	\$0.00
B.	Running Per 1,000 Copies.....	30	\$77.75	\$2,332.50	\$70.80	\$2,124.00	\$172.00	\$5,160.00	\$40.00	\$1,200.00
D.	Acknowledgement Card with One (1) or Two (2) Borders-8-1/8 x 5-1/4".									
1	Classic Crest Cream, Smooth Cover (110 lb.) or equal.....									
A.	Makeready and/or Setup.....	2	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$350.00	\$0.00	\$0.00
B.	Makeready and/or Setup.....	30	\$79.25	\$2,377.50	\$88.00	\$2,640.00	\$208.00	\$6,240.00	\$55.50	\$1,665.00
E.	Program Cover-9-1/4 x 8."									
1	Pastelle Natural White, antique Cover (110 lb.), or equal.....									
A.	Makeready and/or Setup.....	2	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$700.00	\$0.00	\$0.00
B.	Running Per 1,000 Copies.....	8	\$243.00	\$1,944.00	\$182.56	\$1,460.48	\$490.00	\$3,920.00	\$120.50	\$964.00
F.	Program Cover-11 x 8-1/2."									
1	Pastelle Natural White, antique Cover (110 lb.), or equal.....									
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$350.00	\$0.00	\$0.00
B.	Running Per 1,000 Copies.....	1	\$243.00	\$243.00	\$120.50	\$120.50	\$612.00	\$612.00	\$120.50	\$120.50
G.	Envelope -4-1/8 x 9-1/2."									
1	100 % cotton, Fine Writing, (28 lb.).....									
A.	Makeready and/or Setup.....	2	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$350.00	\$0.00	\$0.00
B.	Running Per 1,000 Copies.....	33	\$177.00	\$5,841.00	\$126.80	\$4,184.40	\$200.00	\$6,600.00	\$65.50	\$2,161.50
H.	Envelope -6-3/4 x 4-1/4."									
1	Classic Crest Cream, Smooth Text (80 lb.) or equal.....									
A.	Makeready and/or Setup.....	3	\$0.00	\$0.00	\$0.00	\$0.00	\$147.00	\$441.00	\$0.00	\$0.00
B.	Running Per 1,000 Copies.....	233	\$139.00	\$32,387.00	\$86.50	\$20,154.50	\$198.00	\$46,134.00	\$65.50	\$15,261.50
2	Azure Blue/Green, Smooth (28 lb.).....									
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$147.00	\$147.00	\$0.00	\$0.00
B.	Running Per 1,000 Copies.....	32	\$187.50	\$6,000.00	\$95.50	\$3,056.00	\$172.00	\$5,504.00	\$90.50	\$2,896.00

