

Program No. 1503-S Term Date of Award - December 1, 2016 through November 30, 2017. Plus up to 4 optional years

Title: Cut Sheet Forms & Snap Sets, General Usage

ITEM NO.	DESCRIPTION	BASIS OF AWARD	Bela Printing n Packaging Lausdale, PA		Bosworth Printing Co Stoughton, MA		WBC Inc. d/b/a Lithexcel, Albuquerque, NM		MPE Business Forms, Inc. Dekalb, IL		Provious Contractor Bosworth Printing Co Stoughton, MA	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I</b>	<b>COMPLETE PRODUCT:</b>											
	Cut Sheet Forms:											
<b>A</b>	Up to 5-1/2 x 8-1/2" Sheet											
(a)(1)	Make ready, printing OSO	14	52.63	736.82	50.00	700.00	30.00	420.00	103.20	1,444.80	50.00	700.00
(a)(2)	Running, printing OSO, per 1,000 copies	510	1.05	535.50	1.00	510.00	10.00	5,100.00	10.04	5,120.40	0.70	357.00
(b)(1)	Make ready, printing F/B	5	68.42	342.10	65.00	325.00	30.00	150.00	145.00	725.00	65.00	325.00
(b)(2)	Running, printing F/B, per 1,000 copies	20	1.58	316.00	1.30	260.00	15.00	300.00	10.24	204.80	0.90	18.00
<b>B</b>	Over 5-1/2 x 8-1/2 up to 8-1/2 x 11" sheet											
(a)(1)	Make ready, printing OSO	15	52.63	789.45	50.00	750.00	48.00	720.00	103.20	1,548.00	50.00	750.00
(a)(2)	Running, printing OSO, per 1,000 copies	660	1.32	871.20	1.50	990.00	20.00	13,200.00	12.55	8,283.00	0.85	561.00
(b)(1)	Make ready, printing F/B	2	68.42	136.84	65.00	130.00	68.00	136.00	145.00	290.00	65.00	130.00
(b)(2)	Running, printing F/B, per 1,000 copies	10	1.84	18.40	1.70	17.00	30.00	300.00	12.80	128.00	1.05	10.50
<b>C</b>	Over 8-1/2 x 11 up to 11 x 17" sheet											
(a)(1)	Make ready, printing OSO	1	52.63	52.63	50.00	50.00	68.00	68.00	103.20	103.20	50.00	50.00
(a)(2)	Running, printing OSO, per 1,000 copies	15	1.58	23.70	2.00	30.00	20.00	300.00	25.10	376.50	15.00	225.00
(b)(1)	Make ready, printing F/B	1	68.42	68.42	65.00	65.00	102.00	102.00	145.00	145.00	60.00	60.00
(b)(2)	Running, printing F/B, per 1,000 copies	15	2.37	35.55	2.25	33.75	30.00	450.00	25.60	384.00	10.00	150.00
	NCR Sets:											
<b>A</b>	Up to 5-1/2 x 8-1/2 " Sheet											
	2-parts:											
(c)(1)	Make ready, printing OSO	1	52.63	52.63	50.00	50.00	30.00	30.00	125.00	125.00	50.00	50.00
(c)(2)	Running, printing OSO, per 1,000 copies	1	3.16	3.16	1.00	1.00	15.00	15.00	18.72	18.72	2.50	2.50
(d)(1)	Make ready, printing F/B	1	68.42	68.42	65.00	65.00	38.00	38.00	157.00	157.00	0.00	0.00
(d)(2)	Running, printing F/B, per 1,000 copies	1	5.26	5.26	1.30	1.30	20.00	20.00	19.72	19.72	3.00	3.00
	3-parts:											
(e)(1)	Make ready, printing OSO	1	52.63	52.63	50.00	50.00	30.00	30.00	137.00	137.00	50.00	50.00
(e)(2)	Running, printing OSO, per 1,000 copies	1	4.21	4.21	1.20	1.20	15.00	15.00	40.74	40.74	10.00	10.00
(f)(1)	Make ready, printing F/B	1	68.42	68.42	65.00	65.00	38.00	38.00	171.00	171.00	50.00	50.00
(f)(2)	Running, printing F/B, per 1,000 copies	1	6.32	6.32	1.20	1.20	20.00	20.00	41.74	41.74	3.00	3.00
	4-part:											
(g)(1)	Make ready, printing OSO	1	52.63	52.63	50.00	50.00	38.00	38.00	149.00	149.00	40.00	40.00
(g)(2)	Running, printing OSO, per 1,000 copies	1	7.37	7.37	1.20	1.20	20.00	20.00	50.63	50.63	10.00	10.00
(h)(1)	Make ready, printing F/B	1	68.42	68.42	65.00	65.00	38.00	38.00	183.00	183.00	50.00	50.00
(h)(2)	Running, printing F/B, per 1,000 copies	1	8.42	8.42	1.35	1.35	30.00	30.00	51.63	51.63	5.00	5.00
	5-part											
(i)(1)	Make ready, printing one side	1	52.63	52.63	50.00	50.00	38.00	38.00	161.00	161.00	22.00	22.00
(i)(2)	Running, printing one side, per 1,000 copies	1	9.47	9.47	1.50	1.50	30.00	30.00	60.74	60.74	13.00	13.00
(j)(1)	Make ready, printing F/B	1	52.63	52.63	65.00	65.00	38.00	38.00	195.00	195.00	40.00	40.00
(j)(2)	Running, printing F/B, per 1,000 copies	1	10.53	10.53	1.05	1.05	30.00	30.00	61.74	61.74	10.00	10.00
<b>B</b>	Over 5-1/2 x 8-1/2 up to 8-1/2 x 11" Sheet											
	2-parts:											
(c)(1)	Make ready, printing OSO	3	52.63	157.89	50.00	150.00	48.00	144.00	125.00	375.00	50.00	150.00
(c)(2)	Running, printing OSO, per 1,000 copies	118	4.21	496.78	1.50	177.00	30.00	3,540.00	28.70	3,386.60	2.00	236.00
(d)(1)	Make ready, printing F/B	1	68.42	68.42	65.00	65.00	68.00	68.00	157.00	157.00	65.00	65.00
(d)(2)	Running, printing F/B, per 1,000 copies	1	6.32	6.32	1.70	1.70	40.00	40.00	29.70	29.70	6.52	6.52
	3-part Snap Set											
(e)(1)	Make ready, printing OSO	2	52.63	105.26	50.00	100.00	48.00	96.00	137.00	274.00	105.26	210.52

