

Program No 1803-S Term DOA To 07/31/19								
TITLE: Flat Sheet Forms and Letterhead								
			WBC Inc. dba Lithexcel		Marketing Strategies Inc.		Power Imaging, Inc.	
			Albuquerque, NM		Albuquerque, NM		Denver, CO	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>Printing:</b>							
<b>(a)</b>	<b>Printing forms and letterheads face only in a single ink color:</b>							
<b>(1)</b>	Makeready and/or Setup							
(1)	Format A, per product	2	\$30.00	\$60.00	\$10.00	\$20.00	\$15.00	\$30.00
(2)	Format B, per product	19	\$30.00	\$570.00	\$20.00	\$380.00	\$20.00	\$380.00
(3)	Format C, per product	1	\$48.00	\$48.00	\$30.00	\$30.00	\$30.00	\$30.00
<b>(2)</b>	Running Per 100 Copies							
(1)	Format A, per product	152	\$3.00	\$456.00	\$1.00	\$152.00	\$1.00	\$152.00
(2)	Format B, per product	1,474	\$3.00	\$4,422.00	\$1.00	\$1,474.00	\$1.00	\$1,474.00
(3)	Format C, per product	38	\$3.00	\$114.00	\$1.00	\$38.00	\$1.50	\$57.00
<b>(b)</b>	<b>Printing forms face and back in a single ink color:</b>							
<b>(1)</b>	Makeready and/or Setup							
(1)	Format A, per product	1	\$30.00	\$30.00	\$10.00	\$10.00	\$25.00	\$25.00
(2)	Format B, per product	3	\$48.00	\$144.00	\$20.00	\$60.00	\$30.00	\$90.00
(3)	Format C, per product	1	\$48.00	\$48.00	\$30.00	\$30.00	\$45.00	\$45.00
<b>(2)</b>	Running Per 100 Copies							
(1)	Format A, per product	18	\$4.00	\$72.00	\$1.50	\$27.00	\$2.00	\$36.00
(2)	Format B, per product	2,720	\$3.00	\$8,160.00	\$2.00	\$5,440.00	\$2.00	\$5,440.00
(3)	Format C, per product	20	\$4.00	\$80.00	\$2.50	\$50.00	\$3.00	\$60.00
<b>II.</b>	<b>Paper: Per 100 Leaves</b>							
<b>(a)</b>	White Offset Book (60-lb.)	2,636	\$1.25	\$3,295.00	\$1.75	\$4,613.00	\$1.40	\$3,690.40
<b>(b)</b>	White Writing (20-lb.)	220	\$1.20	\$264.00	\$1.01	\$222.20	\$1.10	\$242.00
<b>(c)</b>	White 25% Bond (20-lb.)	880	\$4.40	\$3,872.00	\$3.99	\$3,511.20	\$3.50	\$3,080.00
<b>(d)</b>	White 25% Bond (24-lb.)	250	\$5.00	\$1,250.00	\$3.99	\$997.50	\$4.00	\$1,000.00
<b>(e)</b>	White and Colored Index (110-lb.)	285	\$4.00	\$1,140.00	\$3.72	\$1,060.20	\$4.00	\$1,140.00
<b>(f)</b>	White and Colored Carbonless bond (CB and/or CF) (13 - 15 lb.)	91	\$4.00	\$364.00	\$5.15	\$468.65	\$3.50	\$318.50
<b>(g)</b>	White and Colored Carbonless bond (CFB) (13-17 lb.)	33	\$4.70	\$155.10	\$5.35	\$176.55	\$4.00	\$132.00
<b>III.</b>	<b>ADDITIONAL OPERATIONS:</b>							
<b>(a)</b>	Collating multiple forms into sets, incl. edge bonding of carbonless sets, Per 100 sheets	124	\$1.50	\$186.00	\$1.00	\$124.00	\$1.00	\$124.00
<b>(b)</b>	Padding in units of 25 to 100 lvs. per pad ( including assembling sheets into pads, stacking, gum or gum/crash, with backboards, per pad	5,000	\$0.10	\$500.00	\$0.20	\$1,000.00	\$0.10	\$500.00
<b>(c)</b>	Drilling, per 100 leaves	2,911	\$0.50	\$1,455.50	\$0.30	\$873.30	\$0.25	\$727.75



THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE

Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Flat Sheet Forms and Letterhead

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

Various Government Departments and Agencies

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending July 31, 2019, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**QUOTES OPENING:** Quotes shall be publicly opened at 11:00 a.m., prevailing Denver, CO, time, on July 31, 2018.

