

Department of Health and Human Services														
PROGRAM 833-S Date of Award through July 31, 2016														
			A J Images			Alcom Printing Group			Grafikshop Corp		Graphic Visions		Gray Graphics	
			Roselle NJ			Harleysville, PA			Houston TX		Gaithersburg MD		Capitol Heights MD	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
<b>I. PREPRESS</b>														
(a)	Trim/Page-size unit produced from electronic file.....per page	192	8.00	\$1,536.00	5.00	\$960.00	5.00	\$960.00	1.00	\$192.00	3.00	\$576.00		
(b)	Adobe acrobat PDF soft proof .....per page	32	1.00	\$32.00	2.00	\$64.00	2.00	\$64.00	1.00	\$32.00	1.00	\$32.00		
(c)	Inkjet proof .....per page	160	6.00	\$960.00	2.00	\$320.00	2.00	\$320.00	3.50	\$560.00	5.00	\$800.00		
(d)	System Timework.....per hour	6	25.00	\$150.00	35.00	\$210.00	40.00	\$240.00	95.00	\$570.00	85.00	\$510.00		
<b>II. PRINTING AND BINDING</b>														
(a)	<i>Self Cover Saddle-Stitched Product -</i>													
Printing in four-color process, including binding														
1	Makeready and/or Setup.....	192	44.45	\$8,534.40	22.00	\$4,224.00	20.00	\$3,840.00	32.00	\$6,144.00	45.00	\$8,640.00		
2	Running Per 1,000 Copies.....	1920	19.53	\$37,497.60	8.25	\$15,840.00	9.50	\$18,240.00	10.00	\$19,200.00	12.00	\$23,040.00		
<b>III. PACKING AND DISTRIBUTION:</b>														
1.	<b>Bulk shipments (other than by mail):</b>													
(a)	Packing and sealing shipping.....per bag, bundle, or container	180	1.25	\$225.00	1.50	\$270.00	2.00	\$360.00	2.00	\$360.00	2.00	\$360.00		
2	<b>Mailing:</b>													
(a)	Affixing furnished labels on single copies (self mailer).....per 100 labels	350	5.00	\$1,750.00	0.85	\$297.50	4.00	\$1,400.00	5.50	\$1,925.00	4.00	\$1,400.00		
(b)	Single or multiple copies (up to 200 leaves) in kraft envelopes.....per envelope	1108	0.40	\$443.20	0.90	\$997.20	0.30	\$332.40	0.30	\$332.40	0.85	\$941.80		
<b>CONTRACTOR TOTALS</b>				\$51,128.20		\$23,182.70		\$25,756.40		\$29,315.40		\$36,299.80		
<b>DISCOUNT</b>				0.00%	\$0.00	5.00%	\$1,159.14	1.00%	\$257.56	2.00%	\$586.31	1.00%	\$363.00	
<b>DISCOUNTED TOTALS</b>				\$51,128.20		\$22,023.57		\$25,498.84		\$28,729.09		\$35,936.80		
						<b>Awarded</b>								
			K-B Offset Printing, Inc			McDonald & Eudy Printers Inc			Production Press		WBC Inc., d/b/a Lithexcel		CURRENT CONTRACTOR	
			State College PA			Temple Hills MD			Jacksonville IL		Albuquerque NM		Offset Impressions	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
<b>I. PREPRESS</b>														
(a)	Trim/Page-size unit produced from electronic file.....per page	192	5.00	\$960.00	4.00	\$768.00	3.47	\$666.24	n/c	n/c	-	-		
(b)	Adobe acrobat PDF soft proof .....per page	32	10.00	\$320.00	2.50	\$80.00	6.00	\$192.00	2.00	\$64.00	-	-		
(c)	Inkjet proof .....per page	160	15.00	\$2,400.00	4.00	\$640.00	4.00	\$640.00	10.00	\$1,600.00	-	-		
(d)	System Timework.....per hour	6	75.00	\$450.00	75.00	\$450.00	100.00	\$600.00	80.00	\$480.00	-	-		
<b>II. PRINTING AND BINDING</b>														
(a)	<i>Self Cover Saddle-Stitched Product -</i>													
Printing in four-color process, including binding														
1	Makeready and/or Setup.....	192	20.00	\$3,840.00	33.00	\$6,336.00	50.88	\$9,768.96	48.00	\$9,216.00	24.08	\$4,623.36		
2	Running Per 1,000 Copies.....	1920	7.10	\$13,632.00	10.50	\$20,160.00	14.69	\$28,204.80	35.00	\$67,200.00	8.41	\$16,147.20		
<b>III. PACKING AND DISTRIBUTION:</b>														
1.	<b>Bulk shipments (other than by mail):</b>													
(a)	Packing and sealing shipping.....per bag, bundle, or container	180	2.00	\$360.00	2.50	\$450.00	4.95	\$891.00	2.00	\$360.00	1.16	\$208.80		
2	<b>Mailing:</b>													
(a)	Affixing furnished labels on single copies (self mailer).....per 100 labels	350	4.00	\$1,400.00	4.00	\$1,400.00	18.00	\$6,300.00	5.00	\$1,750.00	4.06	\$1,421.00		
(b)	Single or multiple copies (up to 200 leaves) in kraft envelopes.....per envelope	1108	0.60	\$664.80	0.30	\$332.40	1.22	\$1,351.76	2.00	\$2,216.00	0.35	\$387.80		
<b>CONTRACTOR TOTALS</b>				\$24,026.80		\$30,616.40		\$48,614.76		\$82,886.00		\$22,788.16		
<b>DISCOUNT</b>				0.00%	\$0.00	1.00%	\$306.16	4.00%	\$1,944.59	1.00%	\$828.86	5.00%	\$1,139.41	
<b>DISCOUNTED TOTALS</b>				\$24,026.80		\$30,310.24		\$46,670.17		\$82,057.14		\$21,648.75		

