

U.S. GOVERNMENT PRINTING OFFICE PHILA PA
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
Navy Technical Drawings and Technical Publications

as requisitioned from the U.S. Government Printing Office (GPO) by the
DLA Document Services
Single Award

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending April 30, 2015, plus up to one (1) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

BID OPENING: Bids are due by 2 PM., prevailing Philadelphia, PA time on April 30, 2014.

BID SUBMISSION: Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, FAX. NO: 215-364-6479. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publications 310.2 as revised June 2001.

- *This is a new procurement. There is no previous basis of award.*

**Either Department of Defense or Department of Energy security clearance is
Acceptable for performance under this contract**

NOTE: Safeguarding Protection Level 2 is required of awarded vendor. GPO will not postpone award of this contract if low responsive vendor is awaiting interim protection level 2 for safeguarding.

For information of a technical nature call Karen Capie (215) 364-6465 extension 3 or email kcapie@gpo.gov (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.06-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised08/02)).

GPO PUB 310.2 IS AVAILABLE ON GPO WEB SITE AT
<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

REVISED GPO DISPUTES CLAUSE (06/08) IS AVAILABLE ON GPO WEBSITE AT
<http://www.gpo.gov/pdfs/vendors/contractdisuptes.pdf>

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation, which are specifically incorporated by reference into this solicitation, are applicable.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 - 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 0913-01 will apply to all paper less newsprint required under this contract.
2. The applicable index figures for the month of October 1, 2008 will establish the base index.
3. There shall be no price adjustment for the first three 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 two months prior to the month is 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 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 II. STOCK/PAPER, (a), (b), (c), and (d) 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.

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

	Approx. 5% Total Orders	Approx. 95% Total Orders
Product Quality Levels:		
(a) Printing Attributes -- Level	III	IV
(b) Finishing Attributes - Level	III	IV

Note: Unless otherwise indicated on the print order, product quality levels will be Level IV.

Inspection Levels (from MIL-STD-105):

- (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	Camera Copy
P-8. Halftone Match (Single and Double Impression)	Camera Copy
P-10. Plotting	CMYK Color Scheme

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.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three (3) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

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

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

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

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

transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

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

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.

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

PRE-AWARD CONFERENCE: Due to the classification and sensitive nature of the data and printed material involved, Government representative will conduct pre-award conference with the selected contractor PRIOR to award of the contract. The purpose of the conference is to confirm procedures, identify points of contact, and to establish an ongoing means of communicating future ordering requirements and workload priorities. The location and logistics (i.e. in person, via telephone, video-conference, etc.) of any Conference shall be at a mutually agree upon date and time, on or about the time of Award. :

PAYMENT/ SIGN OFF INVOICES: Before any vouchers will be accepted by the GPO for payment, the itemized statement for each print order must be submitted to the ordering agency for examination and certification as to correctness of the billings.

Submit all vouchers to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

Note: Contractor must not submit a copy of classified products with his voucher for payment.

For additional information please see our online resources.

Getting Paid Quickly

<http://www.gpo.gov/vendors/payment.htm#billing>

GPO Billing Instructions

<http://www.gpo.gov/vendors/billing.htm>

Bar Code Cover Sheet

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through March 31, 2015. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

DELIVERY/SHIPPING STATUS INFORMATION: The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the vendor. This info **MUST** be furnished to GPO- Philadelphia RPPO on each order. The info as contained on this form is to be faxed to Philadelphia RPPO.

FAX: (215)364-6479

This delivery status is in addition to the bi-weekly reports described on p. 12 of 18 of these specifications.

CLASSIFICATION: Orders placed under these specifications will be classified up to and including **CONFIDENTIAL, RESTRICTED DATA, NOT RELEASEABLE TO FOREIGN NATIONALS (NOFORN), and NATIONAL SECURITY INFORMATION.**

The information contained in publications so classified affects the national defense of the United States within the meaning of the Espionage Act, Title 18, U.S. Code, Sections 793 and 794. The contractor is hereby notified that the transmission of such material or the revelation of its contents in any manner to an unauthorized person is prohibited and punishable by law.

Security clearance, as specified by this solicitation, will be required of the successful bidder prior to award. The government is not obligated to delay award pending security clearance of any bidder.

SECURITY INTEREST: Either Department of Defense or Department of Energy security clearance is acceptable for performance under this contract.

A copy of the approved DD Form 254, Department of Defense Contract Security Classification Specifications for the contract awarded **MUST** be submitted to the DLA Security Official to verify a security interest in the DOD Facility **PRIOR** to any transmittal of classified matter to the contract awardees.

