

PROGRAM: 4594-S October 1, 2020 thru September 30, 2021 plus up to 4 option years

TITLE: Bluegrass Guard Newsletter Defense Logistics Agency

200-04251

190-56520

040-60078

120-71652

030-81316

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	AM LITHOGRAPHY CORP. Springfield, MA		MCDONALD & EUDY, INC. Temple Hills, MD		MONARCH LITHO, INC. Montecello, CA		PRODUCTION PRESS Jacksonville, IL		SOURCEONE GRAPHICS, INC. Hot Springs, AR	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT											
(a)	24-Page Issue (includes self-cover)											
(1)	Makeready and/or Setup.....	4	-	0.00	1,300.00	5,200.00	1,575.00	6,300.00	1,080.00	4,320.00	493.60	1,974.40
(2)	Running per 100 copies.....	440	40.42	17,784.80	32.00	14,080.00	38.00	16,720.00	28.39	12,491.60	53.4358	23,511.75
	CONTRACTOR TOTALS:			\$ 17,784.80		\$ 19,280.00		\$ 23,020.00		\$ 16,811.60		\$ 25,486.15
	PROMPT PAYMENT DISCOUNT:		0.00%	\$ -	1.00%	\$ 192.80	2.00%	\$ 460.40	0.00%	\$ -	0.00%	\$ -
	DISCOUNTED TOTALS:		NET	\$ 17,784.80	20 Days	\$ 19,087.20	20 DAYS	\$ 22,559.60	NET	\$ 16,811.60	NET	\$ 25,486.15

AWARDED

Abstracted by: Teri Doughty-Shoffstall 9/23/2020
 Abstract Verified by: Russ Woodmancy 9/23/2020
 Contract Awarded to: Production Press

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
Bluegrass Guard Newsletter

as requisitioned from the U.S. Government Publishing Office (GPO) by the
Defense Logistics Agency (DLA) Document Services –
Kentucky National Guard

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2020 and ending September 30, 2021, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “*OPTION TO EXTEND THE TERM OF CONTRACT*” clause in Section 1 of this contract.

BID SUBMISSION: U.S. GPO/Columbus RO, 1335 Dublin Rd., Ste. 112-B, Columbus, OH 43215. Outermost envelope must be marked with company name, address, program number, and bid opening date. Facsimile bids in response to this solicitation are permitted, (614) 488-4577. Telegraphic and e-mail quotes transmitted to GPO offices will not be considered.

QUOTE OPENING: Quotes shall be opened at 11:00 a.m., prevailing Eastern Time Zone, on **September 23, 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 company name, 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 Columbus, Ohio 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. Specific attention is directed to the following:

- Quote submission provisions under “*Additional Emailed Quote Submission Provisions*” on page 4.
- 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 call Russ Woodmancy at (614) 488-4616, ext. 8 (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 Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 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/contractterms2018.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
- (b) Finishing (item related) Attributes -- Level III

Inspection Levels (from 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	Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-10. Process Color Match	Approved Proofs/Digital File(s)

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

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.

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 **October 1, 2020 through September 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 **June 30, 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.

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 **October 1, 2020 through September 30, 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*” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled “*Ordering*”. The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government’s requirements for the items set forth herein do not result in orders in the amounts or quantities described as “*estimated*”, it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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 e-mail 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: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

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

Vendors are expected to submit invoices within 30 days of job shipping/delivery. 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>.

NOTE: Contractor’s billing invoice must be itemized in accordance with the line items in the “*SECTION 4. - SCHEDULE OF PRICES.*”

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of a saddle-stitched pamphlet requiring such operations as electronic prepress, printing in 4-color process, binding, addressing, packing, mailing, and delivery.

TITLE: Bluegrass Guard Newsletter

FREQUENCY OF ORDERS: Approximately 4 orders per year.

QUANTITY: Approximately 11,000 copies per order.

NUMBER OF PAGES: 24 page self-cover.

TRIM SIZE: 8-1/2 x 11”.

GOVERNMENT TO FURNISH: Government’s option, native application files will be transmitted via contractor maintained FTP site or department will place on a secure Government site for the contractor to download. The Print Order to be emailed to the contractor.

Files created on MAC operating system using InDesign CS 5.5. Contractor shall support software version upgrades during the term of the contract.

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 graphic files which are linked. Color separations have not been made. Files have not been compressed. All custom letter spacing and kerning files are included. Minor changes may occur after proofs are submitted. Bleeds are required and are provided in the file. Color i.d. is CMYK.

Mailing addresses will be provided in 3 to 6 different Excel files. The largest file will have approximately 7,000 addresses. Each file has a unique column and row header structure. Contractor will be required to generate mailing labels from the Excel files. Some addresses will not have the plus 4 zip code provided.

The contractor is required to properly format and merge all address files, including obtaining the plus 4 zip code when missing, to maximize postage savings.

