

ITEM NO.	DESCRIPTION	BASIS OF AWARD	ARC DOCUMENT SOLUTIONS Seattle, WA		BELA PRINTING & PKG Willow Grove, PA		ENVISION Witchita, KS		GRAY GRAPHICS Capitol Heights, MD		K-B OFFSET State College, PA		
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	IMAGING AND CUTTING TO SIZE:												
(a)	Image in Black...per image	990,721	\$0.025	\$24,768.03	\$0.0084	\$8,322.06	\$0.0056	\$5,548.04	\$0.01	\$9,907.21	\$0.018	\$17,832.98	
(b)	Image in Full Color...per image	10,214	\$0.175	\$1,787.45	\$0.0579	\$591.39	\$0.057	\$582.20	\$0.05	\$510.70	\$0.055	\$561.77	
(c)	Image Tab Dividers in Black (including cost of stock/paper and inserting into proper location)...per tab divider	2,105	\$0.30	\$631.50	\$0.0174	\$36.63	\$0.085	\$178.93	\$0.15	\$315.75	\$0.0165	\$34.73	
II.	STOCK/PAPER:												
(a)	White Writing (20 lbs.)...per leaf	496,786	\$0.019	\$9,438.93	\$0.0074	\$3,676.22	\$0.0092	\$4,570.43	\$0.015	\$7,451.79	\$0.007	\$3,477.50	
(b)	Colored Writing (20 lbs.)...per leaf	1,505	\$0.019	\$28.60	\$0.0084	\$12.64	\$0.0152	\$22.88	\$0.03	\$45.15	\$0.008	\$12.04	
(c)	White Index (110 lbs.)...per leaf	24,780	\$0.035	\$867.30	\$0.0179	\$443.56	\$0.0453	\$1,122.53	\$0.05	\$1,239.00	\$0.017	\$421.26	
III.	ADDITIONAL OPERATIONS:												
(a)	Plastic Spiral Binding (including drilling)...per book/pamphlet	12,390	\$1.50	\$18,585.00	\$0.7947	\$9,846.33	\$0.15	\$1,858.50	\$1.00	\$12,390.00	\$0.755	\$9,354.45	
(b)	One or two stitches...per book/pamphlet	1,450	\$0.18	\$261.00	\$0.0263	\$38.14	\$0.001	\$1.45	\$0.15	\$217.50	\$0.025	\$36.25	
(c)	Shrink-film wrap...per package	20	\$0.50	\$10.00	\$0.3158	\$6.32	\$0.05	\$1.00	\$0.30	\$6.00	\$0.30	\$6.00	
IV.	PALLETS AND DELIVERY F.O.B. DESTINATION												
(a)	Pallets...per pallet	3	----	----	\$15.7895	\$47.37	\$0.00	\$0.00	\$25.00	\$75.00	\$12.51	\$37.53	
(b)	Deliver to WPAFB...per 10 pounds	754	----	----	\$5.2632	\$3,968.45	\$4.50	\$3,393.00	\$4.00	\$3,016.00	\$12.51	\$9,432.54	
(c)	Deliver to CONUS (other than WPAFB)...per 10 pounds	3	----	----	\$15.7895	\$47.37	\$5.00	\$15.00	\$50.00	\$150.00	\$12.51	\$37.53	
Contractor Total				-----		\$27,036.48		\$17,293.96		\$35,324.10		\$41,244.58	
Prompt Payment Discount						5.00%	\$1,351.82	0.00%	\$0.00	2.00%	\$706.48	0.00%	\$0.00
Discounted Total						20 DAYS	\$25,684.66	NET	\$17,293.96	20 DAYS	\$34,617.62		\$41,244.58

