

<b>PROGRAM:</b>	<b>270-S (R-2)</b>																		
<b>TITLE:</b>	<b>Printing and Fulfillment Contract</b>																		
<b>AGENCY:</b>	<b>U.S. Department of Defense (Defense Health Agency)</b>		<b>CONSOLIDATED GRAPHICS</b>										<b>(CURRENT CONTRACTOR)</b>						
<b>TERM:</b>	<b>Date of Award thru January 31, 2022</b>		<b>d/b/a WESTLAND PRINTERS</b>			<b>GRAY GRAPHICS</b>		<b>MONARCH LITHO</b>		<b>MOSAIC</b>		<b>PHOENIX LITHO CORP.</b>		<b>INTELLICOR</b>					
			<b>Laurel, MD</b>			<b>Capitol Heights, MD</b>		<b>Montebello, CA</b>		<b>Cheverly, MD</b>		<b>Philadelphia, PA</b>		<b>Lancaster, PA</b>					
		<b>BASIS OF AWARD</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>					
<b>I.</b>	<b>PREPRESS OPERATIONS:</b>																		
(a)	Digital color content proof . . . per page-size unit																		
(1)	Format A-----	42	4.50	189.00	2.00	84.00	3.50	147.00	2.00	84.00	4.00	168.00	5.26	220.92					
(2)	Format B-----	689	9.00	6,201.00	2.00	1,378.00	4.00	2,756.00	2.99	2,060.11	5.25	3,617.25	10.53	7,255.17					
(3)	Format C-----	8	18.00	144.00	4.00	32.00	4.50	36.00	7.00	56.00	8.40	67.20	52.63	421.04					
(4)	Format D-----	2	36.00	72.00	8.00	16.00	25.00	50.00	15.00	30.00	36.75	73.50	52.63	105.26					
(5)	Format E-----	2	50.00	100.00	12.00	24.00	35.00	70.00	29.00	58.00	47.25	94.50	84.00	168.00					
(6)	Format F-----	2	75.00	150.00	16.00	32.00	38.00	76.00	29.00	58.00	63.00	126.00	126.00	252.00					
(b)	Digital one-piece laminated halftone proof . . . per page-size unit																		
(1)	Format A-----	42	12.50	525.00	5.00	210.00	8.50	357.00	4.50	189.00	21.00	882.00	4.74	199.08					
(2)	Format B-----	333	25.00	8,325.00	5.00	1,665.00	10.50	3,496.50	5.90	1,964.70	25.20	8,391.60	9.47	3,153.51					
(3)	Format C-----	4	37.50	150.00	10.00	40.00	20.00	80.00	15.00	60.00	42.00	168.00	18.95	75.80					
(4)	Format D-----	1	50.00	50.00	15.00	15.00	40.00	40.00	40.00	40.00	183.75	183.75	18.95	18.95					
(5)	Format E-----	1	100.00	100.00	20.00	20.00	80.00	80.00	60.00	60.00	236.25	236.25	120.00	120.00					
(6)	Format F-----	2	125.00	250.00	25.00	50.00	90.00	180.00	60.00	120.00	315.00	630.00	180.00	360.00					
(c)	PDF soft proof . . . per proof-----	35	25.00	875.00	5.00	175.00	20.00	700.00	15.00	525.00	2.73	95.55	5.25	183.75					
(d)	System Timework . . . per hour-----	10	95.00	950.00	85.00	850.00	85.00	850.00	46.75	467.50	126.00	1,260.00	120.00	1,200.00					
<b>II.</b>	<b>PRINTING, BINDING, AND CONSTRUCTION:</b>																		
<b>A.</b>	<b>FORMAT A -</b>																		
<b>1.</b>	<b>Single Leaf Products:</b>																		
(a)	Printing in a single ink color . . . per side																		
(1)	Makeready and/or Setup-----	76	414.04	31,467.04	150.00	11,400.00	200.00	15,200.00	216.36	16,443.36	212.52	16,151.52	227.00	17,252.00					
(2)	Running Per 1,000 Copies-----	5,125	6.95	35,618.75	1.30	6,662.50	1.50	7,687.50	0.96	4,920.00	3.96	20,295.00	1.16	5,945.00					
(b)	Printing in four-color process . . . per side																		
(1)	Makeready and/or Setup-----	22	600.01	13,200.22	300.00	6,600.00	375.00	8,250.00	390.00	8,580.00	603.75	13,282.50	716.00	15,752.00					
(2)	Running Per 1,000 Copies-----	15,040	7.25	109,040.00	1.80	27,072.00	1.75	26,320.00	1.90	28,576.00	2.06	30,982.40	1.44	21,657.60					
(c)	Printing in additional color(s) . . . per color/per side																		
(1)	Makeready and/or Setup-----	52	151.00	7,852.00	100.00	5,200.00	68.00	3,536.00	51.90	2,698.80	100.80	5,241.60	105.00	5,460.00					
(2)	Running Per 1,000 Copies-----	4,750	0.95	4,512.50	0.30	1,425.00	0.50	2,375.00	0.24	1,140.00	0.77	3,657.50	0.61	2,897.50					
(d)	Varnishing (spot or flood) . . . per side																		
(1)	Makeready and/or Setup-----	11	185.00	2,035.00	100.00	1,100.00	65.00	715.00	51.90	570.90	106.05	1,166.55	105.00	1,155.00					
(2)	Running Per 1,000 Copies-----	5,980	0.45	2,691.00	0.40	2,392.00	0.50	2,990.00	0.24	1,435.20	0.49	2,930.20	0.40	2,392.00					
<b>2.</b>	<b>Saddle-Stitched Products:</b>																		
(a)	Text - Printing in a single ink color . . . per page																		
(1)	Makeready and/or Setup-----	12	13.01	156.12	20.00	240.00	40.00	480.00	30.00	360.00	54.64	655.68	50.00	600.00					
(2)	Running Per 1,000 Copies-----	600	2.22	1,332.00	1.00	600.00	2.00	1,200.00	1.45	870.00	2.08	1,248.00	1.00	600.00					
(b)	Text - Printing in four-color process . . . per page																		
(1)	Makeready and/or Setup-----	40	18.85	754.00	35.00	1,400.00	54.00	2,160.00	40.00	1,600.00	111.30	4,452.00	75.00	3,000.00					
(2)	Running Per 1,000 Copies-----	3,160	2.52	7,963.20	1.60	5,056.00	2.70	8,532.00	2.39	7,552.40	2.11	6,667.60	3.25	10,270.00					
(c)	Covers - Printing in a single ink color . . . per side																		
(1)	Makeready and/or Setup-----	2	188.46	376.92	150.00	300.00	196.00	392.00	150.00	300.00	201.60	403.20	163.00	326.00					
(2)	Running Per 1,000 Copies-----	100	13.26	1,326.00	3.00	300.00	5.50	550.00	2.90	290.00	6.35	635.00	3.10	310.00					
(d)	Covers - Printing in four-color process . . . per side																		
(1)	Makeready and/or Setup-----	2	308.72	617.44	400.00	800.00	480.00	960.00	300.00	600.00	515.55	1,031.10	421.00	842.00					
(2)	Running Per 1,000 Copies-----	160	14.13	2,260.80	6.50	1,040.00	9.85	1,576.00	5.50	880.00	6.48	1,036.80	7.63	1,220.80					
(e)	Printing in additional color(s) . . . per color/per page																		
(1)	Makeready and/or Setup-----	45	9.45	425.25	50.00	2,250.00	60.00	2,700.00	41.17	1,852.65	43.15	1,941.75	53.00	2,385.00					
(2)	Running Per 1,000 Copies-----	3,080	0.55	1,694.00	0.30	924.00	0.50	1,540.00	0.24	739.20	0.10	308.00	0.37	1,139.60					
(f)	Varnishing (spot or flood) . . . per side																		
(1)	Makeready and/or Setup-----	20	185.00	3,700.00	100.00	2,000.00	20.00	400.00	41.17	823.40	102.90	2,058.00	106.00	2,120.00					
(2)	Running Per 1,000 Copies-----	1,860	7.20	13,392.00	0.50	930.00	0.50	930.00	0.24	446.40	0.59	1,097.40	0.34	632.40					

