

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

American Community Survey Brochures and Letters

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

Department of Commerce
Census Bureau

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning September 1, 2024 and ending August 31, 2025, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in Section 1 of this contract.

BID OPENING: Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on July 24, 2024 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after the bid opening date and time specified above will not be considered for award.*

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

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

For information of a technical nature, contact Stacy Bindernagel at sbindernagel@gpo.gov or (202) 512-2103.

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. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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-rev-09-19.pdf>

SUBCONTRACTING: Subcontracting will not be permitted.

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) Exception: Tolerances and Definitions for Brochures and Letters. (See “TOLERANCES” below.)

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

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

- P-7. Approved Prior to Production Samples, Approved Proofs, Electronic Media, Average Type Dimension in Publication.
- P-9. Pantone Matching System.

TOLERANCES:

NOTE: Brochures and Letters will be used in high speed inserting equipment.

Brochures --

Unfolded size:	+/- 1/16”
Folded size:	+/- 1/32”.
Unfolded Skewness:	0.75 degrees.
Fold Position:	+/- 1/32”.
Skewness:	+/- 0.75 degrees.

Printed Image Misplacement: +/- 1/32"

Filled-in Characters: There shall be no filled-in characters.

Image position measurements shall be made from the datum and reference perpendicular of the brochure.

Nonconformance with the above tolerances shall be classified as a critical defect unless otherwise specified. The tighter requirement governs in all cases.

Letters --

Size: +/- 1/32"

Skewness: +/- 0.75 degrees

Filled-in Characters: There shall be no filled-in characters.

Nonconformance with the above tolerances shall be classified as a critical defect unless otherwise specified. The tighter requirement governs in all cases.

All letters shall conform to GPO Publication 310.1, Product Quality Level II.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from September 1, 2024 to August 31, 2025, 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 May 31, 2024, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site preaward 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. 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)

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.

PREAWARD PRODUCTION AND QUALITY SYSTEMS PLANS: The contractor being considered for award is required to submit their Production Plan and Quality Systems Plan to Stacy Bindernagel (sbindernagel@gpo.gov) and Debbie Mockabee (deborah.d.mockabee@census.gov) via email within three (3) workdays after the Government's request.

In the event that a change is required in the Production Plan and/or Quality Systems Plan for any item, the contractor shall submit a revised Production Plan and/or Quality System plan to GPO, within three (3) workdays.

These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.

Production Plan: The minimum requirements to be included in the Production Plan are:

- 1) A flow chart containing the proposed overall step-by-step methods of production; (i.e., expected delivery date of paper supply for each item; the number of machines to be used for each item; the dates, times, and shifts per day to be used for each item, including dates, times, and shifts of work performed on weekends; and types of processes and machines used for each process of each item);
- 2) The proposed start-up dates of all phases of production for all items, which will demonstrate the operation (i.e., printing, folding, etc.); length of production period for each operation; and the anticipated quantity completion rate per production day for each item;
- 3) How the coordination will be handled from one production phase to the next;
- 4) The name and title of the person responsible for each production phase (i.e., Quality Control Officer);
- 5) How the final products will be staged/shipped and the name of the person responsible for this phase;
- 6) List of steps the contractor will follow when purging defective items and when the replacements will be shipped; and,

- 7) Any other special requirements which the contractor deems necessary to successfully perform the contract.

In the event that a change is required in the production of either the brochures and/or the letters, the contractor shall submit a revised Production Plan to the GPO, Attn: Contracting Officer (amozie@gpo.gov) and sbindernagel@gpo.gov, within three (3) workdays of the change. The revised Production Plan is subject to Government approval.

