

U.S. GOVERNMENT PRINTING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Books and Pamphlets

(copying and duplicating are not acceptable)

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

**U.S. Department of Agriculture
Forest Service
Portland, OR**

(And Various Other Government Departments and Agencies)

Single Award

The term of this contract is for the period

Beginning October 1, 2008, and ending September 30, 2009

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Seattle-time, on September 17, 2008.

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PRINTING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 2089-S" on the outside of the envelope.

The following web address will allow you to print a copy of the 910 form, which is normally found in the back of the specifications. <http://www.access.gpo.gov/procurement/bids910.pdf>

The following web address will allow you to print a copy of the current pricing abstract, which is normally found in the back of the specifications. <http://winapps.access.gpo.gov/ppd/abstracts/seattle/default.asp> Scroll down and click on 2089-S. The spread sheet will be in a PDF format.

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

For information of a technical nature call Ken Foster, Ext. #17, or e-mail kfoster@gpo.gov, other questions should be directed to the contract administrator, Lautretz Moore, Ext. #13, or e-mail lmoore@gpo.gov, No collect calls, 206-764-3726.

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 December 1992)). <http://www.gpo.gov/printforms/index.html> This link will able viewing of the most current versions of the aforementioned documents.

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* & IV.
 - (b) Finishing (item related) Attributes -- Level III* & IV.
- *All halftones, multiple-color orders will be Quality Level III.

Inspection Levels (from MIL-STD-105):

- (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	Government Furnished Materials or Proof.
P-8. Halftone Match	Government Furnished Materials or Proof.
P-9. Solid and Screen Tint Color Match	Pantone Matching System

SUBCONTRACTING: The predominant production function is press-work.

Using this contract to print "official use only" documentation shall be held in strict confidence and not disclosed to unauthorized parties or used for any purpose other than in performance of this contract. Orders placed on this contract constitutes an asset of value to the Government; therefore, the contractor is required to destroy all scrap and/or unused copies after delivery of each order placed.

OPTION EXTENSION OF CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor no later than 60 days before the contract expires. If the Government exercises this option, the extended contract will include all provision herein. The total duration of this contract, including the exercise of any options, will not exceed five years.

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 on page 1. 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", 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 as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year 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.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

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 and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under 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, 2009. 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.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

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.

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. Recovered materials shall mean "recovered fiber" or "postconsumer recovered 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 a bid or offer, or by substantial performance on a small purchase, 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 first delivery and thereafter as may be otherwise provided for under the provisions of the contract. 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 26985, May 29, 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.

SECTION 2.-SPECIFICATIONS

SCOPE: These specifications cover the production of various self and separate cover books and pamphlets requiring such operations as printing, binding, packing, and distribution.

TITLE: Books and Pamphlets.

FREQUENCY OF ORDERS:

Approximately 15 orders in format "A" and 35 orders in format "B".

QUANTITY:

An average of 375 copies in format "A" and 600 copies in format "B".

NUMBER OF PAGES:

Approximately 32 pages in format "A" and 60 pages in format "B"; plus a four page cover.

TRIM SIZE: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A" will include any trim size up to and including 6 x 9-1/2" (including landscape style) or a maximum unit size of 57 square inches.

Format "B" will include any trim size over 6 x 9-1/2" up to and including 8-1/2 x 11" (including album style) or a maximum unit size of 93.5 square inches.

TABBED DIVIDERS: Tabbed dividers with various colored Mylar tabs and clear Mylar binding reinforcement in both formats will be ordered. Tabbed dividers will be constructed using 110lbs. White Index.

Approximately 3 orders in format "A" and 5 orders in format "B". Both formats will have approximately 8 tabbed dividers per book.

GOVERNMENT TO FURNISH:

Electronic media on floppy disks, Thumb Drive, DVD, CD-ROM, both IBM and/or Macintosh compatible. Software on the above diskettes could include but not limited to: CorelDraw, PhotoShop, PageMaker, InDesign, Quark XPress, Freehand, Suitcase, PDF files, Microsoft Office Suite of products, Illustrator and PostScript files. Software will be in a variety of versions. Printer fonts will be provided on the disk. The contractor must have the current versions and up-grade as they become available.

One reproduction proof (image size 7-7/8 x 6-1/8") for shipping container labels.

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

The contractor will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility. This web site must allow the agency to post Government furnished material and print proofs from the site when required.

The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials and proofs from their secure website.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

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.

