

QUOTATION REQUEST

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

GUARD DETAIL

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

Department of the Army

Single Award

CONTRACT TERM: The term of this contract is for the period beginning January 1, 2009, and ending December 31, 2009, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS QUOTATION REQUEST:

DISPUTES CLAUSE, Page 2
ELECTRONIC PREPRESS, Page 6
PROOFS, Pages 6 and 7

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under the contract **must be located within a 100-mile radius of zero milestone** of Jackson, MS.

NOTE: DIRECT ALL QUESTIONS CONCERNING THESE SPECIFICATIONS TO DEB CHRISTMAS, (404) 605-9160, EXT. 103, OR E-MAIL dchristmas@gpo.gov. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – DENISE VAN DORN, (404) 605-9160, EXT. 110, OR E-MAIL ovandorn@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<http://winapps.access.gpo.gov/ppd/abstracts/atlanta/default.asp>),
or you may **FAX request** to (404) 605-9185/9186.

This is a Small Purchase Term Contract. Quotes may be submitted via telephonic facsimile machine (FAX – 404-605-9185/9186) or mailed to the Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318. GPO 910 Form is NOT required. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>.

To submit a quote, bidders must execute and submit the "Schedule of Prices" (pages 13 and 14).

Quotes must be received prior to the specified time in order to be considered.

Quotes due by 11:00 a.m., prevailing Atlanta, GA, time, on December 9, 2008.

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 (revised August 2002)).

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at 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.

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.

The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>	<u>*Alternate Standard</u>
P-7. Type Quality and Uniformity	OK'd Proofs	File Output
P-10. Process Color Match	OK'd Proofs	File Setup

*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

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.

OPTION TO EXTEND THE CONTRACT TERM: 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 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five 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 periodic pricing revision.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

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

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.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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, 2009, 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.

PAYMENT: Submit all billing to: Comptroller, Stop FMCE, Office Of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO web site for more information.)

CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGE 14.

Additionally, the contractor is required to submit a photocopy of the billing, along with one printed sample, to GPO, ARPPO, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-2542 ATTN: Program No. 2411 Sample. (Failure to do so may result in nonpayment.)

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a self-cover, saddle-stitched publication requiring such operations as electronic prepress, proofs, four-color process printing, binding, packing, and distribution.

TITLE: GUARD DETAIL.

Although this is an option year contract, all estimates, averages, etc., are based upon one year's production.

FREQUENCY OF ORDERS: Approximately 3 orders per year.

QUANTITY: Approximately 12,000 to 15,000 copies per order.

NUMBER OF PAGES: Approximately 24 to 40 pages per order.

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

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: IBM compatible, using Windows XP or later.

Storage Media: Files will be uploaded to a contractor maintained FTP* site.

In the event the **Government** is unable to utilize the contractor's ftp site, the files will be furnished on either a CD-R or USB 1GB FlashDrive (by Simple Tech).

*Contractor must establish a site to which the Government can FTP files. Contractor must provide a Uniform Resource Locator (URL) to upload files to – i.e. <ftp.contractor.com>. Contractor must set the Government's user ID and password, and provide the name of the remote site folder to upload to, if applicable.

Software: All files furnished for the publication will be Press Quality PDF. Contractor must have ability to edit PDF files.

Additionally, mailing addresses will be furnished in three MS Excel files that will be uploaded to the contractor's FTP site, or contained on the same CD-R or FlashDrive. Contractor is to run, print, and affix addresses to self-mailers. Addresses are in zip code sequence.

Fonts: Fonts are embedded and/or embedded subset. **NOTE: In the event all fonts have not been embedded (a font and/or fonts are missing), contractor is to notify GPO immediately (404-605-9160, EXT. 103).**

Color: Colors identified as one or more of the following: CMYK, PMS/spot color, RGB; contractor to convert all colors to CMYK. **Contractor is required to call GPO immediately with any questions or concerns regarding color conversions (404-605-9160, Ext. 103).**

Output: High resolution output required: minimum 150 line screen.