PROGRAM:	270-S (R-2)													
TITLE:	Printing and Fulfillment Contract													
AGENCY:	U.S. Department of Defense (Defense Health Agency)	CONSOLIDATED GRAPHICS										(CURRENT CONTRACTOR)		
TERM:	Date of Award thru January 31, 2022	d/b/a WESTLAND PRINTERS Laurel, MD			GRAY GRAPHICS Capitol Heights, MD		MONARCH LITHO Montebello, CA		MOSAIC Cheverly, MD		PHOENIX LITHO CORP. Philadelphia, PA		INTELLICOR Lancaster, PA	
		BASIS OF	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
	AWARD													
B.	FORMAT B -													
1.	Single Leaf Products:													
(a)	Printing in a single ink color . . . per side													
(1)	Makeready and/or Setup	1,568	414.04	649,214.72	100.00	156,800.00	135.00	211,680.00	108.28	169,783.04	47.25	74,088.00	105.00	164,640.00
(2)	Running Per 1,000 Copies	584	13.55	7,913.20	3.00	1,752.00	3.00	1,752.00	1.82	1,062.88	32.78	19,143.52	1.89	1,103.76
(b)	Printing in four-color process . . . per side													
(1)	Makeready and/or Setup	114	600.01	68,401.14	400.00	45,600.00	396.00	45,144.00	300.00	34,200.00	525.00	59,850.00	500.00	57,000.00
(2)	Running Per 1,000 Copies	864	14.45	12,484.80	4.50	3,888.00	4.00	3,456.00	3.80	3,283.20	4.62	3,991.68	4.50	3,888.00
(c)	Printing in additional color(s) . . . per color/per side													
(1)	Makeready and/or Setup	202	151.00	30,502.00	100.00	20,200.00	82.00	16,564.00	51.90	10,483.80	201.60	40,723.20	175.00	35,350.00
(2)	Running Per 1,000 Copies	420	1.08	453.60	2.00	840.00	0.90	378.00	1.00	420.00	0.24	100.80	0.31	130.20
(d)	Varnishing (spot or flood) . . . per side													
(1)	Makeready and/or Setup	2	185.00	370.00	100.00	200.00	88.00	176.00	75.00	150.00	201.60	403.20	210.00	420.00
(2)	Running Per 1,000 Copies	200	0.90	180.00	3.00	600.00	0.98	196.00	1.00	200.00	0.76	152.00	0.63	126.00
2.	Saddle-Stitched Products and Newsletters:													
(a)	Text - Printing in a single ink color . . . per page													
(1)	Makeready and/or Setup	108	12.11	1,307.88	45.00	4,860.00	56.00	6,048.00	25.50	2,754.00	48.17	5,202.36	100.00	10,800.00
(2)	Running Per 1,000 Copies	1,980	3.85	7,623.00	2.40	4,752.00	3.20	6,336.00	2.30	4,554.00	4.23	8,375.40	2.40	4,752.00
(b)	Text - Printing in four-color process . . . per page													
(1)	Makeready and/or Setup	60	28.38	1,702.80	62.00	3,720.00	80.00	4,800.00	40.00	2,400.00	100.84	6,050.40	236.00	14,160.00
(2)	Running Per 1,000 Copies	1,488	4.25	6,324.00	5.00	7,440.00	5.45	8,109.60	2.16	3,214.08	4.29	6,383.52	2.50	3,720.00
(c)	Covers - Printing in a single ink color . . . per side													
(1)	Makeready and/or Setup	7	188.46	1,319.22	150.00	1,050.00	210.00	1,470.00	138.72	971.04	156.45	1,095.15	211.00	1,477.00
(2)	Running Per 1,000 Copies	85	22.10	1,878.50	11.00	935.00	13.00	1,105.00	4.35	369.75	13.60	1,156.00	4.98	423.30
(d)	Covers - Printing in four-color process . . . per side													
(1)	Makeready and/or Setup	10	308.72	3,087.20	400.00	4,000.00	450.00	4,500.00	375.00	3,750.00	459.37	4,593.70	900.00	9,000.00
(2)	Running Per 1,000 Copies	220	23.55	5,181.00	15.00	3,300.00	19.00	4,180.00	12.90	2,838.00	13.81	3,038.20	13.65	3,003.00
(e)	Printing in additional color(s) . . . per color/per page													
(1)	Makeready and/or Setup	20	151.00	3,020.00	100.00	2,000.00	68.00	1,360.00	51.90	1,038.00	17.59	351.80	25.00	500.00
(2)	Running Per 1,000 Copies	364	1.08	393.12	1.00	364.00	0.80	291.20	1.00	364.00	0.20	72.80	0.27	98.28
(f)	Varnishing (spot or flood) . . . per side													
(1)	Makeready and/or Setup	10	185.00	1,850.00	100.00	1,000.00	20.00	200.00	75.00	750.00	100.80	1,008.00	211.00	2,110.00
(2)	Running Per 1,000 Copies	170	14.35	2,439.50	2.00	340.00	0.85	144.50	1.00	170.00	2.83	481.10	1.86	316.20
3.	Envelopes:													
(a)	Printing in a single ink color . . . per side													
(1)	Makeready and/or Setup	2	319.41	638.82	100.00	200.00	475.00	950.00	75.00	150.00	262.50	525.00	182.18	364.36
(2)	Running Per 1,000 Copies	160	159.26	25,481.60	16.00	2,560.00	19.50	3,120.00	6.02	963.20	10.08	1,612.80	15.00	2,400.00
(b)	Printing in four-color process . . . per side													
(1)	Makeready and/or Setup	3	509.11	1,527.33	400.00	1,200.00	710.00	2,130.00	200.00	600.00	525.00	1,575.00	515.03	1,545.09
(2)	Running Per 1,000 Copies	600	232.61	139,566.00	20.00	12,000.00	24.00	14,400.00	19.83	11,898.00	20.33	12,198.00	23.19	13,914.00
(c)	Printing in additional color(s) . . . per color/per side													
(1)	Makeready and/or Setup	2	147.50	295.00	50.00	100.00	85.00	170.00	40.00	80.00	105.00	210.00	79.80	159.60
(2)	Running Per 1,000 Copies	160	104.14	16,662.40	5.00	800.00	1.90	304.00	2.97	475.20	1.23	196.80	3.95	632.00
C.	FORMAT C -													
1.	Brochures:													
(a)	Printing in a single ink color . . . per side													
(1)	Makeready and/or Setup	4	414.04	1,656.16	200.00	800.00	284.00	1,136.00	216.56	866.24	210.00	840.00	226.00	904.00
(2)	Running Per 1,000 Copies	126	26.08	3,286.08	7.00	882.00	5.90	743.40	4.35	548.10	3.18	400.68	3.44	433.44
(b)	Printing in four-color process . . . per side													
(1)	Makeready and/or Setup	6	600.01	3,600.06	550.00	3,300.00	495.00	2,970.00	400.00	2,400.00	687.75	4,126.50	700.00	4,200.00
(2)	Running Per 1,000 Copies	566	27.82	15,746.12	9.00	5,094.00	8.00	4,528.00	5.00	2,830.00	3.36	1,901.76	3.75	2,122.50
(c)	Printing in additional color(s) . . . per color/per side													
(1)	Makeready and/or Setup	4	151.00	604.00	100.00	400.00	115.00	460.00	51.90	207.60	157.50	630.00	106.00	424.00
(2)	Running Per 1,000 Copies	126	3.51	442.26	2.00	252.00	1.30	163.80	1.00	126.00	0.95	119.70	0.50	63.00
(d)	Varnishing (spot or flood) . . . per side													
(1)	Makeready and/or Setup	6	185.00	1,110.00	100.00	600.00	100.00	600.00	75.00	450.00	157.50	945.00	211.00	1,266.00
(2)	Running Per 1,000 Copies	206	1.75	360.50	4.00	824.00	1.25	257.50	1.00	206.00	2.14	440.84	0.63	129.78

PROGRAM:	270-S (R-2)													
TITLE:	Printing and Fulfillment Contract													
AGENCY:	U.S. Department of Defense (Defense Health Agency)		CONSOLIDATED GRAPHICS										(CURRENT CONTRACTOR)	
TERM:	Date of Award thru January 31, 2022		d/b/a WESTLAND PRINTERS	GRAY GRAPHICS	MONARCH LITHO	MOSAIC	PHOENIX LITHO CORP.	INTELLICOR						
			Laurel, MD	Capitol Heights, MD	Montebello, CA	Cheverly, MD	Philadelphia, PA	Lancaster, PA						
		BASIS OF												
		AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
2.	Envelopes:													
(a)	Printing in a single ink color . . . per side													
(1)	Makeready and/or Setup	2	319.41	638.82	150.00	300.00	305.00	610.00	75.00	150.00	262.50	525.00	150.15	300.30
(2)	Running Per 1,000 Copies	500	195.36	97,680.00	18.00	9,000.00	22.00	11,000.00	7.00	3,500.00	21.52	10,760.00	7.52	3,760.00
(b)	Printing in four-color process . . . per side													
(1)	Makeready and/or Setup	2	509.11	1,018.22	450.00	900.00	610.00	1,220.00	200.00	400.00	525.00	1,050.00	501.38	1,002.76
(2)	Running Per 1,000 Copies	500	268.71	134,355.00	22.00	11,000.00	29.60	14,800.00	19.83	9,915.00	34.12	17,060.00	18.00	9,000.00
(c)	Printing in additional color(s) . . . per color/per side													
(1)	Makeready and/or Setup	1	147.50	147.50	100.00	100.00	115.00	115.00	75.00	75.00	105.00	105.00	96.60	96.60
(2)	Running Per 1,000 Copies	250	104.14	26,035.00	6.00	1,500.00	1.50	375.00	2.97	742.50	2.69	672.50	3.95	987.50
3.	Pocket Folders:													
(a)	Printing in four-color process . . . per side													
(1)	Makeready and/or Setup	1	1,337.50	1,337.50	1,000.00	1,000.00	550.00	550.00	400.00	400.00	565.95	565.95	355.53	355.53
(2)	Running Per 1,000 Copies	15	74.71	1,120.65	200.00	3,000.00	168.00	2,520.00	115.77	1,736.55	148.05	2,220.75	66.29	994.35
(b)	Varnishing (spot or flood) . . . per side													
(1)	Makeready and/or Setup	1	185.00	185.00	100.00	100.00	155.00	155.00	150.00	150.00	302.40	302.40	48.84	48.84
(2)	Running Per 1,000 Copies	15	7.00	105.00	3.00	45.00	5.50	82.50	6.00	90.00	3.43	51.45	2.61	39.15
D.	FORMAT D -													
1.	Posters:													
(a)	Printing in a single ink color . . . per side													
(1)	Makeready and/or Setup	1	414.04	414.04	300.00	300.00	495.00	495.00	350.00	350.00	221.55	221.55	400.00	400.00
(2)	Running Per 1,000 Copies	3	51.50	154.50	100.00	300.00	79.80	239.40	75.00	225.00	43.42	130.26	95.30	285.90
(b)	Printing in four-color process . . . per side													
(1)	Makeready and/or Setup	1	600.01	600.01	550.00	550.00	900.00	900.00	450.00	450.00	525.00	525.00	1,300.00	1,300.00
(2)	Running Per 1,000 Copies	5	56.58	282.90	150.00	750.00	99.50	497.50	75.00	375.00	50.40	252.00	114.00	570.00
(c)	Printing in additional color(s) . . . per color/per side													
(1)	Makeready and/or Setup	1	151.00	151.00	200.00	200.00	110.00	110.00	150.00	150.00	100.80	100.80	360.00	360.00
(2)	Running Per 1,000 Copies	3	6.98	20.94	10.00	30.00	2.20	6.60	6.50	19.50	9.82	29.46	10.40	31.20
(d)	Varnishing (spot or flood) . . . per side													
(1)	Makeready and/or Setup	2	185.00	370.00	200.00	400.00	115.00	230.00	150.00	300.00	100.80	201.60	360.00	720.00
(2)	Running Per 1,000 Copies	8	7.00	56.00	10.00	80.00	2.80	22.40	6.50	52.00	10.50	84.00	10.40	83.20
E.	FORMAT E -													
1.	Posters:													
(a)	Printing in four-color process . . . per side													
(1)	Makeready and/or Setup	2	600.04	1,200.08	650.00	1,300.00	980.00	1,960.00	400.00	800.00	525.00	1,050.00	1,300.00	2,600.00
(2)	Running Per 1,000 Copies	8	100.15	801.20	180.00	1,440.00	149.50	1,196.00	75.00	600.00	63.00	504.00	120.00	960.00
(b)	Varnishing (spot or flood) . . . per side													
(1)	Makeready and/or Setup	2	185.00	370.00	150.00	300.00	120.00	240.00	200.00	400.00	100.80	201.60	360.00	720.00
(2)	Running Per 1,000 Copies	8	14.00	112.00	40.00	320.00	30.00	240.00	20.00	160.00	12.60	100.80	11.17	89.36
F.	FORMAT F -													
1.	Posters:													
(a)	Printing in four-color process . . . per side													
(1)	Makeready and/or Setup	2	600.04	1,200.08	750.00	1,500.00	980.00	1,960.00	400.00	800.00	525.00	1,050.00	1,300.00	2,600.00
(2)	Running Per 1,000 Copies	6	100.15	600.90	220.00	1,320.00	155.00	930.00	75.00	450.00	73.50	441.00	142.00	852.00
(b)	Varnishing (spot or flood) . . . per side													
(1)	Makeready and/or Setup	2	185.00	370.00	150.00	300.00	120.00	240.00	200.00	400.00	100.80	201.60	360.00	720.00
(2)	Running Per 1,000 Copies	6	14.00	84.00	30.00	180.00	3.00	18.00	20.00	120.00	15.75	94.50	13.79	82.74

