

U.S. Government Printing Office (GPO)
Philadelphia Regional Printing Procurement Office
928 Jaymore Rd., Ste.A-190
Southampton, PA 18966

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

XEROGRAPHIC REPRODUCTION

As requisitioned from the U.S. Government Printing Office (GPO) by the
U. S. Attorney's Office - Western District of Pennsylvania

Single Award

CONTRACT TERM: The term of this contract is for 1 year (base year), beginning January 1, 2013 and ending December 31, 2013 and four (4) option year(s). Special attention is directed to the following clauses in Section 1 of this contract: "Economic Price Adjustment," and "Option to Extend the Contract Term."

Restricted Radius: All production facilities used in the manufacture of the product(s) ordered under this contract will be located within a (75-mile) radius of Pittsburgh, PA. **Vendor must be able to return finished copying within several hours of receipt.**

Product is designated as: For Official Use Only: The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducible at any time prior to delivery by him to a transportation agent or delivery to destination. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials waste, etc must be destroyed.

NOTE: Prior to award, the contractor will be required to submit a written explanation as to how the contractor will safeguard the data provided by the agency. Explanation must be submitted via email (kcapie@gpo.gov) or fax to (215-364-6479). This information will be forwarded to the agency customer and to a GPO CRB review board in Washington, DC for review.

BID OPENING: Bids are due by 11 AM., prevailing Philadelphia, PA time on November 13, 2012

BID SUBMISSION: This is a small purchase term contract. **Facsimile bids in response to this solicitation are permitted.**

Facsimile bids may be submitted directly to the GPO, FAX. NO: 215-364-6479. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publications 310.2 as revised June 2001.

Abstract of contract prices are available at <http://gpo.gov/vendors/bid-opp.htm>

For information of a technical nature call Karen Capie (215) 364-6465 , ext. 12 (no collect calls), or e-mail kcapie@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: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing 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 may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

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

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

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

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

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- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

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

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

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

Prior to submitting a voucher for payment the contractor is responsible for furnishing a copy of their detailed invoice to the Department of Justice, U. S. Attorney's Office, Western District of Pennsylvania, 700 Grant Street, Pittsburgh, PA 15219 Attention: James Bailey. Fax number is : 412-644-2613

For additional information please see our online resources.

Getting Paid Quickly

<http://www.gpo.gov/vendors/payment.htm#billing>

GPO Billing Instructions

<http://www.gpo.gov/vendors/billing.htm>

Bar Code Cover Sheet

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

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

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from January 1, 2013 through December 31, 2013 and (through December 31, 2017) if all the option years are taken. 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. 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.

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.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard Personally Identifiable Information (PII) from loss, theft or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personal identifiable information includes, but is not limited to, a person's name and address.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

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(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

CRIMINAL SANCTIONS: It is incumbent upon the Contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1) which is made applicable to Contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established hereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

NOTE: Data collection associated with this program is subject to Title V of the U.S. Code ("Confidential Information Protection and Statistical Efficiency").

SECTION 2- SPECIFICATIONS

SCOPE: These specifications cover the production of xerographic reproduction of litigation trial documents requiring such operations as copy pickup, numbering as required, copying, binding, packing, labeling and delivery.. **Vendor must be able to return finished copying within several hours of receipt.**

TITLE: Xerographic Reproduction.

XEROGRAPHIC REPRODUCTION OF LITIGATION TRIAL DOCUMENTS IS A SPECIALIZED FIELD AND AWARD WILL BE MADE TO CONTRACTORS THAT ROUTINELY PROVIDE THIS TYPE OF SERVICE. . **Vendor must be able to return finished copying within several hours of receipt.**

LITIGATION COPYING DEFINITION: Litigation copying consists of the copying of printed materials related to on-going legal proceedings and processes.

FREQUENCY OF ORDERS: Since the volume of work which will be procured under this contract cannot be predetermined, no guarantee can be made as to the quantity and number of pages which will be ordered. It is estimated that there will be a total from 1 to 4 orders place during a month.

