

Program 5548-S Contract Term: May 01, 2019 through April 30, 2020 plus four option years

TITLE: Folded Brochures - Army Recruiting

ITEM NO.	DESCRIPTION	BASIS OF AWARD	Cenveo Worldwide Los Angeles, Los Angeles, CA		Consolidated Graphics dba Westland Printers Laurel MD		Gateway Press, Inc. Louisville, KY		Dreamworks GC Glenview, IL		HBP INC. Hagerstown, MD		Monarch Litho Inc. Montebello, CA		ViewSPORT, Inc. Rochester, NY		GPO ESTIMATE	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I	COMPLETE PRODUCT:																	
A	PRINT IN FOUR COLOR PROCESS and Coating (Includes printing on BOTH SIDES, 80# No. 1 coated text paper, dull finish, JCP Code A261, and folding)																	
(1)	Flat size 11" x 8.5"																	
(a)	Makeready and/or setup	1	\$600.00	\$600.00	\$1,500.00	\$1,500.00	\$900.00	\$900.00	\$650.00	\$650.00	\$225.00	\$225.00	\$864.00	\$864.00	\$882.00	\$882.00	\$779.20	\$779.20
(b)	Running..... per 1000	5	\$100.00	\$500.00	\$55.00	\$275.00	\$100.00	\$500.00	\$68.82	\$344.10	\$51.00	\$255.00	\$70.00	\$350.00	\$114.00	\$570.00	\$79.83	\$399.16
(2)	Flat size 12" x 8.5"																	
(a)	Makeready and/or setup	40	\$500.00	\$20,000.00	\$2,400.00	\$96,000.00	\$900.00	\$36,000.00	\$650.00	\$26,000.00	\$225.00	\$9,000.00	\$935.00	\$37,400.00	\$1,390.00	\$55,600.00	\$875.00	\$35,000.00
(b)	Running..... per 1000	4000	\$35.00	\$140,000.00	\$51.70	\$206,800.00	\$60.00	\$240,000.00	\$69.45	\$277,800.00	\$56.00	\$224,000.00	\$43.90	\$175,600.00	\$41.50	\$166,000.00	\$51.08	\$204,314.29
(3)	Flat size 16" x 8.5" (parallel folding)																	
(a)	Makeready and/or setup	4	\$600.00	\$2,400.00	\$2,371.00	\$9,484.00	\$1,200.00	\$4,800.00	\$750.00	\$3,000.00	\$375.00	\$1,500.00	\$975.00	\$3,900.00	\$995.00	\$3,980.00	\$904.00	\$3,616.00
(b)	Running..... per 1000	400	\$50.00	\$20,000.00	\$79.02	\$31,608.00	\$80.00	\$32,000.00	\$91.14	\$36,456.00	\$69.50	\$27,800.00	\$58.25	\$23,300.00	\$59.00	\$23,600.00	\$69.56	\$27,823.43
(4)	Flat size 16" x 8.5" (double gate folding)																	
(a)	Makeready and/or setup	6	\$600.00	\$3,600.00	\$2,473.00	\$14,838.00	\$1,500.00	\$9,000.00	\$750.00	\$4,500.00	\$375.00	\$2,250.00	\$975.00	\$5,850.00	\$1,030.00	\$6,180.00	\$971.00	\$5,826.00
(b)	Running..... per 1000	600	\$50.00	\$30,000.00	\$90.64	\$54,384.00	\$100.00	\$60,000.00	\$102.40	\$61,440.00	\$71.00	\$42,600.00	\$62.50	\$37,500.00	\$65.00	\$39,000.00	\$77.36	\$46,417.71
(5)	Flat size 24" x 8.5" (roll folding, 5 folds)																	
(a)	Makeready and/or setup	2	\$600.00	\$1,200.00	\$2,510.00	\$5,020.00	\$2,000.00	\$4,000.00	\$850.00	\$1,700.00	\$650.00	\$1,300.00	\$1,050.00	\$2,100.00	\$1,040.00	\$2,080.00	\$1,108.00	\$2,216.00
(b)	Running..... per 1000	200	\$70.00	\$14,000.00	\$98.92	\$19,784.00	\$150.00	\$30,000.00	\$132.26	\$26,452.00	\$89.50	\$17,900.00	\$78.50	\$15,700.00	\$80.50	\$16,100.00	\$99.95	\$19,990.86
II.	PROOFS AND AUTHOR'S ALTERATIONS:																	
A.	Typesetting.....per line	10	NC	\$0.00	\$25.00	\$250.00	\$5.00	\$50.00	\$3.00	\$30.00	\$5.00	\$50.00	\$5.00	\$50.00	\$27.00	\$270.00	\$10.00	\$100.00
B.	System Timework for color correcting.....per hour	1	\$200.00	\$200.00	\$125.00	\$125.00	\$100.00	\$100.00	\$125.00	\$125.00	\$85.00	\$85.00	\$80.00	\$80.00	\$89.00	\$89.00	\$114.86	\$114.86
C.	Digital color content proofs.....per side	208	\$10.00	\$2,080.00	\$60.00	\$12,480.00	\$10.00	\$2,080.00	\$30.00	\$6,240.00	\$4.00	\$832.00	\$8.00	\$1,664.00	\$33.00	\$6,864.00	\$15.83	\$3,293.33
D.	Digital composite proofs on actual stock.....per side	208	\$25.00	\$5,200.00	\$150.00	\$31,200.00	\$50.00	\$10,400.00	\$50.00	\$10,400.00	\$12.00	\$2,496.00	\$20.00	\$4,160.00	\$42.00	\$8,736.00	\$37.40	\$7,779.20
E.	PDF proofs.....per side	4	NC	\$0.00	\$25.00	\$100.00	\$5.00	\$20.00	\$15.00	\$60.00	NC	\$0.00	\$20.00	\$80.00	\$11.00	\$44.00	\$10.86	\$43.43
III	ADDITIONAL OPERATIONS:																	
A.	Contractor revisions burned to disk.....per CD or DVD	1	\$100.00	\$100.00	\$125.00	\$125.00	\$100.00	\$100.00	\$15.00	\$15.00	\$30.00	\$30.00	\$55.00	\$55.00	\$50.00	\$50.00	\$58.33	\$58.33
B.	Shrink-film wrapping.....per wrap	224,146	\$0.15	\$33,621.90	\$0.22	\$49,312.12	\$0.25	\$56,036.50	\$0.23	\$51,553.58	\$0.22	\$49,312.12	\$0.12	\$26,897.52	\$0.22	\$49,312.12	\$0.20	\$44,455.62
	CONTRACTOR TOTALS			\$273,501.90		\$533,285.12		\$485,986.50		\$506,765.68		\$379,635.12		\$335,550.52		\$379,357.12		\$402,227.42
	DISCOUNT		1.00%	\$2,735.02	0.50%	\$2,666.43	1.00%	\$4,859.87	1.00%	\$5,067.66	0.50%	\$1,898.18	2.00%	\$6,711.01	0.00%		0.00%	
	DISCOUNTED TOTALS			\$270,766.88		\$530,618.69		\$481,126.63		\$501,698.02		\$377,736.94		\$328,839.51		\$379,357.12		\$402,227.42
				AWARD														