AWARDED

Abstracted by: Teresa Doughty-Shoffstall 04/21/2020

Verified by: Linda Price 04/21/2020

Awarded to: Envision

ITEM NO.	DESCRIPTION	BASIS OF AWARD	LITHEXCEL Albuquerque, NM		PRODUCTION PRESS Jacksonville, IL		STAR PRESS Valley Cottage, NY		THUNDERBIRD PRESS Titusville, FL		TRUAX Loudonville, OH		UPS STORE Lawrenceville, GA	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	IMAGING AND CUTTING TO SIZE:													
(a)	Image in Black...per image	990,721	\$0.02	\$19,814.42	\$0.0125	\$12,384.01	\$0.008	\$7,925.77	\$0.01	\$9,907.21	\$0.027	\$26,749.47	\$0.04	\$39,628.84
(b)	Image in Full Color...per image	10,214	\$0.25	\$2,553.50	\$0.055	\$561.77	\$0.05	\$510.70	\$0.06	\$612.84	\$0.04	\$408.56	\$0.06	\$612.84
(c)	Image Tab Dividers in Black (including cost of stock/paper and inserting into proper location)...per tab divider	2,105	\$0.25	\$526.25	\$0.18	\$378.90	\$0.15	\$315.75	\$0.10	\$210.50	\$0.129	\$271.55	\$0.07	\$147.35
II.	STOCK/PAPER:													
(a)	White Writing (20 lbs.)...per leaf	496,786	\$0.010	\$4,967.86	\$0.009	\$4,471.07	\$0.007	\$3,477.50	\$0.012	\$5,961.43	\$0.007	\$3,477.50	\$0.03	\$14,903.58
(b)	Colored Writing (20 lbs.)...per leaf	1,505	\$0.015	\$22.58	\$0.025	\$37.63	\$0.009	\$13.55	\$0.016	\$24.08	\$0.015	\$22.58	\$0.05	\$75.25
(c)	White Index (110 lbs.)...per leaf	24,780	\$0.060	\$1,486.80	\$0.045	\$1,115.10	\$0.017	\$421.26	\$0.03	\$743.40	\$0.053	\$1,313.34	\$0.10	\$2,478.00
III.	ADDITIONAL OPERATIONS:													
(a)	Plastic Spiral Binding (including drilling)...per book/pamphlet	12,390	\$0.80	\$9,912.00	\$0.68	\$8,425.20	\$0.72	\$8,920.80	\$0.65	\$8,053.50	\$1.83	\$22,673.70	\$1.00	\$12,390.00
(b)	One or two stitches...per book/pamphlet	1,450	\$0.10	\$145.00	\$0.16	\$232.00	\$0.035	\$50.75	\$0.10	\$145.00	\$0.183	\$265.35	\$0.01	\$14.50
(c)	Shrink-film wrap...per package	20	\$0.20	\$4.00	\$1.29	\$25.80	\$0.30	\$6.00	\$0.15	\$3.00	\$0.367	\$7.34	\$1.25	\$25.00
IV.	PALLETS AND DELIVERY F.O.B. DESTINATION													
(a)	Pallets...per pallet	3	\$48.00	\$144.00	\$10.00	\$30.00	\$2,200.00	\$6,600.00	\$25.00	\$75.00	\$279.00	\$837.00	\$219.16	\$657.48
(b)	Deliver to WPAFB...per 10 pounds	754	\$8.90	\$6,710.60	\$5.21	\$3,928.34	\$17.00	\$12,818.00	\$7.00	\$5,278.00	\$16.00	\$12,064.00	\$29.81	\$22,476.74
(c)	Deliver to CONUS (other than WPAFB)...per 10 pounds	3	\$9.90	\$29.70	\$14.20	\$42.60	\$22.00	\$66.00	\$12.00	\$36.00	\$16.00	\$48.00	\$42.73	\$128.19
Contractor Total				\$46,316.71		\$31,632.42		\$41,126.08		\$31,049.96		\$68,138.39		\$93,537.77
Prompt Payment Discount			1.00%	\$463.17	0.25%	\$79.08	0.00%	\$0.00	2.00%	\$621.00	1.00%	\$681.38	0.00%	\$0.00
Discounted Total			20 DAYS	\$45,853.54	20 DAYS	\$31,553.34	NET	\$41,126.08	20 DAYS	\$30,428.96	30 DAYS	\$67,457.01		\$93,537.77

Abstracted by: Teresa Doughty-Shoffstall 04/21/2020

Verified by: Linda Price 04/21/2020

Awarded to: Envision

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Black and Full Color Imaging

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

DISCS/DO at Wright-Patterson AFB, OH

Single Award

TERM OF CONTRACT

The term of this contract is for 1 year, (base year period May 1, 2020 through April 30, 2021) plus up to four (4) optional 12-month periods (May 1, 2021 through April 30, 2022; May 1, 2022 through April 30, 2023; May 1, 2023 through April 30, 2024; and May 1, 2024 through April 30, 2025) that may be added in accordance with the “Option to Extend the Term of Contract”, and “Economic Price Adjustment” clauses in Section 1 of this contract.

