

**PROGRAM 3565-S TERM: April 1, 2022 through March 31, 2023 and 2 Option Years**

**TITLE: Valley Guide**

| ITEM NO.                 | DESCRIPTION   | BASIS OF AWARD | GRAY GRAPHICS CORP<br>Capitol Heights, MD |                    | PANTHER GRAPHICS, INC.<br>Rochester, NY |                    | PREMIUM PRODUCTIONS<br>Phillipsburg, NJ |                    | PRINTSYNERGY SOLUTIONS<br>Brockton, MA |                    | PRINTWELL<br>Taylor, MI |                    |
|--------------------------|---|----------------|---|--------------------|---|--------------------|---|--------------------|--|--------------------|-------------------------|--------------------|
|                          |   |                | UNIT RATE                                 | COST               | UNIT RATE                               | COST               | UNIT RATE                               | COST               | UNIT RATE                              | COST               | UNIT RATE               | COST               |
| I.                       | COMPLETE PRODUCT:   |                |   |                    |   |                    |   |                    |  |                    |                         |                    |
| A.                       | Printing, Bindery/Finishing,<br>Packing/Delivery ...per 4 pages |                |   |                    |   |                    |   |                    |  |                    |                         |                    |
| (1)                      | Makeready and/or Setup  | 4              | \$700.00                                  | \$2,800.00         | \$450.00                                | \$1,800.00         | N/C                                     | \$0.00             | \$300.00                               | \$1,200.00         | \$345.00                | \$1,380.00         |
| (2)                      | Running Per 1,000 Copies  | 250            | \$120.00                                  | \$30,000.00        | \$87.00                                 | \$21,750.00        | \$167.50                                | \$41,875.00        | \$95.00                                | \$23,750.00        | \$92.00                 | \$23,000.00        |
| II.                      | ADDITIONAL OPERATIONS:  |                |   |                    |   |                    |   |                    |  |                    |                         |                    |
| A.                       | PDF Proofs:   |                |   |                    |   |                    |   |                    |  |                    |                         |                    |
| (1)                      | 8-Page, pdf proof ... per issue                                 | 2              | \$20.00                                   | \$40.00            | \$45.00                                 | \$90.00            | N/C                                     | \$0.00             | \$50.00                                | \$100.00           | \$25.00                 | \$50.00            |
| <b>CONTRACTOR TOTALS</b> |   |                | <b>\$32,840.00</b>                        |                    | <b>\$23,640.00</b>                      |                    | <b>\$41,875.00</b>                      |                    | <b>\$25,050.00</b>                     |                    | <b>\$24,430.00</b>      |                    |
| <b>DISCOUNT</b>          |   |                | <b>2.00%</b>                              | <b>\$656.80</b>    | <b>0.00%</b>                            | <b>\$0.00</b>      | <b>0.50%</b>                            | <b>\$209.38</b>    | <b>1.00%</b>                           | <b>\$250.50</b>    | <b>0.00%</b>            | <b>\$0.00</b>      |
| <b>DISCOUNTED TOTALS</b> |   |                | <b>20 DAYS</b>                            | <b>\$32,183.20</b> | <b>NET</b>                              | <b>\$23,640.00</b> | <b>20 DAYS</b>                          | <b>\$41,665.62</b> | <b>20 DAYS</b>                         | <b>\$24,799.50</b> | <b>NET</b>              | <b>\$24,430.00</b> |
| <b>AWARDED</b>           |   |                |   |                    |   |                    |   |                    |  |                    |                         |                    |

Abstracted by: Teresa (Teri) Doughty-Shoffstall 3/21/2022

Reviewed by: Russ Woodmancy 3/22/2022

Awarded to: Panther Graphics

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  
Valley Guide  
as requisitioned from the U.S. Government Publishing Office (GPO) by the  
DOI – Cuyahoga Valley National Park, Brecksville, Ohio  
Single Award

### **TERM OF CONTRACT**

The term of this contract is for the period beginning April 1, 2022 and ending March 31, 2023, plus up to two optional 12-month extension period(s) (April 1, 2023 through March 31, 2024, and April 1, 2024 through March 31, 2025) that may be added in accordance with the “Option to Extend the Term of Contract” clause in Section 1 of this contract. Special attention is directed to the “Economic Price Adjustment” clause in Section 1 of this contract.

### **QUOTE OPENING**

Quotes shall be opened at 11:00 a.m., prevailing Columbus, Ohio time on March 18, 2022 at the Government Publishing Office, Columbus Regional Office. Due to COVID-19 pandemic, the physical office will NOT be open.

