



**BID OPENING:** Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on April 17, 2023 by the U.S. Government Publishing Office, in Washington, DC 20401. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

**BID SUBMISSION:** NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to [bidsapsc@gpo.gov](mailto:bidsapsc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

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 051-328 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award.

For information regarding the solicitation requirements prior to award, email Steve Gaumer at [sgaumer@gpo.gov](mailto:sgaumer@gpo.gov). For contract administration after award, contact Steve Gaumer at (202) 512-0446.

**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. 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. The bidder's email provider may have different size limitations for sending email; however, bidders 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.*

Adherence to the delivery schedule must be maintained. The contractor WILL NOT be given any additional workdays if the Government furnished material or proofs are held over.

**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-andstandardsfilesforvendors/qatap-rev-09-19.pdf>.

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

**SUBCONTRACTING:** The provisions of GPO Publication 310.2 are modified to permit subcontracting of the binding/bindery operations only. **Any operations or functions that will be subcontracted for**

**the performance of this contract must be disclosed prior to award. As part of the responsibility, the Government may evaluate the capability of any subcontractor(s) to be utilized in the performance of this contract."**

**FIXED PRICE INDEFINITE QUANTITY CONTRACT:** This is a fixed-price contract. The bidder submitting a response shall bid the maximum quantity, inclusive of all costs (including non-reimbursable mail or freight, if applicable), that shall be delivered to the Government per the specification requirements for a total of \$368,000.00.

Bids shall include the cost of all materials and operations for the total quantity ordered. Bids shall be prepared in conformance with the Schedule of Prices.

**DETERMINATION OF AWARD:** Award shall be made to the responsible bidder submitting a bid, whose bid specifies the most copies to be delivered to the Government for an all-inclusive, fixed-price total of \$368,000.00. Bidders submitting responses to this solicitation shall submit a total quantity of each Item (MUST be equal quantity of each ITEM)- for the fixed price. In the event of a tie quantity, award shall be determined by the lowest, total per-unit price after application of prompt payment discount and Buy American Act factoring (if applicable). In the event there is still a tie, the contract will be awarded in accordance with the GPO Printing Procurement Regulations, Chapter XII.

Additionally, the bid shall include separate unit pricing for each additional 1,000 copies of each Item.

If author's alterations are made during the proofing stage, the total quantity may be decreased in accordance with the contractor's submitted additional rate to offset the cost of the author's alterations.

The price for the SuDocs quantity shall be based on a continuing run of the quantity produced for the Government, exclusive of all basic or preliminary charges.

	Quantity	Price	
ITEM 1:		\$ _____	[insert Government-provided dollar amount]
ITEM 2:		\$ _____	[insert Government-provided dollar amount]
ITEM 3:		\$ _____	[insert Government-provided dollar amount]
ITEM 4:		\$ _____	[insert Government-provided dollar amount]

Superintendent of Documents. Qty. \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL: Qty. \_\_\_\_\_ \$ \_\_\_\_\_

A cost must be submitted for each additional 1,000 copies.

- ITEM 1: Additional 1,000 copies \$ \_\_\_\_\_
- ITEM 2: Additional 1,000 copies \$ \_\_\_\_\_
- ITEM 3: Additional 1,000 copies \$ \_\_\_\_\_
- ITEM 4: Additional 1,000 copies \$ \_\_\_\_\_

- PRODUCT:** Item 1: Smyth Sewn Perfect-Bound Book  
 Item 2: Smyth Sewn Case-Bound Book  
 Item 3: French Fold Dust Cover  
 Item 4: Laminated Dust Cover

**NOTE:** First Page CIP Information will be FPO, the files will be provided after the proofing process is completed.

**TITLE:** Black American in Congress, 1870-2022

**QUANTITY:** 2,005 perfect-bound books (Item1 ) and 2,005 case-bound books with French fold dust cover (items 2 & 3) PLUS 30 sets of unbound/untrimmed collated signatures PLUS 30 untrimmed dust covers, plus 50 Perfect-bound QARC's, plus 50 Case-bound QARC's. See chart to determine number of QARCs based on quantities in bid.

