

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

***Library Binding***

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

**Senate Library**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **September 1, 2026** and ending **August 31, 2027** plus up to four (4) optional 12-month extension period(s) 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 **June 8, 2026**, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto: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](mailto: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 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, call **David Love** at (202) 512-0104 or email [dlove@gpo.gov](mailto:dlove@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)), the ANSI/NISO/LBI Standard for Library Binding (ANSI/NISO Z39.78-2000); and the Guide to the Library Binding Institute Standard for Library Binding (Chicago, American Library Association, 1990). Any amendments or revisions to the ANSI/NISO/LBI Standard or the Guide shall not be applied without the written consent of the Government.

GPO Contract Terms (GPO Publication 310.2) –

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

ANSI/NISO/LBI Standard for Library Binding

<https://www.niso.org/publications/z3978-2000-r2018>

**SUBCONTRACTING:** The predominant production function is Library Binding. Subcontracting will not be permitted.

**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, 2026** through **August 31, 2027**, 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, 2026**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

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

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

**WORKMANSHIP:** Material and quality of workmanship will be in accordance with the ANSI/NISO/LBI Standard for Library Binding, hereafter referred to as ANSI/NISO Z39.78-2000, unless otherwise specified in this contract.

All operations required must be performed with care to ensure that the end product will be capable of withstanding the rigors of normal library circulation or use, and provide maximum reader usability.

**ERRORS AND CORRECTIONS:** Contractor must carefully open-out, and critically inspect all volumes for defects in binding, errors in lettering, etc., prior to delivery.

Any errors made by the contractor will be corrected (provided that corrections do not damage the textblock) prior to the shipment's return to the Government. Returned volumes with errors in lettering or defects in workmanship that are noted by Senate Library staff may be returned to the contractor for corrections.

All bindery corrections must be made within 30 workdays and all costs occasioned thereby, including transportation, must be borne by the contractor.

**CONTRACTOR'S RESPONSIBILITY:** The contractor must verify the number of volumes picked up and delivered and will be responsible for the safekeeping of the Government materials submitted for binding under the terms and conditions of this contract while in contractor's plant, or during transit to or from contractor's plant, and will be responsible for replacing any items lost or damaged. The value of the volumes lost will be determined by the Government, and will include processing costs.

In the event that an irreplaceable item is damaged or destroyed, the Government reserves the right to secure, at the contractor's expense, an independent appraisal of the damage or loss sustained. The contractor will reimburse the Government in full for repair of damage to the item or its fair market value.

**PRE-AWARD TEST:** The contractor being considered for award shall be required to demonstrate their ability to rebind/recase the items required in accordance with these specifications by completing a pre-award test. The Government reserves the right to waive the pre-award test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the pre-award test, the Government will furnish two (2) books to be rebound/recased as specified. The books are representative of the items that are to be produced under these specifications. The prospective contractor shall rebind/recase the books in the specified style. New endpapers and stamping with gold or black foil will be required. The styles required for the pre-award test books will be in accordance with the styles specified herein.

The contractor must submit the pre-award test samples within 10 workdays of receipt of the Government furnished pre-award test materials. Submit samples to: U.S. Government Publishing Office, Quality Control for Published Products, 732 North Capitol Street NW, Washington, DC 20401, Mail Stop CSPS Room C-613.

Samples should be clearly marked as: "Pre-Award Samples for Program 188-S"

**NOTE:** When the package is shipped a tracking number for the delivery should be emailed to: [QCAPP@gpo.gov](mailto:QCAPP@gpo.gov).

If the pre-award test samples are disapproved by the Government, the Government, at its option, may require the contractor to submit revised test samples for evaluation. The contractor shall submit these revised samples within five (5) workdays upon notification of the required changes.

In the event the revised test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications for rebinding/recasing, and may be reason for a determination of non-responsibility.

The Government may waive the pre-award test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the item(s) required.

No charges will be allowed for costs incurred in the performance of this pre-award test.

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

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **September 1, 2026** through **August 31, 2027** 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

**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:** Prior to submitting billing invoice to GPO for payment, the contractor shall submit an itemized statement for billing to the ordering agency for examination and certification as to the correctness of the billing. Unless otherwise specified, contractor to submit billing to Jim Ballou at [jballou@gpo.gov](mailto:jballou@gpo.gov)

After agency verification, contractor must submit the signed, verified billing invoice to the U.S. Government Publishing Office for 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 invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <http://www.gpo.gov/finance/index.htm>.

