

TITLE: "CD-ROM/ DVD-ROM and Related Printing"

PROGRAM 3871-SP

TERM: DOA to October 31, 2016 W/ Options

Item No.	DESCRIPTION	Basis of Award	AVL/DBA DISC MAKERS		GREAT LAKES MEDIA		ISOMEDIA	
			State 290	Code 27876	State 480	Code 38578	State 040	Code 45373
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	CD-ROMS AND DVD-ROMS:							
1.	CD-ROM:							
(a)	Premastering to ISO 9660 ..... per disc	1 x	82.50	82.50	125.00	125.00	50.00	50.00
(b)	Mastering ..... per master	20 x	78.10	1,562.00	125.00	2,500.00	150.00	3,000.00
(c)	Replication of CD-ROM discs, including printing up to 4-color process disc label:							
1.	Quantity up to 500 discs (identical) ..... per 100 discs	26 x	54.73	1,422.98	55.00	1,430.00	3.50	91.00
2.	Quantity over 500 discs (identical) ..... per 100 discs	80 x	38.23	3,058.40	29.00	2,320.00	2.50	200.00
(d)	Set up charge for stored stamper (represses) ..... per disc	1 x	78.10	78.10	NC	NC	NC	NC
(e)	Pre-production disc ..... per disc	18 x	31.90	574.20	20.00	360.00	20.00	360.00
2.	DVD-ROM: Single side, single layer							
(a)	Mastering ..... per master	3 x	89.10	267.30	150.00	450.00	200.00	600.00
(b)	Replication of DVD-ROM disc, including printing up to 4-color process disc label:							
1.	Quantity up to 500 discs (identical) ..... per 100 discs	3 x	58.03	174.09	80.00	240.00	5.00	15.00
2.	Quantity over 500 discs (identical) ..... per 100 discs	28 x	48.13	1,347.64	55.00	1,540.00	3.50	98.00
(c)	Pre-production disc ..... per disc	1 x	48.40	48.40	25.00	25.00	30.00	30.00
II.	PROOFS:							
(a)	Content proof ..... per printed unit	5 x	16.50	82.50	40.00	200.00	40.00	200.00
(b)	High Resolution color match proof ..... per printed unit	10 x	30.80	308.00	65.00	650.00	80.00	800.00
III.	PRINTING AND BINDING (includes paper stock):							
1.	Insert Card:							
(a)	Print in a single ink color, per side							
1.	Makeready and Setup Charges ..... per side	1 x	8.80	8.80	25.00	25.00	NC	NC
2.	Running Per 100 Copies ..... per side	9 x	6.60	59.40	28.00	252.00	10.00	90.00
(b)	Print in each additional spot ink color, per side							
1.	Makeready and Setup Charges ..... per side	1 x	5.50	5.50	25.00	25.00	NC	NC
2.	Running Per 100 Copies ..... per side	4 x	2.20	8.80	35.00	140.00	2.00	8.00
(c)	Print in four-color process, per side							
1.	Makeready and Setup Charges ..... per side	6 x	10.18	61.08	25.00	150.00	NC	NC
2.	Running Per 100 copies ..... per side	48 x	9.90	475.20	42.00	2,016.00	11.00	528.00
2.	Insert Folder:							
(a)	Print in a single ink color, per side							
1.	Makeready and Setup Charges ..... per side	1 x	8.80	8.80	25.00	25.00	NC	NC
2.	Running Per 100 Copies ..... per side	9 x	8.25	74.25	30.00	270.00	22.00	198.00
(b)	Print in each additional spot ink color, per side							
1.	Makeready and Setup Charges ..... per side	1 x	5.50	5.50	25.00	25.00	NC	NC
2.	Running Per 100 Copies ..... per side	4 x	2.20	8.80	30.00	120.00	2.00	8.00
(c)	Print in four-color process, per side							
1.	Makeready and Setup Charges ..... per side	3 x	12.72	38.16	25.00	75.00	NC	NC
2.	Running Per 100 copies ..... per side	12 x	9.90	118.80	40.00	480.00	25.00	300.00
3.	Back Inlay and Spine:							
(a)	Print in a single ink color, per side							
1.	Makeready and Setup Charges ..... per side	8 x	8.80	70.40	25.00	200.00	NC	NC
2.	Running Per 100 Copies ..... per side	53 x	6.60	349.80	30.00	1,590.00	10.00	530.00
(b)	Print in each additional spot ink color, per side							
1.	Makeready and Setup Charges ..... per side	7 x	5.50	38.50	25.00	175.00	NC	NC
2.	Running Per 100 Copies ..... per side	43 x	2.20	94.60	5.00	215.00	2.00	86.00
4.	Wallet/Mailer:							
	Print in 4-color process, per each							
1.	Makeready and Setup Charges ..... per each	1 x	30.80	30.80	25.00	25.00	NC	NC
2.	Running Per 100 copies ..... per each	5 x	33.00	165.00	120.00	600.00	60.00	300.00
IV.	PACKAGING:							
1.	Jewel Box Cases:							
(a)	Standard (1disc) ..... per 100	60 x	30.80	1,848.00	28.00	1,680.00	28.00	1,680.00
(b)	Slimline Dual (2 disc) ..... per 100	2 x	45.10	90.20	47.00	94.00	35.00	70.00
(c)	Multi-disc (3-discs) ..... per 100	2 x	59.84	119.68	70.00	140.00	45.00	90.00
(d)	Multi-disc (4-discs) ..... per 100	2 x	110.90	221.80	93.00	186.00	85.00	170.00
2.	White View Paks ..... per 100	3 x	46.61	139.83	32.00	96.00	35.00	105.00
3.	Tvvek Sleeve (plain) ..... per 100	6 x	14.30	85.80	15.00	90.00	12.00	72.00
4.	White Wave Sleeve (plain) ..... per 100	23 x	8.80	202.40	7.00	161.00	6.00	138.00
5.	Jiffy Bags ..... per 100	9 x	44.00	396.00	31.00	279.00	40.00	360.00
6.	Clear Slimline Single CD Box ..... per 100	10 x	23.10	231.00	26.00	260.00	25.00	250.00
7.	Plastic Sleeve/ Pressure Sensitive Back ..... per 100	15 x	25.30	379.50	18.00	270.00	15.00	225.00
8.	Amaray Case ..... per 100	2 x	29.70	59.40	30.00	60.00	30.00	60.00
9.	Clamshell Plastic Cases							
(a)	Clear Clamshell Plastic cases & insertion ..... per 100	1 x	26.40	26.40	17.00	17.00	16.00	16.00
(b)	Colored Clamshell Plastic cases & insertion ..... per 100	1 x	39.60	39.60	35.00	35.00	20.00	20.00
10.	White wallet/ mailer with a duplex flap ..... per 100	3 x	33.00	99.00	70.00	210.00	18.00	54.00
11.	Inserting Government furnished material into Jewel boxes ..... per 100 pieces	2 x	3.85	7.70	10.00	20.00	8.00	16.00
V.	SHIPPING CHARGES (Shipments >120 lbs.)							
(a)	Zone 1 (Colorado-Outside Denver) ..... per cwt. (100 lbs.)	1 x	82.50	82.50	85.00	85.00	100.00	100.00
(b)	Zone 2 (NM, UT, WY, & MT) ..... per cwt. (100 lbs.)	3 x	102.27	306.81	110.00	330.00	140.00	420.00
(c)	Zone 3 (CA) ..... per cwt. (100 lbs.)	12 x	102.27	1,227.24	120.00	1,440.00	100.00	1,200.00
(d)	Zone 4 (US E of MS) ..... per cwt. (100 lbs.)	4 x	45.79	183.16	85.00	340.00	140.00	560.00
(e)	Zone 5 (Cont US W of MS) ..... per cwt. (100 lbs.)	1 x	102.27	102.27	125.00	125.00	150.00	150.00
CONTRACTOR TOTALS				\$16,476.59		\$22,166.00		\$13,248.00
DISCOUNT if any			5.00%	823.83	2.00%	443.32	2.00%	264.96
DISCOUNTED TOTALS				\$15,652.76		\$21,722.68	AWARDE	\$12,983.04

