



## BID INVITATION

U.S. GOVERNMENT PRINTING OFFICE  
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

### Patient and Visitor Information Handbook

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

Bay Pines - VA Healthcare System  
Bay Pines, FL

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning Date of Award and ending April 30, 2014, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO JEFF MESSERSMITH, (404) 605-9160, EXT. 32708, OR E-MAIL [jmessersmith@gpo.gov](mailto:jmessersmith@gpo.gov). REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – RANDY HALLFORD, (404) 605-9160, EXT. 32709, OR E-MAIL [rhalford@gpo.gov](mailto:rhalford@gpo.gov). NO COLLECT CALLS.

**Note: This is a new contract. No previous abstract is available.**

**BID OPENING:** Bids shall be publicly opened at 2 p.m., prevailing Atlanta, GA time on April 26, 2013.

**BID SUBMISSION:** Facsimile bids are acceptable (see GPO Contract Terms, Pub. 310.2, Rev. June 2001). To submit a bid, the contractor must return a signed and completed GPO Bid Form 910 and a completed "Schedule of Prices", which are included at the end of this specification.

Send bids to U.S. Government Printing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327 or fax bids to **(800) 270-4758**.

All GPO publications referenced in these specifications (including the GPO Form 910) are available on the GPO web site (<http://www.contractorconnect.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 Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

### DISPUTES CLAUSE:

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 clause cancels and supersedes any other disputes language currently included in existing contractual actions.

### QUALITY ASSURANCE LEVELS AND STANDARDS:

The following levels and standards shall apply to these specifications:

#### Product Quality Levels:

- (a) Printing (Page Related) Attributes -- Level II.
- (b) Finishing (Item Related) Attributes -- Level II.

#### 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>	<u>Alternate Standard*</u>
P-7.	Type Quality and Uniformity	OK'd Proof	File Setup
P-8.	Halftone Match (Single and Double Impression)	OK'd Proof	File Setup
P-10.	Process Color Match	OK'd Proof	File Setup

\*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

### OPTION TO EXTEND THE CONTRACT TERM:

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 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 periodic pricing revision.

### 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 the beginning of the contract to April 30, 2014, 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 index "Commodities Less Food" under the Special Indexes category on "Table 2 –Consumer Price Index For All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group" 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 3 months prior to the beginning of the contract, 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.

**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.

**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.

**PREPRODUCTION CONFERENCE:**

A Preproduction Conference call will be held with the contractor's representatives, Government representatives from the GPO and Bay Pines Veterans Administration Healthcare System, Bay Pines, FL, immediately after award. Contractor will be notified of exact date and time. The purpose of the conference will be to discuss and review all aspects of the contract to ensure the contractor fully understands the total requirements of the contract as indicated in these specifications.

**PAYMENT:**

Submit all billing to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Printing Office, Washington, DC 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Visit the following website for complete instructions on preparing your voucher and barcode cover page: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

TO ENSURE PAYMENT, PLEASE SUBMIT THE GPO BAR CODE COVER SHEET WITH YOUR INVOICE AND FAX TO GPO. REFER TO THE FOLLOWING WEB PAGE FOR INSTRUCTIONS: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

**NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGE 15 & 16.**

**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 April 30, 2014 (plus options). 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.

**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.

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.

**REGULATIONS GOVERNING PROCUREMENT:**

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation are applicable.

**POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:**

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

## SECTION 2. – SPECIFICATIONS

### SCOPE:

The following specifications cover the production of perfect bound books, requiring such operations as design (includes Section 508 Compliance), handling electronic files, proofs, 4-color process printing, binding, packing, and delivery.

**ATTACHMENT(S) NOTICE:** The specifications for subject order include attachment(s) that are an integral part of the specifications. All interested parties can obtain a copy of the attachment(s) prior to quotation deadline by e-mailing [infoatlanta@gpo.gov](mailto:infoatlanta@gpo.gov) with their request - include the program number in subject line. The attachment(s), due to file size, will be available via an FTP site; your request will be followed up with instructions on how to obtain the attachment(s). Attachment(s) is/are an integral part of these specifications. No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the attachments and thoroughly understand the nature and extent of the work to be performed.