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

**WARRANTY:** The contractor shall guarantee for 10 years from binding date, the binding of the volumes. Latent defects such as lettering worn off so as to be illegible, defective sewing, use of improper adhesives, etc., shall be returned and repaired at no cost to the agency. Normal wear of the covering materials or damage caused by negligence on the part of the libraries or their users shall be excluded.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications provide for the procurement of library binding of books and serial publications requiring such operations as rebinding or recasing, stamping, packing, and distribution.

**TITLE:** Library Binding.

**FREQUENCY OF ORDERS/QUANTITY:** Approximately 8 to 12 orders per year for approximately 1 to 10 volumes per order.

**TRIM SIZES:** Approximate trim sizes are as follows:

- 8-3/4 x 6"
- 8 x 11-1/2"
- 8-1/2 x 11"
- 8-1/2 x 14"
- 11-1/2 x 15"

Binding text block size is 2-1/2" to 3" thick. (An occasional order may be placed where the text block size is less than 2-1/2".) Recasing text block size is 3" to 6" thick. Page range is approximately 625 to 750 pages. (An occasional order may be placed for less than 625 pages.)

**GOVERNMENT TO FURNISH:** Print orders, individual binding instructions (binding ticket), and material to be bound.

Camera copy or dummy to create stamping media for spine.

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

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

### **TYPE OF VOLUMES TO BE BOUND:**

**Monographs:** For the purposes of this contract, a monograph or book is defined as a single piece of graphic material consisting of an appreciable number of leaves or sections (folds, gatherings or signatures) submitted for rebinding or recasing as a single unit.

**Monographic Set:** A monographic set is a group of materials submitted for rebinding or recasing which are related to each other and for which the cloth color selected and the cover stamping must match other publications in the same set.

**Serials:** For the purposes of the contract, a serial is defined as a periodical of one or more multi-leaved, like constructed, serially numbered graphic units submitted for binding into a single physical unit, i.e., one or more soft cover issues to be bound together as first-time hard publications. All covers are to be retained unless otherwise specified. The cloth color must be selected and the cover stamped with information so as to match other publications in the same set or series.

**BINDING STYLES:** A brief description of binding styles and their requirements are as follows:

#### **Style B: Monograph/Oversewn –**

- Machine oversewn
- cloth and paper linings
- rounded and backed
- narrow hinge
- no collation
- F-grade acrylic buckram bookcloth (Government shall select color).

***Style D: Serial/Double-fan adhesive –***

- Double fan adhesive;
- 1 stretchable cloth lining;
- rounded and slightly backed with a small shoulder;
- narrow hinge;
- standard collation;
- F-grade acrylic buckram bookcloth (Government shall select color).

***Style CAT: Serial/Sew-through-fold on linen tapes –***

- Machine sew-through-fold on linen tapes;
- cloth and paper linings;
- rounded and backed;
- narrow hinge;
- standard collation;
- F-grade acrylic buckram bookcloth (Government shall select color).

***Style RC: Monograph/Custom recase –***

- Sewing of textblock is intact;
- initial spine lining of alkaline long-fibered Japanese tissue applied with methyl cellulose;
- linen tapes attached to spine;
- endpapers attached to textblock by sewing through fold of endpaper and around each tape;
- cloth lining applied with Polyvinyl Acetate (PVA) adhesive;
- rounded and backed text blocks to be rerounded and backed only if poorly shaped and have strong thread and paper;
- no collation;
- F-grade acrylic buckram bookcloth as specified by the Government (Government shall select color).

**GENERAL SPECIFICATIONS:**

All binding will be done in accordance with ANSI/NISO Z39.78-2000, unless otherwise specified in this contract. These specifications shall apply to all styles covered under this contract except where noted. Technical specifications (e.g., procedures) and material specifications (thread, covering materials, boards, adhesives, etc.), unless otherwise specified, shall comply with ANSI/NISO Z39.78-2000.

**PREPARATION FOR BINDING:**

***Examination*** – In addition to the examination described in ANSI/NISO Z39.78-2000, Section 6, all volumes will be inspected to detect damaged leaves, and characteristics of paper or construction that would make rebinding, or recasing inadvisable. Items that the contractor regards as poor candidates for library binding will be returned unbound, at no charge to the Government, with a written note of explanation. Regarding “examination of the head, fore edge, and tail margin...to identify those volumes that cannot be trimmed without cutting into text or illustrations,” see “TRIMMING.”