Additional Information:

A color visual of the furnished electronic files will be provided.

Contractor to create all bleed margins.

Low resolution images may be provided.

NOTE: The contractor is not to request that files be converted to a different format. If contractor wishes to convert files to a different format, the final output must be at the same or higher quality.

Print orders.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

Performance Records: A Facsimile Transmission Sheet will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.

Identification markings such as register marks or commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in electronic media, 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.

Contractor must have capability to download files from contractor maintained FTP site. **Contractor must notify agency via e-mail as soon as files are received.**

ELECTRONIC PREPRESS: Immediately upon receipt of GFM and prior to image processing, the contractor shall perform an in-depth preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. This preflight check is to include: accurate identification of all fonts used and/or missing fonts, identification of colors used within file, and any errors, media damage or data corruption that might interfere with proper file image processing. **All problems must be reported to the term contract section, Atlanta RPPO, (404) 605-9160, ext. 103.**

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

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

FILMS: Films are not required; however, newsletters must be produced using the printing method. High resolution digital printing (computer to plate) is acceptable **as long as Quality Level III is maintained.** Inkjet printing or color copying (toner) is not acceptable. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films.

If the contractor chooses to produce films, he/she may destroy them 30 days after delivery of the finished product.

It is anticipated that illustrations will constitute approximately 30% of the printed space over the term of the contract. All halftones are to be 150-line screen. Illustrations will be an integral part of the electronic media, and no additional charge will be allowed.

PROOFS: One set of digital **CONTENT** proofs* created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up),

imaged face and back and trimmed, folded, and stapled to the finished size of the product. *NOTE: Content proof is for content only and may not show actual quality/resolution.

IF PRINTING VIA OFFSET PRINTING: Digital one-piece composite color **CONTRACT**** proofs (i.e. Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) are required created using the same Raster Image Processor (RIP) that will be used to produce the product. 150-line screen is required for all screens, halftones and CMYK printing; remainder, 2400 DPI is required. Proofs must have all elements in proper position (indicate margins). Proofs will be used for color match on the press and must show dot structure. Sublimation, inkjet, photographic, and overlay proofs are not acceptable. The make and model number of the proofing system utilized shall be furnished with the proofs.

IF PRINTING VIA DIGITAL PRINTING - iGen3 or equal: One complete high resolution digital color **CONTRACT**** proof (i.e. prior to production sample) created using the same output device that will be used to produce the final printed product. Proof shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product. Proof will be used for color match on the press and must show dot structure.

****It is understood that the contract proof supplied under this contract will match the final printed product.**

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

Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print".

NOTE: Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval.

Submit proofs, together with all electronic media, to: Sandy Ates, USP & FO (NGMS-CSP), 1410 Riverside Drive, P.O. Box 5027, Jackson, MS 39296-5027.

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 February 2008.

All paper used in each copy must be of a uniform shade. **All coated paper must have the grain parallel to the spine and must not crack on fold. Additionally, the product MUST lay flat when closed.**

White Litho (Gloss) Coated Book, grammage 105 g/m² (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A180.

PRINTING: Print head-to-head in four-color process.

Publication must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units). High resolution digital printing (computer to plate) or digital printing with a minimum resolution of 600 x 600 dpi [8 bit depth resolution (i.e. Xerox iGen3 or equal)] is acceptable as long as Quality Level III is maintained. Color copying and inkjet printing are not acceptable.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Publication prints full bleeds throughout.

BINDING: Saddle-wire stitch in two places on 11" left and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to the left or right side of the stitches will not be allowed.

PACKING: Bulk deliveries: Pack in suitable containers not to exceed 40 pounds when fully packed.

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.

Mailing: Single copies must be mailed as self-mailers.

LABELING AND MARKING:

Bulk deliveries: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Mailed shipments: Affix a label to each copy mailed as self-mailers.

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</u>		<u>Number of</u>
<u>Ordered</u>		<u>Sublots</u>
500 - 3,200		50
3,201 - 10,000		80
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 to the address listed under "Distribution".

