

Program:	252-S											
Term:	October 9, 2018 to October 31, 2019											
Title:	Books and Pamphlets											
			ALCOM PRINTING		GATEWAY PRESS		GRAY GRAPHICS		LSC COMMUNICATIONS		McDONALD & EUDY PRINTERS	
		BASIS OF	Harleysville, PA		Louisville, KY		Capitol Heights, MD		Owenville, MD		Temple Hills, MD	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(l)	Varnishing: Covers 1 and 4.....per page.....											
(1)	Make ready and/or Setup	1	\$12.00	\$12.00	\$10.00	\$10.00	\$100.00	\$100.00	\$150.00	\$150.00	\$100.00	\$100.00
(2)	Running Per 1,000 Copies	30	\$2.00	\$60.00	\$1.00	\$30.00	\$10.00	\$300.00	\$8.00	\$240.00	\$5.00	\$150.00
(m)	Aqueous Coating: Covers 1 and 4.....per page.....											
(1)	Make ready and/or Setup	1	\$15.00	\$15.00	\$10.00	\$10.00	\$100.00	\$100.00	\$150.00	\$150.00	\$125.00	\$125.00
(2)	Running Per 1,000 Copies	30	\$5.00	\$150.00	\$2.00	\$60.00	\$10.00	\$300.00	\$8.00	\$240.00	\$5.00	\$150.00
2.	Tab Dividers:											
(a)	Printing in a single ink color, including die cutting and reinforcing tabs with Mylar.....per side.....											
(1)	Make ready and/or Setup	110	\$50.00	\$5,500.00	\$50.00	\$5,500.00	\$40.00	\$4,400.00	\$35.20	\$3,872.00	\$35.00	\$3,850.00
(2)	Running Per 1,000 Copies	51	\$30.00	\$1,530.00	\$100.00	\$5,100.00	\$30.00	\$1,530.00	\$110.00	\$5,610.00	\$45.00	\$2,295.00
III.	PAPER: Per 1,000 Leaves											
1.	Test and Covers											
(a)	White Offset Book, 50-lb.....	5,307	\$8.00	\$42,456.00	\$10.00	\$53,070.00	\$8.40	\$44,578.80	\$7.13	\$37,838.91	\$8.35	\$44,313.45
(b)	White Litho (Gloss) Coated Book (70-lb.).....	154	\$10.00	\$1,540.00	\$16.50	\$2,541.00	\$17.00	\$2,618.00	\$26.19	\$4,033.26	\$16.00	\$2,464.00
(c)	White Matte Coated Offset Book (70-lb.).....	5,471	\$10.00	\$54,710.00	\$17.50	\$95,742.50	\$18.00	\$98,478.00	\$9.52	\$52,083.92	\$16.00	\$87,536.00
(d)	White Index, 110-lb.....	79	\$26.00	\$2,054.00	\$42.00	\$3,318.00	\$42.00	\$3,318.00	\$40.00	\$3,160.00	\$40.00	\$3,160.00
(e)	Colored Index, 110-lb.....	148	\$32.00	\$4,736.00	\$50.00	\$7,400.00	\$48.00	\$7,104.00	\$45.00	\$6,660.00	\$50.00	\$7,400.00
(f)	White Litho (Gloss) Coated Cover (80-lb.).....	75	\$11.00	\$825.00	\$40.00	\$3,000.00	\$55.00	\$4,125.00	\$50.00	\$3,750.00	\$50.00	\$3,750.00
(g)	White Vellum-Bristol Cover (67-lb.).....	60	\$23.00	\$1,380.00	\$42.00	\$2,520.00	\$48.00	\$2,880.00	\$43.00	\$2,580.00	\$40.00	\$2,400.00
(h)	Colored Vellum-Bristol Cover (67-lb.).....	2	\$24.00	\$48.00	\$52.00	\$104.00	\$52.00	\$104.00	\$54.00	\$108.00	\$80.00	\$160.00
(i)	White Matte Coated Cover (80-lb.).....	301	\$11.00	\$3,311.00	\$50.00	\$15,050.00	\$55.00	\$16,555.00	\$50.00	\$15,050.00	\$50.00	\$15,050.00
2.	Tab Dividers:											
(a)	White Index, 110-lb.....	30	\$30.00	\$900.00	\$43.00	\$1,290.00	\$50.00	\$1,500.00	\$45.00	\$1,350.00	\$55.00	\$1,650.00
IV.	ADDITIONAL OPERATIONS:											
(a)	Shrink-film wrap.....per packages.....	6,692	\$0.15	\$1,003.80	\$0.20	\$1,338.40	\$0.25	\$1,673.00	\$0.165	\$1,104.18	\$0.20	\$1,338.40
(b)	Drilling(each run).....per 1,000 leaves.....	368	\$1.10	\$404.80	\$0.40	\$147.20	\$1.00	\$368.00	\$0.53	\$195.04	\$0.50	\$184.00