***Serial Collation*** – All serial collation will be standard unless instructions from the Government direct otherwise. Incomplete or imperfect volumes will be returned, at no charge to the Government, unbound unless the Government has instructed the contractor to “bind as is.” All covers are to be retained, unless otherwise specified by the Government.

**Preparation of the Spine** – Very bulky serial issues which are saddle-stitched and which cannot be sewn through the fold (e.g. when they must be bound with non-saddle-stitched issues) shall be prepared for adhesive binding or oversewing by slitting through the fold rather than by trimming or milling.

All staples will be pulled from side-stapled text blocks to provide an inner binding margin of maximum width. All staples are to be removed from saddle-stitched issues prior to their being sewn through the fold. No text blocks shall have staples removed by trimming or milling.

**Mending** – When collation is required, the contractor shall examine leaves carefully to detect any damage or peculiarities of paper or construction. Repairs shall be made with: (a) long-fibered, alkaline Japanese tissue of a weight appropriate for the material at hand and an alkaline, water-reversible paste; or, (b) archival heat-set tissue. Any other materials used for mending must receive the prior approval of the Government. If extensive mending is indicated, the Government shall be notified and the item returned, at no charge, for examination.

When collation is not required and the contractor discovers that mending is needed, the contractor shall notify the Government for a decision on whether to proceed.

**Endpapers** – Endpapers shall be white or off-white (natural) in color, as specified; shall have a pH of not less than 8.5 (cold extraction), an alkaline reserve (measured as a percentage of calcium carbonate) of not less than 1.5%, and a folding endurance (machine and cross direction combined) of not less than 500.

#### **PAPER SAMPLES - ENDPAPER**

Prior to their utilization in work performed under this contract the contractor shall submit to the Government, not less than 10 samples of each color (white and off-white (natural)) of the endpapers to be used in the production of the contract requirements. The container and accompanying documentation shall be marked “PAPER SAMPLES – ENDPAPERS,” and shall include the GPO jacket number and purchase order number.

Each sample shall be approximately 8-1/2 x 11” and must be of the kind and quality required by the specifications.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with the procedures as indicated in Contract Clause 12, “Notice of Compliance With Schedules,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor’s risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

## **LEAF ATTACHMENT:**

Unless otherwise specified in this document, methods of leaf attachment should strictly adhere to the guidelines provided by ANSI/NISO Z39.78-2000. Neither cleat sewing nor side sewing will be considered methods of leaf attachment under the terms of this contract.

In cases where the contractor ascertains that side sewing is the only suitable method of leaf attachment, the volume will be returned to the Government, at no charge, with a note requesting permission to side sew. The only acceptable methods of leaf attachment are those specified below:

All volumes in folded sections shall be sewn through the fold by machine unless otherwise instructed by the Government. See specifications that follow for style-specific requirements for sew-through-fold on linen tapes. If folded signatures are cut and another binding method utilized without specific instructions from the Government, the contractor shall be assessed the full replacement cost of the volume.

Text blocks sewn through the fold by hand shall be sewn on linen tapes as specified for style CAT below. Sewing onto sawn-in cords is not acceptable.

### **Style B:**

**Oversewing** – Oversewing shall be used only when requested by the Government, with inner margins at least 5/8". Maximum thickness for any volume will be 3".

**Preparation** – All volumes shall be divided into uniform sections, each not less than 0.055" thick and not more than 0.065". As many needles as possible shall be used, provided that the sewing is no closer to the head or tail of the volumes than 1/4" after trimming and no further than 1". The shuttle thread shall be coated with methyl cellulose paste during sewing, or a thin line of paste shall be applied along the binding margin of each section prior to sewing. In no case shall the sewing be closer to the text than 1/8".

**Process** – The spine of the volume shall be milled if necessary to free the leaves for sewing. No more than 1/16" of the inner margin shall be removed. Serials wire-stitched in bulky "saddle" style and with margins less than 1", shall be prepared for oversewing by hand slitting instead of cutting or trimming.

**Endpapers** – Endpapers shall consist of three (3) functional parts: a pasted-down or outward end-leaf which becomes the board paper, and two free flyleaves. The grain (machine direction) of the paper must be parallel to the spine. End papers shall be described as follows: Three-leaf, single-reinforcement, invisible joint, with inward fly-leaf not pasted to the middle leaf. The construction of end papers shall be such that sewing will be through the reinforcing fabric the same as through the sections of the book.

