

PROGRAM TITLE	3552-S TERM: July 1, 2017 through June 30, 2018 Invitations, Envelopes, and Cards	BASIS OF AWARD	WBC dba LithExcel Albuquerque, NM		The Print House Brooklyn, NY	
ITEM NO.	DESCRIPTION		UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>Printing/Imaging:</b>					
(a)	Invitations/Cards in black...each side, per item					
(1)	Makeready and/or Setup	23	\$30.00	\$690.00	\$75.00	\$1,725.00
(2)	Running per Copy	2,760	\$0.20	\$552.00	\$0.05	\$138.00
(b)	Invitations/Card in full color...each side, per item					
(1)	Makeready and/or Setup	13	\$150.00	\$1,950.00	\$75.00	\$975.00
(2)	Running per Copy	2,010	\$0.60	\$1,206.00	\$0.05	\$100.50
(c)	Mailing/Return Envelopes in black...each envelope					
(1)	Makeready and/or Setup	15	\$30.00	\$450.00	\$50.00	\$750.00
(2)	Running per Copy	1,595	\$0.10	\$159.50	\$0.05	\$79.75
<b>II.</b>	<b>Stock/Paper:</b>					
(a)	65#/80# Smooth/Fancy-Finish, Flat Invitation/Card...per inv/card					
(1)	White	2,900	\$0.125	\$362.50	\$0.05	\$145.00
(2)	Ivory	130	\$0.175	\$22.75	\$0.10	\$13.00
(b)	65#/80# Smooth/Fancy-Finish, Panel Invitation/Card...per inv/card					
(1)	White	475	\$0.155	\$73.63	\$0.20	\$95.00
(2)	Ivory	95	\$0.195	\$18.53	\$0.30	\$28.50
(c)	24# Mailing/Return Envelopes...per envelope					
(1)	White	1,500	\$0.085	\$127.50	\$0.05	\$75.00
(2)	Ivory	95	\$0.095	\$9.03	\$0.10	\$9.50
<b>III.</b>	<b>ADDITIONAL OPERATIONS:</b>					
(a)	Typesetting...per line	211	\$5.00	\$1,055.00	\$1.00	\$211.00
<b>CONTRACTOR SUBTOTALS</b>				<b>\$6,676.44</b>		<b>\$4,345.25</b>
<b>DISCOUNT</b>			<b>1.00%</b>	<b>\$66.76</b>	<b>0.25%</b>	<b>\$10.86</b>
<b>DISCOUNTED TOTALS</b>			<b>20 Days</b>	<b>\$6,609.68</b>	<b>20 Days</b>	<b>\$4,334.39</b>
<b>AWARDED</b>						

Entered: LLP 06/23/17

Verified: LLP 06/23/17

**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

Invitations, Envelopes, and Cards

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

Homeland Security for

U.S. Coast Guard – Cleveland, Ohio

Single Award

**TERM OF CONTRACT:** The term of this contract is for 1 year (base year period for July 1, 2017 through June 30, 2018) and 1 option year period (July 1, 2018 through June 30, 2019). Special attention is directed to the following provision and clauses in Section 1 of this contract: “Option to Extend 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 RO (614) 488-4577. **NO TELEPHONE OR E-MAIL BIDS WILL BE ACCEPTED.**

**QUOTES ARE REQUESTED BY:** 2:00 p.m., prevailing Columbus, Ohio time  
June 23, 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. Changed “Schedule of Prices” from “per 100” to “per each”. Additional changes 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](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).
- **Other GPO Forms:** <http://www.gpo.gov/vendors.sfas.htm>

**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	Approved Proofs
P-8. Halftone Match	Approved Proofs
P-10. Process Color Match	Approved Proofs

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**OPTION TO EXTEND 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 2 years (**June 30, 2019**) 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" 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 **July 1, 2017 through June 30, 2018**, 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 **March 31, 2017**, 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.

**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/subcontractors' facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a 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 **July 1, 2017 through June 30, 2018** 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](mailto:trackcolumbus@gpo.gov), or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

**PAYMENT:** Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information and cover sheet template for using the GPO fax gateway method can be found at: <https://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at the following GPO web address: <https://www.gpo.gov/finance/index.htm>.

At the time of invoicing, the contractor must submit a copy of the print order, contractor's invoice, a press-ready PDF of each item, and all mailing and/or delivery receipts via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov) or fax to 614-488-4577. 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.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of invitations, envelopes, and cards requiring such operations as transmission of electronic media, typesetting, proofs, reproducibles, imaging in black or full color, packing, and delivery.