TITLE: "CD-ROM / DVD-ROM and Related Printing"

PROGRAM 3871-SP

TERM: DOA to October 31, 2016 W/ Options

Item No.	DESCRIPTION	Basis of Award	LITHEXCEL	
			State 300 UNIT RATE	Code 52436 COST
I.	CD-ROMs AND DVD-ROMs:			
1.	CD-ROM:			
(a)	Premastering to ISO 9660.....per disc	1 x	50.00	50.00
(b)	Mastering.....per master	20 x	25.00	500.00
(c)	Replication of CD-ROM discs, including printing up to 4-color process disc label:			
1.	Quantity up to 500 discs (identical).....per 100 discs	26 x	98.00	2,548.00
2.	Quantity over 500 discs (identical).....per 100 discs	80 x	88.00	7,040.00
(d)	Set up charge for stored stamper (represses).....per disc	1 x	10.00	10.00
(e)	Pre-production disc.....per disc	18 x	15.00	270.00
2.	DVD-ROM: Single side, single layer			
(a)	Mastering.....per master	3 x	25.00	75.00
(b)	Replication of DVD-ROM disc, including printing up to 4-color process disc label:			
1.	Quantity up to 500 discs (identical).....per 100 discs	3 x	110.00	330.00
2.	Quantity over 500 discs (identical).....per 100 discs	28 x	102.00	2,856.00
(c)	Pre-production disc.....per disc	1 x	25.00	25.00
II.	PROOFS:			
(a)	Content proof.....per printed unit	5 x	5.00	25.00
(b)	High Resolution color match proof.....per printed unit	10 x	20.00	200.00
III.	PRINTING AND BINDING (includes paper stock):			
1.	Insert Card:			
(a)	Print in a single ink color, per side			
1.	Make-ready and Setup Charges.....	1 x	25.00	25.00
2.	Running Per 100 Copies.....	9 x	5.00	45.00
(b)	Print in each additional spot ink color, per side			
1.	Make-ready and Setup Charges.....	1 x	30.00	30.00
2.	Running Per 100 Copies.....	4 x	3.00	12.00
(c)	Print in four-color process, per side			
1.	Make-ready and Setup Charges.....	6 x	88.00	528.00
2.	Running Per 100 copies.....	48 x	10.00	480.00
2.	Insert Folder:			
(a)	Print in a single ink color, per side			
1.	Make-ready and Setup Charges.....	1 x	25.00	25.00
2.	Running Per 100 Copies.....	9 x	5.00	45.00
(b)	Print in each additional spot ink color, per side			
1.	Make-ready and Setup Charges.....	1 x	30.00	30.00
2.	Running Per 100 Copies.....	4 x	3.00	12.00
(c)	Print in four-color process, per side			
1.	Make-ready and Setup Charges.....	3 x	88.00	264.00
2.	Running Per 100 copies.....	12 x	10.00	120.00
3.	Back Inlay and Spine:			
(a)	Print in a single ink color, per side			
1.	Make-ready and Setup Charges.....	8 x	25.00	200.00
2.	Running Per 100 Copies.....	53 x	5.00	265.00
(b)	Print in each additional spot ink color, per side			
1.	Make-ready and Setup Charges.....	7 x	30.00	210.00
2.	Running Per 100 Copies.....	43 x	3.00	129.00
4.	Wallet/Mailer:			
	Print in 4-color process, per each			
1.	Make-ready and Setup Charges.....	1 x	50.00	50.00
2.	Running Per 100 copies.....	5 x	10.00	50.00
IV.	PACKAGING:			
1.	Jewel Box Cases:			
(a)	Standard (1-disc).....per 100	60 x	50.00	3,000.00
(b)	Slimline Dual (2-disc).....per 100	2 x	80.00	160.00
(c)	Multi-disc (3-discs).....per 100	2 x	120.00	240.00
(d)	Multi-disc (4-discs).....per 100	2 x	150.00	300.00
2.	White Vinyl Paks.....per 100	3 x	35.00	105.00
3.	Tyvek Sleeve (plain).....per 100	6 x	48.00	288.00
4.	White Wove Sleeve (plain).....per 100	23 x	30.00	690.00
5.	Jiffy Bags.....per 100	9 x	80.00	720.00
6.	Clear Slimline Single CD Box.....per 100	10 x	85.00	850.00
7.	Plastic Sleeve/ Pressure Sensitive Back.....per 100	15 x	56.00	840.00
8.	Amaray Case.....per 100	2 x	90.00	180.00
9.	Clamshell Plastic Cases			
(a)	Clear Clamshell Plastic cases & insertion.....per 100	1 x	95.00	95.00
(b)	Colored Clamshell Plastic cases & insertion.....per 100	1 x	110.00	110.00
10.	White wallet/ mailer with a duplex flap.....per 100	3 x	68.00	204.00
11.	Inserting Government furnished material into Jewel boxes.....per 100 pieces	2 x	20.00	40.00
V.	SHIPPING CHARGES (Shipments >120 lbs.)			
(a)	Zone 1 (Colorado-outside Denver).....per cwt. (100 lbs.)	1 x	82.00	82.00
(b)	Zone 2 (NM, UT, WY, & MT).....per cwt. (100 lbs.)	3 x	49.00	147.00
(c)	Zone 3 (CA).....per cwt. (100 lbs.)	12 x	96.00	1,152.00
(d)	Zone 4 (US E of MS).....per cwt. (100 lbs.)	4 x	120.00	480.00
(e)	Zone 5 (Cont US W of MS).....per cwt. (100 lbs.)	1 x	110.00	110.00
CONTRACTOR TOTALS				\$26,242.00
DISCOUNT if any			1.00%	262.42
DISCOUNTED TOTALS				\$25,979.58

**THIS CONTRACT IS BEING SOLICITED AS A  
SMALL PURCHASE PROCUREMENT**

**Program 3871-SP (10/20)**  
Specifications by BS  
Reviewed by DA

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U.S. GOVERNMENT PUBLISHING OFFICE  
Denver, Colorado

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Compact Optical Discs - Read Only Memory (CD-ROM) and  
Digital Versatile Disc-Read Only Memory (DVD-ROM)  
and Related Printing**

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

**Various Federal Government Departments and Agencies  
Throughout the United States**

Single Award

**NOTICE TO OFFERORS:** The term of this contract is for one year **and up to four option years** beginning Date of Award (DOA). (Note: The anniversary date for this contract shall be considered as November 1, 2015.) Special attention should be directed to the following clauses in Section 1 of this contract: "**ECONOMIC PRICE ADJUSTMENT**" and "**NOTIFICATION**".

