

PROGRAM 1597-S TERM: Date of Award through December 31, 2017
TITLE US MARSHALS SERVICE MULTI-PART SETS
EVOL. CREATIVE SOL. Cincinnati, OH
HAS PRINTING & GRPH Franklinville, NY
WBC dba LITHEXCEL Albuquerque, NM
MPE BUSINESS FORMS Dekalb, IL
I. Multiple-Part Snap-Out Sets - Printing and Edge-Bonding:
(a) 3-Part set
(1) Format A...running per 100 sets
(2) Format B...running per 100 sets
(b) 4-Part set
(1) Format A...running per 100 sets
(c) 5-Part set
(2) Format B...running per 100 sets
(d) Printing on second side
(1) Format A...running per 100 sets
(2) Format B...running per 100 sets
II. Stock/Paper:
(a) White Chemical Transfer (CF or CB) (13 to 20 lbs.)
(1) Format A...running per 100 leaves
(2) Format B...running per 100 leaves
(b) Colored Chemical Transfer (CF or CB) (13 to 20 lbs.)
(1) Format A...running per 100 leaves
(2) Format B...running per 100 leaves
(c) White Chemical Transfer (CFB) (13 to 20 lbs.)
(1) Format A...running per 100 leaves
(2) Format B...running per 100 leaves
(d) Colored Chemical Transfer (CFB) (13 to 20 lbs.)
(1) Format A...running per 100 leaves
(2) Format B...running per 100 leaves
III. Additional Operations:
(a) Marginal change...per change
(b) Minor change...per change
(c) PDF Proof...per form
IV. Packing and Sealing for Distribution and Deliver f.o.b. Destination by Traceable Means:
1. 3-Part Sets:
(a) Zone 1: NY, VT, NH, ME, CT, NJ, PA, RI, MA:
(1) Format A...per 100 sets
(2) Format B...per 100 sets
(b) Zone 2: NC, SC, VA, MD, DC, DE:
(1) Format A...per 100 sets
(2) Format B...per 100 sets
(c) Zone 3: TN, MS, AL, GA, FL:
(1) Format A...per 100 sets
(2) Format B...per 100 sets
(d) Zone 4: WI, MI, IL, IN, OH, KY, WV:
(1) Format A...per 100 sets
(2) Format B...per 100 sets
(e) Zone 5: KS, MO, OK, AR, TX, LA:
(1) Format A...per 100 sets
(2) Format B...per 100 sets
(f) Zone 6: ND, SD, MN, IA, NE:
(1) Format A...per 100 sets
(2) Format B...per 100 sets
(g) Zone 7: CA, NV, UT, CO, AZ, NM, WA, OR, ID, MT, WY:
(1) Format A...per 100 sets
(2) Format B...per 100 sets
(h) Zone 8: Alaska:
(1) Format A...per 100 sets
(2) Format B...per 100 sets
(i) Zone 9: Hawaii:
(1) Format A...per 100 sets
(2) Format B...per 100 sets
(j) Zone 10: Puerto Rico and U.S. Virgin Islands:
(1) Format A...per 100 sets
(2) Format B...per 100 sets
(k) Zone 11: Guam and North Mariana Islands (NMI)
(1) Format A...per 100 sets
(2) Format B...per 100 sets
2. 4-Part Sets:
(a) Zone 1: NY, VT, NH, ME, CT, NJ, PA, RI, MA:
(1) Format A...per 100 sets
(b) Zone 2: NC, SC, VA, MD, DC, DE:
(1) Format A...per 100 sets
(c) Zone 3: TN, MS, AL, GA, FL:
(1) Format A...per 100 sets
(d) Zone 4: WI, MI, IL, IN, OH, KY, WV:
(1) Format A...per 100 sets
(e) Zone 5: KS, MO, OK, AR, TX, LA:
(1) Format A...per 100 sets
(f) Zone 6: ND, SD, MN, IA, NE:
(1) Format A...per 100 sets
(g) Zone 7: CA, NV, UT, CO, AZ, NM, WA, OR, ID, MT, WY:
(1) Format A...per 100 sets
(h) Zone 8: Alaska:
(1) Format A...per 100 sets
(i) Zone 9: Hawaii:
(1) Format A...per 100 sets
(j) Zone 10: Puerto Rico and U.S. Virgin Islands:
(1) Format A...per 100 sets
(k) Zone 11: Guam and North Mariana Islands (NMI)
(1) Format A...per 100 sets
3. 5-Part Sets:
(a) Zone 1: NY, VT, NH, ME, CT, NJ, PA, RI, MA:
(2) Format B...per 100 sets
(b) Zone 2: NC, SC, VA, MD, DC, DE:
(2) Format B...per 100 sets
(c) Zone 3: TN, MS, AL, GA, FL:
(2) Format B...per 100 sets
(d) Zone 4: WI, MI, IL, IN, OH, KY, WV:
(2) Format B...per 100 sets
(e) Zone 5: KS, MO, OK, AR, TX, LA:
(2) Format B...per 100 sets
(f) Zone 6: ND, SD, MN, IA, NE:
(2) Format B...per 100 sets
(g) Zone 7: CA, NV, UT, CO, AZ, NM, WA, OR, ID, MT, WY:
(2) Format B...per 100 sets
(h) Zone 8: Alaska:
(2) Format B...per 100 sets
(i) Zone 9: Hawaii:
(2) Format B...per 100 sets
(j) Zone 10: Puerto Rico and U.S. Virgin Islands:
(2) Format B...per 100 sets
(k) Zone 11: Guam and North Mariana Islands (NMI)
(2) Format B...per 100 sets
CONTRACTOR'S TOTAL
DISCOUNT
DISCOUNTED TOTAL
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 PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

