

TITLE: NCPS TIPS NEWSLETTER

ITEM	DESCRIPTION	BASIS OF AWARD	Gray Graphics Capitol Heights, MD		McDonald & Eudy Printers Inc., Temple Hills, MD		Production Press Jacksonville, IL		Previous Contractor Publishers Press Lebanon, KY	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT									
(a)	4 page issue, makeready	4	\$500.00	\$2,000.00	\$430.00	\$1,720.00	\$372.00	\$1,488.00	\$595.64	\$2,382.56
(b)	Running, per 1000 copies	44	\$110.00	\$4,840.00	\$62.00	\$2,728.00	\$56.98	\$2,507.12	\$40.00	\$1,760.00
II.	ADDITIONAL OPERATIONS									
(a)	Author alterations made at the Proof Stage which require re-output from digital fileper changed page	5	\$20.00	\$100.00	\$25.00	\$125.00	\$28.50	\$142.50	\$25.00	\$125.00
III.	ADDITIONAL OPERATIONS									
(a)	Single/multiple up to 200 leaves copiesper envelope	200	\$1.00	\$200.00	\$0.65	\$130.00	\$1.08	\$216.00	\$0.85	\$170.00
(b)	Cushioned shipping bag, multiple copies over 200 leaves up to 5 lbsper bag	4	\$1.25	\$5.00	\$2.50	\$10.00	\$2.58	\$10.32	\$0.85	\$3.40
(c)	Containers, multiple copies up to 20 lbsper container	4	\$1.50	\$6.00	\$3.50	\$14.00	\$2.99	\$11.96	\$0.85	\$3.40
	TOTAL OFFER:			\$7,151.00		\$4,727.00		\$4,375.90		\$4,444.36
	DISCOUNT:		1.00%	\$71.51	1.00%	\$47.27	5.00%	\$218.80	1.00%	\$44.44
	NET OFFER:			\$7,079.49		\$4,679.73		\$4,157.11		\$4,399.92
							Awarded			

INVITATION FOR BIDS

U.S. GOVERNMENT PUBLISHING OFFICE
Chicago, IL 60601-1055

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

NCPS TIPS NEWSLETTER

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

U.S. Department of Veterans Affairs

Ann Arbor, MI

Single Award

BID OPENING: Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on
November 23, 2016.

BID SUBMISSION: Facsimile bids are acceptable (see GPO Contract Terms, Pub 310.2, effective 06/01). To submit a bid, the contractor must return a signed and completed GPO Bid Form 910 and 2 copies of the "Schedule of Prices" included at the end of this specification.

Send bids to U.S. Government Publishing Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601, or **fax** bids to 312-886-2057.

CONTRACT TERMS: The term of this contract is for the period beginning Date of Award and ending November 30, 2017, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract. Attention is directed to the clauses "Economic Price Adjustment" and "Option to Extend the Contract Term". Prices must be submitted for the entire term of the contract; bids qualified for a lesser period will not be considered.

NOTE: Minor changes from the previous specifications are scattered throughout. All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Previous abstracts are available on the GPO Web Site at
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Chicago>

Check the above website approximately 2 weeks after bid opening for current abstract prices. All spread sheet will be in a PDF format.

For information of a technical nature call Gina Conaway at 312-353-3916 x 5 (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)).

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/vendors/index.htm>, where one can register as a GPO contractor using the ‘GPO Contractor Connection’ link in accordance with the furnished instructions on this page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

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

Product Quality Level: (a) Printing (page related) Attributes- **Level 2.**
(b) Finishing (item related) Attributes- **Level 2.**

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	Ok’d Proofs
P-8 Halftone Match	Ok’d Proofs
P-9 Solid and Screen Tint Color Match	Ok’d Proofs
P-10 Process Color Match	Ok’d Proofs

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract this operation will be declared not responsible.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 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 periodic pricing revision.

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

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

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

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

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

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

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

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 individual "Print Orders" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and 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 December 1, 2016 through November 30, 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 from commercial sources by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract.

Orders issued during the effective period of this contract and not completed within that time are to be completed by the contractor within the time specified in the order. 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.

When production covered by this contract is required before the dates specified under this contract, and the contractor will not accept the accelerated schedule, the Government may procure this requirement from another source for that accelerated schedule.