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

**REQUEST FOR QUOTATION:** Please review the attached specifications and **SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m. prevailing Denver, Colorado time, on October 27, 2015.**

Facsimile Telephone Number: **(303) 236-5332**  
Mail To: **U.S. Government Publishing Office  
Denver Regional Office  
12345 W. Alameda Parkway, Suite 208  
Lakewood, CO 80228-2842**

For information of a technical nature call (303) 236-5292 (no collect calls).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES:** Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:

<http://www.gpo.gov/pdfs/vendors/terms.pdf>, & <http://www.gpo.gov/pdfs/vendors/qatap.pdf>

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function for this procurement is CD-ROM or DVD mastering and replication. **Bidders who must subcontract these operations will be declared non-responsible.**

**CD-ROM or DVD REPLICATION:** Several firms claim patent rights, which may be applicable to CD-ROM or DVD replication. For example, see <http://www.licensing.philips.com>. U.S. Philips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the manufacture and replication of CD-ROMs and DVDs and assert it is impossible to manufacture or replicate a CD-ROM or DVD without infringing these patents. The patent claims cover, among other things, both the physical structure of and manner in which data is encoded on a CD-ROM or DVD. Other firms, including Discovision Associates, Irvine, CA, also claim similar patent rights.

Each offeror's attention is invited to the patent indemnification provisions of GPO Contract Terms (Pub. 310.2 (Rev. 6-01)) since the successful offeror will be responsible for compliance with all applicable patents, including any for CD-ROMs or DVDs.

By submission of an offer, offerors certify that they hold a license under all patents applicable to their replication of CD-ROMs or DVDs.

**NOTE: The production schedule listed under "SCHEDULE" must be maintained, whether or not the contractor chooses to use a subcontractor for any function other than the predominant function (mastering and replication of the CD-ROM and DVD-ROM discs).**

Product Quality Levels:

- (a) Printing (page related) Attributes      Level III.
- (b) Finishing (item related) Attributes      Level III.
- (c) Exceptions on process or multicolor      Level II.  
    registration
- (d) Exception - Finishing attributes do not apply to  
    disc packaging.
- (e) Exception – Printing Attributes **do not apply** to  
    disc title.

Inspection Levels (from ANSI/ASQC Z 1.4)

- (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	--	Camera Copy & OK Proofs
P-9. Solid and Screen Tint Color Match	--	Pantone Matching System
P-10 Process Color Match	--	Camera Copy & OK Proofs

Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the contract shall be divided into up to five periods. The first period shall extend from DOA to October 31, 2016. Each additional period shall extend from November 1<sup>st</sup> of the subject year to October 31<sup>st</sup> of the following year. The first workday of the follow-on periods shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the initial contract year under this contract.

Price adjustment: The prices shall be adjusted on the basis of the "**Consumer Price Index For All Urban Consumers - Commodities Less Food**", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

(1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index - All Urban Consumers, for Commodities less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending three months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

NOTIFICATION: The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) 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.

**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 DOA through October 31, 2016 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**SAFEGUARD AND RETURN OF DATA:** The contractor shall not release any technical or other data received from the Government under this contract to any nongovernment party without prior authorization from the contracting officer, nor shall the contractor or any successors in interest use the data for any purpose other than that for which it was provided to the contractor under the terms of the contract. The contractor shall refer questions regarding the possible proprietary nature of the data to the contracting officer. Following completion of the order/contract, the contractor must return to the Government all data furnished under this contract.

**INSPECTIONS:** The Government reserves the right to visit the contractor's plant at any point(s) during production and packing to ascertain contractor's compliance with these specifications.

**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, any 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 that 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.

**METHOD OF SHIPMENT:** The contractors shall ship by any reasonable method to insure prompt delivery at destinations. Shipments must be made direct to the destination stated in the specifications and must be **delivered** to that point **on or before** the ship/deliver date on the print order provided it is to a location(s) in Zones 1 thru 5. **The contractor will NOT be reimbursed for any shipments/deliveries within the Commercial Zone of Denver and the municipalities of Golden and Boulder, Colorado as defined under Federal Motor Carrier Safety Administration (FMCSA).**

**SHIPPING CHARGES:** Bidders are to quote a price for shipping to destinations within each of the five zones. The prices quoted, as applicable, will be applied to the weight of the ordered quantity. No adjustment in the amount of shipping charges will be allowed because of gratuitous over deliveries. However, when deliveries are subject to a special charge (i.e. "**INSIDE DELIVERY**" etc.) pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier, such separate charges shall be listed on the contractor's voucher/invoice and will be paid for at actual cost.

**PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT):** Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

**PAYMENT:** The Government Publishing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt. In addition, after certification by the ordering agency, a copy of the approved

billing certification sheet and the accompanying print order is to be submitted to the Denver RPPO, by the ordering agency, immediately via fax (303) 236-5304 to: **ATTN: Procurement Technician.**

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401. In addition the contractor is instructed to fax a duplicate set of these documents to the Denver GPO office. The fax number is 303-236-5332 ATTN: Procurement Technician.**

For the purpose of earning the discount when a prompt payment discount is offered by a bidder, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

**Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.**

NOTICE TO OFFERORS: The offer (**SECTION 4 - SCHEDULE OF PRICES**) may be facsimile transmitted direct to the GPO office.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the replication of Compact Discs - Read Only Memory (CD-ROM) and DVD-ROMs requiring the production of masters from pre-mastered Government furnished CD-R's authoring for CD-ROM and "DLT (Digital Linear Tape) or DVR authoring for DVD-ROM", replication of discs, printing of title on discs, printing and packaging of various printed products, packing and distribution. Print all materials and insert into various packing.

Specifications apply to both CD-ROMs and DVD-ROMs unless otherwise noted.

**TITLE:** Compact Disc - Read Only Memory and Digital Versatile Discs - Read Only Memory (DVD-ROM) and related printing.

**FREQUENCY OF ORDERS:** Approximately 15 to 20 orders per year.

**QUANTITY:** It is anticipated that orders will range from 50 to 2000 replications per order. Most orders will be in excess of 300 sets.

**TRIM SIZE:** Various trim sizes for related printed products will be ordered and paid for in their respective classification. The insert, booklet, and inlay dimensions are based on current industry products.

- Front Insert Card: 4 ¾ x 4 ¾".
- Front Insert Folder: 4 ¾ x 9 ½".
- Back Inlay and Spine: 5 5/16 x 4 5/8".
- Wallet Mailer: Suitable for the use intended.

**GOVERNMENT TO FURNISH:** Print orders, CD Recordable (CDR), DVR authoring for DVD-ROM, camera copy, and electronic files.

Electronic files will be provided for the contractor from which they are to create new camera copy/film negatives/direct plate imaging or a CD ROM or DVD ROM Master. Files will be provided as follows:

**FOR PRINTED OUTPUT:** CD-ROM, DVD or similar will be provided, or at the Government's option, the data will be transmitted direct to the contractor's facility via e-mail or to contractor's FTP site. The electronic media furnished by the Government will be generated on a MAC System or PC/Windows 2000, Windows XP, or Windows 7 platform in a variety of software formats including, but not limited to: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat PDF, QuarkXPress, Aldus Freehand, Corel Draw, Adobe PageMaker, Microsoft Publisher, Microsoft Word, Microsoft Office, and WordPerfect. NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. Contractor will be responsible for final output that is in conformance with the visuals as provided.

**Fonts:** Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are

provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software.

**INSPECTION OF FILES:** Contractor to perform a basic check, preflight of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

Prior to making any revisions, the contractor must make a "copy" of the original files, and then proceed to make any revisions to the "copy" as required. Upon delivery of the printed product the contractor must provide corrected native applications files (digital deliverables) if files are modified during production. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

**FOR CD/DVD OUTPUT:** Most data for replication will be provided as premastered ISO 9660 Level 1 image files. On occasion, the contractor may be provided with data files which must be premastered to conform to ISO 9660 Level 1.