PROGRAM:	270-S (R-2)													
TITLE:	Printing and Fulfillment Contract													
AGENCY:	U.S. Department of Defense (Defense Health Agency)													
TERM:	Date of Award thru January 31, 2022													
	CONSOLIDATED GRAPHICS						(CURRENT CONTRACTOR)							
	d/b/a WESTLAND PRINTERS			GRAY GRAPHICS		MONARCH LITHO		MOSAIC		PHOENIX LITHO CORP.		INTELLICOR		
	Laurel, MD			Capitol Heights, MD		Montebello, CA		Cheverly, MD		Philadelphia, PA		Lancaster, PA		
	BASIS OF													
	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
III.	PAPER: (Per 1,000 Leaves)													
(a)	White Uncoated Text (60-lb.)													
(1)	Format A	1,425	7.63	10,872.75	5.40	7,695.00	5.00	7,125.00	5.55	7,908.75	4.79	6,825.75	4.00	5,700.00
(2)	Format B	1,097	12.98	14,239.06	8.80	9,653.60	8.70	9,543.90	11.10	12,176.70	9.49	10,410.53	7.99	8,765.03
(3)	Format C	396	25.96	10,280.16	19.00	7,524.00	17.40	6,890.40	22.22	8,799.12	25.86	10,240.56	17.98	7,120.08
(b)	White Opacified Text (50-lb.)													
(1)	Format A	160	6.54	1,046.40	5.20	832.00	5.76	921.60	4.60	736.00	4.38	700.80	4.28	684.80
(2)	Format B	18	11.09	199.62	8.60	154.80	9.97	179.46	9.20	165.60	8.59	154.62	7.93	142.74
(3)	Format C	45	22.18	998.10	18.00	810.00	19.90	895.50	18.41	828.45	23.41	1,053.45	16.25	731.25
(c)	White Opacified Text (60-lb.)													
(1)	Format A	100	7.63	763.00	5.40	540.00	7.15	715.00	5.40	540.00	5.19	519.00	4.40	440.00
(2)	Format B	64	12.98	830.72	8.80	563.20	11.96	765.44	10.80	691.20	10.25	656.00	8.91	570.24
(d)	White No. 1 Gloss-Coated Text (100-lb.)													
(1)	Format A	800	13.06	10,448.00	12.00	9,600.00	8.60	6,880.00	10.04	8,032.00	6.89	5,512.00	10.61	8,488.00
(2)	Format B	36	22.13	796.68	20.00	720.00	15.00	540.00	20.08	722.88	11.54	415.44	21.19	762.84
(e)	White No. 2 Gloss-Coated Text (70-lb.)													
(1)	Format A	100	9.71	971.00	7.40	740.00	5.90	590.00	5.98	598.00	5.87	587.00	4.26	426.00
(2)	Format B	262	15.36	4,024.32	12.00	3,144.00	10.20	2,672.40	11.96	3,133.52	8.07	2,114.34	8.78	2,300.36
(f)	White No. 2 Gloss-Coated Text (80-lb.)													
(1)	Format A	320	11.10	3,552.00	8.60	2,752.00	6.75	2,160.00	6.83	2,185.60	6.71	2,147.20	6.00	1,920.00
(2)	Format B	220	17.56	3,863.20	13.00	2,860.00	11.75	2,585.00	13.66	3,005.20	11.40	2,508.00	10.27	2,259.40
(3)	Format C	20	35.12	702.40	20.00	400.00	23.00	460.00	27.32	546.40	30.97	619.40	20.54	410.80
(g)	White Durable Gloss-Coated Text (70-lb.)													
(1)	Format A	4,000	9.71	38,840.00	9.00	36,000.00	5.90	23,600.00	5.98	23,920.00	5.87	23,480.00	3.61	14,440.00
(2)	Format B	121	15.36	1,858.56	14.00	1,694.00	11.00	1,331.00	11.96	1,447.16	8.07	976.47	12.51	1,513.71
(h)	White No. 2 Silk/Dull-Coated Text (70-lb.)													
(1)	Format A	50	9.91	495.50	7.40	370.00	6.00	300.00	5.97	298.50	5.87	293.50	4.26	213.00
(2)	Format B	80	15.76	1,260.80	12.00	960.00	10.35	828.00	11.96	956.80	8.07	645.60	8.78	702.40
(3)	Format C	80	31.52	2,521.60	19.00	1,520.00	20.60	1,648.00	23.92	1,913.60	27.04	2,163.20	16.75	1,340.00
(i)	White No. 2 Silk/Dull-Coated Text (80-lb.)													
(1)	Format A	50	11.30	565.00	8.60	430.00	6.85	342.50	6.83	341.50	6.77	338.50	6.00	300.00
(2)	Format B	72	17.96	1,293.12	13.00	936.00	11.85	853.20	13.66	983.52	11.40	820.80	10.27	739.44
(3)	Format C	43	35.92	1,544.56	20.00	860.00	23.55	1,012.65	27.32	1,174.76	30.97	1,331.71	18.00	774.00
(j)	White Gloss-Coated Cover (80-lb.)													
(1)	Format A	1,190	19.82	23,585.80	14.00	16,660.00	13.65	16,243.50	14.40	17,136.00	15.46	18,397.40	6.33	7,532.70
(2)	Format B	500	33.55	16,775.00	32.00	16,000.00	23.75	11,875.00	28.80	14,400.00	34.46	17,230.00	27.74	13,870.00
(k)	White No. 2 Gloss-Coated Cover (60-lb.)													
(1)	Format A	80	17.80	1,424.00	12.50	1,000.00	12.30	984.00	13.45	1,076.00	12.98	1,038.40	9.13	730.40
(2)	Format B	41	32.52	1,333.32	26.20	1,074.20	21.50	881.50	26.90	1,102.90	27.40	1,123.40	22.56	924.96
(l)	White No. 2 Gloss-Coated Cover (80-lb.)													
(1)	Format A	80	19.82	1,585.60	14.00	1,120.00	13.60	1,088.00	16.55	1,324.00	15.46	1,236.80	11.30	904.00
(2)	Format B	150	33.55	5,032.50	32.00	4,800.00	23.75	3,562.50	33.10	4,965.00	34.46	5,169.00	27.74	4,161.00
(m)	White No. 2 Gloss-Coated Cover (100-lb.)													
(3)	Format C	15	83.87	1,258.05	65.00	975.00	78.80	1,182.00	78.60	1,179.00	120.75	1,811.25	132.46	1,986.90
(n)	White Uncoated Cover (65-lb.)													
(1)	Format A	370	16.58	6,134.60	14.00	5,180.00	15.50	5,735.00	13.60	5,032.00	13.76	5,091.20	13.17	4,872.90
(2)	Format B	11	28.18	309.98	32.00	352.00	27.00	297.00	27.20	299.20	29.03	319.33	21.01	231.11
(o)	White No. 2 Silk/Dull-Coated Cover (65-lb.)													
(1)	Format A	25	16.46	411.50	12.50	312.50	13.50	337.50	13.74	343.50	14.60	365.00	13.73	343.25
(2)	Format B	50	27.97	1,398.50	26.40	1,320.00	24.20	1,210.00	27.48	1,374.00	30.55	1,527.50	26.28	1,314.00
(p)	White No. 2 Silk/Dull-Coated Cover (80-lb.)													
(1)	Format A	25	20.12	503.00	14.00	350.00	14.00	350.00	16.91	422.75	15.46	386.50	12.85	321.25
(2)	Format B	32	33.95	1,086.40	32.00	1,024.00	25.50	816.00	33.82	1,082.24	34.46	1,102.72	28.85	923.20
(q)	White No. 2 Silk/Dull-Coated Cover (100-lb.)													
(1)	Format A	6,170	25.43	156,903.10	18.50	114,145.00	17.10	105,507.00	21.11	130,248.70	17.77	109,640.90	17.59	108,530.30
(2)	Format B	28	43.08	1,206.24	45.00	1,260.00	29.75	833.00	42.28	1,183.84	43.08	1,206.24	45.33	1,269.24
(r)	White Writing Envelope (24-lb.)													
(2)	Format B	680	71.00	48,280.00	15.00	10,200.00	9.90	6,732.00	22.78	15,490.40	21.52	14,633.60	16.00	10,880.00
(3)	Format C	1,000	98.00	98,000.00	32.00	32,000.00	19.80	19,800.00	56.20	56,200.00	32.34	32,340.00	50.21	50,210.00
(s)	Posters - White No. 2 Gloss-Coated Cover (100-lb.)													
(1)	Format D	8	190.58	1,524.64	144.00	1,152.00	138.50	1,108.00	144.00	1,152.00	199.50	1,596.00	81.48	651.84
(2)	Format E	8	348.18	2,785.44	205.00	1,640.00	240.00	1,920.00	288.00	2,304.00	282.45	2,259.60	162.96	1,303.68
(3)	Format F	6	410.49	2,462.94	282.00	1,692.00	318.00	1,908.00	288.00	1,728.00	380.10	2,280.60	325.93	1,955.58





U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Printing and Fulfillment Contract***

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

U.S. Department of Defense  
(Defense Health Agency)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning February 1, 2021 and ending January 31, 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 Washington, DC time, on December 30, 2020, at the U.S. Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will not be a public bid opening.)

