



December 13, 2016

This is Amendment No. 1. The specifications in our invitation for bids on Program 1213-S, scheduled for opening at 11:00 AM, December 15, 2016, are amended as follows:

1. Page 8 of 14, PACKING is changed

From: Contractor to affix one (1) wafer seal per USPS regulations. Wafer seals should be removable and clear to ensure no damage to newsletters.

To: Contractor to affix the required number of wafer seals per USPS regulations. Wafer seals should be clear.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Philadelphia Regional Office
928 Jaymor Road, Suite A-190
Southampton, PA 18966-3820

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

DEBRA L. ROZDZIELSKI
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Philadelphia, PA

For the Procurement of

Salute Your Health Newsletter

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

U.S. Department of Veterans Affairs
Erie VA Medical Center

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending November 30, 2017, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "Option To Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Philadelphia, PA time, on December 15, 2016.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Customer Services, Philadelphia Regional Office, Agency Procurement Services, Southampton Office Park, 928 Jaymor Road, Suite A-190, Southampton, PA 18966-3820. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, Fax No. (215) 364-6476 or 6479. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

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

Abstracts of contract prices are available at:

<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Philadelphia>.

For information of a technical nature, call Diane Peluso on (215) 364-6465, x4 or email dpeluso@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: 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.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Average type dimension/ Electronic media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/ Electronic media
P-10. Process Color Match	O.K. Proofs

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award through November 30, 2017, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending August 31, 2016, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

PREAWARD SECURITY PLAN: The contractor being considered for award shall be required to submit their proposal for the safeguarding and handling of the Government furnished mailing addresses via email within one (1) workday after the review and confirm process for the ordering agency's review for acceptance.

The Contractor will be held responsible for maintaining proper control and handling to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc. must be destroyed.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives and the ordering agency at the GPO Philadelphia Regional Office or by conference call, immediately after award.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard Personally Identifiable Information (PII) from loss, theft or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personal identifiable information includes, but is not limited to, a person's name and address.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through November 30, 2017 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page one.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

WARRANTY: Contract Clause 15, "Warranty," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

PAYMENT: Submit all vouchers via fax utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. Vouchers may also be mailed to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, D.C. 20401.

When completing the billing invoices, contractor must include all requested information as outlined in *GPO's Billing Instruction* (GPO Publication 300.3) <http://www.gpo.gov/vendors/billing.htm>. Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of a newsletter requiring such operations as electronic prepress, printing in four-color process, binding, packing, and distribution.

TITLE: Salute Your Health Newsletter.

FREQUENCY OF ORDERS: Approximately four (4) orders per year.

QUANTITY: Approximately 20,000 to 22,000 copies per order.

NUMBER OF PAGES: Four (4) pages per order.

TRIM SIZE: 8-1/2 x 11”

GOVERNMENT TO FURNISH:

Electronic Media will be furnished as follows –

Platform: IBM with Windows 7.

Storage Media: FTP, Email.

Software: Adobe InDesign CC, Adobe Illustrator Version CC, Adobe Photoshop CC, Adobe Acrobat X Pro.

NOTE: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished/embedded, as applicable.

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

Additional

Information: Files will be furnished in native application and/or PDF format.
GPO Form 952 (Desktop Publishing - Disk Information).

Distribution list in Excel format. List is not in Zip Code order (alphabetical). Password to be emailed separately.

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

A supply of blue labels and selection certificates for shipping Departmental Random copies.

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish”, necessary to produce the products in accordance with these specifications.

Contractor must provide a contractor-hosted FTP site for file upload and for the submission of visual high resolution print-ready PDF proofs. Appropriate log-on instructions and protocol must be provided at time of

award. The contractor must provide the necessary security for the FTP, which at a minimum, must have a unique user ID and password.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Government Publishing Office, Philadelphia Regional Office.

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

All halftones are to be 150-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished, unless otherwise specified. 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 Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

PROOFS:

When Ordered –

One (1) Adobe Acrobat X Pro “Press Quality” PDF soft proof (for content only). PDF proofs will be evaluated for text flow, image position, and color breaks. Proofs will not be used for color match.

When Ordered –

If produced via conventional printing, 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. 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. Proofs must show dot structure.

In lieu of digital one-piece laminated halftone proofs, at contractor’s option, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009 or later).

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.

