

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

Program 1896-SP (09/13)
Specifications by RK
Reviewed by BEL

Page 1 of 21

U.S. GOVERNMENT PRINTING OFFICE

Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Short-run Copying/Duplicating (Including color copying)

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

**U.S. Department of Agriculture and Department of the Interior
Bozeman, Montana and Yellowstone, Montana**

Single Award

NOTICE TO OFFERORS: The term of this contract is for one year **and up to four option years** beginning October 1, 2008. Special attention should be directed to the following clauses in Section 1 of this contract: **"ECONOMIC PRICE ADJUSTMENT", "LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS", and "NOTIFICATION"**.

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

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

REQUEST FOR QUOTATION: Please review the attached specifications and **SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m. prevailing Denver, Colorado time, on September 19, 2008.**

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

Mail To: **U.S. Government Printing Office
Denver Regional Printing and Procurement Office
12345 W. Alameda Parkway, Suite 208
Denver, CO 80228-2842**

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within **40 kilometers (25-miles) of Bozeman, Montana**. Any offeror intending to use production facilities outside this area should furnish information with the offer that will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful offeror of the responsibility for compliance with these schedule requirements.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalence. At a future date, metric measurements will be used exclusively in all specifications.

For information of a technical nature call (303) 236-5292 (No collect calls).

SECTION I. - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy
* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.	

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

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

DEFINITION OF RECOVERED MATERIALS IN PAPER PRODUCTS: Recovered materials shall mean "recovered fiber" or "postconsumer fiber" as defined in "**Government Paper Specification Standards No. 11**", published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of an offer the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to the first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

MAINTENANCE OF RECORDS ON RECOVERED MATERIALS IN PAPER PRODUCTS: When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26987, May 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper. The Government reserves the right to require proof of such certification prior to the first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

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 contract shall be divided into up to five periods. The first period shall extend from October 1, 2008 to September 30, 2009. Each additional period shall extend from October 1st of the subject year to September 30th of the following year. The first workday of the follow-on periods shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the initial contract year under this contract.

Price adjustment: The prices shall be adjusted on the basis of the "**Consumer Price Index For All Urban Consumers - Commodities Less Food**", published monthly in the CPI Detailed Report by the U.S. 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 - All Urban Consumers, for Commodities less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending three 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.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds at the time of award is not considered sufficient for any program period other than the first program period. Upon availability to the Contracting Officer of additional funds sufficient for performance of the full requirements for each succeeding program period, the Contracting Officer has the option to extend the contract for one-year periods as defined heretofore. The contractor will be notified not later than 30

days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available, for which the Government has exercised its option for additional year(s) performance, and as obligated by each print order.

The contractor is not to incur costs for the performance required for any program period after the first period if the Government makes the decision to **not** exercise the option for a subsequent period.

In the event of termination pursuant to the article entitled "**Termination for the Convenience of the Government**" in GPO Pub. 310.2, the terms "total contract price" as used in that article refers to the amount available for performance of this contract, as provided for in this clause, and the term "work in process" as used in that article refers to the work under the program period requirements for which funds have been made available. In the event of termination for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

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

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from October 1, 2008 through September 30, 2013. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "**issued**" for purposes of this contract at the time the Government deposits the order in the mail.

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.

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 one of these specifications.

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

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available by calling 202-512-0800 (or toll free 1-800-245-5476), by fax request to 202-512-1410, or it may be downloaded from the GPO Internet site at "<http://www.gpo.gov/printforms/pdf/sf3881.pdf>" as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

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

PAYMENT: The Government Printing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. **The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt**. In addition, after certification by the ordering agency, a copy of the approved billing certification sheet and the accompanying print order is to be submitted to the Denver RPO, by the ordering agency, immediately via fax (303) 236-5304 to: **ATTN: Lisa Benton or Dave Cook**.

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

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Printing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**.