**U.S. GOVERNMENT PUBLISHING OFFICE**  
Washington, DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**National Health Statistics Reports**

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

**Department of Health and Human Services**  
**(Public Health Service)**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning August 1, 2015, and ending July 31, 2016, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time on **JULY 21, 2015**.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop PPSGB, 732 N Capitol Street, NW, Washington, DC 20401.

Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time Monday through Friday. The contractor is to follow the instructions in the Bid Submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

**NOTICE TO BIDDERS:** Bidders are instructed to adhere to all requirements of the solicitation. These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

**Abstracts of contract prices are available at:** <http://www.gpo.gov/gpo/abstracts/abstractaction?region=Central>

For information of a technical nature contact Ms. Linda Paddy at [lpaddy@gpo.gov](mailto:lpaddy@gpo.gov) and/or (202) 512-0310 (No collect calls).

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

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

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

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

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQCZ1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	OK Proofs/Electronic Media
P-8. Halftone Match (Single and Double Impression)	OK Proofs/Electronic Media
P-10. Process Color Match	OK 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 this 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 Date of Award to July 31, 2011 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 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending, **April 30, 2015, 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.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through July 31, 2016 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**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.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

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

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of a self-cover saddle-stitch product requiring such operations as electronic prepress, printing in 4 color process, binding, packing, and distribution.

**TITLE:** National Health Statistics Reports

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

**National Health Statistics Reports:** Approximately 5 to 20 orders per year for approximately 3,000 to 20,000 copies, 8 to 48 pages per order.

**Reprints:** Approximately 1 to 2 orders per year for approximately 1,500 to 5,000 copies, 8 to 48 pages per order.

**TRIM SIZE:** 8-1/2 x 11".

### **GOVERNMENT TO FURNISH:**

#### **Electronic Media:**

Platform: IBM or compatible with Windows.

Storage Media: DVD.

Software: Acrobat 8.0 or higher (PDF.files).

**NOTE:** All platform system and software upgrades, revisions, previous versions (for specified applications) that may occur during the term of the contract, must be supported by the contractor.

Files will be furnished in native application format, or on some orders will be supplied in Adobe PDF format, with all fonts and graphics embedded.

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.

**VISUALS:** Laser proofs of all page and illustrations. Visuals made at 100% in order to show bleeds; visuals clearly show color breaks made on a printer using PostScript language.

ASCII files of addresses will be furnished via e-mail to the contractor.

Government Mailing Permit will be provided after award.

GPO Form 952 (Disk Information).

