

TITLE: SHORT-RUN, FAST SCHEDULE DUPLICATING OR COLOR COPYING, PROGRAM 3857-SP
TERM: MARCH 1, 2017 to FEBRUARY 28, 2018 (W/OPTIONS)

Item No.	DESCRIPTION	Basis of Award	Lithexcel		Pulp Faction Inc.		Starline Printing	
			State 300	Code 52436	State 300	Code 72398	State 300	Code 83186
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT: (except for Items Under II., III., & IV) Running Per 100 Copies:							
	BLACK IMAGE ONLY:							
(a)	8-1/2 x 11" Cover and/or Text, per printed side	1065 x	2.00	2,130.00	0.15	159.75	2.00	2,130.00
(b)	17 x 11" foldins, per printed side	14 x	5.00	70.00	0.30	4.20	3.00	42.00
	COLOR COPYING:							
(c)	Color Copying 8-1/2 x 11" one side only , per leaf copied	189 x	30.00	5,670.00	0.89	168.21	16.00	3,024.00
(d)	Color Copying 8-1/2 x 11" face and back , per leaf copied	236 x	50.00	11,800.00	1.78	420.08	26.00	6,136.00
(e)	Color Copying 17 x 11" one side only , per leaf copied	104 x	50.00	5,200.00	1.78	185.12	30.00	3,120.00
(f)	Color Copying 17 x 11" face and back , per leaf copied	85 x	90.00	7,650.00	3.56	302.60	50.00	4,250.00
(g)	Die cut Tab Dividers (including composition, die cutting, paper, collating and inserting), per 100 dividers	15 x	35.00	525.00	30.00	450.00	35.00	525.00
(h)	Large Format Color using Ink Jet (4-Color) 800 dpi min resolution. The price includes the cost of paper							
1.	First Print, per square foot	5 x	4.80	24.00	8.00	40.00	24.00	120.00
2.	Each additional print, per square foot	20 x	3.00	60.00	6.00	120.00	60.00	1,200.00
(i)	Large Document scan (reduction to 17 x 11"), per square foot	4 x	8.00	32.00	5.00	20.00	32.00	128.00
II.	SCANNING:							
(a)	Scan small format b/w image to pdf, per scan	1400 x	1.50	2,100.00	0.15	210.00	1.50	2,100.00
(b)	Scan small format color image to pdf, per scan	200 x	8.00	1,600.00	0.25	50.00	5.00	1,000.00
(c)	Monochrome Scanning (Large format)...per scan	100 x	10.00	1,000.00	3.00	300.00	65.00	6,500.00
(d)	Color Scanning (Large format), per scan	300 x	30.00	9,000.00	5.00	1,500.00	65.00	19,500.00
III.	PAPER: Per 100 leaves							
(a)	White Offset Book, 50-lb., or Writing or Xerographic, 20-lb.	22 x	1.10	24.20	5.00	110.00	1.00	22.00
(b)	White Offset Book, 60-lb. or 24-lb.	675 x	1.20	810.00	8.00	5,400.00	1.20	810.00
(c)	Colored Writing or Colored Xerographic, 20-lb. or 24-lb.	66 x	1.66	109.56	7.00	462.00	1.60	105.60
(d)	White or Colored Index, 110-lb.	152 x	5.00	760.00	8.00	1,216.00	5.00	760.00
(e)	White or Colored Vellum-Finish Cover, 65-lb.	6 x	4.80	28.80	8.00	48.00	4.30	25.80
IV.	ADDITIONAL OPERATIONS:							
(a)	Stitching with one, or two wire stitches (as specified), per 100 books	6 x	10.00	60.00	0.50	3.00	6.00	36.00
(b)	Comb Binding, including comb, per book	50 x	1.00	50.00	3.00	150.00	0.80	40.00
(c)	Plastic spiral binding, per book	284 x	0.70	198.80	3.00	852.00	0.68	193.12
(d)	Folding, per 100 sheets	130 x	2.00	260.00	5.00	650.00	1.50	195.00
(e)	Drilling, per 100 leaves	250 x	0.80	200.00	5.00	1,250.00	0.80	200.00
(f)	Hand Collating, per 100 leaves	10 x	10.00	100.00	10.00	100.00	5.00	50.00
(g)	Wrapping or Shrink-film packaging, per 100 leaves	13 x	1.00	13.00	0	0	30.00	390.00
(h)	Burn CD/DVD (including labeling of CD & inserting into clear plastic slimline or jewel case)							
(1)	Original CD/DVD, per each	6 x	10.00	60.00	9.95	59.70	5.50	33.00
(2)	Duplicate CD/DVD, per each	50 x	1.00	50.00	9.95	497.50	0.88	44.00
(i)	Timework, per hour	10 x	60.00	600.00	30.00	300.00	65.00	650.00
(j)	Binder Prices							
(1)	1" Oval Ring, per each	600 x	4.00	2,400.00	6.95	4,170.00	6.00	3,600.00
(2)	2" Oval Ring, per each	700 x	5.00	3,500.00	7.95	5,565.00	6.00	4,200.00
(3)	3" Slant "D" Ring, per each	300 x	7.50	2,250.00	9.95	2,985.00	6.00	1,800.00
(k)	Affixing tab seal(s) suitable for USPS mailing, per 100 pieces	2 x	5.50	11.00	10.00	20.00	2.50	5.00
(l)	Scoring, per 100 sheets	2 x	5.00	10.00	0	0	2.00	4.00
(m)	Perforations, per 100 perforations	2 x	6.00	12.00	0	0	1.50	3.00

