

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Directive and Procedures Printing Program

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

Department of Housing and Urban Development

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning January 1, 2009 and ending December 31, 2009, plus up to one (1) optional 12-month extension period that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on December 2, 2008.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, 36 H Street NW, Room C-161, Stop: PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX NO. (202) 512-1782. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information with the bid 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 bidder of the responsibility for compliance with these schedule requirements.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>.

For information of a technical nature Marty Janney at (202) 512-1164 (No collect calls).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (Rev. 8-02)).

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

**Product Quality Levels:**

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

**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

**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 two (2) 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 January 1, 2009 to December 31, 2010, 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 September 30, 2008, 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 pre-award 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 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 January 1, 2009 through December 31, 2010, plus for such additional period(s) as the contract is extended. All Print Orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any Print Order. A Print Order shall be "issued", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**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.

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of self-covered books, pamphlets, and face-only or face and back letters/forms requiring such operations as making reproducible, printing, binding, packing, mail-merging and distribution.

**TITLE:** Directive and Procedures Printing Program

The projected frequency of orders, quantities, and page counts indicated below are based on historical data, projections, and trends and should not be construed as a guarantee of the volume of work which will be ordered during the term of the contract. Contract requirements have been known to fluctuate from year to year.

**FREQUENCY OF ORDERS:** Up to approximately 10 orders per month. Up to 5 orders may be placed on a single workday. There may be some months when no orders are placed.

**QUANTITY:** Approximately 100 to 9,000 copies per order, with an average of 4,600 copies per order.

**NUMBER OF PAGES:** Approximately 2 to 36 pages per order. An occasional order may have up to 200 pages.

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

**GOVERNMENT TO FURNISH:** Camera copy consisting of text and/or line art to be reproduced at various focuses, including copy to be used for reproduction of "Postage-and-Fees-Paid" permit imprint and departmental return address. Furnished electronic media will be in the form of CD-ROM's. Microsoft Word files containing letterhead, letter body, and signature files **may** be supplied separately to be compiled by contractor into a complete letter. Excel file(s) containing distribution information is to be used as the database for variable data printing and mail-merge data source. Files may at the government's option be delivered to the contractor via e-mail.

At the Government's option, recipient addresses for distribution under this contract will be furnished in any combination of the following formats:

Addresses will be furnished electronically on approximately 70 percent of all orders. Addresses will be furnished in Excel spreadsheets or in ASCII format. At contractor's option, reproduce address labels or print addresses directly onto copies and/or envelopes, bags, bundles, and containers. Quantities for mailing multiple copies will be indicated on the labels when output. File format will be ASCII.

Addresses may also be furnished as preaddressed, pressure-sensitive 3-1/2 x 15/16" labels, mounted on 4-3/4" wide, marginally-punched, continuous backing sheets. Labels are not ZIP code sorted. Labels have quantities indicated thereon.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of Blue Labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, 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 products in accordance with these specifications.

**REPRODUCIBLES:** The contractor must make all reproducibles required. Reproducibles may be destroyed 30 days after distribution of each order.

**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. 11" dated February 1999.

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

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Writing, basis weight: 20 lb. per 500 sheets, 25 x 38", equal to JCP Code D10

White 25% Rag Bond, basis weight: 24 lb. per 500 sheets, 25 x 38", equal to JCP Code G45

White Wove or Writing envelopes, basis weight: 24 lb. per 500 sheets, 25 x 38", equal to JCP Code V20

**PRINTING:** Print head-to-head, head-to-foot, or head-to-side in black ink, as required.

In addition, contractor may be required to furnish and print envelopes (9 x 12" kraft) in black ink. Contractor must include charges for this operation under line Item III. (b) in the "SCHEDULE OF PRICES".

**MAIL-MERGE AND VARIABLE DATA PRINTING:**

Contractor to insert Date as specified on the Print Order to letters/forms.

Contractor to utilize government-supplied Excel file as data source to:

Insert/merge & print recipient's Name on letters/forms as part of the salutation,

Insert/merge & print recipient's Name and Address on letters/forms as inside address and recipient's Name on letters/forms as part of the salutation; &/or insert/merge & print information in additional fields as specified;and/or Mail-merge individual Names and Addresses to standard #10 business-size envelopes when specified on Print Order. Recipient's Name and Address on letter/form MUST MATCH recipient Name and Address on the envelope.

**MARGINS:** Head: 3/4"; Bind: 3/4"; unless otherwise indicated.

**BINDING:** Bind as indicated on the Print Order. Various binding styles will be ordered as follows:

Looseleaf Products: Trim four (4) sides or trim four (4) sides and wire stitch with one (1) stitch in upper left corner or two (2) as indicated on the Print Order.

Four-page products: Fold from 17 x 11" to 8-1/2 x 11" and trim three (3) sides.

Saddle-wire stitch in two places, and trim three sides or at contractor's option, paste on fold. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. An occasional order may require a perforation on the fold. When required, perforate on fold two teeth per inch with 1/4" ties.

Additional Operations:

Drilling: Majority of orders (approximately 98 percent) require drilling three (3), 3/8"-diameter holes, centered on the left side, 4-1/4" center-to-center. Center of holes to be 3/8" from left edge of product.

