

Program 6403 ("Award Folders ")				Pioneer Printing		Precision Line		
Abstract 10/15/19 - 9/30/20				Lodi, NY		Moberly, MO		
				310-69348		240-70722		
			BASIS	Unit Cost	Total	Unit Cost	Total	Unit Cost
I.	PREPRESS OPERATIONS:							
a)	PDF soft proofs.....per proof		21	\$0.00	\$0.00	\$15.00	\$315.00	
b)	Die-strike samples.....per sample		40	\$10.00	\$400.00	\$125.00	\$5,000.00	
c)	G7 Proofs.....per proof		24	\$8.00	\$192.00	\$50.00	\$1,200.00	
d)	System timework.....per hour		5	\$25.00	\$125.00	\$80.00	\$400.00	
II.	PRTG/STAMP/CONST/PACK/DIST:							
a)	Award Folder (9-1/2 x 12"): Stamp w/ 1 foil							
1)	MR/Setup.....per folder		22	\$67.00	\$1,474.00	\$225.00	\$4,950.00	
2)	Running.....per 100 copies		108	\$21.50	\$2,322.00	\$25.00	\$2,700.00	
b)	Award Folder (12 x 9-1/2"): Stamp w/ 1 foil							
1)	MR/Setup.....per folder		18	\$67.00	\$1,206.00	\$225.00	\$4,050.00	
2)	Running.....per 100 copies		90	\$21.50	\$1,935.00	\$25.00	\$2,250.00	
c)	Each Additional Foil:							
1)	MR/Setup.....per foil/per folder		4	\$30.00	\$120.00	\$90.00	\$360.00	
2)	Running.....per 100 copies		16	\$6.00	\$96.00	\$16.00	\$256.00	
III.	PAPER:.....per 100 leaves							
a)	White Smooth/Fancy-finish Cover (80-lb.)							
			44	\$28.00	\$1,232.00	\$34.00	\$1,496.00	
b)	Colored Smooth/Fancy-finish Cover (80-lb.)							
			154	\$37.00	\$5,698.00	\$40.00	\$6,160.00	
IV.	ADDITIONAL OPERATIONS:							
a)	Shrink-film wrapping.....per package							
			814	\$0.25	\$203.50	\$0.20	\$162.80	
b)	Award: Die-cut slits (certificate).....per 100 folders							
			180	\$0.00	\$0.00	\$1.00	\$180.00	
e)	Magnesium die.....per square inch							
			2	\$1.82	\$3.64	\$4.50	\$9.00	
	Total				\$15,007.14		\$29,488.80	
	Discount			1%20	\$150.07	Net 30		
	Net				\$14,857.07		\$29,488.80	
		<i>Abstracted by: Bruce Canzanella</i>			AWARDED			
		<i>Reviewed by: Richard W. Gilbert</i>						

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4 AND SUBMIT NO LATER THAN 11:00 A.M., ON OCTOBER 9, 2019.

Submit bid to: U.S. Government Publishing Office, 2825 Noisette Boulevard, North Charleston, SC 29405-1819. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO RPPO Charleston, Fax No. (843) 743-2068. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. **NOTE: BIDS RECEIVED AFTER 11:00 A.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

U.S. GOVERNMENT PUBLISHING OFFICE
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Award Folders

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

DLA Information Services, South Branch
Jacksonville, FL

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending September 30, 2020, plus up to four optional 12-month extension periods in accordance with the “Option to Extend the Term of the Contract” clause in Section 1 of this contract.

BIDDERS, PLEASE NOTE:

- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of “Section 4. – Schedule of Prices.”

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

Direct all questions concerning these specifications to Bruce Canzanella at (843) 743-2036, ext. 1, or e-mail bcanzanella@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August, 2002)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

SUBCONTRACTING: Subcontracting is allowed for the manufacturing of dies only.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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 Z1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs/Electronic Media
P-10. Process Color Match	Approved Proofs/Electronic Media

OPTION TO EXTEND THE TERM OF THE 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 five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for authorized pricing adjustments.

EXTENSION OF THE CONTRACT TERM: 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 to September 30, 2020, and the second and any succeeding period(s) will extend for 12 months from 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 June 30, 2019, 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.

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.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor'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.

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 September 30, 2020, plus for such additional period(s) as the contract is extended. All print orders issued 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.

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>.

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>.