CONTRACTOR TOTALS		\$58,368.36		\$27,768.16	\$62,941.52
DISCOUNT if any	1.000%	583.68	NET	NET	
DISCOUNTED TOTALS	AWARDED	\$57,784.68		\$27,768.16	\$62,941.52

**THIS CONTRACT IS BEING SOLICITED AS A
SMALL PURCHASE PROCUREMENT**

Page 1 of 19

Program 3857-(2/22)
Specifications by DE
Reviewed by RS

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

SHORT-RUN, FAST SCHEDULE DUPLICATING OR COLOR COPYING

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

**Various Government Agencies
in the Albuquerque, New Mexico, area**

Single Award

NOTICE TO OFFERORS: The term of this contract is for one year **and up to four option years** beginning March 1, 2017. Special attention should be directed to the following clauses in Section 1 of this contract: **"ECONOMIC PRICE ADJUSTMENT** and **"NOTIFICATION"**.

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

REQUEST FOR QUOTATION: Please review the attached specifications and **SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m.** prevailing Denver, Colorado time, on February 9, 2017.

Facsimile Telephone Number: **(303) 236-5332**

Mail To: **U.S. Government Publishing Office
Denver Regional Office
12345 W Alameda Pkwy, Ste 208
Lakewood, CO 80228**

PRODUCTION AREA: It is **assumed** that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within the commercial zone of **50-miles of Albuquerque, NM**, as defined by the Federal Motor Carrier Safety Administration (FMCSA). However, any offeror intending to use production facilities outside this area **MUST** furnish information, with the offer, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful offeror of the responsibility for compliance with these schedule requirements.

For information of a technical nature call Deb Eichfeld (303) 236-5292 x7 (no collect calls) or email to deichfeld@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:
<http://www.gpo.gov/pdfs/vendors/terms.pdf>, & <http://www.gpo.gov/pdfs/vendors/qatap.pdf>

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

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

Product Quality Levels:

- (a) Printing Attributes - Level IV.
- (b) Finishing Attributes - Level IV.
- (c) Exception - Color copying must be of good quality, must not contain background tone, and must be equal to or better than the average product produced on a 400 dpi, or finer, color copier.

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	* Camera Copy /Average Type Dimension
P-8. Halftone Match (Single/Double Impression)	* Camera Copy /Average Type Dimension

* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.

COPYING DEFINED: For the purpose of this contract, copying shall be defined as the automatic copy-processing or copier-duplicating by machines employing electrostatic, thermal, or other copying processes without the necessity of intermediate plates or masters.

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 March 01, 2017 to February 28, 2018, 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 December 2016, 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.

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

NOTIFICATION: The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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 March 01, 2017 through February 28, 2018 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

PAYMENT: The Government Publishing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**. **In addition the contractor is instructed to fax a duplicate set of these documents to the Denver GPO office. The fax number is 303-236-5332 ATTN: Procurement Technician or emailed to InfoDenver@gpo.gov.**

For the purpose of earning the discount when a prompt payment discount is offered by an offeror, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

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.

