

**Jacket:** 429-184 R-1  
**Title:** United States Sentencing Commission 2024 Guidelines Manual  
**Agency:** Office of Legislative and Public Affairs  
**Bid Opening:** September 13, 2024

at 1pm

1

**-R-1-**

- Radius restriction removed.
- Travel and per diem for press sheet inspection and bindery inspection to be included in basis of award.
- GFM date extended from 9/13/24 to 9/20/24.

**BID OPENING:** Bids shall be opened virtually at 1 pm Eastern Time (ET), on September 13, 2024 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 jacket 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 will not be considered for award.***

Note: The GPO 910 "BID" Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 12.**

The Jacket Number 429-184 R-1 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 1:00 PM EST on the bid opening date specified above will not be considered for award.

For information regarding the solicitation requirements prior to award please email Chris Duncan at [cduncan@gpo.gov](mailto:cduncan@gpo.gov). For contract administration after award, contact APS DC at 202-512-0743.

*Additional e-mailed Bid Submission Provisions:*

*The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following—*

- (1) *Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.*
- (2) *The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit.*
- (3) *Illegibility of bid.*
- (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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.*

**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 (revised 9-19)).

**GPO QATAP** (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain

the same.

**DIGITAL PRINTING IS NOT ACCEPTABLE, MUST BE PRINTED BY THE OFFSET METHOD**

**PRODUCT:** Four Items: One Cover Letter and three perfect bound books, shrink film wrapped together to form one set.

**TITLE:** United States Sentencing Commission 2024 Guidelines Manual

Item 1 – Cover Letter.

Item 2 – United States Sentencing Commission GUIDELINES MANUAL

Item 3 – United States Sentencing Commission APPENDIX B

Item 4: - United States Sentencing Commission SUPPLEMENT TO APPENDIX C

**QUANTITY:** 23,471 sets (equals 23,471 copies of each Item), plus 32 QARC sets, plus One (1) complete sets of digital deliverables for each Item.

**TRIM SIZE:** 8-1/2 x 11". Items 2, 3 and 4 binds on the 11" dimension.

**PAGES:** Each set consists of one each of the following four Items:

Item 1 – Face and Back form.

Item 2 – 620 - page publication with separate wraparound cover, perfect-bound.

Item 3 – 120 - page publication with separate wraparound cover, perfect bound.

Item 4 – 296 - page publication with separate wraparound cover, perfect-bound

NOTE: All 4 Items are shrink-wrapped together as a set with item 1 laid on top of item 2 followed by 3 and 4.

**GOVERNMENT TO FURNISH:** Files generated on an IBM-compatible with Windows System using Adobe InDesign files and .pdf format. Files for text of Item 1 (cover letter), Item 2, Item 3, and Item 4; customer-furnished files also contain .INDD files for covers of items 2, 3, and 4 and high-resolution agency seal to be used by contractor to adjust wraparound covers and spine as needed. Contractor to generate wraparound covers 1, 2, 3, and 4 and spine from cover files for Item 2 Pantone's 533C (Navy) and Pantone 172C (Orange). Text on Item 2 spine to be centered optically; contractor to adjust for size of spine as needed for thickness. Items 3 and 4 wraparound cover prints one side only, Pantone 6C Black 2X with reverse out to Pantone 877C Silver. At contractor's option, a bump plate may be added to eliminate streaks or ghosting, extend all bleeds as necessary.

One Excel file containing 53 addresses for the 53 agency's single sets/copies labeled "**Advisory Groups**".  
NOTE: contractor will have to provide the font Century Gothic Bold.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule. In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging devise being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

GPO Form 905, R. 7-15 Pre-Addressed for GPO Sales 600 Copies

GPO Form 892 (R. 12/17) Proofs

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

GPO Form 915 (Business Reply Label).

GPO Form 952 Desktop Publishing – Disk Information

GPO Form 917 (Certificate of Selection) and 2678 (departmental random copies-blue label) – use in conjunction w/shipment of 750 sets to U.S. Sentencing Commission, BAC 2210-40, Requisition 4-00005.

GPO Form 2686 QARC Random copies sampling & shipping instructions.

