

PROGRAM:	424-S					
TITLE:	"Planning Grant Applications" and "Implementation Grant Applications"					
AGENCY:	Department of Housing and Urban Development (HUD)					
TERM:	June 1, 2021 thru May 31, 2022				CURRENT CONTRACTOR	
			IMAGING ZONE		IMAGING ZONE	
		BASIS OF	Springfield, VA		Springfield, VA	
		AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING, BINDING, PACKING, AND DISTRIBUTION:					
(a)	<i>Text -</i> Printing in black ink, including binding . . . per page					
(1)	Makeready and/or Setup-----	7,406	N/C	0.00	N/C	0.00
(2)	Running Per 100 Copies-----	193	4.00	772.00	3.50	675.50
(b)	<i>Text -</i> Printing in four-color process, including binding . . . per page					
(1)	Makeready and/or Setup-----	470	N/C	0.00	N/C	0.00
(2)	Running Per 100 Copies-----	12	11.00	132.00	10.50	126.00
(c)	<i>Cover -</i> Printing front cover and spine inserts in black ink, including binding . . . per complete cover					
(1)	Makeready and/or Setup-----	25	N/C	0.00	N/C	0.00
(2)	Running Per 100 Copies-----	1	12.50	12.50	12.00	12.00
(d)	<i>Tab Dividers -</i> Printing tabs face only in black ink, including binding . . . per divider					
(1)	Makeready and/or Setup-----	120	25.00	3,000.00	25.00	3,000.00
(2)	Running Per 100 Copies-----	36	32.00	1,152.00	30.00	1,080.00
II.	BINDERS:					
(a)	White Vinyl Binder (2") . . . per binder-----	20	5.00	100.00	5.50	110.00
(b)	White Vinyl Binder (2-1/2") . . . per binder-----	12	6.00	72.00	5.50	66.00
(c)	White Vinyl Binder (3") . . . per binder-----	24	7.75	186.00	7.25	174.00
(d)	White Vinyl Binder (4") . . . per binder-----	3	11.75	35.25	11.25	33.75
	CONTRACTOR TOTALS			\$5,461.75		\$5,277.25
	DISCOUNT		1.00%	\$54.62	1.00%	\$52.77
	DISCOUNTED TOTALS			\$5,407.13		\$5,224.48
			(A W A R D E D)			

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***“Choice Neighborhoods Planning Grant Applications”
and
“Choice Neighborhoods Implementation Grant Applications”***

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

Department of Housing and Urban Development
(HUD)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning June 1, 2021 and ending May 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 May 28, 2021, 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. 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.)

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information with the bid which will, on its face, demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

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.

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 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>.

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

Product Quality Levels:

- (a) Printing Attributes (page related) – Quality Level IV.
- (b) Finishing Attributes (item related) – Quality Level IV.

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. Proofs/Average Type Dimension/ Electronic Media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic Media
P-10. Process Color Match	O.K. Proofs/Electronic Media

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 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 June 1, 2021 to May 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 February 28, 2021, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site 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

These 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 June 1, 2021 through May 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.

PAYMENT: Prior to submitting billing invoice to GPO for payment, the contractor must submit an itemized statement of billing for all work performed on an order to the ordering agency for examination and certification as to the correctness of the billing. Contractor must submit invoice to the agency representative specified on the print order.

After ordering agency verification, contractor must submit signed, verified, billing invoice via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application to ensure fastest 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>.

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 looseleaf volumes requiring such operations as electronic prepress, printing (including four-color process), binding, construction, packing, and distribution.

TITLE: “Choice Neighborhoods Planning Grant Applications” and “Choice Neighborhoods Implementation Grant Applications”.

Hereinafter, “Choice Neighborhoods Planning Grant Applications” publications will be referred to as “Planning Grant Applications” and “Choice Neighborhoods Implementation Grant Applications” publications will be referred to as “Implementation Grant Applications.” Except as where otherwise specified, all specifications apply to both products.

FREQUENCY OF ORDERS:

Planning Grant Applications – Approximately 1 order per year.

Implementation Grant Applications – Approximately 1 order per year.

QUANTITY:

Planning Grant Applications – 2 copies per application for up to approximately 100 applications per order.

Implementation Grant Applications – 3 copies per application for up to approximately 60 applications per order.

The majority of grant applications (both planning and implementation) will require fewer than 20 applications per order.

The ordering agency will issue the print order five (5) workdays prior to the first submission of applications to allow for the production of binders. The number of applications specified on the print order represents an estimate only. The exact number of applications per order will not be known until applications are submitted to the contractor.

