

U.S. GOVERNMENT PRINTING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Departmental Letterhead and Envelope Printing

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

U.S. Department of the Interior

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning November 1, 2004 and ending October 31, 2005, plus up to four 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.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on October 25, 2004.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street, N.W., Room C-161, Stop PPSB, Washington, DC 20404. 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.

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

For information of a technical nature call Michael Sebold (202) 512-0302 (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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- 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	Camera Copy, Govt. Furnished Films
P-9. Solid and Screen Tint Color Match	Pantone Matching System Color

**SUBCONTRACTING:** The predominant production function may be either printing letterheads and/or envelopes. Bidder who must subcontract both operations will be declared non-responsible.

**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 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 the beginning of the contract to October 31, 2005 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 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 July 31, 2004, 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.

**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 November 1, 2004 through October 31, 2005, 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.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of letterhead stationary (Bond or Writing) and envelopes, requiring such operations as composition, making films, printing, trimming, packing and distribution.

**TITLE:** Departmental Letterhead and Envelope Printing

**FREQUENCY OF ORDERS:** Approximately 260 orders per year. An order may consist of letterheads and/or envelopes and/or blank sheets.

**QUANTITY:** For letterhead printing on bond stock, approximately 500 to 200,000 copies per order. For letterhead printing on writing stock, approximately 500 to 25,000 copies per order. For envelope orders approximately 1,000 to 100,000 envelopes. Most orders will be for approximately 1,000 to 10,000 copies. An occasional order may be for unprinted second sheets only.

**NUMBER OF PAGES:** Letterheads and envelopes print one side only.

**QUANTITY VARIATION ALLOWED:** Unless otherwise specified on the print order, plus or minus 1% variation will be allowed for each order, not to exceed 25,000 forms. Shipping instructions for any overs will be indicated with each print order.

**TRIM SIZE:** Letterhead & unprinted second sheets: 8-1/2 x 11".  
Envelopes with or without windows: 4-1/8 x 9-1/2" and/or 3-7/8 x 8-7/8" finished size. The majority of envelopes will be for the 4-1/8 x 9-1/2" size.

**FACSIMILE:** See facsimile (Attachment "B") of these specifications. This Facsimile is considered to be similar to the product(s) which will be ordered under these specifications. However, it cannot be guaranteed that future orders will correspond exactly to this facsimile.

**GOVERNMENT TO FURNISH:** Camera copy; or film negatives for reprints; and/or manuscript copy for address corrections.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 06/03) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**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.

**COMPOSITION:** Approximately 90% of the orders will require the contractor to set from one to six lines of type and position Interior Seal. The contractor must reset any reprint copy which is of poor quality.

The following specifications are for the letterheads, follow the copy for envelopes.

**Seal -** The official Seal of the department will be 1 inch in diameter and will appear in the upper left corner of the page, 1/2 inch from the top and 3/4 inch from the left side. An additional anniversary logo may also be used.

**First Line -** "United States Department of the Interior" is centered on 8-1/2 inches, left to right in one line and must be the top line. It must be in upper and lower case, 18-point, and positioned 3/4 inch from the top of the page.

Line two - Will contain the name of the bureau or office and must be set in all caps, 12-point. Line two will be centered and positioned 1/4 inch below line one.

Additional Lines - May contain further bureau identification, including the street address, city, state, and mandatory zip code. Lines must be set in upper and lower case, 10-point. Line three will be positioned 1/16 inch from below line two. Lines four, five, etc. if used will be 1/16 inch from line three and 1/16 inch from each other. All lines of type will be centered left to right on the page.

"In Reply Refer To" - If the phrase "In Reply Refer To" is requested it will be set in all caps, 6-point type on one line and centered 1/8 inch beneath the Departmental Seal.

Typefaces and Sizes: Type must be an exact match to Times Roman 5-point up to 20-point (upper and lower case) set solid or leaded, when indicated on the print order.

Note: The contractor shall review all print orders, camera ready copy or films submitted for compliance with these specifications. Before printing, all discrepancies shall be brought to the attention of the requesting agency. **The ordering agencies are located nationwide and may require extensive telephone calls to clarify orders. In addition, the GPO must be notified and faxed copies of all Print Orders received which have a duplicate or missing Print Order Number and/or ship dates, this may also require many follow up phone calls. The contractor must maintain an excellent record keeping system in order to perform this contract.**

Contractor will be responsible for proofreading any type set.

FILMS: The contractor must make all films required. Reproduce camera copy same size. On occasion, separate copy may be furnished for the Departmental Seal which may or may not require a reduction and is to be stripped in.