(e) (2)	Running, printing OSO, per 1,000 copies	10	5.26	52.60	1.75	17.50	30.00	300.00	54.32	543.20	52.60	526.00
(f) (1)	Makeredy, printing F/B	1	68.42	68.42	65.00	65.00	68.00	68.00	171.00	171.00	68.40	68.40
(f)(2)	Running, printing F/B, per 1,000 copies	1	7.37	7.37	1.75	1.75	40.00	40.00	55.32	55.32	7.37	7.37
	4-part:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(g)(1)	Makeredy, printing OSO	2	52.63	105.26	50.00	100.00	68.00	136.00	149.00	298.00	100.00	200.00
(g)(2)	Running, printing OSO, per 1,000 copies	10	8.42	84.20	1.75	17.50	40.00	400.00	67.50	675.00	84.20	842.00
(h)(1)	Makeredy, printing F/B	1	68.42	68.42	65.00	65.00	68.00	68.00	183.00	183.00	68.42	68.42
(h)(2)	Running, printing F/B, per 1,000 copies	1	9.47	9.47	1.80	1.80	50.00	50.00	68.50	68.50	9.47	9.47
	5-part			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(i) (1)	Makeredy, printing OSO	2	52.63	105.26	50.00	100.00	68.00	136.00	161.00	322.00	105.26	210.52
(i) (2)	Running, printing OSO, per 1,000 copies	10	10.53	105.30	1.95	19.50	50.00	500.00	80.98	809.80	10.00	100.00
(j)(1)	Makeredy, printing F/B	1	52.63	52.63	65.00	65.00	68.00	68.00	195.00	195.00	65.00	65.00
(j)(2)	Running, printing F/B, per 1,000 copies	1	11.58	11.58	1.99	1.99	50.00	50.00	81.98	81.98	1.99	1.99
II	COMPOSITION:											
	Cat: A											
(a)	Composition...per side....	1	15.79	15.79	16.00	16.00	20.00	20.00	50.00	50.00	13.00	13.00
(b)	PDF proof.....per side....	2	21.00	42.00	22.00	44.00	2.00	4.00	25.00	50.00	24.00	48.00
(c)	AA's any size category....per line.....	10	5.26	52.60	1.00	10.00	5.00	50.00	5.00	50.00	24.00	240.00
	Cat: B			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(a)	Composition...per side....	4	21.05	84.20	20.00	80.00	30.00	120.00	60.00	240.00	26.00	104.00
(b)	PDF proof.....per side....	2	21.00	42.00	22.00	44.00	2.00	4.00	25.00	50.00	48.00	96.00
	Cat: C			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(a)	Composition...per side....	1	26.32	26.32	28.00	28.00	40.00	40.00	90.00	90.00	50.00	50.00
(b)	PDF proof.....per side....	2	21.00	42.00	22.00	44.00	2.00	4.00	25.00	50.00	26.00	52.00
III	PAPER....per 1,000 leaves			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A	Up to 5-1/2 X 8-1/2"			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(a)	White bond, writing, or offset, 20lb/60lb	337	2.63	886.31	4.65	1,567.05	7.80	2,628.60	5.47	1,843.39	6.00	2,022.00
(b)	White bond, writing, or offset, 24lb/60lb.	353	2.89	1,020.17	5.20	1,835.60	9.00	3,177.00	6.57	2,319.21	5.00	1,765.00
(c)	Colored bond, writing, or offset, 20lb./50lb	8	2.89	23.12	6.50	52.00	9.00	72.00	8.21	65.68	6.00	48.00
(d)	White Index, 110 lb.	70	6.84	478.80	13.80	966.00	25.00	1,750.00	57.62	4,033.40	24.00	1,680.00
(e)	Colored Index, 110 lb.	206	7.00	1,442.00	14.48	2,982.88	35.00	7,210.00	65.66	13,525.96	15.00	3,090.00
(f)	Uncoated label, permanent pressure sensitive adhesive, split backer	18	25.26	454.68	55.00	990.00	50.00	900.00	75.51	1,359.18	55.00	990.00
(g)	White Cover, 65 lbs	13	14.74	191.62	12.00	156.00	30.00	390.00	65.66	853.58	12.00	156.00
(h)	Colored Neon Bright ... Cover, 60 lb....	105	24.21	2,542.05	21.25	2,231.25	50.00	5,250.00	78.60	8,253.00	21.25	2,231.25
(i)	White Chemical Transfer CF/CB...13-15lb	1	18.95	18.95	20.70	20.70	25.00	25.00	18.55	18.55	20.70	20.70
(j)	White Chemical Transfer CF/B...13-17lb	1	23.16	23.16	25.00	25.00	30.00	30.00	20.95	20.95	25.00	25.00
(k)	Colored Chemical Transfer CF/CB...13-15lb	1	14.74	14.74	20.70	20.70	30.00	30.00	21.35	21.35	20.70	20.70
(l)	Colored Chemical Transfer CF/CB...13-17lb	1	13.68	13.68	25.00	25.00	35.00	35.00	21.18	21.18	25.00	25.00
(m)	High Finish Manila Tag, CF 150 lb.	11	63.16	694.76	41.25	453.75	55.00	605.00	46.33	509.63	41.25	453.75
B	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(a)	White bond, writing, or offset, 20lb./50lb.	155	5.26	815.30	9.25	1,433.75	11.00	1,705.00	6.83	1,058.65	10.00	1,530.00
(b)	White bond, writing, or offset, 24lb./60lb.	304	5.79	1,760.16	10.40	3,161.60	12.00	3,648.00	8.20	2,492.80	11.00	3,344.00
(c)	Colored bond, writing, or offset, 20lb./50lb	24	5.79	138.96	13.00	312.00	12.50	300.00	10.25	246.00	13.00	312.00
(d)	White Index, 110 lb.	3	13.42	40.26	27.60	82.80	45.00	135.00	72.03	216.09	27.60	82.80
(e)	Colored Index, 110 lb.	12	13.95	167.40	28.95	347.40	55.00	660.00	82.84	994.08	28.00	336.00
(f)	Uncoated label, permanent pressure sensitive adhesive, split backer	5	49.47	247.35	105.00	525.00	90.00	450.00	95.27	476.35	80.00	400.00
(g)	White Cover, 65 lbs	10	29.47	294.70	23.75	237.50	45.00	450.00	82.84	828.40	30.00	300.00
(h)	Colored Neon Bright ... Cover, 60 lb....	12	48.42	581.04	42.21	506.52	90.00	1,080.00	98.80	1,185.60	50.00	600.00
(i)	White Chemical Transfer CF/CB...13-15lb	125	37.89	4,736.25	41.25	5,156.25	35.00	4,375.00	23.19	2,898.75	40.00	5,000.00
(j)	White Chemical Transfer CF/CB...13-17lb	129	46.32	5,975.28	49.25	6,353.25	45.00	5,805.00	26.18	3,377.22	40.00	5,160.00
(k)	Colored Chemical Transfer CF/CB...13-15lb	124	29.47	3,654.28	42.21	5,234.04	45.00	5,580.00	26.67	3,307.08	50.00	6,200.00
(l)	Colored Chemical Transfer CF/CB...13-17lb	124	27.37	3,393.88	49.25	6,107.00	55.00	6,820.00	26.47	3,282.28	40.00	4,960.00
(m)	High Finish Manila Tag, CF 150 lb.	10	117.89	1,178.90	82.15	821.50	90.00	900.00	57.91	579.10	80.00	800.00