The Government may issue orders that 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.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

PAYMENT: Submit all invoices to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Publishing Office, Washington, DC 20401. For instructions on preparing your invoice, visit GPO's web site at <http://www.gpo.gov/vendors/payment.htm>.

Fax a copy of your invoice with reimbursement costs indicated to GPO Chicago, Attn: Gina Conaway @ 1-312-886-2057, or email gconaway@gpo.gov before faxing your invoice to Washington, DC for payment. (All costs must be entered into our computer system before payment can be made to you.)

Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page. <http://winapps.access.gpo.gov/fms/vouchers/barcode/>

CONTRACTOR MUST ITEMIZE INVOICES FOR PAYMENT TO MATCH THE "SCHEDULE OF PRICES" FORMAT. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE "SCHEDULE OF PRICES" MAY RESULT IN DELAYED PAYMENT.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a newsletter, requiring such operations as copy pickups, proofs, printing in four-color process, binding, packing and mailing/delivery.

TITLE: NCPS TIPS NEWSLETTER.

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

FREQUENCY OF ORDERS: It is anticipated 4 – 6 orders (approximately bi-monthly) per year.

QUANTITY: Approximately 11,050 copies per order. (Plus 16 rider copies).

NUMBER OF PAGES: 4 pages per order.

TRIM SIZE: 11 x 17" folded to 8-1/2 x 11"

GOVERNMENT TO FURNISH: CD will be furnished using Adobe CS 6 Contractor must be able to use the latest version of all programs and operating systems used in this contract as well as be backwards compatible. Files will be furnished in native format. Fonts are furnished. Graphics are linked. Color Identification System used: CMYK. Create traps as necessary. Note: All software upgrades (for specified applications), including the system OS, which may occur during the term of the contract, must be supported by the contractor. Current or near current versions will be used.

A laser color visual will be provided.

Mailing addresses will be furnished on a separate disk furnished in Excel 03 file and as hard copy. A typical order contains approximately 175 addresses in various quantities per destination. The number of addresses and the quantity mailed may vary depending upon the total quantity ordered. Contractor is responsible for all programming, formatting, and sorting necessary to mail in accordance with Post Office requirements for lowest possible bulk rates.

Print order, GPO Form 2511.

Facsimile for shipping container labels.

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

IDENTIFICATION MARKINGS: Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy, film, or electronic files must not print on finished product.

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 Gina Conaway @ 312-353-3916 x 5.

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

Upon completion of 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.

RIGHTS ON DATA: The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

REPRODUCIBLES: The contractor must make all reproducibles. Films are NOT required; computer to plate is acceptable and is the preferred method of production. At the contractor's option, they may use film, however, the Government will not pay for any film costs, even if this was the result of author's alterations. For example, if changes were made at the proof stage, the Government will pay for the digital corrections and new proofs (if required), but not for films. Such proof charges must be charged at the rate for digital proofs, not "from film" proofs. Minimum 150 line screen required on halftones. A digital CD download is required of the final corrected project. Digital copy for reproduction must be a minimum of 2400 dpi. Contractor must create bleeds and traps. All costs for these operations must be included as part of the contractor's bid prices.

PROOFS: For the first order only submit 1 Set of digital color content proofs. 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.

For the first order only - 2 sets (send both to Agency & one will be returned for your records for color match on future orders) of ink-jet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meet or exceed industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 Wedge or P2P25 Target. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16 x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

Send proofs and copy to and pickup from address under "DISTRIBUTION".

On all future orders, only PDF proofs will be required. Match color of initial OK'd proofs.

The contractor must not print prior to notification of an "OK" to print or "OK with corrections".

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 to the specifications.

STOCK: The specifications of all stock 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

NOTICE: Copies of the "Government Paper Specifications Standards No. 12," dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, D.C. 20401; or on the GPO web site @ <http://www.gpo.gov/vendors/sfas.htm>.

All stock used in each copy must be of a uniform shade and close match by visual inspection of the JCP sampler(s). The contracting Officer reserves the right to reject shipments of any order printed in page which, in his opinion, materially differs from that of the sample(s).

White Matte Coated Text, basis size 25 x 38", 70lb. per 500 sheets equal to JCP Code A240.

PRINTING: Prints head to head in four-color process.

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

GPO imprint is waived.

MARGINS: Margins will be as indicated on the print order, disk, or visual. Bleeds may be required on all sides.

