

ITEM NO.	DESCRIPTION	BASIS OF AWARD	Alpha Graphics UNIT COST	ARC Document Solution UNIT COST	Gnomion Copy UNIT COST	UNIT		
1	FORMS (complete product except paper):							
(a)	Forms up to 8-1/2 x 11" in black.....per printed page.....	56,161	0.015	842.42	0.045	2,527.25	0.03	1,684.83
(b)	Forms over 8-1/2 x 11" in black.....per printed page.....	436	0.06	26.16	0.1	43.60	0.06	26.16
(c)	Forms up to 8-1/2 x 11" in color.....per printed page.....	78,113	0.09	7,030.17	0.40	31,245.20	0.13	10,154.69
(d)	Forms over 8-1/2 x 11" in color.....per printed page.....	10,239	0.24	2,457.36	0.75	7,679.25	0.25	2,559.75
2	PAMPHLETS AND BOOKS (complete product except paper):							
(a)	Looseleaf.....per printed page.....	6,018	0.020	120.36	0.080	481.44	0.030	180.54
(b)	Saddle Stitched.....per each page.....	176	0.050	8.80	0.10	17.60	0.04	7.04
(c)	Saddle Stitched, Color.....per each page.....	11,928	0.210	2,504.88	0.50	5,964.00	0.14	1,669.92
(d)	Fold-ins... Up to including 17x11".....Color per fold-in.....	10	0.150	1.50	0.15	1.50	0.20	2.00
(e)	Fold-ins... Up to including 17x11".....Color per fold-in.....	89	0.36	32.04	0.85	75.65	0.26	23.14
(f)	Color copying up to 8-1/2 x 11".....per printed page.....	6	0.19	1.14	0.40	2.40	0.13	0.78
(g)	Color Copying over 8-1/2 x 11" per printed page.....	5	0.38	1.90	0.75	3.75	0.25	1.25
II.	OVERSIZE XEROGRAPHIC AND OVERSIZE FULL COLOR INK JET OR ELECTROSTATIC DOCUMENTS							
(a)	OVERSIZE Black Documents.....per sq. ft.....	163	1.00	163.00	0.20	32.60	0.50	81.50
(b)	OVERSIZE Full Color Document.....per sq. ft.....	139	5.00	695.00	4.00	595.00	5.00	695.00
III.	PAPER (per 100 leaves):							
(a)	60 lb. White Veillum Finish Book.....	4	4,500.00	18.00	1.00	4.00	1.55	6.20
(b)	60 lb. Colored Veillum-finished Book.....	4	4,800.00	19.20	2.00	8.00	2.30	9.20
(c)	20 lb. Colored Writing.....per printed page.....	38	4,500.00	171.00	2.00	38	1.15	43.70
(d)	24 lb. White High Quality, Laser Printer.....	147	4,000.00	588.00	3.00	441.00	2.00	294.00
(e)	28 lb. White High Quality, Laser Printer.....	406	4,000	1,624.00	3.50	1,421.00	2.250	913.50
(f)	20 lb. White Xerographic (100% Recycled).....	326	2,480	808.48	2.00	652.00	1.28	417.28
(g)	110 lb. White Index.....	1	10,580	10.58	10.00	10.00	3.250	3.25
(h)	110 lb. Colored Index.....	2	11,100	22.20	12.00	24.00	4.750	9.50
(i)	65 lb. White Veillum Finish Cover.....	4	7,910	31.64	8.00	32.00	3.500	14.00
(j)	65 lb. Colored Veillum Finish Cover.....	142	5,55	788.10	10.00	1,420.00	5.250	745.50
(k)	80 lb. White Smooth and Fancy Cover (Laser).....	20	12,980	259.60	14.00	280.00	6.000	120.00
(l)	80 lb. Color Smooth and Fancy Cover (Laser).....	1	18,000	18.00	15.00	16.00	7.50	7.50
(m)	100 lb. White Smooth and Fancy Cover (laser).....	6	22,500	135.00	18.00	108.00	8.00	48.00
(n)	100 lb. Color Smooth and Fancy Cover (laser).....	1	30.00	30.0	20.00	20.0	10.00	10.0
IV.	BINDERS:							
(a)	1" Capacity.....per binder.....	1	3.00	3.00	10.00	10.00	3.25	3.25
(b)	2" Capacity.....per binder.....	1	6.00	6.00	15.00	15.00	4.25	4.25
(c)	3" Capacity.....per binder.....	1	9.00	9.00	20.00	20.00	6.25	6.25