Films may be opaqued on either the emulsion or non-emulsion side.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

PROOFS: None required.

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.

Recovered Materials (Cotton/Linen), also called Fiber Content Paper, means paper that contains a minimum of 25 percent and up to 100 percent cellulose fibers derived from lint cotton, cotton linters, and cotton or linen cloth cuttings. It is also known as rag content paper or rag paper.

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).

The paper to be used will be indicated on each print order as either bond or writing or a combination of both with or without envelopes or envelopes alone.

Letterheads:

White Recycled 25% Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G45.

White and Colored (blue, green, pink, salmon, yellow) Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

Envelopes:

White Writing or Wove, O.S.G., basis weight 17 x 22", 20-24 lbs. per 500 sheets containing a minimum of 50% waste paper.

Bursting strength: Average, not less than (20 lb/in<sup>2</sup>)

Opacity: Average, not less than 86%.

Writing quality: Characters written with pen and ink shall be clear cut and free from excessive feathering.

Color, finish, and cleanliness: Envelopes shall conform to the standard sample as adopted by the Joint Committee on Printing.

PRINTING: Letterheads and envelopes print one side only in an exact match of Pantone 281 or black ink as indicated on print order.

Blank sheets - an occasional order may require contractor to provide blank second sheets.

AGENCY NOTE: The overprinting of any unauthorized logos or slogans on stationary, or other unauthorized matter, regardless of office or bureau location, is strictly prohibited without written approval from the Chief, Information Officer, Department of the Interior.

MARGINS: Margins will be as indicated on the print order or furnished copy. Some letterheads may have hairline fold marks which bleed off the 11" or left edge of the page.

TRIMMING: Trim all letterheads and blank second sheets four sides to 8-1/2 x 11". All letterheads (either bond or writing or combination of both) must be in exact register with each other.

ENVELOPE CONSTRUCTION: Open side, diagonal seams, high cut, water-soluble gummed flap. The flap adhesive shall be capable of being quickly and securely sealed using 5 pounds pressure after moistening. When opened not less than 15 seconds or more than 20 seconds after sealing, the flap shall pull fibers from the body of the envelope over the entire adhesive area.

Window envelopes have a transparent or clear glassine covered (rectangle) window 1-1/8 x 4-1/2" to 1-1/4 x 4-3/4" positioned 3/4" from the left and 1/2" from the bottom edge.

PACKING: Wrap (kraft paper or shrink-film) letterheads and/or second sheets in units of 500. If kraft paper wrapped, contractor to attach sample copy, face up, on the outside of each package. Envelopes are to be boxed in units of 500. Pack in shipping containers.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot. 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</u> <u>Ordered</u>	<u>Books</u> <u>Number of</u> <u>Sub-lots</u>	<u>Quantity</u> <u>Ordered</u>	<u>Forms</u> <u>Number of</u> <u>Sub-lots</u>
500 - 3,200	50	12,000 -35,000	125
3,201 – 10,000	80	35,001 and over	200
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 to the address receiving the largest number of copies.

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 sub-lots and select a copy from a different general area of each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

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

#### DISTRIBUTION:

Ship all shipments over 120 lbs. (which are to be delivered within the continental U.S.) f.o.b. destination (shipping charges to be charged under "Contract Schedule of Prices") and mail shipments under 120 lbs. and/or shipments outside the continental U.S. (such as Alaska, Hawaii, etc.) f.o.b. contractor's city.

Inside delivery to all destinations is required.

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 mailed by reimbursable parcel post unless otherwise instructed. Shipments totaling 120 pounds or more to destinations outside the continental U.S. (such as Alaska, Hawaii, etc.) are to ship reimbursable by the method of shipment stated on the print order. The contractor will be reimbursed for reimbursable freight cost by submitting receipts with the voucher for billing.

When required on the Print Order, shipments shall be made by reimbursable traceable small parcel carrier. Contractor will be reimbursed for shipping charges by submitting paid receipts with the voucher for billing.

Unless otherwise instructed, upon completion of each order all furnished materials and films made must be held by the contractor for future reprints. At the end of the contract period, if the current contractor is not again the successful bidder, the contractor is required to request disposition instructions for this material.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

**METHOD OF SHIPMENT:** The contractor shall ship by any reasonable method to insure prompt delivery at destinations. Shipments must be made direct to the destination stated in the specifications. Unless otherwise indicated, truck deliveries must be made at the point of destination between the hours of 8 a.m. and 3:30 p.m., local time, on workdays.

**SHIPPING CHARGES:**

Bidders are to offer a price for shipping to the various Federal Printing Regions (see Attachment A for map). The prices offered, as applicable, will be applied to the weight of the ordered quantity.

