

Program 6429-S Tab Dividers 09/01/19 thru 08/31/2020				
				AccuCopy Greenville
				NC
				BASIS OF
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST
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<b>CATEGORY I</b>				
I.	<b>PRINTING, DIE-CUTTING AND DISTRIBUTION:</b> (Prices per unique divider, any tab position).			
(a)	Tab only, printed one side			
(1)	Makeready and/or Setup.....	164	1.18	193.52
(2)	Running Per 100 copies.....	4,100	1.48	6,068.00
(b)	Body only, printed one side			
(1)	Makeready and/or Setup.....	164	0.00	0.00
(2)	Running Per 100 copies.....	4,100	0.12	492.00
(c)	Die-cutting 1/10 cut.....per 100 tab dividers			
(2)	Running Per 100 copies.....	4,100	1.24	5,084.00
II.	<b>PAPER:</b> 9 x 11" or 8-1/2 x 11" page-size leaf			
(a)	White Index 90-lb.....per 100 leaves.....	4,100	4.12	16,892.00
III.	<b>ADDITIONAL OPERATIONS:</b>			
(a)	Drilling (each run).....per 100 tabs.....	1	1.18	1.18
(b)	Collating into sets.....per 100 tabs.....	4,100	0.90	3,690.00
<b>CATEGORY II</b>				
I.	<b>PRINTING, DIE-CUTTING AND DISTRIBUTION:</b> (Prices per unique divider, any tab position).			
(a)	Tab only, printed one side			
(1)	Makeready and/or Setup.....	1	5.89	5.89
(2)	Running Per 100 copies.....	1	11.79	11.79
(B)	Tab only, printed two sides			
(1)	Makeready and/or Setup.....	9	23.57	212.13
(2)	Running Per 100 copies.....	9	11.79	106.11
(c)	Body only, printed one side			
(1)	Makeready and/or Setup.....	2	11.79	23.58
(2)	Running Per 100 copies.....	9	11.79	106.11
(d)	Die-cutting 1/3, 1/4, or 1/5 cut.....per 100 tab dividers			
(2)	Running Per 100 copies.....	9	9.43	84.87
(e)	Die-cutting other than 1/3, 1/4, or 1/5 cut.....per 100 tab dividers			
(2)	Running Per 100 copies.....	1	9.43	9.43
II.	<b>PAPER:</b> 17-1/2 x 11" or 17 x 11" page-size leaf			
(a)	White Index 110-lb.....per 100 leaves.....	18	8.25	148.50
III.	<b>ADDITIONAL OPERATIONS:</b>			
(a)	Drilling (each run).....per 100 tabs.....	10	1.18	11.80
(b)	Collating into sets.....per 100 tabs.....	10	8.25	82.50
(c)	Tab reinforcement (clear)..... per 100 tabs.....	10	5.89	58.90
(d)	Binding edge reinforcement..... per 100 tabs.....	9	5.89	53.01
(e)	Shrink-film wrapping ..per 100 wraps.....	2	40.00	80.00
(d)	Banding with kraft paper bands...per 100 bands....	1	12.00	12.00
<b>CATEGORY III</b>				
I.	<b>PRINTING, DIE-CUTTING AND DISTRIBUTION:</b> (Prices per unique divider, any tab position).			
(a)	Tab only, printed one side			
(1)	Makeready and/or Setup.....	8	6.19	49.52
(2)	Running Per 100 copies.....	2	5.89	11.78
(b)	Tab only, printed two sides			
(1)	Makeready and/or Setup.....	20	7.08	141.60
(2)	Running Per 100 copies.....	10	7.08	70.80
(c)	Die-cutting 1/3, 1/4, or 1/5 cut.....per 100 tab dividers			
(2)	Running Per 100 copies.....	10	1.24	12.40
(d)	Die-cutting other than 1/3, 1/4, or 1/5 cut.....per 100 tab dividers			
(2)	Running Per 100 copies.....	2	1.24	2.48
II.	<b>PAPER:</b> 9 x 11" or 8-1/2 x 11" page-size leaf			
(a)	White Index 90-lb.....per 100 leaves.....	12	4.12	49.44
III.	<b>ADDITIONAL OPERATIONS:</b>			
(a)	Banding with kraft paper bands...per 100 bands....	2	12.00	24.00
(b)	Drilling (each run).....per 100 tabs.....	12	1.18	14.16
(c)	Collating into sets.....per 100 tabs.....	12	0.90	10.80
(d)	Tab reinforcement (clear)..... per 100 tabs.....	12	3.54	42.48
(f)	Binding edge reinforcement..... per 100 tabs.....	12	2.02	24.24
<b>CONTRACTOR TOTALS</b>				\$33,881.02
<b>DISCOUNT</b>				5.00% \$1,694.05
<b>DISCOUNTED TOTALS</b>				20 DAYS \$32,186.97
<b>ABSTRACTED BY: Bruce M. Canzarella</b>				<b>AWARDED</b>
<b>REVIEWED BY: Richard W. Gilbert</b>				

**TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4 AND  
SUBMIT NO LATER THAN: 11:00 A.M., ON AUGUST 26, 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

***Tab Dividers***

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 September 1, 2019 and ending August 31, 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:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstract of previous contract may be viewed at:

<https://www.gpo.gov/docs/default-source/contract-pricing/charleston/ab6429s.pdf?sfvrsn=2>

**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.”

Direct all questions concerning these specifications to Bruce Canzanella at (843) 743-2036, ext. 1, or e-mail [bcanzanella@gpo.gov](mailto: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:** No subcontracting will be allowed on this contract.

**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	OK'd Proof/Camera Copy/Manuscript Copy

**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 September 1, 2019 to August 31, 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 May 31, 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 pre-award 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 September 1, 2019 through August 31, 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 e-mail to [invoice-inquiry@gpo.gov](mailto: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 tab dividers requiring such operations as composition, printing, die-cutting, laminating, binding, drilling, construction, packing, and distribution.

**TITLE:** Tab Dividers.

### CATEGORY 1

**FREQUENCY OF ORDERS:** Approximately 4 to 10 orders per year.

**NUMBER OF PAGES:** Approximately 1-42 tab dividers per set.

**QUANTITY:** Approximately 100 to 2,500 copies per order.

**TRIM SIZE:** 8.5 x 11" plus a 1/2" tab extension. (Overall size is 9 x 11").

**PRINTING:** Print face only on the tab and body in black ink, as specified. Bar code printing on the body will be provided with print order.

**BINDING:** Orders will collate into sets and box, as specified. When ordered, drill 2 round holes, 1/4" in diameter, positioned at the top-center, 2-3/4" from center to center. Center of hole will be 3/8" from top edge of the sheet.

**CONSTRUCTION:** Die-cut 10 positions per bank on the 11" side, as specified. Round outside corners. It is anticipated that the majority of the tabs will be 1/10 cut. No reinforcement required. Note: Some orders may require tab extensions on the left and right side of the divider.

**DISTRIBUTION:** Deliver f.o.b. destination to 2 addresses in the state of Florida as specified on the print order:

**SCHEDULE:** When ordered, faxed or emailed proofs must be received by the agency within 1 workday after contractor is notified of availability of the print order and materials. There is a 1 day hold for proofs. Complete production and delivery must be made within 8 to 11 workdays from proof approval. Please note that more than one print order may be issued on the same day, requiring the same schedule.

### CATEGORY II.

**FREQUENCY OF ORDERS:** Approximately 2 to 5 orders per year.

**QUANTITY:** Approximately 40 to 200 copies per order.

**NUMBER OF PAGES:** Approximately 1 to 10 tab dividers per order.

**TRIM SIZE:** 17 x 11" plus a 1/2" tab extension. (Overall size is 17-1/2 x 11").

**PRINTING:** Print face only or face and back in black ink. For the majority of orders, the body of tab divider will print one side only and tabs will print face and back.

**BINDING:** Orders will collate in sets and, if not indicated on the print order, band with Kraft paper, shrink-film wrap, or box, at contractor's option. Orders will require drilling of up to 3 round holes, 1/4" in diameter, and positioned on the left side, 4-1/4" center to center.

**CONSTRUCTION:** Die-cut 3, 4, or 5 positions per bank on the 11" side. Round outside corners. It is anticipated that the majority of the tabs will be 1/5 cut. Some orders may consist of a mixture of cut positions.

The orders will require the dividers to be reinforced on the binding edge and on the tabs.

Tabs shall be reinforced by the lamination method of a single thickness (1.5 mil) of clear plastic, cellulose acetate, polyethylene terephthalate, or equal materials, securely bonded to each side of the divider, shall lap over at least 3/8" on to the base sheet, and shall extend at least 3/8" beyond the tab ends. The outer edge of the tab must be smooth.