ITEM NO.	DESCRIPTION	BASIS OF AWARD	Alpha Graphics UNIT COST	ARC Document Solution UNIT COST	Gnomon Copy UNIT COST	UNIT
VI. ADDITIONAL OPERATIONS						
(a)	Folding.....per 100 forms.....	135	2.00	270.00	2.00	270.00
(b)	Padding.....per pad.....	75	0.50	37.50	0.50	37.50
(c)	Drilling.....per 100 leaves.....	13,720	0.01	137.20	0.25	3,430.00
(d)	Bind with binder clips/staples.....per set.....	155	1.00	155.00	1.00	155.00
(e)	Inserting into binders.....per book.....	400	0.25	100.00	1.00	400.00
(f)	Coilating Color copies with product per 100 forms/pg.....	34	2.00	68.00	2.00	68.00
(g)	Clear Acetate Cover Sheets.....per sheet.....	284	0.50	142.00	0.25	71.00
(h)	Colored Vinyl Cover Sheets.....per sheet.....	54	0.50	27.00	2.00	108.00
(i)	GBC Binding.....per copy.....	134	2.00	268.00	3.00	402.00
(j)	Veloc Binding.....per copy.....	5	3.00	15.00	5.00	25.00
(k)	Tape Binding.....per copy.....	4	4.00	16.00	5.00	20.00
(l)	Spiral Binding.....per copy.....	68	2.00	136.00	3.00	204.00
(m)	Shrink-film packaging.....per package.....	30	1.00	30.00	5.00	150.00
(n)	Sealing with water seals.....per seal.....	740	0.02	14.80	0.50	370.00
(o)	Slip Sheeting.....per sheet.....	39	0.10	3.90	0.25	9.75
(p)	Pre-Printed Tab Dividers.....per divider.....	20	0.50	10.00	1.00	20.00
(q)	Die-Cut Tab Dividers.....per divider.....	4,226	0.10	422.60	1.25	5,282.50
(r)	Folding Oversize Documents.....per document.....	5	1.00	5.00	1.00	5.00
(s)	Trim to size (under 8-1/2 x 11") per 100 documents.....	601	0.50	300.50	1.00	601.00
(t)	Scoring.....per score.....	20	0.10	2.00	0.25	5.00
(u)	Plastic Sheaves.....per sleeve.....	2	2.00	4.00	2.00	4.00
(v)	Mounting Oversize Documents.....per sq. ft.....	5	3.00	23.00	3.00	23.00
(w)	Laminating One Side Only.....per sq. ft.....	4	5.00	20.00	3.00	20.00
(x)	Laminating Both Sides.....per sq. ft.....	16	7.00	112.00	10.00	160.00
(y)	Disc Check (pre-flight).....per order.....	50	10.00	500.00	10.00	500.00
VI. Scanning Documents						
(a)	Scanning oversize up to/including 8-1/2x11" per scan	48	0.50	24.00	0.20	9.60
(b)	Scanning oversize over 8-1/2x11" up to 11 x17" per scan	33	0.70	23.10	1.00	33.00
TOTAL			\$21,295.13	0.00	\$65,985.09	0.00
DISCOUNT			0.00	0.00	\$64,985.28	0.00
NET TOTAL			\$21,295.13	0.00	\$64,985.81	0.00
			AWARDED			
TOTAL			\$21,295.13	0.00	\$65,985.09	0.00
DISCOUNT			0.00	0.00	\$64,985.28	0.00
NET TOTAL			\$21,295.13	0.00	\$64,985.81	0.00