### TITLE:

Patient and Visitor Information Handbook

### FREQUENCY OF ORDERS:

Approximately 4 orders per year (quarterly).

### NUMBER OF PAGES:

Approximately 48 to 56 pages + wrap-around cover.

### QUANTITY:

Initial order of 20,000 copies is anticipated, thereafter approximately 5,000 to 10,000 copies per quarterly issue.

### TRIM SIZE:

8-1/2 x 11”

### RESOLUTION:

150 line screen (minimum) or equal.

### GOVERNMENT TO FURNISH:

The VA will provide a basic conceptual design (“Bay Pines Patient Handbook”), color scheme, and editorial subject matter for each publication via Microsoft Word (PC) files. Additional items furnished include various photos and logos (in various formats), the “2011 Report to the Community” and the “VHA Graphic Style Guide” (Feb 2012) must be referenced during any design conception. Content provided is to be edited by contractor and incorporated into the handbook. Any changes shall be approved by the Bay Pines Veterans Administration Healthcare System – Bay Pines, FL. The agency objective is to ensure the look and feel of this publication is in line with the “2011 Report to the Community”.

Print orders (GPO Form 2511).

A supply of Blue Labels and Selection Certificates will be furnished for shipping Departmental Random Copies.

Form 905 (R. 3/90) with labeling and marking specifications.

**Performance Records:** A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.

**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.

**DESIGN SPECIFICATIONS AND SECTION 508 COMPLIANCE REQUIREMENTS:**

Contractor must provide:

1. DESIGN/LAYOUT: Accomplished using industry standard desktop publishing software, e.g., Adobe InDesign CS5 or newer, and associated professional publishing /graphic design programs to include Adobe Photoshop, Adobe Illustrated, and similar. These files will be considered and referred to as the native file(s).
  - (a) Provide publication design (using the previous printed sample “2011 Report to the Community” and the “VHA Style Guide” – Attachment #1 as a layout/design guide) to include fonts\* and design elements necessary to create specified publication. *\*NOTE: With the exception of stated font usage under the “VHA Style Guide”, contractor is to use 11pt. Caliber font for text and 14-18pt. Georgia font for headlines – contractor to determine exact font size required for headlines.* Contractor has creative freedom to design publication with generous color accents throughout handbook. The agency objective is to ensure the look and feel of this publication is in line with the “2011 Report to the Community”.
  - (b) Contractor must provide a CD/DVD upon final proof approval for the Web-Ready 508-Compliant PDF of publication (see 508 Compliance Requirements below).
  - (c) Initially, contractor must create no less than three (3) different cover designs for approval by the ordering agency. Contractor must provide high resolution stock images of a health care provider taking care of a patient (cover 1). Pictures used must show diversity in patient care and of health care providers and Veterans, and also include at least one male, one female, one Caucasian, one African-American, and any other person(s) from a minority group.
  - (d) Send initial design layout and subsequent quarterly versions as PDF proofs for review, editing, and changes, if required. All design drafts must be approved by Rhonda Omslaer ([Rhonda.Omslaer@va.gov](mailto:Rhonda.Omslaer@va.gov)) (727) 398-6661 x 10097, or Jeana Kibel ([Jeana.Kibel@va.gov](mailto:Jeana.Kibel@va.gov)) (727) 398-6661 x 7544.
  - (e) Design all text and headlines in black or dark blue process builds, incorporating the use of different sizes and shades of built blue and red colors for headings and subheadings. Color scheme of accent in publication should coordinate with VA colors (i.e. navy blue).
  - (f) Create boilerplate layout for covers, spine and text pages.
  - (g) Covers and text page will contain at least one photographic image matter, type and design elements with bleeds.
  - (h) The following must be incorporated into each publication design with the following photographs provided by the ordering agency. Contractor must match text with the associated images.
    - Picture of Bay Pines Director Ms. Klinker
    - Arial view of Bay Pines campus
    - Street view of Bay Pines campus (placed on cover 4)
    - Fisher House picture
    - Picture of Lee County facility
    - Florida locator map showing all Bay Pines facilities