Prepared by: KD
Proofread by: FM/CM

U.S. GOVERNMENT PUBLISHING OFFICE
200 N. LaSalle St., Suite 810
Chicago, IL 60601-1055

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Folded Brochures – Army Recruiting

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

U.S. Army Recruiting Command,
Army Marketing and Research Group

Single Award

BID OPENING: Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on
April 19, 2019.

BID SUBMISSION: Facsimile bids are acceptable (see GPO Contract Terms, Pub. 310.2, effective December 1, 1987 (Rev. 06/01)). To submit a bid, the contractor must return a signed and completed GPO Bid Form 910 and “Schedule of Prices” included at the end of this specification.

Send bids to U.S. Government Publishing Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601, or fax bids to **312-886-2057**.

CONTRACT TERM: The term of this contract is for the period beginning May 1, 2019 and ending April 30, 2020, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause in this contract.

Note: Minor changes from the previous solicitation are scattered throughout.

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.

INFORMATION: For questions about these specifications contact Felicia McGurren at 312-353-3916 x3 or fmcgurren@gpo.gov. Questions about these specifications should be forwarded at least 5 workdays before the Bid Deadline, in order to be addressed prior to bid submission.

Previous abstract information is available on the GPO website at:
<https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing> or email fmcgurren@gpo.gov.

Fax requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at 312-886-2057.