I.	Envelope- 8-1/2 x 5-1/2."										
1	Classic Crest Cream, Smooth Text (80 lb.) or equal.....										
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$354.00	\$354.00	\$0.00	\$0.00	
B.	Running Per 1,000 Copies.....	42	\$141.00	\$5,922.00	\$92.10	\$3,868.20	\$244.00	\$10,248.00	\$50.50	\$2,121.00	
J.	Envelope- 4-4/8 x 9-1/2."										
1	Azure Blue/Green, Smooth (28 lb.).....	3	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$1,050.00	\$0.00	\$0.00	
A.	Makeready and/or Setup.....	375	\$259.50	\$97,312.50	\$88.10	\$33,037.50	\$312.00	\$117,000.00	\$129.55	\$48,581.25	
B.	Running Per 1,000 Copies.....										
K.	Envelope - 3-7/8 x 7-1/4."										
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$350.00	\$0.00	\$0.00	
B.	Running Per 1,000 Copies.....	1	\$210.00	\$210.00	\$132.28	\$132.28	\$252.00	\$252.00	\$136.28	\$136.28	
L.	Envelope - 3-5/8 x 7-1/4."										
1	Azure Blue/Green, Smooth (28 lb.).....							\$0.00			
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$350.00	\$0.00	\$0.00	
B.	Running Per 1,000 Copies.....	1	\$210.00	\$210.00	\$129.55	\$129.55	\$348.00	\$348.00	\$129.55	\$129.55	
M.	Envelope- 6-3/8 x 3-5/8."										
1	100% cotton, Fine Writing (28 lb.).....										
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$348.00	\$348.00	\$0.00	\$0.00	
B.	Running Per 1,000 Copies.....	7	\$143.00	\$1,001.00	\$70.50	\$493.50	\$230.00	\$1,610.00	\$70.50	\$493.50	
U.	Envelope - 4 -3/8 x 6 -9/16."										
1	Crane & Co. 100 % Cotton White (32-lbs)										
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$351.00	\$351.00	\$0.00	\$0.00	
B.	Running Per 1,000 Copies.....	3	\$281.50	\$844.50	\$285.55	\$856.65	\$331.00	\$993.00	\$145.50	\$436.50	
V.	Envelope -5 -3/4 x 7-11/16."										
1	Crane & Co. 100 % Cotton White (32-lbs)										
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$351.00	\$351.00	\$0.00	\$0.00	
B.	Running Per 1,000 Copies.....	6	\$341.50	\$2,049.00	\$345.50	\$2,073.00	\$352.00	\$2,112.00	\$145.50	\$873.00	
W.	Envelope - 7 x 4-9/16."										
1	Azure Blue/Green, Smooth (28 lb.).....										
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$346.00	\$346.00	\$0.00	\$0.00	
B.	Running Per 1,000 Copies.....	150	\$219.00	\$32,850.00	\$78.50	\$11,775.00	\$190.00	\$28,500.00	\$78.50	\$11,775.00	
N.	Proclamation - 10 x 15."										
1	100 % cotton diploma parchment paper (47 lbs.)										
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$352.00	\$352.00	\$110.00	\$110.00	
B.	Running Per 1,000 Copies.....	8	\$355.00	\$2,840.00	\$172.10	\$1,376.80	\$732.00	\$5,856.00	\$188.55	\$1,508.40	
2	100 % cotton diploma parchment paper (47 lbs.)										
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$352.00	\$352.00	\$0.00	\$0.00	
B.	Running Per 1,000 Copies.....	2	\$235.00	\$470.00	\$152.10	\$304.20	\$732.00	\$1,464.00	\$134.16	\$268.32	
O.	Letterhead - 6-3/4 x 8-7/8."										
1	Azure Blue/Green Smooth, Laser finish (28lb.).....										
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$348.00	\$348.00	\$0.00	\$0.00	
B.	Running Per 1,000 Copies.....	150	\$158.00	\$23,700.00	\$87.83	\$13,174.50	\$190.00	\$28,500.00	\$88.15	\$13,222.50	
P.	Letterhead - 7 x 10-1/2."										
1	Azure Blue/Green Smooth, Laser finish (28lb.).....										
A.	Makeready and/or Setup.....	1	\$0.00	\$0.00	\$0.00	\$0.00	\$357.00	\$357.00	\$0.00	\$0.00	
B.	Running Per 1,000 Copies.....	1	\$158.00	\$158.00	\$88.50	\$88.50	\$190.00	\$190.00	\$88.50	\$88.50	
Q.	Letterhead - 8-1/2 x 11										
1	Azure Blue/Green Smooth, Laser finish (28lb.).....										
A.	Makeready and/or Setup.....	2	\$0.00	\$0.00	\$0.00	\$0.00	\$357.00	\$714.00	\$0.00	\$0.00	
B.	Running Per 1,000 Copies.....	101	\$150.00	\$15,150.00	\$45.50	\$4,595.50	\$118.00	\$11,918.00	\$88.50	\$8,938.50	



**U.S. GOVERNMENT PRINTING OFFICE**

Washington, DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Forms and Pamphlets**

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

**Library of Congress**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **March 31, 2012** and ending **March 31, 2013**, plus 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 27, 2012

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street, NW, Room C-161 Stop PPSB, 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.

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

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

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

For information of a technical nature call William (Bill) White at (202) 512-0303 (No collect calls).