COMPUTER TIME WORK: Will consist of minor repairs and/or corrections required by the ordering agency on electronic camera copy. Time work will be rounded up to closest 15-minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for repairs or corrections, allowing the agency the opportunity to correct and/or provide corrected files.**

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

When required, upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the 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.

FILM/REPRODUCIBLES: Films are not required. In lieu of film-making photographs and line illustrations may be scanned into place and billed as computer time work. All halftones are to be 133 lpi or finer.

PROOFS: When indicated on print order, the contractor will fax, email, post the proof(s) to their secure website or deliver "hard-copy" proof(s), at the option of the ordering agency. The proofs must show color breaks, trim and fold lines and have all elements in their proper position.

Grayscale and spot-color: Proofs must be amplitude modulated (AM) halftone screening, as found in the final printed product produced by the same RIP (Raster Imaged Processor file) used to print the final product. Proofs must have all elements in proper place and margins Indicated.

Grayscale proofing: monochromatic imaging, laser out-put or similar.

Spot-color: one piece pleasing color, ink-jet, dye-sublimation, digital-color, color-Dylux, or similar for element placement and/or color breaks.

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

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. <http://www.access.gpo.gov/qualitycontrol/paperspecs/index.html> . The above link will enable viewing of the most current versions of the aforementioned document.

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). Slight variations in shade will be permitted.

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

All cover paper must have the grain parallel to the spine.

The paper to be used will be indicated on each print order.

Text:

White Offset Book, basis size 25 x 38", 50 and 60 lbs. per 500 sheets, equal to JCP Code A60.

Colored Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.

White or colored Vellum-Finished Book, basis size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A90.

White or colored Fancy-Finished Text, basis size 25 x 38", 70 lbs. per 500 sheets, equal to JCP Code A91.

White Litho Coated Book, basis size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A170.

White Litho Coated Book, basis size 25 x 38", 70 lbs. per 500 sheets, equal to JCP Code A180.

White Matte Coated Offset Book, basis size 25 x 38", 60 and 70 lbs. per 500 sheets, equal to JCP Code A240.

Cover:

White and Colored Index, basis size 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10.

White Litho Coated Cover, basis size 20 x 26", 60 and 80 lbs. per 500 sheets, equal to JCP Code L10.

White and Colored Vellum Finish Cover, basis size 20 x 26", 65 lbs. per 500 sheets, equal to JCP Code L20.

White and Colored Fancy-Finish Cover, basis size 20 x 26", 65 lbs. per 500 sheets, equal to JCP Code L21.

White Matte Coated Cover, basis size 20 x 26", 65 lbs. per 500 sheets, equal to JCP Code L50.

PRINTING: The major portion of the work ordered under this contract will print in black ink. However, an occasional order may require printing in a color or colors other than, or in addition to black, on text and covers. No process color printing will be required.

Match Pantone number as indicated on the print order.

While it is anticipated that most of the jobs ordered under these specifications will consist of type pages and line illustrations, some jobs will also contain halftones. Reverse printing on covers may also be ordered. All lengthwise spine titles must read down, unless otherwise specified on print order.

Reproduction by copying will not be accepted under this contract.

MARGINS: Margins will be as indicated on the print order or furnished copy, no bleeds will be required.

BINDING: Various binding styles will be ordered in each of the formats in accordance with these specifications.

It is anticipated that approximately 15 orders placed under this contract will be for saddle-stitched products, 10 orders for perfect bound products and 25 orders for loose-leaf products.

Each print order will contain complete binding instructions.

Saddle-Stitched Products:

Fold, inset, saddle-wire stitch with two wire stitches, with or without separate paper cover, and trim three sides. Covers trim flush.

Perfect-bound Products:

Fold, gather, perfect-bind with separate wrap-around glued-on paper cover, and trim three sides. Covers trim flush.

Loose-leaf Products:

Fold, gather and trim four sides; perforate on the fold, gather, trim three sides, as specified on print order; stitch with one stitch in the upper left corner or two side stitches. Separate two-piece covers will be required on some orders.

Perforating, banding, drilling and comb, plastic and/or wire coil binding of individual books may be required on the above mentioned binding styles; an additional charge will be allowed for these operations when ordered.

Occasional orders may require collating of several publications into individual sets, with each set being shrink film wrapped.

Drilling or Punching:

Orders may require drilling up to seven round holes. The majority of these orders will be ordered with 3-hole drilling.

