

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Brochures, Cards, Booklets, and Handouts

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

Architect of the Capitol/Capitol Visitor's Center

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **date of award** and ending **March 31, 2017**, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC, time, on April 29, 2016.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

Bidders, please note:

This contract has been revised. Booklets and handouts have been added. Additionally, Travel and Per Diem costs are factors in award.

R-1: The basis figure for IV(a) has been updated. Additionally, the weight of the booklet stock for JCP A61 has been updated.

For information of a technical nature, call **Bill White or Brian Coleman** at (202) 512-0310. (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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level I.
- (b) Finishing (item related) Attributes -- 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	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

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

- P-7. Ok'd Proofs, electronic media.
- P-8. Ok'd Proofs, electronic media.
- P-9. Pantone Matching System.
- P-10. Ok'd Color 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.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid prices for line items III. (a) and (b) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

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.

PRE-AWARD TEST – PROOFING AND PRESS PRODUCTION RUN: The contractor being considered for award will be required to demonstrate their ability to print the item(s) required in these specifications at the requisite quality level by completing a pre-award test.

The Government may waive the pre-award test if there is other evidence, in the opinion of the Contracting Officer, which indicates the contractor being considered for award has the capability to successfully produce the item(s) required.

A sample brochure file will be furnished to the contractor being considered for award for the pre-award test.

PROOFING TEST: Digital composite one-piece laminated proofs as detailed on pages 7 and 8 are to be submitted within two workdays of receiving files. The Government will hold the proofs for three (3) workdays.

PRESS PRODUCTION TEST: Within three (3) workdays after receiving approval of proofs, the perspective contractor shall demonstrate their printing capability by producing printed press sheets of the sample brochure.

Products from this test run will be used by the Government to evaluate the contractor's capability to comply with applicable requirements of these specifications and the contractor's ability to maintain that quality level throughout the test production run.

NOTE: This test must be performed in the presence of Government representatives, under normal production conditions on the equipment and in the facility proposed to be used for the final production, and on the paper required under these specifications.

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 must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the entire press sheet (can be on the gripper edge, tail edge, or gutter of the press sheet). The minimum run time shall be 1 hour, exclusive of make-ready time.

Failure to produce sample press sheets meeting the specified quality level or to demonstrate the ability to maintain the required quality throughout the production test press run may be reason for a determination of non-responsibility. In addition the contractor's failure to successfully complete this test within 2 hours may also result in a determination of non-responsibility.

The Contracting Officer may grant a period in excess of the 2 hours if in his opinion he has reason to believe that the contractor is making great progress in meeting the contract standards.

NOTE: No charges will be allowed for costs incurred in the performance of this pre-award test.

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives at the GPO, Washington, DC, immediately after award. Contractor's preproduction personnel should be in attendance to discuss preproduction related issues.

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 to March 31, 2017**, 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", 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, 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.

SECTION 2 – SPECIFICATIONS

SCOPE: These specifications cover the production of brochures, cards, booklets, and handouts requiring such operations as electronic prepress, proofing, printing in four-color process plus up to two PMS colors, spot varnish and/or aqueous coating, binding, packing and distribution.

TITLE: Brochures, Cards, Booklets, and Handouts

FREQUENCY OF ORDERS: Up to approximately 10 to 20 orders per year.

QUANTITIES: Approximately 15,000 to 225,000 copies per order

NUMBER OF PAGES: Brochures/Cards: Face and back.
Booklets: Approximately 8 to 60 pages.

TRIM SIZES: Brochures

Format A: 16 x 9” (flat size)

Format B: 20 x 9” (flat size)

Format C: 24 x 9” (flat size)

Format D: 28 x 9” (flat size)

Format E: 32 x 9” (flat size)

Format F: 36 x 9” (flat size)

Cards: 4 x 9”

Booklets:

Format A: 6 x 9”

Format B: 8-1/2 x 11”

Handouts:

Format A: 17 x 11”

Format B: 8-1/2 x 11”

GOVERNMENT TO FURNISH: The electronic media will be furnished as follows:

Platform: Macintosh OS X (or latest version)

Storage Media: CD-R/RW; DVD-R/RW

Software: Adobe Creative Cloud (Indesign, Photoshop, Illustrator) 2015 or latest version

Note: All platform system and software upgrades (for specified 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. 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 supplied:

A visual of the electronic files produced on a printer using PostScript language will be furnished.