- Bay Pines logo with VHA Excellence logo
  - Veterans Health Education logo (VHE logo – placed at bottom of cover 4)
- (i) Contractor to supplement text with illustration, icons, logos and stock photos, as mutually agreed upon with Rhonda Omslaer ([Rhonda.Omslaer@va.gov](mailto:Rhonda.Omslaer@va.gov)), or Jeana Kibel ([Jeana.Kibel@va.gov](mailto:Jeana.Kibel@va.gov)) including stock photographs of health care providers and Veterans. Occasionally the ordering agency may submit editorials, Bio's, artwork (logos & icons) and photography.
  - (j) Copyedit and proofread all text to industry standard. Editing includes checking grammar, spelling, sentence structure, story structure, and suggesting revisions to improve the “readability” of the story article to meet reading level standards and proofread all text to professional standards. Reading levels must not exceed 7<sup>th</sup> grade reading level. Reading levels are to be determined using the SMOG readability standards.
  - (k) Resize furnished electronic files, artwork, photographs, slides and illustrations for color separations to areas indicated.
  - (l) Quarterly orders will require some changes to photos, phone numbers, room numbers and various articles.
  - (m) Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy, film, or electronic media, must not print on finished product.
2. **DESIGN/LAYOUT PROOFS:** There will be a minimum of two and as many as five PDF proofing cycles prior to the approval of the final Design File(s). Contractor to submit press-ready PDF(s) (for content only) of the completed issue, for approval of the Design File(s) before the actual print production is to begin. Proof must show color and contain all crop marks. NOTE: THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION. If disapproved, the Government will state the reason for the disapproval, contractor will be required to make revisions to the Design File(s), and resubmit within the time frame determined by the Government. Once the Design File(s) is approved by the Government, the contractor is to create a Section 508 Compliant File.
  3. **SECTION 508 COMPLIANT FILE:** Contractor to submit a web-ready 508-compliant PDF, customized to embed fonts and/or font subsets, of the completed issue, before print production is to begin. The file is to be created from the native file(s).
    - (a) **508 Compliance:** The contractor shall ensure that VA employees and members of the general public with disabilities have access to and use of VA's electronic and information technology (EIT) comparable to that provided to nondisabled persons. This is in compliance with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (Public Law 105-220). Section 508 of the Rehabilitation Act of 1973, as amended, requires that all EIT developed, procured, maintained or used by Federal agencies on or after June 21, 2001, must meet EIT accessibility standards developed by the Architectural and Transportation Barriers Compliance Board (Access Board), as set forth at 36 CFR Part 1194. The law also requires Federal agencies to ensure that individuals with disabilities who are Federal employees or members of the public seeking information or services from a Federal agency, have access to and use of information and data comparable to that provided to Federal employees or members of the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency. This policy supports one of the goals of VA's Strategic Plan: “To create an environment that fosters the delivery of One-VA world class service to VA employees,

veterans and their families through effective communication and management of people, technology, business processes, and financial resources.”

(b) Contractor must ensure that all files meet all applicable Section 508 Standards. Publication will require proper tagging of text and alt text:

- (1) Reading Order: Logical Reading Order (top to bottom, left to right) is required.
- (2) Text: Includes proper tagging and reading order of headers, footers, headings, columns, and text matter.
- (3) Alternative Text (Alt Text): Will include proper tagging, writing alt text for images, graphics, logos, seals, illustrations, signatures, scanned images, screen shots, and other non text elements.

