U.S. GOVERNMENT PUBLISHING OFFICE
Virginia Beach, Virginia 23462

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

The Medical Journal

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

DLA Document Services
Jacksonville, FL

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award, and ending **March 1, 2022**, 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 opened at **11:00 a.m.**, prevailing Eastern Standard Time **February 23, 2021** at the U.S. Government Publishing Office, Virginia Beach Regional Office, 291 Independence Blvd., Suite 401, Virginia Beach, VA 23462. Due to COVID-19, this will NOT be a public bid opening.

Any questions before award concerning these specifications call Russ Ward (757) 490-7941. NO COLLECT CALLS. After award, refer all questions to your Contract Administrator whose name appears in the upper portion of the Purchase Order.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office of Virginia Beach Regional Office will NOT be open. Based on this, bidders MUST submit email bids to bidsvirginiabeach@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after **11:00 a.m.** on the bid opening date specified above will not be considered for award. Only email the pages of SECTION 4 of these specifications, with all of the information completed as requested.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1) Illegibility of bid.

2) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.

3) The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.

4) When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

For information of a technical nature, contact Russ Ward at wward@gpo.gov or (757) 490-79421.

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 1987 (Rev. January 2018) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised September 2019).

GPO PUBLICATION. 310.2 IS AVAILABLE ON THE GPO WEB SITE AT
https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf
GPO PUBLICATION. 310.1 IS AVAILABLE ON THE GPO WEB SITE AT
https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf.

GPO Contract Terms, Forms and Standards information for contractors can be found on the GPO website at https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors, 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 and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their 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 IRS Form W-9, available for download at http://www.irs.gov/pub/irs-pdf/fw9.pdf) GPO will withhold payment of 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.

SUBCONTRACTING: The predominate production function for this procurement is printing in Quality Level III. **Bidder who must subcontract any portion of this operation will be declared non-responsible.**

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

Product Quality Levels:
(a) Printing Attributes -- Level II.
(b) Finishing Attributes -- Level II.

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:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Approved Proofs
P-10. Process Color Match	Approved Proofs

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

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

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.

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to **March 1, 2022**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **December 31, 2020**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:
1) Most recent profit and loss statement
2) Most recent balance sheet

3) Statement of cash flows
4) Current official bank statement
5) Current lines of credit (with amounts available)
6) Letter of commitment from paper supplier(s)
7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

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.

NOTIFICATION: The contractor may be notified on or before June 30 of each year of availability or non-availability of funds for subsequent periods. Cancellation may be affected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through **March 1, 2022**, 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.

SECURITY OF DATA: The contractor shall not release, or sell, to any person any technical or other data received from the Government under the contract; nor shall the contractor use the data for any purpose other than that for which it was provided to the contractor under the terms of the contract.

Items placed on this contract identified as "Restricted Distribution" on the print orders must be produced under conditions requiring the following:

1. All data and any physical products to include masters, intermediates, proofs, stampers, replications, are to be stored in a closed, secure area when not in use.
2. After production, all materials not delivered to the Government are be destroyed by shredding, grinding, or any method that will prevent disclosure of contents, or reconstruction of data.
3. All electronic data is to be handled on a secure system not connected to a network.

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.

If any additional costs are incurred during the production of this job due to Government action (i.e. AA's), contractor is required to contact the Printing Specialist in writing for written approval before proceeding.

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, Virginia Beach GPO. If such orders are placed by the agency, and no Modification is received from the Virginia Beach GPO, the contractor is to notify GPO Virginia Beach immediately. Failure to do so may result in nonpayment.

NOTIFICATION OF SHIPMENT: For each order placed, the contractor must notify the ordering agency on the same day that the product ships via e-mail sent to **infovirginiabeach@gpo.gov** and **the Point of Contact who submitted the 2511**; and *(or to the address furnished on the Print Order)*. The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, P.O. E-XXXX, Program 3363-S, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

WARRANTY: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987, Rev. 6-01) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment, for all replications which prove to be defective in material, manufacture, or labeling. All other provisions remain the same.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all material furnished by the Government or digital deliverables, together with one printed sample of each job to the address under "DISTRIBUTION." These materials must be packaged, properly labeled, and delivered separate from the job. The contractor must be able to produce a signed receipt for these materials at any time during the term of the contract.

CONTRACTOR CUSTOMER SERVICE REPRESENTATIVE: Contractor must have a customer service representative for this account available between the hours of 9 a.m. to 5 p.m. Eastern Standard Time. This person must be able to be accessed via phone, fax and e-mail. Representative must be able to address ALL aspects of the contract, including production status, as well as technical areas. Back up support to this representative must be available in the absence of the primary contact and to provide additional technical expertise. Government inquiries must receive a response within one hour.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery, and postal statements for mailing, as suitable. These receipts must include the GPO jacket, program, and print order numbers; total quantity shipped and/or delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipts or other acceptable proof must accompany the contractor's billing for payment.

