



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

**Various Oversized Maps**

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

U.S. Department of Agriculture  
U.S. Forest Service  
Southwestern Region

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending February 28, 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 March 22, 2018.

**QUOTATION SUBMISSION:** Submit quotes send 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 quotations. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January 2018.

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.

BIDDERS, 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.

**THIS IS A NEW CONTRACT. NO PREVIOUS ABSTRACT IS AVAILABLE.**

For information of a technical nature, contact Don Showalter at (303) 236-5292, x5; or email [dshowalter@gpo.gov](mailto:dshowalter@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Quote 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>

**GPO IMPRINT REQUIREMENT:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

- (a) Printing Attributes - Level II
- (b) Finishing Attributes - Level II
- (c) Exceptions: P-4. Registration is to be evaluated at Level I.

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 Press Sheet
P-8.	Halftone Match (Single/Double Impression)	Approved Press Sheet
P-9.	Solid and Screen Tint Color Match	Approved Press Sheet
P-10.	Process Color Match	Approved Press Sheet

Special Instructions: In the event that the Government waives the inspection of press sheets, the following listed alternate standards (in order of precedence, unless otherwise specified by the Government on individual orders) shall become the Specified Standards:

- P-7. Approved Proofs, Average Type Dimension in Publication, Electronic Media.
- P-8. Approved Proofs, Electronic Media.
- P-9. Pantone Matching System.
- P-10. Approved Proofs, Electronic Media.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of 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 February 28, 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 November 30, 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 prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award 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.

**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 February 28, 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, contractor must submit his invoice to GPO.

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."

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 maps requiring such operations as consultation, electronic prepress, proofing, printing (in multiple inks), binding, packing, and distribution.

**TITLE:** Various Oversized Maps.

**FREQUENCY OF ORDERS:** 1 to 3 orders per year. (NOTE: Only one map per order.)

**QUANTITY:** Approximately 1,000 to 10,000 copies per order. (NOTE: An occasional order may be issued for up to 50,000 copies.)

**NUMBER OF PAGES:** Face only or Face and Back.

**TRIM SIZES:** Over 38 x 55” up to and including 44 x 63.”

NOTE: Print orders may include maps formatted with a dimension smaller than 38” in one dimension, but will be between 55 to 63” in the second dimension.

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

Platform: Macintosh OS 10.7.5 and newer; Windows 7 and newer.

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

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

Additional Information: Files will be furnished in native application and/or PDF format. 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 will be furnished to be used as a guide only. CMYK and Pantone Matching System to be used for color identification when ordered.

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

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications and for the return of Government Furnished Materials.

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

**CONSULTATION:** It's anticipated that prior to placing a print order or during the course of production of an order, the ordering agency may consult with the contractor (over the telephone, person-to-person at agency location, face-to-face contact via Skype®, or similar, or via email) 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. Any travel by the contractor to the Government's site will be at the contractor's expense.

**FURTHER CONSULTATION FOR MAP PRODUCTION:** In an effort to produce a quality map, product improvement of all elements of the production process is sought after by the exchange of knowledge between the ordering agency and contractor personnel. These consultations are to refine efficiencies in the printing and finishing elements of map production and are to be at no cost to the Government.

- Before commencing work on text and graphics, the ordering agency may choose to send the contractor a rough lay-out showing panels, anticipated fold sequence, and type of stock. Using this, the contractor can calculate and note on the layout the location and size of bleeds and wraps.
- Prior to generating a high-end, press-ready proof, an inexpensive inkjet plot may be requested to be reviewed by the contractor personnel to identify potential problems, including but not limited to: ghosting, registration, and ink lay-down issues. At this point, prior to further processing of an order, contractor recommendations can be made to overcome potential problems.

**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 other than those described below, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency and to the Contracting Officer 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 (e.g., 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 dpi, equal to 150-line screen or finer and all flattones, halftones (gray scale illustrations) and CMYK graphics 150-line screen or finer.

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

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



Upon completion of each order, the contractor must furnish final production native application files 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, one set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

When ordered, one set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. Proofs must show dot structure.

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

Pantone colors may be substituted with a similar color (with the exception of process yellow), but may not be built out of the four process colors. Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product.

Spot varnish may be shown as either a digital content proof or as an overlay on the one-piece laminated proofs.

If any of the 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."

For this contract, one page-size leaf will be allowed for each "map unit" in the product. The number of units in a particular map will be determined by dividing its trim size by 94 square inches with any fraction remainder being counted as an additional whole unit.

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

Government Paper Specification Standards No. 12 –

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_12.pdf?sfvrsn=2](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2)

The paper to be used will be indicated on each print order.

NOTE: On a rare occasion, an order may require two (2) different stocks (either folded and/or unfolded) as noted on the print order.

White Synthetic Paper Hop-Syn® DL, equal to JCP Code O-90. Exception: Caliper must be 3.3 mils.