QUOTE OPENING

Quotes shall be opened at 11:00 a.m., prevailing Eastern Daylight Time, on **April 17, 2020** at the U.S. Government Publishing Office, Columbus Regional Office.

QUOTE SUBMISSION

Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email quotes to bidscolumbus@gpo.gov for this solicitation. No other method of quote submission will be accepted at this time.

The program number and quote opening date must be specified in the subject line of the emailed quote submission. Quotes received after 11:00 a.m. prevailing Eastern Daylight Time on the quote opening date specified above will not be considered for award.

BIDDERS PLEASE NOTE

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

- Quote submission provisions under “Additional Emailed Quote Submission Provisions” on pages 4 and 5.
- Added pallet requirement to “Packing” on page 10. Revised “Schedule of Prices” on pages 13 to 15. Deleted 110# Colored Index and 140# White and Colored Index, Clear Acetate, CD’s, perforating, drilling, and folding.
- GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- Additional changes scattered throughout.

Abstract is available on GPO website at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature, contact Linda Price at 614-488-4616, ext. 7 (no collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS

Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

More GPO Publications can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

QUALITY ASSURANCE LEVELS AND STANDARDS

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III. This shall include an image reproduced by any means.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	PDF File
P-8. Halftone Match (Single and Double Impression)	PDF File
P-9. Solid and Screen Tint Color Match	PDF File
P-10. Process Color Match	PDF File

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

EXTENSION OF TERM OF CONTRACT

At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND TERM OF CONTRACT

The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years (**April 30, 2025**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Term of Contract” clause. See also “Economic Price Adjustment” for authorized pricing adjustment(s).

ECONOMIC PRICE ADJUSTMENT

The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **May 1, 2020 through April 30, 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 **January 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.

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.

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, 2020 through April 30, 2021 (plus options)**. 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.

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.

DELIVERY/SHIPPING STATUS INFORMATION

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RO via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 6, or by faxing to (614) 488-4577.

ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS

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

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.

4. When the email quote is received by GPO, it will remain unopened until the specified quote opening time. Government personnel will not validate receipt of the emailed quote prior to quote opening. GPO will use the prevailing Eastern Daylight Time and the exact time that the email is received by GPO's email server as the official time stamp for quote receipt at the specified location.

PAYMENT

Submit all vouchers via FAX utilizing the GPO barcode cover sheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, all mailing and/or delivery receipts, and one PDF file of complete publication via e-mail to infocolumbus@gpo.gov.

SECTION 2. – SPECIFICATIONS

SCOPE

These specifications cover the production of books and pamphlets requiring such operations as copy pickup, black and full color imaging, tab dividers (including inserting) binding, packing, and delivery.

TITLE

Black and Full Color Imaging

ORDERS

Based on previous year’s usage, approximately 86 orders.

Approximately 97% of the total anticipated pages/covers will image in black.

Approximately 2% of the total anticipated pages/covers will be blank, usually the covers 2, 3, and 4, occasionally text pages.

Approximately 1% of the total anticipated pages/covers will image in full color, usually cover 1. Occasionally text pages (grouped or scattered) and covers 2, 3, and 4 will image in full color. Occasionally cover 1 will floodcoat in red, contractor to create bleeds.

Orders for books/pamphlets may have self cover or separate 2 piece covers. Orders for books/pamphlets may require tab dividers.

Approximately 2 to 500 pages/covers per order. Approximately 5 to 1,500 copies per order. Anticipate the following:

ORDERS WITHOUT TAB DIVIDERS

Most orders will not require tab dividers. The following is anticipated.