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 Publication 310.2, effective December 1, 1987 (Rev. 6-01) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>. Various forms and publications, including GPO Contract Terms and GPO Quality Assurance Through Attributes Program (QATAP) publications can be downloaded from this page.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-register>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See IRS Form W-9, available for download at https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo_tax_exempt_letter_w9.pdf?sfvrsn=2). GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes – Level 1
- (b) Finishing Attributes – Level 1

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 Press Sheets
P-8. Halftone Match (Single and Double Impression)	Approved Press Sheets
P-9. Solid and Screen Tint Color Match	Approved Press Sheets
P-10. Process Color Match	Approved Press Sheets

Special Instructions: In the event that the Government waives inspection of press sheets, the following alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Approved Proofs
- P-8. Approved Proofs
- P-9. Pantone Matching System, Color Swatch, Government Furnished Sample, Approved Proofs.
- P-10. Approved Proofs, Government-Furnished Sample.

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract this operation will be declared not responsible.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/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 low contractor may be required to provide one or more of the following financial documents the same workday, or as required, from the notification to submit:

- 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 a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years 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 periodic pricing revision.

EXTENSION OF 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), 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 (insert the date that is 3 months prior to the beginning of the contract), called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO Jacket Number will be assigned and a Purchase Order issued to the Contractor to cover work performed. The purchase order will be supplemented by individual "Print Orders" for each job placed with the contractor. The print order will indicate the quantity to be produced and other information pertinent to the particular order.

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 May 1, 2019 through April 30, 2020 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

FURNISHED FONTS: Any fonts provided (see "GOVERNMENT TO FURNISH") are the property of the ordering agency and are provided for use on this contract only. Use of the furnished fonts for any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

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.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government’s option, not the contractor’s, unless it is specifically stated otherwise.

ESTIMATES: To receive an estimate, the agency will submit a “draft” GPO Form 2511 Print Order.

The contractor will furnish the agency with the estimate (based on the established contract prices) that they expect to invoice the Government for the proposed print order. Contractor’s estimate must be furnished within two (2) workdays of the request and must be accurate within ± 10 percent of the contractor’s final invoice voucher for that order. Any non-contract (out of scope) requests must be returned to the agency, with no price, until a price has been negotiated between the contractor and GPO.

When the actual print order, with the estimate included, is received by the contractor, the contractor must inspect the print order and the Government Furnished Material (GFM) to ensure there will be no deviation from the estimated price. In the event of a discrepancy, the contractor will immediately place the order on hold and notify the agency and GPO.

Estimates must be furnished to the Government at no additional cost.

PAYMENT: Submit 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>.

Prior to invoicing, the contractor must ensure the GPO Form 2511 print order correctly reflects the items ordered and the correct pricing, including all revisions, Author Alterations, etc. The agency is responsible for providing revised 2511 print orders that correctly reflect any order revisions. Contractor must not submit in an invoice voucher or a 2511 print order with inaccurate order information or pricing. Payment delays may result from inaccurate invoice vouchers.

Contractor is required to furnish a copy of the invoice voucher for each GPO Form 2511 Print Order, including full shipping and postage details, to all of the agency points of contact below prior to submitting the invoice to the GPO FMCE fax number. This final invoice amount must be approved in writing by the primary point of contact, and the approval documentation must be included in invoice voucher to GPO.

Andre Jones
Army Marketing and Research Group
Printing Services Production Manager
Phone: 703-545-8637
Email: andre.j.jones12.civ@mail.mil

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program and print order numbers, total quantity shipped and/or delivered, number of cartons and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. Original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of brochures requiring such operations as electronic prepress, typesetting, proofs, printing in four-color process plus aqueous coating, trimming, folding, packing and delivery.

TITLE: Folded Brochures – Army Recruiting.

Although this is an option year contract, all estimates, averages, etc. are based on one year's production.

FREQUENCY OF ORDERS: Approximately 53 print orders per year.

QUANTITIES: It is anticipated that orders will range from 50,000 to 300,025 copies as follows:

QUANTITY	NUMBER OF ORDERS
1,000 - 45,999	1
50,000 - 149,999	40
150,000 - 350,000	12

An occasional order for over 350,000 up to 500,500 may be placed. Actual number of orders placed and quantities per order may vary.

TRIM SIZES: Flat sizes will be 11 x 8-1/2", 12 x 8-1/2", 16 x 8-1/2" or 24 x 8-1/2". The 11" product will fold to 3-5/8 x 8-1/2"; the remaining sizes will fold to 4 x 8-1/2".