U.S. GOVERNMENT PRINTING OFFICE
Boston, MA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Duplicating/Copying Services

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

U.S. Environmental Protection Agency (EPA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending ^{MAY 1ST} April 30, 2015, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Boston, MA, time, on April 24, 2014.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Boston Regional Printing Procurement Office, Room E-270, 15 New Sudbury Street, Boston, MA 02203-0002. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the Boston RPPO, FAX No. (617) 565-1385 or 1386. 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 Publication 310.2 as revised June 2001. **NOTE: TELEPHONE BIDS WILL NOT BE ACCEPTED. BIDS RECEIVED AFTER 2:00 P.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

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 a 25-mile radius of Boston, MA.

Any bidder intending to use production facilities outside this area must 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 bidder of the responsibility for compliance with these schedule requirements.

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

Abstracts of contract prices are available at: <http://www.gpo.gov/gpo/abstracts/abstractaction?region=Boston>.

For information of a technical nature Anne Marie Rich (617) 565-1370 (no collect calls); or arich@gpo.gov.

SECTION I. - 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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

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/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)), is modified to permit the subcontracting of the production of oversize documents, mounting oversize documents on foam backing, and laminating.

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/Manuscript copy/ Electronic media

OPTION TO EXTEND THE TERM OF THE CONTRACT: 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 five (5) 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 authorized pricing adjustment(s).

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 Date of Award to April 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, 2014, 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.

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.

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 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 April 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.

PAYMENT: At the time of delivery, the contractor must submit an itemized receipt to an authorized representative of the ordering agency for verification. This receipt must indicate all copier counts, material furnished by the contractor, and operations performed by the contractor.

Contractor must submit this signed, verified receipt with his billing invoice to: U.S. Government Printing Office, Comptroller, Stop: FMCE, Financial Management Service, Washington, DC 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO website for more information.)

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of various sizes of forms, books, pamphlets, fold-ins, die-cut tabs dividers, and black and full color oversize documents requiring such operations as duplicating/copying in black and full color, binding in various styles, construction, scanning, packing, and distribution.

TITLE: Duplicating/Copying Services.

FREQUENCY OF ORDERS: Up to approximately 200 orders per year.

NOTE: Any combination of pamphlets, books, color copies, oversize documents, die-cut tab dividers, and/or forms may be ordered on the same print order requiring the same schedule.

QUANTITY: Up to approximately 4,500 copies. **NOTE:** Majority of orders placed will be for 100 copies or less.

NUMBER OF PAGES:

Forms: Face only or face and back.

Books and Pamphlets: Up to approximately 1,000 pages (plus cover, when required) per order.

NOTE: Majority of orders placed for books and pamphlets will be for 200 pages or less. It is anticipated that approximately 30% of the book and pamphlet leaves will print face only and 70% face and back.

TRIM SIZES:

Forms: 3 x 5" up to and including 11 x 17" (including landscape style).

Pamphlets and Books: Up to and including 8-1/2 x 11" (including album style).

Fold-ins: 17 x 11" (maximum flat size).

Color Copies: 8-1/2 x 11" up to and including 17 x 11".

Oversize Black and Full Color Documents: Up to any length x 36".

Die-Cut Tab Dividers: 9 x 11", including tab.

GOVERNMENT TO FURNISH: For form, book, pamphlet, and fold-in orders, camera copy consisting of either printed (reprint) copy or typewritten copy will be furnished. In some cases, the copy may be poor and will require care in reproducing to obtain acceptable results.

For oversize documents, camera copy or reprint copy will be furnished.

For die-cut tab dividers, manuscript copy will be furnished.

Occasionally, electronic files may be furnished (via email, FTP, or CD) for any of the above products.

Preprinted die-cut tab dividers may be furnished to be inserted throughout and bound with books/pamphlets.

Three-ring binders may be furnished.

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

When ordered, contractor will be required to set type on the tab portion of tab dividers. Contractor to match furnished copy.

