

TITLE: Pocket Folders

Department of Energy

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	Bosworth Printing Stoughton, MA		Precision Press Moberly, MO		Production Press Jacksonville, IL		Taylor/Navitor, Inc North Mankato, MN		WBC Inc., dba Lithexcel Albuquerque, NM	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT											
A.	Print Face Only before Construction Pocket Folders											
(a)	Makeready and/or Setup.....Per Order.....	5	420.00	2,100.00	629.00	3145.00	308.00	1540.00	250.00	1,250.00	980.00	4,900.00
(b)	Running Charges up to and including 500 copies											
	Running per 100 copies.....	7	82.00	574.00	83.00	581.00	88.00	616.00	126.00	882.00	77.50	542.50
(c)	Running Charges over 500 copies											
	Running per 100 copies.....	25	82.00	2,050.00	78.00	1950.00	70.85	1771.25	69.60	1,740.00	59.90	1,497.50
B.	Print Face and Back before Const. Pocket Folders											
(a)	Makeready and/or Setup.....Per Order...	2	478.00	956.00	936.00	1872.00	580.00	1160.00	250.00	500.00	1590.00	3,180.00
(b)	Running Charges up to and including 500 copies											
	Running per 100 copies.....	2	90.00	180.00	194.00	388.00	129.00	258.00	201.40	402.80	98.50	197.00
(c)	Running Charges over 500 copies											
	Running per 100 copies.....	15	90.00	1,350.00	189.00	2835.00	85.67	1285.05	94.80	1,422.00	74.50	1,117.50
	TOTAL OFFER:			\$7,210.00		\$10,771.00		\$6,630.30		\$6,196.80		\$11,434.50
	DISCOUNT:		1.00%	\$72.10	5.00%	\$538.55	5.00%	\$331.52	0.00%	\$0.00	1.00%	\$114.35
	NET OFFER:		20 Days	\$7,137.90	20 Days	\$10,232.45	20 Days	\$6,298.78	30 Days	\$6,196.80	20 Days	\$11,320.15

AWARDED

Abstracted by: Teri Shoffstall 08/25/2016

Reviewed by: RLW 8/26/2016

Contract Awarded to: Taylor/Navitor, Inc

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Pocket Folders

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

Department of Energy – Oak Ridge/UT-Battelle

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending August 31, 2017, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “*OPTION TO EXTEND THE TERM OF CONTRACT*” clause in Section 1 of this contract.

SUBMIT QUOTE TO: U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date or telefax your reply to Columbus Regional Office (614) 488-4577. **Telegraphic and e-mail quotes transmitted to GPO offices WILL NOT be considered.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time,

August 25, 2016.

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME, LATE QUOTES WILL NOT BE CONSIDERED.

Minor changes are scattered throughout.

LEGAL DISCLAIMER: Product names are the trademarks of the respective companies and do not indicate endorsement by the U.S. Government.

For information of a technical nature call Russell Woodmancy at (614) 488-4616, ext. 8 (No collect calls).

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. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

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 <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>.

More GPO Publications can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The bidder should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III
- (b) Finishing (item related) Attributes -- Level III

Inspection Levels (from ANSI/ASQC Z 1.4):

- (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	Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-10. Process Color Match	Approved Proofs

OPTION TO EXTEND THE TERM OF 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 5 years (August 31, 2021) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “*EXTENSION OF TERM OF CONTRACT*” clause. See also “*ECONOMIC PRICE ADJUSTMENT*” for authorized pricing adjustment(s).

EXTENSION OF TERM 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 **Date of Award to August 31, 2017**, 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 **May 31, 2016** 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.

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

Note: This contract does not have a Paper Price Adjustment clause.

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 August 31, 2017** 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*” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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.

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus Regional Office via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Two workdays before voucher is sent to Washington, D.C., a copy of the voucher, must be e-mailed to the address(es) provided after award. At time of invoicing, the contractor shall submit a copy of the print order, contractor’s invoice, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov.

NOTE: Contractor’s billing invoice must be itemized in accordance with the line items in the “SECTION 4. -SCHEDULE OF PRICES.”

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of pocket folders requiring such operations as electronic media, proofs, printing in 4-color process, varnish or aqueous coating, scoring and folding, packaging, and delivery.

TITLE: Pocket Folders

FREQUENCY OF ORDERS: Approximately 7 orders per year.

QUANTITY: Based on anticipated usage, approximately 80 to 3,000 copies per order.

NUMBER OF PAGES: 4 panel folder with 2 inner pockets.

TRIM SIZE: 19-1/2 x 16" flat, 9 x 12" folded (including two 3/4" construction tabs and two 4" deep inner pockets).

NO QUANTITY VARIATION ALLOWED.

GOVERNMENT TO FURNISH: Files will be furnished via e-mail. Files created on Mac 10 or higher in InDesign CS6 or higher, or PDF. Contractor to support hardware and software version upgrades during the term of the contract.

All fonts, custom letter spacing/kerning files are included. File will be formatted to include text, rules, line art, screens, illustrations and scanned halftones in final layout format. Color i.d. is CMYK. Bleeds have been provided.

The contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

ELECTRONIC PREPRESS: Immediately upon receipt and prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Officer prior to further performance.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Delivery/shipping status report form.

Form 905 (R. 3/90) "*Labeling and marking specifications*".

Print Orders (GPO Form 2511).

Blue labels and selection certificates.

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

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

REPRODUCIBLES: The contractor must make all reproducible required. The contractor is responsible for determining what type reproducible will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducible that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractor's production environment.