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will not be open to the public. Based on this, bidders must submit email bids for this solicitation to: [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov). 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.)

**BIDDERS, PLEASE NOTE:** *These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding with particular attention to the following requirement – National Institute of Standards and Technology (NIST) SP 800-171, “Protecting Controlled Unclassified Information in Non-Federal Systems and Organizations” as specified on page 5 of the contract specification.*

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

For information of a technical nature, contact Linda Giacomo at: [lgiacomo@gpo.gov](mailto:lgiacomo@gpo.gov) or (202) 512-0307.

## 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. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**SUBCONTRACTING:** The predominant production functions of this contract are on-line ordering system, printing, storage/fulfillment, and recycling/destruction of inventory. Bidders who must subcontract any of these operations 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 (page related) – Level II.
- (b) Finishing Attributes (item related) – 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 –

<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. O.K. Proofs; Electronic Media.
- P-8. O.K. Proofs; Electronic Media.
- P-9. Pantone Matching System.
- P-10. O.K. Proofs; Electronic Media.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from February 1, 2021 to January 31, 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 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 October 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.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with “Table 9 – Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows –

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of January 2021 will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.



4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two (2) months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ \_\_\_\_\_\_ } \%$$

where X = the index for that month which is two (2) months prior to the month being considered for adjustment.

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 price(s) for line items under III. PAPER 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.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**SECURITY REQUIREMENTS: Protection of Sensitive and Personally Identifiable Information (PII) –**

Information (data) furnished on this contract may contain Personally Identifiable Information (PII). It is the contractor's responsibility to properly safeguard PII from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information.

*For the purpose of this contract, PII will consist of names and addresses used in the fulfillment and distribution of products ordered.*

All data and material furnished and/or produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data/material, in whole or in part, in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

The contractor shall not release or sell, to any person, any data received (including personally identifiable information) from the Government under this contract; nor shall the contractor use the data/PII for any purpose other than that for which it was provided to the contractor under the terms of this contract.

Proper control and handling must be maintained at all times to prevent any information, data, or material required to produce the products ordered under these specifications from falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for non-Government business. Specifically, no Government information shall be used for the benefit of a third party.

Contractor is required to comply with National Institute of Standards and Technology (NIST) SP 800-171, “Protecting Controlled Unclassified Information in Non-Federal Systems and Organizations” as detailed at: <https://csrc.nist.gov/publications/detail/sp/800-171/rev-2/final>. (Contractor must remain in compliance with any updated revision(s) that may occur during the term of the contract – as applicable.) NIST is a federal technology agency that develops and promotes measurement, standards, and technology. NIST also provides additional guidance, publications, and compliance tools at: <http://csrc.nist.gov/groups/SMA/fisma/index.html>.

Contractor is required to comply with all applicable requirements and regulations of NIST SP 800-171 in order to receive and protect PII furnished by the Government. The contractor must also furnish a Letter of Assurance (LOA) as verification of compliance with NIST SP 800-171 – included with the Security Control Plans as specified herein.

Contractor is required to comply with the TRICARE Operations Manual regarding compliance with the Federal Statute for PII and the TRICARE System Manual which provides additional detail about the requirement. (Contractor can type the word “PII” in the search bars of these manuals to access additional guidance for these requirements.)

TRICARE Operations Manual 6010.59-M (T-2017 version):

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmanuals.health.mil%2Fpages%2FDisplayManual.aspx%3FSeriesId%3D%2F015&data=04%7C01%7C%7Cgiacomo%40gpo.gov%7C5a339b4ae1c34396c04f08d88b01758b%7C97ae4de0d4584af3a7df1c19bdbe49d0%7C0%7C0%7C637412185675582158%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IjkihaWwiLCJXVCi6Mn0%3D%7C1000&data=HSQUVLMkRh4zyoG8xhNsJZWaa8W5hKjFMAs5dmWaG9k%3D&reserved=0>

TRICARE Systems Manual 7950.3-M (T-2017 version):

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmanuals.health.mil%2Fpages%2FDisplayManual.aspx%3FSeriesId%3D%2F015&data=04%7C01%7C%7Cgiacomo%40gpo.gov%7C5a339b4ae1c34396c04f08d88b01758b%7C97ae4de0d4584af3a7df1c19bdbe49d0%7C0%7C0%7C637412185675582158%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IjkihaWwiLCJXVCi6Mn0%3D%7C1000&data=YCp59d1pN7MYHsRBZg%2F0rb7BNwwBImtGIFhZ0wdMCPA%3D&reserved=0>

*Data Use Agreement* – After award, all contractor employees having access to PII under this contract must sign a Data Use Agreement that will be provided to the contractor by the ordering agency.

**SECURITY CONTROL PLANS:** The contractor shall maintain, in operation, an effective security system where items by these specifications containing PII are produced and/or stored (awaiting distribution or disposal) to assure against theft and/or the product falling into unauthorized hands.

The Government retains the right to conduct security reviews at any time during the term of the contract.

*The following proposed plans are subject to review and approval by the Government and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.*

Within three (3) workdays of notification, the contractor shall present, in writing to the Contracting Officer, detailed plans for the following activities. The workday after notification to submit will be the first day of the schedule.

The security control plans must address in detail, at a minimum, the following –

- How all accountable materials containing PII will be handled throughout all phases of production.
- How the disposal of waste materials containing PII will be handled.
- List of subcontractor(s) and their specific function.
- How all applicable Government-mandated security/privacy/rules and regulations, as cited in this contract, shall be adhered to by the contractor and/or subcontractor(s).

**DISPOSAL OF WASTE MATERIALS:** The contractor is required to demonstrate how all waste materials used in the production of sensitive records containing PII will be definitively destroyed – i.e., burning, pulping, shredding, macerating, or other suitable similar means. Electronic records containing PII must be definitively destroyed in a manner that prevents reconstruction. Definitively destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Sensitive records are records that are exempted from disclosure by statute, including the Privacy Act or regulation. Upon Government request, contractor is required to show proof of disposal.

**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 preaward 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.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC – immediately after award. (At the option of the Government, the postaward conference may be conducted via teleconference.)

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS:** 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 February 1, 2021 through January 31, 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically 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.

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

#### PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.
- (b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.
- (c) The terms used in this clause have the following meanings:
- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
  - (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
  - (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

**PAYMENT:**

*Production Orders (products requiring immediate production and distribution):* Upon completion of each order, prior to submitting billing invoice to GPO for payment, the contractor must submit an itemized billing invoice to the ordering agency (agency contact information to be provided after award) for verification, approval, and signature. After agency verification/approval, contractor must submit the signed billing invoice, including print order, to the U.S. Government Publishing Office.

*Fulfillment Orders (products held in contractor's inventory for fulfillment/distribution of on-line orders):* Within the first five (5) workdays of each month, prior to submitting billing invoice to GPO for payment, the contractor must submit an itemized billing invoice and all shipping receipts (including costs) to the ordering agency (agency contact information to be provided after award) for verification, approval, and signature. After agency verification/approval, contractor must submit the signed billing invoice, including agency approved report and print order, to the U.S. Government Publishing Office.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

Contractor is expected to submit billing invoices within 30 calendar days of completion of distribution for each order.

***Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES." Failure to submit invoices as instructed may result in delay of payment or rejection of invoice.***

**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 emailed 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.



## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of various printed products requiring such operations as electronic prepress, printing in multiple inks (including four-color process plus one Pantone ink color), binding, construction, packing, storage, on-line order fulfillment, and distribution.

**TITLE:** Printing and Fulfillment Contract.

### **FREQUENCY OF ORDERS, QUANTITY, NUMBER OF PAGES, AND TRIM SIZES:**

*Production Orders* – It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract.

The projected frequency of orders and quantities are based on historical data, projections, and trends and should not be construed as a guarantee of the volume of work that will be ordered through the term of this contract.

It is anticipated that the majority of orders will be placed quarterly – January, April, July, and October. However, additional orders may be placed on an as-needed basis.

Orders for production will be placed via print order (GPO Form 2511). On some orders, some or all of the order’s total quantity will transfer into the contractor’s inventory. On some orders, some or all of the order’s total quantity will be packed and distributed as per the print order.

Separate print orders will be placed for each type of product ordered.

**FORMAT A:** Any trim size up to and including 6 x 9”.

<u>Product</u>	<u>Approximate Number of Orders Per Year</u>	<u>Approximate Quantity Per Order</u>	<u>Approximate Number of Pages</u>
Wallet Cards	4 to 8	200,000 to 500,000	Face and back
Badge Cards*	2	40,000/type of badge card	Face and back
Notepads	1	10,000 to 20,000	50 leaves/pad
Sticky Notes	1	10,000 to 20,000	25 leaves/pad
Post Cards	2	1,000,000 to 5,000,000	Face and back
Flyers	2	2,000,000 to 6,000,000	Face only or face and back
Saddle-Stitched	4	50,000 to 60,000	8 to 36

\* There are four (4) types of badge cards. When required, all four (4) types will be ordered on the same print order requiring the same schedule.