ORDER HISTORY: The ordering history over the last five years (base year, plus four(4) option years) has been a total of 44 orders. Thus, the average number of orders per year is estimated to be nine (9); however, this is only an estimate.

QUANTITY: Approximately 1 to 10 copies per order, with an average of 3 copies. An occasional order may require as many as 25 copies.

NUMBER OF PAGES: From 1 to 5 binders per order, with an average of 2 binders per order, OR from 1 to 20 cartons per order, with an average of 4 cartons per order. An average of 300 original per binder, OR 2,000 originals per carton. Approximately 25% of each order will be in binders and 75% will be in cartons. **NOTE:** An occasional order of single enlargements reproduced under formats "C" & "D" will require mounting.

TRIM SIZE: Format "A" will include any trim size up to and including (8-1/2 x 11").
Format "B" will include any trim size that is over (8-1/2 x 11") up to and including (11 x 17").
Format "C": will include any trim size that is over (11 X 17") up to and including (24 X 36")
Format "D": will include any trim size that is over (24 X 36") up to and including (36 X 48")

GOVERNMENT TO FURNISH: Original legal documents, various trim sizes and types of material considered to be normal, moderate and difficult litigation copying.

Cartons of legal documents which may be in banded bundles consisting of any or all of the following: letters, forms, items stapled in the upper left corner, single sheets, side stitched books, and loose-leaf books. All sizes of "Post-It" notes, tissue copy, copy with tabs, loose receipts, bank checks, Photostats, transcripts, envelopes, regular and/or medical files stored in legal or medical folders, some with EKG strips to 7 feet long. Occasionally perfect and casebound publications will be furnished and must be kept intact, cutting at spine will not be permitted.

Note: Personnel from the U. S. Attorney's Office will describe the requirements of each order.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications (see Attachment No. 1).

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc. 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.

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REPRODUCIBLES: The contractor must make all reproducibles required. Reproduce camera copy same size and/or at various focuses.

STOCK/PAPER: The specifications of all stock/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.

White Recycled Plain Copier, Xerographic (qualified product), (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP O-65.

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

WARNING: The documents will be of a sensitive nature, therefore; proper control and handling must be maintained at all times. Release of the material to anyone not authorized by the Department of Justice is prohibited. All copies must be accounted for and waste sheets destroyed beyond recognition or reconstruction.

COPYING: Documents copy face only or face and back in black. Documents must be copied in the exact order as described on the print order. If requested, documents should be copied as duplex copies rather than single copies.

Approximately 90% of all leaves will require coping on one side with the balance copying two sides. An occasional order may require LASER color copying. Some orders will require pieces to be enlarged in both black & white and color formats.

Note: All reproduced copy must be legible. When the contractor is unable to produce a quality document due to poor furnished material, the contractor must identify the document with the following statement, in all capital letters, "BEST COPY AVAILABLE" in the margins to the document, not overprinted on copy on the document. Copies will not be acceptable if they contain background tone, strip-lines, or are not equal to the furnished copy.

BATES NUMBERING: THERE WILL BE A ONE TIME CHARGE ALLOWED FOR BATES STAMPING PER PRINT ORDER. CONTRACTOR WILL NOT BE ALLOWED TO CHARGE FOR SUBSEQUENT COPIES ON THE SAME PRINT ORDER UNLESS OTHERWISE AUTHORIZED.

Contractors will be required to work with:

CD-ROMs

- 1- Copy CD from CD-ROM's. Do not combine supplied sources .Exact copy required
- 2- Copy CD to paper (hard copy)
- 3- Copy hard copy to CD-ROM's in PDF format

DVD- R's

- 1- Copy DVD from DVD-R's. Do not combine supplied sources .Exact copy required
- 2- Copy DVD to paper (hard copy)
- 3- Copy hard copy to DVD-R standard format

Contractor will be required to make paper copies from supplied CD-ROM's or DVD-R's

OCR (Optical Character Recognition) – As ordered, documents/pages may need to be scanned and converted into single page TIFF (Text Image File Format) images. All pages of all documents will need an Image Key (i.e., bates number, numbering system) that will identify each TIFF image page. All Pages of all documents should be scanned in at 300 dpi and should be rotated at optimum/viewing readability. The image key/bates number should NOT be burned into the scanned images. Single pages can be imaged but have the boundaries annotated in the load files. Indexing – per individual requirement, all documents/pages need to be further labeled by appropriate criteria.