# INVITATION FOR BIDS

U.S. GOVERNMENT PUBLISHING OFFICE  
200 N. LaSalle St., Suite 810  
Chicago, IL 60601-1055

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

## **Cut Sheet & Snap Sets Forms, General Usage**

as requisitioned from the Chicago Government Publishing Office (GPO) by and for  
various federal government agencies

Single Award

**BID OPENINGS:** Bids shall be publicly opened at 2 p.m. prevailing Chicago, IL time on  
**November 1, 2016.**

**BID SUBMISSION:** Facsimile bids are acceptable (see GPO Contract Terms, Pub. 310.2, 06/01). To submit a bid, the contractor must return a signed and completed GPO Bid Form 910 and "Schedule of Prices" included at the end of this specification. If you are downloading this specification from the GPO website, click here for a copy of the GPO bid form: [www.gpo.gov/procurement/bids910.pdf](http://www.gpo.gov/procurement/bids910.pdf).

Send bid to: U.S. Government Publishing Office, 200 N. LaSalle St., Rm. 810, Chicago, IL 60601, or fax bid to **312-886-2057**.

**CONTRACT TERM:** The term of this contract is for base period beginning December 1, 2016 through November 30, 2017 with up to four (4) option years. Attention is directed to the clauses "Economic Price Adjustment," and "Option to Extend the Contract Term".