Quality Systems Plan: The contractor shall implement (prior to start-up of production and maintain throughout the term of the contract) a Quality Systems Plan for both the brochures and the letters. The plan must demonstrate conformance to all requirements of this contract. The Quality Systems Plan shall, at a minimum, include the following:

- 1) Appointment of an official who shall be responsible for the complete operation of the quality control system/department. This official shall be responsible for investigating and ascertaining the causes of deficiencies found and shall serve as the Government's single point of contact on all quality matters throughout the term of the contract.
- 2) Appointment of a lead Quality Control (QC) Officer who is directly involved in the day-to-day production of each item ordered. The QC Officer shall report directly to the designated official established in paragraph 1 above.
- 3) Details of where and by whom daily process controls and inspections will be performed to detect any defects during each phase of production. The contractor shall state the number of people that shall be permanently assigned to this contract and give details about their individual assignments.
- 4) Procedures to be utilized to ensure that daily samples for inspection will be taken from all phases of production. All forms that the contractor will utilize in documenting daily sampling must also be included in the Quality Systems Plan.
- 5) Procedures for detecting any defective and/or incorrect items. Procedures MUST describe in detail the actions that will be taken if/when defective/incorrect items are discovered and how/when these defective/incorrect items will be replaced.
- 6) Description of how verification will be accomplished to ensure that both the brochures and letters have been processed in full.
- 7) Description of the procedures for retrieving and correcting any quantity of items shipped to Jeffersonville, IN, which do not meet specifications.

QUALITY SYSTEMS AUDIT: After review of the contractor's Quality Systems Plan, the Government may conduct an in-depth audit of all the contractor's quality control methods and quality systems in a formal walk-through.

Failure to maintain quality systems in accordance with the Quality Systems Plan approved by the Government may result in the Government's termination of the contract for default.

ON-SITE GOVERNMENT REPRESENTATIVES (COORDINATORS): One (1) Government representative may be present at the contractor's production facility, for the duration of each shift, to monitor the production, quality review of all items, plus packing, labeling, and palletizing of shipping containers. For all production processes for all items, the Census Quality Assurance team and the contractor's management team will establish a leader or point of contact for each shift on which Census work will be performed.

The representative does not have contractual authority. They are not authorized to make changes, or imply that changes be or can be made, in these specifications or contract. Additionally, the Government representative is not to provide support or disapproval of any concerns pertaining to any of the terms of this contract to the contractor's staff. However, the representative is to bring any and all defects to the attention of the contractor's QC Officer.

The representative will have full and unrestricted access to all production areas where Census work is being produced. The contractor must provide office space with a desk, a telephone and unlimited access to a fax machine. The office must be in an enclosed, secured area adjacent to the production operations. The contractor will be reimbursed for any charges incurred for toll calls made by the Government coordinator upon presentation of voucher and verifiable documentation.

NOTE: The Government representative may affix stickers to the containers and/or pallets for internal Census purposes. The application of these stickers neither signifies nor implies, in any way, the acceptance of the job by the Government. The affixed stickers do apply, however, to the acceptance of the materials themselves on the pallet. Pallets cannot be shipped until the stickers have been applied to the pallets or written permission to ship has been provided by the Government.

Travel expenses and per diem to be incurred by the Government for Quality Control Monitoring of each print order will be a factor in determining award. (See "SECTION 3. – DETERMINATION OF AWARD" specified herein for more information.)

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, D.C., immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

PREPRODUCTION CONFERENCE: A preproduction conference may be held at the U.S. Government Publishing Office or via telephone within six (6) workdays after award. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. The contractor will conduct this preproduction conference during which the previously approved Production Plan will be discussed and the previously approved Quality Plan will be reviewed in depth. (See "PREAWARD PRODUCTION AND QUALITY SYSTEMS PLANS.")

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 September 1, 2024 through August 31, 2025, 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 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.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Submitting 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 receiving payment. 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, D.C. 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/agency/billing-and-payment>.

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 brochures and letters requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: American Community Survey Brochures and Letters.

FREQUENCY OF ORDERS: Approximately 14 orders per year. (NOTE: Each brochure and letter type will be ordered on a separate print order.)