**QUOTATION SUBMISSION:** Submit quotes to: U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile quotations in response to this solicitation are permitted. Facsimile quotations may be submitted directly to the GPO Denver Regional Office, Fax No. (303) 236-5332. The Program number and quotes opening date must be specified with the quotation. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January, 2018.

The GPO 910 “BID” Form is no longer required. Offerors are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

**OFFERORS, PLEASE NOTE:** GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev.1-18)*. Prospective offerors should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE

On the internet <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature, contact Deb Eichfeld at (303) 236-5292, x7; or email [deichfeld@gpo.gov](mailto:deichfeld@gpo.gov).

**SECTION 1. - GENERAL TERMS AND CONDITIONS**

**GPO CONTRACT TERMS:** Any contract which results from this Request for Quote will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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.pdf>.

**GPO IMPRINT REQUIREMENT:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

	<u>Forms</u>	<u>Letterhead</u>
(a) Printing (page related) Attributes	Level IV	Level III
(b) Finishing (item related) Attributes	Level IV	Level III

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	Approved Proofs, Average Type Dimension, Electronic Media
P-8. Halftone Match (Single and Double Impression)	Approved Proofs, Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System

**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 Date of Award to July 31, 2019, 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 (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 Apr 30, 2018, 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.

**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.

**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, 2019, 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 contractor in conformance with the schedule.

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**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:** Upon completion of each order, the contractor is required to furnish their billing invoice to the ordering agency for examination and certification as to correctness of billing as applicable to the work performed. Contractor to submit billing to the ordering agency as specified on the print order.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt thereof.

After examination and certification by the ordering agency, contractor must submit his invoice to GPO. Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

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

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

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

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000, the billing certification requirement is WAIVED.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of face only or face and back forms and letterhead requiring such operations as electronic prepress, composition, printing, binding, packing, and distribution.

**TITLE:** Flat Sheet Forms and Letterheads.

**FREQUENCY OF ORDERS:** Approximately 25 to 30 orders per year.

**QUANTITY:** Approximately 100 to 250,000 copies per order. It is anticipated that the majority of the orders will be for 1,000 copies or more.

**NUMBER OF PAGES:** Face only or face and back.

**TRIM SIZES:** Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

**Format "A"** - Any trim size up to and including 5½ x 8½" (47 sq. in.). (Approximately 10% of the total orders.)

**Format "B"** - Any trim size over 5½ x 8½" (47 sq. in.), up to and including 8½ x 11" (94 sq. in.). (Approximately 85% of the total orders.)

**Format "C"** - Any trim size over 8½ x 11" (94 sq. in.), up to and including 8½ x 14" (119 sq. in.). (Approximately 5% of the total orders.)

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

Platform: Macintosh OS 10.7.5 and newer; Windows 7 and newer.

Storage Media: FTP; Email; CD-ROM; DVD; Thumb Drive.

Software: Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, Microsoft Office software, and WordPerfect. Current or near current version.

All platform system and software upgrades (for specific applications) which 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. Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order.

The 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 necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files may be furnished to be used as a reference only. Pantone Matching System to be used for color identification when ordered.

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Identification markings such as register marks, commercial identification marks of any kind, etc., 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.

The contractor must be able to accept files electronically via a 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.

**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 ordering agency contact immediately upon discovery.

The contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to:

- color issues and shifts (RGB color data, no spot colors, loss of black plate)
- page integrity (text reflow or type substitution)
- errors associated with embedded graphics
- missing prepress features (e.g., bleeds, trim marks)
- loss of text characters from graphic elements
- defining proper file output selection for the imaging device being used.

The contractor shall create/extend bleeds, create or alter any necessary trapping, set proper screen angles and frequency, define proper file output selection for the imaging device being utilized, and ensure that the black type is a solid black NOT a process build. Furnished files must be imaged as necessary to meet the assigned quality level.

Contractor must provide final output with text equivalent to a minimum of 2400 x 2400 dpi and all equal to 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, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.

