

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Fact Sheets

U.S. Department of the Interior, Geological Survey

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending March 31, 2019, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

QUOTES OPENING: Quotes shall be publicly opened at 11:00 a.m., prevailing Denver, CO, time, on April 19, 2018.

QUOTATION SUBMISSION: Submit quotes to: U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile quotations in response to this solicitation are permitted. Facsimile quotations may be submitted directly to the GPO Denver Regional Office, Fax No. (303) 236-5332. The Program number and quotes opening date must be specified with the quotation. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January 2018. **QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME; LATE QUOTES WILL NOT BE CONSIDERED.**

The GPO 910 "BID" Form is no longer required. Offerors are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

OFFERORS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective offerors should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

OFFERORS, PLEASE NOTE: These specifications have been revised; therefore, all offerors are cautioned to familiarize themselves with all provisions of these specifications before submitting a quote.

Abstract of contract prices is available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Beverly Boecher at (303) 236-5292 ext. 4, or email bboecher@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quotation will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1)

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

SUBCONTRACTING: Subcontracting will not be permitted.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs, Electronic Media, Average Type Dimension
P-8. Halftone Match	Approved Proofs, Electronic Media
P-10. Process Color Match	Approved Proofs, Electronic Media

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

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to March 31, 2019, 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 December 31, 2017, 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 contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform prior to the award of a contract.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through March 31, 2019, 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 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: Upon completion of each order, the contractor is required to furnish their billing invoice to the ordering agency for examination and certification as to correctness of billing as applicable to the work performed. Contractor to submit billing to the ordering agency as specified on the print order.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt thereof.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to the U.S. Government Publishing Office for payment.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method 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.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES." In addition, the contractor is required to furnish the GPO Denver Office a duplicate set of these documents either by email to InfoDenver@gpo.gov; or by fax to (303) 236-5332, Attn: Procurement Technician.

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

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of single leaf products requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Fact Sheets.

FREQUENCY OF ORDERS: Approximately 15 to 25 orders per year.

QUANTITY

Format A: Approximately 200 to 1,000 copies per order.

Format B: Approximately 100 to 500 copies per order.

NOTE: The majority of orders will be for Format A per order.

NUMBER OF PAGES: Single leaf face and back.

TRIM SIZES:

Format A: 8 ½ x 11”

Format B: 11 x 17”

GOVERNMENT TO FURNISH:

Electronic Media will be furnished as follows:

Platform: Windows 7 and newer.

Storage Media: FTP; Email; CD-ROM; DVD; Thumb Drive.

Software: Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, Microsoft Office software, and WordPerfect. Current or near current version.

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

Fonts: All printer and screen fonts will be furnished/embedded, as applicable. Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order.

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

Additional
Information:

No prepress functions (e.g., color correction, UCR/GCR, sharpening or other image enhancement) or procedures have been applied to supplied images. Colors will be provided in CYMK and RGB. Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files may be furnished to be used as a reference only. CYMK to be used for color identification.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on finished product.

NOTE: GPO imprint is not to print on final 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.

The contractor must be able to accept files electronically via a contractor-hosted non-proprietary software 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 requesting agency contact immediately upon discovery.

The contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to:

- color issues and shifts (RGB color data, no spot colors, loss of black plate)
- page integrity (text reflow or type substitution)
- errors associated with embedded graphics
- missing prepress features (i.e., bleeds, trim marks)
- loss of text characters from graphic elements
- defining proper file output selection for the imaging device being used.

The contractor shall create/extend bleeds, create or alter any necessary trapping, set proper screen angles and frequency, define proper file output selection for the imaging device being utilized, and ensure that the black type is a solid black NOT a process build. Furnished files must be imaged as necessary to meet the assigned quality level.

Contractor must provide final output with text equivalent to a minimum of 2400 x 2400 dpi and all halftones equal to 175 line screen or finer.

When ordered 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. 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. NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.

PROOFS: When ordered, at contractor option one set of digital color content proofs or digital color one-off proof. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proofs will be used for color match on the press on the production run. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product.

Digital color one-off proof created using the same output device that will be used to produce the final printed product on the actual production stock.

When ordered, contractor to submit one "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. When ordered, no charges will be allowed for PDF proofs. NOTE: It is anticipated that most orders will require PDF proofs.