**NOTE:** Major revisions from the previous contract are scattered throughout, including Title, Section 2, Section 3 and Section 4; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. Previous abstract or award information available on line at:

Abstracts are available on GPO Web Site at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Chicago>

**INFORMATION:** For questions about these specifications call Gina Conaway @ 312 353-3916, ext. 5. 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 12/1/87, revised 06/01) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective 5/79, revised 08/02).

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

**GPO QATAP** (GPO Pub. 310.1) - <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

**DOING BUSINESS WITH THE GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/vendors/index.htm>, 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 as well as existing GPO contractors are to note that, as of 1/1/08, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its 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 Form W-9). The GPO will withhold payment of any 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.

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

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

Product Quality Level: (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	Digital Files/Camera Copy/Okay Proofs
P-8 Halftone Match	Digital Files/Camera Copy/Okay Proofs
P-9 Solid/Screen Tint Color Match	Pantone Matching System

**OPTION TO EXTEND THE CONTRACT TERM:** 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 TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from (date), 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.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, 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.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders for more than 500 copies 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 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.

<u>Number of Copies</u>	<u>Number of Samples</u>
500 to 3,200	50
3,201 to 10,000	80
10,001 to 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special 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 distribution list to the Department (see "Distribution" for address). A copy of the PRINT ORDER and a signed certificate of selection must be included. The Government will furnish initial copies of the required blue label and certificate, and the contractor will reproduce copies as needed.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies, the contractor **may** be required to submit quality assurance samples for inspection and testing for compliance to the product specifications. The print order will indicate the number of samples required. The contractor will be required to complete and sign a selection certificate (see above). These copies will be paid for at the running rate quoted 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. Ship/mail these copies f.o.b. destination to the US GOVERNMENT PUBLISHING OFFICE, Printing Procurement – Stop PPSQ, Quality Assurance Section, 732 North Capitol St., NW, Rm. A843, Washington, DC 20401.

**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 individual "Print Orders" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and 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 December 1, 2016 through November 30, 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.



**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

**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.

**PAYMENTS:** Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application. Click the following hyperlink and follow the instructions as indicate: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Vouchers may also be mailed to: Comptroller - FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, D.C. 20401.

**CONTRACTOR MUST ITEMIZE INVOICE FOR PAYMENT TO MATCH THE  
SCHEDULE OF PRICES FORMAT.**

**NOTE:** In addition to the above, the contractor is required to email a copy of each billing along with a copy of the individual print order to [infochicago@gpo.gov](mailto:infochicago@gpo.gov) Failure to follow this procedure may result in delayed payment.

Federal Printing Regions for Shipping Purposes:

- 1: Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island
2. New York, Pennsylvania, New Jersey, and Delaware.
3. Washington, D.C., Maryland, Virginia, and North Carolina.
4. South Carolina, Georgia, Florida, Alabama, and Mississippi.
5. Wisconsin, Illinois, Michigan, Indiana, Ohio, West Virginia, Kentucky, and Tennessee.
6. North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, and Missouri.
7. Oklahoma, Arkansas, Texas, and Louisiana.
8. Wyoming, Utah, Colorado, and New Mexico.
9. California, Nevada, and Arizona.
10. Washington, Oregon, Idaho, and Montana.

Hawaii and Alaska are considered to be outside the continental United States, and special provisions will be made.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of various cut sheet forms, uncoated labels, and multi-part NCR sets printing face only and/or face and back, requiring such operations as pickup of furnished materials, typesetting, proofs, printing in one or two ink colors, padding, folding, scoring, edge gluing, perforating, drilling, shrink wrapping, packaging, and delivery.

**TITLE:** Cut Sheet Forms, Labels, NCR Sets - General Usage.

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

**FREQUENCY OF ORDERS:** Approximately 59 total print orders per year, with most orders for cut sheet forms.

### **QUANTITY:**

Cut Sheets Forms / Labels: Approximately 100 to 200,000 forms per order. Labels: Approximately 1,000 to 50,000 labels per applicable order.

NCR Sets: Approximately 1,000 to 75,000 sets per applicable order.

No guarantee can be made as to the quantity that will be ordered and actual quantities may be less than or exceed those indicated.

**NUMBER OF PAGES:** Cut Sheet Forms will print face only or face and back. Labels will print face only. NCR Sets, 2-5 parts per set, will print face only and/or face and back.

**TRIM SIZES:** Three categories of trim sizes will be ordered:

Category A: Up to and including 5-1/2 x 8-1/2" sheet. Approximately 46% of the total orders.

Category B: Over 5-1/2 x 8-1/2" up to 8-1/2 x 11" sheet. Approximately 50% of the total orders.

Category C: Over 8-1/2 x 11 inches up to an 11 x 17" sheet. Approximately 4% of the total orders. It is anticipated that no orders for labels or NCR sets will be placed for this category.

**GOVERNMENT TO FURNISH:** The Government may furnish any single or combination of the following media for production:

Camera copy to be reproduced at various focuses.

Film negatives, infrequently containing small prescreened areas (a rare occasional order).

Manuscript copy to be typeset by the contractor.

CD will be provided in a pdf format or an email containing pdf format or a file generated in Microsoft Office.

Note: All software upgrades which may occur during the term of the contract must be supported by the contractor. Files will be furnished in native format. All printer and screen fonts will be supplied. The contractor is cautioned the 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.