NOTICE TO OFFERORS: The offer (**SECTION 4 - SCHEDULE OF PRICES**) may be facsimile transmitted direct to GPO office.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of short run, fast schedule duplicating, scanning, CD/DVD publication, pamphlets, large format copying, cut sheet forms, and color copies.

TITLE: Short Run, Fast Schedule, Duplicating or Color Copying.

ORDERS: Approximate 30 orders per year. Some orders may have multiple items.

QUANTITY: One to 1500 or more copies. It is anticipated that most orders will be for less than 500 copies.

NUMBER OF PAGES: One to 3000 pages. Some orders may have 11 x 17" foldins included. Most orders will be for less than 300 pages. An occasional order may exceed 3,000 pages.

TRIM SIZE:

- Cover and text: Up to and including 8½ x 11". The majority of the orders will be 8½ x 11".
- Foldins: 11 x 17".
- Tab Dividers: 9 x 11" overall 8 ½ x 11" plus ½" tab
- Large format Copying: Over 11 x 17" up to 36 x 60"
- Binders: See attached specifications.

GOVERNMENT TO FURNISH: Print Orders. Camera copy consisting of line art, full color art, electronic media as below, and color visuals for format and color break. Most of the copy is to be reproduced same size or is to be reproduced at half size. The majority of the copy for the foldins will be 11 x 17". Occasionally, the copy for foldins will be up to 24 x 36" in size and will require reduction to 11 x 17".

Electronic Media: CD-ROM, DVD or similar will be provided, or at the Government's option, the data will be transmitted direct to the contractor's facility via e-mail or to contractor's FTP site. The electronic media furnished by the Government will be generated on a MAC System or a Windows platform in a variety of software formats including, but not limited to: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat PDF, QuarkXPress, Aldus Freehand, Corel Draw, Adobe PageMaker, Microsoft Publisher, Microsoft Word, Microsoft Office, and WordPerfect. NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. Contractor will be responsible for final output that is in conformance with the visuals as provided.

Fonts: Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software.

INSPECTION OF ELECTRONIC FILES: Contractor to perform a basic check, preflight of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, improper color definition, and so on. 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: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

Prior to making any revisions, the contractor must make a "copy" of the original files, and then proceed to make any revisions to the "copy" as required. Upon delivery of the printed product the contractor must provide corrected native applications files (digital deliverables) if files are modified during production. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number, and revision date, carried on copy 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.

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. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

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). Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his or her opinion, materially differs from that of the color sample(s).

The stock to be used will be indicated on each print order. All text stock used in each copy must be of a uniform shade.

TEXT:

- White Offset Book, basis weight 25 x 38", 50 lbs. per 500 sheets equal to JCP Code A60, **or at contractor's option.**
- White Bond, basis weight 17 x 22", 20 lbs. per 500 sheets equal to JCP Code G10, **or at contractor's option.**
- White Plain Copier, Xerographic, basis weight 17 x 22", 20 lbs. per 500 sheets equal to JCP Code O65.
- White Offset Book, basis weight 25 x 38", 60 lbs. per 500 sheets equal to JCP Code A60.
- Colored Writing, basis weight 17 x 22", 20 or 24 lbs. per 500 sheets equal to JCP Code D10. It is estimated that 90% of all orders requiring Colored Writing will be for 20 lb. and the remainder being for 24 lb. **or at contractor's option.**
- Colored Plain Copier, Xerographic, basis weight 17 x 22", 20 lbs. per 500 sheets equal to JCP Code O60.

COVERS & DIVIDERS:

- White or Colored Index, basis weight 25½ x 30½", 110 lbs. per 500 sheets equal to JCP Code K10. It is estimated that approximately 80% of orders for index will be on white index.
- White/Colored Vellum-Finish Cover, basis weight 20 x 26", 65 lbs. per 500 sheets equal to JCP Code L20. It is estimated that 80% of orders for Vellum-Finish will require Colored Vellum-Finish Cover.

On occasion, the Government at its option may elect to furnish stock to the contractor. The contractor will be required to overprint such furnished envelopes.

NOTE: Some publications may require both white and various colored stock throughout.

