

PROGRAM TITLE	1591-S TERM: 08/01/14 THRU 07/31/15		ECOPRINT		KB OFFSET PRINTING		LITHEXCEL		NPC, INC.		S&S GRAPHICS		THE PRINT HOUSE		WORLD MARKETING		ALCOM PRINTING	
	DIRECT MAIL RECRUITING ITEMS		Silver Spring, MD		State College, PA		Albuquerque, NM		Claysburg, PA		Laurel, MD		Brooklyn, NY		Dallas, TX		Harleysville, PA	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
i.	COMPLETE PRODUCT:			0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
1.	Printing letters in black plus 1 Pantone ink (including stock/paper, imaging variable data, folding, and inserting into envelopes):			0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
(a)	Quantities up to and including 1,000 copies			0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
(1)	Makeready and/or Setup charges . . . each letter	3	150.00	450.00	100.00	300.00	100.00	300.00	280.00	840.00	50.00	150.00	70.00	210.00	405.00	1,215.00	25.00	75.00
(2)	Running Per 100 Copies each letter	21	125.00	2,625.00	22.00	462.00	68.00	1,428.00	23.00	483.00	25.00	525.00	17.87	375.27	62.21	1,306.41	52.40	1,100.40
(b)	Quantities over 1,000 copies, up to and including 10,000 copies			0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
(1)	Makeready and/or Setup charges . . . each letter	3	300.00	900.00	100.00	300.00	100.00	300.00	280.00	840.00	50.00	150.00	70.00	210.00	405.00	1,215.00	25.00	75.00
(2)	Running Per 100 Copies each letter	180	140.00	25,200.00	16.00	2,880.00	48.00	8,640.00	15.00	2,700.00	15.00	2,700.00	6.22	1,119.60	15.02	2,703.60	52.00	9,360.00
(c)	Quantities over 10,000 copies, up to and including 100,000 copies			0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
(1)	Makeready and/or Setup charges . . . each letter	1	600.00	600.00	100.00	100.00	100.00	100.00	280.00	280.00	50.00	50.00	70.00	70.00	405.00	405.00	75.00	75.00
(2)	Running Per 100 Copies each letter	250	155.00	38,750.00	14.00	3,500.00	28.00	7,000.00	40.00	10,000.00	7.00	1,750.00	5.66	1,415.00	6.41	1,602.50	6.00	1,500.00
2.	Printing Envelopes in Black Ink (including stock/paper):			0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
(a)	Quantities up to and including 1,000 copies			0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
(1)	Makeready and/or Setup charges . . . each letter	3	50.00	150.00	80.00	240.00	30.00	90.00	350.00	1,050.00	50.00	150.00	10.00	30.00	30.00	90.00	10.00	30.00
(2)	Running Per 100 Copies each letter	21	30.00	630.00	19.00	399.00	6.90	144.90	7.50	157.50	6.00	126.00	5.70	119.70	24.40	512.40	30.80	646.80
(b)	Quantities over 1,000 copies, up to and including 10,000 copies			0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
(1)	Makeready and/or Setup charges . . . each letter	3	100.00	300.00	80.00	240.00	30.00	90.00	300.00	900.00	50.00	150.00	10.00	30.00	30.00	90.00	10.00	30.00
(2)	Running Per 100 Copies each letter	180	35.00	6,300.00	17.00	3,060.00	5.90	1,062.00	5.00	900.00	6.00	1,080.00	3.41	613.80	7.17	1,290.60	28.00	5,040.00
(c)	Quantities over 10,000 copies, up to and including 100,000 copies			0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
(1)	Makeready and/or Setup charges . . . each letter	1	125.00	125.00	80.00	80.00	30.00	30.00	300.00	300.00	50.00	50.00	10.00	10.00	30.00	30.00	10.00	10.00
(2)	Running Per 100 Copies each letter	250	40.00	10,000.00	14.00	3,500.00	4.90	1,225.00	5.00	1,250.00	6.00	1,500.00	2.52	630.00	4.70	1,175.00	2.02	505.00
				0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
				0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
	CONTRACTORS TOTALS			\$86,030.00		\$15,061.00		\$20,409.90		\$19,700.50		\$8,381.00		\$4,833.37		\$11,635.51		\$19,122.20
	DISCOUNT		1.00%	\$860.30	0.00%	\$0.00	1.00%	\$204.10	0.25%	\$49.25	5.00%	\$419.05	0.25%	\$12.08	0.25%	\$0.00	4.00%	\$764.89
	DISCOUNTED TOTALS		20 Days	\$85,169.70	Net	\$15,061.00	20 Days	\$20,205.80	20 Days	\$19,651.25	21 Days	\$7,961.95	20 Days	\$4,821.29	10 Days	\$11,635.51	21 Days	\$18,357.31
													AWARDED					

