	1553-S TERM: July 1, 2015 through June 30, 2016 SINGLE LEAF FORMS	BOSWORTH	PRINTING	F&S SERVI	CES, LLC	HARIS & CO.		LITHEXC	EL/WBC	MPE BUSIN	ESS FORMS	J & M PRINTING	
	BASIS OF	Stoughto	on, MA	Eddyvil	le, KY	Salem	n, OH	Albuquer	que, NM	Deka	lb, IL	Huntingt	on, WV
ITEM NO.	DESCRIPTION AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING AND TRIMMING TO SIZE:												
	Price Per Form:												
1.	Printed one side only in a single ink color:												
(a)	Makeready and setup charge												
(1)	Format A 9		450.00	45.00	405.00	45.00	405.00	30.00	270.00	97.20	874.80	45.00	405.00
(2)	Format B 12 Running per 100 copies	50.00	600.00	45.00	540.00	45.00	540.00	30.00	360.00	97.20	1,166.40	45.00	540.00
(b) (1)	Format A 3,270	0.65	2,125.50	0.60	1,962.00	0.55	1,798.50	1.00	3,270.00	10.16	33,223.20	0.55	1,798.50
(2)	Format B 3,942		3,350.70	0.80	3,153.60	0.75	2,956.50	2.00	7,884.00	14.22	56,055.24	0.65	2,562.30
2.	Printed two sides in a single ink color:						,		,		,		•
(a)	Makeready and setup charge												
(1)	Format A 4		240.00	55.00	220.00	54.00	216.00	30.00	120.00	140.40	561.60	50.00	200.00
(2)	Format B 6	60.00	360.00	55.00	330.00	54.00	324.00	48.00	288.00	140.40	842.40	50.00	300.00
(b)	Running per 100 copies Format A 199	0.80	159.20	0.70	139.30	0.64	127.36	1.80	358.20	12.48	2,483.52	0.65	120.20
(1) (2)	Format B 199		175.50	0.70	175.50	0.84	163.80	2.50	487.50	16.85	3,285.75	0.65	129.35 146.25
3.	Printing in one additional ink color, per color, per side:	0.30	175.50	0.50	173.50	0.04	103.00	2.50	407.50	10.03	3,203.73	0.73	140.20
(a)	Makeready and setup charge												
(1)	Format A 1	25.00	25.00	60.00	60.00	54.00	54.00	30.00	30.00	43.20	43.20	12.00	12.00
(2)	Format B 2	25.00	50.00	60.00	120.00	54.00	108.00	30.00	60.00	43.20	86.40	12.00	24.00
(b)	Running per 100 copies												
(1)	Format A 3		0.90	0.75	2.25	0.67	2.01	1.50	4.50	0.20	0.60	0.35	1.05
(2)	Format B 62 STOCK/PAPER: per 100 leaves:	0.40	24.80	0.95	58.90	0.87	53.94	2.50	155.00	0.20	12.40	0.35	21.70
(a)	White Offset Book (60 lbs.)												
(1)	Format A 1,500	1.40	2,100.00	1.00	1,500.00	0.70	1,050.00	1.00	1,500.00	0.58	870.00	0.60	900.00
(2)	Format B 373		772.11	1.50	559.50	1.25	466.25	1.30	484.90	1.13	421.49	1.19	443.87
(b)	White No. 1 Offset Book, Smooth-Finish (70 lbs.)												
(1)	Format A 1,650		2,508.00	1.80	2,970.00	0.75	1,237.50	1.20	1,980.00	0.59	973.50	0.65	1,072.50
(2)	Format B 150	2.41	361.50	2.10	315.00	1.45	217.50	2.00	300.00	1.41	211.50	1.40	210.00
(c)	White Writing (16 lbs.)	4.00	20.00	0.00	40.00	0.50	40.00	0.00	40.00	0.07	40.40	0.50	40.00