To check on the status of a payment, email to invoice-inquiry@gpo.gov

Contractor’s billing invoice must be itemized in accordance with the line items in the “Schedule of Prices.”

MODIFICATIONS: If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e., Author's Alterations), contractor is **REQUIRED** to contact the publishing specialist in writing for approval **BEFORE** proceeding.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of award folders requiring such operations as electronic prepress, printing, construction, foil stamping, packing, and distribution.

TITLE: Award Folders.

FREQUENCY OF ORDERS: Approximately 35 to 50 orders per year.

NOTE: More than one print order may be issued on the same day requiring the same schedule.

QUANTITY: Approximately 100 to 15,000 copies per order.

TRIM SIZES: 9-1/2 x 12" (finished); 12 x 9-1/2" (finished).

NOTE: The finished 9-1/2 x 12" folder has an overall flat size of approximately 9-1/2 x 24"; the finished 12 x 9-1/2" folder has an overall flat size of approximately of 12 x 19". The flat sizes are approximates with a plus or minus 1" tolerance on all dimensions.

GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows –

Platform: Windows XP (or later).

Storage Media: Electronic files via AMRDEC SAFE transfer or via FTP.

Software: Adobe Acrobat (latest version).

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: Fonts will be furnished, embedded, or embedded subsets.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archives immediately after completion of the contract.

Additional Information: Files will be furnished in PDF format.

On an occasional order, the ordering agency may furnish a die(s).

Identification markings such as register marks, commercial identification marks of any kind, etc., form number, and revision date, carried in the electronic files, must not print on the finished product.

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Charleston GPO at (843) 743-2036, ext 1, AND to the ordering agency representative who issued the print order.

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.

When required by the ordering agency, the contractor may have to make revisions to the furnished electronic file in addition to the standard changes specified above. When required, contractor will be allowed to charge for system timework (in 15-minute increments) in accordance with the “Schedule of Prices.” NOTE: Prior to performing the work, the contractor will be required to inform the ordering agency of the approximate time required for these revisions.

It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each 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, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, or any proprietary file formats other than those supplied, unless specified by the Government.

RETENTION OF DIGITAL DELIVERABLES: The contractor must return the digital deliverable upon completion of each order but must also retain a copy of the digital deliverables (and related laser visuals or printed samples, or printing dies) for each order for subsequent reprints until the end of the contract term or until notified by the ordering agency that the product is no longer needed. If applicable, materials must be returned to the ordering agency at the end of the contract term.

PROOFS:

- When ordered, 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 may be required. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. NOTE: Proofs must show all margins and dimensions, indicate trim marks, and show die-cut slits.
- When ordered, one die strike sample(s) of stamped image on the actual production stock.
- When ordered, one set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

If any contractor's errors are serious enough in the opinion of GPO to require revised proofs, the revised proofs are to be provided at no additional expense to the Government. No extra time can be allowed for this reproofing operation; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not print prior to receiving and "O.K. to Print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011. Government Paper Specifications Standards, No. 12 - https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.

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

White and Colored Smooth and Fancy-finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21. NOTE: Finish must be a felt finish. Stock must be equal to Strathmore Premium Grandee Felt Covers (the majority of orders will be for Ming Blue or Blazer Blue, or equal).

White and Colored Smooth and Fancy-finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21. NOTE: Finish must be a linen finish. Stock must be equal to Strathmore Premium Linen Covers.

PRINTING: GPO imprint is waived and must not print on the finished product. There is no printing on the Award Folders. See "STAMPING" specified herein.

MARGINS: Margins will be as indicated on the print order or furnished copy.

CONSTRUCTION: When ordered, die-cut the back panel with 4 diagonal slits (each approximately 1" long) in each corner suitable to hold an 8-1/2 x 11" certificate.

Folding will be ordered as follows:

- When ordered, fold from an overall flat size of approximately 9-1/2 x 24" to a finished size of 9-1/2 x 12". Score on fold.
- When ordered, fold from an overall flat size of approximately of 12 x 19" to a finished size of 12 x 9-1/2" folder. Score on fold.

NOTE: The flat sizes are approximates with a plus or minus 1" tolerance on all dimensions.

When ordered, shrink-film wrap in packages of 20 to 25 folders.

STAMPING: Foil stamp the outside front panel in a fine detail in one or two foils, as ordered, with an imitation gold, silver, or other color foil as indicated on the print order. All stamping must have solid impressions; no picking, pin holes, or filled letters.