Print Order (GPO Form 2511).

Facsimile for shipping container labels (contractor to duplicate as necessary throughout the term of the contract).

**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.

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

**RIGHTS ON DATA:** The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

**COMPOSITION:** Some orders may require composition (typesetting). Flattone screen tints may be required. A typesetting charge will be allowed for these requirements as follows. Include cost for type, rules, checkboxes, bullets, and other symbols characteristic for forms. A separate charge will be allowed, if ordered, for stripping in typeset copy or logo on camera copy and for producing a proof.

A minimum of 1,200 dpi image resolution for the typesetting is required, and 120 line for the flattone screens. Typesetting produced by photographically creating or laser imaging the characters on sensitized paper or laser imaging on plain paper is acceptable provided that the resolution requirements are met.

**PROOFS:** It is estimated that 50% of the orders will require proofs. When ordered, pdf proofs will be required, and the contractor must not proceed with production without an "OK to Print."

**STOCK:** The specifications of all stock 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. All stock used on any one print order must be of a uniform shade.

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 Publishing Office, Washington, D.C. 20401; or on the GPO web site @ <http://www.gpo.gov/vendors/sfas.htm>.

The grain of the paper, unless otherwise specified, must be parallel to the long dimension, suitable for use in laser or ink-jet printers.

White and Colored Writing or Xerographic bond, basis size 17 x 22", **20 lbs.** per 500 sheets, equal to JCP Code D10 or O60, or at contractor's option, Offset Book, basis size 25 x 38", **50 lbs.** per 500 sheets, equal to JCP Code A60 or A63.

White and Colored Writing or Xerographic bond, basis size 17 x 22", **24 lbs.** per 500 sheets, equal to JCP Code D10 or O60, or at contractor's option, Offset Book, basis size 25 x 38", **60 lbs.** per 500 sheets, equal to JCP Code A60 or A63.

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

Smooth and Fancy-finish Cover, White and Colored (neon bright), basis size 20 x 26", 65 lbs. per 500 sheets, equal to JCP Code L-21.

Chemical Transfer Carbonless Bond, White and Colored (yellow, pink, blue, green) with black or blue image transfer on CB, CF or CFB, basis weight 13-15 lbs. for CF/CB and 13-17 lbs. per 500 sheets; CFB, equal to JCP Code O-80.

High-finish Manila Tag, basis weight 150 lbs. per 500 sheets, equal to JCP Code P10.

White Pressure Sensitive Label stock, basis weight 50 - 60 lbs. (500 sheets, 25 x 38"), permanent adhesive, suitable split liner (minimum 1 split per finished label), uncoated.

**PRINTING:** Cut Sheet Forms: Print in black ink or black plus one Pantone ink color, or a single Pantone ink color, or two Pantone ink colors. Most forms will be ordered printed in black ink. Line work with an occasional flattone screentint area. Photocopying is not allowed.

If a Pantone ink color is ordered, a separate charge will be allowed for press washup. It is estimated that approx. 25% of the orders will print at least one side in a color other than black.

Labels: Print face only in a single ink color.

NCR Sets: Two - five part sets. Body of all parts prints from a common image in black ink (type/line matter) on face only, no bleeds. An occasional order may require a major change to print on back of a part. Some sets will be all white CB/CF, others will be standard NCR colors. All parts must register. GPO imprint line must not appear on product.

**INK:** All inks used must be heat-safe for use in laser printers. Lithographic ink used in the performance of this contract shall contain not less than the following percentages of vegetable oil: sheet-fed & forms ink, 10%.

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

**BINDING:** Trimming, drilling, padding, edge gluing, folding, perforating, scoring, and inner wrapping may be required.

Edge Gluing (NCR Sets): Edge glue (fan-apart or equal) on either the short or long dimension, with bound edge to never exceed 11". Adhesive must provide sufficient strength to guarantee parts will remain together under normal handling and storage.

Trimming: Cut forms to the size indicated on individual print orders. Margins indicated on print orders or on furnished copy must be maintained. **No additional charges will be allowed for cutting.**

Drilling: Drill 1, 2, or 3 holes, 1/4", 5/16", or 3/8", as indicated on individual print orders. An additional run will be allowed on orders requiring 4 to 6 holes. It is estimated that only one or two orders will require drilling.

Padding: Pad with chipboards in the quantity indicated on the print order (up to 100 forms per pad). Gum and crash or any suitable padding compound may be used. Chipboards must be at least 0.020" thick chipboard, newsboard, or equal.

Folding: One to three continuous folds. When order is printed on index stock, contractor must score on the fold and may charge both for folding and for scoring.

Perforating/Scoring: May require perforating or scoring as indicated on the print order.

Very few orders will require folding, scoring, or perforating.

### **PACKING:**

Shrink Film Inner Wrapping: Shrink film wrap in the quantities indicated on the print order. Packages must be accurate counts. Failure to provide accurate counts in packages may result in rejection of order requiring contractor to pickup and repackage correctly at their expense.

Shrink film wrap must be of sufficient strength to protect contents during transit and normal warehouse storage. Most orders will require shrink film wrapping.

Pack quantities up to one-half container full in shipping bundles or cushioned shipping bags.