(c)	Perforating.....per 1,000 leaves.....	600	\$20.00	\$12,000.00	\$2.00	\$1,200.00	\$10.00	\$6,000.00	\$1.00	\$600.00	\$13.00	\$7,800.00
(d)	One stitch in the upper left corner(ULC).....per 1,000 copies.....	57	\$90.00	\$5,130.00	\$150.00	\$8,550.00	\$100.00	\$5,700.00	\$4.00	\$228.00	\$125.00	\$7,125.00
(e)	Inserting tab dividers throughout text pages.....per 1,000 divides.....	38	\$30.00	\$1,140.00	\$75.00	\$2,850.00	\$60.00	\$2,280.00	\$160.00	\$6,080.00	\$50.00	\$1,900.00
(f)	Inserting separator sheets.....per 1,000 sheets.....	33	\$50.00	\$1,650.00	\$75.00	\$2,475.00	\$60.00	\$1,980.00	\$60.00	\$1,980.00	\$50.00	\$1,650.00
(g)	Hinge scoring.....per 1,000 copies.....	2	\$15.00	\$30.00	\$10.00	\$20.00	\$10.00	\$20.00	\$50.00	\$100.00	\$45.00	\$90.00
(h)	Gathering/Inserting up to 5 items.....per set.....	29	\$0.75	\$21.75	\$1.00	\$29.00	\$5.00	\$145.00	\$4.00	\$116.00	\$4.00	\$116.00
(i)	Chipboard (when 2 or more sheets are requested, per package, including cost of chipboard).....	6692	\$0.10	\$669.20	\$0.50	\$3,346.00	\$0.25	\$1,673.00	\$0.15	\$1,003.80	\$0.50	\$3,346.00
V.	PACKING AND DISTRIBUTION:											
1.	Bulk Shipment-											
(a)	Packing and seal shipping containers.....per container.....	1,905	\$1.50	\$2,857.50	\$1.50	\$2,857.50	\$3.00	\$5,715.00	\$2.00	\$3,810.00	\$2.00	\$3,810.00
(b)	Palletizing.....per pallet.....	25	\$15.00	\$375.00	\$20.00	\$500.00	\$20.00	\$500.00	\$15.00	\$375.00	\$25.00	\$625.00
2.	Mailed Shipments-											
(a)	Multiple copies in Kraft envelope (up to 200 leaves).....per envelope.....	50	\$1.00	\$50.00	\$1.00	\$50.00	\$2.00	\$100.00	\$2.00	\$100.00	\$2.00	\$100.00
(b)	Multiple copies over 200 leaves, up to 12 lbs in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 lbs).....per envelope.....	50	\$2.00	\$100.00	\$1.25	\$62.50	\$3.00	\$150.00	\$2.50	\$125.00	\$3.00	\$150.00
(c)	Quantities over 12 lbs, up to 24 lbs, wrapped in shipping bundles, or packed in shipping containers, at contractor's option(maximum gross weight 27 lbs).....per bundle or containers.....	50	\$2.50	\$125.00	\$1.50	\$75.00	\$3.50	\$175.00	\$3.00	\$150.00	\$4.00	\$200.00
(d)	Quantities over 24 lbs, up to 36 lbs, packed in shipping containers (maximum gross weight 40 lbs).....per bundle or containers.....	30	\$2.50	\$75.00	\$2.00	\$60.00	\$4.00	\$120.00	\$4.00	\$120.00	\$4.00	\$120.00
	CONTRACTOR SUBTOTALS			\$289,488.30		\$414,362.10		\$349,263.30		\$385,232.31		\$360,563.60
	TOTALS FOR ITEM III: PAPER			\$111,060.00		\$182,745.50		\$179,760.80		\$125,264.09		\$166,233.45
	SUBTOTALS LESS PAPER			\$178,428.30		\$231,616.60		\$169,502.50		\$259,968.22		\$194,330.15
	ACCELERATED SCHEDULE	20.00%		\$35,685.66		\$46,323.32		\$33,900.50		\$51,993.64		\$38,866.03
VI.	PREMIUM PAYMENTS		10.00%	\$3,568.57	5.00%	\$2,316.17	10.00%	\$3,390.05	5.00%	\$2,599.68	5.00%	\$1,943.30
	CONTR'S SUBTOTALS + PERCENTAGE INCR			\$293,056.87		\$416,678.27		\$352,653.35		\$387,831.99		\$362,506.90
	DISCOUNT	2.00%		\$5,861.14	2.00%	\$8,333.57	2.00%	\$7,053.07	0.00%	\$0.00	1.00%	\$3,625.07
	DISCOUNTED TOTALS			\$287,195.73		\$408,344.70		\$345,600.28		\$387,831.99		\$358,881.83
				AWARDED								