**COMPOSITION:** An occasional order may require typesetting to mend copy, change form number and/or revision date, and/or pickup of one or two logos (on letterheads). Type used should be the same or similar to copy being replaced. Up to and including 12 lines is at no cost to the Government. Typesetting that exceeds 12 lines per single cut form will be allowed a typesetting charge. The contractor will be responsible for accuracy of typesetting.

On multipart sets, the contractor may be required to include copy designations (part to part changes in a single line), printing marginal changes in black or red. These marginal changes will be included at no additional cost to the Government. No additional makeready charges will be allowed for copy designations (marginal changes).



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**PROOFS:** When ordered, one set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

When ordered, one "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. When ordered, no charges will be allowed for these PDF proofs.

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

Proofs must be clean, free of ink smudges, with all images clearly legible. Proofs must be identified with the jacket number, program number, print order number, and proof date. The contractor's firm name must not appear on any proofs.

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 "OK 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. [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_12.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf)

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 paper used in an order must be of a uniform shade.

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

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

White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White 25% Bond, basis weight: 20 and 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code G40. NOTE: Stock must be suitable for laser overprinting by ordering agencies using standard office laser printers without jamming and/or adverse effect to print quality of letterhead copy.

White and Colored Index, basis weight: 110 lbs. per 500 sheets, 25½ x 30½", equal to JCP Code K10. (Approximately 50% of the Index paper required is on colored stock).

NOTE: Chemical Transfer Carbonless Paper must be furnished in White, Blue, Goldenrod, Green, Pink, and/or Canary, as per the print order:

Carbonless Bond, CB or CF, basis weight: 13 to 15 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-80.

Carbonless Bond, CFB, basis weight: 13 to 17 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-80.

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**PRINTING:** Forms print face only or face and back in black ink or a single ink color other than black. Most orders print in black ink. Contractor to match Pantone colors as indicated on print order.

Printing will consist of text and line matter and/or halftones. Solid image areas shall not exceed 50% of the trim size page.

Forms printed under these specifications may be used in single or in multiples of two or more forms. Therefore, the contractor must exercise every precaution to ensure that all forms printed on any one order will align accurately when used in conjunction with each other.

Forms printed on chemical transfer paper must be printed on the proper side of the paper to ensure proper transfer of the image to the subsequent sheets when forms are used in sets of two or more parts. All parts must be common.

Letterhead prints face only in black ink or in a single ink color other than black. Match Pantone number as indicated on the print order. Printing will consist of up to 10 text/line matter, with the possibility of one logo/seal.

NOTE: GPO imprint must not print on the final product.

**MARGINS:** Margins as indicated on the print order or furnished electronic file. Adequate gripper available.

**BINDING:** For forms, when so indicated, collating, padding, drilling, perforating or scoring, may be required as follows:

**Collating** - Occasional orders may require gathering into carbonless sets.

**Padding** - Pad in units of 25 to 100 leaves. Gum and crash or any suitable padding compound may be used. When ordered, backboards must be 0.020" chipboard, newsboard, or equal.

**Drilling** - Drill three 1/4", 5/16", or 3/8" (at the Government's option) diameter holes centered with placement of hole as indicated on individual print orders.

**Perforating or Scoring** - Forms will be perforated with continuous slit or slot type perforations, or scored.

**Carbonless Sets:** Fasten carbonless sets by "edge bonding" (i.e., edge gluing). Adhesive used must permit ready separation of any set but must provide sufficient strength to guarantee that the sets will remain together, when in use after separation from the pad, but permit ready separation of the parts without damage to the parts. In the absence of specific instruction to the contrary, sets will be bonded at the top.

Letterhead: Trim four sides.

**PACKING:**

**Shrink-film Packaging** - Unless specifically noted otherwise, shrink-film packaging will be substituted for wrapping with Kraft paper.

Pack suitable in shipping container 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 during the delivery process. **EXCEPTION:** Weight limitation may be exceeded to comply with specifications when a specific quantity per shipping container is ordered.

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**LABELING AND MARKING:** Contractor to download the GPO Form 905, R. 7-15 “Labeling and Marking Specifications” form, located at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf>, fill in appropriate blanks, and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders at Quality level 3 must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, 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 specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). Copies will be paid for at the running rate offered in the contractor's quote and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.

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

**DISTRIBUTION:** Deliver/ship f.o.b. destination for all shipments to addresses nationwide broken into 6 zones (See zone shipping charges in Schedule of Prices). Inside delivery required as indicated on the print order.