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 PRINTING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Direct Mail Recruiting Items

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

Defense Automated Printing Service for Department of Army, Ft. Knox, Kentucky

Single Award

TERM OF CONTRACT: The term of this contract is for 1 year (base year period August 1, 2014 through July 31, 2015) and 4 option year periods (August 1, 2015 through July 31, 2016, August 1, 2016 through July 31, 2017, August 1, 2017 through July 31, 2018 and August 1, 2018 through July 31, 2019). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Contract Term", and "Economic Price Adjustment".

SUBMIT QUOTE TO: U.S. Government Printing Office, Columbus Regional Printing Procurement 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
July 25, 2014.

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

BIDDERS PLEASE NOTE: Significant revisions have been made. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Four-Color Process changed to Black plus 1 Pantone Ink Color.

Abstract is available on GPO website at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

BEFORE AWARD: ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL
Linda Price (614)-488-4616 extension 7.

AFTER AWARD: REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR
Ted Mack, (614)-488-4616, extension 6.

NO COLLECT CALLS

SECTION 1. – SPECIFICATIONS AND CONDITIONS

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

GPO PUB. 310.2 IS AVAILABLE ON GPO WEB SITE AT
<http://www.gpo.gov/printforms/index.html>

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT
<http://www.gpo.gov/printforms/index.html>

REVISED GPO DISPUTES CLAUSE (06/08) IS AVAILABLE ON GPO WEB SITE AT
<http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing 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.

SUBCONTRACTING: The predominant production function is presswork or computerized imaging. Bidder who must subcontract both of these operations will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing (Page Related) Attributes -- Level III.
- (b) Finishing (Item Related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic Media
P-8. Halftone Match (Single and Double Impression)	Electronic Media
P-10. Process Color Match	Color Visual

OPTION TO EXTEND THE CONTRACT TERM: 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 July 31, 2019.

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 Contract Term 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.

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.

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.

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.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through July 31, 2015 (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 RPPO via e-mail to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 6, or by faxing to (614) 488-4577. Personnel receiving e-mail, phone call, or fax will be unable to respond to questions of a technical nature or transfer any inquiries.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of letters and envelopes requiring such operations as copy pickup, reproducibles, printing in a single ink color (including variable data) and one additional Pantone ink color from electronic media and hard copy, folding, inserting into envelopes, and mailing.

TITLE: Direct Mail Recruiting Items.

NUMBER OF ORDERS: Based on anticipated usage, approximately 5 to 10 orders per year.

QUANTITIES: Up to 100,000 copies per order. Anticipate 2 to 4 orders will have up to 1,000 copies, average 700 copies. Anticipate 2 to 4 orders will have over 1,000 copies up to and including 10,000 copies, average 6,000 copies. Anticipate 1 to 2 orders will have over 10,000 copies, up to and including 100,000 copies, average 25,000 copies.

TRIM SIZE: Letters: 8-1/2 x 11”
Envelopes: 4-1/8 x 9-1/2”

GOVERNMENT TO FURNISH: Static and variable data provided. Digital files sent via e-mail.

STATIC DATA: Word 2003 or greater files created on Windows platform 2000 or greater.

VARIABLE DATA: Mailing addresses (3 to 5 lines) and salutation (1 line) provided in Excel 2003 or greater created on Windows platform 2000 or greater. Mailing addresses are not in zip code order. Addresses may or may not have Zip + 4.

Print Orders (GPO Form 2511).

Delivery/shipping status report form. Form 905 (R. 3/90).

“Labeling and Marking Specifications”.

Blue Labels and Selection Certificates.

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required 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.

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

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

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

PROOFS: None Required.

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

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

LETTERS: White Offset Book, basis size 25 x 38”, basis weight 70 lbs. per 500 sheets, equal to JCP Code A60.

ENVELOPES: White Writing Envelopes, basis size 17 x 22”, basis weight 20-24 lbs. per 500 sheets, equal to JCP Code V20.