## 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 Pub. 310.2, effective December 1, 1987, Rev. June 2001) and GPO Contract Term, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. August 2002).

**GPO Contract Terms (GPO Publication 310.2):** <http://www.gpo.gov/printforms/pdf/terms/pdf>.

**GPO QATAP (GPO Publication 310.1):** <http://www.gpo.gov/printforms/pdf/qatap.pdf>.

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

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level II.
- (b) Finishing (item related) Attributes – Level II.
- (c) Exceptions: P-1. Hickies and Spots – Level II.  
P-7. Type Quality and Uniformity – Level II.  
P-8. Halftone Match – Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard*</u>
P-7. Type Quality and Uniformity	Electronic media
P-8. Halftone Match (Single and Double Impression)	Electronic media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

\*Special Instructions: When press sheet inspection is required, O.K. Press Sheets shall become the Specified Standards.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for 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 **Date of Award to March 31, 2012**, 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 **December 31, 2012**, 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.

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

**POST-AWARD CONFERENCE:** The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives or via Teleconference at the GPO, Washington, D.C., 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 March 31, 2012**, 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 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.

**NOTE: In accordance with Paragraph 20 of the Contract Clauses section of the GPO Contract Terms No. 1, the Government may terminate for default if the contractor fails to deliver on time. Bidders are hereby notified that time is of the essence for the products to be ordered under this contract. Further notice is hereby given that the Government intends to default the balance of the contract if the contractor delivers more than one print order late during the term of the contract, unless the Contracting Officer determines that such action is not in the best interest of the Government.**

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of forms and pamphlets requiring such operations as electronic prepress, proofs, printing (in 1 to 2 colors), binding, packing, and distribution.

**TITLE:** Forms and Pamphlets.

**ANTICIPATED REQUIREMENTS:** No guarantee can be given; however, the approximate anticipated requirements for the term of this contract, based on current activity, are:

<u>Product</u>	<u>Orders Per Year</u>	<u>Trim/Finished Size(s)</u>	<u>Quantity Per Order</u>	<u>Pages</u>
Factsheets	4	8-1/2 x 11"	1,300 to 50,000	2 to 28 (Face and Back)
Newsletter	8	17 x 11" (Folded to 8-1/2 x 11" Finished Size)	7,000 to 12,000	8 to 12 (Face and Back)
Form (Patron Order)	1	8-1/2 x 11" Or 8-1/2 x 14"	300,000	Face Only or Face and Back

### GOVERNMENT TO FURNISH:

Electronic Media:

Platform: IBM compatible system.  
Storage Media: CD-R; ZIP disk; e-mail.  
File Format: Adobe Acrobat (PDF).  
Fonts: All fonts will be embedded in the PDF files.

A visual of the furnished electronic media will be furnished.

GPO Form 952 (Desktop Publishing—Disk Information)

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Names and addresses will be furnished by File Transfer Protocol (FTP) via the Internet, protected by "For Your Eyes Only" software, for addressing self mailers by ink jet spray printing.

Quantities to each destination are indicated in the data.

Approximate orders and quantities of self-mailers are as follows:

4 orders with 8,000 self-mailers  
4 orders with 12,000 self-mailers

The record length and record format of the data file can be provided according to the specifications of the contractor. Can be blocked or unblocked. Maximum number of lines for the imprint area is seven.

**POST-AWARD TEST:** A test run of ink jet spray addressing is required before the first print order is issued. An electronic file for conducting the test will be provided to the contractor. After transmission of the electronic file, the contractor will provide samples of ink jet sprayed addressing within **one week**, to the address noted under



“Schedule”. Addresses must contain all fields and codes in proper position as specified by the department with no extraneous information. Addresses must be located according to U.S. Postal regulations.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

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

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the individual listed on the Form 952 furnished with each print order.

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.

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 copied file.

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 ordered on the print order:

One or two sets of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meet or exceed industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" 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 and indicate margins. Proofs will be used for color match on press; AND/OR

One or two sets of digital color content proofs. At contractor's option, a film-based composite blueline may be submitted. 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.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors.