(1) (2)	Format A 20 Format B 12		20.00 21.84	0.80 0.85	16.00 10.20	0.50 0.97	10.00 11.64	0.80 1.00	16.00 12.00	0.97 2.02	19.40 24.24	0.50 0.84	10.00
(d)	Colored Writing (16 lbs.)	1.02	21.04	0.03	10.20	0.91	11.04	1.00	12.00	2.02	24.24	0.04	10.00
(1)	Format A 72	1.35	97.20	1.85	133.20	0.67	48.24	1.00	72.00	0.99	71.28	0.58	41.76
(2)	Format B 50	2.30	115.00	2.52	126.00	1.31	65.50	1.40	70.00	1.37	68.50	0.89	44.50
(e)	White Writing (20 lbs.)												
(1)	Format A 20		25.00	0.95	19.00	0.50	10.00	0.80	16.00	1.00	20.00	0.65	13.00
(2)	Format B 3,400	1.69	5,746.00	1.00	3,400.00	0.95	3,230.00	1.10	3,740.00	0.91	3,094.00	0.92	3,128.00
(f)	Colored Writing (20 lbs.) Format A 5	1.42	7.10	1.95	9.75	0.65	3.25	1.00	5.00	3.86	19.30	0.65	3.25
(1) (2)	Format B 50		111.00	2.75	137.50	1.27	63.50	1.40	70.00	1.59		1.29	64.50
(g)	White 25% Rag Bond (20 lbs.)				.000		00.00				7 0.00		0
(1)	Format A 2	1.30	2.60	5.25	10.50	1.33	2.66	2.00	4.00	32.95	65.90	1.32	2.64
(2)	Format B 12	2.50	30.00	5.95	71.40	2.65	31.80	3.20	38.40	11.59	139.08	2.61	31.32
(h)	White Index (110 lbs.)					. ==							
(1)	Format A 151		332.20	4.70	709.70	1.70	256.70	3.00	453.00	2.24		1.69	255.19
(2) (i)	Format B 20 Colored Index (110 lbs.)	4.26	85.20	5.25	105.00	3.40	68.00	4.80	96.00	7.08	141.60	3.37	67.40
(1)	Format A 49	2.40	117.60	5.10	249.90	1.77	86.73	3.50	171.50	3.60	176.40	1.79	87.7
(2)	Format B 70		329.00	5.95	416.50	3.55	248.50	6.00	420.00	5.26	368.20	3.61	252.70
` '	ADDITIONAL OPERATIONS:												
(a)	Typesetting, up to and including 20 typelinesper order 1	20.00	20.00	9.00	9.00	10.00	10.00	25.00	25.00	30.00	30.00	0.00	0.00
(b)	PDF Proofsper order 1	3.00	3.00	5.00	5.00	5.00	5.00	5.00	5.00	10.00	10.00	0.00	0.00
(c)	Drilling per runper 100 leaves 3,300	0.15	495.00	0.08	264.00	0.05	165.00	0.80	2,640.00	0.50	1,650.00	0.05	165.00
(d) (1)	Numbering: Makeready and/or Setupper series 2	25.00	50.00	10.00	20.00	10.00	20.00	20.00	40.00	25.00	50.00	4.00	8.00
(2)	Runningper series, per 100 leaves 15		15.00	0.50	7.50	0.05	0.75	2.00	30.00	25.00		0.10	1.50
(e)	Paddingper pad 563		33.78	0.08	45.04	0.05	28.15	0.30	168.90	0.30	168.90	0.05	28.1
(f)	Shrink-film packagingeach package 2,886		577.20	0.12	346.32	0.10	288.60	0.40	1,154.40	0.25		0.05	144.30
	CONTRACTOR TOTALS		\$21,536.93		\$18,622.56		\$14,374.38		\$26,799.30		\$108,405.54		\$13,125.52
	DISCOUNT	1.00%	\$215.37	7.00%	\$1,303.58	1.00%	\$143.74	1.00%	\$267.99	1.00%	. ,	5.00%	\$656.28
	DISCOUNTED TOTALS	20 Days	\$21,321.56	20 Days	\$17,318.98	20 Days	\$14,230.64	20 Days	\$26,531.31	20 Days	\$107,321.48	20 Days	\$12,469.24

