

ITEM NUMBER	ITEM DESCRIPTION	Basis of AWARD	Gray Graphics Capitol Heights, MD	Barton Printing Jacksonville, FL	Previous Contractor GPO Estimate
		UNIT RATE	COST	UNIT RATE	COST
I. COMPLETE PRODUCT (Per printed side):					
(a)	MakeReady and setup charge				
(1)	Format "A" (up to 5.5 x 8.5")	266	532.00	2.00	532.00
(2)	Format "B" (up to 8.5 x 11")	3,599	10,797.00	2.25	8,097.75
(b)	Running per 100 copies				
(1)	Format "A" (up to 5.5 x 8.5")	5,405	10,810.00	2.00	10,810.00
(2)	Format "B" (up to 8.5 x 11")	12,978	38,934.00	2.25	29,200.50
II. PAPER (Per 100 leaves):					
(a)	White Writing (20-lbs.)				
(1)	Format "A" (up to 5.5 x 8.5")	1,715	1,200.50	1.25	2,143.75
(2)	Format "B" (up to 8.5 x 11")	8,096	8,905.60	1.50	12,144.00
(b)	Colored Writing (20-lbs.)				
(1)	Format "A" (up to 5.5 x 8.5")	973	924.35	1.75	1,702.75
(2)	Format "B" (up to 8.5 x 11")	1,254	1,755.60	2.25	2,821.50
(c)	White Index (110-lbs)				
(1)	Format "A" (up to 5.5 x 8.5")	25	55.00	2.25	56.25
(2)	Format "B" (up to 8.5 x 11")	188	827.20	3.75	705.00
(d)	Colored Index (110-lbs.)				
(1)	Format "A" (up to 5.5 x 8.5")	1,180	2,950.00	2.50	2,950.00
(2)	Format "B" (up to 8.5 x 11")	507	2,535.00	4.25	2,154.75
III. ADDITIONAL OPERATIONS:					
(a)	Folding (one or two parallel folds) -(Per 100 leaves)	232	232.00	0.75	174.00
(b)	Shrink-film wrapping - Per wrap.....	3,979	994.75	0.25	994.75
(c)	Stitching with one stitch UL C - Per set.....	4,000	800.00	0.25	1,000.00
(d)	Drilling (each run) (Per 100 leaves)	16	0.80	1.00	16.00
(e)	Cutting down from Format B to a size other than Format A (Per 100 leaves)	591	177.30	0.50	295.50
(f)	Binding with plastic combs of suitable capacity including punching, and combs furnished by contractor (Per set)	2,220	3,330.00	2.50	5,550.00
(g)	Inserting colored separator sheets between sets, including collating (Per insert)	4,200	420.00	0.20	840.00
(h)	Padding (assembling sheets into pads, stacking, gum or gum/crash, and slicing pads a part)... per pad	75	18.75	0.25	18.75
TOTAL			86,199.85		82,207.25
DISCOUNT			1.00%		862.00
NET TOTAL			85,337.85	2.00%	1,644.15
					80,563.10
					73,326.50
					0.00
					73,326.50

Handwritten: 10-9-2014

QUOTATION REQUEST

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Miscellaneous Forms and Multi-leaf Products

as requisitioned from the U.S. Government Printing Office (GPO) by the
United States Postal Service
Single Award

CONTRACT TERM: The term of this contract is for the period beginning date of award and ending September 30, 2015, 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.

PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before quoting.

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 the area defined by the boundaries of the following ZIP Codes in the states of Florida, Georgia, and South Carolina:

beginning 298 (SC);
beginning 304, 308, 309, 310, 312-319, and 398 (GA); and
beginning 320, 322-326, and 344 (FL).

Any contractor intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful contractor of the responsibility for compliance with these schedule requirements.

DIRECT ALL QUESTIONS CONCERNING THESE SPECIFICATIONS TO RENEE SESSUM (404) 605-9160, Ext. 32706, OR E-MAIL rsessum@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
via the internet (<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Atlanta>),
or you may **FAX request** to 1-800-270-4758.

QUOTE OPENING: Quotes due by 11 a.m., prevailing Atlanta, GA time on September 29, 2014

QUOTE SUBMISSION: This is a Small Purchase Term Contract (GPO 910 Form is NOT required). Telephone and/or email quotes are NOT acceptable. Facsimile quotes are acceptable (see GPO Contract Terms, Pub. 310.2, Rev. June 2001). Fax quotes to 1-800-270-4758 or mail to GPO Atlanta Regional Printing Procurement Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.

To submit a quote, the contractor must execute and submit the "Schedule of Prices", which are included at the end of this specification (pages 10, 11 and 12).