NOTE: NEW OR UPDATED RETURNED ADDRESSES MAY BE PROVIDED AFTER AWARD.

One PDF copy of GPO “For Sale By” Line and four ISBN numbers, one for each book and one the complete set.

Rider Distribution Lists Material:

(*for rider BAC 2210-55, Req. 24-00015*): One EXCEL file with distribution addresses for 12,058 sets. Use return address: Administrative Office of the United States Courts, One Columbus Circle, NE, Room 4-419, Attn: Lauren Sayer, Washington, DC 20544, Phone: 202-502-2418  
Email: [lauren\\_sayer@ao.uscourts.gov](mailto:lauren_sayer@ao.uscourts.gov)

(*for rider BAC 2210-55, Req. 4-00016*): One EXCEL file ready with distribution addresses for 3,319 sets. Use return address: Administrative Office of the United States Courts, One Columbus Circle, NE, Room 4-371 Attn.: Lisa M. Watson, Washington, DC 20544, PH: 202.502-1382. Email: [lisa\\_m\\_watson@ao.uscourts.gov](mailto:lisa_m_watson@ao.uscourts.gov). THE RETUN ADDRESS DESTINATION ALSO RECEIVES **50** COPIES.

(*for rider BAC 4410-JK, Req. 4-05048*): **Ship FedEx ground**.

One EXCEL file with distribution addresses for 6,512 sets. Use return address: USDOJ / EOUSA/Office of Legal Education, National Advocacy Center, 1620 Pendleton Street, Columbia, SC 29201. For shipments, use return Address: NAC, 1620 Pendleton Street, Columbia, SC 29201, Attn: Kari Risher. **shipped FedEx ground**.

*marked for BAC 2210-40, Req. 4-00005*): One EXCEL file with distribution addresses for 53 sets individually to 53 nationwide destinations. Per furnished excel file. Use for return address for these shipments: U.S. Sentencing Commission, One Columbus Circle, NE, Suite 2-500 South Lobby, Washington, DC 20002-8002.

NOTE: Contractor is cautioned that the address files/lists are to be used for distribution purposes on this contract only, and are not be used for any other purposes, or passed on to any third party, under penalty of law.

**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.

NOTE: FOR (600) SuDOCS “SALES” COPIES, CONTRACTOR TO PROVIDE INDIVIDUAL MAILING CARTON

#### **PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs of Covers for each item. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. NOTE: Proof must illustrate dimensions.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at [jdukes@ussc.gov](mailto:jdukes@ussc.gov) and [cduncan@gpo.gov](mailto:cduncan@gpo.gov). Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs

(or OK E-Mail) back from the Department. Proofs will be withheld not more than (1) workday from receipt at the Department to receipt in the contractor's plant.

-After PDF Approval-

One set of digital color content proofs for all 4 Items (entire publications). 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.

**PLUS:** One (1) sets of inkjet proofs of covers for Items 2, 3 and 4 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 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

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

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

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. If producing Inkjet proofs, Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

**PLUS:** One set of ink draw-downs for Pantone's on Item 2 on actual paper stock to be used. **In addition:** Vendor to provide One (1) set of laminated unprinted cover stock (actual paper stock) to be used.

Send proofs/ink draw-downs together with the furnished media (copy/electronic files) to the U.S. Government Publishing Office, Contract Compliance Section, Stop: CSPS, Room C613, 27 G Street, NW, Washington, DC 20401. CONTRACTOR TO NOTIFY AND SEND TRACKING NUMBER FOR PROOFS/INK DRAW-DOWNS to [qcipp@gpo.gov](mailto:qcipp@gpo.gov), [jdukes@ussc.gov](mailto:jdukes@ussc.gov) and [cduncan@gpo.gov](mailto:cduncan@gpo.gov). Contractor must fill in the furnished preaddressed label (GPO Form 892) and use on all proof packages. Proofs will be withheld not more than 3 workdays from receipt in GPO until they are made available for pickup by the contractor. CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

Contractor to output at NO LESS THAN 2400 dpi resolution at 175-line screen.