Program 1553-S Page 1 of 13

Written by: LLP Reviewed by: RLW

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

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Single Leaf Forms

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

Various Government Departments and Agencies

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning July 1, 2015 and ending June 30, 2016, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF CONTRACT" clause in Section 1 of this contract.

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

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time, on June 24, 2015

QUOTES <u>MUST</u> BE RECEIVED BY ABOVE DATE AND TIME. LATE QUOTES WILL <u>NOT</u> BE CONSIDERED.

BIDDERS PLEASE NOTE: Significant revisions have been made. Combining Programs 1553-S and 4563-S. Deleted multi-part sets. Other substantive changes throughout. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Previous Abstracts for 1553-S and 4563-S are available on GPO Web Site at: http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus

For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

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

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

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

REGULATIONS GOVERNING PROCUREMENT

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

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

	<u>Attribute</u>	Specified Standard
P-7.	Type Quality and Uniformity	Government Furnished Material
P-8.	Halftone Match (Single and Double Impression)	Government Furnished Material
P-9.	Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF CONTRACT: The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed June 30, 2020.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

PRICE ADJUSTMENT PERIOD: For the purpose of this clause, the program years shall comply with the Term of Contract clause. There shall be no price adjustment for orders placed during the first program year of this contract.

PRICE ADJUSTMENT: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers – Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the current period of this contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic 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 may 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 July 1, 2015 through June 30, 2016 (plus options). 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.

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

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

At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, all mailing and/or delivery receipts, and one PDF file of complete publication via e-mail to infocolumbus@gpo.gov.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "Section 4 – Schedule of Prices".

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of miscellaneous single leaf forms requiring such operations as copy pickup, electronic prepress, reproducibles, proofs, printing, trimming to size, packing, and distribution.

TITLE: Single Leaf Forms.

NUMBER OF ORDERS/QUANTITIES/TRIM SIZES: Based on anticipated usage, 31 orders per year, approximately 100 to 200,000 copies per order. Forms print face only or face and back. Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format A will include any trim size up to and including $5-1/2 \times 8-1/2$ ". Most orders will be for 2,500 copies or less. Anticipate 13 orders.

Format B will include any trim size over $5-1/2 \times 8-1/2$ ", up to and including $8-1/2 \times 11$ ". Most orders will be over 2,500 copies. Anticipate 18 orders. NOTE: An occasional order over $8-1/2 \times 11$ " may be ordered, up to and including 11×17 ", reimbursement will be made in accordance with the GPO Schedule of Prices.

NO QUANTITY VARIATION ALLOWED.

GOVERNMENT TO FURNISH: Camera copy consisting of line art, and photoprints. Previously printed samples. PDF file created on Macintosh (OSX or higher) or Windows (2000, XP, Vista, or 7) furnished on CD or via e-mail. Contractor will be required to upgrade platforms accordingly.

<u>FONTS:</u> All screen and printer fonts will be furnished or embedded in files. 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.

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

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

Upon completion of the 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.

Delivery/Shipping Status Report Form.

GPO Form 905 (R. 3/90) Labeling and Marking Specifications.

GPO Form 2511, Print Order.

Blue Labels and Selection Certificate.

Single Leaf Forms 1553-S (06/16)

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

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

TYPESETTING: Orders may require the setting of a few lines of type (same or similar) for changes and/or revisions up to 20 lines per order. Typeset as indicated on the individual print order or copy.

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

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

FILMS: Films are NOT required; computer to plate is acceptable and is the preferred method of production. At the contractor's option, they may use film however; the Government will not pay for any film costs, even if these costs are the result of author's alterations. For example, if changes were made at the proof stage, the Government will pay for the digital corrections and new proofs (if required), but not for films. Such proof charges must be charged at the rate for digital proofs, not "from film" proofs. Minimum 150 line screen required on halftones.

PROOFS: An occasional order will require contractor to e-mail in PDF format a set of proofs to address indicated on the individual print order.

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.

Author's Alterations and Revised Proofs: Authors alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. These author's alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require additional author's alterations and revised proofs.

The contractor must not print prior to receipt of "OK to Print" by phone, fax, or e-mail.

STOCK/PAPER: The specifications of all stock/paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

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

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

Single Leaf Forms 1553-S (06/16)

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

White No. 1 Offset Book, Smooth-Finish, basis size 25 x 38", 70 lbs. per 500 sheets, equal to JCP Code A61.

White and Colored Writing, basis size 17 x 22", 16 or 20 lbs. per 500 sheets, equal to JCP Code D10.