COPYING/DUPLICATING: Reproduce face only or face and back in black; and head to head or head to foot, as indicated on the print order via any suitable method that meets the quality requirements of the specifications.

Full reverse, bleed pages and a solid area over 2 sq. inches per page shall not be required.

COLOR COPYING: Color copying of any size leaf will be face only or face and back.

LARGE FORMAT PRINTING: On occasion, large format (over 17 x 11") will be required in black or full color. When ordered, these may be produced using ink jet or electrostatic printing. The minimum resolution required is 800 x 800 dpi and if ink jet printing is used.

OTHER OPERATIONS:

In addition, contractor may be required to scan the following:

- MONOCHROME SCANNING - (Small Format Scan to ASCII Conversion; Large Format up to 36" wide, Scan to TIF File (single pixel, two bit file) and TIF File/Conversion (via software).
- COLOR SCANNING - Large Format (up to 17") wide, Scan to TIF File (24 bit RGB Color TIF File). File Devices: CD-ROM/DVD.
- Scan small format b/w or color image to pdf.
- On rare occasions the contractor will be required to burn small quantities of CD's, label CD, and insert into suitable clear plastic slimline or jewel cases.
- The contractor may also be required to provide the reduction for large sized document.

MARGINS: Margins will be as indicated on the print order or furnished copy. An occasional order may have one or more pages bleeding one or more sides.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

- Cover, text, and foldins: Wire stitch in upper left corner and trim four sides, and/or gather, side-wire stitch in two places, and trim four sides.
- Comb Binding: Punch suitably for plastic comb binding, and bind text, foldins, and cover with black plastic combs of suitable capacity.
- Punch suitably and insert plastic spiral binding.
- Foldins, when ordered, will fold with two parallel accordion folds to 8½ x 11" and generally be gathered at the end of the text. On occasion, they will be inserted throughout the text.
- Drilling: When specified, drill three ¼" or ⅜" (at Government's option) diameter holes centered on the left 11" side, 4¼" center to center. Center of holes to be ⅜" from left edge of product.
- Folding when specified on the print order will consist of two parallel, letter-style folds to 3-⅔ x 8½" or one parallel fold from 8½ x 11" to 5½ x 8½".
- Hand Collating: The contractor will be allowed to charge for hand collating whenever the text matter is not of a continuous color or stock and must be run as a separate process therefore requiring hand collating.
- Shrink-wrap or kraft paper wrap in units as specified on order.
- Duplicate or create CD/DVD (including labeling of CD/DVD). An occasional order may require a Slimline dual jewel case. The disc(s) inserted into the jewel boxes must fit securely in the disc tray to prevent damage in transit.

CONSTRUCTION (TAB DIVIDERS): Tab dividers will be die-cut, 1/3rd to 1/9th cut, with ½" tab extension. They will print one side tab only. Collate into sets.

Drilling: Tab dividers may require drilling with 3 round holes, 3/8" diameter, 4¼" center to center, center of holes 7/16" from bind edge.

BINDERS: Required to fit sheets 9 x 11" (including ½" tab), punched with 3 round ¼" to ⅜" diameter holes, 4¼" center to center on 11" binding edge. Size of closed binder approximately 11½ x 10¼" to 11½".

Material: Vinyl - Virgin, nonmigratory, non-rigid, polyvinyl chloride material, meeting the following minimum specifications and/or tests:

Masland Impact test: Must withstand cracking when formed into a loop of ½" inside diameter and struck with a force of a minimum of five pounds while material is a -18°C (0°F) plus/minus -18°C (5°F).

Gage: 0.015" plus/minus 0.001".

Additives: The material shall have no additives which at temperatures of -32°C (-25°F) to +49°C (+120°F) shall bleed or in any way depart from the basic material. **Color:** White. **Grain:** Contractor's option.

Construction: Vinyl covering shall be electronically dielectrically heat sealed over No. 1 quality binders boards, 0.125" thick, plus or minus 0.0025", forming securely sealed edges all around the binder and on each side of the backbone, as hinges. The binders shall have a clear vinyl sheet on the front cover and spine open at the top to allow for inserting of cover sets. Binders boards to have smooth edges, and the

outer corners round cornered. Grain of boards must be parallel to the short dimension. The concealed metal backbone to be securely riveted to the metal loose-leaf element with no free play, by not less than two metal rivets.

