

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Naval Aviation News

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

Department of the Navy

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning February 1, 2017 and ending January 31, 2018, 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 Washington, DC time, on January 31, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside of this area should furnish information with the bid which will, on its face, demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

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

Abstracts of contract prices are available at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, contact Linda Giacomo at lgiacomo@gpo.gov or (202) 512-0307.

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 Attributes (page related) – Level II.
- (b) Finishing Attributes (item related) – Level II.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards –

- P-7. O.K. Proofs; Average Type Dimension; Electronic Media.
- P-8. O.K. Proofs; Electronic Media.
- P-9. Pantone Matching System.
- P-10. O.K. Proofs; Electronic Media.

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 this 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 February 1, 2017 to January 31, 2018, 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 October 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.

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

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 February 1, 2017 through January 31, 2018, 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 1.

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

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

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

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

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

PAYMENT: Submit all invoices, 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>. Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of separate-covered, saddle-stitched pamphlets, posters, and/or survey cards requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Naval Aviation News.

FREQUENCY OF ORDERS: Approximately 4 to 6 orders per year. (Up to approximately two orders per year may require a poster and/or survey card.)

QUANTITY:

Pamphlet – Approximately 7,500 to 15,000 copies per order.
Poster – Approximately 7,500 to 15,200 copies per order.
Survey Card – Approximately 7,500 to 15,200 copies per order.

NUMBER OF PAGES:

Pamphlet – Approximately 32 to 48 pages (plus cover) per order.
Poster – One leaf (face and back).
Survey Card – One leaf (face and back).

TRIM SIZE:

Pamphlet – 8-1/2 x 10-7/8".
Poster – 21 x 24" or 21 x 32" (flat size).
Survey Card – 5 x 8".

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows –

Platform: PC Windows 7

Storage Media: FTP; DVD

Software: Adobe CS6 (Acrobat, InDesign, Photoshop, Illustrator)

All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished and/or embedded, as applicable. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator(s). 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 press ready PDF format. Visual of furnished electronic files (output at 100%) will be provided. Visual will be made on a printer using HP brand PCL language or Postscript. GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Departmental return address and mailing permit imprint will be furnished electronically via email. (Files will be furnished at the beginning of the contract and held for reuse through the contract term, unless otherwise specified.)

Approximately 2,000 recipient addresses for distribution will be furnished electronically (on each order) via email in a Microsoft Excel file format. Addresses have quantities indicated thereon. Addresses are not zip code sorted. (NOTE: NAVAIR will furnish updated distribution files on each order. Contractor must use updated files on each order and return unmailable addresses to NAVAIR upon completion of each order.)

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 product(s) in accordance with these specifications.

Contractor will be required to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide 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 reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to: Andrea Watters at (301) 342-7326 or Fred Flerlage at (301) 757-7053.

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 175-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: Two (2) sets of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

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.

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

Pantone ink color may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. When required, contractor must submit ink draw downs on actual production stock of Pantone color used in job.

Psychological Reference Colors – These are the colors seen regularly that people tend to remember best. Research has shown that people tend to agree on the appearance of these colors – blue sky, green grass, red apples, and human flesh are examples. Images having these psychological colors must be reproduced as faithfully as possible. Experience has shown these areas attract the most attention.

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

All cover paper must have the grain parallel to the spine.

Pamphlet –

Text: White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

Cover: White No. 2 Coated Text, Gloss-Finish, basis weight: 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182.

Poster – White No. 1 Coated Text, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

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

PRINTING:

Pamphlet –

Text:

Print head-to-head in four-color process.

Facing pages print to and must align across the bind.

Cover:

Covers 1 and 4 print in four-color process plus an additional metallic Pantone ink color. Covers 2 and 3 print in four-color process only.

Coat the entire surface of Covers 1 and 4 with a clear, non-yellowing varnish.

Poster –

Side one prints in four-color process plus an additional metallic Pantone ink color. Side two prints in black ink only.

Coat entire surface of side one of poster with a clear, non-yellowing varnish.

Contractor to match Pantone Matching System number as indicated on the print order.

Survey Card –

Print face and back in black ink plus one Pantone ink color – Pantone 200, unless otherwise specified.