The Government is responsible for providing alt text for photos/illustrations provided by the Government.

The contractor is responsible for providing alt text for photos/illustrations provided by the ordering agency (including stock photos/illustrations). If the Government deems the contractor provided alt text unacceptable, the Government will require the contractor to submit revised alt text.

(c) The contractor will be required to perform a quality assurance review to verify compliance of created and remediated files with current Section 508 accessibility requirements.

- (1) The contractor will be required to run a document analysis and develop a “Verification Report” detailing Section 508 deficiencies and remediation conducted. The document analysis and “Verification Report” is to be accomplished using NetCentric’s CommonLook plug-in, version 4.1.9 or later, for Adobe Acrobat.

The “Verification Report” must contain a list of 508 deficiencies each mapped specifically to a technical standard as promulgated by the US Access Board and to the page on which the error resides.

Contractor shall ensure the following minimum checkpoints are completed when performing remediation on any file:

- All text elements must be available to Assistive Technologies (AT).
- Reasonable and sufficient Alt-Tag descriptions for non-text elements.
- Scanned images of significant text (i.e., more than 10 words) should be optimized through OCR to render verbatim text to an AT user.
- Document structure tags (i.e. headings, paragraphs, and other page elements) must be included to allow AT users to efficiently navigate the document.

The contractor is to run a “Verification Report”. The contractor must remediate any elements that do not comply with 29 USC Section 508 Standards. Upon remediation, the contractor is to run another “Verification Report” and continue the remediate and report process until all elements, including “User Verify” have passed or converted to “Not Applicable”, and there are no “Fails”.

- (2) The contractor must test the publication to ensure it is compatible with the most recent version of JAWS, Adobe Acrobat, and Dragon Naturally Speaking Voice Recognition Software.
  - (3) Upon completion of the web-ready PDF, the contractor is to submit the file to the Government. The file will be tested by the Government and must have a 100% “Pass” or “Not Applicable” in order to be considered 508 Compliant. Any “Fail” elements may be cause for rejection.
4. **PRINT PRODUCTION:** Once the Design File(s) and the Section 508 Compliant File(s) have been approved by the Government, the web-ready PDF will be considered completed and delivered to the Government and the press-ready PDF is to be used by the contractor to complete the production of the publication, see “Printing and Distribution” specifications.

At the completion of the order, the contractor must provide the Government with storage media, such as CD or DVD, containing final InDesign (native) files, press-ready PDF, and Section 508-compliant web-ready PDF. The native and press-ready PDF files must match the final printed product.

**FILMS:** Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films.

**PROOFS:**

**PDF PROOF CYCLES:**

One “Press Quality” PDF proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proof must show color and contain all crop marks. **NOTE: THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION.**

Contractor to e-mail "Ripped" PDF proofs to: [Rhonda.Omslaer@va.gov](mailto:Rhonda.Omslaer@va.gov) & [Jeana.Kibel@va.gov](mailto:Jeana.Kibel@va.gov)

Upon approval of PDF's:

**PRINTING VIA OFFSET PRINTING:**

**CONTENT PROOF:** One complete digital color CONTENT proof created using the same Raster Image Processor (RIP) that will be used to produce the product. Proof 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.

**CONTRACT PROOFS:** Digital one-piece composite color CONTRACT proofs on the actual production stock (i.e. Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi are required created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs must have all elements in proper position (indicate margins). Proofs will be used for color match on the press and must show dot structure. Sublimation, inkjet, photographic, and overlay proofs are not acceptable.

Proofs must contain color 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 minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs.

-OR-

PRINTING VIA DIGITAL PRINTING (HP Indigo or Equal):

**CONTRACT PROOF:** One complete high resolution digital color CONTRACT proof (i.e. prior to production sample) created using the same output device that will be used to produce the final printed product. Proof 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. Proof will be used for color match on the press and must show dot structure.