### **Style D – Double-Fan Adhesive:**

Unsewn books in single sheets or similar books bound in paper with thickness not to exceed 2" shall be double-fan adhesive bound using an emulsion copolymer of internally plasticized polyvinyl acetate adhesive. The adhesive shall have a pH of between 6.0 and 8.5.

Original paper covers are to be retained on all books, unless the Government requests otherwise.

**Preparation** – The spine of the volume shall be milled to roughen it, to remove all old adhesive, and to free all leaves to allow for optimal fanning. As many paper fibers as possible shall be exposed for optimum bonding of paper and adhesive. Notching the spine is permitted, no deeper than 1/16", and in no case shall they invade the text. The number of notches shall be the minimum required to enhance exposure to adhesive. The contractor must exercise judgement in determining the frequency of notches by weighing such factors as size and weight of textblock, and the gloss of the paper.

Where the binding margins of adhesive-bound volumes are extremely narrow, the pages should be pulled away from the original adhesive and not milled, if this can be done easily.

Serial volumes having single-signature issues with narrow binding margins that must be bound together with an adhesive-bound issue shall be prepared for adhesive binding by slitting through the folds rather than milling.

**Process** – The milled text block shall be securely clamped. The binding edge shall be fanned first in one direction, as adhesive is applied by brush or roller and then in the opposite direction, as adhesive is applied. The penetration of adhesive between leaves shall be approximately 0.08” so that each leaf is tipped to the next. No adhesive shall run between the pages farther than 1/8” and in no case shall it run into the text area. If the binding edge is notched, all notches shall be filled with adhesive.

**Endpapers** – Endpapers for double-fan adhesive binding shall consist of a single folded sheet or as specified in ANSI/NISO Z39.78-2000 which is tipped to the text block during the fanning process.

Spine lining and drying the adhesive – A stretchable fabric lining meeting the specifications of the ANSI/NISO Z39.78-2000, Section 17.2 shall be squarely and snugly adhered to the spine of the text block. This lining shall cover the entire spine, head to tail, and shall extend onto the endpapers at least 1”.

The text block shall be positioned squarely and allowed to dry without the use of a heating or drying device.

### **Style CAT – Sew-through-Fold:**

Style CAT text blocks shall be sewn through the fold by machine on linen tapes of the best quality and of suitable width (generally 1/2” to 3/5”) spaced no more than 2” apart and no more than 2” from the kettle stitches. The centers of the tapes will be spaced evenly between the head and tail of the volume. The kettle stitches shall be no closer to the head and tail of the text block than 1/4” but no farther from the head and tail than 1”. Sewing onto sawn-in cords is not acceptable.

**Endpapers** – In the case of text blocks sewn through the fold, endpapers shall consist of three (3) functional parts: a pasted down or outward end-leaf which becomes the board paper and two free fly-leaves. The grain (machine direction) of the paper must be parallel to the spine. The binding edge of the outer sheet shall be reinforced with a 1-1/4” strip of fabric.

### **Style RC – Custom Recase:**

Like standard recases, the sewing of the text block shall be intact. If, after cleaning the spine, it is found that the sewing is not intact, the volume shall be returned at no charge to the Government.

The custom recase shall adhere to specifications for standard recase with the following exceptions:

1. An initial lining of alkaline, long-fibered Japanese tissue applied with methyl cellulose shall wrap onto the inner margins of the first and last leaves of the textblock.
2. Three to five 1/2” linen tapes shall be attached to the spine with PVA at uniform intervals and no less than 5/8” from the head and tail.
3. Double folio endpapers shall be attached to the text block by sewing through the fold of the endpaper folio and around each tape (at the edge of the spine).
4. A second spine lining of cloth shall be applied with PVA.
5. The spine inlay for the case shall be made of alkaline-buffered text weight paper comparable to that used for the endpapers.
6. Covering material shall be F-grade acrylic buckram bookcloth, as specified by the Government. (Government shall select color.)

**TRIMMING:** Government specifications call for “NO TRIM.” The heads, fore edges, and tails of text blocks shall be left untrimmed, or upon instructions from the Government, be trimmed as slightly as possible, with a maximum of 1/8” allowed.

UNDER NO CIRCUMSTANCES SHALL ANY VOLUME BE TRIMMED TO THE EXTENT THAT PRINTED MATTER OR MAPS OR CHARTS, SHALL BE REMOVED IN ANY PART.