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 Inspection Samples, the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. When required, the contractor must divide the entire order into equal sublots, per the chart below, 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.

<u>Quantity</u>		<u>Number of</u>
<u>Ordered</u>		<u>Sublots</u>
500 - 3,200		13
3,201 - 10,000		20
10,001 - 35,000		32

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: Mail f.o.b. contractor's city approximately 99% of the total copies as self-mailers.

Deliver the balance f.o.b. destination to Mississippi Military Department, 1410 Riverside Drive, Jackson, MS 39202.

The contractor will apply the appropriate postage to each self-mailer. Publications are to be mailed at the Bulk, Pre-Sorted Standard rate. Contractor will be reimbursed for postage by submitting a properly completed Postal Service receipt of mailing indicating the number of mailing units with the billing for payment.

NOTE: While the addresses are zip code sorted, they have not been CASS certified. Contractor is to use a CASS certified system prior to mailing.

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 materials must be returned to the Department: see address above under "Distribution".

All expenses incidental to the pickup and return of furnished materials, submitting proofs, and furnishing sample copies, must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). (NOTE: If the electronic files are provided via the contractor's ftp site, the 2511 will be faxed on the same day.)

Furnished material (other than files via ftp) and proofs must be picked up from and delivered to the Department, at contractor's expense, see address listed under "Distribution". Material will be available for pickup one hour after notification.

All orders placed on this contract will require all pickups and deliveries to be conducted between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday, excluding Federal or Mississippi state holidays.

The following schedule begins upon notification of the availability of print order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays/hours allowed to complete that certain part of the schedule.

WD After

Contractor deliver content proof and contract proof (as applicable)	2
Contractor pickup proofs/receive OK to print.....	1
Complete production and delivery	5

If revised proofs are required, contractor must submit them within 2 workdays after notification and pickup edited proofs within 1 workday.

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destination(s) specified and the date products ordered f.o.b. contractor's city must be delivered to the USPS for mailing.

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

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 1 year's orders 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 during the term of the contract.

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

- | | | | |
|-----|-----|-----|-------|
| I. | (a) | 2 | |
| | (b) | 1 | |
| II. | | (1) | (2) |
| | (a) | 96 | 1,296 |

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SECTION 4.- SCHEDULE OF PRICES

GPO Facsimile Number: (404) 605-9185/9186

Bids due by: 11:00 a.m. / Date: 12/09/2008

BIDDERS NAME AND SIGNATURE: Fill out and return* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Bidder _____

_____ (Address)	_____ (City)	_____ (State)	_____ (Zip)
_____ (Person to be contacted)	_____ (Telephone Number)	_____ (Date)	_____ (State Code/Contractor Code)

*You may FAX the Schedule of Prices pages to the above number, or you may mail them to: Atlanta Regional Printing Office, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-2542.

(NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

PAYMENT TERMS:

Discounts are offered for payment as follows: _____ percent, _____ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

Quotes offered are f.o.b. contractor's city for all shipments mailed using furnished address labels 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. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, 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.

Quotes 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 billing submitted to the GPO shall be based on the most economical method of production.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

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

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

I. AUTHOR'S ALTERATIONS: Revised proofs only. NOTE: In order to receive payment for revised proofs, copies of the original proofs with requested changes must accompany the invoice.

(a) Revised digital CONTENT proofs
.....per trim/page-size unit.....\$_____

(b) Revised digital CONTRACT proofs
.....per trim/page-size unit.....\$_____

II. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials (including initial proofs) and operations necessary for the complete production and distribution of the product listed in accordance with these specifications except for Item I.

A charge will be allowed for each page whether printed or blank.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Per page.....	\$_____	\$_____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____

City_____, State_____, Zip Code_____.

RESTRICTED AREA OF PRODUCTION: My production facilities are located within the RESTRICTED area of production for: Yes_____ No_____ (bidders who answer "no" will NOT be considered).

(Initials)