Metal Loose-leaf Element (Standard - for use on up to 1" capacity binders only): Standard ring mechanism of three hard drawn steel, Slant "D" or round/oval at Government's option, ring of 1" capacity, spaced 4¼" center to center with upright opening and closing levers at each end, and spring back for uniform tension, alignment of rings, and smooth operation. The binding back with two anchors (studs) for concealed construction must be at least as wide as widest part of binding element. All exposed metal parts shall be nickel plated and corrosion resistant.

Metal Loose-leaf Element (Heavy Duty - for use on all 1½" or larger binders): Ring type with heavy duty ring mechanism of three hand drawn steel, Slant "D" or oval/round at Government's option, rings for 1½" up to 3" capacities, spaced 4¼" center to center with upright opening and closing levers and spring back for uniform tension, alignment of rings, and smooth operation. The binding back with two anchors or studs for concealed construction must be at least as wide as widest part of binding element. All exposed metal parts shall be nickel plated and corrosion resistant.

Note: The capacity of a "D" ring binder will be determined by measuring the inside of the flat side of the ring.

Sheet Lifters: Each binder may be equipped with two full length, quarter sheet sized approximately 2" size flat or rounded at the contractor's option, 0.030" thick, color at the contractor's option. All corners rounded.

Backing Plates: The backing plate consists of two pieces of at least .050" board or, at contractor's option, backing plate may be steel or plastic. One piece on each side of the attaching steel plates (may be two plates, each at least 2" long, 1" each side of the rivet top and bottom, or a single full-length plate) with the rivet inserted so that the head of each rivet head shall be completely concealed and no impression shall show on the outside backbone of the binder.

PROOFS: At the Government's option, electronically transmitted PDF "soft" proofs may be requested. When ordered, no charges will be allowed for these "soft" proofs.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

The contractor must not print prior to receipt of an "**OK to print**". Phone or approval via facsimile or e-mail is allowed.

PACKING:

Shrink-wrap or kraft paper wrap in units as specified on order.

Pack tab dividers carefully to ensure that the tab dividers are not damaged in transit.

Bulk Deliveries: Wrap (kraft paper or shrink-film) or band in suitable units and pack in shipping bundles or pack in containers as appropriate. Shipping containers are not to exceed 45 pounds gross weight.

One sample copy of the product packaged in each bundle or container must be attached, face up to the outside of the bundle or container, to identify the contents therein. At the contractor's option, when multi-page products are packaged, a sample copy of the 1st page of the product may be attached to identify the contents. When multiple bundles or containers are required to package the same

product, they must be identified (i.e. 1 of 3, 2 of 3, etc). All expenses incidental to furnishing the sample copies, used to identify bundles and containers, must be borne by the contractor.

Requirements for containers having a bursting strength of 275 pounds p.s.i. as described in GPO, Pub.310.2 is waived. Containers must however, have adequate strength to insure safe delivery and storage. Products shall not be mixed within bundles or containers.

Individual orders may require the contractor to prepare individual and/or multiple copies for mailing and may require one or more of the following:

- Insert single/multiple copies (up to 200 leaves) into furnished Wove or Kraft envelopes.
- Affix a furnished mailing label to each unit of mail packaged in envelopes.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order, the first two copies of each order must be sent for inspection to the **U.S. Government Publishing Office, Denver Regional Office, 12345 W Alameda Blvd, Lakewood, CO, Attn: Inspection Samples.**

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. Contractor will be notified of the test results only if there are deficiencies.

QUALITY ASSURANCE SAMPLES: In lieu of the two inspection samples, and in addition to the Departmental Quality Samples, the contractor may be required to submit quality assurance samples for inspection & testing for compliance to the product specifications. The print order will indicate the number of samples required, if any, and the method of selection to be used. Contractor will be required to execute a statement furnished by GPO certifying that samples were selected as directed. These copies will be paid for at the running rate bid by the contractor and their cost will not be a consideration for award. A copy of the print order/specification must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance samples. The samples 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 for reimbursement of certificate fee.

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

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

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

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. A copy of the Government furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

DISTRIBUTION: Deliver f.o.b. destination to any one of many addresses in the Albuquerque, New Mexico, area. **INSIDE DELIVERY REQUIRED.**

The delivery date indicated on the print order is the date that the completed order must be at the destination.

