



April 23, 2015

Dear Bidder:

This is Amendment No. 1. The specifications in our invitation for bids on Program 3581-S, scheduled for opening at 2 p.m., April 23, 2015, are amended as follows:

1. Change the bid opening date to April 27, 2015 at 2 p.m. local time.

2. Replace: Item III. ADDITIONAL OPERATIONS on page 12 of 12 to:

III. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

- (a) CD Holders each book/pamphlet\$ _____
- (b) Perforate each leaf\$ _____
- (c) Drilling (other than plastic spiral binding)..... each leaf\$ _____
- (d) Folding each leaf\$ _____
- (e) Plastic Spiral Binding (including drilling) each book/pamphlet\$ _____
- (f) One or two stitches each book/pamphlet\$ _____
- (g) Shrink-film wrap each package\$ _____

All other specifications remain the same.

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

U.S. Government Publishing Office
Columbus Regional Office
1335 Dublin Road, Suite 112-B
Columbus, OH 43215-7034

Telephone acknowledgement of this amendment is not acceptable.

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

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

Sincerely,

MICHAEL J. SOMMER
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Black and Full Color Imaging

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

DISAM/DR at Wright-Patterson AFB, OH

Single Award

TERM OF CONTRACT: The term of this contract is for May 1, 2015 through April 30, 2016 and 4 option year periods (May 1, 2016 through April 30, 2017; May 1, 2017 through April 30, 2018; May 1, 2018 through April 30, 2019; and May 1, 2019 through April 30, 2020). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Contract Term", and "Economic Price Adjustment".

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio time, on

April 23, 2015

SUBMIT SEALED BID TO: U.S. Government Publishing Office, 1335 Dublin Road Suite 112-B, Columbus, Ohio 43215-7034. Bid must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and bid date opening. **Late, Telegraphic, Facsimile, and E-Mail bids transmitted to GPO offices WILL NOT be considered.**

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. NOTE: Added 140# White and Colored Index and perforating. Changed from Quality Level IV to Quality Level III.

Abstract is available on GPO website at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature, contact Linda Price at 614-488-4616, ext. 7 (no collect calls).

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. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

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 – <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>

More GPO Publications can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing 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.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III
This shall include an image reproduced by any means.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	PDF File
P-10. Process Color Match	PDF File

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed April 30, 2020.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

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

PRICE ADJUSTMENT PERIOD: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

PRICE ADJUSTMENT: The prices shall be adjusted on the basis of the “Consumer Price Index for All Urban Consumers – Commodities Less Food, Seasonally Adjusted,” published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers-Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the current period of this contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor’s invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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 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.

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 May 1, 2015 through April 30, 2016 (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.

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.

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RPPO via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor’s invoice, all mailing and/or delivery receipts, and one PDF file of complete publication via e-mail to infocolumbus@gpo.gov.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of single sheets and books and pamphlets requiring such operations as copy pickup, black and full color imaging, tab dividers (including inserting) binding, packing, and delivery and mailing.

TITLE: Black and Full Color Imaging

NUMBER OF ORDERS/TRIM SIZES/QUANTITIES/PAGES/COVERS: Based on previous year's usage, approximately 130 orders, 1 to 10 items per order, anticipate 142 items. Trim Sizes up to and including 8-1/2 x 11". Approximately 2 to 1,000 pages/covers per order. Approximately 5 to 1,000 copies per order. Anticipate the following:

<u>Items</u>	<u>Quantity Range</u>	<u>Items</u>	<u>Pages/Covers</u>
8	1 to 25	27	2 to 20
46	26 to 50	36	22 to 60
52	51 to 100	19	62 to 100
23	101 to 499	46	102 to 200
13	500 to 1,000	13	202 to 500
		1	502 to 1,000

Image face only or face and back. Approximately 20% of the pages/covers will image full color. Approximately 1% of the pages/covers will be blank, usually the back covers. The balance of the pages/covers will image in black. Orders may have self cover or separate 2 piece covers. An imaging charge will not be allowed for non-imaged pages or acetate covers.

