

PROGRAM 1524-S Contract Period: Feb. 1, 2020 through Jan. 31, 2021 plus four option years

TITLE: Selective Service Machineable Forms

ITEM	DESCRIPTION	BASIS OF AWARD	Amidon Graphics, St. Paul, MN		Gray Graphics, Capitol Heights, MD		Highland Computer Forms, Hillsboro, OH		Intergrated Print & Graphics, Elgin, IL		Kelvyn Press, Inc., Broadview, IL		NPC, Inc., Claysburg, PA		Panther Graphics Inc., Rochester, NY		Specialty Print Communications, Niles, IL		GPO Estimate	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
i.	COMPLETE PRODUCT:																			
a.	Item 1 - Acknowledgement Letter																			
(1)	Make ready	2	\$1,180.00	\$2,360.00	\$500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,560.00	\$3,120.00	\$210.00	\$420.00	\$436.00	\$872.00	\$400.00	\$800.00	\$1,100.00	\$2,200.00	\$908.33	\$1,816.67
(2)	Runningper 1,000 copies	3200	\$13.70	\$43,840.00	\$19.50	\$62,400.00	\$13.80	\$44,160.00	\$15.08	\$48,256.00	\$14.89	\$47,648.00	\$20.50	\$65,600.00	\$13.73	\$43,936.00	\$15.47	\$49,504.00	\$14.45	\$46,224.00
b.	Item 2 - Privacy Act Form																			
(1)	Make ready	2	\$760.00	\$1,520.00	\$300.00	\$600.00	\$500.00	\$1,000.00	\$370.00	\$740.00	\$95.00	\$190.00	\$248.00	\$496.00	\$200.00	\$400.00	\$180.00	\$360.00	\$350.83	\$701.67
(2)	Runningper 1,000 copies	2000	\$12.86	\$25,720.00	\$16.35	\$32,700.00	\$12.25	\$24,500.00	\$14.67	\$29,340.00	\$14.27	\$28,540.00	\$20.46	\$40,920.00	\$13.20	\$26,400.00	\$12.64	\$25,280.00	\$13.32	\$26,630.00
	TOTAL OFFER:			\$73,440.00		\$96,700.00		\$71,660.00		\$81,456.00		-----		\$107,888.00	\$626.93	\$71,536.00		\$77,344.00		\$75,372.33
	DISCOUNT:		0.00%	\$0.00	2.00%	\$1,934.00	2.00%	\$1,433.20	1.00%	\$814.56	1.00%	-----	0.25%	\$269.72	0.00%	\$0.00	5%	\$3,867.20	0.00%	\$0.00
	NET OFFER:			\$73,440.00		\$94,766.00		\$70,226.80		\$80,641.44		-----		\$107,618.28		\$71,536.00		\$73,476.80		\$75,372.33
								AWARDED												

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

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Selective Service Machineable Forms

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

Selective Service System, Data Management Center
Great Lakes, IL

Single Award

BID OPENING: Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on
January 8, 2020.

BID SUBMISSION: Facsimile bids are acceptable (see GPO Contract Terms, Pub. 310.2, effective December 1, 1987 (Rev. 06/01)). 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.

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 February 1, 2020 and ending January 31, 2021, 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 scattered throughout. There is a NEW requirement for equipment compatibility. Please review full specifications carefully.

INFORMATION: For questions about these specifications contact Felicia McGurren at 312-353-3916 x3 (or x33524) or email 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 1987 (Rev. January 2018) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised September 2019)).

GPO 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>. The GPO Contract Terms publications noted above can be downloaded from the GPO website at the following: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf> and <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, 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 <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.) 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 3.
- (b) Finishing Attributes – Level 3.

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 Prior to Production Samples
P-8: Halftone Match	Approved Prior to Production Samples
P-10: Process Color Match	Approved Prior to Production Samples

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 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.

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.

CONFIDENTIALITY OF INFORMATION: Information regarding any individual is of a confidential nature and may be used only for the purposes of producing the requirements of this contract. All materials containing confidential information, including but not exclusive to Government furnished data, imaged forms, and scrap, must be handled so that information does not have any unauthorized use. All scrap generated with any information regarding any individual person must be shredded, incinerated, otherwise destroyed beyond recognition. Any media (cartridges, disks, etc.) produced by the USDA-FSA and sent to the contractor MUST be returned to the USDA-FSA upon completion of the specific order. Contractor must return this material via an overnight delivery service to prevent theft or accidental use.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties. For "PRIVACY ACT" purposes, "agency" refers to the United States Department of Agriculture (USDA-FSA).

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 February 1, 2020 through January 31, 2021, 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 October 31, 2020, 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 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.