Plastic combs, plastic and/or wire coils:

Punch suitably and bind with combs and/or coils of suitable capacity.

PACKING: The method of packing will be indicated for each individual job. All materials used in packing for distribution must be furnished by the contractor, and must be suitable for safe transportation by mail, common carrier, or messenger delivery.

Individual orders may require wrapping, shrink-film packaging, brown Kraft paper banding, shipping bundles, packing and sealing shipping containers, and marking packages and shipping bundles or containers by printing, stenciling, or labeling. It is anticipated that most of the work placed on this contract will be shrink-film packaged in packages of 5 to 25 per package.

Shipping containers shall not exceed 45 pounds for bulk shipments when fully packed. Exception: Weight limitation may be exceeded to comply with specifications when a specific quantity per shipping container or bundle is ordered.

Bulk Shipments: Pack in shipping containers.

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

On some orders the contractor may be required to print labels on a color of paper, other than white, or with a color of ink other than black, as indicated on the print order or otherwise.

DISTRIBUTION: Deliver f.o.b. destination to the States of California, Idaho, Montana, Oregon, and Washington. Ground surface shipments to the State of Alaska and the District of Columbia (Washington, D.C. and surrounding metropolitan areas) will be reimbursed by submitting shipping receipts with your invoice. Second day air shipments to Hawaii will be reimbursed by submitting shipping receipts with your billing.

The contractor must guarantee a full count of all deliveries to the U.S. Government Printing Office. Shortages occurring in these or other consignments may be cause for requiring the contractor to make up shortages at no additional cost to the Government.

All expenses incidental to picking up of Government furnished materials, returning 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).

Successful bidder will be required to pick up all Government furnished materials, f.o.b. destination, at the ordering agency in any of the following States: California, Washington, Oregon, Idaho, and Montana. Pick-ups in the State of Alaska and Hawaii will be reimbursed by submitting pick-up receipts with your billing.

Contractor must make complete deliveries to all destinations from within 10 to 30 workdays.

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

NOTE: Government will secure furnished materials, but will not perform any special packaging, labeling, marking, etc., as required by a common carrier. Contractor will be required to make arrangements for these operations when transportation is via common (or other) carrier.

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

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.

Return of Government Furnished Materials:

The contractor must return all camera copy and/or negatives furnished by the Government along with any negatives made by the contractor. These materials must be packaged and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract period plus 90 days.

PERFORMANCE RECORDS: A fax to the Seattle RPPO will be used in lieu of the GPO Form 138. Information such as the GPO program, jacket, and print order numbers, plus the quantity and date of shipment must be filled in by the contractor and mailed or faxed to the GPO/Seattle on the day of shipment.

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 12 months' 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 during the term of this contract.

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

	(1)	(2)	(3)	(4)
I. (1)(a)	64	780	240	4680
(2)(a)	96	420	360	2520
(3)(a)	320	900	1200	5400
(b)	24	40	90	240
(4)(a)	12	56	45	336

	(1)	(2)
II. (a)	225	1,134
(b)	288	2,394
(c)	45	315
(d)	90	756
(e)	18	126
(f)	45	189
(g)	27	126
(h)	36	252
(i)	18	126
(j)	45	378
(k)	63	504
(l)	11	55
(m)	17	38
(n)	2	8
(o)	10	4
(p)	52	209
(q)	12	42
(r)	2	13
(s)	5	17
(t)	2	34

III.	
(a)	24
(b)	1,080
(c)	48
(d)	42
(e)	30
(f)	18
(g)	23
(h)	120
(i)	360

SECTION 4.- SCHEDULE OF PRICES

SUBMISSION OF BIDS AND EVALUATION: The bidder shall certify that it will supply paper that meets or exceeds the minimum percentage of waste as required by this solicitation. By submission of a bid, bidders are certifying that the paper to be supplied contains at least the minimum percentage 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.

Bids offered are f.o.b. destination for all bulk shipments and f.o.b. contractor's city for USPS mailing. Prices shall be all-inclusive, covering all materials and operations, for complete production 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), N/A or blank spaces for an item may be declared nonresponsive.

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

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

Bids for each "Format" shall be for any trim size, up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

Fractional parts of 100 will be prorated at the per 100 rate.

PRINTING, BINDING, PACKING, AND DISTRIBUTION: The prices quoted must be all-inclusive for printing, binding, packing and distribution, in accordance with these specifications; and shall include the cost of all required materials and operations, as applicable to the binding style(s) ordered, and its respective "Format" trim size group, as defined in Section 2.- Specifications. The cost of all required paper must be charged under Item II (except tab dividers).