Some folded brochures may be up to 1/8" shorter in width. Contractor will be required to trim to this actual size at no additional cost to the Government.

GOVERNMENT TO FURNISH: Electronic media on CD/DVD will be shipped by agency to the contractor's location using contractor-provided express shipping account, or at the Government's option, may be made available for contractor pickup, or uploaded to contractor's FTP site, or available by download from a furnished email link.

Artwork: High resolution PDFs are anticipated to be furnished. Furnished native files will be created on the using Adobe Creative Suite applications. Colors will be specified as CMYK and spot colors as required. Any furnished fonts are the property of the Government and/or its originator. All furnished fonts must be eliminated from the contractor's archive immediately after completion of the contract.

AA's: At the agency's option, revised pages (AA's) may be sent by agency to the contractor's FTP site, or alternatively, the contractor may be requested to make the revisions to the furnished files.

Samples: Occasionally, samples of previous printings may be furnished as a reference, or may be provided to illustrate specific formats.

Print Order (GPO Form 2511): Print orders will be provided via email. At the Government's option, print orders may be furnished as a hard copy, a faxed copy, or uploaded to contractor's FTP site. Contractor must be able to accept via email.

Distribution Lists: Distribution lists will be included with each GPO Form 2511 print order and furnished materials, or at the Government's option may be made available for contractor pickup or uploaded to contractor's FTP site. It is anticipated that if the list is not provided on the 2511 print order, it will be furnished in a spreadsheet format such as Microsoft Excel, or as a Microsoft Word file. Agency may at times provide distribution list in advance of placing an order.

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

Contractor must provide a regularly monitored email account for receipt of GPO Form 2511 Print Orders, “OK to Print” and “OK to Distribute” notifications, and other electronic communications.

EXAMINATION OF FURNISHED MATERIAL: Contractor must immediately upon receipt perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Additional charges or extensions in schedule will not be allowed due to contractor's failure to thoroughly examine material.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the Agency and Felicia McGurren at 312-353-3916 x33524 in sufficient time to comply with the shipping schedule. 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 must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility.

TYPESETTING: It is anticipated that typesetting revisions to the Army bugline (RPI number and date) and the GPO imprint will be required on every pamphlet ordered. This bugline typesetting must be done at no additional cost to the Government.

On occasion an orders may require corrections to existing copy. Requirements may range from simple changes in a dollar amount to complete typesetting. The contractor must match specified or existing typefaces and sizes as ordered. Varying typestyles and sizes would be required. Acceptance of any similar alternate typeface is at the discretion of the Agency. Separate charges will be allowed for these operations in the “SCHEDULE OF PRICES.”

Contractor must make all additional typesetting to a copy of the furnished electronic files and provide a new CD/DVD to the agency when the order is completed.

COLOR CORRECTING OF IMAGES: On occasion, an order may require color correcting and/or retouching of images. This may include, but is not exclusive to: color correction, color change, removal of marks, removal of logos, images, or other subjects, alteration of body shapes, moving subjects around, replacing backgrounds, specialized screening, and compositing of different illustrations. This work must be performed by the contractor and cannot be subcontracted. Separate charges will be allowed for these operations in the “SCHEDULE OF PRICES.”

PROOFS:

Two (2) sets of digital color content proofs. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. One set of proofs will be marked up and returned to contractor, and the other set will remain with the agency.

Two (2) sets of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi.

At contractor's option, two (2) sets of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. 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 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found www.gpo.gov/gporestarget.pdf . NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>

Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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.

Digital color content proof shall be used to represent spot varnish.

Occasionally, PDF proofs may be ordered in place of hard copy proofs:

As ordered, one (1) or more "Press Quality" PDF "soft" proof(s) (for content only) created using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proofs will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call agency to confirm receipt.

It is anticipated that the agency will require 5 workdays for review of proofs plus allowance for return shipping time. See SCHEDULE for details.

AUTHOR'S ALTERATIONS: Author's alterations (AAs) may occur occasionally during the proofing stage. At the Government's option, changes may be supplied by the Agency or requested from the contractor.

Author's alterations (AA's) proofs shall be PDF proofs, provided via email to Andre Jones, Army Marketing and Research Group, Printing Services Production Manager, phone (703) 545-8637, email andre.j.jones12.civ@mail.mil, or to an alternate email address as provided by the Agency.

At the Government's option, QL1 standard proofs and/or digital color content proofs may also, or alternatively, be requested as AA's proofs.