For Department of Defense: All provisions of the Security Agreement (DD Form 441) including the "Industrial Security Manual for Safeguarding Classified Information" (DOD 5220.22-M) are hereby made a part of these specifications and will be applicable to all phases of production and shipment of classified publications ordered under these specifications.

Copies of these publications are for sale by the Superintendent of Public Documents, U.S. Government Printing Office, Washington, D.C. 20402.

All deliveries and/or pickups of classified materials must be handled ONLY by employees of the contractor who have security clearance in accordance with Government security regulations.

PROTECTION OF NAVAL NUCLEAR PROPULSION INFORMATION

During the performance of this contract, Naval Nuclear Propulsion Information (NNPI) will be reproduced. NNPI is defined as that information concerning the design, arrangement, development, manufacturing, testing, operation, administration, training, maintenance, and repair of the propulsion plants of Naval Nuclear Powered Ships. Appropriate safeguards must be proposed by the contractor and approved by the Contracting Officer for the safeguarding from actual, potential or inadvertent release by the contractor, or subcontractor, of NNPI in any form marked NOFORN or CONFIDENTIAL. Such safeguards shall ensure that only governmental and contractor parties, including subcontractors that have an established need-to-know, have access in order to perform work under this contract, and then only under conditions, which assure that the information, is properly protected. Access by foreign nationals or immigrant aliens is not permitted. A foreign national or immigrant alien is defined as a person not a United States citizen or a United States national. United States citizens representing a foreign government, foreign private interests or other foreign nationals, are considered to be foreign nationals for industrial security purposes and the purpose of this restriction. In addition, any and all issue or release of such information beyond such necessary parties, whether or not ordered through an administrative or judicial tribunal, shall be brought to the attention of the Contracting Officer.

The Contracting Officer shall be immediately notified of any litigation, subpoenas, or requests which either seek or may result in the release of NNPI.

In the event that court or administrative order makes immediate review by the Contracting Officer impractical, the contractor agrees to take all necessary steps to notify the court or administrative body of the Navy's interest in controlling the release of such information through review and concurrence in any release.

The Navy reserves the right to audit contractor facilities for compliance with the above restrictions.

The following documents and all referenced therein (for the sole and limited purpose and extent of the reference) form a part of this purchase order. The work to be performed under this order shall be in accordance with all the requirements contained in these documents and/or modified herein.

All the referenced documents with form numbers and the General Provisions can be found on the Internet at <http://www.bmpc.com/procurement/index.html>, except as otherwise noted. Forms that reference articles from the Federal Acquisition Regulations (FAR), Department of Energy Acquisition (DEAR) and the Defense Federal Acquisition Supplement (DFARS) contain hypertext links for direct access to each article from the source document. The FAR, DEAR and/or DEARS article in affect as of the due date of all proposals shall be the article in effect throughout the duration of the purchase order, unless otherwise amended by the parties.

1. General Provisions for Fixed Price Orders (DOE) dated 7/2011 (located on [w.bmpc.com/procurement/index.html](http://www.bmpc.com/procurement/index.html))
2. Control and Protection of Unclassified Naval Nuclear Propulsion Information, Form NN-801, Revision 3, dated 09/05.
3. Control and Protection of Classified Naval Nuclear Propulsion Information, Form NN-802, Revision 3, dated 9/05.
4. FAR 52.215-17, Waiver of Facilities Capital Cost of Money: The Seller did not include Facilities Capital Cost of Money as a proposed cost in the order. Therefore, it is an unallowable cost under this order.
5. TM-1, Preparation of Technical Manuals for Special Purpose Mechanical and Electrical Equipment, Revision G dated November 1998 or the latest accepted revision.

Section IV: Special Clauses

The following Additional Clauses are incorporated as a park of the agreement:

1. Security Re^quirements

This order covers classified work. Security requirements that apply to this order are contained in the security article of the General Provisions, the Control and Protection of Classified Naval Nuclear Propulsion Information, Form NN-802, and the applicable classification guidance, which are Applicable Documents to this Order. The information contained in the Contract Security Classification Specification is provided to assist the Seller in meeting these security requirements,

2. Handlin of Unclassified Naval Nuclear Propulsion Information

This order requires access to unclassified Naval Nuclear Propulsion information. Specific requirements for the handling, dissemination, and disposal of this information are contained in

the security article of the General Provisions, the Control and Protection of Unclassified Naval Nuclear Propulsion Information, Form NN-801, and the applicable classification guidance, which are Applicable Documents to this Order.