ELECTRONIC PREPRESS: When applicable, the contractor shall perform a basic check (preflight) of the furnished electronic 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 contract administrator, Boston RPPO, (617) 565-1370.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 1, 2008.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

All 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 and Fold-ins:

White and Colored Vellum-finish Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A90.

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

White High Quality Xerographic Copier, Laser Printer, basis weight: 24 and 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-61.

White 100% Recycled Plain Copier, Xerographic, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-70. NOTE: (Stock must be 100% post-consumer fiber and chlorine-free.)

Covers:

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

White and Colored Vellum-finish Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

White and Colored Smooth and Fancy-finish Cover (Laser Compatible), basis weight: 80 and 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21.

Clear Acetate Cover Sheets, 5 mil.

Colored Vinyl Cover Sheets, 15 mil.

Tab Dividers:

White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Oversize Black Xerographic Documents:

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

Oversize Full Color Ink Jet or Electrostatic Documents:

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

DUPLICATING/COPYING:

Forms: Reproduce face only or face and back in black or full color.

Books and Pamphlets: Reproduce text and covers head-to-head (unless otherwise indicated) in black or full color.
NOTE: Color copied pages may be collated and bound with books and pamphlets, as specified.

Fold-ins: Reproduce face only in black or full color.

Tab Dividers: Reproduce tab dividers face only in black (tab portion only). Follow instructions on individual print orders for position.

Oversize Black Xerographic Documents: Reproduce face only in black. Oversize xerographic documents may be ordered reproduced same-size, enlarged, or reduced, as specified on the print order.

Oversize Full Color Ink Jet or Electrostatic Documents: Reproduce face only in full color. Minimum resolution must be 300 dpi. Oversize full color documents may be ordered reproduced same-size, enlarged, or reduced, as specified on the print order. NOTE: Contractor may be required to scan original color copy furnished by the Government.

MARGINS: Margins will be as indicated on the print order or furnished copy/electronic files.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

Forms: Forms may require collating, folding, padding, and/or drilling. Occasionally, collating documents into sets may be required.

Folding: Forms may require one fold or two continuous folds.

Padding: Pad in up to 100 leaves as required on individual print orders. Gum and crash or any suitable padding compound may be used. Backboards must be 0.02" chipboard, newsboard, or equal.

Drilling: Forms, books, and pamphlets may require drilling with 2 to 5 holes, 1/4" to 3/8" in diameter. Complete instructions will be furnished with the print orders.

Saddle-stitched Pamphlets: Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. Separate covers, when ordered, wrap around and stitch/trim with text.

Looseleaf Books and Pamphlets: Gather in sequence and trim four sides. Separate paper covers will be two-piece. Loose-leaf orders may be bound as follows:

Stitch with one standard wire stitch in the upper left corner (ULC) or two standard side-wire stitches.

Bind with binder clips or heavy-duty staples (ULC), at contractor's option.

Insert cover, text, fold-ins, and/or tab dividers into 3-ring binders (furnished by the Government or contractor, as required). Covers may be required to be inserted into clear vinyl pockets. Binders furnished by the contractor will range from 1" to 3" in capacity, as specified on the print order. (See "CONSTRUCTION" for binders furnished by the contractor.) NOTE: Contractor must ensure binder rings are in a closed, locked position. Tab dividers may be furnished by the Government or contractor, as required.

Collate reproduced color copies, as specified, and bind with product.

Covering with Acetate or Vinyl Sheets: Contractor will be required to place a sheet of clear acetate (5 mil) on top of book or pamphlet to act as front cover and a sheet of Colored Vinyl (15 mil) on back of book or pamphlet to act as back cover. The contractor will be required to bind cover sheets with book or pamphlet.

GBC Binding: Punch rectangular holes (3/16 x 5/16" in size), 9/16" center to center, on the bind edge. Bind text and cover with white or colored plastic GBC style combs of suitable capacity.

Velo Binding: Punch and bind text and cover with white or colored Velo-style plastic strips.

Tape Binding: Bind with glue and tape. Gather text and covers and glue spine. After gluing the spine, the contractor must wrap and glue black binding tape around the entire spine dimension. Tape must extend from spine approximately 1/2" onto front and back covers.