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

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

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

The density must be constant across the full width of the sheet with deviations not to exceed plus or minus five (5) percent. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 Kelvin lumination.

MARGINS:

Pamphlet –

Margins will be as indicated on print order or furnished media. Contractor can anticipate bleed pages scattered throughout, including full bleeds.

Poster –

Margins will be as indicated on print order or furnished media. Side one of poster may bleed all sides.

Survey Card –

Margins will be as indicated on print order or furnished media.

BINDING:

Pamphlet –

Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Poster –

When required, the majority of copies will fold from 21 x 24” or 21 x 32” down to 8 x 10-1/2” to form a 6- or 8-panel (per side) folded poster. Tip-in poster with a fugitive glue onto the last text page (between the last text page and Cover 3) in such a manner that the poster shall remain attached during normal use of the publication but may be removed without damage to either the publication or the poster. The fugitive glue shall not have residual show-through on either the text page or the poster.

When required, a specified quantity may fold from 21 x 24” or 21 x 32” down to 8 x 10-1/2” to form a 6- or 8-panel (per side) folded poster and pack separately.

When required, a specified quantity may pack flat and separately. (NO FOLDING REQUIRED.)

Survey Card –

When required, insert survey card into publication, as specified, using a saddle stub that is perforated and scored along the saddle; glue tip into the publication using a perforated stub, as required.

When required, a specified quantity may pack separately.

PACKING:

Bulk Deliveries – Pack suitably in shipping containers not to exceed 35 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 during the delivery/shipping process.

Mailed Shipments – Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 36 pounds, must be packed in shipping bags, shipping bundles, and/or or shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING:

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

Mailed Shipments – Create and affix a recipient address label to each unit of mail packaged in kraft envelopes, shipping bags, shipping bundles, and shipping containers. At contractor’s option, addresses may be directly imaged onto kraft envelopes, shipping bags, shipping bundles, and shipping containers.

In addition, each kraft envelope, shipping bag, shipping bundle, and shipping container must carry the departmental return address and mailing permit imprint. Contractor may either create and affix a separate label or directly image the information.

NOTE: Contractor is responsible for duplicating mailing labels for each destination, as required. When duplication of mailing label is required, contractor must indicate on the label the quantity contained in each parcel and also label each parcel 1 of _, 2 of _, etc.

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: Naval Aviation News, NAVAIR Public Affairs Office, Attn: Andrea Watters/Fred Flerlage, 47123 Buse Road, Suite 346, Patuxent River, MD 20670.

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:

Agency Distribution –

- Deliver f.o.b. destination approximately 1,000 copies to approximately two (2) addresses within the Washington, DC and/or Patuxent River, MD areas. Inside delivery to room number(s) specified may be required.
- When required, ship f.o.b. contractor's city (reimbursable), by small package carrier, approximately 500 to 750 copies to approximately 10 addresses nationwide, as specified on print order. Contractor will be reimbursed by submitting shipping receipt with billing invoice for payment.
- Mail balance (approximately 95% of each order) f.o.b. contractor's city to approximately 2,000 domestic and foreign addresses.

Complete addresses and quantities will be furnished with each print order.

All mailing shall be made at the *Periodicals* rate, unless otherwise specified.

All mailing must be made from a USPS Bulk Mail Acceptance Unit. Mailing must be presorted to the finest sort possible and ready for immediate entry into the mail stream. Delivery shall be made by a person accountable directly to the company responsible for the mailing and who shall have the authority to affect the mailing as necessary. Delivery of these mailings to the postal service by commercial carrier or a party not having direct authority and/or responsibility as specified above will not be accepted.

Contractor shall provide two (2) copies of the appropriate postal service mailing form to the entry post office with the mailing. Both copies will be retained by the postal service.

Contractor will mail using departmental mailing permit imprint; however, orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

The contractor is cautioned that mailing permit imprint may be used only for the purpose of mailing material produced under this contract.

When using permit imprint mail, contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10-15) and the appropriate mailing statement(s) supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <http://www.gpo.gov/vendors/sfas.htm>.

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

GPO Distribution –

- Deliver f.o.b. destination a total of approximately 15 to 20 copies (file and depository) to approximately two (2) addresses within the commercial zone of Washington, DC. Inside delivery to room number(s) specified may be required.
- Mail f.o.b. contractor’s city approximately 650 copies (subscription) nationwide – *reimbursable*.