QUANTITY:

NOTE: Contractor is responsible for excess processing costs incurred for furnishing items that do not meet specifications. **No shortages will be allowed;** therefore, the contractor is cautioned that they will be required to make up any shortages at no additional cost to the Government.

Brochures – Approximately 16,000 to 19,000 copies per order.

Letters – Approximately 7,000 to 1,000,000 copies per order.

NUMBER OF PAGES:

Brochures – Face and back.

Letters – Face and back.

TRIM SIZES:

Brochures – 8-1/2 x 17” (flat).

Letters – 8-1/2 x 11”.

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

Platform: Windows 10 or current.

Storage Media: Email

Software: Adobe Acrobat Creative Suite (InDesign, Photoshop, and Illustrator) 5.5 or current; One Form Designer Plus ; Microsoft Publisher; Microsoft Word; Adobe Acrobat Professional.

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

Fonts: All screen and printer fonts will be embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

Additional Information: Files will be furnished in PDF formats.
A visual of all files will be furnished.
GPO Form 952 (Digital Publishing Information) will be furnished.

Sample shipping container label will be furnished via email.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

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

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 contact person noted on the GPO’s 952 form and to the GPO.

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.

Files must be output on high resolution image processors at a minimum of 2540 dpi and a minimum 133-line screen.

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.

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 or any proprietary file formats other than those supplied, unless specified by the Government. (NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS: Proofs will be required for all print orders as specified below.

Letters – One (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

Brochures – One (1) set of inkjet proofs that are 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 2016 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.

Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

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.

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

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Government Paper Specification Standards No. 13 –

https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

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

Brochures – White Gloss-Coated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

Letters – White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING:

Brochures – Print face and back in two ink colors. Printing consists of type and line matter, illustrations, tints, and solids. Match Pantone number as indicated on the print order.

After printing, apply a clear, high gloss, non-yellowing varnish to the face and back.

Letters – Print face and back, as ordered, in black ink only. Printing consists of type and line matter.

PRESS SHEET INSPECTION: At Government's option, press sheet inspections may be virtual or onsite at contractor's facility.

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

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

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

MARGINS: Margins and bleeds will be as indicated on the print order or furnished electronic files.

BINDING: Brochures – Trim four sides. Fold using two parallel folds (wraparound or accordion style, as specified), title out. Contractor to fold as specified on the print order and follow furnished sample.

Letters – Trim four sides.

BINDING INSPECTION (*Brochures only*): Binding operations (trimming and folding) of brochures may be inspected and approved at the contractor's plant for quality conformance and for the purpose of establishing specific standards that are to be maintained throughout the process. Upon approval, the contractor is charged with maintaining those standards throughout the binding process (within QATAP tolerances, when applicable). The contractor is also charged with discarding all products that preceded approval. NOTE: A binding inspection does not constitute a prior approval of the entire run. The contractor must not fold prior to receipt of an "O.K. to Fold."

PACKING: When contractor receives multiple print orders with the same ship date, contractor to pack and identify each order separately, in shipping containers not to exceed 45 pounds when fully packed.

DO NOT place rubber bands around the brochures or letters.

Containers must be packed in such a way as to prevent crushing while in transit. The Government will NOT accept crushed containers. Crushed containers will be returned to the contractor for replacement, at the contractor's expense.

Pack in shipping containers constructed with a minimum bursting strength of 275 pounds per square inch.

PALLETS/PALLETIZING: All orders must be shipped on pallets. Wood pallets are required with un-notched solid stringers, allowing entry only from the ends. Pallets must not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must be 48"L x 42"W (stringer measurement must be the 48" dimension). Full two-sided entry on the 42" width dimension is required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48".

Shipping containers must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit removal without damage to the containers. Shipping containers shall be of the appropriate dimensions so as to be stacked on the pallets so that the length of each container runs in the opposite direction to the row of containers beneath/above (i.e., interlocking 90-degree palletizing scheme) with container labels facing out on all four sides of the pallet when stacked. Shipping container dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure that all rows on all pallets are of the same dimensions. Pallets with overhanging containers or rows will not be accepted. *MIXING OF PRINT ORDERS ON PALLETS IS PROHIBITED.*

LABELING AND MARKING (Package and/or Container Label): Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications from GPO.gov, fill in appropriate blanks, and attach to shipping containers.