Document Boundaries -- All red wells/folders/binders; pages with rubber bands around them; binder clipped and paper clipped pages; and stapled pages, should be treated as one document (This is essential for we need to know where a document begins and ends).

Sticky notes/Post-IT Notes and the fronts of file folders should be copied and scanned and treated as a document.

Print order will state whether documents will need to be Optical Character Recognized (OCR). Once the documents are scanned and OCR'd , the Load Files should be created. (IPROOCR.lfp)

The Load Files needed are the following: The database load files should be ASCIIDAT.TXT, Concordance.dat file, and an IPRO Publish.LFP file. The Image Load File format should be ASCIIMG.TXT and an IproProject.LFP File.

All data should be produced on CD's, or DVD's.

TABBED DIVIDERS: Copying tab dividers in black may be required. Overall size of tab dividers will allow for a (1/2") tab and be 1/3 or 1/5 cut on index stock. An occasional order will require custom tabs

SEPARATOR SHEETS: Copying separator (slip) sheets (trim 4 sides) in black on colored index stock.

MARGINS: Follow furnished instructions; most copies will require a centered image.

BINDING: Collate or assemble in the same sequence as furnished, bind each group of documents within a set, as required on the individual print order or furnished instructions. Various binding styles may be used as follows:

One wire stitch in the upper left corner, side stitch with 2 wire stitches, velo binding, inserting loose-leaf products and tabs into documents or into furnished binders. An occasional order may require various size three (3) ring binders as indicated on print order from ordering agency. A separate charge is allowed for these three (3) ring binders.

Band in units indicated with a strip of heavy kraft paper or rubber band around the short dimension.

Drill 2 holes (3/8") in diameter at the top of sheets, or 3 holes (3/8") in diameter at the left side of sheets, or as ordered.

Some orders will require numbering documents prior to copying using a Bates numbering machine, numbering stickers, bar code numbering, or through electronic means, as required. No missing numbers or number skips unless authorized by the originating office.

Some orders will require enlargement and mounting on 0.5" to 0.75" thick foam-core board.

PACKING: PACK ORIGINALS IN ORIGINAL CONTAINERS. Do not replace containers without permission of the U.S. Attorney's Office. Pack xerographic copies in shipping containers. Each container not to exceed 45 lbs. when fully packed.

LABELING AND MARKING: Maintain original markings on folders, containers or cartons, as submitted.

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DISTRIBUTION: Deliver f.o.b. destination to: U. S. Attorney's Office, Western District of Pennsylvania, USPO & Courthouse, 700 Grant Street, Suite 4000, Pittsburgh, PA 15219 or any other location within a 75 mile radius of the above address. **INSIDE DELIVERY REQUIRED TO THE ROOM NUMBER SPECIFIED.**

All orders must be shipped via traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the period of this contract. Upon completion of each order, all furnished materials must be returned to the address indicated on the Print Order. All expenses incidental to returning materials, submitting proofs, and furnishing sample and random copies, must be borne by the contractor.

SCHEDULE: No definite schedule can be established at this time. The contractor will be required to pickup copy and furnished material from locations as follows:

Dept. of Justice, U.S. Attorney's Office, Western District of PA, 700 Grant Street, Suite 4000, Pittsburgh, PA 15219,
Attn: James Bailey
Federal Courthouse, 17 South Park Row, Room A-330, Erie, PA 16501
Penn Traffic Bldg., 319 Washington Street, Room 200, Johnstown, PA 15901