### **QUOTE SUBMISSION**

Bidders MUST submit email quotes to [bidscolumbus@gpo.gov](mailto:bidscolumbus@gpo.gov) for this solicitation. No other method of quote submission will be accepted at this time.

The subject line of the email submitted must include the program number, quote opening date, and bidders company name. Quotes received after 11:00 a.m. prevailing Columbus, Ohio time on the quote opening date specified above will not be considered for award.

### **NOTICE TO BIDDERS**

These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. Changes include but are not limited to; Frequency of Orders, Quantities, Number of Pages, Paper, Proofs, and Schedule of Prices. Additionally, specific attention is directed to quote submission provisions under “Additional Emailed Quote Submission Provisions” on page 5. Additional changes 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 before award contact Teri Shoffstall at (614) 488-4616 ext. 6 or [tshoffstall@gpo.gov](mailto:tshoffstall@gpo.gov)

## 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. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

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>

More GPO Publications can be found at:  
[www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf)

### **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 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-9. Solid and Screen Tint Color Match | Approved Proofs           |
| P-10. Process Color Match              | Furnished File            |

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

### **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.

### **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 3 years (**March 31, 2025**) 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).

## **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 **April 1, 2022 through March 31, 2023**, 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 **December 31, 2021**, 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.

*\*This contract does not contain the Paper Price Adjustment clause.*

## **PREAWARD SURVEY**

In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award 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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1. Most recent profit and loss statement
2. Most recent balance sheet
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper supplier(s)
7. Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

## **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.

## **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 **April 1, 2022 through March 31, 2023** 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.

## **ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:**

A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by 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.

## **DELIVERY/SHIPPING STATUS INFORMATION**

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

### **ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS**

The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed quote including, but not limited to, the following –

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email quote is received by GPO, it will remain unopened until the specified quote opening time. Government personnel will not validate receipt of the emailed quote prior to quote opening. GPO will use the prevailing Columbus, Ohio time and the exact time that the email is received by GPO's email server as the official time stamp for quote receipt at the specified location

### **PAYMENT**

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. Vendors are expected to submit invoices within 30 days of job shipment/delivery.

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 <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Contractor's billing invoice must be itemized in accordance with the line items in the "*SECTION 4. -SCHEDULE OF PRICES.*"

## SECTION 2. – SPECIFICATIONS

### **SCOPE**

These specifications cover the production of a tabloid style newsletter requiring such operations as electronic file transmission, issuing proofs, printing in CMYK/full color, folding, gathering, trimming 3 sides, folding to finished size, packing, and delivery.

### **TITLE**

Valley Guide

### **FREQUENCY OF ORDERS**

Anticipate 2 orders per year.

### **QUANTITY**

Summer/Fall issue - Approximately 75,000 copies  
Winter/Spring issue - Approximately 50,000 copies

### **NUMBER OF PAGES**

8 pages (self-cover) per order.

### **TRIM SIZE:**

Flat 21 x 15"  
Page Size: 10-1/2 x 15"  
Final Folded Size: 10-1/2 x 7-1/2"

### **GOVERNMENT TO FURNISH**

At Government's option, electronic files will be furnished via e-mail or contractor- maintained SFTP site. Files created in Windows, Adobe InDesign, Creative Cloud. File will be provided as high-resolution PDF.

All fonts, custom letter spacing/kerning files are included. File will be formatted to include text, rules, line art, screens, illustrations and scanned halftones in final layout format. Color I.D. is CMYK. Bleeds have been provided.

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 in electronic files, must not print on finished product. NOTE: DO NOT PRINT GPO IMPRINT LINE

Print Orders (GPO Form 2511), Delivery/Shipping Status Report Form, GPO Form 952, Desktop Publishing – Disk Information.

### **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 Officer 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.

## **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.

The contractor must be capable of accepting files electronically via their secure contractor-hosted SFTP-server or website. Appropriate log-on instructions and protocol shall be provided by the contractor at time of award. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access.

## **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 contractor’s production environment.

## **PROOFS**

Unless otherwise specified, PDF Proofs are required for all orders.

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. Proof will not be used for color match. Contractor must call the individual listed on the individual print order to confirm receipt of emailed PDF proofs.

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.

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an “OK to Print” or “OK to Print with Corrections”.

## **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. 13” dated September 2019.

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). All stock used in each copy must be of a uniform shade.