**NOTE:** includes TBD case bound books requiring stamped serial numbers on case and the government reserves the right to increase the quantity by up to 10%. Billing adjustment due to quantity change will be made at the contractor's "additional" rate.

**Versions:** 2 - Smyth Sewn paper bound books and Smyth Sewn case bound books with laminated dust covers. (30 unbound collated signatures with unbound with laminated dust covers

**PAGES:** 813 plus cover

**TRIM SIZE:** Items 1 and 2 - 8-1/2 x 11"  
Item 3 – 8-5/8 x 11-1/4” French folds to final case dimension  
Item 4 – 30 x 15-1/4” – Folds to final Case dimension

**GOVERNMENT TO FURNISH:** IBM based platform files using Windows 10 Enterprise utilizing Adobe InDesign CC, Adobe Illustrator CC, and and Adobe Photoshop CC. Files are supplied in both Native and PDF formats. Fonts are furnished. Files contain bleeds throughout.

One (1) PDF file for “For Sale By Line & ISBN number.

GPO Form 952 (Desktop Publishing – Disk Information)  
GPO Form 917 - Certificate of Selection of Random Copies  
GPO Form 2686 - Quality Assurance Random Copies - Sampling/Shipping Instructions  
GPO Form 915 - Quality Assurance Random Copies - BRE Label  
GPO Form 2678 (departmental random copies-blue label).

Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**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.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level. Minimum 175 line screens required.

**DIGITAL DELIVERABLE:** One (1) set of each Item of native application production files - Upon completion, the contractor must furnish final production native application files, for future printings (digital deliverables, which includes high resolution tiff scans), with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on CD-ROM (If entire product fits on one disk, otherwise DVD is acceptable). The Government will not accept, as digital deliverables, Postscript files, Adobe Acrobat, Portable Document Format (PDF) files, or any proprietary file formats other than those supplied unless specified by the Government. The CD-ROM (or DVD) and jewel case must be clearly labeled with publication title, jacket number, as well as a print out of the file directory included in the jewel case.

Two (2) sets of Repurposed Digital Deliverables (PDF)-Upon completion, in addition to the printed product, the contractor must also create an electronic version of the final production files. The electronic version must be created as Adobe Acrobat Portable Document Format (PDF) files with the following specifications:

The PDF files must be returned on single-session DVD, and in an appropriately labeled Jewel Case. A directory printout of the contents of the DVD must be provided. This printout must show each individual PDF file. Each set of PDF files must be labeled and identified.

One (1) set of PDF files must be created in Adobe Acrobat 7.0X using the default Screen Optimized job option. The PDF files must conform to version 1.3 of the Portable Document Format.

Each chapter must be a separate PDF file, including the Front Matter, Introduction, Part I, Part 2 Appendices and Index. The dust cover will be used as the cover PDF files; break covers 1I and 4 into separate pages and attach the flaps to each page.

Upon opening, each PDF file must have the magnification set to: "Fit in Window".

The PDF files must be an exact representation of the final printed piece, with no missing or misaligned text, or other publication elements (e.g., graphics, photos, etc.). Fonts must be embedded in PDF's.

The contractor must also generate a composite Black & White visual of each page of the PDF file. Any visual must be properly collated and stitched, one stitch in upper left, and must match both the printed piece and the PDF file.

The contractor must also generate a Black & White visual of each page of the RTF file. Any visual must be properly collated and stitched, one stitch in upper left, and must match the final printed text. The RTF files must be returned on CD-R, and in an appropriately labeled Jewel Case.

**PRE-AWARD SAMPLES:** The low responsive, responsible bidder may be required within two (2) workdays after notification by the Government, to submit to the Contracting Officer samples demonstrating their and their subcontractor(s)' ability to meet the printing, binding, and stamping requirements as stated herein. The printed samples must be formatted (with Bleeds) and spot varnish on stock similar to specifications that were produced in the past 180 calendar days. The binding samples must be of same type in specifications of bind and stock; similar thickness, size, and stamping as required. Bidders unable to furnish acceptable samples within the time specified, may be declared non-responsible.