**Additional Folding:** Unless otherwise indicated on the Print Order, fold all single self-mailers to 8-1/2 x 5-1/2". Seal 8-1/2" open side with two (2) perforated tab seals with mailing indicia out. Quantities will be indicated on the Print Order. NOTE: NOT ALL COPIES WITH PERMIT IMPRINT WILL FOLD IN THIS MANNER.

**Shrink-Wrap:** In quantities specified on the Print Order.

**Folding Letters/Forms:** Fold letters/forms to approximately 8-1/2 x 3-2/3" with two (2) parallel wraparound folds, name and address in for insertion into 4-1/8 x 9-1/2" standard business envelope, as specified on the Print Order; or fold letters/forms to approximately 8-1/2 x 3-2/3" with two (2) parallel accordion folds, name and address out for insertion into 4-1/8 x 9-1/2" business window envelope, as specified on the Print Order.

**PACKING:** Occasionally, a series consisting of two (2) to six (6) publications will be ordered on different Print Orders, but the publications must be combined and packaged together for mailing as a single unit. When required, charges for combining and packing the publications shall be invoiced to one (1) specified Print Order and charged under Line Item II. (c) in the "SCHEDULE OF PRICES".

**Bulk Shipments (other than by mail):** Pack in shipping containers, not to exceed 27 pounds when fully packed. Pallets or skids are required for all destinations receiving 10 or more shipping containers.

**Internal Delivery.** Labels marked "INTERNAL DELIVERY TO HUD", will be used for deliveries made within the Department. These labels do not contain a complete mailing address and cannot be sent to the Post Office.

1. One or more printed copies, according to the number of copies indicated on the label, should be inserted into kraft envelopes or shipping bags as appropriate.
2. Envelopes and shipping bags should then be packed into shipping containers marked "OPEN AND DISTRIBUTE IMMEDIATELY, INTERNAL HQ MAIL ENCLOSED", and delivered to U.S. Department of Housing and Urban Development, CENTRAL MAIL ROOM, ROOM B-133, 451 7th Street, SW, Washington, DC 20410.

**Mailed Shipments:**

Single copies shall be mailed as self-mailers, or inserted into kraft envelopes as indicated on Print Order, or inserted into standard 4-1/8 x 9-1/2" business envelope, or into 4-1/8 x 9-1/2" business window envelope.

Insert multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 24 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 lbs.) or packed in small shipping containers (maximum gross weight 27 lbs.)

#### **LABELING AND MARKING:**

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

**Internal Delivery.** Create and/or affix labels marked "INTERNAL DELIVERY TO HUD", to envelopes for deliveries made within the Department. These labels do not contain a complete mailing address and cannot be sent to the Post Office. (See *PACKING* on page 6.)

**Mailed Shipments** - Create and/or affix a recipient address label to each copy mailed singly as a self-mailer and/or to each unit of mail packaged in envelopes, cushioned shipping bags, shipping bundles, and containers. Contractor to print departmental return address on each unit of mail. Contractor to mail-merge individual Names and Addresses to standard #10 business-size envelopes when specified on Print Order.

Housing and Urban Development (HUD) G-51 Mail Permit will be furnished as camera copy for the applicable class of mail: FIRST or STANDARD Class mail will be used for single-copy destinations and Media Class for multi-copy destinations. Exact instructions will be stated on the Print Order when there are exceptions to these requirements.

The contractor will be required to produce "Postage-and-Fees-Paid" permit imprint and departmental return address from furnished camera copy, when specified on the Print Order.

**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>Books</u> Number of <u>Sublots</u>
500 - 3,200	50
35,001 and over	200
10,001 - 35,000	125

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 to: Department of Housing & Urban Development, Distribution Center, Receiving Platform, 451 7th Street, SW, Washington, DC 20410.

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

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit Quality Assurance Random Copies to test for compliance against the specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the Quality Assurance Random Copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Print Order must be included.

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

**DISTRIBUTION:** Deliver f.o.b. destination to: Department of Housing & Urban Development, Distribution Center, Receiving Platform, 451 7th Street, SW, Washington, DC 20410 and up to approximately three (3) additional addresses within the commercial zone of Washington, DC.

For all deliveries to HUD, 451 7th Street, SW, Washington, DC--Contractor to provide the following information at least (24 or 48) hours prior to delivery to HUD: Name of Delivering Company; Company Contact and Telephone Number; Date and expected time of arrival; Name, Social Security Number, and Date of Birth of delivery person(s). Fax the information to Paulette Gordon at 202-401-2565 and confirm it by telephone at 202-708-0614 x. 7183. The maximum

receiving platform clearance is 55' length and 12'6" height.

Mail balance f.o.b. contractor's city. Complete addresses and quantities will be furnished with each order.

On orders furnishing a "CASS" Certified Mailing List (either hard copy or electronic media), contractor must presort and package mail in accordance with Postal Service Zip+4 barcoding regulations to obtain the maximum discount for the class of mail requested.

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with the voucher for billing. Mail via reimbursable postage to approximately 4 – 5,000 locations nationwide as specified on the Print Order.