White Synthetic Paper Hop-Syn® DL, equal to JCP Code O-90. Exception: Caliper must be 4.2 mils.

White Synthetic Paper Tyger®, equal to JCP Code O-90. Exception: Caliper must be 3.8 mils.

**PRINTING:** Print face only or face and back in from four to eight ink colors, including 4-color process and Pantone color(s) plus varnish or aqueous coating as specified. Heavy ink coverage can be expected on most orders. It is expected that most orders for this contract will use 4-color process plus 2 spot colors.

Match Pantone number as indicated on the print order.

NOTE: Additional inks must be Pantone ink(s) or a match of Pantone ink(s) and not a build from process colors.

NOTE: GPO imprint must not print on final product.

Print must be on a press capable of printing four colors in a single pass through the press (minimum four printing units).

**MARGINS:** Margins will be as indicated on the print order or furnished electronic files. Bleeds on one to four sides are anticipated.

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

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

*Viewing Light:* Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

**BINDING:** Trim four sides. It is anticipated that the majority of the orders will require folding of all or nearly all copies. When ordered, fold to 4 x 9", or to the size as indicated on the print order, with a suitable number of vertical, in-line parallel, accordion, and angle wrap-around folds (title panel out). Folding dummies will be furnished with each order.

NOTE: On occasion, the Government may request a limited number (generally under 100) of the maps be trimmed but not folded. This will be so indicated on the individual print order.

**PACKING:** Bundle folded maps in units of 10, unless specified otherwise on print order. On occasion in lieu of bundling, shrink-film wrapping may be requested. Pack bundles flat in shipping containers. Unless specified for lower weight limit on order, each shipping container for folded products must not exceed 45 lbs. when fully packed and must have a minimum bursting strength of 275 lbs. psi.

Flat copies are to be packed flat with suitable protection top and bottom in shipping containers not to exceed 45 lbs.

NOTE: When a site is to receive both flat and folded products, a suitable single pallet may be used for both products provided that no damage occurs to the products.

**LABELING AND MARKING:** Contractor to download the GPO Form 905, R. 7-15 “Labeling and Marking Specifications” form (located on GPO.gov), fill in appropriate blanks, and attach to shipping containers.

When provided, the contractor is directed to use the furnished "Proof Label." When “Proof Label” is not provided, contractor to download and fill out GPO Form 892C (see below). Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

When applicable, contractor to download the “Proof Label” form (GPO Form 892C) from: [https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/ppr.pdf?sfvrsn=c9a6613d\\_4](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.

**PALLETS:** Pallets are required for all destinations receiving 10 or more shipping containers.

**INSPECTION SAMPLES:** Occasionally, when so indicated on the print order, the first two copies, as soon as completed, must be sent for inspection to the U.S. Government Publishing Office, Denver Regional Office, Suite 208, Attn: Inspection Samples, 12345 West Alameda Parkway, Lakewood, CO 80228-2842.

NOTE: Five inspection copies of each map must be sent as soon as completed to the ordering agency (see "DISTRIBUTION").

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 facsimile 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.

**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.

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

These randomly selected copies must be packed separately and identified by a special 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 to one of the addresses specified under “DISTRIBUTION,” as specified on the print order. If not specified on the print order, Blue Label samples are to be delivered to the U.S. Geological Survey address, listed in “DISTRIBUTION,” as part of this location’s specified quantity.

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

A copy of 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 quote 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.

**DISTRIBUTION:** On most orders, deliver f.o.b. destination to 5 of the following 6 addresses as specified per print order. One address is FedEx, UPS, or USPS only. Inside delivery is required for all orders.

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

BAC (By-Law) 1525-01 \*  
Library of Congress  
U.S./Anglo Division  
Government Documents Section  
101 Independence Avenue, SE  
Washington, DC 20540-4274  
Mark: Depository File Copies

BAC (FDLP) 1520-01  
Marked: Depository Item: 0080-G  
U.S. Government Publishing Office  
Federal Depository Library Program  
Documents Warehouse  
8660 Cherry Lane  
Laurel, MD 20707-4986

International Exchange System  
Depository Receiving Section  
44 H Street, NW, Loading Dock  
Washington, DC 20401  
Marked: IES Copies

U.S. Geological Survey  
Box 25046 MS 306 Building 810 DFC  
Lakewood, CO 80225

USDA Forest Service  
333 Broadway Boulevard, SE  
Albuquerque, NM 87102

USDA Forest Service  
204 Folsom Street  
White Sulphur Springs, MT 59645

\*NOTE: All shipments to this destination must be via FedEx, UPS, or United States Postal Service (USPS). Shipments to this address cannot be delivery f.o.b. destination.

Additional distribution to site specific locations may be requested as indicated per order. These deliveries are to be billed as f.o.b. destination, freight prepaid, and add. Contractor option for these sites is to use FedEx, UPS, or USPS, whichever method is the most economical to the Government. NOTE: Some sites may be considered remote by some carriers.