**IT IS UNDERSTOOD THAT THE PROOFS SUPPLIED UNDER THIS CONTRACT WILL MATCH FINAL OUTPUT.**

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted. 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 "OK to print."

**NOTE: Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval.**

Deliver Content/Contract proofs to: Bay Pines VA Healthcare System, 10000 Bay Pines Blvd., Bay Pines, FL 33744----ATTN: Rhonda Omslaer (727) 398-6661 x 10097 and Jeana Kibel (727) 398-6661 x 7544.

**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" in effect at the time of award.

**NOTICE:** Copies of the "Government Paper Specifications Standards" are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or available as a PDF on the GPO web site: [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

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

Cover: JCP Code L10, Litho Coated Cover, White, Basis Size 20 X 26", Basis Weight 80#

Text: JCP Code A180, Litho (Gloss) Coated Book, White, Basis Size 25 X 38", Basis Weight 70#

**PRINTING:** Covers 1-4, spine and all text pages print type, lines, screens, solids, reversed out solids, illustrations, gradations, gutter-jumps, and photographic image matter via four-color process ink with flood gloss non-yellowing varnish or gloss aqueous coating. Ink coverage is 75% - 100% saturation with uncommon to full bleeds throughout.

**MARGINS:** Uncommon or full bleeds on all sides and across the bind.

**BINDING:** Perfect bind on 11" dimension and trim 3 sides. Covers wrap-around, glued on with grain running parallel to spine and trim flush. **NOTE:** Glue used must be Non-Toxic.

**PACKING:** Pack in shipping containers not to exceed 40 lbs. when fully packed.

**LABELING AND MARKING:** NOTE: All shipping containers require a container label. Complete a copy of the enclosed shipping label(s) (also available at [www.gpo.gov/pdfs/vendors/sfas/terms.pdf](http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf)) and affix one to each shipping container according to the instruction at the top of the carton label sheet (make additional copies as necessary). There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all containers per specifications and Contract Terms.

**QUALITY ASSURANCE RANDOM COPIES:** 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.

**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.

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

These randomly selected copies must be packed separately and identified by a special 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 address indicated on the print order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

**DISTRIBUTION:** Deliver f.o.b. destination (Inside Delivery Required!).

**Initial order anticipated delivery to:**

Deliver 15,000 copies to: Bay Pines VA Healthcare System, 10000 Bay Pines Blvd., Bay Pines, FL 33744----  
ATTN: Rhonda Omslaer (727) 398-6661 x 10097 and Jeana Kibel (727) 398-6661 x 7544.

Deliver 5,000 copies to: Lee County VA Healthcare Center, 2489 Diplomat Parkway East, Cape Coral, FL 33909---ATTN: Rebecca Kenyon (239) 652-1800 x 21225.

**Future orders deliver to:**

Deliver all copies to: Bay Pines VA Healthcare System, 10000 Bay Pines Blvd., Bay Pines, FL 33744----  
ATTN: Rhonda Omslaer (727) 398-6661 x 10097 and Jeana Kibel (727) 398-6661 x 7544.

Deliver all furnished material, including Quality Assurance Copies and CD/DVD (508-Compliant files), under separate cover (appropriately identified) by traceable means to: Bay Pines VA Healthcare System, 10000 Bay Pines Blvd., Bay Pines, FL 33744---- ATTN: Rhonda Omslaer (727) 398-6661 x 10097 and Jeana Kibel (727) 398-6661 x 7544.

All expenses incidental to the pickup and return of furnished material and proofs must be borne by the contractor.

NOTE: For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: [Rhonda.Omslaer@va.gov](mailto:Rhonda.Omslaer@va.gov) & [Jeana.Kibel@va.gov](mailto:Jeana.Kibel@va.gov) (or to the address furnished on the Print Order). The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, P.O. XXXXX, and 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.

**RECEIPT FOR DELIVERY:** Contractor must furnish 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 voucher for payment.