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 February 1, 2020 through January 31, 2021 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.

RIGHTS ON DATA: Any fonts provided are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on 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.

WARRANTY: The warranty provisions in GPO Contract Terms (GPO Pub. 310.2) are extended from 120 days to one year.

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>.

Contractor is required to furnish a courtesy copy of the invoice voucher, including full shipping and postage details, within two (2) workdays of submission of invoice voucher to GPO to:

Pamela Miller
Selective Service System
Data Management Center
2834 Green Bay Road, Building 3400, Ste. 222
Great Lakes, Illinois 60008-5522
847-688-7910
pmiller@sss.gov

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 two different machineable single-sheet forms requiring operations such as: receipt of electronic artwork, prepress operations such as typesetting of minor corrections, PDF proofs, printing of Prior to Production Samples, printing in one color and in 4-color process, packing and delivery. Final product must function on stated equipment. Dimensions are critical.

TITLE: Selective Service Machineable Forms.

FREQUENCY OF ORDERS: Approximately 4 total orders per year – 2 orders for each form.

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

QUANTITY: No guarantee can be made as to the quantity that will be ordered. It is estimated that quantities will range from 1,000,000 to 1,800,000. However, these are estimates only and actual orders placed may be less than or exceed these counts.

PAGES: Face Only

TRIM SIZE: 8-1/2 x 11". Margins are critical and must be maintained within 1/32".

GOVERNMENT TO FURNISH:

Artwork: High Resolution PDF artwork is anticipated. Artwork will be emailed or uploaded to contractor's FTP server. At the Government's option, artwork may be furnished as a hard copy, a faxed copy, or by electronically.

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

Receipt of GPO Form 2511 print orders and receipt of artwork must be acknowledged within approximately 2 business hours. Response to agency or GPO questions or concerns must occur within approximately 1 workday.

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.

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.

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 x3 (or 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. These required electronic prepress operations to be provided at no additional charge to the Government.

TYPESETTING: It is anticipated that the agency will provide all artwork, including any adjustments for author alterations. Occasionally, orders may require the contractor to perform type or content corrections to furnished artwork, such as correcting misspellings. The contractor must match specified or existing typefaces and sizes as ordered. Acceptance of any similar alternate typeface is at the discretion of the Agency. These required electronic prepress operations to be provided at no additional charge to the Government.

Contractor may occasionally be required to adjust pages in furnished electronic files as needed to ensure adequate margins, convert colors, and/or perform other similar prepress adjustments. In order to make these adjustments, contractor may be required to revise either the supplied PDFs or native files.

Contractor must perform typesetting changes to a copy of the furnished electronic artwork files and provide a new CD to the agency when the order is completed. Returned revised final production files must be native application files plus a high resolution PDF unless otherwise specified on the GPO Form 2511 Print Order or requested by the agency. Files must be an exact representation of the final printed piece and shall be returned on the same type of storage media as the original files. The Government will not accept PostScript files, or any proprietary file formats other than those supplied, unless specified by the Government.

PROOFS: PDF proofs will only be required when specifically ordered on the GPO 2511 print order.

Contractor to submit "Press Quality" PDF "soft" proofs (for content only) 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. Proofs will not be used for color match.

The contractor must not print prior to receipt of an "OK to Print."

Email proofs to pmiller@sss.gov or other agency point of contact as designated. CC all PDF proofs to fmcgurren@gpo.gov or other GPO contract administrator as designated.

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity on any print order, the contractor shall submit 500 samples which will be tested for usage on the specified equipment and conformance to these specifications. It is anticipated that printed Prior to Production Samples will be required for most orders. However, during the term of the contract, it is possible that Prior Production Samples may be waived for exact reprints. Whether Prior to Production Samples are ordered is the Government's decision, not the contractor's. Note: No separate additional charge will be allowed for Prior to Production samples.

All samples submitted for testing shall be manufactured at the facilities, using the press, method of production, paper stock, and packaging methods with which the contract production quantities are to be manufactured.

The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers.

The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

All items covered by this contract have very similar requirements. Failure of the contractor to deliver acceptable samples on any one print order under this contract will be considered as the contractor's demonstrated inability to produce any of the items ordered under this contract and the contract in whole, rather than just the subject print order, will be thereby subject to termination for default.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 06-01)).

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs shall be included in the contract price for the production quantity except that the cost of all prior to production samples shall be charged under the applicable item charges in the "Schedule of Prices".

STOCK: 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 and any amendments thereto.

All stock used in each copy must be of a uniform shade. Do not mix stocks.

White Offset Book, Basis Size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A60.

REQUIRED EQUIPMENT COMPATIBILITY:

Stock used must be suitable for use with the specified equipment below.

