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PROGRAM No. 2505-S Contract Period: March 1, 2018 through February 28, 2019 plus

TITLE: U.S. Coast Guard Retiree Newsletter

ITEM	DESCRIPTION	BASIS OF AWARD	Alcom Printing, Marleysville, PA		Colonial Printing, Inc. Warwick, RI		The Data Center, LLC Salt Lake City, UT		Data Recognition Corp Maple Grove, MN		Grafikshop Corp Houston, TX		Gray Graphics		WBC Inc. d/b/a Lithexcel Albuquerque, NM		McDonald & Eudy Printers Inc. Temple Hills, Md		Publication Printers Corp Denver, Colorado		Rose Printing CO. Tallahassee, FL		The Strathmore Company Geneva, IL		GPO Estimate		
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE
I	COMPLETE PRODUCT:																										
(a)	Makeready and/or Setup & Running/per 1,000 copies																										
(1)	Makeready and/or Setup/8 page issue	1	200.00	\$200.00	1350.00	\$1,350.00	25.00	\$25.00	500.00	\$500.00	300.00	\$300.00	10.00	\$10.00	48.00	\$48.00	250.00	\$250.00	985.45	\$985.45	250.00	\$250.00	400.00	\$400.00	392.58	\$392.58	
(2)	Running/per 1,000 copies/8 page issue	40	56.25	\$2,250.00	86.60	\$3,464.00	210.00	\$8,400.00	410.00	\$16,400.00	76.00	\$3,040.00	48.00	\$1,920.00	140.00	\$5,600.00	50.00	\$2,000.00	108.86	\$4,354.40	132.00	\$5,280.00	55.00	\$2,200.00	132.53	\$5,301.20	
(b)	Makeready and/or Setup & Running/per 1,000 copies																										
(1)	Makeready and/or Setup/12 page issue	1	275.00	\$275.00	1900.00	\$1,900.00	25.00	\$25.00	500.00	\$500.00	375.00	\$375.00	15.00	\$15.00	78.00	\$78.00	350.00	\$350.00	1364.95	\$1,364.95	300.00	\$300.00	475.00	\$475.00	514.35	\$514.35	
(2)	Running/per 1,000 copies/12 page issue	50	91.02	\$4,551.00	107.80	\$5,390.00	256.00	\$12,800.00	447.00	\$22,350.00	107.00	\$5,350.00	76.00	\$3,800.00	188.00	\$9,400.00	85.00	\$4,250.00	140.46	\$7,023.00	161.00	\$8,050.00	70.00	\$3,500.00	157.2	\$7,860.00	
(c)	Makeready and/or Setup & Running/per 1,000 copies																										
(1)	Makeready and/or Setup/16 page issue	2	336.00	\$672.00	1300.00	\$2,600.00	25.00	\$50.00	500.00	\$1,000.00	450.00	\$900.00	10.00	\$20.00	96.00	\$192.00	400.00	\$800.00	1049.16	\$2,098.32	350.00	\$700.00	550.00	\$1,100.00	\$460.56	\$921.12	
(2)	Running/per 1,000 copies/16 page issue	80	86.75	\$6,940.00	130.80	\$10,464.00	289.00	\$23,120.00	485.00	\$38,800.00	137.00	\$10,960.00	98.00	\$7,840.00	240.00	\$19,200.00	100.00	\$8,000.00	145.66	\$11,652.80	175.00	\$14,000.00	85.00	\$6,800.00	\$179.20	\$14,336.00	
ii (a)	Addressing single copies(self-mailers)/per 1,000 addresses	169	25.00	\$4,225.00	11.00	\$1,859.00	69.00	\$11,661.00	0.00	\$0.00	50.00	\$8,450.00	60.00	\$10,140.00	39.00	\$6,591.00	35.00	\$5,915.00	26.80	\$4,529.20	70.00	\$11,830.00	38.00	\$6,422.00	38.52	\$6,509.88	
	TOTAL OFFER :			\$19,113.00		\$27,027.00		\$56,081.00		\$79,550.00		\$29,375.00		\$23,745.00		\$41,109.00		\$21,565.00		\$32,008.12		\$40,410.00		\$20,897.00		\$35,835.13	
	DISCOUNT :		3%	\$573.39	1%	\$270.27	0%	\$0.00	0%	\$0.00	1%	\$293.75	1%	\$237.45	1%	\$411.09	1%	\$215.65	0%	\$0.00	1%	\$404.10	2%	\$417.94	2%	\$716.70	
	NET OFFER :			\$18,539.61		\$26,756.73		\$56,081.00		\$79,550.00		\$29,081.25		\$23,507.55		\$40,697.91		\$21,349.35		\$32,008.12		\$40,005.90		\$20,479.06		\$35,118.43	
			AWARDED																								

Prepared by: KD
Proofread by: LH

Program 2505-S
Specifications by lh
Reviewed by cm/fm

13 MAR 14 AM 10:05

U.S. GOVERNMENT PUBLISHING OFFICE
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

U.S. Coast Guard Retiree Newsletter

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

Department of Homeland Security
United States Coast Guard
Washington, DC

Single Award

BID OPENING: Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on
FEBRUARY 28, 2018.