INK: Four-Color Process. Ink must contain a minimum of 20% Vegetable Oil.

BINDING: Fold from 11 x 17" to 8-1/2 x 11" with title out (one fold).

PACKING: Insert single copies and multiple copies up to 200 leaves in Kraft envelope.

Insert multiple copies over 200 leaves up to 5 lbs. in cushioned shipping bags.

Insert multiple copies over 5 lbs. up to 20 lbs. in shipping containers. Do not exceed 20 lbs. per container.

All kraft envelopes, cushioned shipping bags, and shipping containers must be of sufficient strength and size, and sealed properly so that packages do not open during mailing and contents are not lost or damaged. It is the contractor's responsibility to use Kraft envelopes and cushioned shipping bags that are of sufficient size for the contents. These must not burst open.

These must be sufficiently sealed so that the flaps do not open during mailing and handling. Shipping container must be only new corrugated or solid fiberboard containers with a minimum bursting strength of 275 p.s.i. These must be of a size so that contents do not shift. Slightly larger containers padded out to prevent shifting are acceptable, but overly large containers that would unnecessarily increase shipping costs are not. Containers must also be properly sealed.

LABELING AND MARKINGS: Contractor to reproduce shipping container labels for address list from furnished disk, fill in appropriate blanks, and attach to shipping containers. Contractor is responsible for all programming necessary to output addresses in a format acceptable to the post office. Quantity by destination varies. Contractor may have to print multiple labels per destination.

Actual number of address and quantity ordered may vary per print order. Note that due to weight of publication/packing requirements, more than one package may be required for some destinations.

RECEIPTS 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 these receipts or other acceptable proof must accompany the contractor's billing for payment.

Delivery and/or Shipping information must be emailed to: VerifyChicago@gpo.gov. Simply enter the Program and Print Order numbers in the subject line of the email and indicate the method of shipping. If this contract is **f.o.b. contractor city**, enter the date of shipment. If this contract is **f.o.b. destination**, enter the date of delivery.

DISTRIBUTION:

F.o.b. Destination (at contractor's expense):

VA National Center for Patient Safety
24 Frank Lloyd Wright Drive, Lobby M 2100
Ann Arbor, MI 48106-0486 Approximately 532 copies per order (+/- balance
After below f.o.b. contractor's city shipment.)

Pickup copy from and deliver proofs to the above address. Return all Government furnished material and films (if made and used in production) under a separate cover (Government furnished material must not be packaged with the printed copies, and must have a separate signed receipt).

1 copy to: BAC (C & I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H Sts., NW, Loading Dock, Washington, DC 20401, Item No. 0985.

15 copies to: BAC (By Law) 1525-01, Library of Congress, U.S./Anglo Division, U.S. Government Publishing Office, 101 Independence Ave., Washington, DC 20540-4274, **Marked: Depository File Copies.**

NOTE: Ship 2 sample copies of each order and a copy of the print order (marked Term Contract Production Sample) to: U. S. Government Publishing Office, Attn: Gina Conaway, 200 N. LaSalle St., Suite 810, Chicago, IL 60601. This sample is to be shipped at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. No additional charge will be allowed for this sample. No selection certificate is required.

F.o.b. Contractor's City: Ship approximately 10,500 copies to approximately 175 addresses reimbursable using traceable means. Contractor will be reimbursed for shipping charges by submitting properly completed receipts, UPS log, or other acceptable proof with billing for payment. Contractor must provide tracking numbers or be able to trace shipments within 2 workdays of request. Addresses must be complete, including station routing symbols.

All shipments must be made by the most economical means available.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL) All orders must be divided into 125 equal sublots. 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.

These randomly selected copies must be packed separately and identified by a special blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the Department (see "Distribution" for address). A copy of the PRINT ORDER and a signed certificate of selection must be included. The

Government will furnish initial copies of the required blue label and certificate, and the contractor will reproduce copies as needed.

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).

No dates can be predetermined for placement of orders. Contractor will be notified by telephone when furnished material is available for pickup.

All pickups and deliveries must be made Monday through Friday, exclusive of Federal Holidays, before 4:00 pm local Ann Arbor, MI prevailing time.

The following schedule begins the workday after notification of availability of furnished material for pickup.