Furnished items must be suitable for laser imaging, and the moisture content of the forms must be controlled, so that the forms do not curl before or after processing through the Government's laser-imaging equipment.

REQUIRED: Forms will be imprinted by the Government on one side on a Canon VarioPrint DP-140 laser printer. Additionally, forms will be processed on a Bell & Howell Forerunner 13 Series inserter.

PRINTING: All halftones produced must be a minimum 150-line screen. Digital copy for reproduction must be a minimum of 2400 dpi. See critical ink requirements below.

Item 1 - Acknowledgment Letter:

Face only print 4-color process – illustrations, tints/solids with reversing, and type & line matter. No bleeds. Contractor to revise GPO imprint line. It is anticipated that inadequate gripper will be provided for this item.

Item 2 - Privacy Act Form:

Face only prints black – type and line matter with solids and reversing. It is anticipated that adequate gripper will be required.

INKS: Inks must be laser-imaging compatible. Usage of Cannon-recommended Oxidative Offset Ink is required.

MARGINS: Must be exact (within 1/32" of the standard) from form to form. Follow sample or margins stated on order. Bleeds may be required, but it is anticipated that a mixture of adequate/inadequate gripper will be required.

BINDING: Trim 4 sides

LABELING AND MARKING: Label cartons with all order information, such as title, jacket number, program number, print order number.

PACKING:

Pack 1,500 per shipping container in a single stack. No internal packaging is allowed; do not band, bag, or shrink wrap sheets. All forms must be facing the same way in the carton.

Cartons must be tight fitting and the same interior size as the form to prevent shifting or edge damage during transport. Use chipboard at the top and bottom of stack. Use only moisture barrier, new, corrugated or solid fiberboard containers with a minimum bursting strength of 275 p.s.i.

Shipments to be on pallets, 48 cartons per pallet, per GPO Contract Terms. Do not double stack pallets.

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 the delivery date. If a contract specifies a shipping method of f.o.b. contractor city (at government's expense), enter the date of shipment. If a contract specifies 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.

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.

GPO SAMPLES: 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 these samples.

DISTRIBUTION:

F.o.b. Destination (all pickup and delivery charges must be included as part of the contractor's bid prices).

Deliver Priors to:

Selective Service System, Data Management Center, 2834 Green Bay Road, Building 3400, Suite 222, Great Lakes, IL 60088-5522, Attn: Pamela Miller, 847- 688-7910. (Corner of Green Bay Road [IL 131] and Buckley Road [IL 137])

Delivery of forms must be made at the contractor's expense to the Second Floor Warehouse in the same building at the above address.

The loading dock is open between 8 a.m. and 2 p.m., and inside delivery to 2nd floor warehouse is required. Contractor must contact customer Pamela Miller at 847-688-7910 at least 24 hours but not more than 48 hours prior to delivery to make final arrangements.

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

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 dates can be predetermined for placement of orders. Contractor will be notified by telephone when furnished material is available for pickup.

All furnished material will be made available Monday through Friday, exclusive of Federal Holidays, before 3:30 pm local prevailing time.

The following schedule begins the workday after notification of availability of furnished material for pickup (that is, the workday after notification of availability is the first workday of the schedule).

- (1) Contractor must email PDF proofs, if ordered, within three (3) workdays of order placement.
- (2) Ordering agency will hold PDF proofs not more than two (2) workdays.
- (3) Contractor must deliver printed Prior to Production Samples, if ordered, within five (5) workdays of approved PDF proofs or within six (6) workdays of availability of furnished material for pickup (if no PDF proofs ordered).
- (4) Agency will hold Prior to Production Samples three (3) workdays.
- (5) Complete production and delivery must be made by the contractor within fifteen (15) workdays after notification of an "OK to Print" or "OK to Print with Corrections".

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders 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.

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

I.	(1)	(2)
(A)	2	3200
(B)	2	2000

SECTION 4 - SCHEDULE OF PRICES

Bids offered are F.O.B. Destination.

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the 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.

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

I. COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. Bid prices must include, but are not limited to: typesetting/prepress operations, PDF proofs, Prior to Production samples, paper, printing, packing, delivery, etc.

Only one makeready charge will be allowed per order, regardless of the number of copies run.

	<u>MAKEREADY</u> (1)	<u>RUNNING</u> <u>PER 1,000 COPIES</u> (2)
(A) Item 1 - Acknowledgement Letter.....	\$ _____	\$ _____
(B) Item 2 - Privacy Act Form	\$ _____	\$ _____

 (Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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.

CONTRACTOR'S 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 _____

(Street Address) (City – State – Zip)

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

(Person to be Contacted) (Telephone Number) (Fax 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: _____