If any text or printed matter is trimmed, the contractor is responsible for the cost of the replacement volume. Volumes in which text and/or illustrations bleed to the edge of paper will be left untrimmed.

### **GLUING THE SPINE:**

Spines of Style RC shall be glued with methyl cellulose. Style RC shall have a Japanese paper lining applied. (See “Style RC-Custom Recase”).

Spines of all other text blocks shall be glued with an internally-plasticized polyvinyl adhesive, buffered to a neutral pH (6.0 to 8.5). The adhesive shall thoroughly coat the spines. Text blocks shall be stacked squarely and allowed to dry without the use of a heating or drying device. For volumes that are sewn through the fold, the adhesive shall be applied prior to trimming, if the volume is to be trimmed.

### **ROUNDING AND BACKING:**

When rounding and backing is specified, text blocks shall be rounded to form a smooth and convex spine and a concave fore edge. Rounded text blocks shall be backed to form shoulders that are symmetrical, uniform head to tail, and as nearly equal in size to the anticipated board thickness as possible.

If the contractor fails to follow instructions regarding whether a volume should be rounded and backed, he/she will incur a penalty equal to the cost of the binding.

No rounding and backing will be required in the following cases:

- Text blocks sewn through the fold on tapes, but with signatures of more than 1/4” in thickness shall be rounded, but not backed.
- Text blocks already rounded and backed that are to be recased only.
- Flat-backed text blocks being recased.

### **LINING THE SPINE:**

**Paper Lining** – Style RC shall have a Japanese paper lining applied. (See “Style RC – Custom Recase”).

**Cloth lining** – The spines of all text blocks shall be lined with a spine lining cloth meeting ANSI/NISO Z39.78-2000 specifications and applied with PVA. The cloth shall be cut to within 1/2” of both head and tail of the text block and shall extend squarely onto each endpaper at least 1”. The grain of the spine lining cloth shall run parallel to the spine of the text block.

**Extra paper lining** – The spines of Style CAT, or any volume 1-1/2” or more in thickness, shall be reinforced by an extra lining of alkaline paper applied over the cloth lining for additional support. The paper shall be cut to the height and width of the spine and shall be no lighter than 60-lb. text weight. The grain of the paper lining shall run parallel to the spine of the text block.

### **CASE MAKING:**

**Cloth and boards** – F-grade acrylic buckram bookcloth shall be used for all styles unless otherwise specified by the Government. The covers shall be made of the specified bookcloth over well-seasoned binder’s board (the grain of which must run parallel to the binding edge), with uniform squares and in a neat and workmanlike manner. See Section 12.3 of ANSI/NISO Z39.78-2000. The thickness of the board must be suited to the size and weight of the volume or as specified by the Government.

Uniform binding of serials and sets – All serials and monographic sets must be covered in F-grade acrylic buckram bookcloth, in colors specified by the Government. The contractor will match the binding pattern, placement of lettering on the spine, and color of stamping foil and cloth with already-bound volumes of serials and sets. To ensure such uniformity, the contractor will make and maintain, at no extra cost, a computerized file by which uniformity can be achieved.

**Turn-ins** – The cover material shall be turned in sufficiently to ensure good adhesion (normally 5/8” is sufficient).

**Inlays** – All covers shall have an inlay of acid-free flexible paper, with the grain running lengthwise of the inlay, and securely attached to the inside of the backbone of the cover. The paper shall be cut to the same length as the cover boards and its width must cover the spine/back of the book after it has been rounded and backed. Inlay paper shall not be less than 0.012”, nor more than 0.030” in thickness, and shall have a minimum pH of 7.0.

**Casing-in** – Text blocks shall be cased in squarely and tightly using an internally-plasticized polyvinyl adhesive buffered to a neutral pH (6.0 to 8.5). All squares shall be uniform around the perimeter of the text block and shall be 1/8” wide, plus or minus 1/16”, depending on the size of the text block.

The spaces between the inlay and the boards for rounded only or rounded and backed volumes (narrow hinge) shall be uniform and no greater than 1/4”. The spaces between the inlay and the boards for flat-backed volumes (wide hinge) shall be uniform and no greater than 1/2”.