BID SUBMISSION: Submit bid to: U.S. Government Publishing Office (GPO), Chicago Regional Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Chicago Regional Office Fax No. (312) 886-2057. 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 January 2018.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending February 28, 2019, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

Note: The contract was previously awarded as Program 5528-S. Changes are scattered throughout. Contractors are cautioned to review closely.

For information of a technical nature call Lisa Hollingsworth at 312-353-3916 x 2 (No collect calls). For specifications or abstracts – this information is available on the GPO website at www.gpo.gov/how-to-work-with-us/vendors/contract-pricing.

Fax requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at 312-886-2057.

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 Publication 310.2, effective December 1, 1987 (Rev. 01/18) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>. The Contract Terms publication noted above can be downloaded at <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf> and <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.) GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

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

Product Quality Levels: (a) Printing (page related) Attributes- **Level 3**.
(b) Finishing (item related) Attributes- **Level 3**.
(c) Exceptions: None

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	Electronic Media

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract this operation will be declared non-responsible.

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

OPTION TO EXTEND THE CONTRACT TERM (OPTION YEARS): 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 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 periodic pricing revision.

EXTENSION OF CONTRACT: 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 March 1, 2019, 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 (insert the date that is 3 months prior to the beginning of the contract), 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. 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 March 1, 2018 through February 28, 2019 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 agency 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.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE MAY RESULT IN DELAY OF PAYMENT.

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity shipped and/or delivered, number of cartons and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. Original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a self-cover newsletter requiring such operations as materials pickup, scanning of camera copy, printing, binding, addressing to postal requirements, packing, labeling, mailing and delivery.

TITLE: U.S. Coast Guard Retiree Newsletter.

Although this is an option year contract, all estimates, averages, etc., are based on one year's production.

FREQUENCY OF ORDERS: Approximately 4 orders per year.

QUANTITY: Approximately 40,000 to 58,000 copies per order, as specified on the individual print order.

NUMBER OF PAGES: 8, 12, or 16 pages, self-cover.

TRIM SIZE: 8-1/2 x 11".

GOVERNMENT TO FURNISH: Materials furnished by the agency will be made available for pickup by contractor. All expenses incidental to the pickup and return of all government furnished material must be borne by the contractor. Contractor is required to provide courier shipping account number(s), labels and/or packaging as needed.

Package will contain camera copy to be scanned at 1200 dpi or higher resolution, and an electronic file on a disk that contains the mailing addresses in Excel format for domestic mailing and international addresses (domestic and international address will be provided in separate files). Government furnished materials may also be emailed in lieu of providing hard copy.

Print Order (GPO Form 2511): Package will contain a hard copy of the 2511 Print Order. At the Government's option, print orders may be alternatively emailed, faxed or sent via FTP.

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.

PROOFS: None required.

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.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 12," dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or available in PDF format on the GPO website at <http://www.gpo.gov/vendors/sfas.htm>.

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

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

PRINTING: Print head-to-head in black ink, no bleeds.

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

BINDING: Paste on fold, or at contractor's option, saddle-wire stitch in two places along the 11" dimension, and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

After binding, fold to 5-1/2 x 8-1/2" and secure along the 8-1/2" dimension with wafer seals on 3 sides to prepare for mailing. Must meet USPS requirements.

ADDRESSING: Contractor must address the complete quantity per order (minus approximately 50 unaddressed copies to be delivered) singly as self-mailers. Addresses may be ink jet, laser imaged, or applied directly to units as labels. The printed image must have consistent density, be easily readable, be free of smears and must not be skewed. **Address standardization (including NCOA) of these addresses by the contractor is required.** It is the contractor's responsibility that the COMPLETE address information be placed in the address area in the exact order of mail list file, and addresses must meet all USPS requirements for mailing.

PACKING AND LABELING:

Bulk Shipments: Pack the 50 unaddressed copies and 100-500 copies with international addresses separately in shipping containers not to exceed 45 lbs. when fully packed. Pack suitably in containers as appropriate. Shipping containers shall have a minimum bursting strength of 275 lbs. per square inch or a minimum edge crush test (ECT) of 44 lbs. per inch width.

All reproduction copy for any one order shall be wrapped in one package or inserted in a kraft envelope and must be protected by cardboard or other means to guarantee safe return delivery of the agency furnished materials.

Labeling and Marking Specifications (GPO Form 905): See GPO Contract Terms Booklet, Publication 310.2. for more information.

All expenses incidental to packing and labeling bundles and containers must be borne by the contractor.