Pack quantities over one-half container full in shipping containers generally not to exceed 45 lbs. per container. Some orders may require a specific weight or quantity per shipping container due to specific warehouse requirements, for example, not to exceed 30 lbs. Use only new corrugated or solid fiberboard containers with a minimum bursting strength of 1 896 kPa (275 p.s.i.).

**PALLETIZING:** When ordered, palletize in accordance with GPO Contract Terms. It is estimated that approx. 10 orders will require palletizing.

**LABELING AND MARKING:** Reproduce shipping container label, fill out information, and attach to each container. Infrequently, special labeling may be requested.

**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 delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of these receipts or other acceptable proof must accompany the contractor's voucher (invoice) for payment.

Delivery and/or Shipping information must be emailed to: [VerifyChicago@gpo.gov](mailto:VerifyChicago@gpo.gov). Simply enter the Program and Print Order numbers in the subject line of the email and indicate the method of shipping. If this contract is **f.o.b. contractor** city, enter the date of shipment. If this contract is **f.o.b. destination**, enter the date of delivery.

**DISTRIBUTION (F.O.B. Destination):** Costs for delivery to all destinations must be included in the contractor's bid prices under Item V, Delivery Charges. See list on page 6 for Federal Printing Regions.)

All deliveries must be made by traceable means. Most orders will require an inside delivery to a specified room number.

Contractor will be required to pickup, **at contractor's expense**, most print orders, copy, and furnished material at the U.S. Government Publishing Office, Suite 810, 200 N. LaSalle St., Chicago, IL 60601 between the hours of 8 am and 4:00 pm CST.

When an order is placed directly by an authorized federal agency, the order will be sent to the contractor **at the federal agency's expense**.

The contractor must return all government furnished material and up to 10 sample sheets to the address indicated on the individual print order. The Government-furnished material must not be packaged with the printed copies, and must have a separate, signed receipt. **No additional charge will be allowed for delivery of the government furnished material and samples to one destination** in the continental United States per print order.

**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 dates can be predetermined for placement of orders. Contractor will be notified by telephone when furnished material is available for pickup at Chicago GPO, or contractor will receive print order directly from customer.

All pickups and deliveries must be made Monday through Friday, exclusive of Federal Holidays, before 3:30 pm local time unless another time is listed on the print order.

All expenses incidental to the pickup and delivery of all furnished material from GPO Chicago and proofs must be borne by the contractor.

The schedule begins the workday after notification of the availability of print order and furnished material when call for pickup by GPO is made by 2 pm. Calls for pickup made after 2 pm will be considered as being made the next morning. The workday after receipt of an agency-placed order is the first workday of the schedule.

**Dates in the SHIP/DELIVER DATE block on the print order are the dates production quantity must be received at destination(s), not the day they are shipped from contractor's facility.**

**Complete production and delivery must be made within 10 workdays.**

**Proof Cycle:** If proofs are ordered on an individual print order, an additional (two) 2 workdays will be added to the schedule.

The contractor must email proofs as indicated on the print order within two (2) workdays of receipt of materials. The Government will hold proofs no more than one (1) workday from receipt to call/email with OK to print or OK to print with Corrections.

NOTE: It is anticipated that author's alterations may be made during the proofing stage. No additional time will be allowed to make such changes unless it is determined by the Government Publishing Office that the required author's alterations are in excess of what would normally be expected in a form of this type and size. The Government Publishing Office reserves the right to determine if the alterations are excessive.



**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 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.

The following item designations correspond to those listed in the "Schedule of Prices".

	(A)	(B)	(C)
<b>I.</b>			
(a)(1)	14	15	1
(2)	510	660	15
(b)(1)	5	2	1
(2)	20	10	15
(c)(1)	1	3	XX
(2)	1	118	XX
(d)(1)	1	1	XX
(2)	1	1	XX
(e)(1)	1	2	XX
(2)	1	10	XX
(f)(1)	1	1	XX
(2)	1	1	XX
(g)(1)	1	2	XX
(2)	1	10	XX
(h)(1)	1	1	XX
(2)	1	1	XX
(i)(1)	1	2	XX
(2)	1	10	XX
(j)(1)	1	1	XX
(2)	1	1	XX

	(A)	(B)	(C)
<b>II.</b>			
(a)	1	4	1
(b)	2	2	2
(c)	10		

	(A)	(B)	(C)
III. (a)	337	155	1
(b)	353	304	10
(c)	8	24	1
(d)	70	3	10
(e)	206	12	1
(f)	18	5	10
(g)	13	10	1
(h)	105	12	1
(i)	1	125	XX
(j)	1	129	XX
(k)	1	124	XX
(l)	1	124	XX
(m)	11	10	XX

IV. (a)	8,690
(b)	2
(c)	3
(d)	3
(e)	4
(f)	3

	(1)	(2)	(3)
V. (a)	XX	XX	XX
(b)	XX	626	XX
(c)	XX	XX	XX
(d)	XX	XX	XX
(e)	75	1,120	1,956
(f)	22	XX	XX
(g)	XX	XX	XX
(h)	XX	XX	XX
(i)	XX	XX	XX
(j)	XX	XX	XX

#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

**SUBMISSION OF OFFERS AND EVALUATIONS:** Bidders must make an entry in each space provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive. Prices must be submitted for the entire term of the contract; bids qualified for a lesser period will not be considered.