3. This contract covers classified work. Security requirements that apply to this contract are contained in the security article of the General Provisions, the Control and Protection of Classified Naval Nuclear Propulsion Information, Form NN-802, and the applicable classification guidance, which are Applicable Documents to this Order.

An approved DD Form 254, Department of Defense Contract Security Classification Specification for any contract awarded to perform classified work MUST be completed and approved by the DLA Security Department PRIOR to any transmittal of classified matter to the contract awardees. The DD Form 254 shall be made an applicable document in the contract as the DD Form 254 contains information security requirements;

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of Navy Technical Drawings and Technical Publications requiring such operations as copy pickup, printing/duplicating/copying, binding, labeling, packing and distribution. DOD OR DOE SECURITY CLEARANCE REQUIRED. When requested, vendor will provide CD-ROM media containing selected publication files and drawings.

Safeguarding Protection Level 2 is required of awarded vendor. GPO will not postpone award of this contract if low responsive vendor is awaiting interim protection level 2 for safeguarding.

Due to the classification and sensitive nature of the data and printed materials involved, sub-contracting any aspect of these requirements to any entity is NOT permissible. Should the need arise due to unforeseen circumstances affecting the contractor's facility, operations, or ability to complete requirements of fulfilling the terms of the contracts. The material cannot under any circumstances be sub-contracted elsewhere.

TITLE: Navy Technical Drawings and Technical Publications.

FREQUENCY OF ORDERS: Approximately 28 orders per year.

QUANTITY: Approximately 1 to 2,000 copies per order, with most orders being 500 copies or less.

NUMBER OF PAGES: Approximately 25% of orders (7 orders) require 8-1/2 x 11 printing text and foldins. The number of text originals range from 1 to 2,700 pages per Order. The average number of text pages (for Orders that require text printing only) is 300 originals. There may be multiple sections, or Enclosures, combined within one publication. These sections may require colored separator sheets. Print order collation sheet will indicate this, if needed.

NUMBER OF FOLDINS: Most Orders require printed fold in drawings ONLY (21 orders). The numbers of fold in originals range from 2 to 2,500 fold ins per Order. Occasionally, an order may exceed 2,500 original fold out drawings. The anticipated volume based upon a historical sampling of Orders is approximately 300,000 total printed fold ins, yielding 1.2M fold in units. The anticipated average fold ins count is 225 units per Order, with 88% being up to and including 42.5" (5 units). 11% of the fold- ins are between 6 and 16 units (51"-136"). There is no guarantee that sizes and percentages stated can be guaranteed. Large and smaller units are intermixed within one order. Vendor needs capacity to do large and smaller fold ins on this contract.

TRIM SIZES:

TEXT: Up to and including 8-1/2 x 11".

FOLD-INS: When ordered, will require fold-ins or similar material larger than page size which may be printed on one side only or both sides. The majority of fold-ins ordered will be printed one side only, 11" x various lengths up to 170" (20 units) or more. Fold all fold-ins to approximately 8-1/2 x 11" with page number visible after folding. All fold-ins require 8-1/2" blank apron on left bind side panel.

FOLDINS CANNOT BE SPLICED UNLESS APPROVED BY DLA ON A CASE BY CASE BASIS.

TERMS DEFINED

One (1) 8-1/2 x 11 page = one (1) impression page, printed
Two (2) 8-1/2 x 11 pages = one (1) LEAF or sheet of paper, measuring 8-1/2 x 11
Make ready = one page, one side, one impression page

ENHANCEMENT OF ORIGINAL COPY & AGENCY APPROVAL

Permission of the ordering agency MUST BE INDICATED on the print order with the total number of Make Ready allowed with initials and date indicating that a phone conversation between vendor and agency occurred. This Make-Ready will be itemized under the charge named "ENHANCEMENT OF ORIGINAL COPY".

GOVERNMENT TO FURNISH: Government to furnish copy/artwork and all instructions needed to produce material. Furnished copy will consist of CD-ROM and DVD media containing digital files (PDF), hardcopy artwork suitable for reproduction, and hardcopy "header/footer frame" for overlay purposes. Furnished instructions will consist of collation Sheet(s), summary specification sheet(s), Illustration and foldout Instructions, GPO Form 905 copy, etc.

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.

All reproduction material must be destroyed in accordance with DOD or DOE security regulations, as amended.