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

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

This page has been intentionally left blank.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of small quantity copying services requiring such operations as suitable black and full-color copying or reproduction, litigation copy work, lamination, production of transparencies, stuffing and sealing envelopes, self-service computer usage, binding, packing and distribution.

TITLE: Short-Run Copying/Duplicating/Color Copying (Bozeman and Yellowstone).

FREQUENCY/QUANTITY PER MONTH OF ORDERS: **NOTE:** The Agency will issue one GPO Form 2511 (print order) monthly for that period, and the contractor will bill on a **monthly** basis (see "**PAYMENT**" hereinbefore). Multiple items may be placed during this monthly period; the schedule specified in this section pertains to the placement of these individual items.

Approximately 5 to 10 orders per month of which about 1% will require some color copying.

Approximately 10 to 500 copies per order with most orders for less than 200 copies and occasionally orders for 3,000. **Exception:** Color copying will consist of approximately 1 to 50 copies per order. Further note as a point of clarification only that when the government describes copies in this paragraph they are **NOT** referring to impressions but rather a **count** of the finished product i.e. 50 copies of a book.

NUMBER OF PAGES: Approximately 4 to 300 pages 216 x 279 mm (8½ x 11") per order. An occasional order may be up to 914 x 3 048 mm (36 x 120" *) copied in black and/or full-color. (usually maps scanned and printed from disc). * Actually this length is unlimited and is restricted only by the length of a roll of paper. Generally the finished product will not be over 120".

TRIM SIZES: 216 x 279 mm (8½ x 11") and 432-x 279 mm (17 x 11"). Less than 5% of the orders will include 432 x 279 mm (17 x 11") leaves, and only an occasional order may be up to 914 x 3 048 mm (36 x 120"- * see note above) (black and full-color).

GOVERNMENT TO FURNISH: Print orders and camera copy to be reproduced at various focuses. Materials furnished for color copying will be color slides or full-color reflective art, color laser prints, and electronic media. Most copy will reproduce the same size.

- Electronic files will be provided for the contractor from which they are to create new camera copy or direct imaging. Files will be provided as follows:

High-density 89 mm (3½") floppy disks, CD-ROM, Zip or Jaz cartridges; or similar will be provided. This electronic media furnished by the Government will be generated on a MAC System or DOS/Windows 95, 98, Me, 2000, Vista, or XP platform in a variety of software formats including, but not limited to: Adobe Illustrator, PhotoShop, QuarkXpress, Aldus Freehand, Corel Draw, Adobe PageMaker, InDesign, Microsoft Word, and Office 97. **Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely.** This particularly includes symbol fonts like Zapf Dingbats and Carta. The ordering agency will provide paper copy to proof against. **NOTE:** The contractor is to support upgrades of application software within one month of notification by ordering agency.

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

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

INSPECTION OF ELECTRONIC FILES: The contractor is to perform a basic check (preflight) of the furnished files. The check should look for missing or damaged files, missing or damaged fonts, damaged disks, missing bleeds, improper trim size, improper color definition, and so on. The contractor is responsible for creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, and defining proper file output selection for the imaging device being used. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the agency **IMMEDIATELY** upon discovery.

The contractor must provide corrected native applications files (digital deliverables) if files are modified during production upon delivery of the printed product. 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. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specification.

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

- **MONOCHROME SCANNING** - (Small Format Scan to ASCII Conversion; Large Format up to 914 mm (36") wide, Scan to TIF File (single pixel, two bit file) and TIF File/Conversion (via software). File Devices: Floppy Disc, Zip Drive, Jaz Drive or CD-ROM (including labeling and insertion into a jewelbox).
- **COLOR SCANNING** - Large Format (up to 914 mm (17")) wide, Scan to TIF File (24 bit RGB Color TIF File). File Devices: Floppy Disc, Zip Drive, Jaz Drive or CD-ROM (including labeling and insertion into a jewelbox).

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "**GOVERNMENT TO FURNISH**" necessary to produce the product(s) in accordance with these specifications.

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

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). 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 samples(s).