NOTE: Number of pieces listed on the postal receipts MUST match the number of recipients in the supplied distribution lists, with an accounting for undeliverables, etc.

PAYMENT: PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid

Facsimile transmission should only be used when no samples are required with the contractor's invoice, otherwise payment will be held up while the invoice is returned to the contractor for the required sample(s).

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES" – SEE SECTION 4. Failure to itemize in accordance with the "SCHEDULE OF PRICES" may result in delayed payment.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the printing, binding, and distribution of 8-1/2 x 11" perfect bound books. Covers print full color, head to head, no bleeds on 100lb white coated cover stock include gloss aqueous coating on outer covers only. Covers to include stress relief hinge score on front and back covers ¼" from bound edge. Text pages print full color, head to head, no bleed on 50lb white uncoated text stock. Perfect bind along the left 11" each side. Distribution to include delivery of approximately 2,750 books to approximately 500 F.O.B. Destinations and 100 books to 90 Contractor City locations.

TITLE: The Medical Journal

FREQUENCY OF ORDERS: Four printings per year.

QUANTITY: 2,700 to 3,100 copies per printing.

NUMBER OF PAGES: Page count, including covers, can range from 64 to 190 pages with the average being 100 pages.

TRIM SIZE: 8-1/2 x 11"

GOVERNMENT TO FURNISH:

PDF file will be provided for printing. MS Excel file will be provided distribution list.

A Print Order (GPO Form 2511) will be e-mailed or faxed for each individual order. Print orders will generally be enclosed with furnished materials or sent via email. At the Government's option, print orders may be furnished as a hard copy, a faxed copy, or by secure FTP. Contractor must be able to accept via email and / or DoD SAFE.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint (when requested), form number, and revision date, carried in the electronic files, must not print on the finished product.

WARNING: All electronic media provided by the Government, or any duplicates made by the contractor must be kept accountable and under reasonable security to prevent their unauthorized release. Files are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely overwritten and any printouts and nonerasable media shall be destroyed by the contractor.

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 your contract administrator. Contractor must notify the Government as soon as necessary in order 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 Assurance Through Attributes Program (QATAP) quality level. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility.

When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.

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

PROOFS: Below inkjet proofs to be trimmed to 8.5 x 11" for approval from customer. Customer proof to be output head to head, trimmed, and collated in page order. Proof is to best represent a finished product. Vendor to provide proof sign-off sheet or email for approval. The provided trimmed proofs will not be returned by customer. Vendor to supply a duplicate set of proofs for in-house use.

Two sets of inkjet proofs (one for customer, one for in-house use) for covers and booklet that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).
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. 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.
Deliver Proofs to: Borden Institute, MEDCoe, ATMC-DTB, The Medical Journal Office, Attn: Lyndon Crippen-Gonzalez, 3630 Stanley Road, JBSA Ft. Sam Houston, TX 78234-6102 PH(212) 221-6301.

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. 13*, dated September 2019. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

All paper used in each copy must be of a uniform shade.

JCP Code* A60, Uncoated Text, Basis Size 25 X 38" - Basis Weight 50 LB.
JCP Code* L12, No. 2 Coated Cover, White, Gloss-Finish, Basis Size 20 X 26" - Basis Weight 100 LB.

PRINTING: Covers print full color, head to head, no bleeds on 100lb white coated cover stock include gloss aqueous coating on outer covers only. Text pages print full color, head to head, no bleed on 50lb white uncoated text stock.

All printing must be clear and legible, not plugged or smudged. Contractor is NOT to retype any furnished material unless ordered by the government. Print Orders will reflect what is required to be printed.

INK: Cover and text pages print using full color CMYK. Gloss aqueous coating on outer covers only.

PACKAGING: Estimated number of shipments and quantity. All copies going to same address to be packaged together, no separate packaging.

PACKING: Pack in shipping containers.

LABELING AND MARKING: All cartons/containers must be labeled with title, quantity, and total number of cartons contained in shipment. Return Address: : Borden Institute, MEDCoe, ATMC-DTB, The Medical Journal Office, Attn: Lyndon Crippen-Gonzalez, 3630 Stanley Road, JBSA Ft. Sam Houston, TX 78234-6102.

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 sublot. Do not choose copies from the same general area in each sublot. 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.

Quantity Ordered	Number of Sublots
500 -3,200	50
3,201 - 10,000	80
10,001 - 35,000	125

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: U.S. Army Publications Center, St. Louis, MO 63114.