STOCK/PAPER: The specifications of all stock/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.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

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

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

Sample of 13 orders revealed the following stock sample percentages. There is no guarantee that the percentages stated can be guaranteed.

White Bond, (basis weight: 20 or 24 lbs per 500 sheets, 25 x 38"), equal to JCP Code G10. (20%)

Colored Writing, (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code O61 (2.5%).

White Tyvek (No. 1079), basis size 17 x 22", 20 lbs per 500 sheets, (approx. 2.20 oz. per square yard).(75%)

White, No-Tear 4.7 mil polyester, 8-1/2 x 11", equal to JCP O-91 (2.5%)

SCANNING: Where indicated provide wide-format scanning of hardcopy originals to PDF format. Scanning resolution 600 x 600 dpi or similar. Image sizing, or reduction or enlargement where required, as indicated on each Order.

CD-ROM: Where indicated provide CD media containing scanned images as deliverable. Up to 10% of orders may require CD deliverable, at 1-3 copies of each original CD.

PRINTING OR COPYING: Print face only (fold ins) or head to head (text pages). The major portion of the work ordered under this contract will print/copy in black ink (90%). However, occasional orders (10%) may require printing in full color on White Bond, 20 or 24 lb. as requested or Tyvek when ordered. While it is anticipated that most of the jobs ordered under these specifications will consist of type pages and line illustrations, some jobs will also contain halftones.

Most Text (90%) prints on 20-24 lb. White Bond stock. Occasional orders (up to 10%) may print on No-Tear paper.

Most Fold ins (90%) prints on Tyvek (No. 1079) White. Occasional orders (up to 10%) may print on White Bond

Printing on different stocks: Orders that require printing on different stocks, occasional orders will add a third stock. No additional make-ready allowance will be allowed for this performance.

Image: Image art per file or as specified. Apply furnished hardcopy overlay for header/footer where specified. Approximately 50% of the foldout drawings require reduction (to fit 11" height.). Any reduction/ enlargement will be accomplished digitally via the furnished PDF file(s) (using the aspect ratio or other functions within Adobe Acrobat), or at scanning (if hard copy originals).

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is exempted when slow drying time significantly increases production costs.

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 film, must not print on finished product.

MARGINS: Adequate gripper margins throughout.

Text: Per art

Fold ins: Margins will be as indicated on the print order or furnished copy. If not indicated maintain 1/2" outside/right margin, center image vertically, and provide 9-1/2" minimum left margin (required for 8-1/2" blank apron left panel).

ADDITIONAL OPERATIONS INCLUDE:

SCORE each fold to ensure flat finish

DRILL (3) 5/16" diameter holes centered on the 11" side, 4-1/4" center to center, 15/32" center to left edge.

COLLATE: Collate printed publications and drawings as per Collation Sheet, Summary Specifications Sheet, or furnished art (PDF or hardcopy). Approximately, 90% of all printed material requires collation. Approximately, 10% of the fold out drawings do not collate.

BINDING: Bind as indicated on the print order. 90% of orders require banding only (suitable). Up to 10% of orders require various binding styles as follows:

Side-wire stitch in two places and trim four sides

Wire stitch in upper left corner and trim four sides

Trim four sides. Band in units of one book or section with a strip of 2"- 4" width Kraft paper or rubber band around the short dimension.

BUNDLING/SORTING: Sort/ bundle printed material as specified on each order. Where indicated, strap each POD/Publication separately using paper band, rubber band, or suitable material. Insert colored separator sheets (pink, green, blue, etc.) within each printed POD/Publication where indicated for post sorting and collation purposes.

PACKING, LABELING, AND MARKING (Package and/or Container): All classified orders require additional wrapping and packing. Refer to DOD or DOE security regulations, as amended, for applicable instruction.

Wrap or shrink-film wrap in units indicated.

Contractor to place a copy of the distribution list with each shipment.

BULK SHIPMENTS: Pack in shipping containers not to exceed 45 pounds when fully packed.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds)

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

QUALITY ASSURANCE RANDOM COPIES (APPLIES TO UNCLASSIFIED ORDERS ONLY): 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 Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: All shipments are f.o.b. Destination. All classified shipments must be in accordance with DOD or DOE security regulations, as amended.

90% of shipments will be sent to DLA Document Services, MECHANICSBURG, PA. Up to 10% of shipments will be sent to DLA Document Services, Philadelphia, PA or other CONUS location where indicated on Order.