Binding edge must be reinforced by the lamination method of a single thickness (1.5 mil) of clear plastic, cellulose acetate, polyethylene, terephthalate, or equal materials, securely bonded to the front and back side of the sheet, extending the full 11" length and be approximately 5/8" wide.

**DISTRIBUTION:** Deliver f.o.b. destination to 1 address in Florida, as specified on the print order.

**SCHEDULE:** When ordered, faxed or emailed proofs must be received by the ordering agency within 1 workday after contractor is notified of availability of the print order and materials. There is a 1 day hold for proofs. Complete production and delivery must be made within 7 to 11 workdays from proof approval.

### **CATEGORY III.**

**FREQUENCY OF ORDERS:** Approximately 2 to 5 orders per year.

**QUANTITY:** Approximately 20 to 100 copies per order.

**NUMBER OF PAGES:** Approximately 1 to 600 tab dividers per order.

**TRIM SIZE:** 5-1/2 x 8" plus a 1/2" tab extension. (Overall size is 6 x 8").

**PRINTING:** Print face only or face and back in black ink.

**BINDING:** Orders will collate in sets and band with Kraft paper not less than 4" in width around the long dimension, or as specified on the print order. Order will require drilling of 5 round holes, 1/4" in diameter as specified on the print order.

**CONSTRUCTION:** Die-cut 4 or 8 positions per bank on the 11" side. Round outside corners. It is anticipated that the majority of the tabs will be 1/4 cut. Some orders may consist of a mixture of cut positions.

The orders will require the dividers to be reinforced on the binding edge, and on the tabs.

Tabs shall be reinforced by the lamination method of a single thickness (1.5 mil) of clear or colored plastic, cellulose acetate, polyethylene terephthalate, or equal materials, securely bonded to each side of the divider, shall lap over at least 3/8" on to the base sheet, and shall extend at least 3/8" beyond the tab ends. The outer edge of the tab must be smooth.

Binding edge must be reinforced by the lamination method of a single thickness (1.5 mil) of clear plastic, cellulose acetate, polyethylene, terephthalate, or equal materials, securely bonded to the front and back side of the sheet, extending the full 8" length and be approximately 5/8" wide.

**DISTRIBUTION:** Deliver f.o.b. destination to 1 address in Florida as specified on the print order.

**SCHEDULE:** When ordered, faxed or emailed proofs must be received by the ordering agency within 1 workday after contractor is notified of availability of the print order and materials. There is a 1 day proof hold. Complete production and delivery must be made within 5 to 9 workdays after proof approval.



**GOVERNMENT TO FURNISH: (All Categories)** Manuscript copy or camera copy.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the furnished copy, must not print on the finished product.

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

**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.

**COMPOSITION:** It is anticipated that most of the orders for Category II will require composition for back side of tab. Rarely will typesetting be required for Category I or Category II.

The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

When manuscript copy is furnished, the contractor will be required to set type, same or similar to furnished sample. Most orders will require no more than 3 lines to be set per divider.

**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=70b9613d\\_8](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=70b9613d_8)

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

White Index, basis weight: 90 and 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

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

**PACKING:** Pack suitably. Specific instructions will be indicated on the individual print order. Pack to mitigate damage to tab extensions. Any product damaged in transit must be replaced at no cost to the Government.

**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.  
[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf?sfvrsn=6fb9613d\\_4](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf?sfvrsn=6fb9613d_4)

**DISTRIBUTION:** For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the address furnished on the Print Order. The subject line of this message shall be "Distribution Notice for Program 6429-S, P.O. XXXXX, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts to be reimbursed for shipping charges.

Upon completion of each order, contractor must return all furnished material (when applicable) to the address indicated on the print order.

All expenses incidental to picking up and returning Government furnished materials (if applicable) 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).

No definite schedule for pickup of material can be predetermined.

Furnished material must be picked up from and delivered to the same Florida address as listed on the print order.

The following schedule begins 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 date of notification shall be 9:00 a.m. the following workday.

- **Category I:** 1 day proof hold. Complete distribution 8-11 workdays after proof approval.
- **Category II:** 1 day proof hold. Complete distribution 7-11 workdays after proof approval.
- **Category III:** 1 day proof hold. Complete distribution 5-9 workdays after proof approval.

**PROOFS:** When ordered, high resolution, print-quality PDF proof will be withheld not more than 1 day(s) from receipt by the Government to receipt by contractor. Contractor must not print prior to receipt of an OK to print. Proof is to be emailed to the agency contact specified on the print order. Proof must be created using the same Raster Image Processor (RIP) that will be used to produce the product.