U.S. Marshals Service Multi-Part Sets

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

U.S. Marshals Service, Landover, MD

Single Award

TERM OF CONTRACT: The term of this contract is for 1 year (base year period for Date of Award through December 31, 2017) and 4 option year periods (January 1, 2018 through December 31, 2018; January 1, 2019 through December 31, 2019; January 1, 2020 through December 31, 2020 and January 1, 2021 through December 31, 2021). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of Contract", and "Economic Price Adjustment."

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPP0 (614) 488-4577. **NO TELEPHONE OR E-MAIL QUOTES WILL BE ACCEPTED.**

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

January 18, 2017

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

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Extensive changes have been made to the Schedule of Prices (deleted quantity breaks under Item I and significant changes to Item IV). Additional changes are scattered throughout.

Abstract is 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 www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

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 III.
- (b) Finishing (item related) Attributes -- Level III.
- (c) Exceptions: Maximum registration deviation between parts +/- 1/32".

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 File/Approved Proofs
P-9. Solid and Screen Tint Color Match	Electronic File/Approved Proofs

OPTION TO EXTEND THE TERM OF CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (**December 31, 2021**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Term of Contract" clause. See also "Economic Price Adjustment" clause for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award through December 31, 2017**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers – Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **September 30, 2016**, called the base index. The percentage change (**plus or minus**) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

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.

PRE-AWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor’s/subcontractors’ facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POST-AWARD TELEPHONE CONFERENCE: Unless waived by the Government, telephone conference between contractor and agency is required. The purpose of the conference will be to discuss and review all aspects of the contractor’s production plan and to establish coordination of all internal and external operations required to complete this contract.

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 December 31, 2017** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” upon notification by the Government for purposes of the contract, when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor 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 RO 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 invoices 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>. Vouchers may also be mailed to: Comptroller, stop FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, DC 20401.

After award, at Government's option, the contractor must submit a copy of the print order, contractor's invoice, a PDF of the complete product, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov or fax to 614-488-4577.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in Section 4 – Schedule of Prices, failure to do so may result in delayed payment.

SECURITY PROVISIONS: Orders placed under this contract will contain material considered to be Sensitive but Unclassified (SBU) as "For Official Use Only" (FOUO). As such, proper destruction of materials is required.

DESTRUCTION OF MATERIALS: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

All makeready and production waste materials should be destroyed by shredding, burning, pulping, mutilation, or any means that would preclude reconstruction of the material.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of multiple-part carbonless sets without stubs, requiring such operations as electronic transmission of orders, electronic prepress, reproducible, proofs, printing face only and face and back in English and Spanish, part-to-part changes, edge bonding, packing, and distribution.

TITLE: Multiple-Part Carbonless Sets.

TRIM SIZES/QUANTITIES/NUMBER OF PARTS PER SET/NUMBER OF ORDERS: Forms will be in English or in Spanish.

Approximately 14 orders per year. Approximately 7 different forms ordered 2 times a year. Government may add orders or forms, not to exceed 20 orders or 10 forms.

3-part, 4-part, and 5-part forms. 100 to 50,000 sets per order. Most orders will be greater than 5,000 sets. An occasional order will be less than 5,000 sets.