Complete addresses and quantities will be furnished with the print orders.

Based on past performance, the majority of orders will be for zones 1, 2, and 6.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government, unless otherwise instructed.

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Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1803-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/shipping methods, and title of product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

All expenses incidental to picking up and returning furnished materials (when applicable), 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).

At the Government's option, the print order and furnished materials may be emailed to the contractor or uploaded to the contractor's FTP site. Almost all orders will be sent via email or FTP.

When required, the contractor will pick up and deliver the print order, furnished materials, and hard copy proofs at any of the following addresses.

U.S. Government Publishing Office  
Denver Regional Office  
12345 West Alameda Parkway, Suite 208  
Lakewood, CO 80228

DOI Bureau of Land Management  
Building 50, Entrance S-2, Mailroom OC-521  
Denver Federal Center  
Denver, CO 80225

DOI Office of the Special Trustee  
4400 Masthead Street, NE  
Albuquerque, NM 87109

DOI Bureau of Land Management  
100 Sun Avenue, NE, Suite 330  
Pan American Building  
Albuquerque, NM 87109

DOI Bureau of Land Management  
Las Cruces District Office  
1800 Marquess Street  
Las Cruces, NM 88005

All agencies will wrap or otherwise prepare the furnished material for pickup by the contractor or contractor's agent.

Proofs, along with the Government furnished material, when applicable, a copy of the specifications, contractor's proof cover memo, and information identifying a point of contact and their phone number at the contractor's plant, to be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "proof" label (GPO Form 892) or contractor's standard "proof" label (provided it contains full identification of the order) and include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

Submit digital color proofs together with the furnished media (including visual when applicable) and a prepaid airbill to requesting agency. All packages containing proofs must be clearly marked on the outside as "PROOFS," and contain the GPO (*Jacket Number, Requisition Number and Program, Print Order numbers*) and publication title.

When ordered, email PDF soft proofs as specified on the print order and/or after contract award.

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.

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

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- Contractor must complete production and distribution within 10 to 15 workdays as specified on the print order.
- When ordered, 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) workdays from receipt at the ordering agency until they are made available for pickup. NOTE: The first workday after receipt of proofs to the ordering agency is day one of the hold time. Government representative will provide written proof response via email for PDF proofs.
- All proof and transit time is included in the schedule, as specified on the print order.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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 is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact U.S. GPO Denver Regional Office via email to [infodenver@gpo.gov](mailto:infodenver@gpo.gov); or by faxing (303) 236-5332.

**SECTION 3 - DETERMINATION OF AWARD**

The Government will determine the lowest offer 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)	(1)	2	152
		(2)	19	1,474
		(3)	1	38
	(b)	(1)	1	18
		(2)	3	2,720
		(3)	1	20
II.	(a)		2,636	
	(b)		220	
	(c)		880	
	(d)		250	
	(e)		285	
	(f)		91	
	(g)		33	
III.	(a)		124	
	(b)		5,000	
	(c)		2,911	
	(d)	(1)	6	90
	(e)		1,166	
	(f)		9	
	(g)		2	
IV.	(a)		198	
V.	(a)		7	
	(b)		8	
	(c)		1	
	(d)		2	
	(e)		1	
	(f)		8	

**SECTION 4. - SCHEDULE OF PRICES**

Offers 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.

Offeror must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared non-responsive.

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

Quotes submitted with "NB" (No Quote), "NA" (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any quotes 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 quote 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 invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

**I. PRINTING:** Prices quoted shall include the cost of all required materials and operations necessary for the printing of the product listed in accordance with these specifications with the exception of items listed under II. through V.

NOTE: On multi-part forms that have common images on all parts, only one makeready and/or setup will be allowed.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Printing forms and letterheads face only in a single ink color:		
(1) Format A, per product	\$ _____	\$ _____
(2) Format B, per product	\$ _____	\$ _____
(3) Format C, per product	\$ _____	\$ _____

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(b) Printing forms face and back in a single ink color:		
(1) Format A, per product	\$ _____	\$ _____
(2) Format B, per product	\$ _____	\$ _____
(3) Format C, per product	\$ _____	\$ _____

**II. 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 page size leaves furnished for the product(s) ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices quoted.