NUMBER OF PAGES:

Planning Grant Applications – Approximately 150 to 500 text pages (plus approximately 36 tab dividers, front cover insert, and spine insert) per copy per order. (The page counts of individual applications ordered on the same print order will vary.)

Implementation Grant Applications – Approximately 400 to 750 text pages (plus approximately 75 tab dividers, front cover insert, and spine insert) per copy per order. (The page counts of individual applications ordered on the same print order will vary.)

TRIM SIZES:

Text – 8-1/2 x 11”

Front Cover Insert – 11 x 11”

Spine Insert – Various Widths x 11”

Tab Dividers – 9 x 11” (including 1/2” tab)

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

Platform: Windows
(most current version)

Storage Media: FTP

Software: Adobe Acrobat; Microsoft Excel; Microsoft Word
(most current versions)

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 PDF format.
All illustrations, line art, and graphics will be included in electronic files.
Color identification system is CMYK.

A single common “Application Submission Printing Checklist Sheet” will be furnished which is applicable to each grant application. (See EXHIBIT A.)

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 finished product.

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

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency representative specified on the print order.

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.

Halftones are to be 150-line screen or finer.

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

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

PROOFS: For the first two (2) applications received on each order placed, contractor must furnish one (1) press-quality Adobe Acrobat (most current version) 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.

Proof will be transferred to the agency via email or contractor’s FTP site.

NOTE: PDF proof of the cover/spine is required. PDF proof of the text and tabs, with proper placement and orientation of tabs, is required.

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.

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

All cover paper must have the grain parallel to the spine.

Text – White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

Cover/Spine Inserts – White Silk/Dull-Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L60.

Tab Dividers – White Index, 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

PRINTING: At contractor’s option, product may be produced via conventional offset or digital printing provided that Quality Level IV standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4 bit depth technology.

Contractor is required to print all content as submitted by each grant applicant. Grant applicants are instructed to follow the “Application Submission Printing Checklist Sheet.” (See EXHIBIT A.)

Text – Print head-to-head in black ink with four-color process pages scattered throughout. Printing consists of type and line matter, screens, and halftones. Some pages print head-to-side. Contractor required to print all worksheets within an Excel Workbook. (NOTE: Each copy for each application prints duplicate text.)

Cover/Spine Inserts – Print face only in black ink (no bleeds). Printing consists of type and line matter. Contractor to create cover and spine inserts by printing the applicant’s name and “ORIGINAL” on the first copy and applicant’s name and “COPY” on the subsequent copy/copies.

Tab Dividers – Print face only (on tab portion only) in black ink only. Printing consists of one or two characters. All of the grant application tabs within a print order share duplicate copy.

MARGINS: Margins will be as indicated on the print order or furnished electronic media.

For application text pages, “sizing to fit” is the obligation of the grant applicant. The contractor is to print each file “as is” – directly to 8-1/2 x 11” copy. Any missing content due to the grant applicant’s failure to size to 8-1/2 x 11” is the responsibility of the applicant – not the contractor. The contractor is to reproduce the file “as is.” The contractor must adjust spine width as necessary to fit the appropriately-sized binder to avoid shifting in binder spine pocket.

BINDING:

Text – Trim four sides.

Cover/Spine Inserts – Trim four sides.

Tab Dividers – 1/2” lip, 1/25 cut, various banks.

Drill text and tab dividers with three (3) round holes, 5/16” in diameter, 4-1/4” center-to-center. Holes to be 3/8” from left edge of pages and dividers.

Gather and collate text pages and tab dividers in accordance with furnished “Application Submission Printing Checklist Sheet” and insert into suitable 3-ring binder. Insert cover and spine inserts into outside clear vinyl pockets of binder.

CONSTRUCTION: White Vinyl D-Ring Binder (12 x 11” overall closed) – Binder capacity is 2”, 2-1/2”, 3”, or 4” to be determined by the contractor based on number of text pages/applications, unless otherwise specified on the print order. Binder must have three D rings spaced 4-1/4” center-to-center with upright opening and closing levers at each end. (Levers must not extend beyond edge of binder.)

Metal looseleaf element must be a standard base element of standard weight and thickness, machine finished, with no rough edges. The metal looseleaf element must be securely riveted to the backbone, with no free play, by not less than two metal rivets. All exposed metal parts must be nickel-plated and corrosion resistant. Sheet lifters are not required.