Upon receipt, the contractor shall verify the compliance of premastered data with the requirements of ISO 9660 Level 1. If indicated, the contractor shall verify the exact byte count.

Upon receipt of data files requiring ISO 9660 Level 1 premastering, the contractor shall verify that the files conform to any government furnished description of them (example: file names, file sizes, et cetera). The contractor is not responsible for examining file content or functionality. The contractor shall premaster the files to comply with all requirements of International Standard ISO 9660 Level 1. It is the responsibility of the contractor to notify the Government of any and all defects with Government furnished files (example: conflict with the requirements of ISO 9660 Level 1, government furnished data greater than 74-1/2 minutes in size, et cetera).

Any delay by the contractor in notifying the Government of defective furnished material, will not release the contractor from meeting the delivery/distribution schedule.

All furnished material provided by the Government, or any duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their release to any

unauthorized entities. Data must not be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely overwritten. All printouts and non-erasable media shall be destroyed by the contractor. Tapes or compact discs provided to the contractor must be returned to the address specified on the individual print order.

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

**CD-ROM:**

CD-ROMS: Contractor must provide all materials and operations necessary to produce CD-ROM discs from Government furnished electronic media as described under "**GOVERNMENT TO FURNISH.**" This includes the production of a CD-ROM master and check disc. NOTE: A master or check disc will not always be required.

The stampers used to produce the CD-ROM discs as well as the CD-ROM discs themselves will become the property of the Government. The contractor will be required to store the stampers, at no additional charge to the Government, for the contract period including any options or extensions. Stampers must be stored so that they will not be damaged and can be reused to produce discs of a quality commensurate to the original discs produced. On occasion, additional CD-ROM replicates may be required after the initial order is produced. If required, the mastering charge will not be allowed. In lieu of the mastering charge we will allow a set up charge under Item I (d) in the contract "**SCHEDULE OF PRICES**". NOTE: The contractor must not destroy stampers without the expressed permission of the Government.

DATA FORMAT VERIFICATION: Upon receipt of the input media, the contractor shall review the files for usability and completeness. The contractor shall verify compliance of each image with the requirements of ISO 9660. The contractor shall immediately notify the contract administrator of any problems with the furnished data files, including files which are damaged, unreadable, oversized, or not in compliance with ISO 9660. Any delay by the contractor in notifying the contract administrator of defective material will not release the contractor from meeting the delivery and distribution schedule.

DATA CAPACITY: Discs must be able to contain up to 74 minutes and 40 seconds i.e. of user data (688,128,000 bits of data in mode 1).

STAMPER MARKS: The contractor shall image the program and print order number on the inner buffer zone unless the contractor is permitted to image other identification marks as necessary for production in the IBZ.

DISC SPECIFICATIONS: Discs produced under this contract shall be 120 mm CD-ROMs as governed by the International Standards IEC 908 and Amendment ISO 9660, and ISO 10149. All sectors containing user data shall have their Sector Mode Byte set to (01)H and the sector content and layout shall be structured accordingly. Furthermore, discs **MUST** comply with the following requirements:

Modulation Amplitude:

- The relationship between  $I_3$  and  $I_{top}$  shall be:  $0.35 \leq I_3/I_{top} \leq 0.7$ .
- The relationship between  $I_{11}$  and  $I_{top}$  shall be:  $I_{11}/I_{top} \geq 0.65$ .

- Signal Asymmetry: The symmetry of the HF signals relative to the decision level Id shall be:
  1. greater than or equal to -5% and
  2. less than or equal to +15%.
- BLER may not exceed 25 when averaged over the entire User Data Area. The total number of E22 Errors: Block Error Rate (BLER) may not exceed 80 when averaged over any one second interval; errors may not exceed 2 on the disc.
- Local Defects: The maximum allowable diameter of black spots, with or without increased birefringence, is 100 micrometers. All other specifications concerning local defects remain unchanged from those of the referenced International Standards.
- Metalizing: The reflective layer shall be completely sealed with lacquer on the inner and outer edges of the disc.
- Storage Tests: Annex F of International Standard ISO 10149 shall be treated as normative to the standard. Discs subjected to testing in accordance with Annex F shall remain in compliance with these specifications.
- Jitter Effect Length Deviation: In accordance with Compact Disc System specifications for jitter and effect length deviation, the following requirements shall apply:
  - For each runlength of land and pit (3T, ..., 11T), jitter shall be less than 35ns.
  - Effect Length Deviation shall not exceed the following:

<u>Pit/Land Length</u>	<u>Maximum Deviation (+/-)</u>	<u>Nominal Length Pit</u>	<u>Nominal Length Land</u>
3T	40.0ns	660ns	675ns
4T	42.5ns	910ns	925ns
5T	45.0ns	1165ns	1165ns
6T	47.5ns	1400ns	1400ns
7T	50.0ns	1635ns	1635ns
8T	52.5ns	1875ns	1875ns
9T	55.0ns	2110ns	2110ns
10T	57.5ns	2340ns	2335ns
11T	60.0ns	2570ns	2560ns

All other Compact Disc System mandated requirements for jitter and effect length deviation shall apply.

**QUALITY CONTROL:** Each delivered replicate must meet or exceed the requirements of these specifications. In addition to the contractor's existing quality control procedures, the following steps must be performed:

Data Integrity: For each stamper used, the contractor is required to perform the following:

1. Verify the integrity of all user data against the original government-furnished media;
2. Verify the integrity of EDC/ECC (error detection and error correction coding) for each sector of the User Data Area; and
3. Verify the integrity and consistency of the Table of Contents and the subcode data.

Verification of 1, 2, and 3 may be performed on a replicate. Replicates not meeting these specifications must be reproduced and redelivered at the contractor's expense and the contractor shall be considered late.

### PRODUCT TESTING

The contractor is required to submit test results for at least one CD-ROM replicate from each stamper as described below. The contractor is responsible for ensuring comparability of the test results with those of Philips Consumer Electronics CD & Laserdisc System Evaluation Laboratory.

DISC TESTING: The Government may test CD-ROM replicates for compliance to the specifications of this contract. When discs are examined, they will be analyzed on a Koch CDCS-4/L tester. The following attributes will be checked:

1. Exact diametric locations of the following parts of the spiral data track.
  - a. Starting diameter of the lead in zone.
  - b. Starting diameter of the user data zone.
  - c. Starting diameter of the lead out zone.
2. Eccentricity.
3. Average track pitch.
4. Average scanning velocity.
5. Push/pull.
6. Crosstalk.
7. High frequency and tracking signal properties.
  - a. I<sub>top</sub> or reflectivity.
  - b. Symmetry of I<sub>11</sub> relative to I<sub>d</sub>.
  - c. I<sub>3</sub> normalized by reflectivity.
  - d. I<sub>11</sub> normalized by reflectivity.
  - e. Radial noise.
8. Digital errors.
  - a. One second moving averages for block error rate.
  - b. One second counts of E<sub>22</sub> errors.
  - c. Burst error length.
  - d. Errors in the table of contents.
  - e. Errors in the subcode data.
9. Total playing time.
10. Birefringence.
11. Jitter and effect length deviation.

CD-ROM REPRESSING: The contractor will be required to retain and store, until the end of the contract period, all stampers produced under the terms of this contract, for repressing purposes.