Table 1: Orders without Tab Dividers: 5 to 250 Copies per Order

Orders	Average Quantity	Page/Cover Range	Average Pages/Covers
28	76	2 to 100	54
34	92	102 to 200	136
2	85	202 to 500	234

Table 2: Orders without Tab Dividers: 251 to 500 Copies per Order

Orders	Average Quantity	Page/Cover Range	Average Pages/Covers
4	325	2 to 100	22
12	367	102 to 200	132
1	350	202 to 500	250

Table 3: Orders without Tab Dividers: 501 to 1,500 Copies per Order

Orders	Average Quantity	Page/Cover Range	Average Pages/Covers
1	600	102 to 200	168

ORDERS WITH TAB DIVIDERS

Approximately 4 orders for books/pamphlets will require tab dividers. Tab dividers image face only on tab extension in black ink on 110# white index and do not require mylar reinforcement of tab extension or bind edge. Approximately 2 to 25 tab dividers per book/pamphlet. Insert tab dividers into proper location. Anticipate the following:

Table 4: Orders with Tab Dividers

Orders	Average Quantity	Page/Cover Range	Average Pages/Covers	Anticipated Tab Dividers
3	47	102 to 200	194	5
1	200	202 to 500	204	7

TRIM SIZE

Pages/Covers: 8-1/2 x 11”

Tab Dividers: 8-1/2 x 11” plus 1/2” tab extension with 1/5 cut configuration.

GOVERNMENT TO FURNISH

Government will e-mail PDF files to contractor maintained e-mail address. PDF files will be high resolution, print-ready files. When tab dividers are ordered, imaging and inserting instructions will be included in a separate PDF file or tab instruction sheet.

Files furnished in CMYK. Individual print order will indicate the pages/covers that require color imaging, contractor to convert all other pages/covers from CMYK to gray scale.

All printer and screen fonts will be furnished with the individual print order. These fonts are the property of the Government and must be returned with furnished material. Disk will be formatted to include text, rules, line art, screens, and illustrations in final layout format. Bleeds required, contractor to create. Some files may be compressed.

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.

Delivery/shipping status report form.

Print Orders (GPO Form 2511).

CONTRACTOR TO FURNISH

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

ELECTRONIC PREPRESS

Immediately upon receipt and prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Office prior to further performance.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

TYPESETTING

When tab dividers are ordered, contractor will be required to typeset the tab extension content, body of tab will not image. Typeset as indicated on the individual print order or tab instruction sheet. Font size is to be proportional for readability and centered on the 1/2" tab extension. Contractor will be responsible for error-free typesetting.

REPRODUCIBLES

The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

PROOFS

None required. Contractor will be responsible for error-free typesetting and for all necessary proofreading of typeset matter to insure that tab dividers are in conformity with the instructions provided with the individual print order.

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. 13" dated September 2019.

The paper to be used will be indicated on each print order. Each color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

TEXT PAGES

White and Colored Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10. Anticipate the following colors: yellow, blue, and green.

Some orders for books/pamphlets will require more than one color of text stock. Each color will be collated in same location. Contractor will be required to assemble book/pamphlet as indicated on the individual print order.

COVER PAGES AND TAB DIVIDERS

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

IMAGING

At contractor's option, products may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4 bit depth technology.

Image text/cover pages face only or face and back in black or full color as indicated on the individual print order. A leaf may image black on one side and full color on the other side.

When indicated on the individual print order, contractor to floodcoat entire surface of face and/or back of text/cover page, usually face of cover 1, usually red.

Tab dividers will image face only in black ink, no floodcoating. Tab extension only will image, tab body will be blank.

MARGINS

Margins for text/cover pages per file unless otherwise indicated on the print order. Follow print order or tab instruction sheet for tab extension content margins. An occasional order may require bleeds up to 4 sides, including but not limited to floodcoating. Contractor to create bleeds.

BINDING/FINISHING

Various looseleaf binding/finishing styles will be required. Bind/Finish as indicated on the individual print order.

Trim 4 sides.

Plastic spiral bind with black plastic spiral coil of suitable size.

Stitch with one stitch in upper left corner or two wire stitches on left side as indicated.

Shrink-film wrap as indicated on the individual print order, usually in units of 1, 10, 25, 50, or 100.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL)

Orders of 500 or more copies must be divided into 50 equal sublots. 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 www.gpo.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

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

INSPECTION SAMPLES

When indicated on the print order, or otherwise requested, two samples, as soon as completed, shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

PACKING

All packing materials shall be furnished by the contractor and must be of sufficient strength to guarantee delivery of the finished product at destination in a satisfactory and usable condition.