PRINTING: Print, other than computerized imaging (variable data), as described below:

LETTERS: Print face only. Army logo prints black and Pantone 123 Yellow with reverse printing, balance of letter prints black ink only.

ENVELOPES: Print return address in black ink. Inside tint not required.

COMPUTERIZED IMAGING (variable data): Print up to 6 lines of variable data imaging on letters. Computerized imaging is defined as ink jet spray or high-density laser and is the preferred method for printing variable data. If impact printing is used, the contractor must guarantee that the type will be clear, legible, and not smear.

MARGINS: Follow file. No bleeds.

ENVELOPE CONSTRUCTION: Contractor to provide envelopes, 4-1/8 x 9-1/2” trim size, side opening, side or diagonal seams (contractor's option), and fully gummed flap. Orders will require a standard window size of 1-1/8 x 4-1/2”, located 7/8” from left edge and 1/2” from bottom edge with a clear glassine covering attached to the inside of the window.

FOLDING, AND INSERTING: Contractor to fold letters to 8-1/2 x 3-2/3”, and insert into contractor furnished #10 window envelopes. Contractor must insure that the mailing address shows clearly through the window and is able to pass any postal tap tests.

DISTRIBUTION: Mail f.o.b. contractor's city. Contractor must pay postage at time of mailing and will be reimbursed for the mailing cost with proper submission of the required mailing receipts along with invoice. Refer to Contract Terms, GPO Publication 310.2, page 8, paragraph 6. Shipping Instructions. A copy of the properly completed USPS mailing receipt must be sent to the e-mail addresses provided at time of award.

All mailings shall be made at the pre-sort standard postal rate. Contractor must provide CASS and PAVE certified software for matching ZIP + 4, Intelligent Mail Barcode (IMb), and presorting for maximum postal automation discounts (as applicable).

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" as applicable. Contractor will be required to keep up-to-date on the U.S. Postal Service classification in order that any mailing is made in accordance with any USPS changes.

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) to be picked up with the furnished material.

Furnished material will be e-mailed to contractor. Contractor will be notified via phone when order is to be e-mailed and has 30 minutes to confirm receipt of e-mail.

The schedule begins the workday after notification of availability of print order and furnished material. The workday after notification is the first day of the schedule.

Complete mailing must be made within 10 to 15 workdays after notification. The ship/delivery date indicated on the print order is the date products must be mailed.

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

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

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all furnished files to the Government via e-mail within 5 workdays of mailing.

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 and return of furnished materials 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) 3 | 21 |
| | (b) 3 | 180 |
| | (c) 1 | 250 |
| 2. | (a) 3 | 21 |
| | (b) 3 | 180 |
| | (c) 1 | 250 |

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city.

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

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

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

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

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

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

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

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

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

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

	<u>Makeready and/or Setup Charges</u> (1)	<u>Running Per 100 Copies</u> (2)
1. Printing Letters in black plus 1 Pantone ink (including stock/paper, imaging variable data, folding, and inserting into envelopes):		
(a) Quantities up to and including 1,000 copieseach letter	\$ _____	\$ _____
(b) Quantities over 1,000 copies, up to and including 10,000 copieseach letter	\$ _____	\$ _____
(c) Quantities over 10,000 copies, up to and including 100,000 copieseach letter	\$ _____	\$ _____

 (Initials)

RETURN THIS PAGE TO RPPO, COLUMBUS, OH

SCHEDULE OF PRICES

I. COMPLETE PRODUCT (Continued):

	<u>Makeready and/or Setup Charges</u> (1)	<u>Running Per 100 Copies</u> (2)
2. Printing Envelopes in Black Ink (including stock/paper):		
(a) Quantities up to and including 1,000 copieseach envelope.....	\$ _____	\$ _____
(b) Quantities over 1,000 copies, up to and including 10,000 copieseach envelope.....	\$ _____	\$ _____
(c) Quantities over 10,000 copies, up to and including 100,000 copieseach envelope.....	\$ _____	\$ _____

QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE: Fill out and return “Section 4. – Schedule of Prices”, initial or sign in the space provided. See page 1 for instructions on how and where to submit quote.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: _____ percent, _____ calendar days. (Refer to Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

BIDDER: _____

(Street Address – City – State – Zip Code)

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

(Person to be contacted)

(Telephone Number)

(Fax Number)

(E-Mail Address)

CONTRACTOR CODE (if known): _____

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

RETURN THIS PAGE TO RPPO COLUMBUS, OHIO