**PRE-AWARD TEST:** The contractor being considered for award will be required to demonstrate their ability to print the publication required in these specifications at the requisite quality level by completing a pre-award test. 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 required.

For the pre-award test, an electronic file containing sample pages (up to eight (8) pages) representative of the pages to be produced under these specifications will be provided on the same media stipulated in these specifications. The perspective contractor shall first provide color proofs of the sample pages and then perform a press production run of the furnished samples pages.

The pre-award test color proofs must be of the type required by these specifications and contain color bars identical to press sheet. "All of the Pre-award test proofs and Press sheets must be machine dated and time stamped."

Within three (3) workdays after notification, the perspective contractor shall demonstrate their printing capability by producing printed press sheets of the sample pages. This test must be performed in the presence of one or more Government representatives under normal production conditions on the exact equipment and in the facility proposed to be used for the final production, and on the paper required under these specifications. Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" 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 consecutively across the press sheet (can be on gripper edge, tail edge, or gutter of the press). The final press sheet will be allowed no more than 32 demerits.

Products from this test will be used by the Government to evaluate the contractor's capability to comply with applicable requirements of these specifications and the contractor's ability to maintain that quality level throughout the test press production run. Failure to produce sample press sheets meeting the specified quality level or to demonstrate the ability to maintain the required quality level throughout the production test press run may be reason for a determination of non-responsibility. In addition, the contractor's failure to successfully complete the test within two (2) hours (exclusive of make-ready) may also result in a determination of non-

responsibility. The Contracting Officer may grant a period in excess of the two (2) hours if in his/her opinion he/she has reason to believe that the contractor is making great progress in meeting the contract standards.

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

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

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

**PROOFS:** One (1) set of digital color content proofs of all pages Plus One (1) set of digital color content proofs to show spot varnish. 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.

NOTE: For digital one-piece composite laminated halftone proofs, Provide proofs for all pages with photos and charts, and a couple of full screen pages from the front and back of the book.

One (1) set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for all items.

At contractor's option, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf). NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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.

Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof. Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product. Half of draw down must show varnish or coating, as applicable. Digital color content proof shall be used to represent spot varnish.

**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.

Paper samples for all stocks will be required at the proof stage.

**Text:** White No. 1 Coated Text, Dull-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38, equal to JCP Code A261

**Cover:** White No. 1 Coated Cover, Gloss-Finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

**Dust Jacket:** White No. 1 Coated Cover, Dull-Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L61.

**Case-bound:** CG-Holliston, Cialux, Book Cloth Light Grey

**Book Cover Board:** Davis Permanent Binder Boards, 0.098" thick, or equal to JCP Code R30

**Endleaves:** Ecological Fibers Rainbow Endleaf, Birch Parchment, Antique Finish, 80 lb.

**Headband:** Light Grey Bead (7M005 Gane Brothers)

All text paper used in each copy must be of a uniform shade. All paper used in printing this publication must come from the same lot.

All Cover paper must have the grain parallel to the spine

**PRINTING:** Text prints in two colors consisting of Black and Pantone 7538, halftone and flat-tone matter throughout. The book is 90% black only. Print text head-to-head. Full page bleeds scattered throughout. Also, all halftone images must be coated with a Clear, non-yellowing, Spot Gloss Varnish. Contractor to create the media for the spot coating of the images in the text.

Dust cover prints on face only with Four (4)-color process plus Pantone 7538.

Paper cover prints with Four (4)-color process plus Pantone 7538 on the face only. The text matter printing on the inside flap of the dust cover form does not print on the paper cover. All inks must be high gloss.

NOTE: Dustcover must be printed on a press capable of printing five (5) colors in a single pass through the press (minimum five (5) printing units).

Casebound covers stamp, see BINDING herein. (Note: Contractor must print two versions – **TBD** copies print with serial number 15948, balance print without the serial number).

Endleaves: Endleaves are blank.

Lamination: Film laminate the entire surface of the face of the dust cover and the perfect-bound cover, with clear gloss polyesters (such as polyethylene terephthalate, polyethylene, vinyl or cellulose acetate), having a thickness in the range of 1.3 mil to 1.5 mil. The laminated product must have no distortion, imperfections, or curl of the stock and printed matter must remain clear and legible.