Stock provided by contractor will be from the following list:

TEXT:

- White Offset Book, grammage 75 g/m² (basis weight 25 x 38", 50 lbs. per 500 sheets) equal to JCP Code A60,
or at contractor's option -
- White Bond, grammage 75 g/m² (basis weight 17 x 22", 20 lbs. per 500 sheets) equal to JCP Code G10,
or at contractor's option -
- White Plain Copier, Xerographic, grammage 75 g/m² (basis weight 17 x 22", 20 lbs. per 500 sheets) equal to JCP Code O-60.
- White Bond, Smooth Finish, grammage 90 g/m² (basis weight 17 x 22", 24 lbs. Per 500 sheets) equal to JCP Code G10.
- White, Buff, Green, Blue, Pink, Goldenrod, Tan, Salmon, & Yellow Writing, grammage 75 g/m² (basis weight 17 x 22", 20 lbs. per 500 sheets), equal to JCP Code D10. Approximately 95% will print on colored stock with the balance printing on white writing.
- White Index, grammage 165 g/m² (basis weight 25½ x 30½"), 90 lbs. per 500 sheets) equal to JCP Code K10.
- White Linen Finish Text/Writing Stock, grammage 90 g/m² (basis weight 17 x 22", 24 lbs. per 500 sheets).
- White Smooth Laser Stock, grammage 105 g/m² (basis weight 17 x 22", 28 lbs. per 500 sheets).
- Colored Cover Stock, grammage 175-215 g/m² (basis weight 20 x 26", 65-80 lbs. per 500 sheets).
- Colored Professional Resume Text/Writing Stock, grammage 90 g/m² (basis weight 17 x 22", 24 lbs. per 500 sheets) i.e. Desert Haze, Sandstone, or Glacier Mist amongst others.

OTHER ITEMS:

- Transparencies: Clear film acetate (polyester or similar) suitable for overhead transparencies.
- Clear mylar or vinyl of approx. 10 mil that is to provide protection for cover sheets for manuals.

NOTE: The successful contractor is to provide the agency with samples of available colored text stock immediately upon award of the contract.

COLOR COPYING: Color copying of any size leaf will be face only and face and back. All color copying will be produced only on the **white** text stocks as listed.

COPYING/DUPLICATING:

- Reproduce face only or face and back in black; and head to head or head to foot, as indicated on the print order via any suitable method that meets the quality requirements of the specifications.
- Divider tabs will reproduce face only in black ink only (in addition an occasional order will have face only body copy in black ink only) and may be Xerox 5090 or 5390 or equal.

INK: If lithographic ink is used in the performance of this contract, the ink(s) 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 increases production costs.

TRANSPARENCIES: Clear transparencies 216 x 279 mm (8-1/2 x 11"). Black only or full color (either diazo or electrostatic at contractor's option).

PASSPORT PHOTOS: The contractor will be required to produce passport photo groupings that meet all requirements of the U.S. Passport office. This item will be paid for as a passport photo group for each individual submitted.

MARGINS: It is anticipated that adequate gripper will be available with no bleeds.

BINDING: Various binding operations will be ordered from time to time as follows:

- Stitching/stapling: Wire stitch/staple in upper left corner or wire stitch/staple in two places on the 279 mm (11") left.
- Folding (machine): 432 x 279 mm (17 x 11") foldins will fold with one parallel fold to 216 x 279 mm (8½ x 11") or with two parallel accordion folds to 216 x 279 mm (8½ x 11") (if the foldin is part of a larger publication). Gather foldins at the end of the text or inserted throughout text. In addition, two angle folds to 93 x 216 mm (3-2/3 x 8½") on approximately 3 orders per year;
- Drilling: May be required with 6, 8, or 10 mm (¼", 5/16", or 3/8") round holes. The size and number of holes required will be indicated on the order. It is anticipated that most orders will be for 3 holes, 6 mm (¼") diameter, 108 mm (4¼") center to center, 10 mm (3/8") from the 279 mm (11") left edge.
- Sheet Laminating: Orders may require that the product be laminated face and back after printing with polypropylene, polyesters (such as polyethylene terephthalate), vinyl or cellulose acetate, having a thickness in the range of 5 mil to 10 mil.
- Furnished Pages: The ordering agency may furnish preprinted pages, which will be inserted throughout the text; however, it is anticipated that some orders will have preprinted material furnished (hand-collating charges will apply).
- Hand Collating: The contractor will be allowed to charge for hand collating whenever the text matter is not of a continuous **STOCK** and must be run as a separate process therefore requiring hand collating.
- Special Handling: Book copying, fragile originals, centering off-center copies, and other special adjustments.
- Tab Dividers: Approximately 2% of the orders will be made up of in part or all with 1/5th cut on the 279 mm (11") side Xerox 5090 or 5390 (or equal) tab dividers (printed or unprinted). Overall tab dividers shall be 229 x 279 mm (9 x 11") sheets including tab extension. Composition services may be required for the tab dividers. See "**COMPOSITION**" below.
- Hand Stapling: An occasional order may require other than machine stitching/stapling. The agency will be notified that the stapling operation that they require will be hand stapling and will be charged as per the attached "**SCHEDULE OF PRICES**" for this operation.
- Hand Folding: When so indicated, items will require one to four continuous/angle folds.
- Inserting/Sealing: When so indicated, items will require insertion into a furnished envelope which is to then be sealed shut suitable for mailing.
- Booklet forming: A charge will be allowed to convert to booklet style product.
- Cutting: A charge for each inch of thickness when cutting of stock is required to produce trim sizes other than what is listed under "**TRIM SIZES**".
- Punch suitably for GBC (or equal) binding, and bind text and cover with black or colored plastic combs of suitable capacity.
- Plastic spiral (comb) binding: Plastic spiral (comb) binding may be required.
- Wire binding: Wire binding may be required.
- Coil binding: Plastic coil binding may be required.
- Velo binding: Punch suitably and bind text and cover with black plastic tamper-resistant strips (Velo binding or equal).

- Tape binding: Tape binding may be required.
- Pressure Sensitive Labels, 216 x 279 mm (8½ x 11") copied one side.
- Punch suitable for plastic spiral (comb) binding), wire binding, coil binding, or velo binding. The contractor is to furnish the styles above in suitable colors of a suitable capacity.

LITIGATION WORK: Litigation copying work requires special handling and will be priced separately from other duplication costs accordingly, per the contract's "**SCHEDULE OF PRICES**" for Litigation Work. Litigation Work will require the following: Glass placement consisting of mixed originals that have staples that need to be removed from the set, the set copied and stapled, and then re-staple the original set. The sets may have some single sided and double-sided originals and hand folding may be required on the oversize originals.

COMPOSITION: (Tab dividers) Since no specific typefaces will be specified, the successful offeror must provide the ordering agencies with specimens or a complete listing of typefaces and sizes which are available for use under this contract in order that the each agency can indicate a specific typeface from the contractor listing.

PACKING: Pack in shipping containers. Each shipping container must not exceed 20 kg (45 pounds) when fully packed.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order or otherwise requested, the first two copies, as soon as completed, must be sent for inspection to the **U.S. Government Printing Office, Denver Customer Service Office, 12345 W. Alameda Parkway, Suite 208, Lakewood, CO 80228-2842, Attn: Inspection Samples.**

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

QUALITY ASSURANCE RANDOM COPIES: 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. These copies will be paid for at the running rate quoted in the contractor's offer 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 for reimbursement of certificate fee.