Author's alterations will be charged at the contract rates as per the "Schedule of Prices." Charges for author's alterations will not be honored unless the voucher that is submitted to GPO is supported by all documentation showing author's alterations marks.

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.

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.

NOTICE: Copies of the “Government Paper Specifications Standards, No. 12,” dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or available in PDF format on the GPO website at <http://www.gpo.gov/vendors/sfas.htm>.

Color of paper furnished shall be of a uniform shade. The GPO Contracting Officer reserves the right to reject any order printed on paper the color of which materially differs from JCP standards.

No. 1 Coated Text, White, Dull-Finish, basis size 25x38", 80 lbs. per 500 sheets, equal to JCP A261.

The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

PRINTING AND INK: Print face and back, head to head, unless specified otherwise. It is anticipated that orders will print 4-color process plus an aqueous coating on both sides, often with a small area on the back panel left uncoated. Contractor should anticipate overall heavy ink coverage. Reverses from 4-color process will be required.

Contractor may be required to match Pantone colors from process colors as well as from printed pieces, at the Government's option. If the contractor believes that due to the nature of the artwork an inferior product may result, then the contractor must contact the GPO contract administrator for review of the proposed solution prior to producing proofs.

Items produced under this contract must be printed on a press capable of printing all process inks and coating in a single pass through the press. Usually, this means a minimum of five printing units.

AQUEOUS COATING: When ordered, coat with a clear, aqueous coating. Either gloss or dull finish may be specified. Either full or spot aqueous coating may be ordered. The same pricing will apply whether full or spot coating is ordered.

IDENTIFICATION MARKINGS: Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

MARGINS: Margins will be as indicated on the print order or furnished files. Most orders will have bleeds on one or more sides. Images may require alignment across the gutter.

PRESS INSPECTION: To maintain the required quality, the Government reserves the right to inspect press sheets at the contractor's plant. The contractor must notify Andre Jones, AMRG Printing Services Production Manager, (703) 545-8637, andre.j.jones12.civ@mail.mil, or an alternate point of contact as provided by the Agency.

Notification must be made at least 5 workdays in advance of the time and date of inspection. Press sheet inspections will not be scheduled until all proofs are OK'd unless specifically requested otherwise by the agency, for example the agency may review final proofs at the contractor's plant prior to the press inspections for accelerated schedule orders.

All proof and press inspections must be scheduled between the contractor's working hours of 7 a.m. and 7 p.m. excluding weekends and federal holidays. The contractor is required to take all necessary steps to minimize the amount of time the Government spends at the press inspections. If possible, cover and text or different signatures should be run concurrently on different presses. Components **MUST** be run consecutively within the day and time parameters set by the Government. If contractor is running another job on the same press during a shift that the Government is not available, they must have the next component of the Government order ready for press sheet inspection by noon of that next day.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6 01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The contractor must not print prior to notification from the agency of an "OK to Print".

If press inspections are waived, the contractor must assume responsibility for the accuracy and quality of the finished product.

TRIMMING: Trim four sides.

FOLDING: All orders will require folding and must be folded with the paper grain (no cracking on folds) as follows:

11" products will fold to 3-5/8 x 8-1/2" with two parallel wraparound folds.

12" products will fold to 4 x 8-1/2" with two parallel wraparound folds.

16" products can either fold in half twice to 4 x 8-1/2" or, per agency instructions, double gate fold to 8 x 8-1/2" and in half to 4 x 8-1/2".

24" products will fold to 4 x 8-1/2" with roll folding, 5 folds.

SHRINK FILM WRAPPING: Shrink film wrap the quantity per wrap as indicated on the print order, generally in units of 25. Contractor may be instructed to turn the folded brochures at specific intervals. For example, shrink-film wrap in 50s, in turns of 25. If print orders do not indicate shrink film wrapping, contractor must contact the agency to verify that this is correct as it is anticipated that all orders will require shrink film wrapping.

PACKING: Pack suitably in shipping containers. Containers must be a minimum of 275 psi. Bulk shipments must not exceed 45 lbs. when fully packed and mailed quantities must not exceed 40 lbs. when fully packed.

All expenses incidental to packing bundles and containers must be borne by the contractor.

LABELING AND MARKING: Reproduce shipping container label, fill in appropriate blanks and attach to each container. Labels must include the title with the SOD and RPI numbers, quantity, unit quantity, and number of units (inner wraps).