White Uncoated Text, basis weight: 40-50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

## **PRINTING**

Print head-to-head in 4-color process, medium to heavy coverage. Artwork may contain text, line art, halftones, logos, photos/maps with fine details throughout as well as keylines, bleeds, print to and across bind edge, as indicated in the furnished file. Reverse printing may be required.

### **Margins**

Margins will be as indicated on the furnished material. Bleeds up to 4 sides, bleeds provided.

### **Binding**

21 x 15" flat size half folds to 10-1/2 x 15" page size, and final fold to 10-1/2 x 7-1/2", with title header facing out. No stitching required.

### **Packing**

Pack in shipping containers supplied by the contractor. Each shipping container must not exceed 30 pounds when fully packed.

### **Labeling and Marking**

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>, fill in appropriate blanks, and attach to shipping containers.

## **DEPARTMENTAL RANDOM COPIES (BLUE LABEL)**

All orders must be divided into 200 equal sublots. A random copy of the Valley Guide 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 under "Print Procurement" <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>).

The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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 <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the "Distribution" hereafter. A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

## **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.

All expenses incidental to delivery of the Inspection Samples must be borne by the contractor.

## **AGENCY SAMPLE**

One printed sample of each Valley Guide issue delivers to the Brecksville, OH address listed under "Distribution". Sample must be packaged, properly labeled, and delivered separate from the entire job. The contractor must upon request, produce a separate signed delivery receipt for the sample, at any time during the contract.

All expenses incidental to delivery of the Agency Sample must be borne by the contractor.

## **DISTRIBUTION**

Deliver f.o.b. destination as follows:

### **10 copies to: BAC (By-Law) 1525-01**

Library of Congress  
U.S. Serials and Government Documents Section  
U.S. Anglo Division  
101 Independence Avenue, SE, Stop 4276  
Washington, DC 20540-4274  
MARKED: Depository File Copies

### **235 copies to: BAC (FDLP) 1520-01**

U.S. Government Publishing Office  
Federal Depository Library Program (FDLP)  
Document Warehouse  
8660 Cherry Lane  
Laurel, MD 20707-4986  
MARKED: Item 0650-A-02

### **Blue Label Copies, and balance of production quantity delivers to:**

Cuyahoga Valley National Park  
ATTN: Pamela Barnes  
9329 Riverview Road  
Brecksville OH 44141  
440-241-5857

All expenses incidental to delivery of By-Law, FDLP, Blue Label & Production Copies must be borne by the contractor

## **SCHEDEULE**

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 provided with the furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that segment of the schedule after completion of the preceding segment. The schedule will begin the day after receipt of material.

### WD After

|   |        |
|---|--------|
| After receipt of material, contractor to email proofs.....                                  | 3      |
| Government will approve proofs as "Okay to Print" or "Okay to Print with Corrections" ..... | 1 to 3 |
| Complete production and delivery .....  | 10     |

Government will approve proofs via e-mail.

When revised proofs are ordered by the Government due to errors caused by the Government, additional workdays will be allowed in accordance with GPO Contract Terms, page 24, 12. (b), Extension of Schedules.

The ship/delivery date indicated on the print order is the date bulk products must be received at Brecksville, OH, Laurel, MD, and Washington, DC.

## **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.

## **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 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. A

- 1) 4
- 2) 250

II. B

- 1) 2

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. at destination to Brecksville, OH, Laurel, MD, and Washington, DC

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

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable), 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 1,000 will be prorated at the per 1,000 rate.

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

| <u>Makeready<br/>and/or Setup</u><br>(1) | <u>Running Per<br/>1,000 Copies</u><br>(2) |
|--|--|
|--|--|

**A. Printing, Bindery/Finishing, Packaging/Delivery...per 4 pages:** \_\_\_\_\_

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

**A. PDF Proofs:**

1) 8-page, pdf proof...\$\_\_\_\_\_ per issue.

*(Initials)*

**RETURN THIS PAGE TO GPO, COLUMBUS, OH RO**

**SECTION 4. – SCHEDULE OF PRICES**

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2 Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive

Bidder: \_\_\_\_\_  
(Contractor's Name) \_\_\_\_\_ (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By: \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Person to be Contacted) \_\_\_\_\_ (Telephone Number) \_\_\_\_\_ (Email)

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**THIS SECTION FOR GPO USE ONLY**

Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Certified by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) \_\_\_\_\_ (Initials)

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**RETURN THIS PAGE TO GPO, COLUMBUS, OH RO**