**FORMAT B:** Any trim size over 6 x 9” up to and including 8-1/2 x 11”.

<u>Product</u>	<u>Approximate Number of Orders Per Year</u>	<u>Approximate Quantity Per Order</u>	<u>Approximate Number of Pages</u>
Brochures	4	100,000 to 200,000	Face only or face and back
Looseleaf Saddle-Stitched/	4 to 8	100 to 200	100 to 280
Newsletters	8 to 12	4,000 to 4,000,000	8 to 36
Envelopes	4	500 to 250,000	N/A

**FORMAT C:** Any trim size over 8-1/2 x 11” up to and including 17 x 11”.

<u>Product</u>	<u>Approximate Number of Orders Per Year</u>	<u>Approximate Quantity Per Order</u>	<u>Approximate Number of Pages</u>
Brochures	4 to 8	1,000 to 250,000	Face only or face and back
Envelopes	4	250,000 to 500,000	N/A
Pocket Folder*	1	10,000 to 20,000	N/A

\*Trim size specified on the print order for standard pocket folders will be for the finished, folded size of the folder.

**FORMAT D:** Any trim size over 17 x 11” up to and including 18 x 24”.

<u>Product</u>	<u>Approximate Number of Orders Per Year</u>	<u>Approximate Quantity Per Order</u>	<u>Approximate Number of Pages</u>
Posters	2	3,000 to 10,000	Face only

**FORMAT E:** Any trim size over 18 x 24” up to and including 21 x 34”.

<u>Product</u>	<u>Approximate Number of Orders Per Year</u>	<u>Approximate Quantity Per Order</u>	<u>Approximate Number of Pages</u>
Posters	2	3,000 to 10,000	Face only

**FORMAT F:** Any trim size over 21 x 34” up to and including 26 x 39”.

<u>Product</u>	<u>Approximate Number of Orders Per Year</u>	<u>Approximate Quantity Per Order</u>	<u>Approximate Number of Pages</u>
Posters	2	3,000 to 10,000	Face only

*Fulfillment Orders* – It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract.

Based on past performance, it is anticipated that approximately 15 to 30 print orders will be issued per quarter.

Orders for fulfillment will be placed via the contractor’s web-based on-line ordering system. (See “ON-LINE ORDERING.”) At the end of each month, upon approval of the monthly report, a print order will be issued for all on-line orders placed during that month for billing purposes. (See “REPORTS” and “PAYMENT.”)

It is anticipated that the majority of orders will be placed quarterly – January, April, July, and October. However, additional orders may be placed on an as needed basis.

**GOVERNMENT TO FURNISH:**

*Production Orders:* Electronic media will be furnished as follows –

Platform: Windows 10

Storage Media: Email; SFTP

Software: Adobe Acrobat Creative Cloud

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

Fonts: All printer and screen fonts will be furnished/embedded – as applicable.

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

**Additional**

**Information:** Files will be furnished in native application and/or press-ready PDF format. Electronic media will include all illustrations and graphics furnished in place. Visuals of electronic files will be furnished. Pantone Matching System and CMYK will be used for color identification. GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

*Storage and Fulfillment:* Approximately 30 pallets consisting of products produced from the previous program. (See "CONTRACT START-UP AND TRANSFER OF INVENTORY.")

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

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

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

**CONTRACT START-UP AND TRANSFER OF INVENTORY:** Contractor will be responsible for the pickup of materials to be placed in the contractor's inventory for fulfillment of orders.

Immediately after award, the contractor must contact the ordering agency to make arrangements for the transfer of approximately 30 standard size pallets of materials from one address in Atglen, PA 19310 to the contractor's facility. The contractor will be reimbursed for all shipping costs by submitting shipping receipts with the billing invoice for payment.

**CONTRACT SUPPORT:** The contractor will be responsible for the following –

- Develop and track all printing activities and present expert ability to respond to all questions pertaining to printing, binding, and distribution of all products within this program.
- Generate all print orders within the scope of this program and provide the Government lead all estimated and known costs associated with each print job, including shipping costs, author's alterations, paper increases, etc.
- Develop and provide the Government lead annual and quarterly print production and delivery schedules for print projection costs and timelines in accordance with the Government Marketing and Education production schedule to be furnished by the ordering agency after award.
- Provide, upon request, the Government lead with print cost estimates for unplanned or new requirements that may arise. Estimates should fully communicate the total effort of the job and be provided to the Government lead in an organized, precise, and accurate manner and format.

- Distribute proofs to Government lead.
- Assist with press sheet inspection(s) – when required.
- Monitor production compliance with schedule.
- Monitor on-time delivery performance.
- Perform other duties associated with supporting this program to ensure timeliness and quality in the printing process.
- Ensure on-time completion of all deliverables and project completion within Government approved cost constraints.
- Monitor and track all shipping requirements and costs for each press run.
- Validate quality of work in accordance with Government requirements.
- Effectively communicate delivery notifications to receiver and proactively ensure that the Government lead is kept informed of status of all orders.
- Work closely with the Government client in managing and tracking print order costs, including providing cost estimates.
- Submit print orders, modifications, and invoices accurately and on time.
- Engage with the Government lead and additional contract support staff, attend required meetings, and act as expert consultant for questions that arise in regards to printing and distribution.

The contractor will also manage the fulfillment and distribution of printed materials developed by the Defense Health Agency to include the TRICARE suite of beneficiary educational materials to include the following –

- Develop and provide the Government lead short and long term distribution plans and strategies based on production schedule.
- Collect quantity requirements in accordance with Government requirements.
- Ensure on-time and accurate delivery of materials.

Contractor shall work with the Government lead and additional contract support staff to develop a standard operating procedure for this process.

The contractor is required to make every effort to provide the same individuals for the services required under this contract through the entire contract period. Substitutions of qualified individuals may be necessary in some circumstances; however, this should not occur on more than two (2) separate occasions in any one month without prior authorization from the Contracting Officer.

**ON-LINE ORDERING:** The contractor must provide a web-based on-line ordering system that is fully functional at time of award. This system shall be administered by the contractor and will not be hosted by the ordering agency. The contractor must be able to accept on-line orders within 30 calendar days of contract award.

The contractor's system must be able to handle order entry, storage, fulfillment, and report generation. The application must allow the ordering agency to retrieve downloaded orders from the web site. (NOTE: If a modification is issued against the contract, the contractor's system must be programmed to incorporate the modification, as applicable.)

The on-line ordering system must have the following capabilities –

1. Contractor's web site must support a minimum of 2,000 unique users with usernames and passwords. Each account must be capable of storing shipment addresses in an "address book" format per user. The contractor is responsible for administration of usernames and passwords.
2. Contractor's on-line ordering system must provide a fillable web form specifically designed to accept data and place an Order Request. An on-screen verification allowing the user to review and edit the order prior to order placement is required.

3. Contractor's on-line ordering system must have a "shopping cart" type feature with the ability to save (indefinitely) items placed in the shopping cart.
4. Ordering agency must be able to access information/orders saved in the cart. Ordering agency must be able to make changes to saved information and/or orders at any time prior to approving the order.
5. Placement of an Order Request must result in the immediate generation of a confirmation email to the individual placing the order, summarizing the contents of the order. The email must include instructions for cancelling an order.
6. Upon shipment of an order, the system must generate a shipping confirmation email to the individual placing the order, summarizing the contents shipped.
7. Contractor's on-line ordering system must support a "Super Admin" feature in which a designated individual(s) at DoD/DHA is able to view the order history for the entire contract and create reports to include, but not limited to, the following criteria: order number; date of order placement; name of individual placing each order; number of items per order; number of copies per item; total number of orders placed; and shipping tracking information.

NOTE: The actual order will not be considered "placed" or "issued" until an electronic confirmation is entered into the contractor's on-line ordering system.

**REPORTS:** Contractor must generate and submit a monthly report to the designated authorized ordering agency employee for review and approval. The report shall include, but is not limited to: order number; date each order was placed; name of individual placing each order; number of items per order; number of copies per item; total number of orders placed; and delivery tracking information. (See "PAYMENT" specified in SECTION 1.)

Upon agency approval of the report, the contractor will fill out the print order for the distribution/fulfillment of the on-line orders.

**ELECTRONIC PREPRESS (Production Orders):** 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 the agency contact specified on the print order.

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 must be 150-line screen or finer.

It is anticipated that the Government will make all major revisions and provide a revised file.

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, unless otherwise specified. 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. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

NOTE: Contractor is to retain one copy of final production native application files (digital deliverables) for reuse on subsequent orders.

**PROOFS (Production Orders):** The following proofs will be ordered, as required, and will be specified on the individual print order –

- When ordered, one (1) press quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.
- When ordered, one (1) set of digital color content proofs of the entire product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

NOTE: Proofs for envelopes must show all margins and dimensions, indicate trim marks, and show flap.

- When ordered, 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.

At contractor's option, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. 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 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf). NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. If producing inkjet proofs, Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

Contractor to submit ink drawdowns on actual production stock of Pantone color(s) used to produce the product. Half of drawdown must show varnish, as applicable.

Digital color content proof shall be used to represent spot varnish.



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. 13" dated September 2019.

Government Paper Specification Standards No. 13 - [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

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

*Text Stock –*

White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Opacified Text, basis weight: 50 and 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.

White No. 1 Gloss-Coated Text, basis weight: 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

White No. 2 Gloss-Coated Text, basis weight: 70 and 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182.

White Durable Gloss-Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A205.

White No. 2 Silk/Dull-Coated Text, basis weight: 70 and 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A262.

*Cover Stock –*

White Gloss-Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White No. 2 Gloss-Coated Cover, basis weight: 60 and 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

White Uncoated Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L23.

White No. 2 Silk/Dull-Coated Cover, basis weight: 65, 80, and 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L62.

*Post Cards –* White No. 2 Silk/Dull-Coated Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L62.

*Posters –* White No. 2 Gloss-Coated Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

*Pocket Folders –* White No. 2 Gloss-Coated Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

*Envelopes –* White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

**PRINTING:**

*All Products:* Products may print in up to four Pantone ink colors, in four-color process, or in four-color process plus one Pantone ink color. Contractor to match Pantone color as indicated in the print order.