Labeling and Marking Specifications (GPO Form 905): See GPO Contract Terms Booklet, Publication 310.2. for more information.

All expenses incidental to labeling and marking bundles and containers must be borne by the contractor.

PALLETIZING: Contractor will be required to furnish pallets for shipments in shipping containers, when the containers fill two or more layers on the pallet. As an exception to GPO Contract Terms (GPO Pub. 310.2), the Government may choose to correct packaging and palletizing deficiencies and charge all costs to the contractor. No additional charges will be allowed for palletizing.

Palletizing and Receiving Specifications for Deliveries to Accessions Distribution Center (ADC), Fort Knox, KY:

All materials must be delivered in cartons on skids. Bulk skids cannot be handled by this facility. Materials must be shipped in individual cartons weighing no more than 45 lbs. Cartons must be uniform in size, of suitable strength for shipping and storage, and contents must fill the box (no air space). Each carton must be clearly labeled with:

- Customer name
- Customer address
- SOD Number or Contract Number
- GPO Program Number (and Jacket Number if available)
- RPI or PPI Number
- Item Description or Title
- Quantity per Carton
- Total Quantity
- Carton Number per Total Carton Count (i.e., 2 box of 12)

A sample should be taped to the outside of each carton.

Boxes must be placed on a pallet that is 48” wide by 40” long with a 4” fork opening. ADC cannot receive double-stacked pallets inside truck. Boxes must be stabilized with cardboard corner braces on all 4 corners from top of skid to top layer of boxes. Corner braces must be strong enough to support pallets that are stacked at least 2 pallets high without buckling, toppling or crushing. Boxes must be stacked no higher than 72” on the skid. The loads must not buckle or shift under pressure. The contractor must shrink wrap all boxes tight enough onto the skid to prevent boxes from shifting or falling off skid during transport. Contractor must face the boxes on the skid to show the label of the box and what is inside the box.

Partial boxes will be labeled as such and placed on the top of the skid. A packing list must accompany each shipment. The packing list will specify the following: Contract Number, Component or Title, quantity per carton, total carton count, and total quantity. RPI, PPI, Item or Contract Number should be the same on both the Packing List and the Bill of Lading as those used in the description or control documents. A standard Bill of Lading must not be substituted for a packing list.

Pallets will be refused upon arrival if they do not comply with these instructions.

- There should be only ONE component per skid.
- Skids should be tightly banded or polywrapped including the pallet
- Damaged items or skids may result in the shipment being refused.
- Items not packed correctly as specified may be refused.
- Partial boxes must be labeled as such and placed on the top of the skid.

Palletizing and Receiving Specifications for Deliveries to Arna Marketing, Branchburg, NJ:

All requirements to ADC (above) apply, with the following exceptions:

- Skids are to be banded or shrink wrapped with a maximum height of 60”.
- Only one component per skid. However, small shipments where several boxes can fit on one skid can be acceptable provided the packing slip clearly states that there are multiple components and their quantity.
- Skids should not be side stacked in the delivery vehicle.
- All shipments must be pre-paid. “Freight Collect” shipments will not be accepted.
- Shipments of unknown materials may be refused.

APPROVAL TO RELEASE COPIES: After printing, but prior to distribution, contractor must provide either 15 or 25 (or other quantity as designated on the print order) copies to the Agency prior to making distribution.

The package containing these copies must be identified on the outside as “RELEASE APPROVAL COPIES” and must also include the SOD number, requisition number, jacket number, program number, print order number, and the title. Packages may be sent via an expedited overnight delivery service or hand delivered by the contractor. These sets are included in the total quantity.

The contractor will be notified within 1 workday of agency’s receipt of the copies whether to proceed with the release of the order.

Contractor must not proceed with distribution until an Approval to Release is granted.

An “OK to Distribute” for approval copies constitutes approval to release the order. In no way does this negate any other Government rights under this contract.

DEPARTMENTAL RANDOM COPIES (BLUE LABELS): All orders must be divided into [per chart below] equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered - Number of Sublots

500 to 3,200 - 50

3,201 to 10,000 - 80

10,001 to 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) that 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 in accordance with the distribution list. A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

QUALITY ASSURANCE (QARC) SAMPLES: Contractor must submit QARC sample copies to the U.S. Government Printing Office, Washington, DC (See address in “Distribution” section). These copies will be inspected and tested for conformance to the product specifications. The following sampling plan will be employed for selecting the samples contractor must furnish for inspection.