- 1) Contract must deliver proofs within 3 workdays.
- 2) Department will hold proofs not more than 1 workday from receipt to call to contractor for pickup, and approve or approve with corrections.
- 3) Complete production and delivery must be made by the contractor within 5 workdays after call for pickup and notification of an “OK to Print” or “OK to Print with corrections.”

For Example, if the contractor is notified by the government that an order is available for pickup on December 12, 2016 (Monday), the contractor must deliver required proofs on or before December 15, 2016 (Thursday). Proofs will be available for pickup by contractor (after department’s review) by December 16, 2016 (Friday). If the contractor is notified of an “OK to Print” or “OK to Print with corrections” on December 16, 2016 (Friday), the contractor must make complete production, delivery, and mailing by December 23, 2016.

It is anticipated that author’s alterations may be made during the proofing stage. No additional time will be allowed to make such changes unless it is determined by the Government Publishing Office that the required author’s alterations are in excess of what would normally be expected in a publication of this type and size. The Government Publishing Office reserves the right to determine if the alterations are excessive. New material will be provided if excessive type changes are made.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce (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)	4
	(b)	44
II.	(a)	5
III	(a)	200
	(b)	4
	(c)	4

SECTION 4.- SCHEDULE OF PRICES

Bidder must make an entry in each of the spaces provided. Bids offered are f.o.b. destination and f.o.b. contractor’s city. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared not responsive.

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 not 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 billings 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.

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

CONTRACTOR MUST ITEMIZE INVOICES FOR PAYMENT TO MATCH THE “SCHEDULE OF PRICES” FORMAT. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE “SCHEDULE OF PRICES” MAY RESULT IN DELAYED PAYMENT.

I. COMPLETE PRODUCT (except as noted under **II. “AUTHORS ALTERATIONS”** AND **III “ADDITIONAL OPERATIONS”**): Prices quoted shall include the cost of all required materials and operations necessary (including films (if used), paper, labeling (addressing etc.) for the complete production and distribution of the product listed in accordance with these specifications. Only one "Makeready charge" will be allowed per 4 page issue regardless of the number of copies run.

(a) 4 page issue. ...makeready.....\$ _____

(b) Running.....per 1,000 copies.....\$ _____

II. AUTHOR’S ALTERATIONS:

(a) Author’s alterations made at the Proof Stage
which require re-output from digital file...
.....per changed page..... \$ _____

No charges will be allowed due to printer’s errors.

(Initials)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

III ADDITIONAL OPERATIONS: Includes all costs for label generation and application, packaging, sealing and preparation for pickup by or delivery to FedEx. No additional charges are allowed for packaging to the F.o.b. destination address. Contractor must include those charges as part of their bid prices.

- (a) Single/multiple up to 200 leaves
copies..... per envelope..... \$ _____
- (b) Cushioned shipping bag, multiple copies
over 200 leaves up to 5 lbs..... per bag..... \$ _____
- (c) Containers, multiple copies up to
20 lbs.....per container..... \$ _____

BIDDERS NOTE: Indicate below how you intend to meet the required schedule of these specifications including the proposed carrier(s) that you will use for pickups and deliveries.

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices," initialing or signing each in the space provided attached to a completed and signed original or facsimile GPO Form 910, "Bid." Do not enter bid prices on GPO Form 910.

Bids should be faxed to 312-886-3163, or submitted in a sealed envelope identified on the outside with the Program number and bid opening date and time. For this solicitation, submit bids to: U.S. Government Publishing Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055.

BIDS MUST BE SUBMITTED TO ARRIVE AT THE ABOVE SPECIFIED OFFICE NOT LATER THAN THE EXACT DATE AND TIME SET FOR OPENING OF BIDS.

CONTRACTORS NAME AND SIGNATURE: Fill out and return two copies of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided. See Page 1.

Contractor _____

(City - State - Zip)

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

(Person to be contacted)

(Telephone Number)

(Contractor's Code No.)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department

BID

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

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

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

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

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

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

Bidder hereby acknowledges amendment(s) number(ed) _____

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

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

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____ Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Signature _____

GPO Contractor Code (if known) _____ Date _____

Telephone Number _____ Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(initials) (initials)

Representations and Certifications

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

REPRESENTATIONS.

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

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

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

CERTIFICATIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) The offeror certifies that-

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(2) Retain the certifications in the files; and

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

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

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

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