For products printing in four-color process plus one Pantone ink color, the Pantone color must be a solid color. Four-color process builds are not allowed.

All products printing 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). All products printing in four-color process plus one Pantone ink color must be printed on a press capable of printing five colors in a single pass through the press (minimum five printing units).

*Wallet Cards* – Print face and back. When ordered, after printing, apply a spot or flood varnish to both sides of the wallet card.

*Badge Cards* – Print face and back.

*Notepads* – Print leaves face only.

*Sticky Notes* – Print leaves face only.

*Post Cards* – Print face and back.

*Flyers* – Print face only or face and back, head-to-head. When ordered, after printing, apply a spot or flood varnish to the face or face and back of the flyer, as specified.

*Brochures* – Print face only or face and back, head-to-head. When ordered, after printing, apply a spot or flood varnish to the face or face and back of the brochure, as specified.

*Posters* – Print face only. When ordered, after printing, spot or flood coat the face or face and back with a clear non-yellowing varnish to prevent scratching and smearing.

*Pocket Folders* – Print on Covers 1 and 4 only – outside covers, after manufacturing. Inside pockets and inside of folder are blank. When ordered, after printing, spot or flood coat Covers 1 and 4 with a clear non-yellowing varnish to prevent scratching and smearing.

*Envelopes* – Print face only or face and back – after manufacturing.

All envelope printing shall be in accordance with the requirements for the style of envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations, if required. The envelope shall accept printing without feathering or penetrating to the reverse side.

*Looseleaf Products* – Print text pages face only, face and back, or head-to-head.

*Saddle-Stitched Products and Newsletters* –

*Text:* Print text pages head-to-head.

*Covers:* Print Covers 1, 2, 3, and/or 4 as specified on the print order. When ordered, after printing, spot or flood coat the surface of Covers 1, 4, and spine with a clear non-yellowing varnish to prevent scratching and smearing.

**MARGINS:** Margins will be as indicated on the print order or furnished media. Contractor is cautioned that all products ordered on this program may bleed on one to four sides.

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

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

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

**BINDING:** Various binding styles will be ordered in each of the formats in accordance with these specifications.

Print orders will specify complete binding instructions.

*Wallet Cards* – Trim four sides. Fold with one or two parallel folds to size specified.

*Badge Cards* – Trim four sides.

Round all corners of card and laminate (with a gloss laminate) the entire surface, after printing (face and back) with clear polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, using a suitable thickness, for an overall thickness of product of 1.7 mil. The laminated product must have no distortion of the printed matter and must remain clear and legible.

After laminating, punch/drill one hole (1/8 x 5/8" in size) centered on the 1/8" dimension.

*Notepads* – Trim four sides for each individual sheet. (See "CONSTRUCTION" for padding.)

*Sticky Notes* – Trim four sides for each individual sheet. (See "CONSTRUCTION" for padding.)

*Post Cards* – Trim four sides.

*Flyers* – Trim four sides. When indicated on the print order, fold with one to four folds to size specified.

*Brochures* – Trim four sides. When indicated on the print order, fold with one to four folds to size specified.

*Posters* – Trim four sides. When indicated on the print order, dry mount on 1/2" foam core.

*Looseleaf Products* – Looseleaf products may bind as follows:

- Gather in numerical page sequence and trim four sides. Stitch with one wire stitch in upper left corner (ULC).
- *Drilling and Inserting:* Looseleaf binding may include drilling and insertion of copies into contractor furnished 3-ring binders after drilling. Dimensions for drilling and hole size will be indicated on the print order.
- When required, apply one or two wafers seals. When two wafer seals are required, the seals are to be placed along the 8-1/2 inch side at the top of the product. Seals are to be placed 2” from left and right side. When one wafer seal is required, the seal is to be centered on the edge of the product.
- *GBC Binding:* GBC binding of various suitable sizes with black combs.
- *Spiral Binding:* Spiral binding of various suitable sizes using black plastic coils.

*Saddle-Stitched Products and Newsletters* – Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

NOTE: At the Government’s option, 8-, 12-, and 16-page self-cover, saddle-stitched products may be ordered as paste-on-fold.

When indicated on the print order, fold with one fold (typically, in half) to size specified.

When required, apply one or two wafers seals. When two wafer seals are required, the seals are to be placed along the 8-1/2 inch side at the top of the product. Seals are to be placed 2” from left and right side. When one wafer seal is required, the seal is to be centered on the edge of the product.

#### **CONSTRUCTION:**

*Notepads* – Pad 50 sheets per notepad. Pad at the top edge dimension with adhesive. Each notepad to have a chipboard, newsboard, or equal, back approximately 0.020” thick. Adhesive used must permit ready separation of sheets without damage to the notepads and must provide sufficient strength to guarantee that the notepads will remain together.

*Sticky Notes* – Pad 25 sheets per sticky notepad. On the back of each sheet, each sheet to have a 1/2” wide self-stick strip along the entire top dimension. The self-stick strip is to contain a reusable, pressure-sensitive (re-stickable/repositionable) adhesive. Each pad of 25 sheets is to have a suitable backing sheet at the back of each pad.

*Pocket Folders* – Fold from an overall flat size of 19-1/2 x 17” (including glue tabs) down to 9 x 12”. Folder includes two (2) horizontal pockets (each 5” deep). Pockets are glued on the outside edges. Glue pockets on fold. All glue tabs must be 3/4” and glued inside finished product (no printing on glue tabs). Score on all folds.

Die-cut four slots on the left-side pocket to hold a standard size business card.

*Envelopes* – Envelope must be open side, with gummed fold-over flap for sealing and contain double side seams. Flap depth is at contractor’s option but must meet all USPS requirements. Flap must be coated with a suitable remoistenable glue that will securely seal the envelope for mailing. Adhesive must not adhere to the contents of the envelope.

*Binders (1")* – Black vinyl covering and clear vinyl pockets shall be electronically/dielectrically heat sealed over No. 1 quality binders boards, 0.10" thick, +/-0.025" forming securely sealed edges all around the binder and on each side of the backbone, as hinges. Binders boards to have smooth edges, and the outer corners round cornered. Grain of boards must be parallel to the short dimension.

Clear vinyl pocket at top edge on front and back cover and backbone shall not be sealed to allow for inserts. Clear vinyl covering over backbone to be die-cut at top with a 1/2" deep, half-moon shaped thumb notch, the full width of backbone.

Binder sizes must be appropriate for 6 x 9" and 8-1/2 x 11" sized inserts. Heavy duty wide flat base element with three round rings, as specified. Rings will be spaced 4-1/4" center to center. Element must be equipped with opening and closing levers at each end. Metal element must be machine finished, no rough edges. Opening/closing levers must not extend beyond the edge of the binder and must have a firm action – no free play.

All exposed metal parts shall be nickel plated and corrosion resistant. The metal looseleaf element is to be securely riveted with not less than two metal rivets to the backbone of the binders. The rivet heads, if exposed, must be the same color as the binder vinyl.

**PACKING:** When ordered, shrink-film wrap in quantities indicated. Reinforce each wrap (when indicated) on the top and bottom with chipboard of suitable thickness to prevent curling, wrinkling, etc.

When ordered, pack in boxes in quantities indicated.

Pack shrink-wrapped products, boxed products, or loose products, as specified, in shipping containers not to exceed 42 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

Pallets are required.

For international shipments, special attention should be paid to the packing requirements in GPO Contract Terms (GPO Publication 310.2). Contractor is responsible for ensuring arrival of products, at destination, in a satisfactory and usable condition.

Shipments should adhere to the following procedures –

1. All containers/pallets must be clearly marked with a packing list attached to the outside. The packing list must contain the customer name, the name/description of the item, the form number of the item, the DHA form number of the item (where appropriate), the quantity of the item being shipped, the name of the vendor doing the shipping, the address of the vendor, and contact information at the vendor's location (contact name and telephone number/email address).
2. Pallets can be stacked no higher than five feet. Any pallets stacked higher than five feet or double stacked will be rejected.
3. All pallets must be shrink-wrapped to avoid material damage.

4. The shipping address for all shipments should be clearly labeled with name and address of destination.

The time of acceptance is between 8:00 a.m. and 5:00 p.m., EST, Monday through Friday. Late deliveries are not acceptable. The receiver may require the driver to return the following morning by 8:00 a.m., and the driver will be required to wait while the receiver verifies the shipment. Appointments aren't required, but drivers with appointments will be unloaded first. To schedule an appointment, contractor must call at least 24 hours in advance. (NOTE: Contact name and information for the Receiving Department will be provided after award.)

5. All items should be delivered with the quantities noted on the packing list. If quantities do not match, the entire shipment may be refused. It will be the contractor's responsibility to correct any shortage within five (5) workdays from the original receiving date. All shipments will be inspected for damage. If the receiver at the Receiving Department determines that more than five percent of the pieces in the shipment are damaged to the point of being unusable, the percent damaged will be noted and communicated to the DHA POC. The contractor will then be responsible for replacing the indicated quantity within five (5) workdays from the original receiving date.

The contractor will receive guidelines for each shipment that is being transmitted from the contractor to the bulk distribution site. A completed Receiving Guidelines and Prior Notification Guidelines form will be required for each item that is being shipped from the contractor to the fulfillment warehouse destination.

**LABELING AND MARKING:** Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917, Certificate of Selection of Random Copies, which can be located at [gpo.gov](http://gpo.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be located at [gpo.gov](http://gpo.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.



**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against 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 certify that the copies were selected as directed using GPO Form 917, Certificate of Selection of Random Copies, which can be located at [gpo.gov](http://gpo.gov). Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

- Deliver the majority of orders f.o.b. contractor's city (reimbursable) to approximately 10 to 20 addresses nationwide. (The majority of the nationwide deliveries will go to: CA, PA, KY, MN, NJ, and VA.)
- When required, deliver f.o.b. contractor's city (reimbursable) to foreign destinations.
- When required, mail f.o.b. contractor's city (reimbursable).

Complete addresses, quantities, and other shipping instructions will be furnished with each order.

Contractor must combine on one shipment all orders scheduled for shipment to a single destination on the same day.