Text and Cover Pages (printing in a single ink color): A charge will be allowed for "each page", whether printed or blank, contained in the product(s) ordered. Each text leaf contains two pages, and each complete cover contains four pages. Unless specifically ordered otherwise, no more than three blank pages shall be permitted at the end of the text.

Four page products must be charged under loose-leaf products.

Format "A" will include any trim size up to and including 6 x 9-1/2" (including album style)

Format "B" will include any trim size over 6 x 9-1/2" up to and including 8-1/2 x 11" (including album style)

I. PRINTING:

		<u>Makeready and/or</u> <u>Setup Charges</u> (Formats)		<u>Running Charges,</u> <u>Per 100 Copies</u> (Formats)	
		A	B	A	B
		(1)	(2)	(3)	(4)
1.	Saddle stitched:				
	(a) Printing in a single ink color, including binding, each page.	\$ _____	\$ _____	\$ _____	\$ _____
2.	Perfect bound:				
	(a) Printing in a single ink color, including binding, each page.	\$ _____	\$ _____	\$ _____	\$ _____
3.	Loose-leaf Products:				
	(a) Printing in a single ink color, including binding, each page.	\$ _____	\$ _____	\$ _____	\$ _____
	(b) Tabbed dividers print in black, one side only. Cost to include 110 lbs. White Index and collating tabs into the text.	\$ _____	\$ _____	\$ _____	\$ _____
4.	Additional Color(s):				
	(a) Printing text or cover in a color in addition to the first single ink color press run charged for under items 1, 2, or 3; each page.	\$ _____	\$ _____	\$ _____	\$ _____

(Initials)

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices quoted. Cover stock prices must include the cost of paper for spine, when required.

		<u>Per 100 leaves</u>	
		<u>Format A</u>	<u>Format B</u>
		(1)	(2)
(a)	White Offset Book (50-lb.)	\$ _____	\$ _____
(b)	White Offset Book (60-lb.)	\$ _____	\$ _____
(c)	Colored Writing (20-lb.)	\$ _____	\$ _____
(d)	White Vellum Finished Book (60-lb.)	\$ _____	\$ _____
(e)	Colored Vellum Finished Book (60-lb.)	\$ _____	\$ _____
(f)	White Fancy-Finished Text (70-lb.)	\$ _____	\$ _____
(g)	Colored Fancy-Finished Text (70-lb.)	\$ _____	\$ _____
(h)	White Litho Coated Book (60-lb.)	\$ _____	\$ _____
(i)	White Litho Coated Book (70-lb.)	\$ _____	\$ _____
(j)	White Matte Coated Book (60-lb.)	\$ _____	\$ _____
(k)	White Matte Coated Book (70-lb.)	\$ _____	\$ _____
(l)	White Index (110-lb.)	\$ _____	\$ _____
(m)	Colored Index (110-lb.)	\$ _____	\$ _____
(n)	White Litho Coated Cover (60-lb.)	\$ _____	\$ _____
(o)	White Litho Coated Cover (80-lb.)	\$ _____	\$ _____
(p)	White Vellum Cover (65-lb.)	\$ _____	\$ _____
(q)	Colored Vellum Cover (65-lb.)	\$ _____	\$ _____
(r)	White Fancy-Finished Cover (65-lb.)	\$ _____	\$ _____
(s)	Colored Fancy-Finished Cover (65-lb.)	\$ _____	\$ _____
(t)	White Matte Coated Cover (65-lb.)	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

(a)	Banding with Kraft paper bands, per 100 bands.	\$ _____
* (b)	Drilling, up to 4 holes, per 100 leaves.	\$ _____
(c)	Comb binding, includes combs, per 100 books.	\$ _____
(d)	Wire coil binding, includes coil, per 100 books.	\$ _____
(e)	Plastic coil binding, includes coil, per 100 books.	\$ _____
(f)	Computer time work on electronic camera copy corrections, per hour.	\$ _____
(g)	Shrink film wrap packages, cost per 100 shrink wrapped packages.	\$ _____
(h)	Color proofs, per page.	\$ _____
(i)	Gray-scale proofs, per page.	\$ _____

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

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices" , initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on the GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Company Name _____

City and State _____

 Signature and title of person authorized to sign this bid

 Person to be contacted

 Telephone Number