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

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 <http://www.gpo.gov/vendors/gaocab.htm> This clause 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 IV.
- (b) Finishing (item related) Attributes -- Level IV.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera copy

OPTION TO EXTEND THE 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 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three 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.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to September 30, 2015, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending January 31, 2013, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

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.

PAYMENT: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401. (NOTE: GPO recommends using the Contractor Fax Billing System. Please visit the GPO web-site, <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>, for instructions.)

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 10, 11 AND 12.

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 Date of Award through September 30, 2015, 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.

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 miscellaneous single leaf forms and multi-leaf products (pamphlets/booklets) requiring such operations as printing/duplicating, binding, packing, and distribution.

TITLE: Miscellaneous Forms and Multi-leaf Products.

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

FREQUENCY OF ORDERS/QUANTITY/TRIM SIZE: Approximately 240 orders per year. Anticipate approximately 2 to approximately 5 orders per work day.

Orders will consist of 1 to approximately 50 items per order. Specific instruction sheet(s) will be furnished with each order. Based upon past performance, anticipate approximately 25% of the orders will be for multiple items, average approximately 4 items per order.

Quantities will range from approximately 100 to approximately 10,000 copies per item.

Most orders will be for single-leaf items. Occasional orders will require one or more multi-leaf items. Page count for multi-leaf items will range from 4 to approximately 400 (200 leaves).

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

Format "A": Up to and including 5-1/2 x 8-1/2", approximately 10% of the items ordered;

Format "B": Over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11", approximately 90% of the items ordered.

NOTE: Occasionally single leaf forms may require non-standard sizes (i.e. 4-1/4 x 11").

GOVERNMENT TO FURNISH:

Camera ready copy.

Occasionally the Government may furnish stock.

Print orders, with instruction sheet(s) for specific item(s).

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

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

FILMS: Films are not required; however, Quality Level IV MUST be maintained.

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 March 2011. All text paper used in each copy must be of a uniform shade.

NOTICE: Copies of the "Government Paper Specifications Standards" are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

The paper to be used will be indicated on each print order. All Index stock must be folded parallel to the grain when folding is required.

White and Colored Writing (Basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP* Code D10.

White and Colored Index (Basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP* Code K10.

NOTE: Occasionally blank Index stock will be required to serve as a front and/or back "cover".

PRINTING/DUPLICATING: Print face only or face & back in black ink. It is anticipated that approximately 75% of the overall leaves will print face only.

Clear sharp printing will be required. At contractor's option, electrostatic copying or printing with direct image plates is an acceptable method of reproduction provided that the quality levels are maintained.

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: Margins will be as indicated on the print order or furnished copy.

BINDING: Trim to the size indicated on the individual print order. (NOTE: Occasional items may require the contractor to cut to an "odd" size that does not fit either format. In this case, the contractor MUST impose the image to maximize the number of forms out of an 8-1/2 x 11" sheet. Contractor will be allowed all related charges for Format B in the Schedule of Prices, plus an additional charge to cut the product down to the specified size.)

Multi-leaf products will collate into sets (pamphlets/booklets).

Most of the multi-leaf items (sequence indicated on the print order) will bind with one wire stitch, usually in the upper left corner.

Occasionally a multi-leaf item may require slip sheeting between each publication/groups of publications/ sections, as indicated on the print order.

Occasionally a multi-leaf item will require the contractor to GBC punch suitably and bind with plastic combs.

Occasionally a multi-leaf item may require padding, contractor to furnish .020" chipboard, newsboard, or equal, as indicated on the print order.

Occasional orders may require one or more items to be wrapped as a set.

An occasional order may require that a multi-leaf item shrink-film wrap into individual sets.

The majority of the single leaf items will shrink-film wrap, in units as indicated on the print order.

Occasionally single leaf products will require folding with 1 or 2 parallel folds. Fold to size indicated on print order or furnished copy.

Occasional items may require drilling up to 3 round holes.

PACKING: Box in suitable units not to exceed 40 pounds. Pack suitable per shipping container.

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

DISTRIBUTION: Deliver f.o.b. destination* to address(s) listed on the print order. Inside delivery required. Addresses will be located within the following ZIP code areas:

ZIP codes beginning with 298 (South Carolina)

ZIP codes beginning with 304, 308, 309, 310, 312 through 319, and 398 (Georgia)

ZIP codes beginning with 320, 322 through 326, and 344 (Florida).

***NOTE: All small packages, not delivered by the contractor's vehicle, must be transported via the U.S. Mail. This includes the return of Government furnished material. No additional time will be allowed, nor will additional charges be assessed to the Government.**

Upon completion of each order, all furnished material must be returned to the address indicated on the individual print order.