**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) to be picked up with the furnished material.

Furnished material must be picked up from and/or delivered to: Bay Pines, VA Healthcare System, 10000 Bay Pines Blvd., Bay Pines, FL 33744---ATTN: Rhonda Omslaer (727) 398-6661 x 10097 or Jeana Kibel (727) 398-6661 x 7544.

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.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part. NOTE: Workdays allowed are based on Government needs.

	<u>WD After</u>
Contractor to submit PDF design draft(s) to VA.....	10-15
VA to submit approval of PDF design draft(s) .....	4
Contractor to submit Contract Proofs.....	3*
VA to submit approval ("OK to Print" or "Okay to print with Corrections").....	4
Contractor makes complete delivery (includes 508 Compliant files) .....	7 - 10

\* Revised Proofs: When revised proofs are required by the Government due to Government errors, 2 additional workdays will be allowed (total of 5 working days).

### 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 1 year’s orders 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. (a) 216

II. (a)  
    (1) (i) 4  
        (ii) 43

    (2) (i) 200  
        (ii) 2125

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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 nonresponsive.

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 nonresponsive.

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 billing submitted to the Government Printing Office must be based on the most economical method of production at the prices offered.

**The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.**

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

**I. DESIGN AND LAYOUT:**

- (a) Design/Layout Process  
(including Section 508 compliant files) .....per page .....\$ \_\_\_\_\_

**II. PRINTING & BINDING:** Prices offered shall include the cost of all required materials and operations necessary for the complete production, packing, and distribution of the product listed in accordance with these specifications, with the exception of Item I.

Makeready and/or Setup (i)	Run, per 1000 copies (ii)
-------------------------------------	------------------------------------

(a) Printing in four-color process and overall gloss varnish/aqueous coating, including binding:

- (1) Complete Covers (Covers 1-4 & spine) including binding.....\$ \_\_\_\_\_ \$ \_\_\_\_\_
- (2) Text.....per page .....\$ \_\_\_\_\_ \$ \_\_\_\_\_

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

**BIDDERS NAME AND SIGNATURE:** Fill out and return a copy of all pages in "Section 4. - Schedule of Prices", initial or sign each in the space provided.

Fill out and return two copies of GPO Form 910. The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

GPO Form 910 is available on GPO web site at: <http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>.

Bidder \_\_\_\_\_

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

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

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

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

GPO Form 910  
(R 8-01) P.57021-4  
Part 1  
ORIGINAL

**U.S. GOVERNMENT PRINTING OFFICE**  
**Printing Procurement Department**  
**BID**

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) will be made from: City \_\_\_\_\_, State \_\_\_\_\_

(The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. \_\_\_\_\_ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. \_\_\_\_\_

BID \_\_\_\_\_

Additional \_\_\_\_\_ Rate \_\_\_\_\_

Discounts are offered for prompt payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

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

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

**Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.**

**COMPANY SUBMITTING BID**

**PERSON AUTHORIZED TO BID**

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

GPO Contractor Code (if known) \_\_\_\_\_

Date \_\_\_\_\_

Telephone Number \_\_\_\_\_

Facsimile Number \_\_\_\_\_

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

## Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

### REPRESENTATIONS.

**R-1. Small Business.** By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

**R-2. Small Disadvantaged Business Concern.** By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

**R-3. Women-Owned Small Business Concern.** By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

### CERTIFICATIONS.

**C-1. Covenant Against Contingent Fees.** Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

**C-2. Buy American Certification.** Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

**C-3. Clean Air and Water.** Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

**C-4. Certificate of Independent Price Determination.** Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that-

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to(i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision

(b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

**C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and other Responsibility Matters (Jan. 1999).** By submission of a bid-

(a)(1) The offeror certifies, to the best of its knowledge and belief, that-

(i) The offeror and/or any of its principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

**C-6. Certification of Nonsegregated Facilities (Jan. 1999).** Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will-

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods);

### NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.