Some orders may require repressing during the term of this contract. Orders for repressing will be

issued on GPO form 2511 and all terms and conditions of the contract will apply. Repressing will be billed at the contractor's "replication of CD-ROM discs" bid price. A setup charge shall be allowed when repressing is required. However, no mastering charge will apply.

CD-ROM CHECK DISC(S): These checks may be performed on a CD replicate. Replicates not meeting these specifications must be reproduced and redelivered at the contractor's expense and the contractor shall be considered late.

As specified on the Print Order, most orders will require the contractor to produce a CD Recordable (CD-R) for Government inspection prior to replication of the quantity ordered. The contract administrator will contact the contractor by telephone or by facsimile machine with approval or disapproval within two workdays after receipt of the check disc.

If any or all of the check discs are disapproved due to faulty production by the contractor, the contractor must then provide corrected check discs within five workdays after notification of disapproval. No additional charge will be allowed for these corrected check discs.

All check discs must be placed in plastic sleeves or jewelboxes (as ordered on the print order). Although the check discs will not be required to be printed they must have written identification so that each disc can be easily identified. No printed material (label or back inlay and spines) will be required with the check discs.

An acceptable check disc must be provided before the Government "OK" will be given. Do not proceed with replications until Government "OK" is given.

#### **DVD-ROM:**

DATA VERIFICATION: Upon receipt of the input media, the contractor shall review the files for usability and completeness. The contractor shall verify compliance of each disc image with the requirements of the DVD Standard Specification version 1.0. The contractor shall immediately notify the Government of any problems with the furnished data files, including files which are damaged, unreadable, oversized, or not in compliance with the DVD Standard Specification version 1.0.

DATA CAPACITY: The contractor shall be capable of producing DVD-ROMs containing 4.7 (DVD-5) gigabytes (4,700,000,000 bytes) of data (DVD-5, single side, single layer).

STAMPER MARKS: The contractor shall image the jacket and print order number on the inner buffer zone unless the contractor is permitted to image other identification marks necessary for production in the inner buffer zone.

DVD-ROM FILE SYSTEM: All DVD-ROM discs produced under this contract shall comply with the *OSTA Universal Disc Format Specification: 1996 (Appendix 6.9) "OSTA UDF Compliant Domain" of ISO/IEC 13346:1995 Volume and file structure of write-once and rewritable media using non-sequential recording for information interchange*. Also known as the UDF Bridge (UDF/ISO 9660) file structure.

#### **DVD-ROM MANUFACTURING SPECIFICATIONS:**

All DVD-ROM discs produced under this contract shall comply with the applicable sections of the DVD Standard Specification version 1.0. All DVD-ROM discs produced under this contract shall comply with the specifications cited in the following tables.

Digital Errors (Reed Solomon Product Code):

<u>Parameter</u>	<u>Acceptable Value(s)</u>
PI 8 ECC Sum	< 280
PI Fails	<i>Not specified</i>
PO Fails	= 0 (zero)
Percent of PI rows with Errors	<i>Not specified</i>

*Comments: The PI 8 ECC Sum error is the total error across 8 ECC blocks. PI 8 Sum under 40 is preferred.*

HF/Tracking Real-time Measurements (made before signal “equalization”):

<u>Parameter</u>	<u>Acceptable Value(s)</u>
I3/I14	Single layer: > 0.15
I14/I14H	> 0.6
Tangential Push Pull	< 0.9
Asymmetry	In the range -0.05 to 0.15

HF/Tracking Station Measurements:

<u>Parameter</u>	<u>Acceptable Value(s)</u>
DPD Track Crossing	> 0.10
DPD Tracking Amplitude	> 0.5
DPD Tracking Asymmetry	< 0.2
Reflectivity	Single layer: in the range 45% to 85%

*Comments: HF signals must be strong enough to avoid decoding failures. The tracking signal must be strong enough to support the variable bit functions.*

Physical Measurements:

<u>Parameter</u>	<u>Acceptable Value(s)</u>
Track Pitch	0.74 ± 0.01 μm/track
Pit Length	Single layer: in the range 0.394 to 1.873 μm
Local Defects	Air bubbles: 100 μm maximum Black spots: 200 μm maximum
Scanning Velocity	Single layer: 3.49 ± 0.03 m/sec Dual layer: 3.84 ± 0.03 m/sec
Jitter (Data to Clock)	< 8.0%, independent of tilt effects
Angular Deviation (Tilt)	Radial tilt: < ± 0.80 degrees Tangential tilt: < ± 0.30 degrees
Birefringence	< 100 nm

*Comment: The combination of the effects of jitter and tilt will be considered in the evaluation of a disc.*

LEAD-IN AREA CONTENTS: Contractor shall set the values of the lead-in area as follows:

<u>Parameter</u>	<u>Value(s)</u>
Book Type	DVD-ROM
Book Version	[determined by contractor]
Disc Size	120 mm
Number of Layers	1
Layer Type	Read-only
Linear Density	Single Layer: 0.2667 μm/data bit
Track Density	0.74 μm/track
Starting Sector Number	030000h

Ending Sector Number (Main)	[determined by contractor]
Ending Sector Number (layer 0)	[determined by contractor]
Burst Cutting Area (BCA) Flag	Exists (on) [BCA encodes disc volume ID as specified by USPTO]
Copy Protection System	None [copy protection off]
Region Management Flags	None [unrestricted access in all regions]
Encryption Data	None [no encryption]
Manufacturing Data	[As supplied by Contractor]
Content Provider Information	[Insert contents of provided file CPI.TXT]

DVD-ROM PERFORMANCE: The DVD-ROMs shall read on the Pioneer DVC-302 reader or equal. A DVD-ROM will be considered a reject when it cannot be correctly read on this player. The contractor will be required to immediately replace, at no cost to the Government, any DVD-ROM discs that fail to function properly due to the contractor's failure to properly manufacture discs.

DVD-ROM QUALITY CONTROL: Each delivered replicate must meet or exceed the requirements of these specifications. In addition to the contractor's existing quality control procedures, the following steps must be performed:

Data integrity: For each stamper used, the contractor shall:

1. Verify the integrity of all user data against the original government-furnished media;
2. Verify the integrity of error detection and error correction coding for each sector of the user data area;
3. Verify the UDF/ISO 9660 directory structure.

Verification may be performed on a replicate or pre-production check disc. Replicates not meeting these specifications must be reproduced and redelivered at the contractor's expense and the contractor shall be considered late.

DVD-ROM PRODUCT TESTING: The contractor is required to test DVD-ROM replicates for compliance to the specifications of this contract. The contractor is responsible for ensuring that all DVD-ROM discs produced will function correctly on the DVD-ROM drive provided (at no cost to the contractor) by the US Patent & Trademark Office, Optical Disc Publishing Program.

The contractor is required to test DVD-ROM replicates for compliance to the specifications of this contract. The contractor is responsible for ensuring comparability of his test results with those of the CDAssociates DVD100MG.

The following test results shall be reported.

1. Average track pitch.
2. Average scanning velocity.
3. Tangential push/pull.
4. Track crossing signal magnitude.
5. High frequency and tracking signal properties. These must be read continuously along the spiral track. Minimum, maximum, and average values must be reported. Minima and maxima must be identified by A-Time.
  - a. Itop or reflectivity.
  - b. Signal asymmetry.

- c. I3 normalized to I14.
- d. I14 normalized to I14H.
6. One-second moving values for PI 8 ECC Sum and PI fails, measured continuously along the spiral track; minimum, maximum, and average values must be reported.
7. Total playing time and total sectors tested.
8. Maximum disc birefringence.
9. Data to clock jitter.