CAUTION: Noncompliance with the labeling and marking specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at the contractor's expense. After giving notice of the deficiency and affording the contractor an opportunity and reasonable time to correct, the Government may, at its option, re-label and/or re-mark in accordance with these specifications and charge all costs to the contractor. (See GPO Contract Terms (GPO Publication 310.2, as revised 01-18), Supplemental Specification, Labeling and Marking Specifications.)

For orders requiring more than one container, each container must be labeled to indicate what container of how many. (Example: 1 of 3, 2 of 3, and 3 of 3.)

Container shipping labels must indicate correct and complete Form Number, Edition Date and Production Date as indicated on finished product within each container.

Each container label must be securely attached to each container.

Each container label must be numbered in numerical sequence of production and of each other.

The contractor shall not ship prior to receipt of an "O.K. to Ship." The "O.K. to Ship" will be coordinated through the On-Site Government Coordinator.

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 which can be located on 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 packaged 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 GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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 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 certify that copies were selected as directed using GPO Form 917 - Certificate of Selection of Random Copies which can be located on 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.

CENSUS QUALITY ASSURANCE RANDOM COPIES: After approval is received on the press sheet inspection and starting with the first day of printing, the contractor shall, during each day, randomly select one (1) sample, every 7,000 impressions, of each type of press sheet produced that day. Each sampling shall be distributed throughout the day. Each sample shall have:

1. The date and time, stamped by machine, when the sample is pulled;
2. The shift noted on the sample; and
3. The press number noted on the sample.

NOTE: If the print order's total quantity is less than 7,000, then the contractor should send one sample per day. If the whole press run is done in a single day, then the contractor should send one sample from the start and one sample from the end of the run.

The contractor shall develop a method for selecting the press sheet samples that is acceptable to the Government. For example, if the items are printed roll-to-roll, the samples may be selected from the tail of each output roll. If binding is performed as a separate operation, one (1) random sample every 5,000 copies per day from each operation shall be selected. If the operations are combined into one continuous operation, one (1) random sample every 5,000 copies per day from each operation shall be selected. Each sample shall have:

1. The date and time, stamped by machine, when the sample is pulled;
2. The shift noted on the sample; and
3. The press number noted on the sample.

NOTE: If the print order's total quantity is less than 5,000, then the contractor should send one sample per day. If the whole press run is done in a single day, then the contractor should send one sample from the start and one sample from the end of the run.

The on-site or off-site Government coordinators will inspect the Census Quality Assurance Random Copies indicated above.

If Government coordinators are on-site, then after inspections are complete, the contractor shall ship these samples (marked "QUALITY SAMPLES") overnight to: U.S. Census Bureau, Quality Assurance Analysis Section, 1621 Dutch Lane, Building 60-F, Jeffersonville, IN 47130 (Telephone: (812) 218-2018).

If Government coordinators are off-site, then the contractor shall ship time/dated samples (marked "QUALITY SAMPLES") daily overnight to: U.S. Census Bureau, Attn: Quality Assurance Analysis Section, 1621 Dutch Lane, Building 60-F, Jeffersonville, IN 47130 (Telephone: (812) 218-2018).

DISTRIBUTION: Deliver f.o.b. destination to: U.S. Census Bureau, National Processing Center, ATTN: Receiving Office, 1621 Dutch Lane, Receiving Dock 60-F, Jeffersonville, IN 47130 (Telephone: (812) 218-4737.)

Deliveries to the Jeffersonville, IN, address must be made between the hours of 8:30 a.m. and 3:00 p.m. (local time), Monday through Friday, excluding Government holidays.