Cased-in volumes shall either be pressed between metal-edged boards until thoroughly dry; or pressed in a building-in machine (hydro-press) using sufficient pressure, dwell and heat to ensure good adhesion of the endpapers to the boards and turn-ins, and good adhesion of the covering material to the spine lining and endsheets in the joint area of the textblock. The amount of adhesive applied to the joints, and the method used for building in, shall be sufficient to ensure that joints are tight and secure and cannot be separated without damaging the bonded surfaces. Endpapers shall adhere to all surfaces smoothly, and be free of wrinkles and bubbles.

#### **LETTERING/STAMPING:**

Contractor must create stamping media from furnished copy or dummy. (At contractor’s option, lettering/stamping may be accomplished by use of die or computerized stamping.)

All monographs and serials must be stamped, in upper case letters, with title and/or author if so specified by the Government. Lettering of title, author and call number shall be done in gold or black foil, as specified (unless otherwise directed) on the spine of volumes. Lettering shall be permanent, sharp, clean and legible, and stamped with adequate pressure, temperature and dwell to ensure adhesion of the foil to the covering material. Stamping must have solid impressions; no picking, pinholes or filled letters. The Government’s preference is for horizontal lettering.

Volumes less than 5/8” shall have title and author stamped vertically on the spine, so that it reads from top to bottom.

Foil used shall be subject to the approval of the Government. Type style is Record Gothic or Record Gothic Condensed, as specified on the print order, unless otherwise specified.

Government lettering guidelines, including instructions for correct truncation and type sizes, will be determined by the contractor and the Government prior to any work proceeding on this contract. These guidelines must be incorporated into the Government customer profile maintained by the contractor.

PROPER AND ACCURATE STAMPING OF ALL VOLUMES IS ESSENTIAL, and must meet the standards established by the approval of the pre-award test samples before binding is initiated on this contract. If any stamping is incorrect and/or does not conform to furnished copy, the contractor is responsible for corrections.

**Type size** – All lettering and call numbers shall be in 12- or 14-point type, with 14-point the preferred size. Books thinner than 1” may be lettered in 12-point type, and vertical stamping may be used.

Call numbers will be furnished as part of the stamping copy –

- First Line:            Alphabetical character(s) in caps.
- Second Line:        Numerical characters, followed by decimal numerical characters of call number, if any.
- Third Line:         Decimal point followed by capital letter and numerical characters of the Cutter number, as specified.
- Fourth Line:        Additional Cutter number, if used (capital letter and numerical characters) or date or year.
- Final Line:         Additional call number information, such as volume, part, or copy number.

Call numbers represent the Library of Congress classification system.

Examples of call numbers:

HV	E
7619	840.8
.T6	.A45
U55	A3
Oct 2005 –	2005
Mar 2006	c.1
c.2	

- NOTE:** 1. **Copy** is abbreviated with a lowercase **c**. (example: c.2)
2. **Volume** is abbreviated with a lowercase **v**. (example: v.3)
3. **Supplement** is abbreviated as **Suppl.**
4. **Part** is abbreviated with a lowercase **pt**. (example: pt.4)

**TAB DIVIDERS:** The Government will insert blue numbered divider sheets as needed for the placement of numbered tabs. The contractor will insert tabs where specified to the divider sheets.

Tabs to be made of bookcloth (Government to specify color). Tabs must be securely attached and extend onto the divider sheet a minimum of 3/8". Length of tab must accommodate numbers. Numbers to be stamped in gold foil as specified. Stamping must have solid impressions; no picking, pinholes or filled letters.

**POCKETS:** The Government will provide measurements for pockets. Dimensions and type of pocket (cloth or paper) will be inserted into the "NOTES" field of the binding ticket. Pockets will be glued in place as indicated in the binding instructions.

**Cloth** – The pockets shall be made of lightweight or F-grade acrylic buckram bookcloth over heavy alkaline paper. Cover material shall be turned in enough to insure good adhesion and glued into position with an internally-plasticized polyvinyl adhesive, buffered to a neutral pH. Size and capacity will be as ordered.

**Paper** – The pockets shall be made of heavyweight alkaline paper. Pocket size and capacity shall be as ordered.

#### **STUBBING/FILLERS:**

**Fillers** – At the Government's direction, when parts of different heights are to be bound together, the tail of the resulting text block shall be flush, not the head. Fillers shall be inserted at the top of the volume, whenever practical, to make up the size differences. In no case shall one piece be trimmed for the purpose of making it conform to a smaller piece with which it must be bound.