Upon completion of each order, all furnished material must be returned to the ordering Agency **at the address listed on the print order.** All expenses incidental to returning material must be borne by the contractor.

It is anticipated that 15% or less of the total orders may deliver to an address outside the municipalities of Albuquerque, NM. These orders are to be shipped f.o.b. contractor's city. A single shipment or several shipments scheduled for shipment on the same day to a single destination are to be sent by reimbursable traceable parcel post or small parcel carrier, **whichever method is most economical to the Government**, unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, **must be made by reimbursable U.S. Postal Service.** The contractor will be reimbursed for charges by submitting receipts with their voucher/invoice/billing.

RECEIPT FOR DELIVERY: The contractor must furnish their own receipts for delivery. **These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher/invoice for payment.**

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the address furnished on the Print Order. The subject line of this message shall be "Distribution Notice for Program 3857-S, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order.

Furnished material must be picked up from and delivered to any one of numerous in the Albuquerque, New Mexico, area. These schedules will be as follows. The schedule begins the same workday as notification of the availability of each individual print order and furnished material, if notification is made prior to 11:00 a.m. and materials are available for pickup by 12:00 noon of that day or else the schedule begins the following workday.

No definite schedule can be predetermined. However, orders will be required within two to five workdays at the Government's option. It is anticipated **that the ship/deliver date indicated on the print order is the date products must be delivered to any Albuquerque, New Mexico and/or shipped to all other addresses. On shipments to other than Albuquerque, New Mexico, delivery at destination MUST be completed within five days of shipment.**

The schedule will begin the workday after notification of the availability of the print order and furnished material.

Unscheduled material such as shipping 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.

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices bid in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce one year's work 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 under this contract.

The following item designations correspond to those listed in the "**SCHEDULE OF PRICES**".

I.	(a)	1065	IV.	(a)	6
	(b)	14		(b)	50
	(c)	189		(c)	284
	(d)	236		(d)	130
	(e)	104		(e)	250
	(f)	85		(f)	10
	(g)	15		(g)	13
	(h)	1. 5		(h)	
		2. 20		(1)	6
				(2)	50
				(i)	10
II.	(a)	1400		(j)	
	(b)	200		(1)	600
	(c)	100		(2)	700
	(d)	300		(3)	300
				(k)	2
III.	(a)	22		(l)	2
	(b)	675		(m)	2
	(c)	66			
	(d)	152			
	(e)	6			

The term of this contract is for one year and up to four option years.

Note: Assumed production area within 50-miles radius of Albuquerque, NM

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SECTION 4. – SCHEDULE OF PRICES

Offers submitted are f.o.b. destination for bulk shipments over 120 pounds and f.o.b. contractor's city for all shipments 120 pounds or less.

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. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive. Offers submitted with "NB" (No Bid), "NA" (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

Fractional parts of the quantity will be prorated.

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/invoices submitted to the agency shall be based on the most economical method of production.

I. **COMPLETE PRODUCT:** (Except for Items under II., III., and IV) Prices bid shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. (**Note: Paper prices are separate ONLY for Items I (a) through (f) the paper prices are included in all other items.**)

<u>BLACK IMAGE ONLY:</u>	<u>Running per 100 Copies</u>
(a) 8½ x 11" Cover and/or Text..... per printed side Text and cover: Under Item I (a) a charge will be allowed for each printed text or cover page (two pages make one leaf)	\$ _____
(b) 17 x 11" foldins..... per printed side Foldins: Under Item I (b) a charge will be allowed for each printed side.	\$ _____
<u>COLOR COPYING:</u>	
(c) Color copying 8½ x 11" one side only	per leaf copied \$ _____
(d) Color copying 8½ x 11" face and back	per leaf copied \$ _____
(e) Color copying 17 x 11" one side only	per leaf copied \$ _____

(Initials)

(f) Color copying 17 x 11" **face and back** per leaf copied \$ _____

NOTE: 8½ x 14" products will be priced under Items I (b), (e), and (f) above.