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 must not print prior to receipt of an "OK to print."

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified.

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 e-mail to [infocharleston@gpo.gov](mailto: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."

**CATEGORY I (9 x 11")**

I.	(1)	(2)
(a)	164	4,100
(b)	164	4,100
(c)	XXX	4,100
II. (a)	4,100	
III. (a)	1	
(b)	4,100	

**CATEGORY II (17-1/2 x 11")**

I.	(1)	(2)
(a)	1	1
(b)	9	9
(c)	2	9
(d)	XXX	9
(e)	XXX	1

II. (a) 18

III. (a) 10  
(b) 10  
(c) 10  
(d) 9  
(e) 2  
(f) 1

**CATEGORY III (6 x 8")**

I.	(1)	(2)
(a)	8	2
(b)	20	10
(c)	XXX	10
(d)	XXX	2

II. (a) 12

III. (a) 2  
(b) 12  
(c) 12  
(d) 12  
(e) 12

#### 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 billing submitted to the GPO shall be based on the most economical method of production.

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

Cost of all paper must be charged under Item II in each of the categories.

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

**The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Charleston GPO. If such orders are placed by the agency, and no Modification is received from the Charleston GPO, the contractor is to notify GPO Charleston immediately. Failure to do so may result in nonpayment.**

**CATEGORY I (9 x 11")**

**I. PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Tab printed, face only .....per divider.....	\$ _____	\$ _____
(b) Body printed, face only..... per divider .....	\$ _____	\$ _____
(c) Die-cutting 1/10 cut.....per 100 dividers.....	\$ <u>XXX</u>	\$ _____

**II. 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 each page-size divider.

Per 100 dividers

(a) White Index (90-lb.).....\$ \_\_\_\_\_

**III. ADDITIONAL OPERATIONS:**

(a) Drilling (each run)..... per 100 dividers.....\$ \_\_\_\_\_

NOTE: Three holes will be the maximum for any one run.

(b) Collating into sets (including boxing) ..... per 100 dividers.....\$ \_\_\_\_\_

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

**CATEGORY II (17-1/2 x 11")**

**I. PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Tab printed face only..... per divider.....	\$ _____	\$ _____
(b) Tab printed face and back..... per divider .....	\$ _____	\$ _____
(c) Body printed one side..... per divider.....	\$ _____	\$ _____
(d) Die-cutting 1/3, 1/4, or 1/5 cut .....per 100 dividers.....	\$ <u>XXX</u>	\$ _____
(e) Die-cutting any cut other than 1/3, 1/4, or 1/5 cut .....per 100 dividers.....	\$ <u>XXX</u>	\$ _____

**II. 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 each page-size divider.

	<u>Per 100 dividers</u>
(a) White Index (110-lb.).....	\$ _____

**III. ADDITIONAL OPERATIONS:**

(a) Drilling (each run).....per 100 tabs.....	\$ _____
NOTE: Three holes will be the maximum for any one run.	
(b) Collating into sets..... per 100 dividers.....	\$ _____
(c) Tab reinforcement (clear)..... per 100 dividers.....	\$ _____
(d) Binding edge reinforcement ..... per 100 dividers.....	\$ _____
(e) Shrink-film wrapping ..... per 100 packages.....	\$ _____
(f) Banding with Kraft paper bands (including boxing).....per 100 bands.....	\$ _____

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



**CATEGORY III (6 x 8")**

**I. PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Tab printed face only..... per divider.....	\$ _____	\$ _____
(b) Tab printed face and back.....per divider .....	\$ _____	\$ _____
(c) Die-cutting 1/3, 1/4, or 1/5 cut .....per 100 dividers.....	\$ <u>XXX</u>	\$ _____
(d) Die-cutting any cut other than 1/3, 1/4, or 1/5 cut .....per 100 dividers.....	\$ <u>XXX</u>	\$ _____

**II. 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 each page-size divider.

	<u>Per 100 dividers</u>
(a) White Index (90-lb.).....	\$ _____

**III. ADDITIONAL OPERATIONS:**

(a) Banding with Kraft paper bands.....per 100 bands.....	\$ _____
(b) Drilling (5 holes) ..... per 100 dividers.....	\$ _____
(c) Collating into sets..... per 100 dividers.....	\$ _____
(d) Tab reinforcement (clear)..... per 100 dividers.....	\$ _____
(e) Binding edge reinforcement ..... per 100 dividers.....	\$ _____

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

**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 Solicitation 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 points(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 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

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

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