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Books and Pamphlets

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

Department of Commerce (Census)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending October 31, 2019, plus up to four (4) optional 12-month extension period(s) 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 11:00 a.m., prevailing Washington, DC time, on October 9, 2018.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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.

Special attention is directed to the following items which differ significantly from the previous contract: PROOFS (specified on page 8 of 22), STOCK/PAPER (specified on page 8-9 of 22), SECTION 4. – SCHEDULE OF PRICES ITEM I.(b) (specified on page 17 of 22).

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Jim Ballou at jballou@gpo.gov or (202) 512-0310.

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. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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 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	O.K. Proofs/Electronic media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic media
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	O.K. Proofs/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.

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for Item III. "PAPER," in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this 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 September 30, 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to 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: 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 receiving payment. 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/agency/billing-and-payment>.

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

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of separate and self-covered publications requiring such operations as composition, electronic prepress, printing (including four-color process), binding, gathering, inserting, packing and distribution.

TIME CRITICAL: The orders placed on this contract are time-sensitive. On-time deliveries of full quantities are crucial. Requests for schedule extensions may not be considered. GPO Contract Terms will apply due to Government delays.

TITLE: Books and Pamphlets.

FREQUENCY OF ORDERS: Approximately 50 to 75 orders per year.

NOTE: More than one order may be placed on the same day with the same schedule. No more than 15 orders will be placed within the same week.

QUANTITY: Approximately 25 up to 75,000 copies per order.

NOTE: An occasional order may be issued for up to 150,000 copies. The majority of orders will be for less than 10,000 copies.

NUMBER OF PAGES:

Publications: Approximately 4 to 700 pages (plus cover, when ordered) per order.

Tab Dividers: Approximately 30 orders per year for approximately 5 to 30 dividers per order.

TRIM SIZES:

Publications: 8-1/2 x 11"; including album style.

Tab Dividers: 8-1/2 x 11" with 1/2" tab (overall size is 9 x 11").

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: Microsoft Windows XP, or higher.

Storage Media: CD/DVD-ROM, SFTP, e-mail.

Software: Adobe Creative Suite, MS Publisher, MS Word; Amgraf's One Form Designer Plus. (Current or near current versions.)

All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished or embedded, as applicable. For PDF files, approximately 50 percent of orders will require contractor to embed fonts.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional

Information: Files will be furnished in native application and/or PDF format.
A visual of the furnished electronic files will be provided.
All graphics /files will be furnished in place.
Pantone Matching System and CMYK used for color identification.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in electronic files, 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.

Secure File Transfer Protocol (SFTP): Contractor shall have the capability to exchange large graphic digital files over the Internet through an SFTP site. The Government will not be responsible for an SFTP site being out of service. It is the responsibility of the contractor to maintain the operation of their SFTP site. Additional time and/or money will not be authorized due to the SFTP site being out of service.

Proof Approval Form: Contractor shall provide a proof approval form in a fillable PDF format to the Agency using Secure File Transfer Protocol (SFTP) and/or electronic mail.

COMPOSITION: When ordered, contractor will be required to set 1 to 2 lines of type for tab dividers.

ELECTRONIC PREPRESS: 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

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.

All halftones are to be 175-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government or when the furnished copy is scanned by the contractor.)

PROOFS:

When ordered, one (1) set of digital color content proofs of entire publication. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product, as applicable.

When ordered, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09 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 the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009 or later).