**TITLE:** Invitations, Envelopes, and Cards

**NUMBER OF ORDERS:** Based on anticipated usage, approximately 13 total print orders, 1 to 6 items per order, usually 3 items. Anticipate 42 items.

**QUANTITY:** Anticipate 10 to 1,000 copies of each item. Most items will be between 20 and 500 copies. Not all items on the same print order will have the same quantity.

**TRIM SIZES:** Invitation and card trim sizes up to 5-1/2 x 8-1/2". Envelope trim sizes to be companion size.

**GOVERNMENT TO FURNISH:** Most orders will be furnished via e-mail as MS Word (2010 or higher) files (Windows platform) or PDF (native or scanned) files.

**SPECIAL SOFTWARE CONSIDERATION:** Office graphics (e.g., files from Presentation, Word Processing, or other non-publishing applications) are furnished for this procurement. Additional system work may be required to produce output as per specifications.

If supplied by the Government, a color visual will be considered the color standard. Vendors should match the supplied color visual as closely as possible given the differences between inks, toners, and dyes. If no color visual is supplied, psychological reference colors (e.g., Green Grass, Blue Sky) will be used as the color standard.

If supplied by the Government, a black and white visual will be used as the standard for page integrity. Contractor must ensure that the job outputs exactly as the furnished visual.

The contractor will not receive additional compensation, or time for common errors associated with the output of Office Graphics files. Common errors include, but are not limited to: 1) Color issues and Shifts (RGB color data, no spot colors, loss of Black plate), 2) Page Integrity (text reflow), 3) Missing prepress features (e.g., bleeds, trim marks), or 4) Loss of text characters from graphic elements.

**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.

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.

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

Print Order (GPO Form 2511).

Blue Label and Selection Certificate.

**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:** Anticipate some items will require typesetting of up to 50 typelines, usually scanned PDF files. Set typelines, rules, and logos/seals in same or similar typeface and size as provided on file/copy unless specific typeface and size is indicated on the individual print order.

Upon award notification, the successful bidder must provide the ordering agency with a complete listing of typefaces and sizes which are available for use under this contract. The listing should include actual font specimens.

**REPRODUCIBLES:** 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.

**PROOFS:** 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, image position, and color breaks. The PDF proof shall be expected to reasonably predict accuracy of color to the final printed product and the contractor generated "Color Proofs".

Contractor to submit proofs to the address indicated on the individual print order with a cc to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov). Contractor must call the contact listed on the individual print order within 60 minutes of receipt to confirm receipt.

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 "OK to Print". The contact indicated on the individual print order will provide "OK to Print" by telephone or by e-mail. Proofs will be returned the same day.

**NOTE:** The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

**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 attached 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).

Invitations and Cards: White and Ivory Smooth and Fancy-Finish Cover, basis size 20 x 26", 65 lbs. or 80 lbs. (as indicated on the print order) per 500 sheets, equal to JCP Code L21.

Mailing Envelopes and Return Envelopes: White and Ivory envelopes to match invitations and cards. Equal to basis size 17 x 22", 24 lbs. per 500 sheets. Baronial and A-Style envelope standard sizes.

**PRINTING:** Invitations, cards, mailing envelopes, and return envelopes will be ordered. At contractor's option, the products may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen.

Invitations will print face only in black or full color.

Cards will print face only or face and back in black or full color. Some cards will print one side in black and one side in full color. Some cards will print RSVP information on face and mailing address on back.

Mailing and return envelopes will print face only (after construction) in black. No postal markings required on envelopes.

**MARGINS:** Follow furnished file(s) for margins. No bleeds.

**CONSTRUCTION:** Baronial invitations, cards, and envelopes required. All invitations and cards trim 4 sides and ship flat, no folding required.

**BARONIAL FLAT INVITATIONS AND CARDS:** Trim 4 sides. Baronial #4, #5, #5-1/2, #6, and #7 (Lee) trim sizes.

**BARONIAL PANEL INVITATIONS AND CARDS:** Trim 4 sides. Baronial #4, #5, and #5-1/2 trim sizes to have 1/2" embossed panel widths. Baronial #6 and #7 (Lee) trim sizes to have 5/8" embossed panel widths.

**BARONIAL ENVELOPES:** High cut, diagonal seams with deep, pointed, and fully gummed flap. Envelope to match invitation stock color and be of suitable size, weight, and construction to accommodate invitation and up to 5 card inserts. Anticipate #4, #5, #5-1/2, #6, and #7 (Lee) Baronial envelope sizes.