If 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”.

**PRIOR TO BIND SAMPLES:** Prior to binding of the total production quantity, the contractor must submit four sets of fully completed folded, untrimmed signatures for final approval and compliance with “Quality Attributes” and “Exceptions”.

The contractor is cautioned that in the event of alteration of the prior to binding samples the GPO will consider production costs only up to and including presswork. If the contractor continues production beyond presswork without approval of the GPO, he does so at his own risk.

Submit prior to binding samples to the address listed under Schedule along with furnished material and a copy of the print order. These samples must be identified as “PRIOR-TO-BIND SAMPLES” and shall include the GPO jacket, purchase order, and program numbers. Contractor must not bind prior to receipt of “OK to bind”.

**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. 11” dated February 1999.

**POST-AWARD: \*\*\*\*\***Within 10 business days after award, contractor to furnish 5-10 sample sheets of paper stock as listed under “STOCK/PAPER” to the following: U.S. Government Printing Office, MAIL STOP: CSAPS, (ATTN: AST6, Contract Administrator, Program 770-S), 44 H Street, NW, Washington, D.C. 20401.

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

White Offset Book (basis weight: 50 or 60lbs per 500 sheets, 25 x 38”), equal to JCP Code A60.

**PRINTING:**

Forms: Print face only or face and back in one to two ink colors.

Pamphlets (Factsheets)/Newsletter: Print head-to-head in one to two ink colors.

Match Pantone number as indicated on the print order. An additional order may require a plate change.

**MARGINS:** Margins will be as indicated on the print order or furnished copy.

**BINDING:** Various binding styles will be ordered as follows:

Form: Trim four sides.

Newsletter: Fold from 17 x 11” to 8-1/2 x 11” using one parallel fold. Trim three sides. When indicated on the print order, perforate on fold and trim three sides.

Pamphlets (Factsheets):

Eight- and 12-page products: Saddle-wire stitch in two places and trim three sides, or, at contractor's option, paste on fold.

Sixteen- to 28-page products: Saddle-wire stitch in two places and trim three sides.

Each saddle-wire stitch 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.

**QUALITY CONTROL AND INSPECTION:** The contractor must maintain a thorough quality assurance program to guarantee that computerized jet spray printing, or a comparable system of address printing, is clear and legible and that a copy of the finished product is mailed to all addresses contained in electronic files.

To maintain the required quality of work, the Government reserves the right to inspect work in progress under this contract at the contractor's plant. A representative or representatives of the government may make such inspection on any workday during the contractor's regular work hours.

All electronic files furnished by the Government or duplicates made by the contractor or his/her representatives and any resultant printouts must be kept accountable and under guarded security to prevent tampering or their release to any unauthorized persons. Files may not be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All files, or resultant printouts, shall be destroyed by the contractor pursuant to subsequent directions of the contracting officer or the contracting officer's authorized representative.

**PACKING:**

Shrink-film wrap in units of 50, 100, 300, or 500, as ordered.

Bulk Shipments: Pack in shipping containers. Each shipping container must not exceed 40 pounds when fully packed. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

Palletizing: Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill 2 layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 48 x W 40", Full entry must be on the 40" width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 47". Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Cartons should be arranged with labels facing outward on all sides of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

Mailed Shipments: Single copies, excepting those sent to foreign, APO, and FPO destinations, must be mailed as self-mailers.

Insert single copies to foreign, APO, and FPO destinations and multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 36 pounds, must be inserted into cushioned shipping bags or packed in shipping containers (maximum gross weight 40 pounds).

**LABELING AND MARKING** (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Addressing of self-mailers will be accomplished by ink jet spray printing directly onto finished product from information provided in electronic files.

For foreign, APO, and FPO addresses, ink jet spray address directly to each unit of mail packaged in kraft envelopes. For bulk mail, ink jet spray address to the container label for each unit of mail packaged in cushioned shipping bags and shipping containers. All envelopes, bags, and containers shall indicate the return address provided by the department.

**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 sublot. Do not choose copies from

the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address under "Schedule."