Visuals will clearly show color breaks and spot gloss varnish placement. Contractor will be required to create varnish windows.

Files will be furnished in native application format.

Pantone Matching System used for color identification of spot color.

Contractor to create traps.

Files provide for bleeds.

GPO Form 952 (Desktop Publishing – Disk Information) furnished with each order.

One reproduction proof; form 905 (R. 6/03) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish,” necessary to produce the product(s) in accordance with these specifications.

Contractor to provide two (2) new unopened Pantone (solid coated) Formula Guides. These guides will be used by the GPO representative and the contractor at each press sheet inspection for consistent comparison of the requested Pantone colors for the term of this contract.

ELECTRONIC PREPRESS: Prior to image processing, the contractor is responsible for performing 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 Michaela McNichol at 202-593-1830 in sufficient time to comply with the shipping schedule.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

All halftones on coated stock are to be at 200-line screen or finer. All halftones on uncoated stock are to be at 175-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy. It is anticipated that the Government will make all major revisions.

DIGITAL DELIVERABLES: Upon completion of each order, the contractor must furnish one final production native application files (digital deliverables, which include high resolution scans) with the Government furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on CD-R or DVD-R. Contractor to supply one (1) digital deliverable with native files, all linked graphics and fonts and the other digital deliverable with PDF files that have been press optimized, with fonts embedded and proper color mode (Pantone). 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. Digital deliverables must be Mac/Windows compatible. The CD-R or DVD-R and jewel case must be clearly labeled as Final Production Files with the publication title, jacket number, print order number, and date. A print-out of the file directory must be placed inside of the jewel case. Digital deliverables must be delivered no more than one week after printed copies are delivered.

PROOFS: One (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution 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.

-PLUS-

One (1) set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 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.

NOTE: Inkjet proofs are not acceptable.

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.

If Pantone Colors are required they may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. Ink drawdowns of the actual PMS color on the production stock used in the job must be submitted with the proofs. Half of the ink drawdown must show coating.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "O.K. TO PRINT."

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

Government Paper Specification Standards No. 12 - http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf

Brochures: White No. 1 Coated Text, Dull-finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A261. *Note: Exception to Paper Specification Standards (March 2011, No. 12) under "Testing" – The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.*

Cards: White No. 1 Coated Cover, Gloss-finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

Booklets: White No. 1 Coated Cover, Gloss-finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11; White No. 1 Smooth Finish Uncoated Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP L21; White No. 1 Coated Text, Dull-finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A261. *Note: Exception to Paper Specification Standards (March 2011, No. 12) under "Testing" – The acceptance criteria in Part 4 SHALL apply for Opacity ONLY;* White No. 1 Smooth Finish Uncoated Text, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A61.

Handouts: White No. 1 Smooth Finish Uncoated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP L21; White No. 1 Smooth Finish Uncoated Text, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A61.

PRINTING: Brochures print head to head in four color process plus two (2) Pantone colors and spot gloss varnish. Areas that require spot gloss varnish will be indicated in the file.

Cards print head to head in four color process plus one (1) Pantone color plus a flood aqueous coating on one side.

Booklets

Covers: Covers print four color process plus up to two additional PMS colors. Covers that print will be indicated on the print order. Covers may require an aqueous coating.

Text: Text pages print four color process plus up to two additional PMS colors. Text pages may require spot varnish.

Handouts print head to head in four color process.

Match Pantone number as indicated on the print order.

Must be printed on a press capable of printing six colors in a single pass through the press (minimum six printing units).

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See Guidelines for Contractors Holding Press Sheet Inspections (GPO Publication 315.3) issued June 2003. 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 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

The density must be consistent across the full width of the sheet with any deviations not to exceed plus or minus 2.5 points.

The contractor must provide the following equipment in working order for use during press sheet inspection: a calibrated densitometer at press side, for the purpose of monitoring density, dot gain, contrast, trapping, hue error, and ink coverage in products containing one color through multicolor process.

