

SECTION D
PACKAGING AND MARKING

I. PACKAGING

Preservation, packaging, and packing for all shipments or mailings of all required submittals shall be in accordance with good commercial practices. This shall include adequate packaging and marking to prevent deterioration and damage during shipment, handling, and storage and be adequate to ensure acceptance by common carrier and safe transportation at the most economical rates.

The contractor shall avoid elaborate or excessive packaging. To the maximum extent practicable, the contractor shall use recycled content packaging and packing materials and avoid use of non-recyclable packaging and packing materials. For guidance on percentages of post-consumer recycled content and sources of supply, see the United States Environmental Protection Agency's Comprehensive Procurement Guidelines at: <http://www.epa.gov/cpg/products/paperbrd.htm>

The F.O.B. Point will be identified in each individual task order.

II. DELIVERABLES

All deliverables shall be shipped F.O.B. Destination, within Consignee's premises, with all shipping and transportation costs prepaid. Deliverables shall be shipped by either registered or certified mail or delivery service to ensure that shipments can be traced, if lost.

Deliverables, number of copies, and the review stages will be specified in the individual task orders. Deliverables may include, but are not limited to:

- A. Microsoft Word Documents which may be used for trip reports, meeting notes, Foundation section, Recommendations section, Implementation Plans, and Full-Text Drafts;
- B. Adobe Acrobat files which may be used for as high-resolution, print-ready final document, and low-resolution final document for website use;
- C. Adobe InDesign Files;
- D. Archival-quality CD which may be used for high-resolution print files, lower-resolution files for website use, and Microsoft Word Documents; and
- E. The final document shall be actual size, color, spiral bound (or equivalent), and high-quality print outs.