Binder to have a clear vinyl pocket to be sealed to front cover at bottom and sides. Sized to hold 11 x 11” cover insert page. Center left and right. Open end of pocket at top. Pocket must be heat sealed at all closed edges.

Binder to have a clear vinyl pocket to be sealed to backbone at bottom and sides. Center left and right. Open end of pocket at top. Pocket must be heat sealed at all closed edges.

Construction – Cover and backbone boards must be Number 1 quality binder boards with smooth edges and outer corners rounded. Grain of boards must be perpendicular to the hinge. The vinyl covering must be heat sealed over the boards forming securely sealed edges all around the binder and on each side of the backbone hinges.

The contractor’s firm name, trademark, or any form of advertising will not be printed or stamped on any portion of the binder. This is not applicable to trade names, etc. stamped on the metal looseleaf elements during the normal manufacturing process; provided however, that the element otherwise meets all the specifications outlined.

PACKING: Pack suitable in shipping containers not to exceed 45 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 when shipped.

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

DISTRIBUTION: Deliver f.o.b. destination to: Department of Housing and Urban Development, Management Services Division, Attn: Printing Branch, Room B-100, 451 7th Street, SW, Washington, DC 20410. Telephone at: (202) 708-4310.

At least 24 to 48 hours prior to delivery to HUD loading dock (451 7th Street, SW, Washington, DC), contractor must provide the following information, via email, to: quick-copyorders@hud.gov –

- Name of delivery company and telephone number
- Name of driver
- Driver’s date of birth
- Driver’s last four digits of social security number
- Expected time of arrival
- Truck information (make/model/tag number/state)

HUD loading dock receiving platform is open from 8:30 a.m. to 3:00 p.m. – first come first served.

HUD loading dock receiving platform clearance is 55’ length and 12’6” height.

NOTE: Due to the current global pandemic, contractor may be required to deliver f.o.b. destination to an alternate destination within the commercial zone of Washington, DC. If an alternate delivery destination is required, it will be specified on the print order.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 424-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, all furnished material (as applicable) must be returned to: Department of Housing and Urban Development, Management Services Division, Attn: Printing Branch, Room B-100, 451 7th Street, SW, Washington, DC 20410.

All expenses incidental to picking up and returning material (as applicable) and submitting proofs 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).

Print order and furnished material (as applicable) must be picked up from: Department of Housing and Urban Development, Management Services Division, Attn: Printing Branch, Room B-100, 451 7th Street, SW, Washington, DC 20410.

Furnished material (grant applications) will be incrementally furnished (approximately 2 to 5 applications per file transfer) as it becomes available. Ordering agency will notify the contractor of the last application(s) file transfer.

Proofs must be emailed to: quick-copyorders@hud.gov or uploaded to contractor’s FTP site.

No definite schedule for placement of orders can be predetermined; however, the ordering agency anticipates issuing one order in June/July of each contract year and one order in February/March of each contract year.

The following schedule 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 ordering agency will issue the print order five (5) workdays prior to the first submission of applications to allow for the production of binders.

- Contractor must complete production and distribution of the first two (2) grant applications received on an order within two (2) workdays of receipt of application(s).
- Contractor will be allowed two (2) additional workdays for each one (1) to four (4) additional grant applications received on an order.
- Regardless of the total number of grant applications received, the maximum time allowed for any one (1) print order must not exceed 15 workdays.
- No specific date is set for submission of proofs. When required, proofs must be submitted as soon as possible to allow for revised proofs, if contractor’s errors are judged serious enough to require them.
- Proofs will be withheld no more than four (4) business hours from their receipt at the ordering agency until corrections and/or “O.K. to Print” is furnished via email.
- All proof time is included in the first two-workday schedule of each order.

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

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

For compliance reporting purposes, the contractor 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 or via telephone at: (202) 512-0520. Personnel receiving email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

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)
I. (a)	7,406	193
(b)	470	12
(c)	25	1
(d)	120	36
II. (a)	20	
(b)	12	
(c)	24	
(d)	3	

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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 are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

Fractional parts of 100 will be prorated at the per-100 rate.

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.

I. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary (including proofs and stock/paper) for the complete printing, binding, packing, and distribution of the products listed in accordance with these specifications.

Bid prices must include the cost of drilling, gathering/collating, inserting text/tabs into binders, and inserting cover/spine inserts into binder pockets.