**BOOKS:** print head to head with bleeds, type/rule matter, illustrations, solids, screen tints, tables, charts, graphs, illustration and fine detailed imagery throughout in Black plus Pantone 7538 some type/ reversing out to appear white. Pantone color pages are 1, 13, 14, 148, 226, 420, 629-735, 737-762, 768-767, 773-777, 779, 781-787. After printing all halftone images must be coated with a clear, non-yellowing, spot gloss varnish.

**100 GPO Sales Copies ONLY (Smyth Sewn Perfect-Bound Book, No Serial Set Number):** 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 Barcode instructions:

The ISBN barcode must be printed in black ink at the bottom-right corner or bottom-center of Cover 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.

The ISBN number is 978-0-16-095958-5, Stock number: 052-070-07789-1.

**Dust cover and Paper cover:** prints with bleeds in type/rule matter, illustrations, solids, screen tints, illustrations in 4-color process and Pantone 7538 prints 1 side only..

**Case Bound Cover:** Stamp Spine in a match of General Rolls Leafs imitation Silver ALUFIN 800-950-FOIL Stamping must have solid impressions, no picking, pinholes, or filled letters. Approximate stamping area: 1-1/2 x 10-1/2" with serial number and 1-1/2 x 9-1/2" without serial number. Backstrip reads down centered left and right. Contractor to create stamping media.

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

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

**Binding and Stamping Inspection:** Binding/Construction/Stamping operations will be inspected, and approved at the contractor's or subcontractor's plant for quality conformance.

**Submit proofs, and draw-down samples as soon as the contractor deems necessary in order to comply with the shipping schedule.**



**INKS:** Text: Black plus Pantone 7538

**Paper Cover:** 4-Color Process plus Pantone 7538/0

**Dust Cover:** 4-Color Process plus Pantone 7538/0

**Case-bound Cover:** Stamp Spine in a match of General Rolls Leafs imitation Silver ALUFIN 800-950-FOIL

**Pantone colors may not be built, out of process colors.**

**MARGINS:** Inadequate Gripper; bleeds throughout

**BINDING:**

**Case Binding Requirements:** Stamp: spine in a match of General Roll Leafs imitation Silver, ALUFIN 800-950-FOIL. Stamping must have solid impressions -no picking, pinholes, or filled letters. Approximate stamping area: 1 ½ x 10 1/2" with serial number, and 1 ½ x 9-1/2" without serial number, back strip reads down. Contractor to create stamping media.

**Case binding construction must hold round and shoulder height must equal thickness of cover boards.**

Score and fold dust covers twice along the horizontal dimension at the full depth of cover boards and score and fold ends and insert between covers 2 and 3 of the front and back endleaves, with backstrip centered on spine.

**Contractor must stamp two versions-TBD copies include Serial Number "15950", included in spine art, is to be stamped on the spine: balance stamp without the serial number**

Reinforce the end leaves and the first and last signatures with strips of un gummed, sized cotton cloth extending 1/4" on inner side of the signatures and 1" on the end leaves. Smyth (signature) sew, trim 3 sides, round, back and Grey and Silver headband. Reinforce back with crash and strong paper liner. Case bind with suitable squares. NOTE-Case binding construction must hold round and shoulder height must equal thickness of cover boards.

**Paper Cover Binding Requirements:** Smyth (signature) sew text prior to adhesive binding the wrap-around paper cover to the text, trim 3 sides. Hinge Score paper cover at the folds.

For 30 sets of unbound signatures --Collate unbound/untrimmed text signatures into sets, suitable for future binding plus 30 flat laminated dust cover forms.

**ADVANCE SAMPLE BOOKS:** Two (2) bound/stamped blank advance sample books (each version), bound using the same production equipment used in the final book production. The blank (no printing required) advance samples must have the same components (number of leaves on the actual production stock, endleaf, etc.) as the final book. Three (3) workdays hold on advance samples. These sample copies should be submitted to GPO before the actual bindery operation starts and should not be considered in the actual production schedule.