**DVD-ROM PRE-PRODUCTION CHECK DISCS:** On most orders, the contractor will be required to produce a pre-production check disc for Government inspection prior to replication of the ordered quantity. After notification to pickup the print order and furnished material, the pre-production check disc must be delivered to the address listed on the print order as soon as the contractor deems necessary in order to comply with the delivery schedule. The government will contact the contractor by telephone or by facsimile machine with approval or disapproval within 1 workday after receipt of the check disc. If the check disc is disapproved due to faulty production by the contractor, the contractor must then provide a corrected check disc for approval, and one extra day will be allowed in the production schedule. No additional charges will be allowed for this corrected pre-production check disc.

If the pre-production check disc is faulty because of defective source data or DLT (digital linear tape) media furnished by the Government, instructions will be provided to the contractor for return of the defective data or media and new corrected data or media will be furnished to the contractor. The contractor will be allowed to charge for the pre-production check disc produced from the defective data or media. The schedule will start over upon the contractor's receipt of the corrected tape.

All pre-production check disc(s) must be placed in a safe box. Although the contractor will not be required to print a color product label on check discs, the following information must be written legibly on the face of the disc: product name, year, volume, and issue. The shipping package containing this preproduction check disc must be identified by the GPO jacket number, program number, print order number, and title.

The contractor is cautioned not to proceed with the replications until Government approval of the pre-production check disc is received.

**PROOFS:** The following types of proofs may be required for printed output:

- Digital color content proofs 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, and trimmed and folded to the finished size of the product.
- One complete set of one-piece laminated color proofs of face and back. At the contractor's option, digital color proofs (Kodak Approval, Screen TrueRite, or similar) with a minimum resolution of 2400 dpi may be furnished, which also shows halftone dot. The make and model number of the proofing system utilized shall be furnished with the proofs. Proofs will be used for color match on the press. These proofs must have all elements in proper position.

If any contractor's errors are serious enough in the opinion of the Government to require revised proofs, the revised proofs are to be provided at no expense to the Government. **No extra time will be allowed for this reproofing.**

The contractor must not print prior to an **"OK to Print"**.

**PRINTING:** Labeling of Disc – The contractor will be required to print directly on the disc, one side only in one to four ink colors, including flattones, and four color process printing over a solid white background. All printing on the disc shall comply with the requirements set forth in International IEC 60908 and amendment, and ISO 10149 for CD ROM and ISO/IEC DIS 16448 for DVD. Inks used for the CD label shall not damage the lacquer layer.

Front Insert: Print one side only or head-to-head, in black ink or a color other than black and up to three ink colors, may include 4-color process, all ink colors trap.

Front Insert Folder: Prints two sides in black ink or a color other than black and up to three ink colors, may include 4-color process, all ink colors trap.

Back Inlay and Spines: The contractor will be required to print paper back inlay and spines for the jewelbox. The back inlay and spines will print one side only in one or more ink colors (generally two ink colors). Match Pantone number(s) as indicated on the print order. The inlay **must** fit in the jewelboxes and wrap around the spines.

Wallet/Mailer: Prints one side only (before conversion) in four color process.

**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. 12**" dated March 2011. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The contracting officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

**Insert:**

White Litho (Gloss) Coated Book, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

White Index basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

**Inlay Card:**

White Offset Book, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

**Wallet/Mailer:**

White Solid Bleached Sulphate Board, 14 point.

**BINDING:**

- Front Insert Card: Trim four sides.
- Front Insert Folder: Trim four sides, fold to 4 ¾ x 4 ¾".
- Back Inlay Card and Spine: Trim four sides. Score or perforate (slit or slot without ink) along the 4¾" dimension in two places ¼" from the left and right edges. Inlay cards must be folded printed side out and inserted into the back of the jewelbox, with the title facing outwards, so that it can be read without opening the jewelbox.

Front Insert Card, Folder, or Pamphlet must insert with title facing out so that it can be read without opening the specified packaging.

An occasional order may require the insertion of a furnished folded front insert, folder, or pamphlet into jewelbox.

PACKAGING:

Jewel Box Cases -- Pack disc(s) in single or multiple disc jewel case(s) unless otherwise specified on the print order in cases (hinged, hard plastic compartments with special holding features for discs). Some of the hard plastic compartments for holding the disc will be clear plastic to allow end user to read through the compartment. An occasional order may require a Slimline dual jewel case. The disc(s) inserted into the jewel boxes must fit securely in the disc tray to prevent damage in transit.

Each jewel case may be required to individually shrink wrapped with plastic film. Single jewel cases must be packed twenty-five per inner carton and four inner cartons per shipping container. Thus, the maximum number of discs allowed per shipping container is 100.

Clear Slimline Single CD Box

White Viewpak™ (Univenture) or equivalent -- Front insert or booklet would insert into front pouch. Disc would insert into pouch with white anti-static material that is heat-sealed on outside three edges.

Tyvek™ sleeve (plain) or equivalent to hold one disc (includes plastic window).

White Wove sleeve (plain) or equivalent to hold one disc (includes plastic window).

Jiffy Bag or equal to hold one or more discs.

Plastic Sleeve with pressure sensitive back.

Amaray Cases

Clamshell Plastic Cases (Clear and Colored) and insertion

White wallet/mailer with a duplex flap.

Note: Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

LABELING AND MARKING: The Government will furnish a blank facsimile shipping container label for the contractor to reproduce. The contractor will be required to fill in the label with all pertinent information when shipping containers are required. In addition the contractor is to clearly indicate the title and series on the labels.

DISTRIBUTION: Deliver f.o.b. destination to the Golden, CO address under "**SCHEDULE**" and other addresses in the Golden/Denver, Colorado area. Ship f.o.b. contractor's city for all other addresses. It is anticipated that approximately 50% of the orders will deliver to an address on the print order located in the greater Denver, Colorado, area including the FMCSA Commercial Zone of Denver, and the municipalities of Golden and Boulder, Colorado. **The contractor will NOT be reimbursed for any shipments/deliveries within the Commercial Zone of Denver and the municipalities of Golden and Boulder, Colorado as defined under Federal Motor Carrier Safety Administration (FMCSA).** Furnished material and proofs must be picked up from and delivered to one of the following addresses:

**U.S. Department Of Interior  
Bureau Of Land Management  
Sherri Hendren: (303) 236-6458  
Bldg 50, OC-652, Mailroom, Ent S-2  
Denver Federal Center  
Denver, CO 80225-0047**

**U. S. Department Of Interior  
Bureau Of Reclamation  
Kathy Ehler: (303) 445-2200  
Building 67  
Denver Federal Center  
Denver, CO 80225**

**Department Of Energy**  
**Western Area Administration**  
**Attn: Robert Bickler: (720) 962-7168**  
**12155 W Alameda Parkway**  
**Lakewood, CO 80228**

**U.S. Geological Survey**  
**Attn: Phil Bowman (505) 830-7970**  
**Suite 400**  
**5338 Montgomery Blvd**  
**Albuquerque, NM 87109**

**U.S. Geological Survey**  
**Denver Publishing Service Center**  
**Attn: Amanda Scruggs (303) 236-5589**  
**Bldg 53 MS 902, Ent S-1**  
**Denver Federal Center**  
**Denver, CO 80225**

**U.S. Geological Survey**  
**Branch Of Materials Management**  
**Attn: Francisco Lourido (703) 648-7282**  
**231 National Center**  
**Reston, VA 20192**

**U.S. Department Of Agriculture**  
**Forest Service**  
**Attn: Mery Najarro or Wini Weber**  
**1323 Club Drive**  
**Vallejo, CA 94592**

Furnished material may be picked up from and on rare occasions delivered to:

**U.S. Government Publishing Office**  
**Denver Regional Office**  
**12345 W Alameda Pkwy, Ste 208**  
**Lakewood, CO 80228**

Shipments must be made direct to the destinations as specified on the print order and must be **delivered** to that point **on or before** the ship/deliver date on the print order provided it is to a location(s) in Zones 1 thru 5.