NOTE: DUE TO THE VARYING DEGREES OF DIFFICULTY, THE SCHEDULE REQUIREMENTS AND THE DEGREE OF DIFFICULTY WILL BE DETERMINED JOINTLY BY THE U.S. ATTORNEY'S OFFICE AND THE CONTRACTOR BASED ON THE AMOUNT OF WORK INVOLVED AND THE TIME THAT CAN BE ALLOWED. THE SCHEDULE AND THE DEGREE OF DIFFICULTY MUST BE AGREED UPON AT ACCEPTANCE OF THE GOVERNMENT FURNISHED MATERIAL, AND MUST BE INDICATED ON THE PRINT ORDER FOR PAYMENT. CONTRACTOR WILL NEED TO KEEP AN ACCURATE COUNT OF ORIGINALS FURNISHED WITH EACH ORDER.

Difficult work: Discovery work requiring all glasswork and handwork. This is approximately 50% of the work required on this contract. This includes, but is not limited to, boxes of seized records including, ledger books, checks, receipts, medical records, and small notes. Various reductions and enlargements of copy required. Re-assembly of originals.

Moderate work: Various sizes, but not constantly changing sizes. Some group staples, but not able to feed all work. Most documents in one reduction category.

Normal work: Groups of various size sheets in folders, feedable, most copies being reproduced same size.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Approximately 15% of all orders will be required in less than 24 hours; therefore contractors may need to provide 24 hour services.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under this contract. Further, the contractor is not to accept print orders that are outside the scope of this contract. If such orders are placed, contractor is to notify GPO, Philadelphia at 215-364-6465, x 12 immediately. Failure to do so may result in nonpayment.

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.

Contractor must submit one copy of all vouchers for payment to the U. S. Government Printing Office, Philadelphia Regional Printing Procurement Office, ATTN: Will Binyard , FAX: 215-364-6479

SECTION 3- DETERMINATION OF AWARD AND PLACEMENT OF WORK

	(1)	(2)	(3)	(4)
I. 1. (a)	85,941	20,159	1	1
(b)	64,456	15,119	1	1
(c)	28,646	6,720	1	1
2. (a)	254	60	1	1
3. (a)	2,619	614	1	1
4. (a)	617	145	1	1
(b)	842	198	1	1
5. (a)	2			
(b)	10			
6. (a)	71	17		
(b)	139	33		
7. (a)	1	1		
II. (a)	2			
(b)	2			
(c)	1507			
(d)	100			
(e)	12			
(f)	1507			
(g)	14			
(h)	20			
(i)	4			

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SECTION 4- SCHEDULE OF PRICES

Bids offered 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.

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 non-responsive.

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

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

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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

Initials

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

Format "A": Up to and including (8-1/2 x 11").

Format "B ": Over (8-1/2 x 11") up to and including (11 x 17").

Format "C": Over (11 X 17") up to and including (24 X 36")*

Format "D": Over (24 X 36") up to and including (36 X 48")*

* Formats "C" and "D" price to include cost for mounting on foam-core board.

	Format A <u>(1)</u>	Format B <u>(2)</u>	Format C <u>(3)</u>	Format D <u>(4)</u>
1. Copying:				
Difficult Work				
(a) Per page.....	\$ _____	\$ _____	\$ _____	\$ _____
Moderate Work				
(b) Per page.....	\$ _____	\$ _____	\$ _____	\$ _____
Normal Work				
(c) Per page.....	\$ _____	\$ _____	\$ _____	\$ _____
2. Laser Color copying:				
(a) Per page.....	\$ _____	\$ _____	\$ _____	\$ _____
3. Blowbacks: Color prints from electronic media: CD, DVD, hard drives				
(a) Per page.....	\$ _____	\$ _____	\$ _____	\$ _____
4. Scanning, /OCR'ing/Indexing: Complete Product				
(a) Per page.....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Scanning ONLY.....per page... ..	\$ _____	\$ _____	\$ _____	\$ _____

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5. CD: Complete Product including cases

(a) Master each CD \$ _____

(b) Replication..... Per 100 CD \$ _____

6. Tab Dividers:

Prices offered must be all inclusive.