Spiral Plastic Binding: Punch and bind text and cover with white or colored spiral plastic coil springs.

Shrink film packaging will be required, in units as specified on the print order.

When required, the contractor shall seal individual copies with white or clear wafer seals (Seal-O-Matic or equal; stapling or gluing is unacceptable). Wafer seals must be able to be torn by hand to facilitate easy opening.

When ordered, the contractor must place a sheet of Colored Writing (20-lb.) paper between each copy.

Fold-ins: Fold-ins will be limited to looseleaf products. Maximum flat size will be 17 x 11". Fold-ins will fold to trim size of product with one or two parallel folds only. Bind fold-ins with text, covers, and/or tabs, when required.

Hand Folding: Oversize documents may be folded to 8-1/2 x 11" and inserted into book or pamphlet.

When required, trim product to size specified (under 8-1/2 x 11").

Score as specified on the print order.

Roll oversize documents and band with rubber bands.

Plastic Sleeves: When ordered, the contractor will be required to furnish, and insert text or cover sheets into, plastic sleeves.

Mounting Documents on Foam Board Backing: A single thickness of 3/16" foam board shall be securely adhered to the back of the sheet as ordered (sheet size up to 24 x 36"). After mounting, trim flush four sides.

Sheet Lamination: A single thickness of 5 mil clear plastic (or equal material) shall be securely bonded to one side or to both sides of the sheet as ordered (sheet size up to 24 x 36"). After laminating, trim flush four sides. The finished laminated sheets shall be such that there shall be no appreciable change in color of paper and image. The contractor must guarantee coating will be waterproof, not curl or break when bent at a 90 degree angle, not distort the printed image, and not separate from the sheet under normal use.

CONSTRUCTION (Binders furnished by the contractor): White vinyl covering and clear vinyl pockets shall be electronically/dielectrically heat sealed over No. 1 quality binders boards, 0.10" thick, +/-0.025", forming securely sealed edges all around the binder and on each side of the backbone, as hinges. Binders boards to have smooth edges, and the outer corners round cornered. Grain of boards must be parallel to the short dimension. Clear vinyl pocket at top edge on front cover shall not be sealed to allow insertion of cover insert. Clear vinyl covering over backbone to be die-cut at top with a 1/2" deep, half-moon shaped thumb notch, the full width of backbone.

Binder size will be approximately 11-1/2" bind x 10-5/8". Heavy duty wide flat base element with three round shaped rings. Rings will be spaced 4-1/4" center to center. Element must be equipped with opening and closing levers at each end.

Metal element must be machine finished, no rough edges.

Opening/closing levers must not extend beyond the edge of the binder and must have a firm action, no free play. All exposed metal parts shall be nickel plated and corrosion resistant. The metal looseleaf element is to be securely riveted with not less than two metal rivets to the backbone of the 1" and 2" binders and to the back cover of the 3" binders. The rivet heads, if exposed, must be white.

SCANNING: When required, contractor to scan documents furnished by the Government. It is anticipated that letter size, legal size, and oversize documents will require scanning. Minimum 300 dpi will be required. The contractor will be required to save as an Adobe Acrobat (current version) PDF file onto a CD. Additionally, contractor must print title on disc and insert into a jewel case (see "PACKING" for requirements).

When saving to a CD, the title on the CD prints on top of disc in black ink. (No disc labels.) All printing on the disc shall comply with the requirements set forth in the International Standards IEC 908 and amendment ISO 10149 and ISO 9660 for CD-ROM. Inks used for the disc title must not damage the lacquer layer.

PACKING:

When ordered, insert each CD into a standard clear jewel case (one disc per case). The discs inserted into jewel cases must fit securely in the disc tray to prevent damage in transit.

Pack CDs (inserted in jewel cases) appropriately so as not to damage discs/jewel cases during delivery.

Pack reproduced copies in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product(s) will not be damaged during delivery.