*Method of Shipment* – Contractor is responsible for selection of carrier and shall ship by any reasonable method to ensure prompt delivery and safe arrival at all destinations – including foreign destinations. Shipments must be made direct to the destination(s) stated on the print order. 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 time, on normal Government workdays. Shipments must be delivered as specified.

The contractor will be required to prepay cost of shipping for all f.o.b. contractors' city destinations and will be reimbursed for all shipping costs upon submission of complete shipping receipts with billing invoice for payment.

All required mailing (including post cards) must be made at the most economical class of mail to the Government.

When mailing is required for any product, the contractor will be required to prepay cost of mailing for all f.o.b. contractors' city destinations. Contractor will be reimbursed for all mailing costs upon submission of complete mailing receipts with billing invoice for payment.

For post card mailings, the cost of postage may be significantly greater than the cost to produce the product.

In accordance with United States Postal Service (USPS) regulations, contractor will be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

NOTE: On occasion, the Government may require premium methods of shipment. Premium methods of shipment may be used only when prior approval has been given by the Government.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ships/mailed) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 270-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/shipping/mailed methods, and title of product. Contractor must be able to provide copies of all delivery/shipping/mailed receipts upon agency request.

Upon completion of each production order, all furnished material (as applicable), digital deliverables (as applicable), and 10 sample copies must be returned to: Defense Health Agency, 7700 Arlington Boulevard, Suite 5101, Falls Church, VA 22042.

All expenses incidental to picking up and returning furnished material (as applicable), submitting and picking up proofs, 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) or prior to the electronic confirmation being entered into the contractor's on-line ordering system – as applicable.

When required, furnished material and hard copy proofs must be picked up from and delivered to: Defense Health Agency, 7700 Arlington Boulevard, Suite 5101, Falls Church, VA 22042. All pickups and deliveries of furnished material and proofs must be made between 8:00 a.m. and 4:30 p.m., local time.

Furnished material (as applicable) and visual(s) must be returned with proofs.

When required, PDF soft proofs are to be emailed to the ordering agency representative. (Email information to be provided with the print order.)

No definite schedule for pickup of material/placement of orders can be predetermined.

The following schedules begin 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.

***Contract Support and Fulfillment Schedule –***

The following schedule begins the workday after receipt of furnished spreadsheet specifying products. The workday after receipt will be the first workday of the schedule.

WD After

- Contractor will receive spreadsheet containing items (product name and product code) that will be available during that pre-order period (approximately two weeks prior to end of each quarter)..... 2
- Contractor will receive individual orders from on-line ordering site throughout duration of pre-order period..... 14
- Contractor will consolidate information from on-line ordering site, create a spreadsheet containing final order totals, and submit to Program Manager for review and approval (See "REPORTS.")..... 2

- Upon agency approval of reports, contractor to prepare print orders (GPO Form 2511) ..... 7
- Contractor to complete fulfillment distribution of on-line orders ..... 7

***Production Schedule –***

*The majority of copies produced will transfer directly into the contractor’s inventory for fulfillment/distribution for the on-line orders. However, some copies will require immediate distribution.*

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

- Contractor must complete production and distribution within 25 workdays of notification of availability of print order and furnished material.
- Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup (hard copy proofs) or until changes/corrections/“O.K. to Print” are provided via email (PDF soft proofs). (The first workday after receipt of proofs at the ordering agency is day one of the hold time.)
- All proof, press sheet inspection, and transit time is included in the 25-workday schedule.
- If revised proofs are required due to Author’s Alterations, contractor must submit them within two (2) workdays and pick up edited proofs (hard copy proofs) or receive email with changes/corrections/“O.K. to Print” (PDF soft proofs) within two (2) workdays.
- An occasional order may require partial deliveries. The first delivery will be in accordance with the schedule above and the date for the balance will be specified on the print order.

The contractor must notify the GPO of the date and time the press sheet and production inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, prevailing Eastern Time. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. contractor’s city must be delivered to the destinations specified, and the date products ordered for mailing f.o.b. contractor’s city must be delivered to the U.S. Postal Service.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov); via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

**STORAGE AND MAINTENANCE OF INVENTORY:** Title of Government-furnished material shall remain in the Government. The contractor shall maintain adequate property control records of all Government-furnished material in accordance with industrial practices.

The contractor will be required to store items in a manner that provides protection from any type of damage from the elements.

Unless otherwise provided in this contract, the contractor, upon receipt and acceptance of any Government-furnished material, assumes the risk of, and shall be responsible for loss thereof, or damage thereto, except to the extent that such material is consumed in the performance of this contract.

The contractor will be responsible for counting furnished material and notifying the Government of any shortage within 24 hours of receipt thereof.

**CONTRACT EXPIRATION:** Within five (5) workdays of contract expiration, the contractor must recycle materials using generally accepted methods at the direction of the DHA Communications' Program Manager.

Products containing PII must be destroyed. (See "DISPOSAL OF WASTE MATERIALS.")

**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 (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.”

	(1)	(2)	(3)	(4)	(5)	(6)
I. (a)	42	689	8	2	2	2
(b)	42	333	4	1	1	2
(c)	35					
(d)	10					

II. A. 1. (a)	(1)	(2)
(b)	76	5,125
(c)	22	15,040
(d)	52	4,750
	11	5,980
2. (a)	12	600
(b)	40	3,160
(c)	2	100
(d)	2	160
(e)	45	3,080
(f)	20	1,860
B. 1. (a)	1,568	584
(b)	114	864
(c)	202	420
(d)	2	200
2. (a)	108	1,980
(b)	60	1,488
(c)	7	85
(d)	10	220
(e)	20	364
(f)	10	170
3. (a)	2	160
(b)	3	600
(c)	2	160

	(1)	(2)
C. 1. (a)	4	126
(b)	6	566
(c)	4	126
(d)	6	206

2. (a)	2	500
(b)	2	500
(c)	1	250

3. (a)	1	15
(b)	1	15

D. 1. (a)	1	3
(b)	1	5
(c)	1	3
(d)	2	8

E. 1. (a)	2	8
(b)	2	8

F. 1. (a)	2	6
(b)	2	6

	(1)	(2)	(3)
III. (a)	1,425	1,097	396
(b)	160	18	45
(c)	100	64	XXX
(d)	800	36	XXX
(e)	100	262	XXX
(f)	320	220	20
(g)	4,000	121	XXX
(h)	50	80	80
(i)	50	72	43
(j)	1,190	500	XXX
(k)	80	41	XXX
(l)	80	150	XXX
(m)	XXX	XXX	15
(n)	370	11	XXX
(o)	25	50	XXX
(p)	25	32	XXX
(q)	6,170	28	XXX
(r)	XXX	680	1,000

	(1)	(2)	(3)
(s)	8	8	6

IV. (a)	1.	1,190
	2.	525
	3.	386
	(b)	320
	(c)	15
	(d)	15
	(e)	24,000
	(f)	100
	(g)	26
	(h)	100
	(i)	100
	(j)	380
	(k)	120
	(l)	60
	(m)	1,210
	(n)	12

V. (a)	3,192
(b)	1,076
(c)	1,449

#### SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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 non-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), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that is 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 100 or 1,000 will be prorated at the per-100 or per-1,000 rate.

Bids for each "Format" shall be for any trim size, up to the maximum trim size listed for each of the "Formats," as outlined in "SECTION 2. - SPECIFICATIONS."

Saddle-Stitched Products – A charge will be allowed for each text page, whether printed or blank. Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

Products printing in more than one color or in four-color process plus one Pantone ink color – A charge under line items II.A.1.(c), A.2.(e), B.1.(c), B.2.(e), B.3.(c), C.1.(c), C.2.(e), C.3.(c), or D.1.(c) will be allowed only for pages or sides (as applicable) actually printing with the additional color(s). The base color or the base four-color process must be charged under the applicable line items for printing in a single ink color or for printing in four-color process.

Cost of all required paper must be charged under "III. PAPER."

***Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES." Failure to submit invoices as instructed may result in delay of payment or rejection of invoice.***

---

(Initials)



**I. PREPRESS OPERATIONS:**

Each side of an envelope shall be charged as one page-size unit as applicable to the format.

	<u>FORMAT</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) Digital color content proof ..... per page-size unit.....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Digital one-piece laminated halftone proof ..... per page-size unit.....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(c) PDF soft proof..... per proof.....	\$ _____					
(d) System Timework..... per hour.....	\$ _____					

Electronic prepress operations which cannot be properly classified under any other item shall be charged as “System Timework.” Any charges made under “System Timework” must be supported by a statement outlining in detail the operations for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to operations and/or number of hours chargeable under line item I.(d) System Timework.

**II. PRINTING, BINDING, AND CONSTRUCTION:** Prices offered shall be all-inclusive for printing and binding/construction (as applicable) in accordance with these specifications and include the cost of all required materials and operations necessary for the complete printing, binding, and construction of the product listed as defined in “SECTION 2. – SPECIFICATIONS.”

Charges for gatefolds are to be charged under line item IV.(c). Charges for construction of notepads and sticky notes are to be charged under line items IV.(d) and (e), as applicable. Charges for stapling looseleaf products are to be charged under line item IV.(g). Charges for GBC binding and spiral binding looseleaf products are to be charged under line items IV. (k) and (l) – as applicable.