One reproduction proof, Form 905 (Rev. 06/03) with labeling and marking specifications.

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

CMYK will be used for color identification.

GPO Form 952 (Desktop Publishing - Disk Information).

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

**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 Nathanael Brown (301) 458-4583.

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 are to be 175-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files (text, artwork, or design). Changes will be clearly marked on proof. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

**DIGITAL DELIVERABLES:** Upon completion of each order, the contractor must furnish one copy of the native application files (digital deliverables) corrected to represent the final production files, which 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; plus one copy of a single, searchable Adobe Acrobat PDF file (repurposed deliverable) (no hyperlinks, video or any other dynamic features) created by the vendor from the final production files. The PDF file must be distilled at press quality. Electronic media is to be delivered on CD-Write once medium written in compliant with ISO 9660 specifications.

**PROOFS:**

One (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted.

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 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of resolution of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647 7 Wedge or P2P25 Target.

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.

When applicable (latest version), One (1) Adobe Acrobat PDF soft proof of entire product. Proof will be transferred to the ordering agency via email must be emailed to the ordering agency: [wti5@cdc.gov](mailto:wti5@cdc.gov). PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

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.

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

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

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

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

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

**PRINTING:** Print head-to-head in four color process consisting of some pages containing full color illustrations, graphs, halftones, and bleeds.

**MARGINS:** Margins as indicated on disk, furnished material. Bleeds uncommon throughout.

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

**PACKING:**

**Bulk Shipments:** Pack in shipping containers not to exceed 45 lbs. when fully packed.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

**Mailed Shipments:**

Single copies, except those sent to foreign destinations, must be mailed as self-mailers and inserted into envelopes or jiffy bags.

Insert single copies to foreign destinations and multiple copies (up to 200 leaves) into kraft envelopes.

**LABELING AND MARKING:**

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

**Mailed Shipments:** The contractor will be required to inkjet/create or affix a mailing label from Government furnished distribution lists and apply the label to the back of each copy mailed singly as a self-mailer and/or to each unit of mail packaged in kraft envelopes. Contractor to place warehouse number on mailing label.

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

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address receiving the largest quantity.



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

A copy of the Government-furnished certificate must accompany the invoice sent to GPO, 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 sub-lots and select a copy from a different general area of each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

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

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

#### **PAYMENTS ON PURCHASE ORDER:**

Processing invoices for payment, FAX the completed invoice to us by utilizing the GPO barcode cover sheet program application. Access the following hyperlink and follow the instructions as indicated:

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

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

If mailed, ALL voucher packages and envelopes MUST be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Purchasing Office, Washington DC 20401.

**NOTE: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.**

**\*\*Invoices submitted to GPO by contractor must have line-item pricing identified using the same outline numbering format used for the "Schedule of Prices" in the contract specifications. Each line-item must be labeled with the outline number of the corresponding task/item specified in the "Schedule of Prices" (for example: II. 1. (a))**

#### **DISTRIBUTION:**

##### **Agency Distribution:**

**Deliver f.o.b. destination:** approximately 1,000 to 5,000 copies to approximately 7 to 10 addresses within the commercial zone of Washington, DC. Approximately 5 orders will require delivery of approximately 3,000 copies to a single address in Jeffersonville, IN or Atlanta, GA.

Inside delivery will be required for approximately three different rooms or areas at the DHHS, CDC, NCHS Building, 3311 Toledo Road, Hyattsville, MD 20782-2064.

**NOTE:** All pickups and deliveries of furnished material, and completed orders must be made between the hours of 8:30 A.M. and 3:00 PM eastern standard time.

##### **Mail/ship the balance f.o.b. contractor's city:**

Complete addresses and quantities will be furnished with each print order.  
All mailing shall be made at the First Class rate (Foreign destinations are to be airmailed).

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail", as applicable.

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the Program Number, Print Order, Jacket Number as appropriate.

The contractor is cautioned that "Postage and Fees Paid" Permit Imprint may be used only for the purpose of mailing material produced under this contract.

Upon completion of each order, all furnished material and two sample copies must be returned to the address under "Schedule".