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. If producing inkjet proofs, Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product.

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.

When proofs are required, the contractor must not print prior to receipt of an "O.K. to Print."

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.

Government Paper Specification Standards No. 12 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.

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 text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

An occasional order may require two different types of stock be used on the same order. An occasional order may require the text to print on cover stock.

The paper to be used will be indicated on each print order.

Text –

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

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

White Matte Coated Offset Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

Cover –

White, Blue, Buff, Green, Pink, Salmon and Yellow Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White, Cream, Ivory, Yellow, Peach, Pink, Tan, Green, Blue, Gray, Orchid, and Gold Vellum-Bristol Cover, basis weight: 67 lbs. per 500 sheets, 22-1/2 x 28-1/2", equal to JCP Code L24.

White Matte Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50.

Tab Dividers –

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

Packaging –

Chipboard, newsboard, or equal (.020" thickness).

Note: While postconsumer fiber is encouraged, the minimum postconsumer fiber requirement is waived for JCP Code A-180, A-240, L-10 and L-50 only. All other attributes remain the same.

PRINTING: GPO imprint must not print on final product.

Match Pantone number as indicated on the print order.

Text – Print head-to-head, head-to-side, head-to-foot or one side only in one or two ink colors; or, four-color process. Facing pages may print to and must align across the bind.

Covers – Print Covers 1, 2, 3, or 4, or 1 through 4 in one or two ink colors; or, in four-color process. Covers may print in full or partial reverse.

When ordered, after printing, flood coat Covers 1 and 4 with a clear non-yellowing gloss, matte, or dull varnish or aqueous coating, at Government's option.

Tab Dividers – Print face only or face and back in one ink color. Printing may be required on the tab portion only and/or divider page. After printing, reinforce tab portion and back of binding edge with mylar.

MARGINS: Margins will be as indicated on the print order or furnished electronic files. Text pages may bleed. Covers 1 through 4 may bleed on one to four sides with common and/or uncommon bleeds.

When spine copy is furnished, contractor to determine spine thickness and adjust backstrip, if necessary. Type must center on width of backstrip.

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

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.

NOTE: At contractor's option, publications that contain less than 16 pages may paste on fold and trim three sides.

Perfect-bind text and wraparound cover; trim three sides. Hinge score all covers when text page count exceeds 328 pages, and/or indicated on print order.

One stitch upper left corner (ULC) and trim four sides.

Trim four sides and shrink film wrap each copy as indicated on the print order.

Tab Dividers – 1/2" lip, 1/3 cut, 1/4 cut or 1/5 cut, various banks. As specified, tabs to be inserted throughout and bound with text or gathered into sets without text.

Inserting – Approximately 5% of the total orders placed will require inserting separator sheets between copies or between sections, as required. Colored stock as indicated on the print order.

Drilling – Approximately 10% of the total orders placed may require drilling. Although an occasional order may be for up to five (5) holes, the majority of these orders will be for three (3) holes, as follows:

- Three round holes, 1/4" in diameter, 4-1/4" center to center, 3/8" from bind edge.
- Three round holes, 3/8" in diameter, 4-1/4" center to center, 3/8" from bind edge.

Print orders requiring other than 3-hole drilling will contain all necessary information.

Perforating – Perforate as indicated on the print order. It is anticipated that, when ordered, one perforation will be required along the entire 11" edge, 3/8" from bind. The perforation can be located on any page, however, the majority of perforation required will be on the last printed text page.

GATHERING/INSERTING: An occasional order may require the printing, binding, gathering, and collating of up to five (5) items into a single set, packing, and distributing, per specifications.

PACKING: An occasional order may require copies to be shrink-film wrapped in quantities as specified on the print order.

NOTE: Chipboard is required when 2 or more sheets are required to be shrink wrapped.

Bulk Shipments –

Pack suitably 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 will not be damaged and the package will not open or split when shipped.

Mailed Shipments –

Insert single or multiple copies (up to 200 leaves) into Kraft envelopes.

Quantities over 200 leaves, up to 12 pounds must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

Pallets – When Required, wood pallets are required with un-notched solid stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must measure 48 x 42” (stringer measurement shall be the 48” dimension). Full two-sided entry on the 42” width dimension required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48”.