DISTRIBUTION: Deliver f.o.b. destination to the following addresses and any future locations located in Bozeman, MT:

**U. S. Department of the Interior
U.S. Fish & Wildlife Service
Attn: Yvette Converse (406) 994-9903
Bozeman Fish Technology Center
4050 Bridger Canyon Road
Bozeman, Montana 59715-8713**

**U. S. Department of the Interior
National Park Service
Attn: Colleen Athas Ludwig (307) 344-2077
Supply Center - Mammoth
(5 miles south of Gardiner, Montana)
Yellowstone, Montana 82190**

DISTRIBUTION(continued): Deliver f.o.b. destination to:

**U. S. Department of the Interior
U.S. Fish & Wildlife Service
Attn: Judy Kobus-Fisk (406) 582-8656 ext. 23
Bozeman Fish Health Center
1805 South 22nd Avenue, Suite 1
Bozeman, Montana 59718**

**U.S. Department of the Interior
U.S. Fish and Wildlife Service
Attn: Melinda (Lynn) Arment (406) 585-9010
Montana Assistance Office
4052 Bridger Canyon Road
Bozeman, Montana 59715**

**U. S. Department of the Interior
U.S. Fish & Wildlife Service
Attn: Bonnie Johnson (406) 994-9905
Aquatic Animal Drug Approval Partnership
4050 Bridger Canyon Road
Bozeman, Montana 59715-8713**

INSIDE DELIVERY REQUIRED: To all addresses above.

For those shipments outside the addresses listed above and outside **40 kilometers (25-miles) of Bozeman, Montana**, the contractor will be paid for shipping charges by submitting proper receipts upon billing.

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

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

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

The furnished material must be picked up from and delivered to any of the addresses under "**DISTRIBUTION**" above.

Except for five-hour orders, the schedule begins the workday after phone notification of the availability of the print order and furnished material. No predetermined schedule for pickup of material is possible. Approximately 50% of these orders placed will require complete production and distribution within 1 to 5 workdays.

EXCEPTION: Approximately 50% of the orders (45 orders) will require five-hour (or less) turnaround as defined hereinafter.

FIVE HOUR ORDERS (OR LESS): Orders for a five-hour delivery require delivery back to the agency by 3:00 p.m. the same workday following notification (notification by 10:00 a.m. local time for five-hour schedule). Approximately 15 orders per year will require notification by 5 p.m. Friday for delivery by 7 a.m. the following Monday. The maximum number of printed page units (number of originals times the number of copies equals the number of printed page units) for a five-hour schedule shall not exceed 50,000. The contractor must also be prepared to produce approximately 27 **orders** a year with delivery required in less than five hours that will require the production of up to 10,000 impressions. Approximately 35 orders a year will require service to be available 24 hours a day. The agency will attempt to notify the contractor in advance. However, for all practical purposes the contractor must be able to provide 24 hour a day service 7 days a week.

The ship/deliver date indicated on the print order is the date products ordered must be **delivered** to the destination(s) specified.

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

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest offer by applying the prices offered in the "**Schedule of Prices**" to the following units of production which are the estimated requirements to produce **one year's** work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

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

I.	(a)	28,000	(e)	10
	(b)	4,200	(f)	410
	(c)	180	(g)	80
	(d)	100	(h)	250
	(e)	80	(i)	120
	(f)	60	(j)	40
	(g)	5,500	(k)	380
	(h)	100	(l)	100
	(i)	60	(m)	100
	(j)	10	(n)	80
	(k)	10	(o)	100
	(l)	10	(p)	100
	(m)	10	(q)	100
	(n)	30	(r)	80
	(o)	30	(s)	180
	(p)	30	(t)	10
	(q)	8	(u)	500
	(r)	10	IV. (a) (1)	3,200
	(s)	5		4,500
	(t)	15	(b) (1)	950
II.	(a)	120	(2)	720
	(b)	40	(c)	75
	(c)	10	(d)	100
	(d)	10		
	(e)	5		
	(f)	20		
	(g)	10		
	(h)	5		
	(i)	4		
	(j)	3		
III.	(a)	950		
	(b)	80		
	(c)	300		
	(d)	25		

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

NOTE: Assumed production area of 25-miles of Bozeman, MT and the contractor MUST be able to produce products 24 hours a day 7 days a week.