LABELING AND MARKING (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to: U.S. Environmental Protection Agency, Suite 100, 5 Post Office Square, Boston, MA 01904. *Inside deliveries will be required.*

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1186-S, Purchase Order XXXXXX, Print Order XXXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, and title of product, if applicable. Contractor must be able to provide copies of all delivery receipts upon agency request.

The contractor must return all materials furnished by the Government. These materials must be packaged and returned separately from the entire job. These materials must be returned exactly as they were received by the contractor in regard to condition, order, fastening, affixed notes, folders, etc. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

Upon completion of each order, all furnished material must be returned to: U.S. Environmental Protection Agency, Suite 100, 5 Post Office Square, Boston, MA 01904.

All expenses incidental to picking up and returning materials 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).

Furnished material must be picked up from and delivered to: U.S. Environmental Protection Agency, Suite 100, 5 Post Office Square, Boston, MA 01904.

The following schedule begins at the time of notification of the availability of each individual print order and furnished material.

In the event the scheduled date carried on the print order is a Saturday, Sunday, or holiday, delivery on the next workday, following the date entered on the print order, will be considered to be in compliance with the schedule, unless otherwise indicated on the print order.

No definite schedule for pickup of material can be predetermined at this time.

- Approximately 10% of the orders must be delivered at destination within six (6) hours of notification of availability of print order and furnished material. NOTE: Copy will be available by 9:00 a.m.
- Approximately 25% of the orders must be delivered at destination within 24 hours of notification of availability of print order and furnished material.
- Balance of orders will be scheduled according to the work involved and the time that can be allowed. Maximum time allowable for delivery at destination for any order will be three (3) workdays.

NOTE: An occasional order may require a schedule longer than three (3) workdays. The maximum number of trips by the contractor to the ordering agency will be two (2) per workday.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified.

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

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest 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 (1) year's production 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 for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I. 1. (a)	56,161
(b)	436
(c)	78,113
(d)	10,239

2. (a)	6,018
(b)	176
(c)	11,928
(d)	10
(e)	89
(f)	6
(g)	5

II. (a)	163
(b)	139

III. (a)	4
(b)	4
(c)	38
(d)	147
(e)	406
(f)	326
(g)	1
(h)	2
(i)	4
(j)	142
(k)	20
(l)	1
(m)	6
(n)	1

IV. (a)	1
(b)	1
(c)	1

V. (a)	135
(b)	75
(c)	13,720
(d)	155
(e)	400
(f)	34
(g)	284
(h)	54
(i)	134
(j)	5
(k)	4
(l)	68
(m)	30
(n)	740
(o)	39
(p)	20
(q)	4,226
(r)	5
(s)	601
(t)	20
(u)	2
(v)	5
(w)	4
(x)	16
(y)	50

VI. (a)	48
(b)	33

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 invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per-100 rate.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

Forms are defined as printed matter primarily designed for fill-in by the user, but for the purposes of these specifications shall also include other single sheets whether flat or folded. Therefore, forms will consist of single leaves and folded forms or sheets (e.g., flyers or leaflets).

Books and pamphlets are defined as reports and publications bound as side-stitched, looseleaf, and saddle-stitched. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text for saddle-stitched products.

Cost of all required paper must be charged under Item III. "PAPER", unless otherwise specified.

I. DUPLICATING/COPYING: The prices offered must include all costs (excluding paper) necessary for the duplicating/copying, packing, labeling and marking, and distribution of all forms, books, and pamphlets ordered in accordance with these specifications.

The charge for binding with one standard wire stitch in the upper left or two standard side-wire stitches in left binding margin must be included in the overall cost of line item I.2.(a).

Prices offered will be "per printed page" (not including blank pages) for looseleaf products and "per page" (whether printed or blank) for saddle-stitched products.

The prices offered for items I.2.(d) and (e) must include the cost of collating and binding fold-ins with the looseleaf book or pamphlet.

The cost of copying die-cut tab dividers must be charged under Item V.(q).

NOTE: Certain bindery operations are considered "optional" and additional charges will be allowed for them under Item V. "ADDITIONAL BINDERY OPERATIONS."