Contractor is cautioned that the PDF proofs produced must be from the contractor prepared PDF files for their output device and which will be used for final reproduction (ripped proof). It is not acceptable to simply submit reproductions of files furnished by the ordering agency.

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."

CONSULTATION: It is anticipated that prior to placing a print order or during the course of production of an order, the agency may consult with the contractor over the telephone or face-to-face at the agency's location regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone and/or person-to-person inquiries of a technical nature which will NOT require access to the contractor's electronic prepress system (EPS). This level of consultation, which may occur frequently, shall be at no cost to the Government. Contractor is responsible for all travel costs that may be incurred for consultations at agency's location.

NOTE: For more complex consultations (i.e., those that require the agency's data be downloaded into contractor's FTP site for viewing and, if necessary, manipulation), a timework charge will be permitted. "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to three (3) hours for author's alterations (AA's) may be signed off by the agency on the billing certification. Timework which exceeds three (3) hours or for other than AA's will only be allowed under exceptional circumstances and must be specifically authorized by the Contracting Officer using a subsequent contract modification(s). In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under I. (c).

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. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf

White No. 2 Coated Text, Dull-finish, basis weight: 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A262.

NOTE: Exception to Paper Specification Standards (March 2011, No. 12). Under "Testing" - The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.

PRINTING: Print face and back in four-color process.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175 line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

NOTE: GPO imprint is not to print on final product.

MARGINS: Margins as indicated on the print order or furnished electronic media. Most copies will bleed three to four sides.

BINDING: Trim four sides.

Format A: Per print order, fold with two (2) parallel folds as rolling fold or as accordion fold with title out.

Format B: Per print order, fold from 11 x 17" to 8-1/2 x 11", or with two (2) parallel folds as wrap around fold, or as accordion fold with title out.

PACKING: When multiple offices are listed at a single location, contractor to separate copies and shrink-wrap in suitable quantities, identify copies by room number, and pack within a single container.

Pack suitable in shipping container not to exceed 45 pounds when fully packed. All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the shipping/delivery process.

LABELING AND MARKING:

When not provided with print order, contractor to download the GPO Form 892C “Proof Label”, located at: https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/ppr.pdf?sfvrsn=c9a6613d_4, pg. 159 of 192 (Section 17 pg. 9). Form must be filled in by the contractor and used on all proof packages. Each package must be clearly labeled with the GPO jacket, purchase order and print order numbers, and the number or title of the product to which the proof(s) apply.

Contractor to download the GPO Form 905, R. 7-15 “Labeling and Marking Specifications” form, located at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf>, fill in appropriate blanks, and attach to shipping containers.

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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity <u>Ordered</u>	Number of <u>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 label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

The signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, 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 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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). 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. A copy of the Print Order must be included with the samples.

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 U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

INSPECTION SAMPLES: When indicated on the print order, the first two (2) copies of each order must be sent for inspection to U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228, Attn: "Inspection Samples."

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

DISTRIBUTION: Ship/deliver f.o.b. destination to the destinations specified below. Inside delivery is required to all locations. Approximate quantities to be completed to the following addresses as follows:

The majority of copies ordered will be shipped to: One address in Denver, CO 80225	1 Copy to 1 location: Menlo Park, CA 94025
3 Copies to 3 locations: Reston, VA 20192	1 Copy to 1 location: Flagstaff, AZ 86001
2 Copies to 1 location: Washington, DC 20240	1 Copy to 1 location: Rolla, MO 65401

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

GPO Addresses: On most orders, the Government will require shipments to the following addresses with the quantities required noted on the print order. The contractor will be reimbursed as per the contract SCHEDULE OF PRICES. These copies must be separated and be listed as a separate item on the invoice for reimbursement. These copies are to be delivered f.o.b. destination.

15 Copies: * BAC (By-Law) 1525-01 Library of Congress, U.S. Anglo Division U.S. Government Documents Section 101 Independence Avenue, SE Washington, DC 20540-4274 Marked: Depository File Copies	1 Copy to: BAC (C&I) 1523-01 U.S. Government Publishing Office Federal Depository Library Program Mail Stop (FDLP) 44 H Street, NW, Loading Dock Washington, DC 20401 Marked Item No. 0621-L
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*NOTE: All shipments to this destination must be via FedEx or UPS.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: agency email listed on print order. The subject line of this message shall be "Distribution Notice for Jacket **XXX-XXX**, Program 2839-S, Print Order **XXXXXX**." The notice must provide all applicable tracking numbers, shipping/delivery method, and title of product. Contractor must be able to provide copies of all shipping/delivery receipts upon agency request.