Based on previous and anticipated usage, anticipate the following:

Format A: Anticipate 4 orders. Trim sizes up to and including 5-1/2 x 8-1/2" or 8-1/2 x 5-1/2":

3-Part Sets: 2
4-Part Sets: 2

Format B: Anticipate 10 orders. Trim sizes over 5-1/2 x 8-1/2" or 8-1/2 x 5-1/2" up to and including 8-1/2 x 11" or 11 x 8-1/2":

3-Part Sets: 8
5-Part Sets: 2

NO QUANTITY VARIATION ALLOWED.

GOVERNMENT TO FURNISH: PDF file of artwork and Excel file of distribution sent via e-mail.

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

OTHER FORMS:

- Print Orders (GPO Form 2511).
- Delivery/shipping status report form.
- GPO Form 905 (R. 3/90), "Labeling and Marking Specifications".
- GPO Form 952, Desktop Publishing – Disk Information.
- Blue Labels and Selection Certificates.

MARKINGS: Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., form number, and revision date, carried on copy or film, must not print on finished product. **NOTE: DO NOT PRINT GPO IMPRINT LINE.**

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 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.

PROOFS: Unless waived by the Government, the first time a form is ordered PDF proofs will be required. It is not anticipated that subsequent orders of that form will require proofs unless changes have been made to the form.

When ordered, contractor to submit one “Press Quality” PDF “soft” proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, and image position. Proof will not be used for color match. Contractor must call the individual indicated on the print order to confirm receipt within 30 minutes of sending e-mail.

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 (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. 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 revised proofs or make author’s alterations.

The contractor must not print prior to receipt of an “Okay to Print”.

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

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or furnished 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).

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

White and Colored Chemical Transfer Bond, CF or CB, basis size 17 x 22”, 13-20 lbs. (contractor’s option) per 500 sheets, equal to JCP Code O-80.

White and Colored Chemical Transfer Bond, CFB, Basis Size 17 x 22", 13-20 lbs. (contractor's option) per 500 sheets, equal to JCP Code O-80.

PRINTING: Print face only and/or face and back in black ink as indicated on the individual print order. All linework. No halftones. Various screen tints from 10% to 90% will be required. Printing orientation will be portrait or landscape.

When printing on two sides of the form is required, the image will be the same on the back of each part. The reverse side must be such as to assure minimum show through.

The contractor must exercise every precaution to ensure that all forms in a set will align accurately with each other.

Part-to-part changes for copy designations and minor changes, as defined in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01)), will be required.

Copy designations may be ordered printed in the same color as the base form or printed in red ink. When the copy designation is ordered printed in red ink, no additional charge will be allowed for the red ink.

MARGINS: Margins will be as indicated on the electronic file. No bleeds required.

EDGE BONDING: Edge bond on top or left (usually top) as indicated on the print order. Edge bonded sets are to be held together by an adhesive providing sufficient strength to guarantee parts will remain together under normal handling and storage, but will permit ready separation without damage to the parts.

SHRINK-FILM PACKAGING: Shrink-film wrap in sets of 50 or 100 (usually 100) as indicated on the individual print order. Shrink-film material must be of suitable thickness and quality to assure that packages will not break open during normal handling and storage. Anticipate most, if not all, orders will require shrink-film packaging. No additional charge will be allowed.

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

NOTE: Noncompliance with labeling and marking specifications may be cause for the Government to reject the shipment, at destination, and return it to the contractor at his expense. After giving notice of the deficiency and affording the contractor an opportunity and a reasonable time to correct, the Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor.

PACKING: Pack in shipping containers furnished by the contractor. Containers are not to exceed 45 pounds when fully packed. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test 44 pounds per inch width.

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

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders must be divided into equal sublots in accordance with the chart shown below. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
Up to 11,999	32
12,000 - 35,000	125
35,001 and over	200

- (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 to the address as listed on the individual 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 to multiple locations as indicated on the individual print order. Anticipate 1 to 90 destinations per order. Deliveries will be in all 50 states plus Washington, DC, Puerto Rico and US Virgin Islands, and Guam and North Mariana Islands (NMI).

Contractor to deliver via traceable means using the most economical method of shipment. Reimbursement will be made in accordance with the Schedule of Prices.

Contractor to provide tracking numbers for each print order within 1 business day of shipping. Tracking information to be sent to Nicole Timmons at nicole.timmons@usdoj.gov.

If ordered by the Government, upon completion of each order, all furnished materials and three (3) sample copies of each item ordered must be returned to: U.S. Marshals Service; Landover Operations Center; ATTN: Nicole Timmons (CG-3, 10th Floor); 3601 Pennsy Drive; Landover, MD 20785. All expenses incidental to furnishing sample sets must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be e-mailed with the furnished material.