Pallets are required for all destinations receiving 10 or more shipping containers. Contractor will be required to furnish pallets. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 1 020 x W 1 220 mm (L 40 x W 48"). Full entry must be on the 1 220 mm (48") width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 1 190 mm (47"). Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

LABELING AND MARKING

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION

Deliver f.o.b. destination.

Most orders deliver to various locations at Wright-Patterson AFB, OH. Deliveries to WPAFB, OH must be made via FedEx or UPS. Deliveries using personally owned or company owned vehicle is NOT permissible.

An occasional order will deliver within the 48 contiguous Continental United States (CONUS), including Washington, DC.

All orders must ship via traceable means. Proof of delivery along with the contractor's invoice shall be submitted in accordance with "Payment" in Section 1.

It is anticipated that most deliveries will be made to locations without docks or forklifts or other equipment to offload the product from the delivery vehicle. Contractor must be able to perform this operation.

Inside delivery is required. Inside delivery is defined as delivery into a Government controlled space as directed. This includes breaking down of pallets and delivery to office spaces on upper level floors of a multi-story building.

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) and furnished material.

Furnished material and print order will be e-mailed to the contractor. Contractor must confirm receipt of the print order and material via phone within 60 minutes of receipt of e-mail.

Approximately 1 to 20 orders per month. More than one order may be placed on the same day with a maximum of 100,000 impressions having the same delivery date.

The ship/delivery date indicated on the print order is the date products must be received at destination.

The following schedule begins the day after of the availability of print order and furnished material:

Table 5: Workdays Allowed

Workdays Allowed	Number of Orders
4 to 5	5
6 to 7	43
8 to 10	27
11 to 15	11

RECEIPT FOR DELIVERY

Contractor must furnish receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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 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 of time.

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

- I. (a) 990,721
(b) 10,214
(c) 2,105

- II. (a) 496,786
(b) 1,505
(c) 24,780

- III. (a) 12,390
(b) 1,450
(c) 20

- IV. (a) 3
(b) 754
(c) 3

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Wright-Patterson AFB, OH and other CONUS locations.

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

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

I. IMAGING AND CUTTING TO SIZE: Prices offered shall include the cost of all required materials and operations necessary for the complete production, including delivery to Wright-Patterson AFB, OH, of the products listed in accordance with these specifications except for Items II. Stock/Paper, III. Additional Operations, and IV. Pallets and Deliver f.o.b. Destination by Traceable Means.

- (a) Image in Black per image \$ _____
- (b) Image in Full Color per image \$ _____
- (c) Image Tab Dividers in Black (including cost of paper, and inserting into proper location) per tab divider \$ _____

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

- (a) White Writing (20 lb.) per leaf \$ _____
- (b) Colored Writing (20 lb.) per leaf \$ _____
- (c) White Index Cover (110 lb.) per leaf \$ _____

(Initials)

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SCHEDULE OF PRICES

III. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations except for Items I. Imaging and Cutting to Size and IV. Pallets and Deliver f.o.b. Destination by Traceable Means.

- (a) Plastic Spiral Binding (including drilling) per book/pamphlet \$ _____
- (b) One or two stitches..... per book/pamphlet \$ _____
- (c) Shrink-film wrap per package \$ _____

IV. PALLETS AND DELIVER F.O.B. DESTINATION BY TRACEABLE MEANS: Prices offered must be all-inclusive, as applicable, and must include the cost of cushioned shipping bags, shipping bundles/containers, all necessary wrapping and packing materials, labeling or marking, and f.o.b. destination delivery in accordance with these specifications.

- (a) Pallets..... per pallet \$ _____
- (b) Deliver f.o.b. destination to WPAFB..... *per 10 pounds..... \$ _____
- (c) Deliver f.o.b destination to CONUS (other than WPAFB)..... *per 10 pounds..... \$ _____

*For Line Items IV. (b) and (c) below, fractional parts of 10 pounds (shipping weight) will be prorated at the per 10 pound rate.

(Initials)

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SCHEDULE OF PRICES

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

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

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

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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

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

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

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

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

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