White 25% Rag Bond (Archival Quality), basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code G40. Official Seal of the United States watermark ("Eagle" or "Eagle and Star") is NOT required. Commercial watermark is acceptable.

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

PRINTING: Print face only or face and back in one or two colors of ink as indicated on the individual print order. Anticipate majority of orders will print in black ink. Most orders consist of linework; an occasional order will require reverse type or screens. When colored inks are required, they will be designated by Pantone numbers.

MARGINS: Margins will be as indicated on the print order or furnished copy. Some orders bleed up to 4 sides. Contractor may be required to create bleeds. Reduce/enlarge copy to fit specified margins.

TRIMMING TO SIZE: Trim forms on four sides to the finished size indicated on the individual print order. Margins indicated on print order or on furnished copy must be maintained.

DRILLING: Drill one to three holes 1/4", 5/16", or 3/8" in diameter; 3/8" from edge to center of holes, as indicated on the print order. Center to center spacing as ordered. Specific drilling instructions will be indicated on the individual print order.

NUMBERING: When ordered, number in red or black ink, (3/16" to 1/4" high or as otherwise specified), as indicated on the print order, usually one series. Only one setup and running charge will be allowed for each separate number series. Each number series may appear in one to three locations. Numbering ink may be different than base form ink, no additional ink charge allowed. No missing numbers.

PADDING: Pad as indicated on the on the individual print order. Gum and crush or any suitable padding compound may be used. Backboards must be .020" chipboard, newsboard or equal. Anticipate orders will usually pad at the top with 50 or 100 leaves per pad.

PACKING: Pack as indicated on individual print order.

Shrink-film wrap in quantities as indicated on the individual print order (usually 25, 50, 100, 250, or 500 per package).

Individual orders may require cushioned shipping bags, preparing shipping bundles, packing and sealing shipping containers, marking packages and shipping bundles or containers by printing, stenciling, or labeling.

The method of packing will be indicated on the print order for each individual job and must be accomplished in accordance with specifications. Each package unit must contain uniform quantities. Shipping containers and bundles furnished by the contractor shall not exceed 45 pounds unless otherwise indicated on the individual print order.

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

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

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders of 10,000 copies or more must be divided into 125 equal sublots. A random copy must be selected from each sublot. Copies must not be chosen from the same general area in each sublot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.
- (b) These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list/print order.
- (c) A copy of the print order/specification and a signed Government-Furnished Certificate of Selection, shall be included.
- (d) A copy of the Government-Furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

DISTRIBUTION: Deliver f.o.b. destination using common courier via traceable means or as otherwise directed on the individual print order. Reimbursement will be made in accordance with the GPO Schedule of Prices.

Orders usually deliver to 1 location but up to 5 locations may be required per print order. Orders will deliver to addresses in Tennessee, Ohio, West Virginia, Michigan, Kentucky, or Indiana.

All orders delivering to the Y-12 Security Complex in Oak Ridge, Tennessee must be made Monday through Thursday between 7:00 a.m. and 1:30 p.m. prevailing Oak Ridge, Tennessee time.

All other orders delivering to Oak Ridge, Tennessee much be made Monday through Friday between 8:00 a.m. and 2:30 p.m. prevailing Oak Ridge, Tennessee time.

Ship/Delivery date indicated on print order is the date the shipment MUST BE RECEIVED at destination.

SCHEDULE: Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) and furnished material.

Most orders will be e-mailed to the contractor. Contractor must confirm receipt of e-mail within 30 minutes of receipt.

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An occasional order will require the contractor to pick up print order and furnished material from Columbus, Ohio or will be sent f.o.b. contractor's city from Oak Ridge, Tennessee.

If an agent is used for pick up of material, the contractor must provide an adequate supply of completed manifests (airbills) listing his/her firm as both the shipper and the consignee.

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

When proofs are ordered, a minimum of 7 work days will be required for production and delivery which includes the Government proof hold time of 2 work days.

The following schedule is anticipated:

Number of	
<u>Orders</u>	<u>Workdays</u>
6	5 to 10
14	11 to 15
11	16 to 20

RECEIPT 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; and date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all material furnished by the Government along with any films made by the contractor, together with one printed sample of each job, to the address listed on the print order.