Contractor will be notified of the availability of the print order and the furnished material.

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

Complete production and delivery required within 10 to 30 days after receipt of print order and material as indicated on the individual print order. NOTE: Deliveries to Guam and North Mariana Islands (NMI) must **ship** within 10 days of receipt of print order and material.

Up to 7 orders may be placed on the same day with all orders being due to deliver on the same date. It is anticipated that the majority of orders will be placed in February and August.

When proofs are ordered, the Government will hold proofs for 2 work days. A minimum of 8 workdays will be allowed when proofs are ordered (10 workdays for shipments to Guam and North Mariana Islands (NMI)).

The ship/delivery date indicated on the print order is the date products must be delivered to the address listed under "Distribution". Exception: deliveries to Guam and North Mariana Islands (NMI) must ship within 10 of receipt of furnished material.

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, 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 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.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one 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)
	(a)	593	1,274
	(b)	767	xxxx
	(c)	xxxx	220
	(d)	3,068	1,100

II.		(1)	(2)
	(a)	2,127	2,182
	(b)	593	806
	(c)	767	688
	(d)	1,360	1,246

III.	(a)	26
	(b)	4
	(c)	7

IV.		(1)	(2)
1.	(a)	50	74
	(b)	44	276
	(c)	33	123
	(d)	21	105
	(e)	207	349
	(f)	32	65
	(g)	179	234
	(h)	2	9
	(i)	2	8
	(j)	21	23
	(k)	2	8

IV.		(1)	(2)
2.	(a)	37	xxxx
	(b)	76	xxxx
	(c)	79	xxxx
	(d)	49	xxxx
	(e)	289	xxxx
	(f)	55	xxxx
	(g)	165	xxxx
	(h)	2	xxxx
	(i)	2	xxxx
	(j)	11	xxxx
	(k)	2	xxxx

IV.		(1)	(2)
3.	(a)	xxxx	49
	(b)	xxxx	51
	(c)	xxxx	10
	(d)	xxxx	47
	(e)	xxxx	2
	(f)	xxxx	12
	(g)	xxxx	37
	(h)	xxxx	2
	(i)	xxxx	6
	(j)	xxxx	2
	(k)	xxxx	2

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to all 50 states plus Washington, DC, Puerto Rico, U.S. Virgin Islands, Guam, and North Mariana Islands (NMI).

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.

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: Trim sizes up to and including 5-1/2 x 8-1/2” or 8-1/2 x 5-1/2”

Format B: Trim sizes over 5-1/2 x 8-1/2 or 8-1/2 x 5-1/2” up to and including 8-1/2 x 11” or 11 x 8-1/2”

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

I. MULTIPLE-PART SNAP-OUT SETS - PRINTING, AND EDGE-BONDING: The prices offered must be all-inclusive for complete printing and binding, in the applicable “Format” group and shall include the cost of all required materials and operations for making plates, press makeready, printing in a single ink color, edge-bonding, and sample copies delivered to Landover, MD, except for Items II. Stock/Paper, III. Additional Operations, and IV. Packing and Sealing for Distribution and Deliver f.o.b. Destination by Traceable Means.

NOTE: When the form prints face only, no printing charge will be allowed for printing on the second side.

(Initials)

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SCHEDULE OF PRICES

I. MULTIPLE-PART SNAP-OUT SETS - PRINTING, AND EDGE-BONDING (continued):

	<u>Format A</u> (1)	<u>Format B</u> (2)
(a) 3-part set.....running per 100 sets	\$ _____	\$ _____
(b) 4-part set.....running per 100 sets	\$ _____	XXXX
(c) 5-part set.....running per 100 sets	XXXX	\$ _____
(d) Printing on second siderunning per 100 parts	\$ _____	\$ _____

II. STOCK/PAPER: The prices offered shall be all-inclusive for the trim size. 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. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered

	<u>Per 100 Leaves</u>	
	<u>Format A</u> (1)	<u>Format B</u> (2)
(a) White Chemical Transfer (CF or CB) (13 to 20 lbs.).....	\$ _____	\$ _____
(b) Colored Chemical Transfer (CF or CB) (13 to 20 lbs.).....	\$ _____	\$ _____
(c) White Chemical Transfer (CFB) (13 to 20 lbs.).....	\$ _____	\$ _____
(d) Colored Chemical Transfer (CFB) (13 to 20 lbs.).....	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS: The prices offered shall be all-inclusive for all required materials and operations.