**ANNOUNCEMENT (A-STYLE) ENVELOPES:** When appropriate Baronial size is not available, contractor's option to convert envelope stock to appropriate size with Baronial construction or provide appropriate A-Style envelope with side seams and square, fully gummed flap. Envelope to match invitation stock color and be of suitable size, weight, and construction to accommodate invitation and up to 5 card inserts. Anticipate A2, A6, A7, A8, and A9 A-Style envelope sizes.

**PACKING:** Pack in contractor furnished inner-packages and shipping containers. Inner-Package like items together, neatly stacked. Do not inner-pack different items together. Multiple items, after inner-packing, may be packed in same shipping container. Shipping containers are not to exceed 45 lbs. when fully packed.

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

**INSPECTION SAMPLES:** When indicated on the print order or as otherwise requested, two samples of each item 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):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on [www.gpo.gov](http://www.gpo.gov)). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
100 - 3,200	50

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [www.gpo.gov](http://www.gpo.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the “Distribution” clause below.

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

**DISTRIBUTION:** Deliver f.o.b. destination as indicated below.

E-mail proofs to the address indicated on individual order with a cc to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov).

Deliver the contract quantity and furnished material to the address indicated on the individual print order. Anticipate deliveries to USCG, Ninth Coast Guard District’s Sectors, Stations, and Units in the following states: IN, IL, MI, MN, NY, OH, PA, and WI. Most deliveries will be made to Ohio and Michigan.

In addition to the contract quantity, one complete sample of each item to be sent to the following addresses:

USCG ISC Cleveland, Ohio  
ATTN: Jamie Speaks  
1240 East Ninth Street, Room 2117  
Cleveland, Ohio 44199-2060

US GPO, Columbus RO  
ATTN: (Program/Print Order)  
1335 Dublin Road, Suite 112-B  
Columbus, OH 43215

**SCHEDULE:** Adherence to this schedule must be maintained.

No definite schedule can be predetermined. Most orders will be placed between March and May; however orders may be placed at any time during the term of the contract.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be provided with furnished material. The schedule begins the day after receipt of material and GPO Form 2511.

Upon receipt of furnished files and proofs, the agency and the contractor will have 60 minutes to confirm receipt of e-mail via telephone.

Contractor to submit proofs via e-mail by 10 a.m. prevailing local time of ordering agency the day after receipt of material and GPO Form 2511. Proofs will be approved by telephone or e-mail on the same day.

The following complete production and delivery schedule, including proofs, is based on anticipated usage:

<u>Number of Orders</u>	<u>Number of Workdays</u>
4	5 to 10
5	11 to 15
4	16 to 30

The ship/delivery date indicated on the print order is the date products must be received at the destination address listed on the individual print order.

**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 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.

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

**SECTION 3. – DETERMINATION OF AWARD**

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

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

I.	(1)	(2)
(a)	23	2,760
(b)	13	2,010
(c)	15	1,595

II.	(1)	(2)
(a)	2,900	130
(b)	475	95
(c)	1,500	95

III. (a)	211
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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to Indiana, Illinois, Michigan, Minnesota, New York, Ohio, Pennsylvania, and Wisconsin.

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.

**I. PRINTING/IMAGING:** The prices offered shall be all-inclusive, for the complete production of proofs, reproducibles, printing, packing, and delivery, and all other operations required in accordance with the specifications of this contract except for Items II. Stock/Paper and III. Additional Operations.

	<u>Makeready and/or Setup</u> (1)	<u>Running per Copy</u> (2)
(a) Invitations/Cards in black ..... each side, per item .....	\$ _____	\$ _____
(b) Invitations/Cards in full color ..... each side, per item .....	\$ _____	\$ _____
(c) Mailing/Return Envelopes in black..... each envelope .....	\$ _____	\$ _____

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

**RETURN THIS PAGE TO GPO COLUMBUS RO**

**SCHEDULE OF PRICES**

**II. STOCK/PAPER:** Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print order, will be based on the net number of leaves/envelopes 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>White</u> (1)	<u>Ivory</u> (2)
(a) 65# or 80# Smooth and Fancy-Finish, Flat Invitation/Card..... per invitation/card.....	\$ _____	\$ _____
(b) 65# or 80# Smooth and Fancy-Finish Panel Invitation/Card ..... per invitation/card.....	\$ _____	\$ _____
(c) 24# Mailing/Return Envelopes ..... per envelope.....	\$ _____	\$ _____

**III. ADDITIONAL OPERATIONS:** Prices offered for the following operations must include the cost of all required materials and operations.

(a) Typesetting.....per line ..... \$ \_\_\_\_\_

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

**RETURN THIS PAGE TO GPO COLUMBUS RO**

**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 \_\_\_\_\_

**RETURN THIS PAGE TO GPO COLUMBUS RO**