**Stubbing** – Stubbing shall be added to volumes to compensate for thick pockets on back covers and to correct text block which flare out towards the fore edge. The Government will send measurements and determine the placement of stubbing, outside or within the leaves of the text block. Measurements and positioning information will be placed in the "NOTES" field of the binding ticket.

**HINGING COVERS:** Occasionally, the case covers will require a thin cloth hinge to put less stress on text pages and hold them in place.

**PACKING:** Volumes must be packed suitable in shipping containers not to exceed 45 pounds when fully packed.

Books rejected for binding shall be packed in a separate container and returned with the block of books bound.

The container shall give the block number and shall be clearly marked "rejections."

Detailed packing lists shall accompany each shipment.

**LABELING AND MARKING:** The contractor shall reproduce the shipping container label from the furnished repro, fill in appropriate blanks and attach it to shipping containers.

**DISTRIBUTION:** Deliver f.o.b. destination to the: U.S. Government Publishing Office, Central Receiving, Attn: Congressional Publishing Service (Ken DeThomasis), 44 H Street, NW, Washington, DC 20401.

Contractor must give 24-hour notice prior to any delivery to the U.S. Government Publishing Office. Contact Jim Ballou at (202) 512-0224. Deliveries to the U.S. Government Publishing Office must be made prior to 12:00 p.m., Eastern Standard Time (EST).

Upon completion of each order, all furnished materials, and all stamping dies made, must be returned (via traceable means) to the: U.S. Government Publishing Office, Central Receiving, Attn: Congressional Publishing Service (Ken DeThomasis), 44 H Street, NW, Washington, DC 20401.

All expenses incidental to picking up and returning materials, submitting paper samples, and returning books rejected for binding 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).

Furnished material must be picked up from the: U.S. Government Publishing Office, 27 G Street, NW, Washington, DC 20401.

No definite schedule for pickup of material can be predetermined.

### **Paper Samples - Endsheets**

The samples must be submitted within three (3) workdays of notification of award.

Contractor must submit samples of endsheets to: U.S. Government Publishing Office, Central Receiving, Attn: Congressional Publishing Service (Jim Ballou), 44 H Street, NW, Washington, DC 20401. The package and accompanying documentation shall be marked "PAPER SAMPLES" and shall include the GPO jacket, purchase order, and program number.

The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

### **Production Schedule**

The following schedules begin 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 60 workdays of receipt of notification of availability of print order and furnished materials.

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.

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

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

### SECTION 3. - DETERMINATION OF AWARD

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

The Determination of Award estimates specified below are based on historical data; however, due to the current global Pandemic, the contractor is put on notice that the estimated amounts of work anticipated on this contract may be significantly impacted during the first period of performance.

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

- I. (a) 6
- (b) 67
- (c) 6
- (d) 26

- II. (a) 105
- (b) 2
- (c) 2
- (d) 3
- (e) 2
- (f) 25

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive. An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

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

**I. LIBRARY BINDING:** The prices offered must be all inclusive for services described in SECTION 2 - SPECIFICATIONS, for binding volumes of any height and up to 3" in thickness.

There shall be no additional charges for hand splitting or opening of volumes, or label or ad removal.

Prices will include all title and author lettering, whether it is horizontal or vertical, or foreign, and all call number lettering, on the spine or on the upper left corner of the front cover.

There shall be no charge for volumes returned unbound.

- (a) Style B (Monograph/Oversewn).....per volume .....\$ \_\_\_\_\_
- (b) Style D (Serial/Double-fan adhesive).....per volume .....\$ \_\_\_\_\_
- (c) Style CAT (Serial/Sew-through-fold on linen tapes) .....per volume .....\$ \_\_\_\_\_
- (d) Style RC (Monograph/Custom recase).....per volume .....\$ \_\_\_\_\_

**II. ADDITIONAL OPERATIONS:** The prices offered for each of the following items must be all-inclusive for the performance of special operations, for certain orders, that are additional to those specified under Item I, and must include the cost of all required materials and operations necessary, in accordance with these specifications.

- (a) Stamping (including cost of die) .....per volume .....\$ \_\_\_\_\_
- (b) Tabbing.....per tab .....\$ \_\_\_\_\_
- (c) Mending..... per page .....\$ \_\_\_\_\_
- (d) Pockets (All binding styles)..... per pocket .....\$ \_\_\_\_\_
- (e) Stubbing.....per volume .....\$ \_\_\_\_\_
- (f) Hinging of Covers .....per volume .....\$ \_\_\_\_\_

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

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

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

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

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

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

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

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, 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

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