Cost of binders must be charged under II. BINDERS – as applicable.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) <i>Text</i> – Printing in black ink, including binding..... per page.....	\$ _____	\$ _____
(b) <i>Text</i> – Printing in four-color process, including binding..... per page.....	\$ _____	\$ _____
(c) <i>Cover</i> – Printing front cover and spine inserts in black ink, including binding..... per complete cover.....	\$ _____	\$ _____
(d) <i>Tab Dividers</i> – Printing tabs face only in black ink, including binding..... per divider.....	\$ _____	\$ _____

II. BINDERS:

- (a) White Vinyl Binder (2")..... per binder.....\$ _____
- (b) White Vinyl Binder (2-1/2") per binder.....\$ _____
- (c) White Vinyl Binder (3")..... per binder.....\$ _____
- (d) White Vinyl Binder (4")..... per binder.....\$ _____

 (Initials)

My production facilities are located within the assumed area of production _____yes _____no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government furnished material _____
 - a. Number of hours from acceptance of print order to pickup of Government furnished material..... _____
 - b. Number of hours from pickup of Government furnished material to delivery at contractor’s plant..... _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

(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)

		EXHIBIT "A"				
Lead Applicant Organization Name:						
GrantSolutions (GS) Number:						
Grants.gov ID Number:						
Total Number of Files Submitted:						
<u>GrantSolutions System Documents</u>				<u>Quantity</u>	<u>Page Count</u>	<u>Filename/Notes/Issues</u>
Manifest						
Attachments Form						
Other Forms						
XML File						
<u>Narrative Exhibits</u>		<u>Description</u>	<u>Form #, if any</u>	<u>Quantity</u>	<u>Page Count</u>	<u>Filename/Notes/Issues</u>
Choice Neighborhoodsss Planning Grants Application Checklist/Table of Contents		3 Pages (Should list Exhibits A-G and Attachments 1-29)	HUD-53150			
Narrative Exhibit A		Executive Summary				

Narrative Exhibit B		Requirements				
Narrative Exhibit C		Capacity				
Narrative Exhibit D		Need				
Narrative Exhibit E		Soundness of Approach				
Narrative Exhibit F		Likelihood of Implementation				
Narrative Exhibit G		NOFA Priorities				
<u>Att. #</u>	<u>Attachments</u>		<u>Form #, if any</u>	<u>Quantity</u>	<u>Page Count</u>	<u>Filename/Notes/Issues</u>
1	Planning Grants Key Eligibility Threshold Data Form (workbook)	-	HUD-53152	-	-	-
2	Eligible Applicants Documentation, if applicable		may incl. HUD-2530 among others things			
3	Documentation for Planning Coordinator, if applicable					
4	Eligible Target Housing Documentation - Severe Distress of Targeted Project Certification		HUD-53232			
5	Eligible Neighborhoodssss Documentation - Eligible Neighborhoodssss Data (PRINT IN COLOR)					
6	Eligible Neighborhoodssss Documentation- Inadequate School		HUD-53153			

	Documentation, as applicable					
7	Resident Involvement Certification		HUD-53151			
8	Need- Rehabilitation Cost Estimate from Physical Needs Assessment (PNA)					
9	Need- Structural Deficiencies Documentation (PRINT IN COLOR)					
10	Need- Design Deficiencies Documentation (PRINT IN COLOR)					
11	Need – Substandard Housing Documentation, as applicable					
12	Need - Part I Violent Crimes Documentation.					
13	Evidence of Partnerships					
14	Staffing Plan					
15	Planning Schedule (PRINT IN COLOR)					
16	Budget					
17	Documentation to Support Consistency with Other Planning Documents					
18	Alignment with Existing Efforts					

19	Evidence of Local Government Support					
20	Leverage documentation		HUD-53154			
21	Bonus Points		HUD-2995 and/or HUD-50153			
22	City and Neighborhoodss Maps (PRINT IN COLOR)					
23	Current Site Plan (PRINT IN COLOR)					
24	Photographs of the Target Housing and Neighborhoodsss (PRINT IN COLOR)					
25	Choice Neighborhoodssss Application Certifications		HUD-53156			
26	Application for Federal Assistance		SF-424			
27	Disclosure of Lobbying Activities, if applicable		SF-LLL			
28	Applicant/Recipient Disclosure/Update Report		HUD-2880			
29	Third Party Documentation Facsimile Transmittal		HUD-96011			
<u>Att. #</u>	<u>Other Attachments (if any) Not Listed Above</u>	<u>Description</u>	<u>Form #, if any</u>	<u>Quantity</u>	<u>Page Count</u>	<u>Filename/Notes/Issues</u>

<u>Other Printing Issues to Note, if any:</u>						