LABELING AND MARKING (Package and/or Container label):

Bulk Shipments –

Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments –

Create and affix a label to each unit of mail packaged in Kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers. At contractor’s option, the addresses may be imaged directly onto the Kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
	500 - 3,200	50
	3,201 - 10,000	80
	10,001 - 35,000	125
	35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to: U.S. Census Bureau, RDF-Printing Section, 4600 Silver Hill Road, Suitland, MD 20746.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor’s bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION:

- Deliver f.o.b. destination approximately 80% of the total quantity ordered to one address in Jeffersonville, IN, and the balance to one address within the commercial zone of Washington, DC.
- *On 20% of all orders placed* – Ship/mail f.o.b. contractor’s city to approximately 1 to 12 addresses nationwide (reimbursable). (NOTE: Approximately 4 addresses require special handling (loading dock limitations/requirements, provided upon request)).
- Under separate cover, deliver f.o.b. destination the Departmental Random Copies, via traceable means, directly to: National Processing Center, 1201 E 10th Street, Building 60-F, Jeffersonville, IN 47132.

Complete addresses and quantities will be furnished with the print orders. Inside delivery to room number specified is required.

All mailing shall be made at the most economical rate (reimbursable).

For each order placed, contractor must provide a 1-workday notice for all deliveries to the National Processing Center located at Receiving Building 60-F, 1621 Dutch Lane, Jeffersonville, IN 47132. For print orders requiring more than one scheduled delivery date (delivery of partial quantities) a separate e-mail message must be provided in advance of each individual delivery date.

NOTE: Approximately 10% of the orders placed during the term of the contract will require contractor to make a partial delivery to one destination and hold the balance of the order for release on a date to be specified, by the Government, at a later time (approximately three (3) weeks). The balance MUST be released as specified by the Government, otherwise the contractor will be deemed late on that print order.

Shipments are to be made by reimbursable parcel post or small package carrier, whichever method is most economical to the Government, unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

When shipping, the contractor must ship via traceable means unless otherwise indicated on the individual print order. The contractor must pay all shipping charges at the time of shipping and will be reimbursed for shipping costs with proper submission of the appropriate receipts with the invoice.

When mailing, the contractor is required to apply the appropriate postage to each mailing. The contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the invoice for mailing.

NOTE: In the event of inclement weather and/or emergency operations in the Washington, DC metropolitan area, the following telephone number is supplied to all contractors conducting business with the United States Census Bureau, Suitland, MD location. The number will have information concerning opening and operational hours affecting pickup/delivery of materials at this location. The telephone number is: 1-800-591-2000.

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

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ships/mailed) via email to: linda.j.vaughn@census.gov. The subject line of the email shall be "Distribution Notice for Program 252-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/shipping/mailed methods, and title of product. Contractor must be able to provide copies of all delivery/shipping/mailed receipts upon agency request.

Upon completion of each order, all furnished materials (if applicable) must be returned to: U.S. Census Bureau, Remote Delivery Facility (RFD), 4600 Silver Hill Road, Suitland, MD 20746.

All expenses incidental to picking up and returning materials (if applicable), submitting proofs, and furnishing sample copies 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).

When applicable, print order and furnished material must be picked up from and delivered to: U.S. Census Bureau, Remote Delivery Facility (RFD), 4600 Silver Hill Road, Suitland, MD 20746.

At the Government's option, the print order and furnished material may be provided via FTP.

When ordered, proofs must be delivered to and picked up from: U.S. Census Bureau, Remote Delivery Facility (RFD), 4600 Silver Hill Road, Suitland, MD 20746.

When applicable, furnished copy must be returned with proofs.

No definite schedule for pickup of material/placement of orders can be predetermined.

The following schedules begin 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.

Regular Schedule:

When no proofs are required –

Contractor must complete production and distribution within 10 workdays of notification of the availability of print and order and furnished material.

When proofs are required –

- Contractor must submit all required proofs within two (2) workdays of notification of the availability of furnished print order and furnished material.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup by the contractor. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- If revised proofs are required due to author's alterations, contractor must submit revised proofs within two (2) workdays of notification of changes.
- Revised proofs will be withheld no more than two (2) workdays from receipt by the ordering agency until they are made available for pickup by the contractor. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

NOTE: If revised proofs are required due to contractor's errors, no additional time will be allowed

- Complete production and distribution must be made within seven (7) workdays of receipt of an "O.K. to Print."
- **NOTE:** Whenever the total number of pages for all orders placed during a 5-workday period exceeds 3,000,000 pages, the contractor will be allowed one (1) additional workday for each additional 1,000,000 pages (printed or blank) or portion thereof. The additional workday(s) will be applied to the schedule of that particular print order effecting the excess. This additional time does not include the "Accelerated Schedule" indicated below.