SECTION 4. - SCHEDULE OF PRICES

Offers submitted are f.o.b. destination.

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

Offeror must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive. Offers submitted with "NB" (No Quote) or blank spaces for an item may be declared nonresponsive.

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

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

All vouchers/invoices submitted to the GPO and agency shall be based on the most economical method of production. Fractional parts will be prorated.

I. **COMPLETE PRODUCT:** (Except for Items under II., III., and IV.) Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. (Note: Transparencies, Oversize Copies, and Tab Divider prices **include** paper costs).

BLACK IMAGE ONLY:

- (a) 216 x 279 mm (8½ x 11") Cover and/or Text..... per printed side... \$ _____
- (b) 432 x 279 mm (17 x 11")..... per printed side.... \$ _____

COLOR COPYING:

- (c) Color copying 216 x 279 mm (8½ x 11")..... per leaf copied **one side only**... \$ _____
- (d) Color copying 216 x 279 mm (8½ x 11")..... per leaf copied **face and back**.. \$ _____
- (e) Color copying 432 x 279 mm (17 x 11")..... per leaf copied **one side only**... \$ _____
- (f) Color copying 432 x 279 mm (17 x 11")..... per leaf copied **face and back**.. \$ _____

NOTE: 216 x 356 mm (8½ x 14") products will be priced under Items I (b), (e), and (f) above.

- (g) **Die cut Tab Dividers (includes, composition, die-cutting, paper, collating, and inserting):**
Leaves duplicated/copied face only..... \$ _____
- (h) Oversize black/white or color digital prints over (11 x 17") up to and including 914 mm x 3 048 mm (36 x 120") from electronic files
(includes standard white stock)..... per square foot..... \$ _____
- (i) Oversize black/white or color digital prints (over 11 x 17" up to and including 914 mm x 3 048 mm (36 x 120") from electronic files
(includes glossy white stock)..... per square foot..... \$ _____

(Initials)

- (j) Scanning graphics or text page to disc (8-1/2 x 11")..... per each page /side.... \$_____
- (k) Scanning graphics or text page to Zip (8-1/2 x 11")..... per each page /side.... \$_____
- (l) Scanning graphics or text page to Jaz (8-1/2 x 11")..... per each page /side.... \$_____
- (m) Scanning graphics or text page to CD (8-1/2 x 11")..... per each page /side.... \$_____
- (n) Fiery image processing..... per file..... \$_____
- (o) Black/White transparencies 216 x 279 mm (8-1/2 x 11")
 from electronic files..... per transparency..... \$_____
- (p) Color transparencies 216 x 279 mm (8-1/2 x 11")
 from electronic files..... per transparency..... \$_____
- (q) High-density diskettes (as required)..... per disc..... \$_____
- (r) Zip disc (as required)..... per disc..... \$_____
- (s) Jaz disc (as required)..... per disc..... \$_____
- (t) CD ROM, includes label and jewel case (as required)... per each..... \$_____

Items (q), (r), (s), and (t) above will be charged when the contractor is required to furnished these materials as directed by the agency.

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

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

Text/Cover - Each page-size leaf.

216 x 356 mm (8½ x 14") and 432 x 279 mm (17 x 11") products - Two page-size leaves.

Page size will be determined by dividing its trim size by 606.5 square cm (94 square inches), with any fractional remainder being counted as a whole.