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.

Unless waived by the Government, the contractor will be required to print a small symbol within the trim area on each form/signature which will remain in position throughout the entire press sheet inspection and then be honed off or otherwise removed from the printing plate only after the color standard has been established and approved.

At the Government's option, the Press Sheet Inspection may be waived.

MARGINS: Margins will be as indicated on the print order or furnished electronic files. Most items bleed on all four sides.

BINDING: Brochures accordion fold from various flat sizes as ordered to a final size of 4 x 9". A folding dummy will be provided with each print order. Score all folds prior to folding to facilitate folding and prevent cracking. Contractor should take all necessary steps to prevent ink cracking on the finished folds. Cracking on the folds is unacceptable.

Cards: Trim four sides.

Booklets: Perfect bind or saddle-stitch as indicated on the print order.

Handouts:

17 x 11": Fold from 17 x 11" to 8-1/2 x 11"

8-1/2 x 11": Trim four sides. Handouts may perforate.

PACKING:

Brochures and handouts are to be shrink-film wrapped in units of 50. Cards to be shrink-film wrapped in units of 100. Chipboard is only to be placed at the bottom of the package. Booklets are to be packed suitably per shipping container.

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 when processed through a small package carrier delivery system.

Pack flat in appropriately sized shipping container not to exceed 40 pounds when full packed, unless otherwise specified on the print order. Containers must be reinforced with adequate protection to ensure corners of brochures do not bend. Chipboard, or equal, must be placed on top and bottom of the containers.

Multiple items ordered on one print order are to be packed separately and not to be mixed. When indicated on the print order, shrink-film wrap in quantities indicated. Reinforce each wrap (when indicated) on the bottom with chipboard of suitable thickness to prevent curling, warping, etc.

LABELING AND MARKING (package and/or container label):

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

Carton label should clearly show the product/title, purchase, print order, and jacket number, and quantity. Send proof of carton label prior to proceeding to dramey@gpo.gov and kdethomasis@gpo.gov.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents.

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

A copy of the Government-furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

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

DISTRIBUTION: Deliver all copies f.o.b. destination to two (2) to three (3) addresses within the commercial zone of Washington, DC.

Deliver f.o.b. destination to the U.S. Capitol Visitor Center, or to the Senate Warehouse, in accordance with the following instructions:

Label as indicated below, and deliver to:

U.S. Government Publishing Office
44 H. Street, NW
Washington, DC 20401
Attn: Mr. Kirby

For REDISTRIBUTION to SAA Printing Graphics and Direct Mail, Attn: Brandon Blankenship or Gus Durr 202-224-5770 (Room number and Contact person to be supplied with print order).

For deliveries to the Capitol Building (digital deliverables and blue label copies), all deliveries must go through GPO for screening prior to delivery to the Hill):

Capitol Visitor Center
U.S. Capitol Building
Room CVC-101, Front Desk
Attn: Michaela McNichol (202-593-1830)
or Monica Servaites (202-593-1899)

Digital deliverables and blue label copies must be packaged separately.

Packages delivered to the addresses above must be processed through the U.S. Government Publishing Office, 44 H Street, NW Washington, DC 20401, Marked for redistribution to (the appropriate address), for screening prior to delivery. ***No deliveries will be accepted on the Hill.***

Contractor must give 24-hour notice prior to any delivery to the U.S. Government Publishing Office. Contractor must contact either Dan Ramey or Ken DeThomasis on (202) 512-0224. The shipping information (tracking numbers, carrier, print order, etc.) must be communicated at that time. Deliveries to the U.S. Government Publishing Office must be made prior to 12:00 noon, local time.

Deliver **advance copies at least 24 hours prior to the bulk delivery to:** U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, Attn: Congressional Publishing Services (CPS), Room C-730, Stop: CSC, Attn: Dan Ramey or Ken DeThomasis. **Prior to delivering advance copies contact** Dan Ramey or Ken DeThomasis at (202) 512-0224 with aforementioned shipping information (tracking numbers, carrier, etc.).