Accelerated Schedule: It is anticipated that approximately 20% of the total orders placed will require an accelerated schedule –

When no proofs are required –

Contractor must complete production and distribution within five (5) workdays of notification of the availability of print and order and furnished material.

When proofs are required –

- Contractor must submit all required proofs within one (1) workday of notification of the availability of furnished print order and furnished material.
- Proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until they are made available for pickup by the contractor (e.g., if proofs are delivered on a Monday, the Government will have proofs ready for pickup by close of business on Tuesday.)

- If revised proofs are required due to author's alterations, contractor must submit revised proofs within one (1) workday of notification of changes.
- Revised proofs will be withheld no more than one (1) workday from receipt by the ordering agency until they are made available for pickup by the contractor (e.g., if revised proofs are delivered on a Monday, the Government will have revised proofs ready for pickup by close of business on Tuesday.)
- NOTE: If revised proofs are required due to contractor's errors, no additional time will be allowed
- Contractor must make complete production and distribution within five (5) workdays of notification of an "O.K. to Print."

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 destinations specified and the products ordered for shipping/ mailing f.o.b. contractor's city must be picked up by small package carrier or delivered to the U.S. Postal Service.

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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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.

Bidders shall state the location of the plant from which the products will be shipped.

PREMIUM PAYMENTS: Orders requiring the "Accelerated Schedule" will be paid for at the premium rate in accordance with the contractor's offered percentage (Item VI.) in the "SCHEDULE OF PRICES." All other orders will be placed with the required "Regular Schedule" and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item III. "PAPER" in the "SCHEDULE OF PRICES." Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on their voucher.

It is estimated that 20% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES" (Item VI.), to 20% of the prices offered for all items except Item III. "PAPER".

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

I. (a)	60		III. (f)	75
(b)	5,447		(g)	60
(c)	16		(h)	2
(d)	5,006		(i)	301
	(1)	(2)		
II. 1. (a)	937	2,380	2. (a)	30
(b)	48	261	IV. (a)	6,692
(c)	3,567	3,386	(b)	368
(d)	469	1,614	(c)	600
(e)	1,593	3,275	(d)	57
(f)	28	28	(e)	38
(g)	30	90	(f)	33
(h)	59	154	(g)	2
(i)	1	30	(h)	29
(j)	2	60	(i)	6692
(k)	288	44	V. 1. (a)	1,905
(l)	1	30	(b)	25
(m)	1	30		
2. (a)	110	51	2. (a)	50
III. 1. (a)	5,307		(b)	50
(b)	154		(c)	50
(c)	5471		(d)	30
(d)	79			
(e)	148		VI. (a)	

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Jeffersonville, IN, and within the commercial zone of Washington, DC, and f.o.b. contractor's city for all other shipments.

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 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), NA (Not Applicable), 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 invoices 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.

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

Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text for saddle-stitched products.

A charge will be allowed for each text page, whether printed or blank. For products printing in more than one color, a charge under "Each Additional Color" will be allowed only for pages actually printed with the additional color(s).

I. PREPRESS:

- (a) Digital color content proof per trim/page-size unit\$ _____
- (b) G7 profiled ink-jet proof per trim/page-size unit\$ _____
- (c) Embedding fonts..... per page\$ _____
- (d) System Timework.....per hour\$ _____

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under line item I.(d).

(Initials)

II. PRINTING AND BINDING: The prices offered shall include the cost of all required materials and operations necessary for the printing and binding of the product listed in accordance with these specifications.

The cost for printing *and* binding saddle-stitched and perfect-bound products is to be charged for under line items II.1.(a) through (d) for text pages and line items II.1.(g) and (h) for covers.

The cost for printing looseleaf products is to be charged for under line items II.(e) and (f) for text pages and line items II.(i) and (j) for covers. The cost for binding looseleaf products is to be charged for under IV. "ADDITIONAL OPERATIONS", as applicable.