(Initials)

1. *Forms:*

- (a) Reproducing in black (up to and including 8-1/2 x 11")..... per printed page \$ _____
- (b) Reproducing in black (over 8-1/2 x 11" up to and including 11 x 17") per printed page \$ _____
- (c) Reproducing in full color (up to and including 8-1/2 x 11") per printed page \$ _____
- (d) Reproducing in full color (over 8-1/2 x 11" up and including 11 x 17") per printed page \$ _____

2. *Pamphlets and Books:*

- (a) Looseleaf: Reproducing in black ink per printed page \$ _____
- (b) Saddle-Stitched: Reproducing in black, including binding..... per page \$ _____
- (c) Saddle-Stitched: Reproducing in color, including binding per page \$ _____
- (d) Fold-ins: Reproducing in black (up to and including 17 x 11"), including folding and binding with looseleaf products.....per printed fold-in \$ _____
- (e) Fold-ins: Reproducing in color (up to and including 17 x 11"), including folding and binding with looseleaf products.....per printed fold-in \$ _____
- (f) Reproducing in color (up to and including 8-1/2 x 11") per printed page \$ _____
- (g) Reproducing in color (over 8-1/2 x 11" up to and including 17 x 11") per printed page \$ _____

II. OVERSIZE XEROGRAPHIC DOCUMENTS AND OVERSIZE FULL COLOR INK JET OR ELECTROSTATIC DOCUMENTS (COMPLETE PRODUCT): The prices offered shall be all-inclusive for producing oversize xerographic and oversize full color ink jet or electrostatic documents, in accordance with these specifications and shall include the cost of all materials and services necessary for complete production, paper, gathering into sets, rolling, securing with rubber bands, packing, and delivery. Prices must also include the cost of scanning, if required.

Prices offered will be on a "per-square-foot" basis. Square feet will be computed as the product of the length times the width in inches divided by 144 and rounded off to the nearest tenth.

- (a) Oversize Black Documents per sq. ft. \$ _____
- (b) Oversize Full Color Documents per sq. ft. \$ _____

(Initials)

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices offered. Computation of the net number of leaves will be based on the following:

Forms and Color Copies (up to and including 8-1/2 x 11") - One page-size leaf will be allowed for each form.

Forms and Color Copies (over 8-1/2 x 11" up to and including 17 x 11") - Two page-size leaves will be allowed for each form.

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover.

Fold-ins - Two page-size leaves will be allowed for each fold-in.

	<u>Per 100 Leaves</u>
(a) White Vellum-finish Book (60-lb.)	\$ _____
(b) Colored Vellum-finish Book (60-lb.)	\$ _____
(c) Colored Writing (20-lb.)	\$ _____
(d) White High Quality Xerographic Copier, Laser Printer (24-lb.)	\$ _____
(e) White High Quality Xerographic Copier, Laser Printer (28-lb.)	\$ _____
(f) White 100% Recycled Plain Copier, Xerographic (20-lb.)	\$ _____
(g) White Index (110-lb.)	\$ _____
(h) Colored Index (110-lb.)	\$ _____
(i) White Vellum-finish Cover (65-lb.)	\$ _____
(j) Colored Vellum-finish Cover (65-lb.)	\$ _____
(k) White Smooth and Fancy-finish Cover (Laser Compatible) (80-lb.)	\$ _____
(l) Colored Smooth and Fancy-finish Cover (Laser Compatible) (80-lb.)	\$ _____
(m) White Smooth and Fancy-finish Cover (Laser Compatible) (100-lb.)	\$ _____
(n) Colored Smooth and Fancy-finish Cover (Laser Compatible) (100-lb.)	\$ _____

(Initials)

IV. BINDERS: The prices offered must be all-inclusive for furnishing binders in accordance with these specifications, and shall include the cost of inserting cover inserts, text, and/or fold-ins.

NOTE: Cost of inserting tab dividers into binders furnished by the contractor must be charged for under line item V.(p) or (q), as applicable. Cost of inserting cover inserts, text, and/or fold-ins into binders furnished by the Government must be charged under line item V.(e).