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

**NOTE:** A U.S. Postal Service approved Certificate of Mailing with cost and quantity, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing. Please furnish this information to Nathanael Brown (wti5@cdc.gov) at Centers for Disease Control and Prevention, Office of the Associate Director for Communication, Division of Communication Services, Print Management Team, 3311 Toledo Rd., Room 5330, Hyattsville, MD 20782-2064. Attn. Nathanael Brown (301) 458-4583.

**GPO Distribution:**

1 copy to: US. Government Purchasing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H Street, NW Loading Dock, Washington, DC. 20401.

15 copies to: Library of Congress, US/Anglo Division, U.S. Government Documents Section, 101 Independence Ave., SE, Washington, DC 20540-4274, **Marked: Depository Copies.** **NOTE:** All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

**NOTE:** 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 for the performance of this operation.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 691-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/ mailing/ shipping method, and title of publication. Contractor must be able to provide copies of all delivery, mailing, and/or shipping receipts upon agency request.

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

Furnished material and proofs must be picked up from and delivered to Nathanael Brown (wti5@cdc.gov) at Centers for Disease Control and Prevention, Office of the Associate Director for Communication, Division of Communication Services, Print Management Team, 3311 Toledo Rd., Room 5330, Hyattsville, MD 20782-2064. Attn. Nathanael Brown (301) 458-4583.

No definite schedule for pickup of material can be predetermined at this time.

Furnished electronic media and visuals must be returned with proofs

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 ten (10) workdays of notification of availability of print order and furnished material.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workday from receipt at the ordering agency until notification of corrections, changes, and/or "O.K. to Print" via email. (The first workday after receipt of proofs at the ordering agency is day one of hold time.)
- All proof production and submission time is included in the 10-workday schedule.

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

Upon completion of each order, contractor to email final invoice copy to Nathanael Brown at [wti5@cdc.gov](mailto:wti5@cdc.gov) within two (2) workdays.

For compliance reporting purposes, the contractor is to notify the U.S. Government Printing Office of the date of shipment or delivery. 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.

### SECTION 3.- DETERMINATION OF AWARD

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

The following item designations correspond to those listed in the "Schedule of Prices".

- |      |        |     |       |     |
|------|--------|-----|-------|-----|
| I.   | (a)    | 192 |       |     |
|      | (b)    | 32  |       |     |
|      | (c)    | 160 |       |     |
|      | (d)    | 6   |       |     |
|      |        |     | (1)   | (2) |
| II.  | (a)    | 192 | 1,920 |     |
| III. | 1. (a) | 180 |       |     |
|      | 2. (a) | 350 |       |     |
|      |        | (b) | 1,108 |     |

**This page is intentionally blank**

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for deliveries in the commercial zone of Washington, DC with the exception of approximately 5 orders to an address in Jeffersonville, Indiana or Atlanta, Georgia.

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 blank spaces, obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to 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 1,000 rate.

**I. PREPRESS:** Prices offered must be all inclusive. One basic charge will be allowed for on each printed page/side of the product.

- (a) Trim/Page-size unit produced from electronic file.....per page.....\$ \_\_\_\_\_
- (b) Adobe acrobat PDF soft proof.....per page .....\$ \_\_\_\_\_
- (c) Inkjet proof.....per page .....\$ \_\_\_\_\_
- (d) System Timework.....per hour .....\$ \_\_\_\_\_

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

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

**II. PRINTING AND BINDING:** Prices offered shall be all inclusive for printing and binding in accordance with these specifications and include the cost of all required materials (including stock/paper) and operations necessary for the complete production. A charge will be allowed for each page, whether printed or blank.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1000 Copies</u> (2)
(a) <i>Self Cover Saddle-Stitched Product</i> – Printing in four-color process, including binding.....	per page.....\$ _____	\$ _____

**III. PACKING AND DISTRIBUTION:**

**1. Bulk shipments (other than by mail):**

Packing and sealing shipping..... per bag, bundle, or container .....\$ \_\_\_\_\_

**2. Mailing:**

(a) Affixing furnished labels  
on single copies (self-mailer)..... per 100 labels.....\$ \_\_\_\_\_

(b) Single or multiple copies (up to 200 leaves)  
in kraft envelope ..... per envelope.....\$ \_\_\_\_\_

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

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

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

\_\_\_\_\_  
Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

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