<u>Quantity Ordered</u>	<u>Number of QARCs</u>
3,201-10,000	20
10,001-35,000	32
35,001+	50

1. Divide the entire lot into 20, 32 or 50 sublots as applicable per the chart above.
2. Select one copy from each subplot. Do not choose from the same general area in each subplot.
3. Sign and date the selection certificate and pack it with the inspection samples and a copy of the print order. Samples are to be mailed at the same time as the first scheduled shipment.

QARC sample quantities are not included in the total quantity ordered. No additional charge will be allowed for QARC samples.

GPO SAMPLES: Mark package with Program number and Print Order number. GPO samples are to be shipped at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. Deliver sample copies by the most economical method. No additional charge will be allowed for GPO samples.

GPO “VERIFICATION OF DELIVERY”: Contractor MUST email delivery verification information to VerifyChicago@gpo.gov WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and for the **F.O.B. Destination** (at contractor’s expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each print order may result in delayed payment of invoices.**

DISTRIBUTION: It is anticipated that bulk shipment (F.O.B. Destination) will be to one destination, the Accessions Distribution Center (ADC) for all orders. Occasionally, shipping at contractor’s expense of a small quantity such as 50 to 2,000 copies may be required for 2 to 10 additional destinations.

Deliver F.O.B. Destination (at contractor’s expense) via traceable means:

ADC Copies and Blue Labels - (do not band).

Accessions Distribution Center (ADC)
9th Cavalry Regiment Avenue
Bldg. 207
Fort Knox, KY 40121
Attn: Tracy Mercy
tracy.r.mercy.civ@mail.mil
(502) 626-0981

Deliver F.O.B. Destination (at contractor's expense) via traceable means:

Proofs and
Release Approval
Copies to:

Department of the Army
Army Marketing and Research Group
Attn: Andre Jones
Printing Services and RPI Manager
2530 Crystal Drive, Suite 4150
Arlington, VA 22202
Phone (703) 545-8637
Inside delivery to room number specified is required

QARC
Copies to:

U.S. Government Publishing Office
Printing Procurement
Mail Stop: PPSQ, Quality Assurance Section
732 North Capitol St., NW Room C848
Washington, DC 20401

2 GPO Samples to:

U.S. GPO Chicago Regional Office
Attn: (Program #) and (Print Order #),
Compliance - fm
200 N. LaSalle St., Suite 810
Chicago, IL 60601

TRACKING OF SHIPPING: Within one workday after each order has been shipped, contractor must submit a list to Andre Jones, via email to andre.j.jones12.civ@mail.mil, indicating destination of copies shipped, title, SOD number, jacket number, date of shipment, RPI number, quantity (copies, cartons, pallets, and weight), carrier and carrier's freight bill tracking numbers.

In addition, contractor must email one signed copy of all delivery receipts to Andre Jones, at the above email address, within two workdays of each shipment.

RETURN OF FURNISHED MATERIAL: All furnished material must be returned to Andre Jones at the address indicated in "DISTRIBUTION" within 5 workdays of the completion of the print order. All material must be returned in one package and must not be mixed with material for any other order.

If the contractor is required to make revisions to furnished materials, revisions must be made to a copy of the furnished materials. The revised files must then be burned to a CD or DVD and returned to the agency with the original furnished materials.

All expenses incidental to return of furnished materials 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 notification of availability of furnished materials can be predetermined.

It is anticipated that the contractor will be required to send all proofs and approval copies via an overnight delivery service. All such pickups or deliveries must be made at no additional charge to the Government.

The following schedules begin the workday after notification of the availability of print order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	WD After
Contractor delivers proofs.....	2
Agency reviews proofs	5
Contractor delivers “Release Approval” copies.....	9
Agency approval to complete distribution	1
Contractor completes delivery*	3

When author’s alterations are made, the schedule will be extended by the actual number of workdays of agency review time in excess of the 5 workdays of scheduled review time, plus 1 production workday. Grace days are NOT permitted.

Sample Schedule:

For example, if contractor receives notification of availability of government furnished materials and GPO Form 2511 Print Order on Monday, June 24, 2019:

Contractor delivers proofs.....	June 26, 2019
Agency reviews proofs, initiates return via 2-day express delivery service	July 3, 2019
[July 4, 2019 is a Federal Holiday]	
[Proofs arrive at destination on July 10, 2019]	
Contractor delivers “Release Approval” copies.....	July 23, 2019
Agency approves “Release Approval” copies (OK to Distribute)	July 24, 2019
Contractor completes balance of delivery* at destinations.....	July 29, 2019

* Delivery date is the date that the complete order must deliver, including bulk shipments, small package carrier shipments, QARC copies, GPO Samples and returned government furnished materials.