MANUFACTURING OF DIES: When ordered, contractor will be required to manufacture magnesium stamping die(s).

Dies must be cleanly etched; undercut or mushroom dots and dirty or ragged etching must be avoided.

Any dies made and paid for by the Government are property of the Federal Government and may be held by the contractor until the end of the contract. At that time, the contractor is to return all dies that were made along with the art that was created to make that die to the Government Publishing Office, Charleston Regional Office.

PACKING :

Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when shipped.

LABELING AND MARKING: Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

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 the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the address specified on the print order.

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 Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor’s bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship f.o.b. destination to various destinations nationwide. NOTE: Most destinations are in the Southeast United States (mainly AL, FL, GA, LA, MS, NC, SC, TX, VA).

Complete addresses and quantities will be furnished with the print orders. Inside delivery to room number specified is required.

Orders are to be shipped by ground service only. The Government will not pay for expedited service. No shipment under this contract may be made by the U.S. Postal Service unless the delivery address is a Post Office Box, in which case, Priority Mail, with delivery confirmation, is to be used.

For each order placed, contractor must notify the ordering agency on the same day that the product ships via email sent to the address furnished on the Print Order. The subject line of this message shall be "Distribution Notice for Program 6403-S, P.O. XXXXX, print order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

Upon completion of each order, contractor must return digital deliverables and Government furnished die(s) to the address specified on the print order.

All expenses incidental to submitting and picking up proofs and furnishing sample copies 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).

Print orders and furnished material will be furnished electronically.

If dies are furnished by the Government, the ordering agency will provide the contractor with address for return.

When ordered, PDF soft proofs are to be emailed to the ordering agency as specified on the print order.

When ordered, hard copy proofs and die-strike samples are to be delivered to the address specified on the print order. The contractor must supply a proof sign-off sheet and return airbill, along with a reminder that the ordering agency can hold the samples no longer than 2 workdays.

No definite schedule for pickup of material/placement of orders can be predetermined.

The following schedules begin upon notification of the availability of each individual print order and furnished material, if notification is given prior to 2:00 p.m. When notification of availability is given after 2:00 p.m., the schedule begins the following workday.

- Contractor must complete production and distribution within 5 to 10 workdays, as specified on the print order.
- When ordered, no specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than 2 workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the above specified schedule.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. destination must be received by the agency.

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.

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 via email to infocharleston@gpo.gov or by calling (843) 743-2036, x 1, or faxing (843) 743-2068.

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 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) 24
(b) 40
(c) 24
(d) 5

II. (a) (1) 22 (2) 108
(b) 18 90
(c) 4 16

III. (a) 44
(b) 154

IV. (a) 814
(b) 180
(c) 2

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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), 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 invoices submitted to the GPO shall be based on the most economical method of production.

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

Cost of all paper must be charged under Item III. "Paper."

Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

I. PREPRESS OPERATIONS:

- (a) PDF soft proofsper proof \$ _____
- (b) Die-strike samples..... per sample \$ _____
- (c) Inkjet proofs (G7 profiled)..... per proof \$ _____
- (d) System Timework per hour \$ _____

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework." Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item I.(d).

(Initials)

II. PRINTING, STAMPING, CONSTRUCTION, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary for the printing, stamping, construction, packing, and distribution of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Award Folder (9-1/2 x 12" Finished): Stamping with one foil, including construction per folder	\$ _____	\$ _____
(b) Award Folder (12 x 9-1/2" Finished): Stamping with one foil, including construction per folder	\$ _____	\$ _____
(c) Each Additional Foil: Stamping in an additional foil not charged for under Items II. (a) and (b)..... per folder	\$ _____	\$ _____

III. PAPER: Payment for all 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 paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Award Folders: Each folder.

	<u>Per 100 Leaves</u>
(a) White Smooth and Fancy-Finish Cover (80-lb.).....	\$ _____
(b) Colored Smooth and Fancy-Finish Cover (80-lb.).....	\$ _____

IV. ADDITIONAL OPERATIONS:

(a) Shrink-film wrapping..... per package	\$ _____
(b) Die-cut slits for certificate per 1,000 folders	\$ _____
(c) Magnesium Die..... per square inch.....	\$ _____

 (Initials)

SHIPMENTS: 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 fax or mail, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated.

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 _____
(Signature and Title of Person Authorized to Sign this Bid) (Date)

(Printed Name) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)