*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; 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/invoice for payment.

Upon completion of each order, contractor must notify the ordering agency on the day the order ships via email to the agency contact indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1874-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Contractor must return all furnished material as well as any electronic files, etc., when applicable, to the address indicated on the print order within 10 workdays of completion of each order. These materials must be packaged flat (also see under "CONTRACTOR TO FURNISH" hereinbefore) and returned separate from the order by registered mail or alternate traceable means. The contractor must be able to produce a separate signed receipt for these materials any time during the course of the contract.

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

**SCHEDULE:** Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order.

The contractor will be notified by telephone when an order is available for pickup. At the contractor's option, the furnished material will be prepared for conveyance by common carrier. Time consumed in transportation will be deducted from the production schedule.

When applicable and if not specified otherwise on print order, furnished material will be picked up from and delivered to:

USDA Forest Service  
333 Broadway Boulevard, SE  
Albuquerque, NM 87102

When applicable and if not specified otherwise on print order, proofs will be delivered to and picked up from:

USDA Forest Service  
333 Broadway Boulevard, SE  
Albuquerque, NM 87102

Submit proofs together with all of the furnished material (if applicable).

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 5 to 10 workdays from receipt at the ordering office until they are made available for pickup by the contractor. NOTE: The first workday after the proofs or revised proofs, if required, are received by the Government is day one.

Proofs, along with the Government furnished material, a copy of the specifications, the contractor's usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor's plant will be sent directly to the ordering agency by the contractor.

The proof hold period by the Government begins when proofs are received by the designated party and ends when the contractor is notified that the proofs are available for pick-up by the contractor or their designated service.

Complete production and delivery must be made within 30 to 60 workdays from notification of availability of print order and furnished material.

The contractor must notify the ordering agency of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least four (4) workdays prior to the inspection. Notify the designated agency personnel. Telephone calls will only be accepted between the hours of 8:00 a.m. and 4:00 p.m., prevailing local time.

NOTE: See Contract Clause 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

A representative(s) of the Government may inspect press sheets at the contractor's plant when the job is going to press. These representatives will make their inspections on any official Government workday (Monday through Friday, 8:00 a.m. to 5:00 p.m., contractor's local time), and suitable space shall be provided at the plant for this purpose. It is anticipated that 100% of the orders issued under this contract will require a press sheet inspection.

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

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact U.S. GPO Denver Regional Office via email to [infodenver@gpo.gov](mailto:infodenver@gpo.gov) or by fax to (303) 236-5332.

### SECTION 3 – DETERMINATION OF AWARD

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 year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

	(1)	(2)	(3)	(4)
I. (a)	5	15	2	10
II. (a)	150			
(b)	150			
(c)	150			
III. (a)	120			
(b)	60			
(c)	2			
(d)	15			

**SECTION 4 – SCHEDULE OF PRICES**

Quotes submitted 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.

Contractor 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 offers may be declared non-responsive.

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 non-responsive.

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

All vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

A page-size unit is equal to 94 sq. in.

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

Aqueous or varnish coating will be allowed under "Each Additional Color of Ink" (columns (3) and (4) only).

	<u>Four-Color Process</u>		<u>Each Additional Color of Ink</u>	
	Make ready and Setup <u>Charges</u> (1)	Per 1,000 <u>Copies</u> (2)	Make ready and Setup <u>Charges</u> (3)	Per 1,000 <u>Copies</u> (4)
(a) Maps, per printed side	\$ _____	\$ _____	\$ _____	\$ _____

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



**II. PAPER:** Payment for 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 ordered. The cost of any paper required for makeready or running spoilage must be included in the prices quoted. Also note that any costs associated with running a map on 2 different stocks (folded and unfolded) on a single print order must be included in the prices quoted under Items I. (a)

For this contract, one page-size leaf will be allowed for each "map unit" in the product. The number of units in a particular map will be determined by dividing its trim size by 94 square inches with any fraction remainder being counted as an additional whole unit.

	<u>Per 1,000 leaves</u>
(a) White, Synthetic Paper, Hop-Syn® DL (3.3 mil)	\$ _____
(b) White, Synthetic Paper, Hop-Syn® DL (4.2 mil)	\$ _____
(c) White, Synthetic Paper, Paper Tyger® (3.8 mil)	\$ _____

**III. PROOFS AND ADDITIONAL OPERATIONS:**

For this contract, one page-size leaf will be allowed for each "map unit" in the product. The number of units in a particular map will be determined by dividing its trim size by 94 square inches with any fraction remainder being counted as an additional whole unit.

(a) Digital Color Content Proofs, per page-size leaf	\$ _____
(b) Digital One-piece Composite Laminated Proofs, per page-size leaf	\$ _____
(c) Folding maps, per 1,000 maps	\$ _____
(d) Timework, per hour.	\$ _____

NOTE: "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 III.(d).

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

**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 point(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.

Offerors \_\_\_\_\_  
(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)