No extension will be made when new proofs are required due to printer’s errors.

Press sheet inspection shall NOT add workdays in the schedule without prior agency approval.

No additional time will be allowed for multiple orders placed at the same time or whose schedules overlap.

Occasionally, due to warehousing problems, a longer schedule may be mutually agreed upon between the Government and the contractor. Some orders may require a schedule shorter than indicated above. If the contractor accepts such orders, the ship date indicated on the print order will be binding upon the contractor. See “REQUIREMENTS” for additional information.

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.

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 requirements 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)	(b)
A. (1)	1	5
(2)	40	4000
(3)	4	400
(4)	6	600
(5)	2	200

II.

- A. 10
- B. 1
- C. 208
- D. 208
- E. 4

III.

- A. 1
- B. 224,146

SECTION 4.- SCHEDULE OF PRICES

Bids offered are F.O.B. Destination.

SUBMISSION OF OFFERS AND EVALUATION: 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.

Bids submitted with NB (No Bid) or blank spaces for an item 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.

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.

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 orders which are outside the scope of the contract. Any changes made to an order MUST be confirmed in writing by the Contracting Officer, Chicago GPO. If such orders are placed by the agency, and no Modification is received from Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

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

Prices for each “trim size” shall also include the approximate trim sizes of up to 1/8" smaller in width.

Fractional parts of 1,000 will be prorated at the Per 1,000 rate.

I. COMPLETE PRODUCT (except for Item II. “PROOFS AND AUTHOR’S ALTERATIONS” and Item III. “ADDITIONAL OPERATIONS”): Prices quoted shall include the cost of all required materials and operations including but not limited to printing, paper, folding, all packing material and operations, cartons, palletizing (as applicable), and distribution (except as indicated under Items II. and III.) necessary for the complete printing and binding of the items listed in accordance with these specifications.

Regardless of the number of copies run, contractor will be allowed only one (1) “MAKEREADY AND/OR SETUP” charge for printing both sides of each brochure in four-color process.

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

I. COMPLETE PRODUCT (continued)

A. PRINT IN 4-COLOR PROCESS and AQUEOUS COATING per specs. Prices quoted must include printing on BOTH SIDES, 80# No. 1 coated text paper, dull finish (JCP Code A261), and folding.

	MAKEREADY AND/OR SETUP (a)	RUNNING PER 1,000 COPIES (b)
(1) Flat size 11 x 8-1/2"	\$ _____	\$ _____
(2) Flat size 12 x 8-1/2"	\$ _____	\$ _____
(3) Flat size 16 x 8-1/2" (parallel folding)	\$ _____	\$ _____
(4) Flat size 16 x 8-1/2" (double gate folding)	\$ _____	\$ _____
(5) Flat size 24 x 8-1/2" (roll folding, 5 folds).....	\$ _____	\$ _____

II. PROOFS AND AUTHOR’S ALTERATIONS: 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.

- A. Typesetting.....per line..... \$ _____
- B. System timework for color correctingper hour..... \$ _____
- C. Digital color content proofs.....each..... \$ _____
- D. Color accurate proofs at prevailing QL1 standard.....each..... \$ _____
- E. PDF proofs.....each..... \$ _____

III. ADDITIONAL OPERATIONS:

- A. Contractor revisions to furnished files,
burned to disk.....per CD/DVD..... \$ _____

Charge must include all setup and labeling. All media furnished must be in accordance with the established applicable ISO or other applicable federal or international standards.

- B. Shrink-film wrapping per wrap \$ _____

(Initials)

BIDDERS NOTE: Indicate below the anticipated method of delivery to be used for this contract:

SHIPMENT(S): Shipments will be made from: City _____, State _____

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.

CONTRACTORS NAME AND SIGNATURE: Fill out and return one copy of all pages in “Section 4. - Schedule of Prices,” initial or sign each in the space provided. Additionally, see Page 1.

Contractor _____

(City – State – Zip)

By _____

(Signature and title of person authorized to sign this bid)

(Date)

(Person to be Contacted)

(Telephone Number)

(Email Address)

(Contractor's Code No.)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