Within one week of completion of each order, all furnished materials, ink drawdowns, and final production native application files (digital deliverables, which include high resolution scans, AND Archive Files, which include High-Resolution Image, Low-Resolution Image files, Hi/Low Resolution PDF Files, and Rich Text Format (RTF files) on individual CD-Rs, made by the contractor must be returned to the U.S. Government Publishing Office, 27 G Street, NW, Washington, DC 20401. Attn: Congressional Publishing Services, Room C-730, Stop: CSC, Attn: Dan Ramey or Ken DeThomasis (202) 512-0224.

Unless otherwise indicated, truck deliveries must be made at the point of destination between the hours of 8:30 a.m. and 3:30 p.m. local prevailing time, on normal Government workdays. Shipments must be delivered as specified.

All expenses incidental to picking up and returning materials, submitting proofs, digital deliverables, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be picked up from: US Government Publishing Office, 732 North Capitol Street, NW, Washington, DC 20401.

Submit proofs together with Government Furnished material to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, Attn: Congressional Publishing Services (CPS), Room C-730, Stop: CSC, Attn: Dan Ramey or Ken DeThomasis. Furnished proof label must be filled by the contractor and used on all proof packages. Prior to submitting proofs contact Dan Ramey or Ken DeThomasis at (202) 512-0224.

Furnished electronic media and visuals must be returned with proofs.

At the completion of the job, return the GFM and Digital Deliverables to U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, Attn: Congressional Publishing Services (CPS), Room C-730, Stop: CSC, Attn: Dan Ramey or Ken DeThomasis.

No definite schedule for pickup of materials 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.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor to submit proofs	3
Contractor to pickup proofs	5
<i>If required (due to author's alterations):</i>	
Contractor submit revised proofs.....	3
Contractor pickup revised proofs.....	4
Contractor must complete distribution	10

Press Sheet Inspection:

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

NOTE: When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection

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

Upon completion of each order, the contractor is to notify the U.S. Government Publishing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0520; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3 - DETERMINATION OF AWARD

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

Travel expenses and per diem to be incurred by the Government for press sheet inspections will be a factor in determining award. This will be based on the following:

- Sending two (2) Government representatives from the Washington, DC, area for the press sheet inspections on 10 orders lasting approximately one (1) workday each.

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

		(1)	(2)	(3)	(4)	(5)	(6)
I.	(a)	1	2	1	4	1	1
	(b)	1	2	1	4	1	1
	(c)	9					
	(d)	9					
	(e)	80	28				
	(f)	80	28				
	(g)	12	6				
	(h)	12	6				
	(i)	5					

		(1)	(2)	(3)	(4)	(5)	(6)
II.	(a)	1	2	1	4	1	1
	(b)	5	205	10	255	15	5
	(c)	1	2	1	4	1	1
	(d)	5	205	10	255	15	5
	(e)	9	120				
	(f)	9	120				
	(g)	76	5,630				
	(h)	96	9,600				
	(i)	36	3,600				
	(j)	4	240				
	(k)	4	400				
	(l)	4	240				
	(m)	20	2,000				
	(n)	8	800				
	(o)	4	400				

(p)	4	400
(q)	1	100
(r)	2	200
(s)	10	80
(t)	2	20
(u)	6	30
(v)	1	10

	(1)	(2)	(3)	(4)	(5)	(6)
III. (a)	5	205	10	255	15	5
(b)	120					
(c)	2,400	400				
(d)	280	600				
(e)	40	200				
(f)	200	200				
(g)	70	20				
(h)	10	10				
IV. (a)	11					
(b)	(1)	(2)				
	3	135				
V. (a)	1,800					

SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all shipments.

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

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

I. PREPRESS OPERATIONS:

Brochures

Formats

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
	(1)	(2)	(3)	(4)	(5)	(6)

(a) Digital Color Content
Proofs per brochure \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

(b) One-Piece Composite
Laminated Color
Proofs per brochure \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Cards

(c) Digital Color Content Proofs per card.....\$ _____

(d) One-Piece Composite Laminated Color Proofs..... per card\$ _____

Booklets

Formats

<u>A</u>	<u>B</u>
(1)	(2)

(e) Digital Color Content Proofs per page \$ _____ \$ _____

(f) One-Piece Composite Laminated Proofs per page \$ _____ \$ _____

Initials

Handouts

Formats

A B
(1) (2)

(g) Digital Color Content Proofs per handout... \$ _____ \$ _____

(h) One-Piece Composite Laminated Proofs.... per handout.... \$ _____ \$ _____

(e) System Timework per hour \$ _____

II. PRINTING AND BINDING:

The prices offered must be all-inclusive for printing and binding, as required, in accordance with these specifications, and shall include the cost of all required materials and operations as applicable to the binding style(s) ordered.