Computation of the net number of sheets will be based on the following:  
 Format "A" - Each leaf will be billed as one half (1/2) a page-sized leaf.  
 Format "B" - Each leaf will be billed as one page-sized leaf.  
 Format "C" - Each leaf will be billed as two page-sized leaves.

	<u>Per 100 Leaves.</u>
(a) White Offset Book (60-lb.)	\$ _____
(b) White Writing (20-lb.)	\$ _____
(c) White 25% Bond (20-lb.)	\$ _____
(d) White 25% Bond (24-lb.)	\$ _____
(e) White and Colored Index (110-lb.)	\$ _____
(f) White and Colored Carbonless (CB and/or CF) (13-15-lb.)	\$ _____
(g) White and Colored Carbonless Bond (CFB) (13-17 lb.)	\$ _____

**III. ADDITIONAL OPERATIONS:** The prices offered for each of the following items must be all-inclusive for the performance of operations, that are additional to those specified under Item I and II, and must include the cost of all required materials and operations necessary, in accordance with these specifications.

(a) Collating multiple forms into sets, including edge bonding of carbonless sets, Per 100 sheets	\$ _____
(b) Padding in units of 25 to 100 leaves per pad (including assembling sheets into pads, stacking, gum or Gum/crash) with backboards, per pad	\$ _____
(c) Drilling, per 100 leaves	\$ _____

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(Initials)



	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(d) Perforating or scoring, per form	\$ _____	\$ _____

NOTE: A running charge will be allowed for each direction that perforation or scored lines are required.

(e) Shrink-film wrapping, per package	\$ _____
(f) Typesetting of over 12 type lines, per product	\$ _____
(g) Digital Color Content Proofs, per proof	\$ _____

**IV. PACKING AND SEALING FOR DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of packing, shipping containers, all necessary wrapping and packing materials, and labeling and marking, in accordance with these specifications.

(a) Packing and sealing shipping containers, per container	\$ _____
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**V. SHIPPING CHARGES.** The following charges cover the cost to the destinations within each of the six zones (see below). Charges must be submitted in the order and manner requested; minimum charges will NOT be accepted.

Reimbursement for transportation costs for shipments will be made in accordance with the contractor's quoted shipping charges. Offeror must quote the specified unit charge for each zone listed below. The prices quoted, as applicable, will be applied to the weight of the ordered quantity.

**EXPLANATION OF SHIPPING CHARGES:** Destinations which are located within the various states and the District of Columbia fall within one of six zones, as defined hereinafter:

- Zone 1: Colorado.
- Zone 2: New Mexico.
- Zone 3: Wyoming.
- Zone 4: Utah.
- Zone 5: United States East of the Mississippi.
- Zone 6: The Continental United States West of the Mississippi excluding those areas in Zone 1 through 4.

Deliver/ship all shipments f.o.b. destination in accordance with "SHIPPING CHARGES" under items V. (a) through (f) below.

Offeror must quote "a per cwt" charge for each Regional Zone listed. Fractional parts of a 100-lb. shipment will be prorated at the "per cwt" rate.

\_\_\_\_\_  
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	<u>Shipments over 120 lbs. but not exceeding 1,000 lbs.</u>	<u>Shipped Regional Zone</u>
(a) Cost per 100-lb. (cwt)	\$_____	1
(b) Cost per 100-lb. (cwt)	\$_____	2
(c) Cost per 100-lb. (cwt)	\$_____	3
(d) Cost per 100-lb. (cwt)	\$_____	4
(e) Cost per 100-lb. (cwt)	\$_____	5
(f) Cost per 100-lb. (cwt)	\$_____	6

Offerors are cautioned that Government Bills of Lading will not be furnished. All shipments are to be made at the contractor's expense in accordance with "Shipping Charges".

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(Initials)

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**SHIPMENT(S):** 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 offeror has selected the city and state shown below in the address block, and the quote 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 Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Offeror hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**QUOTE ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this quote is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of quotes, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day quote acceptance period may result in expiration of the quote prior to award.

**OFFEROR’S NAME AND SIGNATURE:** Unless specific written exception is taken, the offeror, by signing and submitting a quote, 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 fax or mail, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated.

Failure to sign the signature block below may result in the quote being declared non-responsive.

Offeror \_\_\_\_\_  
(Contractor Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Quote) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)

**COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID**



***THIS SECTION FOR GPO USE ONLY***

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

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