**DIGITAL DELIVERABLES:** The contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy. Upon completion of the order, the contractor must furnish final production native application files and final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode 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.

**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.

Item 1 plus Text of Items 2, 3 and 4: White Opacified Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80. All text paper used in each copy must be of a uniform shade.

Cover of Items 2, 3 and 4: White Litho Coated Cover, Gloss-Finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10. All cover paper must have the grain parallel to the spine.

**PRINTING:** All the requirements of these specifications apply equally to each Item unless otherwise indicated herein. Contractor to match the final OK'd press sheets.

Item 1 – Prints face and back with type/rule matter and a fine detail agency seal in Black ink.

Item 2 – Covers print head to head. Covers 1, 4, and spine print Pantone's 533C (Navy) and Pantone 172C (Orange) with type/rule matter and a fine detail agency seal revering out white; bleeds all sides Covers 2 and 3 prints type/rule matter with screen tints in Black ink. Text on spine to be centered optically; contractor to adjust for size of spine as needed for thickness.

-Text is circled folioed 1 thru 620 and prints head to head in black ink; images consist of type/rule matter, screen tints and solids with some type matter reversing out to appear white.

Item 3 – Covers 1, 4 and spine print a solid Pantone 6C 2X, Black background (two impressions). Cover 1 image consist of type/rule matter, and agency seal in a match of Pantone's 877C Silver, bleeds all sides. Covers 2 and 3 are blank. Text on spine to be centered optically; contractor to adjust for size of spine as needed for thickness.

-Text is circled folioed 1 through 120 with circle folio 2 blank. Text pages print head to head in black ink only; images consist of type/rule matter, screen tints and solids with some type matter reversing out to appear white.

Item 4 – Covers 1 and 4 and spine prints in Pantone's 6C 2X, Black background (two impressions). Cover 1 and spine image consist of type/rule matter, and agency seal in a match of Pantone's 877C Silver, bleeds all sides. Covers 2 and 3 are blank. Text on spine to be centered optically; contractor to adjust for size of spine as needed for thickness.

-Text is circled folioed i-ii, 1 through 296 with circle folio 2 blank. Text pages print head to head in black only; images consist of type/rule matter, screen tints and solids with some type matter reversing out to appear white.

#### **COVERS AND SPINE FOR ITEMS 2 THRU 4:**

**LAMINATION:** Laminate the entire surface (face only before construction), after printing, with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, having a thickness in the range of 1.5 mil (Glossy). The laminated product must have no distortion of the printed matter and must remain clear and legible.

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

**SuDocs "Sales" Copies:** For Sale Line instructions - The 13-digit ISBN Number should be placed under the "For Sale By ..." line, at the bottom of the back side of the first printed page in the book. If necessary, Government may furnish the "For Sale By ..." copy via e-mail after contract award.

ISBN instructions: There will be four ISBN numbers. Each book will have its own ISBN number and the set of three books will have its own ISBN number.

**600 SuDocs "Sales" Copies:** DO NOT INCLUDE BAR CODES ON USSC OR OTHER RIDER COPIES.

ISBN Number for the Guidelines Manual: 978-0-16-094015-6

ISBN Number for Supplement Appendix B: 978-0-16-094016-3

ISBN Number for Supplement Appendix C: 978-0-16-094017-0

ISBN Number for complete SET to be placed on the individual mailing carton: 978-0-16-096021-5

**ISBN Barcode instructions:** The ISBN barcode must be printed in black ink at the bottom-right corner or bottom-center of Cover 4 of Item 2, Item 3 and Item 4. The ISBN number must be printed in Human-Readable interpretation and bar coded using 3 of 9 (code 39) Bar Code System, non-contact reading in accordance with ISO-2108:2005. Contractor will be required to create a suitable size knockout for barcode.

**PRESS SHEET INSPECTION:** Final makeready press sheets 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, 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. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued 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 (text and covers). Control bars must be placed parallel to the press' ink rollers. The control bars must show areas consisting of 1/8" x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); 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.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least two (2) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Published Products Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1 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. Note: Agency to see covers and text at the same time.