Brochures

Formats

A B C D E F
(1) (2) (3) (4) (5) (6)

(a) Printing in six colors per brochure
Makeready and or Set-up..... \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

(b) Printing in six colors per brochure
Running Per 1000 Copies \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

(c) Spot Gloss Varnish per brochure
Makeready and or Set-up..... \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

(d) Spot Gloss Varnish per brochure
Running Per 1000 Copies \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Cards

Makeready and Setup Charges Running Per 1,000 Copies
Charges Copies
(1) (2)

(e) Printing in five colors per card..... \$ _____ \$ _____

(f) Aqueous Coating per card..... \$ _____ \$ _____

(Initials)

Booklets

Format A

	Makeready And Setup <u>Charges</u> (1)	Running Per 1,000 <u>Copies</u> (2)
(g) Printing text pages in four color process..... per page.....	\$ _____	\$ _____
(h) Printing text pages in an additional color..... per color/page.....	\$ _____	\$ _____
(i) Spot varnishing text pages per page.....	\$ _____	\$ _____
(j) Printing covers in four color process per side.....	\$ _____	\$ _____
(k) Printing covers in an additional color per color/side.....	\$ _____	\$ _____
(l) Aqueous coating covers per side.....	\$ _____	\$ _____

Format B

(m) Printing text pages in four color process..... per page.....	\$ _____	\$ _____
(n) Printing text pages in an additional color..... per color/page.....	\$ _____	\$ _____
(o) Spot varnishing text pages per page.....	\$ _____	\$ _____
(p) Printing covers in four color process per side.....	\$ _____	\$ _____
(q) Printing covers in an additional color per color/side.....	\$ _____	\$ _____
(r) Aqueous coating covers per side.....	\$ _____	\$ _____

Handouts

Format A

(s) Printing in four color process per page.....	\$ _____	\$ _____
(t) Printing in an additional color..... per color/page.....	\$ _____	\$ _____

Format B

(u) Printing in four color process..... per page.....	\$ _____	\$ _____
(v) Printing in an additional color..... per color/page.....	\$ _____	\$ _____

(Initials)

III. PAPER:

Payment for all 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 in the applicable "FORMAT" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Brochures – Each brochure-size leaf.

Card – Each card-sized leaf

Per 1,000 Leaves

Brochures

	<u>Formats</u>					
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
	(1)	(2)	(3)	(4)	(5)	(6)
(a) White No. 1 Coated Text, Dull-finish (80-lb.)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Cards

(b) White No. 1 Coated
Cover, Gloss-finish (100 lb) \$ _____

Booklets

	Format A	Format B
	(1)	(2)
(c) White Dull Coated Text, Sub 80#, JCP A-261	\$ _____	\$ _____
(d) No. 1 text smooth finish, uncoated white, 80#, JCP A61	\$ _____	\$ _____
(e) No. 1 cover smooth finish, uncoated white, 100#, JCP L21	\$ _____	\$ _____
(f) No. 1 White Gloss Coated Cover, Sub 100#, JCP L11	\$ _____	\$ _____

Handouts

	Format A	Format B
	(1)	(2)
(g) JCP A61, Uncoated, White 80# Text	\$ _____	\$ _____
(h) JCP L21 Uncoated, White 80# Cover	\$ _____	\$ _____

(Initials)

IV. ADDITIONAL OPERATIONS:

(a) Banding or Shrink-film packaging per 1,000 packages \$ _____

Makeready/ Setup (1)	Running per 1,000 copies (2)
----------------------------	------------------------------------

(b) Perforating, per line \$ _____ \$ _____

V. PACKING:

(a) Packing and sealing shipping containers
up to approximately 45 lbs. capacity per container \$ _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)