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 U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

QUALITY ASSURANCE INSPECTION SAMPLES: 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 sub-lots and select a copy from a different general area of each sub-lot. 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 GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Mailing of approximately 2,750 copies to 500 locations are F.O.B. Destination, include costs in this bid. Mailing of 100 copies to 90 locations are F.O.B. Contractor City, reimbursable postage. All mailings shall be made at the FIRST CLASS rate.
Below are estimated quantity and number of locations for F.O.B. destinations:
255 destinations receive 1 copy = 255 total copies
106 destinations receive 2 copies = 210 total Copies
80 destinations receive 5 copies = 400 total copies
10 destinations receive 10 copies = 100 total copies
22 destinations receive 15 copies = 330 total copies
6 destinations receive 20 copies = 120 total copies
7 destinations receive 25 copies = 175 total copies
2 destinations receive 30 copies = 60 total copies
3 destinations receive 35 copies = 105 total copies
4 destinations receive 40 copies = 160 total copies
2 destinations receive 50 copies = 100 total copies
1 destination receives 60 copies = 60 total copies
1 destination receives 75 copies = 75 total copies
1 destination receives 100 copies = 100 total copies
1 destination receives 500 copies = 500 total copies

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 will be emailed and hard copy proofs delivered to: : Borden Institute, MEDCoe, ATMC-DTB, The Medical Journal Office, Attn: Lyndon Crippen-Gonzalez, 3630 Stanley Road, JBSA Ft. Sam Houston, TX 78234-6102 PH (202) 221-6301.

When applicable, furnished electronic media must be returned with proofs.
When required, PDF soft proof must be emailed to the address specified on the print order.
No definite schedule for pickup of material 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.

Complete production and distribution must be made within 10 to 15 workdays as indicated on the print order.

No specific date is set for the submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them. Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one of the hold time.) NOTE: All proof and transit time must be included in the required schedule.

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 and all products ordered mailing/shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service or picked up by small package carrier.

Unscheduled material such as shipping 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.

All mailing shall be made at the FIRST CLASS rate. Contractor shall mail with sufficient time for products to deliver at destination no later than delivery date as indicated on the print order.

Submit PROOFS as soon as possible in order to comply with the shipping schedule. Date of receipt is not considered first day. At contractor's option, a fax or email of proof sign-off sheet is acceptable.

PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY.

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.

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

		(1)	(2)
I.	(a)	4	116
	(b)	400	11,600

II. 1. (a) 240

2. (a) 1,000
(b) 896
(c) 64
(d) 64

SECTION 4.- SCHEDULE OF PRICES

Bids offered are F.O.B. Destination and F.O.B. Contractor City (reimbursable postage)

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.
An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.
Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.
All vouchers submitted to the GPO shall be based on the most economical method of production.
Fractional parts of 100 will be prorated at the per 100 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, Virginia Beach GPO. If such orders are placed by the agency, and no Modification is received from the Virginia Beach GPO, the contractor is to notify GPO Virginia Beach immediately. Failure to do so may result in nonpayment.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

I. PRINTING AND CONSTRUCTION: Prices offered shall include the cost of all required materials and operations (including proofs) necessary for the complete printing and construction of the product listed in accordance with these specifications.

	Makeready and/or Setup (1)	Running per 100 Copies (2)
(a) Full Color Perfect Bound Book Covers…… per cover ….....	$_____	$_____
(b) Full Color Perfect Bound Text Pages ……per page …	$_____	$_____

II. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; NCOA verification; and complete distribution, in accordance with these specifications.

1. *Bulk Shipments* -

   (a) Packing and sealing shipping containers..... per container.....$_____

_____
(initials)

2. *Mailed Shipments –*

(a) Single and multiple copies in kraft envelope (up to 200 leaves) .....per envelope.....$_____

(b) Quantities over 200 leaves, up to 12 pounds,
in cushioned shipping bags
or wrapped in shipping bundles
(maximum gross weight l4 pounds) ..... per bag or bundle.....$_____

(c) Quantities over l2 pounds, up to 24 pounds,
wrapped in shipping bundles
or packed in small shipping containers
(maximum gross weight 27 pounds) ..... per bundle or container.....$_____

(d) Quantities over 24 pounds, up to 36 pounds,
packed in shipping containers
(maximum gross weight 40 pounds) ..... per container.....$_____

LOCATION OF POST OFFICE: All mailing will be made from the_____
Post Office located at Street Address_____,

City_____, State_____, Zip Code

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices", initialing or signing each page in the space(s) provided. Submit bids to bidsvirginiabeach@gpo.gov.

Bidder_____

_____
(City - State)

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

_____
(Person to be contacted) (Telephone Number)

_____
(initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the 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, the contractor will be responsible for any additional shipping costs incurred.

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

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, 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 points(s), in exact accordance with specifications.

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. –SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder_____
(Contractor Name) (GPO Contractor's Code)

_____
(Street Address)

_____
(City – State – Zip Code)

By_____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

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

****
THIS SECTION FOR GPO USE ONLY

Certified by:_____ Date:_____ Contracting Officer:_____ Date:_____
(Initials) (Initials)
****