**Travel expenses and per diem to be incurred by the Government for press sheet inspection will be a factor in determining award. This will be based on sending ONE Government representative from Washington, DC (zip code: 20401) to contractor's location for 3 calendar days.**

**MARGINS:** Item 1 and Text pages for Items 2, 3 and 4 – Adequate gripper margins. Items 2, 3 and 4 – Covers - Inadequate gripper, bleed on all sides.

**BINDING:** Item 1 - Trim four sides.

Items 2, 3 and 4 - Trim three sides. Perfect-bind text and wraparound cover at left on 11" dimension. Grain must run parallel to spine. Hinge score Covers 1 and 4 along the entire 11" dimension for items 2, 3 and 4. Contractor to determine spine thickness and adjust, back-strip, if necessary.

**BINDERY INSPECTION (after first off):** The contractor must notify the GPO of the date and time the Bindery

inspection can be performed. In order for proper arrangements to be made, notification must be given at least 2 workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Published Products Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1 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 contractor must not bind prior to receipt of an "OK TO BIND".

**Travel expenses and per diem to be incurred by the Government for bindery inspection will be a factor in determining award. This will be based on sending ONE Government representative from Washington, DC (zip code: 20401) to contractor's location for 2 calendar days.**

**PACKING:** Shrink Film Wrap in sets: One copy of each Item with Item 1 on top and Item 4 at the bottom. Shrink film wrap entire quantity (Plus 32 QARC sets).

For all sets: Pack suitably in shipping containers (not to exceed 10 sets per container). Clear plastic mailers and self-mailers are not acceptable. For all bulk shipments: Pack suitably in containers NTE 45 lbs. each.

For Individual Mailers: Contractor to furnish suitable mailing cartons with return address reproduced in upper left corner, or on suitable labels (manuscript copy furnished). This order is NOT a self-mailer, clear plastic mailers are not acceptable. Books to be mailed individually, addresses printed on suitable mailing cartons or on suitable labels and labels affixed to mailing cartons by the contractor from furnished Excel and word files.

600 SuDOCS "SALES" COPIES: Insert shrink wrap set in an individual mailing carton with title, stock number, and ISBN for the SET on the spine. See ISBN instructions for complete set ISBN numbers. Include stock number on shipping label. Stock number: 052-070-07792-1, Weight restrictions: Shipping cartons not to exceed 45 pounds.

**LABELING AND MARKING** (package and/or container label): Reproduce shipping container labels as necessary from furnished labels/repos, fill in appropriate blanks and attach to shipping containers. For shipments involving multiple containers to one address, must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

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

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.

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

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

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

.	Attribute	Specified Standard
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. OK'd Proofs, Furnished Electronic File.
- P-9. Pantone Matching System color.

**QUALITY ASSURANCE RANDOM COPIES:** The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. 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 Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Ship F.O.B. Destination and F.O.B. Contractor's City.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [jdukes@ussc.gov](mailto:jdukes@ussc.gov) and [cduncan@gpo.gov](mailto:cduncan@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 429-184 R-1, Requisition 4-00005. The notice must provide all applicable tracking numbers for this requisition only, not rider copies, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**Deliver f.o.b. destination via traceable means, MUST arrive on or before October 31, 2024:** All receipts must be marked with corresponding BAC and Req. Number.

Deliver 750 sets (includes 125 Departmental Random Blue Label Sets) marked "BAC 2210-40 Req. 4-00005" plus furnished material and digital deliverables, to: U.S. Sentencing Commission, One Columbus Circle, NE, Suite 2-500 South Lobby, Washington, DC 20002-8002 (Phone 202-502-4593) Attn. Jenn Dukes. NOTE: Inside delivery required to suite number indicated. Contractor MUST have shipping containers removed from skid(s) and use contractor- furnished hand truck(s) for inside delivery. Inside delivery is in an office setting.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

**EMBARGO SHIPPING/MAILING OF ALL OTHER SETS UNTIL DEPT. RELEASE.** Agency will review and authorize release of remaining copies within about one business day. Contractor must ship balance of sets within 48 hours of "OK to Release". CONTRACTOR TO CALL JENN DUKES, ph. 202-502-4593 or 202-277-8584 and email [jdukes@ussc.gov](mailto:jdukes@ussc.gov) WITHIN 24 HOURS OF DELIVERY IF YOU DO NOT RECEIVE AN EMBARGO RELEASE.