- (a) 1" Binderper binder \$ _____
- (b) 2" Binderper binder \$ _____
- (c) 3" Binderper binder \$ _____

V. ADDITIONAL BINDERY OPERATIONS: Prices offered are all-inclusive for the items listed below.

- (a) Folding (forms only – one or two folds).....per 100 forms \$ _____
- (b) Padding (forms only – up to 100 leaves), including backboard per pad \$ _____
- (c) Drilling (up to five holes) per 100 leaves \$ _____

NOTE: When drilling products with separate covers and/or tab dividers, each thickness of cover and/or divider stock will be counted as three leaves.

- (d) Bind with binder clips or heavy-duty staples, at contractor's option per set \$ _____
- (e) Inserting cover inserts, text, and/or fold-ins into binders furnished by the Governmentper binder \$ _____
- (f) Collating color copies with product..... per 100 forms or pages \$ _____
- (g) Clear acetate cover sheets (including the cost of binding with product)per sheet \$ _____
- (h) Colored vinyl cover sheets (including cost of binding with product).....per sheet \$ _____
- (i) GBC Binding (including cost of punching and combs)..... per copy \$ _____
- (j) Velo Binding (including cost of punching and velo plastic strips)..... per copy \$ _____
- (k) Tape Binding per copy \$ _____
- (l) Spiral Binding (including cost of punching and plastic spiral coils) per copy \$ _____
- (m) Shrink-film packaging per package \$ _____
- (n) Sealing with white or clear wafer sealsper seal \$ _____
- (o) Slip sheetingper sheet \$ _____

(Initials)

- (p) Preprinted die-cut tab dividers
(including cost of paper, drilling, and inserting)per divider \$ _____
- (q) Die-cut tab dividers (including the cost of
typesetting tab portion only, copying one side only,
drilling, paper, and inserting).....per divider \$ _____
- (r) Hand folding oversize documents to 8-1/2 x 11" and
inserting into book or pamphlet..... per document \$ _____
- (s) Trim to size (under 8-1/2 x 11").....per 100 documents \$ _____
- (t) Scoring per score \$ _____
- (u) Plastic sleeves..... per sleeves \$ _____
- (v) Mounting oversize documents on foam backing
(including the cost of foam backing)..... per sq. ft. \$ _____
- (w) Laminating one side only per sq. ft. \$ _____
- (x) Laminating two sides..... per sq. ft. \$ _____
- (y) Disc check (pre-flight)..... per order \$ _____

VI. SCANNING DOCUMENTS: The prices offered shall be all-inclusive for scanning documents furnished by the Government, creating PDF files and saving to a CD (including cost of disc and jewel case, printing on disc, and inserting into jewel case).

- (a) Scanning oversize documents (up to and including 8-1/2 x 11")per scan \$ _____
- (b) Scanning oversize documents (over 8-1/2 x 11" up to and
including 11 x 17")..... per scan \$ _____

(Initials)

My production facilities are located within the assumed area of production yes no

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

1. Proposed carrier(s) for pickup of Government Furnished Material _____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material.....

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant.....

2. Proposed carrier(s) for delivery of completed product _____

a. Number of hours from notification to carrier to pickup of completed product

b. Number of hours from pickup of completed product to delivery at destination.....

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: _____ percent, _____ calendar days. (Refer to Article 12, "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)

**ATTACHMENT 1
Sample of Bid Envelope**

Bids must be sent to the address indicated below.

In order to ensure proper processing of all bids, the following information is required on all bid envelopes.

Jacket or Program No. _____	POSTAGE STAMP REQUIRED HERE
From _____	
Address _____ _____	
(please check appropriate box)	
<input type="checkbox"/> BID	
<input type="checkbox"/> NO BID	
<input type="checkbox"/> CONFIRMATION OF BID/NO BID	
U.S. Government Printing Office Boston Regional Printing Procurement Office 15 New Sudbury Street, Room E-270 Boston, MA 02203-0002	
Bids will be received until _____ at 2:00 P.M. Prevailing Boston, MA, Time	