**A. FORMAT A: Any trim size up to and including 6 x 9” –**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>1. Single Leaf Products (Wallet Cards, Badge Cards, Notepad Sheets, Sticky Note Sheets, Post Cards, and Flyers):</i>		
(a) Printing in a single ink color ..... per side.....	\$ _____	\$ _____
(b) Printing in four-color process ..... per side.....	\$ _____	\$ _____
(c) Printing in a color in addition to the first press run charged for under line items II.A.1.(a) and (b)..... per color/per side.....	\$ _____	\$ _____
(d) Varnishing (spot or flood) ..... per side.....	\$ _____	\$ _____

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>2. Saddle-Stitched Products (including binding):</i>		
(a) Text – Printing in a single ink color ..... per page.....	\$ _____	\$ _____
(b) Text – Printing in four-color process..... per page.....	\$ _____	\$ _____
(c) Covers – Printing in single ink color ..... per side.....	\$ _____	\$ _____
(d) Covers – Printing in four-color process..... per side.....	\$ _____	\$ _____
(e) Printing in a color in addition to the first press run charged for under line items II.A.2.(a) through (d) ..... per color/per page.....	\$ _____	\$ _____
(f) Varnishing (spot or flood) ..... per side.....	\$ _____	\$ _____

**B. FORMAT B: Any trim size over 6 x 9” up to and including 8-1/2 x 11” –**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>1. Single Leaf Products (Brochures and Looseleaf):</i>		
(a) Printing in a single ink color ..... per side.....	\$ _____	\$ _____
(b) Printing in four-color process..... per side.....	\$ _____	\$ _____
(c) Printing in a color in addition to the first press run charged for under line items II.B.1.(a) and (b) ..... per color/per side.....	\$ _____	\$ _____
(d) Varnishing (spot or flood) ..... per side.....	\$ _____	\$ _____
<i>2. Saddle-Stitched Products and Newsletters (including binding):</i>		
(a) Text – Printing in a single ink color ..... per page.....	\$ _____	\$ _____
(b) Text – Printing in four-color process..... per page.....	\$ _____	\$ _____
(c) Covers – Printing in single ink color ..... per side.....	\$ _____	\$ _____
(d) Covers – Printing in four-color process..... per side.....	\$ _____	\$ _____

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(e) Printing in a color in addition to the first press run charged for under line items II.B.2.(a) through (d) ..... per color/per page..... \$ _____		\$ _____
(f) Varnishing (spot or flood) ..... per side..... \$ _____		\$ _____
<b>3. Envelopes (including construction):</b>		
(a) Printing in a single ink color ..... per side..... \$ _____		\$ _____
(b) Printing in four-color process ..... per side..... \$ _____		\$ _____
(c) Printing in a color in addition to the first press run charged for under line items II.B.3.(a) and (b) ..... per color/per side..... \$ _____		\$ _____

**C. FORMAT C: Any trim size over 8-1/2 x 11” up to and including 17 x 11” –**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<b>1. Brochures:</b>		
(a) Printing in a single ink color ..... per side..... \$ _____		\$ _____
(b) Printing in four-color process ..... per side..... \$ _____		\$ _____
(c) Printing in a color in addition to the first press run charged for under line items II.C.1.(a) and (b) ..... per color/per side..... \$ _____		\$ _____
(d) Varnishing (spot or flood) ..... per side..... \$ _____		\$ _____
<b>2. Envelopes (including construction):</b>		
(a) Printing in a single ink color ..... per side..... \$ _____		\$ _____
(b) Printing in four-color process ..... per side..... \$ _____		\$ _____
(c) Printing in a color in addition to the first press run charged for under line items II.C.2.(a) and (b) ..... per color/per side..... \$ _____		\$ _____

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>3. Pocket Folders (including construction):</i>		
(a) Printing in four-color process..... per side..... \$	_____	\$ _____
(b) Varnishing (spot or flood) ..... per side..... \$	_____	\$ _____

**D. FORMAT D: Any trim size over 17 x 11” up to and including 18 x 24” –**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>1. Posters:</i>		
(a) Printing in a single ink color ..... per side..... \$	_____	\$ _____
(b) Printing in four-color process..... per side..... \$	_____	\$ _____
(c) Printing in a color in addition to the first press run charged for under line items II.D.1.(a) and (b) ..... per color/per side..... \$	_____	\$ _____
(d) Varnishing (spot or flood) ..... per side..... \$	_____	\$ _____

**E. FORMAT E: Any trim size over 18 x 24” up to and including 21 x 34” –**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>1. Posters:</i>		
(a) Printing in four-color process..... per side..... \$	_____	\$ _____
(b) Varnishing (spot or flood) ..... per side..... \$	_____	\$ _____

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

**F. FORMAT F: Any trim size over 21 x 34” up to and including 26 x 39” –**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>1. Posters:</i>		
(a) Printing in four-color process..... per side.....	\$ _____	\$ _____
(b) Varnishing (spot or flood) ..... per side.....	\$ _____	\$ _____

**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 products ordered in the applicable “Format” group. The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

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

*Wallet Cards, Badge Cards, Post Cards, Flyers, Brochures, and Looseleaf Products* – Each page-size leaf for the maximum trim-size unit of the applicable “Format” group.

*Notepad Sheets and Sticky Note Sheets* – Each page-size leaf for the maximum trim-size unit of the applicable “Format” group.

*Text (Saddle-Stitched Products and Newsletters)* – Each page-size leaf for the maximum trim-size unit of the applicable “Format” group.

*Covers (Saddle-Stitched Products and Newsletters)* – Two page-size leaves will be allowed for each complete cover of the applicable “Format” group of the final trim size.

*Posters* – Each poster for the maximum trim-size unit of the applicable “Format” group.

*Pocket Folders* – Each folder for the maximum trim-size unit of the applicable “Format” group.

*Envelopes* – Each envelope for the maximum trim-size unit of the applicable “Format” group.

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

	<u>Per 1,000 Leaves</u> <u>FORMATS</u>		
	<u>A</u> (1)	<u>B</u> (2)	<u>C</u> (3)
(a) White Uncoated Text (60-lb.).....	\$ _____	\$ _____	\$ _____
(b) White Opacified Text (50-lb.).....	\$ _____	\$ _____	\$ _____
(c) White Opacified Text (60-lb.).....	\$ _____	\$ _____	\$ <u>XXX</u>
(d) White No. 1 Gloss-Coated Text (100-lb.) .....	\$ _____	\$ _____	\$ <u>XXX</u>
(e) White No. 2 Gloss-Coated Text (70-lb.) .....	\$ _____	\$ _____	\$ <u>XXX</u>
(f) White No. 2 Gloss-Coated Text (80-lb.) .....	\$ _____	\$ _____	\$ _____
(g) White Durable Gloss-Coated Text (70-lb.) .....	\$ _____	\$ _____	\$ <u>XXX</u>
(h) White No. 2 Silk/Dull-Coated Text (70-lb.).....	\$ _____	\$ _____	\$ _____
(i) White No. 2 Silk/Dull-Coated Text (80-lb.).....	\$ _____	\$ _____	\$ _____
(j) White Gloss-Coated Cover (80-lb.).....	\$ _____	\$ _____	\$ <u>XXX</u>
(k) White No. 2 Gloss-Coated Cover (60-lb.).....	\$ _____	\$ _____	\$ <u>XXX</u>
(l) White No. 2 Gloss-Coated Cover (80-lb.).....	\$ _____	\$ _____	\$ <u>XXX</u>
(m) White No. 2 Gloss-Coated Cover (100-lb.).....	\$ <u>XXX</u>	\$ <u>XXX</u>	\$ _____
(n) White Uncoated Cover (65-lb.).....	\$ _____	\$ _____	\$ <u>XXX</u>
(o) White No. 2 Silk/Dull-Coated Cover (65-lb.) .....	\$ _____	\$ _____	\$ <u>XXX</u>
(p) White No. 2 Silk/Dull-Coated Cover (80-lb.) .....	\$ _____	\$ _____	\$ <u>XXX</u>
(q) White No. 2 Silk/Dull Coated Cover (100-lb.).....	\$ _____	\$ _____	\$ <u>XXX</u>
(r) White Writing Envelope (24-lb.).....	\$ <u>XXX</u>	\$ _____	\$ _____

	<u>Per 1,000 Leaves</u> <u>FORMATS</u>		
	<u>D</u> (1)	<u>E</u> (2)	<u>F</u> (3)
(s) Posters – White No. 2 Gloss-Coated Cover (100-lb.) .....	\$ _____	\$ _____	\$ _____

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

**IV. ADDITIONAL OPERATIONS:**

(a) Folding (up to 4 folds) –

- 1. Format A ..... per 1,000 copies .....\$ \_\_\_\_\_
- 2. Format B ..... per 1,000 copies .....\$ \_\_\_\_\_
- 3. Format C ..... per 1,000 copies .....\$ \_\_\_\_\_

(b) Laminating.....per 1,000 cards.....\$ \_\_\_\_\_

(c) Padding (Notepads) ..... per 1,000 notepads .....\$ \_\_\_\_\_

(d) Padding (Sticky Notes)..... per 1,000 sticky notepads .....\$ \_\_\_\_\_

(e) Dry Mounting Poster on 1/2” Foam Core ..... per square foot.....\$ \_\_\_\_\_

Price offered for line item IV.(f) is per square foot and must include the cost of all required materials, makeready, and setup media.

(f) Staple (upper left hand corner)..... per copy .....\$ \_\_\_\_\_

(g) Drilling (3-hole punch)..... per 1,000 leaves.....\$ \_\_\_\_\_

(h) Black Vinyl 1” capacity 3-ring Binder (6 x 9” inserts) ..... per binder.....\$ \_\_\_\_\_

(i) Black Vinyl 1” capacity 3-ring Binder (8-1/2 x 11” inserts)..... per binder.....\$ \_\_\_\_\_

Prices offered for line items IV.(i) and (j) must include cost of inserting collated/drilled material into binder.

(j) GBC Binding (including punching and cost of comb)..... per copy .....\$ \_\_\_\_\_

(k) Spiral Binding (including punching and cost of spiral)..... per copy .....\$ \_\_\_\_\_

(l) Wafer Seals..... per 1,000 seals .....\$ \_\_\_\_\_

(m) Shrink-film Wrapping ..... per 100 packages.....\$ \_\_\_\_\_

(n) Processing Fee  
(including contract support, on-line ordering system,  
and storage of products for fulfillment)..... per month.....\$ \_\_\_\_\_

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

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

- (a) Picking and Fulfillment (up to and including five items)..... per package .....\$ \_\_\_\_\_
- (b) Picking and Fulfillment (over five items)..... per package .....\$ \_\_\_\_\_
- (c) Packing and sealing shipping containers..... per container .....\$ \_\_\_\_\_

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



**SHIPMENTS:** 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 Solicitations 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 point(s), in exact accordance with specifications. *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 email, 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’s 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 Address) (Fax Number)

---

---

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

---

---