**Ship f.o.b. destination via traceable means, within 48 hours after Government Release as follows:**  
All receipts must be marked with corresponding BAC and Req. Number.

Contractor is to use the following for the return address for all shipments for BAC 2210-40 Req. 4-00005: U.S. Sentencing Commission, One Columbus Circle, NE, Suite 2-500, Washington DC 20002-8002.

NOTE: Inside delivery required to suite number indicated. Contractor MUST have shipping containers removed from skid(s) and use contractor- furnished hand truck(s) for inside delivery. Inside delivery is in an office setting.

Marked "BAC 2210-40 Req. 4-00005: SHIP FOB DESTINATION per Excel file containing 53 addresses for the 53 agency's single sets/copies labeled "**Advisory Groups**"

Ship 1 set via traceable means to: BAC 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401. Marked Depository Copies, Item no. 1094A03.

Ship 1 set via traceable means to: Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, BAC 1525-01, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276. Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Ship 600 sets marked "BAC 1510-01, Req. 4-01069 to: USGPO - Laurel Publications Distribution Center, c/o - Receiving - SALES- 052-070-07792-1, 8660 Cherry Lane, Ste #32, Laurel, MD 20707-4950, email: [laurelpdc2@gpo.gov](mailto:laurelpdc2@gpo.gov), phone: 202.512.2010 x33401.

**Ship f.o.b. contractor city – ship reimbursable, via listed courier- must be traceable, within 48 hours of “OK to release” as follows:**

**NOTE: CONTRACTOR'S LOCAL DELIVERY DRIVERS NOT AUTHORIZED**

All receipts must be marked with corresponding BAC and Req. Number. NOTE: Inside delivery required to suite number indicated. Contractor MUST have shipping containers removed from skid (s) and use contractor-furnished hand truck(s) for inside delivery.

The contractor is cautioned that mailing address files are to be used for distribution purposes on this contract only and are not to be used for any other purpose or passed on to any third party, under penalty of law.

*(for rider BAC 2210-55, Req. 24-00015): **SHIP VIA FEDEX OR UPS GROUND***

- 12,058 sets approx. 2,366 addresses, quantities per address range from 1 to 500 sets, as per furnished excel distribution files. Use return address: Administrative Office of the United States Courts, One Columbus Circle, NE, Room 4-419, Attn: Lauren Sayer, Washington, DC 20544, Phone: 202-502-2418 Email: [lauren\\_sayer@ao.uscourts.gov](mailto:lauren_sayer@ao.uscourts.gov).

*(Marked for BAC 2210-55, Req. 4-00016): **SHIP VIA FEDEX OR UPS GROUND***

- 3,319 sets to approx. 197 addresses, quantities per address range from 1 to 75 sets, as per furnished PDF ready for printing on Avery 5163 labels files. Use return address: Administrative Office of the United States Courts, One Columbus Circle, NE, Room 4-371, Attn.: Lisa M. Watson, Washington, DC 20544 PH: 202.502-1382, Email: [lisa\\_m\\_watson@ao.uscourts.gov](mailto:lisa_m_watson@ao.uscourts.gov);

*(marked for BAC 2210-55, Req. 4-00016): **SHIP VIA FEDEX OR UPS GROUND***

-50 sets to: Administrative Office of the United States Courts, One Columbus Circle, NE, Room 4-371, Attn.: Lisa M. Watson, Washington, DC 20544, PH: 202.502-1382, Email: [lisa\\_m\\_watson@ao.uscourts.gov](mailto:lisa_m_watson@ao.uscourts.gov).

*(Marked for rider BAC 4410-22, Req. 4-05046): **Ship USPS VIA TRACEABLE MEANS or via local delivery***  
3 sets to: USDOJ / OSG, 950 Pennsylvania Ave., NW, Room 6640, Washington, DC 20530.