GPO "VERIFICATION OF DELIVERY": Contractor MUST email delivery verification information to VerifyChicago@gpo.gov WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. If a contract specifies a shipping method of **F.O.B. Contractor City** (at government's expense), enter the date of shipment. If a contract specifies **F.O.B. Destination** (at contractor's expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each Print Order may result in delayed payment of invoices.**

DISTRIBUTION:

F.O.B. Contractor's City via Government permit imprint. Contractor to mail approximately 40,000 to 58,000 self-mailers per order (see *Mailing Notes* below) at an automated rate using intelligent bar codes to domestic destinations. (Each destination receives one copy.) Contractor to generate bar code and affix label or inkjet address directly on to each self-mailer. Must meet all requirements for Postal Service automated rates. Note: If contractor inkjets address and bar code on pamphlet it must adhere and not rub off. (For any questions relating to this mailing, please contact USCG Mail Manager Ed Larson at 202-230-7314, or Lisa Hollingsworth 312-353-3916 x2)

Certificate of Conformance: When using Permit Imprint Mail, the contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found on the GPO website at <http://www.gpo.gov/vendors/sfas.htm>.

Agency Notification of Postage Fees: A copy of Postal Service Mailing Transaction Receipt showing final mailing charges for the shipment must be obtained by the contractor from postal officials and sent via email to Edwin.b.larson@uscg.mil and forwarded to below address. This statement must also be submitted with contractor's invoice voucher.

International: Some orders will require approximately 100 to 500 copies to be addressed to International destinations. Once the mail pieces for international addresses are prepared, mail them in a package via commercial carrier or Priority mail to the address listed below.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

The contractor is cautioned that "Postage and Fees" indicia may be used only for the purpose of mailing material produced under this contract.

F.O.B. Destination (at contractor's expense) deliver via traceable means:

Balance (approx. 50 unaddressed office copies and 100-500 international copies per order) to:
Commandant, U. S. Coast Guard
Retiree Services Program Manager (CG-13)
U. S. Coast Guard Stop 7907
2703 Martin Luther King Jr. Ave SE
Washington DC 20593-7907

2 GPO Samples to:
U.S. Government Publishing Office
Attn: (Program 2505-S / LH) and (Print Order #)
200 N. LaSalle St., Suite 810
Chicago, IL 60601-1055

Mailing Notes:

For mailings sent via the US Postal Service, use the Coast Guard's mailing permit # G-157. USCG uses the Official Mail Accounting System (OMAS) for federal agencies, and the USCG Agency Code is 209.

The vendor is responsible for using the smallest packaging necessary for the number of pieces, and using the MOST ECONOMICAL class of mailing, and additionally applying the correct required service of either Standard Mail or Marketing Mail in effect at time of mailing. Prepare mail in accordance with USPS Domestic Mail Manual (DMM). The USCG Permit Imprint Number for contractor mailings is "G-157", and shall appear in a rectangular box in the upper right corner of the mail piece. Also included is the mail class, (e.g., Standard Mail or Marketing Mail – PRST STD or PRST MKT.), the words "Postage and Fees Paid", and "U.S. Coast Guard." Contractor mailings that do not meet requirements of the DMM for use of permit mail (e.g., minimum volume and identical weight pieces), must be prepaid by the contractor and reimbursed for postage under the contract terms. Pieces prepaid by the contractor in this manner shall not bear the penalty indicia format (For any questions relating to penalty mail, please contact USCG Mail Manager Ed Larson at 202-230-7314)

The vendor is also responsible for the printing of return address on envelopes, labels and any necessary packaging to accommodate distribution.

NCOA Certification is required to obtain maximum discounts. DO NOT certify a foreign distribution list.

The vendor is responsible for completing the postage statements in its entirety. This includes listing their company address as the "Mailing Agent", and listing the "Coast Guard POC name and phone number" on ALL postage statements.

Ancillary endorsements are not authorized on mail pieces unless approved by the USCG Mail Manager Ed Larson (202-230-7314).

When the mailing is presented, request the Post Office enter the postage statements into PostalOne.

Provide copies of all postage forms to Edwin.b.larson@uscg.mil

RETURN OF GOVERNMENT FURNISHED MATERIALS: Return furnished material, F.O.B. Destination, to the above Washington, DC address in "Distribution" via traceable means with a signed receipt. All returned furnished materials must be separately packaged from other distribution items.

All expenses incidental to the pickup and return of all government furnished material 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).

No definite schedule for pickup of Print Order and furnished material can be predetermined. The Government will notify the contractor when an order is available for pickup.

Furnished material must be picked up from and delivered to the address shown under "Distribution."

The following schedule begins the workday after notification of the availability of print order and furnished material. The workday after notification will be the first workday of the schedule.

Complete production, mailing (post marked) and delivery at destination, must be made within 14 workdays after notification of availability of print order and furnished material.

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

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce (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) (2)
- (a) 1 40
- (b) 1 50
- (c) 2 80

- II.
- (a) 169

SECTION 4.- SCHEDULE OF PRICES

Bids offered are **F.o.b. Contractor's City and F.o.b. Destination.**

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid) 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.

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, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES.

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

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

I. COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. Only one "Makeready" charge will be allowed per order.

	Makeready and/or Setup (1)	Running/per 1,000 copies (2)
(a) 8 page issue.....	\$ _____	\$ _____
(b) 12 page issue.....	\$ _____	\$ _____
(c) 16 page issue.....	\$ _____	\$ _____

II. (a) Addressing single copies (self-mailers)/per 1,000 addresses.....\$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

LOCATION OF POST OFFICE: All Mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder

(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

By

(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)