PROOFS: Each order requires two sets of proofs.

DDCP (Digital Dot Color Proof), digital one-piece composite laminated color proofs on the actual production stock (examples: Kodak Approval, Screen TrueRite, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must show dot structure and be in press configuration. Direct to plate must be used to produce the final product.

In lieu of DDCP, at contractor's option two set(s) of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 12/15/2013 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2013 or later) 3-Row Digital Control Wedge or P2P25 Target.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 1/8" x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

Submit proofs together with the furnished media (including visual when applicable) and a prepaid airbill to the address indicated under “*Distribution*” for Proofs. All packages containing proofs must be clearly marked on the outside as “*PROOFS*”, and contain the GPO Jacket Number, Requisition Number, Program Number, and Print Order Number, and publication title.

Proof Delivery Notification: The contractor must notify the GPO via facsimile or email when the proofs are shipped to the department and provide the name of the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the GPO that the proofs have not been returned. Send proof delivery notification via facsimile to (614) 488-4577 or email trackcolumbus@gpo.gov. Include GPO Jacket Number, Program/Print Order Numbers with all correspondence.

The contractor must not print prior to receipt of an “*OK to Print*” or “*OK to Print with Corrections*”.

Note: If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

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.

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

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

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

Face Only Printing: White Cast Coated Cover, C1S, 13-15 point, equal to JCP Code L70 (exception, to allow 13-15 point and not less than 86 Brightness), equal to or similar to Mohawk Chromolux High White.

Face and Back Printing: White Cast Coated Cover, C2S, 13-15 point, equal to JCP Code L80 (exception: to allow 13-15 point and not less than 86 Brightness) equal to or similar to King James Brand or Mohawk Chromolux.

PRINTING: Before construction, print face only, or face and back, in 4-color process, light to medium coverage. After printing, flood coat the printed area (face only or face and back before construction) with a clear non-yellowing gloss varnish or aqueous coating. The coating must be evenly applied with no trapped foreign particles or air bubbles.

MARGINS: Margins per file. Bleeds up to 4 sides.

CONSTRUCTION: Flat size includes left and right 3/4" die cut construction tabs. Fold from flat size to 18 x 12" forming two 4" deep inner pockets with 3/4" wide left and right construction tabs folded inside and securely glued with die cut "V" in between the two pockets, rounded corners. Final fold to 9 x 12". Score all fold lines before folding.

Slits: Some orders will require that the right inner pocket to be die cut with 4 opposing slits, centered in pocket, for insertion of standard size business card.

PACKING: Pack in shipping containers furnished by the contractor. Each shipping container must not exceed 45 pounds when fully packed.

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders over 200 copies must be divided into 13 equal sublots. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.
- (b) These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the print order.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.
- (d) A copy of the Government-furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

DISTRIBUTION: Deliver proofs and production quantity f.o.b. destination to: Joy Anderson; ORNL-UT Battelle, LLC; One Bethel Valley Road; Oak Ridge, TN 37831. Deliveries will not be accepted on Fridays. Inside delivery is required. Inside delivery is defined as delivery into a Government controlled space as directed.

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 2511) which will be sent via e-mail.

The department will notify the contractor when furnished material and print order are available. Contractor will confirm receipt of GPO Form 2511 and electronic files within 30 minutes after notification.

The schedule begins upon receipt of GPO Form 2511 (print order) and furnished material. Complete production and delivery to be 10 work days after receipt of GPO Form 2511 (print order) and furnished material. Government will hold proofs for 1 work day.

The ship/delivery date indicated on the print order is the date products must be received at Oak Ridge, TN.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

RECEIPT FOR DELIVERY: Contractor must furnish its own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all material furnished by the Government along with digital deliverables made by the contractor, together with one printed sample of each job, to the address listed under "*Distribution*".

These materials must be packaged, properly labeled and returned separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to the setup and maintenance of e-mail, pickup and return of proofs and furnishing sample copies must be borne by the contractor.

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 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.
 - A. (a) 5
 - (b) 7
 - (c) 25

- B. (a) 2
- (b) 2
- (c) 15

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. delivery at destination to Oak Ridge, Tennessee.

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

Prices must include the cost of all required materials and operations in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

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

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

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

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

I. COMPLETE PRODUCT: Prices shall include the cost of all required materials and operations necessary for the complete production and delivery of the product listed in accordance with these specifications.

A. Print Face Only before construction Pocket Folders:

- (a) Makeready and/or Setup Charges..... per order \$ _____
- (b) Running Charges, up to and including 500 copies per 100 copies \$ _____
- (c) Running Charges, over 500 copies per 100 copies \$ _____

B. Print Face and Back before construction Pocket Folders:

- (a) Makeready and/or Setup Charges..... per order \$ _____
- (b) Running Charges, up to and including 500 copies per 100 copies \$ _____
- (c) Running Charges, over 500 copies per 100 copies \$ _____

(Initials)

RETURN THIS PAGE TO RO COLUMBUS, OHIO

SCHEDULE OF PRICES

QUOTE SUBMISSION AND 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. See Page 1 for instructions on how and where to submit quotation.

**Discounts are offered for payment as follows: ___ percent, _____ calendar days.
See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).**

Bidder _____

(Street Address)

(City)

(State)

(Zip Code)

By _____

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

(Person to be Contacted)

(Telephone Number)

(Fax Number)

(Contractor Code Number if Known)

(e-mail address)

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

RETURN THIS PAGE TO RO COLUMBUS, OHIO