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

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

Ship f.o.b. contractor's city (balance of order). A single shipment or several shipments over 120 pounds scheduled for shipment on the same day to a single destination are to be shipped by reimbursable prepaid commercial bill of lading unless otherwise instructed.

**NOTE: Inside delivery required.**

Mail f.o.b. contractor's city. All mailing shall be made at the printed matter air rate for foreign destinations, and the words "Airmail PAR AVION" must appear on the address side of the package to the left of the destination address. A second "PAR AVION" marking must be placed on the back of the package. Domestic mail will be at the "Free Matter for the Blind or Handicapped" rate, except mail to APO and FPO addresses.

Mailing for APO and FPO addresses will be at the First Class rate. Multiple copies of permit imprint mail inserted in Kraft envelopes will be mailed at the third class rate.

If mail is metered by the contractor's personnel, the contractor will be responsible for insuring that the correct postage is affixed to foreign and domestic packages to avoid the return of mail due to insufficient postage and delayed receipt by addressee.

Items mailed as "Free Matter for the Blind or Handicapped" will be prepared and sorted in ZIP code order in accordance with U.S. Postal Service Requirements for third or fourth class mail depending upon weight.

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

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

A copy of all mailing receipts and PS Form 3602-R must be sent to the address listed under "Schedule" within 5 workdays after completion of mailing.

**BILLING STATEMENTS:** One copy of contractor's billing voucher for each print order showing itemized amount of billing invoice must be faxed to Jane Caulton, Library of Congress, 202-707-0712, within 10 workdays of complete delivery of product.

In addition, within 10 workdays of complete delivery of product, contractor will submit one copy of each page of itemized voucher submitted for billing and any continuation sheet (along with the print order (SF-2511)) to the following: U.S. GPO, 732 N. Capitol Street, NW, Room C-834, Mail Stop: CSAPS, ATTN: AST6, Contract Administrator (Program 770-S), Washington, DC 20401. At contractor's option, the requested documents may be submitted via electronic mail in the form of a single \*.pdf file to: [aps-team4@gpo.gov](mailto:aps-team4@gpo.gov). Include in the subject line "Attn: Contractor Administrator, 770-S/##### (print order number)".

Upon completion of each order, all furnished materials, films made (except those ordered held) plus one sample copy must be returned to the address under "Schedule."

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

Complete addresses and quantities will be furnished with the print orders. Occasionally, distribution will be sent with O.K. to print proofs.

**SCHEDULE: IT IS OF UTMOST IMPORTANCE THAT STRICT ADHERENCE TO THIS PERFORMANCE SCHEDULE BE MAINTAINED.** Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to: The Library of Congress, Publications and Media Section, 1291 Taylor Street, NW, Washington, DC 20011 (Note: For this address, use ZIP Code 20542 for Postal Service and ZIP Code 20011 for deliveries and shipments). Contact Jane Caulton at 202-707-0521 regarding any problems or difficulties.

Government furnished materials will be provided at the agency pickup station. It is the responsibility of the contractor to pick up the materials. If the contractor hires a shipping company such as Federal Express to transport the Government furnished materials, it is the responsibility of the contractor to make all arrangements and to provide completed shipping forms.

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.

Submit proofs within 2 workdays after notification of the availability of print order and furnished material. Proofs will be withheld 2 workdays from receipt in the Library of Congress until available for pickup.

Submit revised proofs, if required due to Departmental changes, accompanied by the author's marked page proofs, within 2 workdays after receipt of proofs. Revised proofs will be withheld 3 workdays from receipt in the Library of Congress until available for pickup.

No specific date is set for submission of prior to binding samples. These samples, **along with the furnished material and a copy of the print order**, must be submitted to the Library of Congress as soon as possible. Approval or disapproval of the prior to binding samples will be received by the contractor from GPO Agency Publishing Services within 2 workdays from their receipt by the Government. **Reprints will be approved or disapproved by the Library of Congress.** The time required for furnishing the prior to binding samples and receiving approval or disapproval is included in the schedule.