1. Text and Covers:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Saddle-Stitched: Printing text in a single ink color, including bindingper page.....	\$ _____	\$ _____
(b) Saddle-Stitched: Printing text in four-color process, including bindingper page.....	\$ _____	\$ _____
(c) Perfect-Bound: Printing text in a single ink color, including bindingper page.....	\$ _____	\$ _____
(d) Perfect-Bound: Printing text in four-color process, including bindingper page.....	\$ _____	\$ _____
(e) Looseleaf: Printing text in a single ink colorper page.....	\$ _____	\$ _____
(f) Looseleaf: Printing text in four-color process.....per page.....	\$ _____	\$ _____
(g) Cover: Printing Covers 1 and 4, or Covers 2 and 3, in a single ink color, including bindingper side.....	\$ _____	\$ _____
(h) Cover: Printing Covers 1 and 4, or Covers 2 and 3, in four-color process, including bindingper side.....	\$ _____	\$ _____
(i) Cover: Printing covers in a single ink color.....per page.....	\$ _____	\$ _____
(j) Cover: Printing covers in four-color processper page.....	\$ _____	\$ _____
(k) Each Additional Color: Printing text or cover in a color in addition to the first single ink color press run charged for under line items II.1.(a), (c), (e), (g), and (i).per color/per page.....	\$ _____	\$ _____
(l) Varnishing: Covers 1 and 4.....per page.....	\$ _____	\$ _____
(m) Aqueous Coating: Covers 1 and 4per page.....	\$ _____	\$ _____

(Initials)

2. Tab Dividers:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Printing in a single ink color, including die cutting and reinforcing tabs with Mylar..... per side.....	\$ _____	\$ _____

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 products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

Tab Dividers – Each divider.

	<u>Per 1,000 leaves</u>
1. Text and Covers:	
(a) White Offset Book (50-lb.).....	\$ _____
(b) White Litho (Gloss) Coated Book (70-lb.)	\$ _____
(c) White Matte Coated Offset Book (70-lb.)	\$ _____
(d) White Index (110-lb.).....	\$ _____
(e) Colored Index (110-lb.)	\$ _____
(f) White Litho (Gloss) Coated Cover (80-lb.)	\$ _____
(g) White Vellum-Bristol Cover (67-lb.).....	\$ _____
(h) Colored Vellum-Bristol Cover (67-lb.).....	\$ _____
(i) White Matte Coated Cover (80-lb.)	\$ _____

2. Tab Dividers:

(a) White Index (110-lb.).....	\$ _____
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(Initials)

IV. ADDITIONAL OPERATIONS:

- (a) Shrink-film wrap per package\$ _____
 - (b) Drilling (each run) per 1,000 leaves\$ _____
- Drilling: A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8". Three holes will be the maximum for any one run. When drilling pamphlets, dividers or books with separate covers, each thickness of cover stock will be counted as three (3) leaves.
- (c) Perforating per 1,000 leaves\$ _____
 - (d) One stitch in the upper left corner (ULC) per 1,000 copies\$ _____
 - (e) Inserting tab dividers throughout text pages per 1,000 dividers\$ _____
 - (f) Inserting separator sheets per 1,000 sheets\$ _____
 - (g) Hinge scoring per 1,000 copies\$ _____
 - (h) Gathering/Inserting up to 5 items per set\$ _____
 - (i) Chipboard (when 2 or more sheets are requested, per package, including cost of chipboard)\$ _____

V. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; Kraft envelopes, shipping bags, bundles, and shipping containers; all necessary wrapping and packing materials; labeling or marking; and complete distribution, in accordance with these specifications.

1. Bulk Shipments –

- (a) Packing and sealing shipping containers per container\$ _____
- (b) Palletizing per pallet\$ _____

2. Mailed Shipments –

- (a) Multiple copies in Kraft envelope (up to 200 leaves) per envelope\$ _____
- (b) Multiple copies over 200 leaves, up to 12 pounds, in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 pounds) per bag or bundle\$ _____

(Initials)

(c) Quantities over 12 pounds, up to 24 pounds,
wrapped in shipping bundles, or packed in
shipping containers, at contractor's option
(maximum gross weight 27 pounds)..... per bundle or container.....\$_____

(d) Quantities over 24 pounds, up to 36 pounds,
packed in shipping containers (maximum
gross weight 40 pounds) per container.....\$_____

VI. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item III.
"PAPER."

Percentage increase.....%

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

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).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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)
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(Person to be Contacted)	(Telephone Number)	(Email)
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THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