Complete addresses and quantities will be furnished with each print order.

When subscription copies are ordered, the contractor will be required to mail approximately 650 copies per order for Information Dissemination (Superintendent of Documents). The contractor must apply the appropriate postage to these subscription copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The contractor will be reimbursed for the postage to mail these subscription copies by submitting a properly completed postal service certificate of mailing with billing invoice. The postage for these subscription copies must be separated from other mailings; the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute subscription copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of subscription copies ordered may exceed the number of copies requiring mail distribution. ~~Any any~~ residual subscription copies (subscription quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor’s city by suitable means to a single address in the Washington, DC area. Contractors outside the Washington, DC commercial zone may be reimbursed for any shipping costs incurred by submitting a properly completed commercial shipping (including mailing) receipt with billing invoice.

The postage class and other mail requirements for subscription copies will be furnished with the mailing labels. The contractor shall contact LaJuan Washington at lwashington@gpo.gov or (202) 512-0127 or Simone Silva-Sutton at ssilva-sutton@gpo.gov or (202) 512-2010 #33213 for the subscription distribution addresses/labels and the postage class and other mail requirements, prior to the scheduled due date, if this information is not otherwise furnished.

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

NOTE: In accordance with United States Postal Service (USPS) regulations, contractor may be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ships/mailed) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 107-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery/shipping/mailed method, and title of publication. Contractor must be able to provide copies of all delivery/shipping/mailed receipts upon agency request.

Within 10 workdays of completion of each order, all furnished material (as applicable), including digital deliverables, and listing of unmailed addresses, must be returned to: Naval Aviation News, NAVAIR Public Affairs Office, Attn: Andrea Watters/Fred Flerlage, 47123 Buse Road, Suite 346, Patuxent River, MD 20670.

All expenses incidental to picking up and returning materials (as 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).

Furnished material (as applicable) and proofs must be picked up from and delivered to: Naval Aviation News, NAVAIR Public Affairs Office, Attn: Andrea Watters/Fred Flerlage, 47123 Buse Road, Suite 346, Patuxent River, MD 20670.

Furnished electronic media and visual(s) must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

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 12 workdays of notification of availability of print order and furnished material.
- 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 two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof, press sheet inspection, and transit time is included in the 12-workday schedule.

NOTE: Contractor will be allowed three (3) additional workdays in the above schedule to complete production and distribution of any order requiring poster and/or survey card.

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least two (2) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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 all shipments mailed/shipped f.o.b contractor's city must be delivered to the U.S. Postal Service and/or small package carrier.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. – DETERMINATION OF AWARD

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

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

	(1)	(2)
I. (a)	180	2,550
(b)	5	70
(c)	1	15
(d)	1	15
II. (a)	7,200	
(b)	2,615	

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailing/shipments and f.o.b. destination for all other consignments.

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.

A charge will be allowed for each page, whether printed or blank.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary (including proofs and stock/paper) for the complete 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)
(a) <i>Text</i> – Printing text in four-color process, including binding.....per page.....\$ _____		\$ _____
(b) <i>Cover</i> – Printing Covers 1 and 4 in four-color process plus a metallic Pantone ink color and Covers 2 and 3 in four-color process only, including varnishing and binding per complete cover.....\$ _____		\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(c) <i>Poster</i> – Printing side one in four-color process plus a metallic Pantone ink color and side two in black ink only, including varnishing, folding, and bindingper poster.....	\$ _____	\$ _____
(d) <i>Survey Card</i> – Printing face and back in black ink plus one Pantone ink color, including binding.....per survey card.....	\$ _____	\$ _____

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

- (a) Single or multiple copies in kraft envelopes
(up to 200 leaves)per envelope.....\$ _____
- (b) Single or multiple copies, over 200 leaves,
up to 36 pounds, packed in shipping bags,
shipping bundles, and/or shipping containers
(maximum gross weight 40 pounds) per bag, bundle, or container\$ _____

My production facilities are located within the assumed area of production yes _____ no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government furnished material _____
 - a. Number of hours from acceptance of print order
to pickup of Government furnished material..... _____
 - b. Number of hours from pickup of Government furnished material
to delivery at contractor's plant..... _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

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)