TAB DIVIDERS: Approximately 24 items will require tab dividers. Tab dividers will be 8-1/2 x 11" with a 1/2" tab extension on 110# White Index stock/paper. Tab dividers do not require mylar reinforcement and will image face only in black on the tab extension. Tab dividers will have standard 1/5 cut configuration. Anticipate 2 to 25 tab dividers per book/pamphlet (includes inserting into proper location).

GOVERNMENT TO FURNISH: Government will e-mail PDF files to contractor maintained e-mail address. Some orders will require contractor to assemble multiple files into one book/pamphlet as indicated on the individual print order. No additional charge will be allowed for this operation.

All printer and screen fonts will be furnished with the individual print order. These fonts are the property of the Government and must be returned with furnished material. Disk will be formatted to include text, rules, line art, screens, and illustrations in final layout format. Bleeds required and are on the files. Some files may be compressed.

ELECTRONIC PREPRESS: Immediately upon receipt and 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 Columbus GPO Contracting Office prior to further performance.

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.

Upon completion of the 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.

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 or film, must not print on finished product.

Delivery/shipping status report form.

Form 905 (R. 3/90) "Labeling and Marking Specifications".

Print Orders (GPO Form 2511).

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.

REPRODUCIBLES: The contractor must make all reproducible required. The contractor is responsible for determining what type reproducible will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducible that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractor's production environment.

PROOFS: None required.

STOCK/PAPER: The specifications of all stock/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.

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

All cover stock/paper must have the grain parallel to the spine. The stock/paper to be used will be indicated on each print order.

Some orders will require more than one color of text stock. Each color will be collated in same location. Contractor will be required to assemble book/pamphlet as indicated on the individual print order. No additional charge will be allowed for this operation.

White and Colored Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10. *Anticipate the following colors: blue, green, red, and yellow.

White and/or Colored Index, basis size 25-1/2 x 30-1/2", 110 lbs. or 140 lbs. per 500 sheets, equal to JCP Code K10. *Anticipate the following colors: blue, green, lavender, tan, yellow, and goldenrod.

*Successful contractor to provide color swatches of available colors, including those listed above, at time of award. Other contractor stocked colors may be ordered.

Clear plastic acetate, .5mm (.010") thick.

IMAGING: Image face only or face and back in black or full color as indicated on the individual print order. A single leaf may image black on one side and full color on the other side. Imaging method must be of good quality and must not contain background tone and the Quality Level must be maintained.

MARGINS: Margins per file unless otherwise indicated on the print order. An occasional order may require bleeds up to 4 sides.

BINDING: Various looseleaf binding styles will be required. Bind as indicated on the individual print order.

- Perforate leaves as instructed on the individual print order. Anticipate perforations will be near the left margins.
- Drilling, up to 3 holes, 1/4" to 3/8" diameter, 4-1/4" center-to-center, 3/8" from bind edge
- Folding of Single Sheets (anticipate up to 2 parallel folds to create tri-fold)
- Trim 4 sides
- Plastic spiral bind with white or *colored (usually black) plastic spiral coil of suitable size
- Stitch with one stitch in upper left corner or two wire stitches on left side as indicated
- Shrink-film wrap as indicated (books and pamphlets wrapped individually, single sheets wrapped in units of 10, 25, 50, or 100)

*Successful contractor to provide samples of colored plastic coils available at time of award.

CD HOLDERS: After printing, before binding, some orders will require the contractor to attach a clear, top-loading vinyl pocket CD holder with self-adhesive backing to the inside front or back cover as indicated on the individual print order.

PACKING: All packing materials shall be furnished by the contractor and must be of sufficient strength to guarantee delivery of the finished product at destination in a satisfactory and usable condition.

LABELING AND MARKING: Refer to Contract Terms and furnished form 905.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders must be divided into 50 equal sublots in accordance with the chart shown below. A random copy must be selected from each subplot. Copies must not be chosen 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.
- (b) 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 listed under "SCHEDULE".
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished selection certificate shall be included.

- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

INSPECTION SAMPLES: When indicated on the print order, or otherwise requested, two samples, as soon as completed, shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DISTRIBUTION: Deliver f.o.b. destination and mail f.o.b. contractor's city. Inside delivery is required. Inside delivery is defined as delivery into a Government controlled space as directed.

F.O.B. DESTINATION: Most orders deliver to various locations at Wright-Patterson AFB, OH. Contractor to be reimbursed for these shipments under Item I. of the "SCHEDULE OF PRICES" on page 11.

An occasional order will deliver within the 48 contiguous Continental United States (CONUS), including Washington, DC. Contractor to pay for freight at time of shipment and be reimbursed with properly submitted invoice and shipping documents. A copy of all freight bills must be included with the contractor's invoice.

All orders must ship via traceable means. A copy of all freight bills and proof of delivery along with the contractor's invoice shall be submitted in accordance with "PAYMENT" on page 4.

Note: Deliveries to WPAFB, OH must be made via FedEx or UPS. Deliveries using personally owned or company owned vehicle is NOT permissible.

F.O.B. CONTRACTOR'S CITY: An occasional order will mail to a single APO or FPO address using First Class Package Service Presorted Parcels.

The contractor will be required to pay postage at time of mailing and will be reimbursed for the mailing cost with proper submission of the appropriate mailing statement(s), supplied by USPS, along with the public voucher invoice. Refer to Contract Terms, GPO Publication 310.2, page 8, paragraph 6. Shipping Instructions.

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

Contractor will be required to keep up-to-date on the U.S. Postal Service classification in order that any mailing is made in accordance with any USPS changes.

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) and furnished material.

Furnished material and print order will be e-mailed to the contractor. Contractor must confirm receipt of the print order and material via phone within 60 minutes of receipt of e-mail.

Approximately 1 to 20 orders per month. More than one order may be placed on the same day with a maximum of 100,000 impressions having the same delivery date.

The ship/delivery date indicated on the print order is the date products must be received at location for f.o.b. destination deliveries and the date products must be mailed for f.o.b. contractor's city mailings.

The following schedule begins upon notification of the availability of print order and furnished material:

<u>Workdays Allowed</u>	<u>Number of Orders</u>
3 to 5	7
6 to 10	107
11 to 15	15
16 to 20	1

RECEIPT FOR DELIVERY: Contractor must furnish 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.

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.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all material furnished by the Government, along with any digital deliverables, to the address indicated under "DISTRIBUTION".

These materials must be packaged, properly labeled, and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials (including e-mail) must be borne by the contractor.

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) 1,673,501
- (b) 423,671
- (c) 22,011

- II. (1) (2)
- (a) 847,342 105,918
- (b) 42,367 31,775
- (c) 21,184 10,592
- (d) 703 XXXX

- III. (a) 1,896
- (b) 105,918
- (c) 151,444
- (d) 3,349
- (e) 12,513
- (f) 4,099
- (g) 268

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Wright-Patterson AFB, OH and other CONUS locations (including Washington, DC) and f.o.b. contractor's city for all APO and FPO mailing addresses.

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production, including delivery to Wright-Patterson AFB, OH, of the products listed in accordance with these specifications except for Items II. Stock/Paper and III. Additional Operations.

- (a) Image in Blackper image \$ _____
- (b) Image in Full Colorper image \$ _____
- (c) Image Tab Dividers in Black (including cost of stock/paper, and inserting into proper location).....per tab divider \$ _____

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

	Per Leaf	
	White/Clear (1)	Colored (2)
(a) Writing (20 lb.)	\$ _____	\$ _____
(b) Index Cover (110 lb.).....	\$ _____	\$ _____
(c) Index Cover (140 lb.).....	\$ _____	\$ _____
(d) Clear Acetate Covers (0.5mm).....	\$ _____	XXXX

 (Initials)

RETURN THIS PAGE TO RPPO COLUMBUS, OHIO