All expenses incidental to the pickup and return of furnished materials and furnishing samples must be borne by the contractor.

RECEIPT FOR DELIVERY: 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 billing for payment.

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

No definite schedule for pickup of material can be predetermined; however, **the Government will notify the contractor when print order and furnished materials are available for pickup and the pickup location and delivery location will be within the same Category (see DISTRIBUTION for cities/zip codes).**

Furnished material must be picked up from the U.S Postal Service location indicated at the time of notification. **PICK-UP OF GOVERNMENT FURNISHED MATERIALS MUST BE MADE VIA CONTRACTOR'S VEHICLE OR TRANSPORTED VIA U.S. MAIL.**

The schedule shall apply to each individual order placed. When more than one order is placed this schedule shall apply to each order separately.

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

Complete production and distribution must be made within 10 - 21 workdays. Orders for multiple items will not be required within fewer than 12 workdays. If more than 5 orders are placed within any 24-hour period, contractor is to contact the Atlanta Regional Printing Procurement Office, Renee Sessum at (404) 605-9160 ext. 32706, to coordinate extended delivery dates for one or more of the orders.

The ship/deliver date and time indicated on the print order is the date and time products ordered must be delivered to the destination specified. **NOTE: If the contractor chooses to transport via the USPS, it is the contractor's responsibility to mail the products in time to reach the destination by the required date. Routine mailing times are available from the USPS.**

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 bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's 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.	(1)	(2)	
	(a)	266	3,599
	(b)	5,405	12,978
II.	(1)	(2)	
	(a)	1,715	8,096
	(b)	973	1,254
	(c)	25	188
	(d)	1,180	507
III.	(a)	232	
	(b)	3,979	
	(c)	4,000	
	(d)	16	
	(e)	591	
	(f)	2,220	
	(g)	4,200	
	(h)	75	

SECTION 4. - SCHEDULE OF PRICES

GPO Facsimile Number: (800) 270-4758

Quotes due by: 11:00 a.m. / Date: September 29, 2014

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

Contractor _____

(Address) (City) (State) (Zip)

(Person to be Contacted) (Date) (State Code/Contractor's Code)

(Telephone Number) (E-mail Address)

*You may FAX the Schedule of Prices pages to the above number, or you may mail to: Atlanta Regional Printing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.

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. destination.

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.

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.

I. COMPLETE PRODUCT: Prices offered must include the cost of all required materials and operations necessary for the complete production and distribution of the product(s) listed in accordance with these specifications, with the exception of Items II. and III.

	<u>Format "A"</u>	<u>Format "B"</u>
	(1)	(2)
Per printed side:		
(a) Makeready and setup charge	\$ _____	\$ _____
(b) Running, per 100 copies	\$ _____	\$ _____

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

	<u>Per 100 leaves</u>	
	<u>Format "A"</u>	<u>Format "B"</u>
	(1)	(2)
(a) White Writing (20-lbs.)	\$ _____	\$ _____
(b) Colored Writing (20-lbs.)	\$ _____	\$ _____
(c) White Index (110-lbs.).....	\$ _____	\$ _____
(d) Colored Index (110-lbs.).....	\$ _____	\$ _____

 (Initials)

III. ADDITIONAL OPERATIONS:

- (a) Folding (one or two parallel folds)
per 100 leaves\$ _____
- (b) Shrink-film wrapping...per wrap.....\$ _____
- (c) Stitching with one stitch upper left corner,
including collating.....per set/pamphlet/booklet.....\$ _____
- (d) Drilling (each run).....per 100 leaves\$ _____

Three holes will be the maximum for any one run. When
drilling or punching index stock, each thickness will be
counted as three leaves.
- (e) Cutting down from Format B to a size other
than Format A.....per 100 leaves\$ _____
- (f) Binding with plastic combs of suitable capacity
including collating, punching, and combs furnished
by the contractor.....per set/pamphlet/booklet.....\$ _____
- (g) Inserting colored separator sheets between sets, including
collating.....per insert\$ _____
- (h) Padding (assembling sheets into pads, stacking, gum or gum/crash,
and slicing pads a part).....per pad.....\$ _____

ASSUMED AREA OF PRODUCTION: My production facilities are located within the assumed area of production -
Yes _____ No _____.

NOTICE: Contractors whose answer to the above is NO should furnish the following information:

1. Time elapsed from acceptance of print order to pickup of
Government Furnished Material _____
2. Time elapsed from pickup of Government Furnished Material
to delivery at contractor's plant..... _____
3. Time elapsed from completed product to delivery at destination..... _____

(Initials)