All expenses incidental to returning materials, submitting 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). No definite schedule for pickup of material can be predetermined.

Furnished material will be delivered to contractor's location.

All deliveries and/or pickups of classified materials must be handled in accordance with Government security Regulations. DOD or DOE, as amended.

PROOFS: Provide 1-2 production proof copies (exact Proof quantity as specified on each Order). Proof approval required PRIOR to full production. Approximately 75% of proofs will be held up to one week for review; approximately 20% of proofs will be held 1-2 weeks; occasionally (5%) proofs will be held longer than 2-weeks.

Deliver proof(s) to DLA Document Services, 5450 Carlisle Pike, Building 410 or Building 06 (as indicated on 2511), Mechanicsburg, PA 17055-0788 ATTN: Security Manager.

An occasional orders (approx. 10%) may require proof delivery to an alternate location in Pennsylvania or other CONUS location (as specified on Order).

REPORTING Provide bi-weekly Report(s) to the Government listing the status of all pending orders. The Report must be provided in Excel or a commonly used Microsoft Office product. Report formatting should include the following 10-fields (minimum): Contractor's Job/Reference #; GPO Jacket/Req #; Job Title (POD #, Enclosure#, etc.); Current Status; Date Print Order received; Date GFM received; Proof Date; OK-to-Print Date; Completion Date; Projected Delivery Date.

4222-S Date of Award May, 2014 to April 30, 2015

SCHEDULE: 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.

Navy Technical drawings publications are critical/mission essential. Timely delivery of all orders must be provided.

Most orders will require full completion and delivery (including Proof delivery and hold) within 3-5 weeks of order placement.

PROOF: Approximately 80% of orders require Proof delivery within 1-2 weeks of order placement. Up to 20% of orders are "urgent" requiring Proof delivery within 1-week.

PRINTING: Approximately 80% of orders requirement full completion and delivery within 2-3 weeks following proof approval. Approximately 20% of orders are "urgent," requiring full completion within 1-2 weeks of proof approval.

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.

. – 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 12 months 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 number of orders.

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

- | | | |
|------|-----|-------------------|
| I. | (1) | (2) |
| | (a) | 1,890 9,450 |
| | (b) | 210 1,050 |
| | (c) | 4,275 21,375 |
| | (d) | 450 2,250 |
| II. | (a) | 2,389 |
| | (b) | 341 |
| | (c) | 1,365 |
| | (d) | 12,797 |
| | (e) | 171 |
| III. | (a) | 473 |
| | (b) | 33 |
| | (c) | 117 |

SECTION 4. – SCHEDULE OF PRICES

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

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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 nonresponsive.

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

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

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

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

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

I. COMPLETE PRODUCT: The prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations for complete production except for Items II. Stock/Paper, III. Additional Operations.

Fold-ins A charge will be allowed for each "fold-in unit" based on 94 square inches. The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by 94 square inches with any fractional remainder being counted as a whole.

BOOKS/PAMPHLETS: A charge will be allowed for each impression whether printed/duplicated/copied or blank as defined in Section 2.- Specifications.

	<u>Make-ready and/or Setup Charges</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Printing/Duplicating/Copying in a single ink color, including binding each impression	\$ _____	\$ _____
(b) Printing/Duplicating/Copying in full color, including binding each impression	\$ _____	\$ _____

 (Initials)

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SCHEDULE OF PRICES

I. COMPLETE PRODUCT (Continued):

	<u>Make-ready and/or Setup Charges</u> (1)	<u>Running Per 100 Copies</u> (2)
(c) Fold-ins: Printing/Duplicating/Copying in a single ink color on one side and inserting throughout text per fold-in unit. \$ _____	\$ _____	\$ _____
(d) Fold-ins: Printing/Duplicating/Copying in color and inserting throughout text, per side per fold-in unit. \$ _____	\$ _____	\$ _____

II. STOCK/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 product(s). 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:

Text - Each page-size leaf (8-1/2 x 11"). One leaf is equal to two pages or two impressions.

Fold-ins - One page-size leaf will be allowed for each "fold-in unit". The number of units in a particular fold-in will be determined by dividing the desired trim size (expressed in square inches) by 94 sq. inches (8-1/2 x 11 unit), with any fractional remainder being counted as a whole unit.