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

All expenses incidental to pickup/return of materials, and furnishing sample copies and proofs, must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 1 year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I.			(1)		(2)
	1.	(a)	9		12
		(b)	3,270		3,942
	2.	(a)	4		6
		(b)	199		195
	3.	(a)	1		2
	٠.	(b)	3		62
		(-)	_		-
II.			(1)		(2)
		(a)	1,500		373
		(b)	1,650		150
		(c)	20		12
		(d)	72		50
		(e)	20		3,400
		(f)	5		50
		(g)	2		12
		(h)	151		20
		(i)	49		70
III.		(a)		1	
111.		(b)		1	
		(c)		3,300	
		(d)	(1)	2,300	
		(u)	(2)	15	
		(e)	(2)	563	
				2,886	
		(f)		4,000	

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to addresses in Tennessee, Ohio, West Virginia, Michigan, Indiana, or Kentucky.

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

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications. Bidder must make an entry in each of the spaces provided.

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

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

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

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

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

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

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats" as outlined in Section 2. – Specifications.

Format A: Up to and including 5-1/2 x 8-1/2".

Format B: Over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11".

I. PRINTING AND TRIMMING TO SIZE: Prices offered shall include the cost of all required materials and operations necessary for the complete production and delivery of the products listed in accordance with these specifications except for Items. II. Stock/Paper and III. Additional Operations.

NOTE: If any order requires a FINISHED trim size over 8-1/2 x 11" up to and including 17 x 11", reimbursement will be made at double the rate offered for Format B under Items I. 1. (a) and (b), 2. (a) and (b), and 3. (a) and (b) below.

(Initials)

SCHEDULE OF PRICES

	Format A	Format B
Price Per Form:	(1)	(2)
Printed one side only in a single ink color: (a) Makeready and setup charge		\$ \$
Printed two sides in a single ink color: (a) Makeready and setup charge		\$ \$
Printing in one additional ink color, per color, per side: (a) Makeready and setup charge		\$ \$

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

NOTE: If any order requires a FINISHED trim size over 8-1/2 x 11" up to and including 17 x 11", reimbursement will be made at double the rate offered for Format B under Items II. (a) through (i) below.

	Per 100 Leaves	
	Format A	Format B
	(1)	(2)
(a) White Offset Book (60 lbs.)	\$	\$
(b) White No. 1 Offset Book, Smooth-Finish (70 lbs.)		\$
(c) White Writing (16 lbs.)	\$	\$
(d) Colored Writing (16 lbs.)		\$
(e) White Writing (20 lbs.)	\$	\$
(f) Colored Writing (20 lbs.)	\$	\$
(g) White 25% Rag Bond (20 lbs.)	\$	\$
(h) White Index (110 lbs.)	\$	\$
(i) Colored Index (110 lbs.)	\$	\$

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	(Initials)	

SCHEDULE OF PRICES

III. ADDITIONAL OPERATIONS: The price		
cost of all required materials and operations neces	ssary, in accordance with the	se specifications.
(a) Typesetting up to and including 20 typeli	nag nar order	¢
(a) Typesetting, up to and including 20 typeli(b) PDF Proofs	nes per order	Ф
(c) Drilling per run	ner 100 leaves	Ψ
(d) Numbering:	per 100 leaves	φ
(1) Makeready and/or Setup	ner series	\$
(2) Running		
(e) Padding (assembling leaves into pads, sta		φ
gum or gum/crash, and slicing pads apart)	O.	
includes backboards		\$
(f) Shrink-film packaging		
()	r	
QUOTE SUBMISSION AND BIDDER'S NAM Schedule of Prices", initial or sign in the space prosubmit quote. DISCOUNTS ARE OFFERED FOR PAYMEN (Refer to Article 12 "Discounts" of Solicitation Problems:	NT AS FOLLOWS:	percent, calendar days.
(Street Address – City – State – Zip Code)		
BY:		
(Signature and title of person authorized to sign the	nis bid)	
(Person to be contacted)	(Telephone Number)	(Fax Number)
E-Mail Address:		
CONTRACTOR CODE (if known):		
SHIPMENT(S) WILL BE MADE FROM: City	y	, State