The Government will make arrangements to wrap or otherwise prepare the furnish material in preparation for delivery to the contractor's plant. All expenses incidental to returning materials must be borne by the contractor from any address within the United States.

On most orders the government will require delivery f.o.b. contractor's city to the following 2 addresses with the quantities required noted on the print order. The contractor will be reimbursed as indicated below. The ordering agency will be responsible for determining on each print order what the unique quantity of Superintendent of Documents quantities are to be. Agencies are advised to review Circular Letter NO. 793 regarding Superintendent of Documents copies or contact the Denver Regional Office at (303) 236-5292 for any clarification.

Library of Congress \*  
US/Anglo Division  
Government Documents Section  
101 Independence Avenue SE  
Washington, DC 20540-4172  
Mark For: File Copies

U.S. Government Publishing Office  
Depository Receiving Section  
44 H Street NW  
Loading Dock  
Washington, D.C. 20401  
Mark For: "Depository Copies" Item No.

International Exchange System  
Depository Receiving Section  
44 H St., NW, Loading Dock  
Washington, DC 20401  
Marked: IES Copies

\*NOTE: All shipments to this destination must be via FedEx, UPS, or United States Postal Service (USPS).

In addition to the above, approximately 50% of the total orders may deliver to an address(es) outside the FMCSA Commercial Zone of, Denver, Colorado. These orders are to be shipped f.o.b. contractor's city. A single shipment or several shipments totaling 120 lbs. or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. The contractor will be reimbursed for these additional charges by submitting receipts with their billing. **The contractor will NOT be reimbursed for ANY shipments/deliveries within the FMCSA Commercial Zone of Denver, and the municipalities of Golden and Boulder, Colorado.**

**RECEIPT FOR DELIVERY:** The contractor must furnish their own receipts for delivery. **These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered; number of cartons; quantity per carton; date delivery made; and signature of the Government agent accepting delivery.**

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the address furnished on the Print Order). The subject line of this message shall be "Distribution Notice for Program 3871-S, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**The original copy of this receipt must accompany the contractor's voucher/invoice for payment.**

**SCHEDULE:** Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). No definite dates for furnishing material can be predetermined.

The print order, furnished materials, and proofs must be picked up from and delivered to the address under "**Distribution**". The following schedule begins after notification of the availability of print order and furnished material.

Complete production and distribution must be made within 15 workdays after availability of print order and furnished material. Shipments must be made direct to the destination as indicated on the print order and must be **delivered** to that point **on or before** the ship/deliver date on the print order provided it is to a location(s) in Zones 1 thru 5. The ship/deliver date indicated on the print order is the date the products ordered are to be **delivered** to the destination(s) specified.

**Proofs and/or check discs will be withheld no more than two workdays**

The proof hold period by the Government begins when proofs are **received** by the designated party and ends when the contractor is notified that the proofs are **available for pick-up** by the contractor or their designated service.

Proofs, along with the Government furnished material, a copy of the specifications, the contractor's usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor's plant will be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "**Proof**" label (GPO Form 892) and to include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. **The cost of transporting of the proofs and the furnished materials BOTH ways is to be borne by the contractor.** The contractor has the option of using their own personnel to pick up and deliver the proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

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.

**SECTION 3. - DETERMINATION OF AWARD**

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

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

I.	1.	(a)	1	2.	(a)	3	IV.	1.	(a)	60
		(b)	20		(b)	1. 3			(b)	2
		(c)	1. 26			2. 28			(c)	2
			2. 80		(c)	1			(d)	2
		(d)	1					2.		3
		(e)	18					3.		6
								4.		23
II.	(a)	5						5.		9
	(b)	10						6.		10
			(1)	(2)				7.		15
III.	1.	(a)	1	9				8.		2
		(b)	1	4				9.	(a)	1
		(c)	6	48					(b)	1
	2.	(a)	1	9				10.		3
		(b)	1	4				11.		2
		(c)	3	12						
	3.	(a)	8	53			V.	(a)	1	
		(b)	7	43				(b)	3	
	4.		1	5				(c)	12	
								(d)	4	
								(e)	1	

**\*Subcontracting. Predominant Function: CD-ROM & DVD-ROM Masters and/or Replication.**

**The term of this contract is for one year and up to four option years.**

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**SECTION 4. - SCHEDULE OF PRICES**

Offers are f.o.b. contractor's city for all small parcel carrier shipments (shipments 120 pounds or less), f.o.b. destination within the FMCSA Commercial Zone of Denver, and the municipalities of Golden and Boulder, Colorado **"INCLUDING INSIDE DELIVERY"**, and f.o.b. destination for all other shipments to be reimbursed in accordance with the contractor's quoted shipping charges under item V. (a) through (e) in the **"SCHEDULE OF PRICES"**. **The contractor will NOT be reimbursed for ANY shipments/deliveries within the FMCSA Commercial Zone of Denver, and the municipalities of Golden and Boulder, Colorado.**

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

Offeror must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive. Offers submitted with **"NB"** (No Quote), **"NA"** (Not Applicable), or blank spaces for an item may be declared nonresponsive. An entry of **"NC"** (No Charge) shall be entered if offeror intends to furnish individual items at no charge to the Government.

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.

A page-size unit will be defined as, and a charge will be allowed for, each unit of 94 square inches, as measured on finished trim size; fractions of a unit will be considered a whole.

All vouchers/invoices submitted to the agency shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per 100 rate.

I. **CD-ROMs and DVD-ROMs:** Prices offered shall be all inclusive for the production and delivery of discs in accordance with the term of these specifications; and must include the cost of all required materials and operations (including testing of predistribution inspection samples), including the printing of labels on discs and the **proofing of the title as previously specified**. Only one mastering charge will be allowed per disc regardless of the number of replications produced.

- 1. **CD-ROM:**
  - (a) Premastering to ISO 9660..... per disc..... \$ \_\_\_\_\_
  - (b) Mastering..... per master..... \$ \_\_\_\_\_
  - (c) Replication of CD-ROM discs, including printing up to four color process disc label:
    - 1. Quantity up to 500 discs (identical)..... per 100 discs..... \$ \_\_\_\_\_
    - 2. Quantity over 500 discs (identical)..... per 100 discs..... \$ \_\_\_\_\_
  - (d) Set-up charge for stored stamper (represses)..... per disc..... \$ \_\_\_\_\_
  - (e) Pre-production disc..... per disc..... \$ \_\_\_\_\_

**NOTE:** No mastering charge shall be allowed on orders for repressing from an existing stored stamper, however, the contractor shall be allowed one "set-up" charge per stamper (item "(d)" above). Replications produced from repressing shall be billed for under item "(c)" above.