**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 billings submitted to the GPO shall be based on the most economical method of production.

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

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 ITEMIZE INVOICES FOR PAYMENT TO MATCH  
THE SCHEDULE OF PRICES FORMAT.**

**Category A:** Up to 5-1/2 x 8-1/2" sheet.

**Category B:** Over 5-1/2 x 8-1/2" up to 8-1/2 x 11" sheet.

**Category C:** Over 8-1/2 x 11" up to 11 x 17" sheet.

**I. COMPLETE PRODUCT (except for Items II-V):** 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. A separate makeready and running cost will be allowed for a NCR part printing a major change on face and/or back. **Collating and edge-gluing cost for NCR sets must be included in applicable NCR unit bid prices.**

<u>Cut Sheet Forms:</u>	<u>Category A</u>	<u>Category B</u>	<u>Category C</u>
(a)(1) Makeready, printing one side only...	\$ _____	\$ _____	\$ _____
(2) Running, printing one side only per 1,000 copies.....	\$ _____	\$ _____	\$ _____
(b)(1) Makeready, printing both sides...	\$ _____	\$ _____	\$ _____
(2) Running, printing both side per 1,000 copies.....	\$ _____	\$ _____	\$ _____
 <u>NCR Sets:</u>	 <u>Category A</u>	 <u>Category B</u>	 <u>Category C</u>
2-part:			
(c)(1) Makeready, printing one side only...	\$ _____	\$ _____	XXXXXX
(2) Running, printing one side only per 1,000 copies.....	\$ _____	\$ _____	XXXXXX
(d)(1) Makeready, printing both sides...	\$ _____	\$ _____	XXXXXX
(2) Running, printing both side per 1,000 copies.....	\$ _____	\$ _____	XXXXXX
3-part:			
(e)(1) Makeready, printing one side only...	\$ _____	\$ _____	XXXXXX
(2) Running, printing one side only per 1,000 copies.....	\$ _____	\$ _____	XXXXXX
(f)(1) Makeready, printing both sides...	\$ _____	\$ _____	XXXXXX
(2) Running, printing both side per 1,000 copies.....	\$ _____	\$ _____	XXXXXX

**(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)**

\_\_\_\_\_  
**(Initials)**

<b><u>NCR Sets (continued):</u></b>	<u>Category A</u>	<u>Category B</u>	<u>Category C</u>
4-part:			
(g)(1) Makeready, printing one side only...	\$ _____	\$ _____	XXXXXXX
(2) Running, printing one side only per 1,000 copies.....	\$ _____	\$ _____	XXXXXXX
(h)(1) Makeready, printing both sides...	\$ _____	\$ _____	XXXXXXX
(2) Running, printing both side per 1,000 copies.....	\$ _____	\$ _____	XXXXXXX
5-part:			
(i)(1) Makeready, printing one side only...	\$ _____	\$ _____	XXXXXXX
(2) Running, printing one side only per 1,000 copies.....	\$ _____	\$ _____	XXXXXXX
(j)(1) Makeready, printing both sides...	\$ _____	\$ _____	XXXXXXX
(2) Running, printing both side per 1,000 copies.....	\$ _____	\$ _____	XXXXXXX

**II. COMPOSITION:**

	<u>Category A</u>	<u>Category B</u>	<u>Category C</u>
(a) Composition...per side...	\$ _____	\$ _____	\$ _____
(b) Pdf proof., per side	\$ _____	\$ _____	\$ _____
(c) Author's alterations, any size category...per line.....	\$ _____		

**III. PAPER... per 1,000 leaves**

	<u>Category A</u>	<u>Category B</u>	<u>Category C</u>
(a) White bond or writing, 20 lb. or Offset, 50 lb.....	\$ _____	\$ _____	\$ _____
(b) White bond or writing, 24 lb. or Offset, 60 lb.....	\$ _____	\$ _____	\$ _____
(c) Colored bond or writing, 20 lb. or Offset, 50 lb.....	\$ _____	\$ _____	\$ _____
(d) White Index, 110 lb.....	\$ _____	\$ _____	\$ _____
(e) Colored Index, 110 lb.....	\$ _____	\$ _____	\$ _____
(f) Uncoated label, permanent pressure sensitive adhesive, split backer.....	\$ _____	\$ _____	XXXXXXX
(g) White Cover, 65 lb.....	\$ _____	\$ _____	\$ _____
(h) Colored (Neon Bright) Cover, 60 lb.....	\$ _____	\$ _____	\$ _____
(i) White Chemical Transfer CF/CB 13-15 lb.....	\$ _____	\$ _____	XXXXXXX
(j) White Chemical Transfer CFB 13-17 lb...	\$ _____	\$ _____	XXXXXXX
(k) Colored Chemical Transfer CF/CB 13-15 lb...	\$ _____	\$ _____	XXXXXXX
(l) Colored Chemical Transfer CFB 13-17 lb...	\$ _____	\$ _____	XXXXXXX
(m) High-Finish Manila Tag, CF 150 lb...	\$ _____	\$ _____	XXXXXXX

**(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)**

\_\_\_\_\_  
(Initials)