Attn: Anthony Harris, 202-514-2203. Use return address: USDOJ / OSG, 950 Pennsylvania Ave., NW, Room 6640, Washington, DC 20530, Attn: Anthony Harris, 202-514-2203.

*(Marked for rider BAC 4410-12, Req. 4-05047): **Ship FedEx ground. Account # to be provide upon award.***  
120 sets to: USDOJ / Civil Division / Consumer Protection Branch, 450 Fifth Street, NW, Suite 6400, Washington, DC 20530, Attn: Lisa Mitzelfeld, 202-616-0219. Use return address: USDOJ / Civil Division / Consumer Protection Branch, 450 Fifth Street, NW, Suite 6400, Washington, DC 20530, Attn: Lisa Mitzelfeld, 202-616-0219.

*(marked for BAC 4410-JK, Req. 4-05048): **Ship FedEx ground. Account # to be provide upon award.***

- 6,512 sets to approx. 133 addresses (various quantities per address), as per furnished excel file. Use furnished return address. USDOJ / EOUSA/Office of Legal Education, National Advocacy Center, 1620 Pendleton St., Columbia, SC 29201. Attn: Kari Risher. Inside Delivery Required.

*(Marked for rider BAC 4410-31, Req. 4-05051): **Ship USPS VIA TRACEABLE MEANS***

-4 sets to. USDOJ / US Parole Commission, 90 K Street NE, 3rd Floor, Washington, DC 20530, Attn:

George Baker, 202-346-7023. Use return address: USDOJ / US Parole Commission, 90 K Street NE, 3rd Floor, Washington, DC 20530, Attn: George Baker, 202-346-7023 or 301-785-1609.

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

**SCHEDEULE:** Furnished material will be available for pick up at the U.S. Government Publishing Office, 27 G St., NW, Washington, DC 20401, NLT September 20, 2024.

Submit proofs AS SOON AS THE CONTRACTOR DEEMS NECESSARY IN ORDER TO COMPLY WITH THE SHIPPING SCHEDULE. Proofs will be withheld 3 workdays from receipt at GPO until they are made available for pickup by the contractor.

The contractor MUST NOTIFY GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 2 workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Procured Printing Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6 01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

750 sets/copies to arrive at U.S. Sentencing Commission, One Columbus Circle, NE, Suite 2-500, Washington, DC 20002-8002 destination by October 22, 2024.

**HOLD BALANCE** of sets until receipt of an "OK to Release" by the Government. It is anticipated that the release will be within one business day after receipt of the first 750 sets/copies. Balance must ship within 48 hours of "OK to Release".

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.

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

**OFFERS:** Offers must include the cost of all materials and operations listed in accordance with these specifications. Award will be based on the lowest total price for the jackets listed. Prices for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

**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 pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement

- 2) Most recent balance sheets
- 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.

**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 <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**ATTACHMENT:** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications. Download Attachment(s): <https://www.gpo.gov/docs/default-source/contracts/429-184-distribution-lists.zip>

**JACKET NUMBER****BID PRICE:****ADDITIONAL/M****Jacket 429-184 R-1:****Item 1:** \$ \_\_\_\_\_ \$ \_\_\_\_\_**Item 2:** \$ \_\_\_\_\_ \$ \_\_\_\_\_**Item 3:** \$ \_\_\_\_\_ \$ \_\_\_\_\_**Item 4:** \$ \_\_\_\_\_ \$ \_\_\_\_\_**TOTAL COST:** \$ \_\_\_\_\_ **Cost per set of all 4 items:** \$ \_\_\_\_\_**NOTE:** Vendor to provide a separate line item cost to laminate covers and spine for items 2 thru 4.

\$ \_\_\_\_\_

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discount" of solicitation Provision 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 acceptedWithin \_\_\_\_\_ 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 point(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.Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

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

(City – State – Zip Code) \_\_\_\_\_  
By \_\_\_\_\_  
(Printed Name, and Title of Person Authorized to Sign this Bid) \_\_\_\_\_

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

(Telephone Number) \_\_\_\_\_ (Email) \_\_\_\_\_

Contracting Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_ Certifier: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) \_\_\_\_\_ (Initials) \_\_\_\_\_