Per 100 leaves

- (a) White Offset Book, 75 g/m² (50-lb.), Bond or Xerographic, 75 g/m² (20-lb.)... \$_____
- (b) White Bond, Smooth Finish, 90 g/m² (24-lb.)..... \$_____
- (c) White and Colored Writing, 75 g/m² (20-lb.)..... \$_____
- (d) White Index, 165 g/m² (90-lb.)..... \$_____
- (e) White Linen Finish Text/Writing, 90 g/m² (24-lb.)..... \$_____
- (f) White Smooth Laser Stock, 105 g/m² (28 lb.)..... \$_____
- (g) Colored Cover Stock, 175 g/m² (65 lb.)..... \$_____
- (h) Colored Cover Stock, 215 g/m² (80 lb.)..... \$_____

 (Initials)

- (i) Colored Professional Resume Text/Writing, 90 g/m² (24 lb.)..... \$ _____
- (j) Clear mylar or vinyl, .10 mil thickness..... \$ _____

III. ADDITIONAL OPERATIONS:

- (a) Stitching/stapling with one or two stitches per book..... \$ _____
- (b) Machine folding and inserting foldinsper leaf..... \$ _____
- (c) Drillingper leaf..... \$ _____
- (d) Lamination (up to and including 432 x 279 mm)
(17 x 11")per linear foot..... \$ _____
- (e) Oversized lamination (over 432 x 279 mm (17 x 11")
including up to 36" wide by unlimited length)per linear foot..... \$ _____
- (f) Hand collatingper leaf..... \$ _____
- (g) Special handling (book copying, fragile originals, centering off-center copies,
and other special adjustments)per each..... \$ _____
- (h) Hand staplingper each..... \$ _____
- (i) Hand foldingper fold..... \$ _____
- (j) Stuffing and sealing envelopesper each..... \$ _____
- (k) Booklet forming (One fold and 2 staples)per booklet..... \$ _____
- (l) Paper cutting chargeper inch of thickness.. \$ _____
- (m) Binding, plastic coilper book..... \$ _____
- (n) Binding, wireper book..... \$ _____
- (o) Binding, plastic spiral/comb bindingper book..... \$ _____
- (p) Binding, tapeper book..... \$ _____
- (q) Binding, veloper book..... \$ _____
- (r) Reduction and/or enlargementper each..... \$ _____
- (s) Self-Serve Computer Rentalper minute..... \$ _____
- (t) Passport Photoper each..... \$ _____
- (u) Pressure Sensitive Labels, 216 x 279 mm (8½ x 11")
copied one sideper sheet..... \$ _____

(Initials)

IV. LITIGATION/COPYING COMPLETE PRODUCT (INCLUDING PAPER, **White Text Stock Only**), REMOVING STAPLES (from originals), COLLATING, AND STAPLING AS ORDERED):

The following charges are for **black only**. Color copying will be paid for under Items I (f) & (g). Any "**LITIGATION**" items with color images on any side will be paid for as "Color copies" for **both** sides.

- (a) Finished size 216 x 279 mm (8½ x 11"):
 - 1. Glass placement..... copied face only..... per each leaf..... \$ _____
 - 2. Glass placement..... copied face and back..... per each leaf..... \$ _____
- (b) Finished size over 216 x 279 mm (8½ x 11") up to 279 x 432 mm (11 x 17")
 - 1. Glass placement..... copied face only..... per each leaf..... \$ _____
 - 2. Glass placement..... copied face and back..... per each leaf..... \$ _____
- (c) Oversize black/white prints (over 11 x 17") up to and including 914 mm x 3 048 mm (36 x 120") (face only)..... per linear foot..... \$ _____
- (d) Hand Folding IV. (b) 1 & 2 and (c) when ordered.. per fold..... \$ _____

(Initials)

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

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

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

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:

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

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

OFFEROR'S NAME AND SIGNATURE: When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated.

Offeror _____ (Contractor Code)

(Street Address)

(City - State)

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

(Person to be contacted) _____
(Telephone Number)

e-mail address _____
(Facsimile Number)

This page has been intentionally left blank.

SAMPLE OF THE QUOTE ENVELOPE

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

Program Number **1896-SP**
From: _____
Address: _____

Postage
Stamp
Required
Here

Offer Enclosed

Offers will be received until
September 19, 2008
at **11 A.M.** prevailing Denver time.

|||||
U.S. Government Printing Office
Denver Regional Printing & Procurement Office
Suite 208
12345 W. Alameda Parkway
Lakewood, CO 80228-2842