The contract prices, plus the shipping charges offered, cover costs of delivery to all f.o.b. destination locations within the various States and the District of Columbia. All consignments to destinations within the commercial zone (as defined by the I.C.C.) of the municipality in which the contractor's plant is located must be delivered by the specified date at the contractor's expense.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for the placement of orders can be predetermined. Furnished material will be mailed f.o.b. contractor's plant. The time consumed in mailing will be factored into the production schedule indicated on the print order. At the agencies option, orders for which the contractor already has reproducible on hand may be sent via facsimile transmission to the contractor and the contractor must have the capabilities to receive orders in this way.

Note: Orders will be sent to the contractor from many different Interior Bureaus and many offices within each Bureau throughout the United States. The contractor must establish and maintain a strict record keeping system to track all orders received, this system must also include the date of receipt and the date of completion of each order.

The following schedule begins the workday after receipt of print order either by mail or via facsimile transmission; the workday after notification will be the first workday of the schedule.

Complete production, shipping and/or mailing must be made within 10 workdays for individual orders up to 100,000 copies. Orders over 100,000 copies will be allowed two additional workdays.

Delivery for all shipments over 120 lbs. must be made within five workdays from date of shipment.

Note: If an individual print order or orders (GPO Form 2511) are received from ordering agencies without a ship/mail date indicated or if less than the 10 workday schedule is indicated on the print order, the contractor must immediately contact the GPO so that the per contract ship date can be established. Telephone GPO, Agency Publishing Services, Team 5 at (202) 512-0302 or FAX the information to (202) 512-1368/1081/1091 Attn: Michael Sebold. The contractor must also notify GPO if ever a duplicate or previously used print order number is received.

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 must notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

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 under this contract for a like period of time.

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

	(1)	(2)
I. (a)	152	1,170
(b)	108	900
II. (a)	1,107	
(b)	9	
(c)	54	
(d)	810	
(e)	90	
III.		
(a)	14	
(b)	2	
(c)	54	
(d)	6	
(e)	5	
(f)	6	
(g)	8	
(h)	5	
(i)	1	
(j)	5	

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for mailed shipments under 120 lbs. and/or shipments outside the continental United States and f.o.b. destination for all shipments over 120 lbs. within the continental United States.

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 non-responsive.

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.

Cost of all required paper must be charged under Item II.

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

I. COMPOSITION, FILM, PRINTING, TRIMMING AND PACKING: Prices must be all inclusive, including composition and film making if needed, press makeready and setup, ink, printing, trimming and packing. The cost of all required paper/envelopes must be charged under item II.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Letterheads printing in a single ink color .....	\$ _____	\$ _____
(b) Envelopes printing in a single ink color .....	\$ _____	\$ _____

\_\_\_\_\_  
(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 or envelopes furnished for the product(s) ordered. 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 the following:

Letterhead- Each trim-size 8-1/2 x 11" leaf.

	<u>Per 1,000 leaves</u>
(a) White Recycled 25% Rag Bond (20-lb.).....	\$ _____
(b) White Writing (20-lb.) .....	\$ _____
(c) Colored Writing (20-lb.).....	\$ _____
<u>Per 1,000 envelopes</u>	
(d) White Envelopes 4-1/8 x 9-1/2" and/or 3-7/8 x 8-7/8" .....	\$ _____
(e) White Window Envelopes 1-1/8 x 4-1/2" to 1-1/4 x 4-3/4" window 4-1/8 x 9-1/2" and/or 3-7/8 x 8-7/8" .....	\$ _____

III. SHIPPING CHARGES: The following charges cover the cost of shipping to destinations within each of the ten zones. Charges must be submitted in the order and manner requested; minimum charges will not be accepted.

Shipments of 120 pounds or less are to be made by U.S. Postal Service reimbursable (proof of shipment required) or as instructed on the print order. Bidder must offer "a per cwt (100 lb)" charge for each Regional Area listed on Exhibit Page "A". Fractional parts of 100 lb. shipment will be prorated at the "per cwt" rate.

	<u>Shipments over 120 LBS.</u>	<u>Shipped To Regional Area</u>
(a) Cost per cwt.....	\$ _____	1
(b) Cost per cwt .....	\$ _____	2
(c) Cost per cwt.....	\$ _____	3
(d) Cost per cwt .....	\$ _____	4
(e) Cost per cwt.....	\$ _____	5

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

Shipments over

Shipped To

	120 LBS. _____	Regional <u>Area</u>
(f) Cost per cwt .....	\$ _____	6
(g) Cost per cwt .....	\$ _____	7
(h) Cost per cwt .....	\$ _____	8
(i) Cost per cwt .....	\$ _____	9
(j) Cost per cwt .....	\$ _____	10

Note: Failure to offer a shipping charge to any zone will eliminate a bidder from consideration for award.