(a) Marginal change.....per change	\$ _____
(b) Minor changeper change	\$ _____
(c) PDF Proofper form.....	\$ _____

IV. PACKING AND SEALING FOR DISTRIBUTION AND DELIVER F.O.B. DESTINATION BY TRACEABLE MEANS: Prices offered must be all-inclusive, as applicable, and must include the cost of cushioned shipping bags, shipping bundles/containers, all necessary wrapping and packing materials, labeling or marking, and f.o.b. destination delivery in accordance with these specifications. Deliver f.o.b. destination to addresses which are located within the various states/territories that fall within one of the zones, as defined hereinafter:

(Initials)

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SCHEDULE OF PRICES

IV PACKING AND SEALING FOR DISTRIBUTION AND DELIVER F.O.B. DESTINATION BY TRACEABLE MEANS (Continued):

		<u>Per 100 Sets</u>	
		<u>Format A</u>	<u>Format B</u>
		(1)	(2)
1. 3-Part Sets:			
(a) Zone 1:	NY, VT, NH, ME, CT, NJ, PA, RI, MA.....	\$ _____	\$ _____
(b) Zone 2:	NC, SC, VA, MD, DC, DE.....	\$ _____	\$ _____
(c) Zone 3:	TN, MS, AL, GA, FL.....	\$ _____	\$ _____
(d) Zone 4:	WI, MI, IL, IN, OH, KY, WV	\$ _____	\$ _____
(e) Zone 5:	KS, MO, OK, AR, TX, LA.....	\$ _____	\$ _____
(f) Zone 6:	ND, SD, MN, IA, NE.....	\$ _____	\$ _____
(g) Zone 7:	CA, NV, UT, CO, AZ, NM, WA, OR, ID, MT, WY.....	\$ _____	\$ _____
(h) Zone 8:	Alaska	\$ _____	\$ _____
(i) Zone 9:	Hawaii.....	\$ _____	\$ _____
(j) Zone 10:	Puerto Rico and U.S. Virgin Islands.....	\$ _____	\$ _____
(k) Zone 11:	Guam and North Mariana Islands (NMI).....	\$ _____	\$ _____
2. 4-Part Sets:			
(a) Zone 1:	NY, VT, NH, ME, CT, NJ, PA, RI, MA.....	\$ _____	XXXX
(b) Zone 2:	NC, SC, VA, MD, DC, DE.....	\$ _____	XXXX
(c) Zone 3:	TN, MS, AL, GA, FL.....	\$ _____	XXXX
(d) Zone 4:	WI, MI, IL, IN, OH, KY, WV	\$ _____	XXXX
(e) Zone 5:	KS, MO, OK, AR, TX, LA.....	\$ _____	XXXX
(f) Zone 6:	ND, SD, MN, IA, NE.....	\$ _____	XXXX
(g) Zone 7:	CA, NV, UT, CO, AZ, NM, WA, OR, ID, MT, WY.....	\$ _____	XXXX
(h) Zone 8:	Alaska	\$ _____	XXXX
(i) Zone 9:	Hawaii.....	\$ _____	XXXX
(j) Zone 10:	Puerto Rico and U.S. Virgin Islands.....	\$ _____	XXXX
(k) Zone 11:	Guam and North Mariana Islands (NMI).....	\$ _____	XXXX
3. 5-Part Sets:			
(a) Zone 1:	NY, VT, NH, ME, CT, NJ, PA, RI, MA.....	XXXX	\$ _____
(b) Zone 2:	NC, SC, VA, MD, DC, DE.....	XXXX	\$ _____
(c) Zone 3:	TN, MS, AL, GA, FL.....	XXXX	\$ _____
(d) Zone 4:	WI, MI, IL, IN, OH, KY, WV	XXXX	\$ _____
(e) Zone 5:	KS, MO, OK, AR, TX, LA.....	XXXX	\$ _____
(f) Zone 6:	ND, SD, MN, IA, NE.....	XXXX	\$ _____
(g) Zone 7:	CA, NV, UT, CO, AZ, NM, WA, OR, ID, MT, WY.....	XXXX	\$ _____
(h) Zone 8:	Alaska	XXXX	\$ _____
(i) Zone 9:	Hawaii.....	XXXX	\$ _____
(j) Zone 10:	Puerto Rico and U.S. Virgin Islands.....	XXXX	\$ _____
(k) Zone 11:	Guam and North Mariana Islands (NMI).....	XXXX	\$ _____

(Initials)

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SCHEDULE OF PRICES

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 _____

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