All expenses incidental to picking up and returning materials (if applicable), submitting proofs, and furnishing samples 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).

When applicable, print orders and furnished material are to be picked up from and returned to:
U.S. Geological Survey, Attn: Carol Wilkinson or Sally Almeria, 1 Denver Federal Center, Building 810, Entrance E-11, MS 902, Denver, CO 80225.

At the Government's option, the print order and furnished materials may be emailed to the contractor or uploaded to the contractor's FTP site.

Submit hard copy proofs together with the furnished electronic media (including furnished visual) when applicable, to the agency contact listed above. All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO jacket number, program number, print order number and publication title.

Contractor's proof cover memo and information identifying a point of contact and their phone number at the contractor's plant to be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "proof" label (GPO Form 892) or contractor's standard "proof" label (provided it contains full identification of the order) and include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. Reply by agency to contractor's email will constitute return of proof.

When a PDF proof is requested, email proofs to the ordering agency per instructions provided on each print order.

PROOF DELIVERY NOTIFICATION: The contractor must notify the agency via email and verify by phone call that the email is received when the proofs are shipped to the ordering agency and provide the name of the carrier service and tracking number. In addition, if the proofs are not returned by the agency within the specified time, the contractor must notify the agency that the proofs have not been returned. Include GPO program and print order numbers with all correspondence.

No definite schedule for pickup of material/placement of orders 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 10 to 15 workdays. Most orders placed will require complete production and distribution within 15 workdays.

Deliver proofs to the agency as soon as possible. Proof will be ready for pickup within two (2) workdays after receipt at the ordering agency; revised proofs, if required, due to contractors errors will be ready for pickup within the same number of workdays after receipt at the ordering agency. NOTE: The first workday after the proofs or revised proofs, if required, are received at the ordering agency is day one. If revised proofs are the result of agency alterations the proofs will be ready for pickup within two (2) workdays after receipt at the ordering agency and the schedule will be adjusted per contracting terms.

The ship/deliver date indicated on the print order is the date products ordered for shipping/delivery f.o.b. destination must be delivered to the destination(s) specified.

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

For compliance reporting purposes, it is requested the contractor notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable for each print order. Contractor to contact U.S. GPO Denver Regional Office via email to infodenver@gpo.gov; or by faxing (303) 236-5332.

SECTION 3 - DETERMINATION OF A WARD

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

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

- | | | | |
|------|-----|-----|-----|
| I. | (a) | 28 | |
| | (b) | 8 | |
| | (c) | 1 | |
| | | (1) | (2) |
| II. | (a) | 14 | 39 |
| | (b) | 4 | 10 |
| III. | (a) | 162 | |

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SECTION 4 – SCHEDULE OF PRICES

Offers 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.

Offers for each item listed in its respective format group, as defined in “Section 2 – Specifications,” must include the cost of all required materials and operations in accordance with these specifications.

Offeror must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, may be declared nonresponsive.

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

Quotes submitted with NB (No Quote), NA (Not Applicable), 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/invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

I. PROOFS:

- (a) Format A, per product \$ _____
- (b) Format B, per product \$ _____
- (c) Timework, per hour \$ _____

NOTE: "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework will only be allowed under exceptional circumstances and must be specifically authorized on the print order or subsequent billing certification. In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under I. (c).

II. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices quoted shall include the cost of all required materials (including paper) and operations necessary for the printing, binding, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Format A, per product	\$ _____	\$ _____
(b) Format B, per product	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS: The price quoted for the following operation must include the cost of all required materials and operations.

- (a) Shrink-film packaging, per package \$ _____

(Initial)

SHIPMENT(S): Shipments 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 offeror has selected the city and state shown below in the address block, and the quote will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Offeror hereby acknowledges amendment(s) number(ed) _____

QUOTE ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this quote is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of quotes, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day quote acceptance period may result in expiration of the quote prior to award.

OFFEROR'S NAME AND SIGNATURE: Unless specific written exception is taken, the offeror, by signing and submitting a quote, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the quote being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Quote) (Date)

(Person to be Contacted) (Telephone Number) (Email)