If produced via digital printing, the contractor is required to furnish one (1) set of digital color one-off proofs created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

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

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

White Matte Coated Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

PRINTING: Print head to head in four-color process (exact register).

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

MARGINS: Margins will be as indicated on the print order or furnished electronic media. Adequate gripper margins throughout. Bleeds all sides.

BINDING: Fold from 17 x 11" to 8-1/2 x 11", title out, trim three sides.

PACKING:

For self-mailers only, fold from 8-1/2 x 11" down to 8-1/2 x 5-1/2", mailing address out. Contractor to affix one (1) wafer seal per USPS regulations. Wafer seals should be removable and clear to ensure no damage to newsletters.

Bulk Shipments: Pack in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

Mailed Shipments: Single copies must be mailed as self-mailers.

LABELING AND MARKING:

Bulk Shipments: Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments: Image mailing address directly onto each copy mailed as a self-mailer.

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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the agency point of contact as specified on the print order.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate 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 execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

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.

DISTRIBUTION:

- Deliver f.o.b. destination, 500 copies, to one (1) address in Erie, PA 16504.
- Deliver f.o.b. destination, 100 copies each, to five (5) addresses: Ashtabula, OH 44004; Meadville, PA 16335; Bradford, PA 16701; Franklin, PA 16323; and, Warren, PA 16365.
- Mail f.o.b. contractor's city the balance of each order (self-mailers) to addresses nationwide.

Complete addresses and quantities will be furnished with the print orders.

All mailing shall be made at the Presorted Standard Class rate - *reimbursable*.

All small packages, not delivered by the contractor's vehicle, must be transported via the U.S. mail. This includes proofs, if required, and the return of furnished material, if required.

Contractor is required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with the billing invoice for payment.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail”, as applicable.

In accordance with United States Postal Service (USPS) regulations, the contractor will be required to run distribution files on each order through the certification programs, such as the Coding Accuracy Support System (CASS), links and/or database software, such as the National Change of Address (NCOA) Product for address verification, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

NOTE: Contractor to provide file of bad addresses to the ordering agency to update address database.

Receipt for Delivery: 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 and quantity per carton; date delivery made; and, signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor’s billing invoice for payment.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 1213-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery/mailed methods, and title of product. Contractor must be able to provide copies of all delivery/mailed receipts upon agency request.

Upon completion of each order, contractor must return all furnished materials and digital deliverables (if applicable) to Erie VA Medical Center, 135 East 38th Street, Erie, PA 16504.

All expenses incidental to picking up and returning materials (if applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

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

Hard copy proofs must be delivered to and picked up from Erie VA Medical Center, 135 East 38th Street, Erie, PA 16504, when requested.

PDF soft proofs to be furnished via FTP site to the address specified on the print order, when requested. Contractor must call point of contact at phone number on print order.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

- Contractor must complete production and distribution within 20 workdays.
- When ordered, no specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor’s errors are judged serious enough to require them.
- Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup or the contractor is notified of changes/corrections/“O.K. to print” via email for the PDF soft proofs. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

NOTE: All proof and transit time is included in the 20-workday schedule.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and products ordered for mailing f.o.b. contractor’s city must be delivered to the postal service.

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

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

I. 8

II. (1) 4 (2) 84

III. 1. 24

2. 80

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailing and f.o.b. destinations for all deliveries.

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

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

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

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

I. PROOFS:

Digital one-piece composite laminated halftone proofs/
digital color one-off proofs per trim/page-size unit.....\$_____

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations (including PDF soft proofs and paper) for the printing and binding of the product listed in accordance with these specifications.

<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
(1)	(2)

Printing in four-color process, including binding per product..... \$_____ \$_____

(Initials)

III. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing and shipping containers; all necessary wrapping and packing materials; labeling and marking; NCOA/CASS verification; and complete distribution, in accordance with these specifications.

1. *Bulk Shipments* –

Packing and sealing shipping containers per container\$ _____

2. *Mailed Shipments* –

Addressing single copies (self-mailers),
including folding down to 8-1/2 x 5-1/2”
and applying wafer seals per 1,000 copies\$ _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out “SECTION 4.-SCHEDULE OF PRICES,” initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of the GPO Form 910 “BID” form. Do not enter bid prices on GPO Form 910; prices entered in the “SCHEDULE OF PRICES” will prevail.

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)