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

2. **DVD-ROM:**

**Single side, single layer**

- (a) Mastering..... per master..... \$\_\_\_\_\_
- (b) Replication of DVD-ROM discs, including printing up to four color process disc label
  - 1. Quantity up to 500 discs (identical)..... per 100 discs..... \$\_\_\_\_\_
  - 2. Quantity over 500 discs (identical)..... per 100 discs..... \$\_\_\_\_\_
- (c) Pre-production disc..... per disc..... \$\_\_\_\_\_

II. **PROOF:**

- (a) Content proof ..... per printed unit... \$\_\_\_\_\_
- (b) High Resolution color match proof ..... per printed unit... \$\_\_\_\_\_

III. **PRINTING AND BINDING:** The prices offered must be all-inclusive for film, printing, paper, binding, and inserting (except for items listed under item IV.), in accordance with the terms of these specifications. For pages/products/sides printing in more than one (1) ink color, a charge under “each additional color” will be allowed only for the pages/sides actually printed with the additional color(s). For pages/products/sides printing in four-color process charges will be allowed only under the line item for printing in four-color process.

		<b><u>Makeready and Setup Charges</u></b>	<b><u>Running Per 100 Copies</u></b>
		(1)	(2)
1.	<b>INSERT CARD:</b>		
(a)	Print in a single ink color..... per side.....	\$_____	\$_____
(b)	Print in each additional spot ink color..... per side.....	\$_____	\$_____
(c)	Print in four-color process..... per side.....	\$_____	\$_____
2.	<b>INSERT FOLDER:</b>		
(a)	Print in a single ink color..... per side.....	\$_____	\$_____
(b)	Print in each additional spot ink color..... per side.....	\$_____	\$_____
(c)	Print in four-color process..... per side.....	\$_____	\$_____
3.	<b>BACK INLAY AND SPINE:</b>		
(a)	Print in a single ink color..... per side.....	\$_____	\$_____
(b)	Print in each additional spot ink color..... per side.....	\$_____	\$_____
4.	<b>WALLET/MAILER:</b>		
	Print in four-color process ..... per each.....	\$_____	\$_____

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

IV. PACKAGING: Prices offered shall be all inclusive for the packaging of CD-ROMs/DVD-ROMs in accordance with the terms of these specifications; and must include the cost of all required materials and operations, including shipping containers and the inserting of customer reply cards in shipping containers (When inserted in jewel boxes it will be paid under item 11.), when required. The cost of insertion of the CD/DVD into the packaging shall be inclusive in the price of items 1 through 10 below.

- |  |                     |         |
|--|---------------------|---------|
| 1. Jewel Box Cases:  |                     |         |
| (a) Standard (1 disc).....   | per 100 .....       | \$_____ |
| (b) Slimline Dual (2 discs).....                                   | per 100 .....       | \$_____ |
| (c) Multi-disc (3-discs).....                                      | per 100 .....       | \$_____ |
| (d) Multi-disc (4-discs).....                                      | per 100 .....       | \$_____ |
| 2. White View Paks™.....   | per 100 .....       | \$_____ |
| 3. Tyvek™ Sleeve (plain).....                                      | per 100 .....       | \$_____ |
| 4. White Wove Sleeve (plain).....                                  | per 100 .....       | \$_____ |
| 5. Jiffy Bags.....   | per 100 .....       | \$_____ |
| 6. Clear Slimline Single CD Box.....                               | per 100 .....       | \$_____ |
| 7. Plastic Sleeve/Pressure Sensitive Back.....                     | per 100 .....       | \$_____ |
| 8. Amaray Case.....  | per 100 .....       | \$_____ |
| 9. Clamshell Plastic Cases   |                     |         |
| (a) Clear Clamshell Plastic cases .....                            | per 100 .....       | \$_____ |
| (b) Colored Clamshell Plastic cases .....                          | per 100 .....       | \$_____ |
| 10. White wallet/mailer with a duplex flap.....                    | per 100 .....       | \$_____ |
| 11. Inserting Government furnished material into Jewel boxes ..... | per 100 pieces .... | \$_____ |

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(Initials)

**V. SHIPPING CHARGES:**

The following charges cover the cost of shipping, as provided in "**SECTION 1. -- GENERAL TERMS AND CONDITIONS**", hereof, to destinations within each of the five zones (see below). Charges must be submitted in the order and manner requested; **minimum charges will NOT be accepted.**

Reimbursement for transportation costs for shipments **exceeding** 120 lbs. will be made in accordance with the contractor's quoted shipping charges. Bidders must quote a "per cwt." charge for each zone listed below with one "cwt." equal to 100 lbs.. Fractional parts of 100 lb. shipments will be prorated at the "per cwt." rate.

	<b>Shipments over 120 lbs.</b>	<b>Delivered/ Shipped to Zone</b>
(a) Cost per cwt. ....	\$ _____	<b>1</b>
(b) Cost per cwt. ....	\$ _____	<b>2</b>
(c) Cost per cwt. ....	\$ _____	<b>3</b>
(d) Cost per cwt. ....	\$ _____	<b>4</b>
(e) Cost per cwt. ....	\$ _____	<b>5</b>

NOTE: Failure to quote shipping charges to any zone may eliminate the bidder from consideration for award.

**EXPLANATION OF SHIPPING CHARGES:** Destinations which are located within the various states and the District of Columbia fall within one of five Zones, as defined hereinafter. **The contractor will NOT be reimbursed for any shipments/deliveries within the FMCSA Commercial Zone of Denver, and the municipalities of Golden and Boulder, Colorado.**

- Zone 1: Colorado (**outside the Denver, CO FMCSA zone**).
- Zone 2: New Mexico, Utah, Wyoming, and Montana
- Zone 3: California
- Zone 4: United States east of the Mississippi.
- Zone 5: The Continental United States West of the Mississippi excluding those areas in zones 1 through 3.

**SHIPPING COSTS:** Deliver all shipments f.o.b. destination in accordance with "**SHIPPING CHARGES**" under items V.(a) through (e) in the "**SCHEDULE OF PRICES**". For the purpose of compensating suppliers for shipping charges to destinations falling within the 5 zones, except as provided under "**SHIPPING COSTS**", bidders are to quote a price as indicated in "**V. SHIPPING CHARGES**". The prices quoted, as applicable, will be applied to the weight of the ordered quantity.

An exception to the above is any shipment delivered to Alaska or Hawaii. In cases where the weight exceeds 120 lbs the agency will specify the method of shipment and furnish a Government Bill of Lading (GBL) or an account number to facilitate shipment. No charges will be allowed under "SHIPPING CHARGES" V. (a) through (e) for these shipments. For shipments of less than 120 lbs the agency should be contacted for direction.

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

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:**

\_\_\_\_\_ **Percent**, \_\_\_\_\_ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Offeror hereby acknowledges amendment(s) number (ed) \_\_\_\_\_

**OFFERORS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "OFFER" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.**

**OFFEROR'S NAME AND SIGNATURE:** When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated. In addition a completed signed copy of the form 910 is required. Do not enter prices on GPO form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO form 910.

Offeror \_\_\_\_\_

\_\_\_\_\_  
Contractor's Code

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

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this offer)

\_\_\_\_\_  
(Person to be contacted)

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

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
(Facsimile Number)

## SAMPLE OF THE QUOTE ENVELOPE

In order to ensure proper processing of all offers the following information is suggested on all quote envelopes.

Program Number **3871-SP**  
From: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Postage  
Stamp  
Required  
Here

### Offer Enclosed

Offers will be received until  
October 27, 2015 at **11 A.M.**  
prevailing Denver time.

|||||.....|||||.....|||||.....|||||.....|||||.....  
**U.S. Government Publishing Office**  
**Denver Regional Office**  
**Suite 208**  
**12345 W. Alameda Parkway**  
**Lakewood, CO 80228-2842**