The contractor must deliver two advance sample copies as soon as completed to the Library of Congress address under "Schedule."

Contractor must make complete deliveries to all destinations within 7 workdays after receipt of O.K. to print proofs. Two additional workdays will be allowed for mailing/shipping when required.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workday(s) prior to the inspection. Notify the U.S. Government Printing Office, (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See Contract Clause 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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 notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call 202-512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

**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) 186
- (b) 141
- (c) 54
- (d) 3
- (e) 1

II.	(1)	(2)	(3)	(4)
(a)	2	150	1	150
(b)	2	150	1	150
(c)	138	3004	46	724

- III. (a) 1272
- (b) 380
- (c) 150

- IV. (a) 5
- (b) 5

- V. (a)(1) 109
- (2) 1
- (b)(1) 500
- (2) 2900
- (3) 60

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city for mailing and shipments sent under commercial bills of lading and f.o.b. destination for all other shipments.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared 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 or 1,000 will be prorated at the per 100 or 1,000 rate.

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

**I. ELECTRONIC PREPRESS:**

Trim/Page-Size: One basic charge will be allowed for each color on each page.

- (a) Trim/Page-size unit produced from electronic file..... per color/per page .....\$ \_\_\_\_\_
- (b) Digital color content proofs..... per trim/page-size unit .....\$ \_\_\_\_\_
- (c) High resolution (inkjet) proofs ..... per trim/page-size unit .....\$ \_\_\_\_\_
- (d) System timework (when required) ..... per hour.....\$ \_\_\_\_\_
- (e) Plate Change (when required) ..... \$ \_\_\_\_\_

**II. PRINTING AND BINDING:** The price offered must be all inclusive for printing, binding, and finishing, where applicable.

	<u>Black Ink or a Color Other Than Black</u>		<u>Additional Color of Ink</u>	
	Makeready and Setup <u>Charges</u>	Per 1,000 <u>Copies</u>	Makeready and Setup <u>Charges</u>	Per 1,000 <u>Copies</u>
	(1)	(2)	(3)	(4)

**Forms:**

- (a) 8-1/2 x 11" ..... per side..... \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
- (b) 8-1/2 x 14: ..... per side..... \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

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



	Black Ink or a Color <u>Other Than Black</u>		Additional Color <u>of Ink</u>	
	Makeready and Setup <u>Charges</u> (1)	Per 1,000 <u>Copies</u> (2)	Makeready and Setup <u>Charges</u> (3)	Per 1,000 <u>Copies</u> (4)
<b>Pamphlets/Newsletter:</b>				
(c) Per (trim/finished size) page.....	\$ _____	\$ _____	\$ _____	\$ _____

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

Computation of the net number of leaves will be based on the following: Each trim/page-size leaf.

	<u>Per 1,000 leaves</u>
(a) 8-1/2 x 11" .....White Offset Book (50-lb.) .....	\$ _____
(b) 8-1/2 x 11" .....White Offset Book (60-lb.) .....	\$ _____
(c) 8-1/2 x 14" .....White Offset Book (50-lb.) .....	\$ _____

**IV. ADDITIONAL OPERATIONS:**

(a) Shrink-film packaging ..... per 100 packages.....	\$ _____
(b) Perforating (slit or slot) on fold..... per 100 leaves .....	\$ _____

**V. PACKING AND DISTRIBUTION:**

(a) Bulk shipments (other than by mail):	
1. Packing and sealing shipping containers..... per container.....	\$ _____
2. Palletizing..... per pallet.....	\$ _____
(b) Mailing:	
(1) Single copies (self mailer) ..... per 100 copies .....	\$ _____
(2) Single copy or multiple copies in kraft envelope (up to 200 leaves)..... per envelope .....	\$ _____
(3) Multiple copies over 200 leaves, up to 36 lbs., in cushioned shipping bags, or packed in shipping containers (maximum gross weight 40 lbs.)..... per bag or container.....	\$ _____

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

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 ..... \_\_\_\_\_

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

Post Office located at: Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, ZIP Code \_\_\_\_\_.

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)