TYPEFACES: If manufacturers generic equivalent typefaces are proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the equivalent typeface and composing machine to be used.

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 copies (original and one exact duplicate) of the "Schedule of Prices" with two 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 \_\_\_\_\_

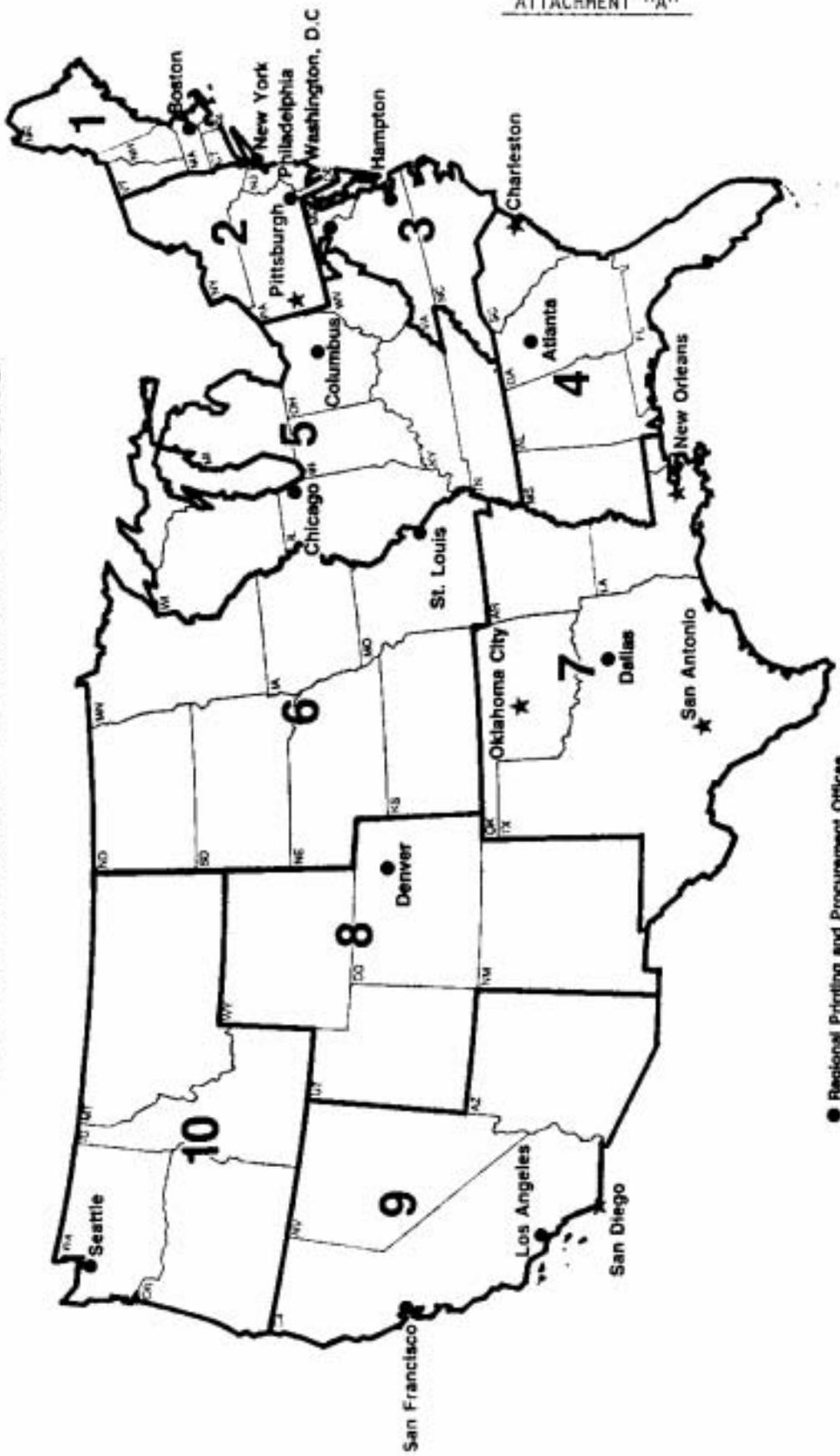
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

# REVISED FEDERAL PRINTING REGIONS

ATTACHMENT "A"



- Regional Printing and Procurement Offices
- ★ Satellite Procurement Offices



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

ATTACHMENT "B"

Prog. C686-S