**IV. ADDITIONAL OPERATIONS:**

- (a) Padding with chipboard...**per pad**... \$ \_\_\_\_\_
- (b) Drilling...**per 1,000 leaves**... \$ \_\_\_\_\_
- (c) Folding, perforating, or scoring, each operation...**per 1,000 forms**... \$ \_\_\_\_\_
- (d) Shrinkfilm wrap, **per package**... \$ \_\_\_\_\_
- (e) Pallets, **per pallet**... \$ \_\_\_\_\_
- (f) Washup charge when ink color other than black is ordered, **per color, per order**. \$ \_\_\_\_\_

\_\_\_\_\_  
**(Initials)**

**(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)**

**SCHEDULE OF PRICES continued.-**

**V: DELIVERY CHARGES:**

For deliveries to destinations within the continental United States. Bidders are to offer a price for delivery to the various Federal Printing Regions (see page 6). Pallets may be required for deliveries in excess of 20 cartons or 800 lbs.\* per GPO contract terms. The prices offered, as applicable, will be applied to the weight of the ordered quantity. Inside deliveries may be required. No adjustments will be made if the contractor ships from more than one location.

**\*EXCEPTION:** Up to 10 FedEx and UPS packages may be delivered to the National Distribution Center located in Indianapolis, IN without a pallet. However, **Pallets are now required for deliveries in excess of 10 cartons or 400 lbs. at this location.**

Shipping Point: \_\_\_\_\_

		<u>Cost Per CWT by Region</u>		
		<u>Fractional parts of 100 will be prorated</u>		
		<u>Flat rate for one carton</u>	<u>41 to 399 lbs.</u>	<u>400 lbs. and up</u>
		<u>Up to 40 lbs. by Region</u>		
		(1)	(2)	(3)
(a)	Region 1	\$ _____	\$ _____	\$ _____
(b)	Region 2	\$ _____	\$ _____	\$ _____
(c)	Region 3	\$ _____	\$ _____	\$ _____
(d)	Region 4	\$ _____	\$ _____	\$ _____
(e)	Region 5	\$ _____	\$ _____	\$ _____
(f)	Region 6	\$ _____	\$ _____	\$ _____
(g)	Region 7	\$ _____	\$ _____	\$ _____
(h)	Region 8	\$ _____	\$ _____	\$ _____
(i)	Region 9	\$ _____	\$ _____	\$ _____
(j)	Region 10	\$ _____	\$ _____	\$ _____

**NOTE:** Failure to offer a delivery charge to any if the above regions may eliminate a bidder from consideration for award.

\_\_\_\_\_  
(Initials)

**(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)**

**BIDDERS NOTE:** Indicate below how you intend to meet the required schedule of these specifications including the proposed carrier(s) that you will use for pickups and deliveries.

---

---

---

---

**BIDDER'S NAME AND SIGNATURE:** Fill out and return all pages in "Section 4. Schedule of Prices," initialing or signing each in the space provided. Attach to a completed and signed GPO Form 910, Bid. Do not enter bid prices on GPO Form 910 form, Form 910 **MUST** be signed and returned.

Fax bids to (312-886-2057) or submit in a sealed envelope identified on the outside with the Program number and bid opening date and time. For this solicitation, submit bids to: U.S. Government Publishing Office, Chicago Regional Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055.

**BIDS MUST BE SUBMITTED TO ARRIVE AT THE ABOVE SPECIFIED OFFICE NOT LATER THAN THE EXACT DATE AND TIME SET FOR OPENING OF BIDS.**

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

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

\_\_\_\_\_  
(Person to be contacted)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

GPO Contractor's Code No. \_\_\_\_\_  
(If known)

**(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)**



GPO Form 910  
(R 8-01) P.57021-4  
Part 1  
ORIGINAL

**U.S. GOVERNMENT PRINTING OFFICE**  
**Printing Procurement Department**

**BID**

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) 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, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. \_\_\_\_\_ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. \_\_\_\_\_

BID \_\_\_\_\_

Additional \_\_\_\_\_ Rate \_\_\_\_\_

Discounts are offered for prompt payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

In compliance with the above, the undersigned agrees, 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 point(s), in exact accordance with specifications.

**Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.**

**COMPANY SUBMITTING BID**

**PERSON AUTHORIZED TO BID**

Company \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Signature \_\_\_\_\_

GPO Contractor Code (if known) \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Facsimile Number \_\_\_\_\_

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_  
(Initials) (Initials)

**(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)**

## Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

### REPRESENTATIONS.

**R-1. Small business.** By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

**R-2. Small Disadvantaged Business Concern.** By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

**R-3. Women-Owned Small Business Concern.** By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

### CERTIFICATIONS.

**C-1. Covenant Against Contingent Fees.** Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

**C-2. Buy American Certification.** Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

**C-3. Clean Air and Water.** Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

**C-4. Certificate of Independent Price Determination.** Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that:

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision

(b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

**C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Jan. 1999).** By submission of a bid—

(a)(1) The offeror certifies, to the best of its knowledge and belief, that—

(i) The offeror and/or any of its principals—

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

**C-6. Certification of Nonsegregated Facilities (Jan. 1999).** Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will—

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods);

### NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.