	<u>Per 100 leaves</u>
(a) White Bond (20-lb.)	\$ _____
(b) Bright White (24 Lb.).....	\$ _____
(c) Colored Writing (20-lb.)	\$ _____
(d) White Tyvek Medium Weight (20-lb.)	\$ _____
(e) White, No Tear 4.7, polyester	\$ _____

 (Initials)

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SCHEDULE OF PRICES

III. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

- (a) ENHANCEMENT OF ORIGINAL COPYper page unit\$ _____
- (b) Wrapping or Shrink-film packagingeach package\$ _____
- (c) Banding with Kraft paper bandsper 100 bands\$ _____

(Initials)

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SCHEDULE OF PRICES

**SECURITY AGREEMENT FOR PROTECTION OF NAVAL NUCLEAR PROPULSION
INFORMATION**

The undersigned hereby acknowledges that he/she will be furnished camera ready copy (CRC) or negatives marked NOFORN containing sensitive Naval Nuclear Propulsion Information which is controlled pursuant to federal law. These CRC's or negatives and the information contained therein shall be used only for the purpose of reproducing printed copies in response to orders placed against this contract, and shall in no case be transmitted outside the company or to any foreign national within the company. While in use, the CRC or negatives shall be maintained under surveillance and shall be kept secure so as to preclude access by any persons who do not have a legitimate need to view them. The CRC or negatives, unless otherwise permitted by the contracting officer, shall be returned in their entirety to the Navy following production and distribution. No foreign national shall be allowed to assist in the production, distribution or destruction of scrap or over run material of any order marked NOFORN. All scrap or over run material shall be destroyed by cutting or shredding.

Signature of FSO

Printed name of FSO

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. If such orders are placed, contractor is to notify GPO New York immediately. Failure to do so may result in nonpayment.

BIDDERS NAME AND SIGNATURE: Fill out and FAX two (2) copies of all pages in "Section 4.- Schedule of Prices", pg. 15-17, initial or sign each in the space provided and submit with the GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. **NOTE:** The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)

Program 4222-S Date of Award through MARCH 31, 2015(2016)
 TITLE: NAVY TECHNICAL DRAWING & PUBLICATIONS W FOLD INS - CLASSIFIED
 REVISED 6-4-14

		AWARDED		
		GRAY GRAPHICS		
		BASIS OF CAPITOL HGHTS., MD		
ITEM NO.	COMPLETE PRODUCT DESCRIPTION	AWARD	UNIT R/	COST
I.	BOOKS/PAMPHLETS			
(a)	Pmtg/Duplctg/Copying in single ink, inclg binding,,,,each impression			
1	MAKEREADY/SETUP PER impression	720	5.00	3,600.00
2	RUNNING PER 100 COPIES	3,600	1.50	5,400.00
(b)	Pmtg/Duplctg/Copying in FULL COLOR, inclg binding,,,,each impression			
1	MAKEREADY/SETUP PER impression	120	35.00	4,200.00
2	RUNNING PER 100 COPIES	600	6.00	3,600.00
	FOLDINS PER FOLDIN UNIT			
(c)	Pmtg/Duplctg/Copying in single ink, one side,insertg thruout bt ...per fold in unit			
1	MAKEREADY/SETUP PER UNIT	4,275	9.00	38,475.00
2	RUNNING PER 100 FOLDIN UNITS	21,375	16.80	359,100.00
(d)	Pmtg/Duplctg/Copying in FULL COLOR ,insertg thruout bt ...per fold in unit			
1	MAKEREADY/SETUP PER UNIT	450	35.00	15,750.00
2	RUNNING PER 100 FOLDIN UNITS	2,250	25.00	56,250.00
II	PAPER PER 100 8-1/2 X 11" UNITS			
(a)	WHITE BOND (20 LB.)	1,948	2.00	3,896.00
(b)	BRIGHT WHITE (24lb.)	278	3.00	834.00
(c)	COLORLED WRITING 20-LB	1,113	4.00	4,452.00
(d)	WHITE TYVEK MEDIUM WEIGHT(20 lbs)	10,435	25.00	260,875.00
(e)	WHITE, NO TEAR POLYESTER, 4.7 MIL, JCP O91	139	7.50	1,042.50
III	ADDITIONAL OPERATIONS			
(a)	Enhancement of original copy per page unit	473	10.00	4,730.00
(b)	WRAPPING OR SHRINK FILM EACH PACKAGE	390	1.00	390.00
(c)	BANDING with Kraft Paper BANDS per 100 bands	139	50.00	6,950.00
	CONTRACTOR TOTALS			\$769,544.50
	DISCOUNT	1.00%		\$7,695.45
	DISCOUNTED TOTALS			\$761,849.05

AWARDED