(a) Per divider.....\$ _____ \$ _____

(b) Custom Tab dividers\$ _____ \$ _____

7. Separator Sheets:

Prices offered must be all inclusive.

(a) Per separator.....\$ _____ \$ _____

II. 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 band.....\$ _____

(b) Banding with rubber bands.....per band.....\$ _____

(c) Bates numbering of documents.....per 100 numbers.....\$ _____

(d) Numbering documents with stickers....per 100 numbers..... \$ _____

(e) Numbering documents by electronic format, includes bar coding, etc.....per 100 numbers.....\$ _____

(f) Drilling (each run).....per 100 leaves.....\$ _____

(g) Velo binding.....per book.....\$ _____

(h) Inserting loose-leaf products and tabs in publications or furnished binders.....per 100 leaves.....\$ _____

(i) Binders (three ring).....each binder \$ _____

(Initials)

My production facilities are located within the restricted area of production _____yes _____no.

BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit each set of pages attached to a completed and signed copy of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. **NOTE:** The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

By_____

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

(Person to be contacted)

(Telephone Number)

NOTE: BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE, AND SUBMIT ALONG WITH THE SCHEDULE OF PRICES AS REQUESTED BY THESE SPECIFICATIONS.

FACSIMILE BIDS: Facsimile bids are permitted.

(a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

(b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

(c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.

(d) Facsimile bids must contain the required signatures.

(e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.

(f) Submit facsimile bid to **FAX No. (215)364-6479, one bid per facsimile.**

(g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

- (1) Receipt of garbled or incomplete bid.
- (2) Availability or condition of the receiving facsimile equipment.
- (3) Incompatibility between the sending and receiving equipment.
- (4) Delay in transmission or receipt of bid.
- (5) Failure of the bidder to properly identify the bid.
- (6) Illegibility of bid.
- (7) Security of bid data.

3241-S (01/13-12/31/13-(17)

ATTACHMENT NO. 1

GPO Form 905
(R 3-90) P. 57782-6

LABELING AND MARKING SPECIFICATIONS

INNER PACKAGES: Each inner package must be marked or labeled with the following: department name and requisition number, form number (including revision date, if any), title, and quantity. Mark or label boxes and wrapped packages on one end (not top, bottom, or sides), banded packages on the band, and tied packages on the chipboard or newsboard. Shrink film packages must be labeled, not marked, on the top or the end; labels may be placed inside the wrap.

SHIPPING CONTAINERS: Each shipping container must have a shipping label applied to one end (not top, bottom, or side). The label must be reproduced (same size) from the facsimile below in black ink on white paper. The label must be filled in accurately and legibly, using bold characters at least 1/4" high, except the "From" box which may be smaller. The name and requisition number of the receiving department must be used in the "Dept." box and "Dept. Req. No." box of shipping container labels in lieu of the name and requisition number of the ordering department. Label entries must remain clear

and legible for a period of at least two years under normal warehouse conditions.

SHIPPING BUNDLES: The information required in the facsimile below must appear in a convenient location on each shipping bundle.

MAILED SHIPMENTS: The facsimile below shall be used as a mailing label applied to one end of the mailing container (not top, bottom, or side). Affix postage to parcels bearing this mailing label so that the stamps or meter strip overlap the upper right corner of the label.

CAUTION: Noncompliance with the labeling and marking specifications will be cause for the Government to relabel in accordance with the specifications and charge all costs thereof to the contractor. The Public Printer reserves the right to institute this action without prior notice to the contractor or to reject the order because of such noncompliance.

FROM		FOR USPS DELIVERY APPLY POSTAGE	
DEPT.	STOCK NO.		
DEPT. REQUISITION NO.	CONTROL NO.		
GPO JACKET NO.	SUB. ID NO.		
GPO ORDER NO.	TITLE		
PROGRAM/PRINT ORDER NO.	TO		
FORM OR PUBLICATION NO./DATE			
QUANTITY PER CONTAINER			
PACKAGES PER CONTAINER			
PKGS. OF			