**PACKING:** 30 sets of collated unbound/untrimmed text signatures are to be banded or shrink-film wrapped flat in sets and packed suitably in shipping containers. The untrimmed dust covers are to be packed flat. Pallets are required.

**Shrink-film wrap each book.**

Pack five books in shipping containers (case & adhesive bound). Pallets are required.

All shipping containers must be marked with "Jacket Number: 051-328, and ISBN number 978-1-7355193-5-7.

**SPECIAL MARKING/PACKING INSTRUCTIONS ARE REQUIRED FOR THREE DESTINATIONS:**

Final shipping/delivery quantities will be determined after award. The numbers will be based on the total quantity printed, using fixed price indefinite quantity

House of Representatives (440 Members)

Senate (100 Members)

Secretary of the Senate -Senate Document Room SH-B04 Hart Building

Clerk of the House of Representatives -Room B-81 Cannon HOB

Joint Committee on Printing,

Do not commingle on pallets. Only one building and/or destination per pallet

Use GPO Form 905 to mark the shipping container.

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

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

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678- Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401. Attn: Congressional – Ken DeThomasis/Shirley Forster. CPS Room C-730, 202-512-0224.

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

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

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

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

**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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	OK'd Proofs/Furnished Electronic Media
P-10. Process Color Match	Furnished Electronic Media

**DISTRIBUTION:** Ship or deliver f.o.b. destination. Contractor must give 24 hours' notice before delivering any copies. Contact Shirley Forster, U.S. Government Printing Office, (202) 512-0224. Ship by traceable means: Registered mail or signature service if by freight. No deviations from shipping instructions will be permitted.

**Do not commingle on pallets. Only one building and/or destination per pallet.**

**DELIVER ALL BOOKS, BOTH VERSIONS VIA TRACEABLE MEANS TO: THE GOVERNMENT PUBLISHING OFFICE**

Copies delivered to the Government Publishing Office must be delivered prior to 12:00 noon, local time.

Return all furnished materials, stamping dies, and specified digital deliverables, via traceable means (registered mail or signature service if by freight) to U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401. Attn: Congressional – Shirley Forster. CPS Room C-730, 202-512-0224

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

**NOTE: Distribution will be updated post award based on award quantities.**

Deliver 1 Case-bound copy and 1 Adhesive Bound copy to: U.S. Government Publishing Office, 732 North Capitol Street, Room C 730, NW, Washington DC. Attention Monique Prysock.

**Paper bound Copies marked for "Capitol Lot"**

**TBD** Paper bound Copies for H. Doc. Room B-25, FHOB

**TBD** Paper Bound copies Marked; "Committee Copies" for Room B-53 Cannon HOB

**TBD** Paper Bound Copies for Senate Doc. Room, SH-B04 Hart SOB

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**SCHEDULE:** Furnished material will be available for pick up at the U.S. Government Publishing Office, 27 G St., NW, Washington, D.C. 20401, on April 27, 2023.

**PROOF SCHEDULE:** The following schedule begins the workday after notification of availability of print order and furnished materials; the workday after notification will be the first workday of the schedule.

- Contractor to submit all required proofs within five (5) workdays of receipt of furnished materials.
- Proofs will be withheld no more than five (7) workdays from receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- When required due to AA's, contractor to submit revised proofs within three (3) workdays of receipt of the author's alterations.
- Revised proofs will be withheld no more than three (3) workdays from receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

**Delivery complete on or before 6/16/2023.**

Adherence to this schedule must be maintained. The contractor will not be given any additional workdays if the government furnished material or proofs are held over.

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.

**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 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.

**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>.

**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 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.

JACKET NUMBER		BID PRICE:	QUANTITY	ADDITIONAL/M
Jacket 051-328	Item 1:	\$ _____	_____	\$ _____
	Item 2:	\$ _____	_____	\$ _____
	Item 3:	\$ _____	_____	\$ _____
	Item 4:	\$ _____	_____	\$ _____

Total: \$ \_\_\_\_\_

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

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

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

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

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including 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.

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)

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

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