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 735-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, all digital deliverables must be sent to acsd.printing.services@census.gov and deborah.d.mockabee@census.gov. The e-mail subject line must be clearly named "Government Digital Deliverables" and must include program, jacket, and print order numbers.

Contractor must provide 24-hour advance notice for all deliveries to the U.S. Census Bureau, National Processing Center, Attn: Quality Assurance Processing Section, 1621 Dutch Lane, Bldg. 60-F, Jeffersonville, IN 47130. Verification of the number of copies that are guaranteed for on-time delivery must be communicated by e-mail to NPCInventoryControlandShipping@Census.gov.

The subject line of each e-mail message must contain the words "Shipping Activity Report for Program 735-S, Print Order XXXXX (as applicable)." The message text must include:

- 1) Title,
- 2) Required delivery date, and
- 3) Number of copies guaranteed for on-time delivery.

When multiple print orders are placed at the same time requiring delivery of multiple items, the title of each item shall be listed on a single separate line of the e-mail text. For print orders requiring more than one scheduled delivery date (delivery of partial quantities), a separate e-mail message must be provided in advance of each individual delivery date.

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

All expenses incidental to submitting proofs and prior to production samples and furnishing sample copies must be borne by the contractor.

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

Print order and furnished electronic files will be provided via email.

Proofs must be delivered to the address provided on the print order. The address will be located within the Washington, D.C., Maryland, and Virginia metropolitan area. (It is a home address, and it periodically changes.) Mark Proof Package: "PROOFS – URGENT." All proofs must deliver via traceable means.

In the event that the contractor needs the proof(s) returned, the contractor will provide a prepaid shipping label and envelope.

No definite schedule for pickup of material/placement of orders 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 19 workdays after notification of availability of print order and furnished material.
- 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 three (3) workdays from their receipt and corrections/changes/"O.K. to Print" will be provided via email. (The first workday after receipt of proofs is day one (1) of the hold time.)
- Initial proof and transit times are included in the above specified schedules.
- If revised proofs are required due to author's alterations, contractor must submit revised proofs within two (2) workdays of notification. Proofs will be withheld no more than two (2) workdays from their receipt and corrections/changes/"O.K. to Print" will be provided via email. (The first workday after receipt of proofs is day one (1) of the hold time.)

The contractor must notify the U.S. GPO of the date and time the press sheet inspection and/or binding inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products (QCPP), Washington, D.C. 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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

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, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

Travel expenses and per diem to be incurred by the Government for press sheet inspections, binding inspections, and inspection and quality control monitoring (See "ON-SITE GOVERNMENT REPRESENTATIVES" specified herein) will be a factor in determining award. This will be based on the following:

- Sending one (1) Government representative from the Washington, D.C. area for the press sheet and binding inspections on approximately 75% of all orders issued, lasting approximately one (1) workday each.

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

- | | | | |
|------|-----|-------|-------|
| I. | (a) | 10 | |
| | (b) | 3 | |
| | | (1) | (2) |
| II. | (a) | 3 | 51 |
| | (b) | 10 | 3,208 |
| III. | (a) | 51 | |
| | (b) | 3,208 | |

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

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

Bids submitted with NB (No Bid), 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 invoices 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, as applicable.

A charge will be allowed for each page of a product, whether printed or blank.

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

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

I. PROOFS:

(a) Color Content Proofs (Letters) per trim/page-size unit\$ _____

(b) Inkjet G7 Proofs (Brochures) per trim/page-size unit\$ _____

(Initials)

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Brochures: Printing in two single ink colors, including varnishing and bindingper product.....	\$ _____	\$ _____
(b) Letters: Printing in black ink only, including binding.....per product.....	\$ _____	\$ _____

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:

Brochures – Each trim/page-size leaf.

Letters – Each trim/page-size leaf.

	<u>Per 1,000 leaves</u>
(a) Brochures: White Gloss-Coated Text (50-lb.).....	\$ _____
(b) Letters: White Uncoated Text (50-lb.)	\$ _____

 (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.

NOTE: 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. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *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)