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

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

*NOTE:* A copy of the Mailing Certificate showing total cost of mailing must also be forwarded to: Department of Housing & Urban Development, Attn: John Nemeth, Room B-100, 451 7th Street, SW, Washington, DC 20410.

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

Upon completion of each order, all furnished material and three sample copies must be returned to the address and printing specialist that is referenced on the Print Order.

All expenses incidental to returning materials 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).

Furnished material must be picked up from and delivered to: Department of Housing & Urban Development, Printing Branch, Room B-100, 451 7th Street, SW, Washington, DC 20410.

No definite schedule for pickup of material can be predetermined.

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.

Orders up to 10,000 total impressions or less must be delivered within 48 hours (2 workdays).

Contractor must make complete production and distribution of orders requiring up to 300,000 pages (printed or blank) within five (5) workdays.

Contractor will be allowed one (1) additional workday for the production and distribution of each additional 100,000 pages (printed or blank) or fraction thereof.

The maximum number of days allowed for any order is 10 workdays.

The ship/deliver date indicated on the Print Order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified and all shipments mailed f.o.b. contractor's city must be delivered to the Post Office.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0520; callers outside the Washington, DC area may call toll free (800) 424-9471 or by email *to*: [compliance@gpo.gov](mailto:compliance@gpo.gov).

**SECTION 3. - DETERMINATION OF AWARD**

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

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

<b>I.</b>	<b>(1)</b>	<b>(2)</b>
1. (a)	270	1359
(b)	6	28
(c)	8	1

<b>II.</b> (a)	1
(b)	1
(c)	1
(d)	1

<b>III.</b> (a)	47
(b)	1
(c)	1
(d)	626
(e)	1289
(f)	1

<b>IV.</b> (a)	674
(b)	61,512
(c)	276
(d)	1

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

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

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

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

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

Fractional parts of 100 or 1,000 will be prorated at the per 100 or per 1,000 rate.

A charge will be allowed for each page, whether printed or blank. Unless specifically ordered otherwise, no more than three (3) blank pages shall be permitted at the end of the text for saddle stitched products.

**I. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials (excluding paper) and operations necessary for the complete printing and binding (including drilling) of the products listed in accordance with these specifications, excluding items listed under III. ADDITIONAL OPERATIONS.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Looseleaf products (1 or 2 stitches) (trimmed 4 sides). per page .....	\$ _____	\$ _____
(b) 4-page products (trimmed 3 sides).....per product .....	\$ _____	\$ _____
(c) Saddle-stitched products..... per page .....	\$ _____	\$ _____

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

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 leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on each page-size being one leaf.

Per 1,000 leaves

- (a) White Offset Book (60 lb.), equal to JCP Code A60 ..... \$ \_\_\_\_\_
- (b) White Writing (20 lb.), equal to JCP Code D10 ..... \$ \_\_\_\_\_
- (c) White 25% Rag Bond (24 lb.), equal to JCP Code G45 ..... \$ \_\_\_\_\_
- (d) White Wove or Writing envelopes (24 lb.), equal to JCP Code V20 ..... \$ \_\_\_\_\_

**III. ADDITIONAL OPERATIONS:**

- (a) Additional folding to 8-1/2 x 5-1/2" and sealing  
with two (2) perforated tab seals..... per 100 copies..... \$ \_\_\_\_\_
- (b) Fold letters/forms to 8-1/2 x 3-2/3" with two (2) parallel wraparound  
or accordion folds, and insert into envelopes ..... per 100 envelopes..... \$ \_\_\_\_\_
- (c) Shrink-film wrapping..... per 100 packages..... \$ \_\_\_\_\_
- (d) Combining publication series  
(up to 6 publications) ..... per 100 units..... \$ \_\_\_\_\_
- (e) Side wire stitching with one or two stitches (as specified) ..... per 100 books/pamphlets... \$ \_\_\_\_\_
- (f) Perforating on the fold for saddle-stitched products..... per 100 leaves..... \$ \_\_\_\_\_

**IV. PACKING (Bulk or Mail Shipments):**

- (a) Creating and/or affixing labels ..... per 100 copies..... \$ \_\_\_\_\_
- (b) Single or multiple copies in kraft envelope (up to 200 leaves) including printing. per envelope \$ \_\_\_\_\_
- (c) Quantities over 200 leaves, up to 24-lbs., wrapped in shipping  
bundles or packed in small shipping containers ..... per shipping containers..... \$ \_\_\_\_\_
- (c) Mail-merge individual Names and Addresses to  
standard #10 business-size envelopes ..... per 1000 envelopes ..... \$ \_\_\_\_\_

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

My production facilities are located within the assumed area of production..... \_\_\_\_\_yes \_\_\_\_\_no

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

1. Proposed carrier(s) for pickup of Government Furnished 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(s) 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 ..... \_\_\_\_\_

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

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at: Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "SECTION 4.- SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two (2) copies (original and one (1) exact duplicate) of the "SCHEDULE OF PRICES" with two (2) copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

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

By \_\_\_\_\_

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

\_\_\_\_\_  
(Person to be contacted) (Telephone Number) (Fax Number)