(g) Die cut Tab Dividers (**including** composition, die cutting, paper, collating, and inserting)..... per 100 dividers \$ _____

(h) Large Format Color using Ink Jet (4-Color) 800 dpi min resolution. The price includes the cost of paper

(1) First Print..... per square foot \$ _____

(2) Each additional print..... per square foot \$ _____

(i) Large document scan (reduction to 17 x 11")..... per square foot \$ _____

II. SCANNING: This charge is allowed only for scanning that is utilized to create electronic pdf or tiff files, **NOT** for the production of items I. (a) through (d).

(a) Scan small format b/w image to pdf..... per scan \$ _____

(b) Scan small format color image to pdf..... per scan \$ _____

(c) Monochrome Scanning (Large format)..... per scan \$ _____

(d) Color Scanning (Large format) per scan \$ _____

III. 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) ordered. The cost of any paper required for make-ready or running spoilage **must** be included in the prices bid.

Computation of the net number of leaves will be based on the following:

Text/Cover - Each page-size leaf.

8½ x 14" and 17 x 11" products - Two page-size leaves.

Page size will be determined by dividing its trim size by 94 square inches, with any fractional remainder being counted as a whole.

	<u>Per 100 leaves</u>
(a) White Offset Book, 50-lb., or Writing or Xerographic, 20-lb.....	\$ _____
(b) White Offset Book, 60-lb, or 24-lb.....	\$ _____
(c) Colored Writing or Colored Xerographic, 20-lb or 24-lb.....	\$ _____
(d) White or colored Index, 110-lb.....	\$ _____
(e) White or colored Vellum-Finish Cover, 65-lb.....	\$ _____

(Initials)

IV. ADDITIONAL OPERATIONS:

- (a) Stitching with one, or two wire stitches (as specified).. per 100 books..... \$ _____
- (b) Comb Binding, including comb..... per book..... \$ _____
- (c) Plastic spiral binding..... per book..... \$ _____
- (d) Folding..... per 100 sheets..... \$ _____
- (e) Drilling..... per 100 leaves..... \$ _____

A charge will be allowed for an additional drilling run when the distance between centers of drilled holes is less than 1-3/8 inches. Four holes will be the maximum for any one run.

- (f) Hand Collating..... per 100 leaves..... \$ _____
- (g) Wrapping or Shrink-film packaging..... per 100 leaves..... \$ _____
- (h) Burn CD/DVD (including labeling of CD & inserting into clear plastic slimline or jewel case
 - (1) Original CD/DVD per **each**..... \$ _____
 - (2) Duplicate CD/DVD per **each**..... \$ _____
- (i) Timework *..... per hour..... \$ _____

*NOTE: "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds three hours or for other than aa's will only be allowed under exceptional circumstances and must specifically authorized by the Contracting Officer using a subsequent Contract Modification(s). In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under this program.

- (j) Binder Prices
 - (1) 1" Oval Ring..... per each..... \$ _____
 - (2) 2" Oval Ring..... per each..... \$ _____
 - (3) 3" slant "D" Ring..... per each..... \$ _____
- (k) Affixing tab seal(s) suitable for USPS mailing..... per 100 pieces..... \$ _____
- (l) Scoring..... per 100 sheets..... \$ _____
- (m) Perforations..... per 100 perforations.... \$ _____

 (Initials)

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

1. Proposed carrier for pickup of Gov't Furn. Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____

2. Proposed carrier for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product..... _____
 - b. Number of hours from pickup of completed Product to delivery at destination..... _____

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:

_____ Percent, _____ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Offeror hereby acknowledges amendment(s) number(ed) _____

OFFERORS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.

OFFEROR'S NAME AND SIGNATURE: When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated. In addition a completed signed copy of the form 910 is required. Do not enter prices on GPO form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO form 910.

Offeror _____ (Contractor Code)

_____ (Street Address)

_____ (City, State)

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

_____ (Person to be contacted) _____ (Telephone Number)

_____ (E-mail address) _____ (Facsimile Number)

SAMPLE OF THE QUOTE ENVELOPE

In order to ensure proper processing of all offers the following information is suggested on all quote envelopes.

Program Number **3857-SP**
From: _____
Address: _____

Postage
Stamp
Required
Here

Offer Enclosed

Offers will be received until
February 10, 2017 at **11 A.M.**
prevailing Denver time.

U.S. Government Publishing Office
Denver Regional Office
12345 West Alameda Parkway, Suite 208
Lakewood CO 80228-2842