The addresses must be completely erased from contractor’s computer system upon completion of each order.

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 Officer 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. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary files formats other than those supplied, unless specified by the Government.

Delivery/shipping status report form.

Print Orders (GPO Form 2511).

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.

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.

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 contractor's production environment.

PROOFS: Each Print Order will state the Point of Contact (POC) person, phone number and e-mail address. Contractor to e-mail soft PDF proof and confirm receipt by a POC response.

Contractor to submit one “*Press Quality*” PDF “*soft*” proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. The PDF proof shall be expected to reasonably predict accuracy of color to the final printed product. The POC person's LCD Monitor is regularly calibrated using 3rd party hardware/software for color. POC will match the contractor's provided Adobe Acrobat “Output Preview Settings”.

If needed, a color profile (i.e. ICC or Custom ICC Profile) can be established prior to the first order being issued on this contract. GPO will keep a record of the profile for the term of the contract.

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.

Author's Alterations and Revised Proofs: Authors alterations (refer to page 17 (item 16) of GPO Contract Terms) and revised proofs may be required. These author's alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require additional author's alterations and revised proofs.

The contractor must not print prior to receipt of “*OK to print*” by e-mail.

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

Text and Self-Cover: White No. 2 Gloss-Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A182.

PRINTING: Print head to head in 4-color process. Anticipate all pages will be 100% coverage with full bleeds on all sides.

MARGINS: Margins per disk. Bleeds all 4 sides, all pages, including centerspread.

BINDING: Fold, inset, and saddle-wire stitch in two places and trim three sides.

PACKING: Pack bulk copies in shipping containers furnished by the contractor. Each shipping container must not exceed 45 pounds when fully packed.

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

INSPECTION SAMPLES: When indicated on the print order, or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional 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.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that 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 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) 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 to the address indicated under "*Distribution*".

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

DISTRIBUTION:

Mail f.o.b. contractor's city as follows:

Contractor required to certify distribution list with NCOA, CASS/MASS, and PAVE software.

Approximately 10,825 single copies (self-mailers) require the contractor to generate and affix labels or, at contractor's option, direct image addresses in proper location on self-cover page 4, and seal on the open 11" dimension in accordance with USPS regulations and mail.

Contractor must pay postage at time of mailing and will be reimbursed for the mailing cost with proper submission of the required mailing receipts along with the public voucher invoice. Refer to Contract Terms, GPO Publication 310.2, page 14, and paragraph 6. Shipping Instructions.

All mailing shall be made using the most economical means, including sorting up to zip plus 4 if possible.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "*Domestic Mail*" or "*International Mail*" as applicable.

NOTE: Contractor will be required to keep up-to-date on the U.S. Postal Service classification in order that any mailing is made in accordance with any USPS changes.

Deliver f.o.b. destination to:

One printed copy, along with a copy of the properly completed USPS mailing receipt, to: DLA Information Operations (J67D), ATTN: Jean Mountz, Bldg. 2A, Suite 100, 2530 Paul Jones Street, Great Lakes, IL 60088.

Balance of copies including Blue Label Copies, along with a copy of the properly completed USPS mailing receipt, to: MAJ Stephen D. Martin, JFHQ/PAO, 100 Minuteman Parkway, Bldg. 112, Suite 1200, Frankfort, KY 40601. This address within Frankfort, KY may change during the contract period, deliver per address stated on Print Order.

Inside delivery is required. Inside delivery is defined as delivery into a Government controlled space.

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 2511).

Anticipate material will be ready for pickup either the first week of the publication month or the last week of the month preceding the publication month. The department will notify the contractor when furnished material will be ready when the Print Order is emailed.

If agent picks-up material, the contractor must provide an adequate supply of completed manifests (airbills) to the Government agency placing the orders listing his firm as both the shipper and the consignee.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

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 e-mail proofs in PDF format	1
Department e-mails “ <i>OK to Print</i> ”	1
Contractor must make complete delivery/mailing	3

When errors are caused by the Government and the Government deems it necessary to require additional set(s) of revised proofs, an additional workday will be allowed.

The ship/delivery date indicated on the print order is the date products must be received at Frankfort, KY and is a mail date to all other destinations.

RECEIPT FOR DELIVERY: Contractor must furnish their own 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.

RETURN OF GOVERNMENT FURNISHED PROPERTY:

The contractor must return all material furnished by the Government along with digital deliverables made by the contractor, together with two printed samples of each job, to the Frankfort, KY address listed under “*Distribution*”.

These materials must be packaged, properly labeled and returned separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to the pickup/return of furnished materials, e-mailing proofs in .pdf format and furnishing sample copies must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “*Schedule of Prices*” to the following units of production which are the estimated requirements to produce one year’s 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*”.

- (1) (2)
- I. (a) 4 440

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Frankfort, KY and Great Lakes, IL and f.o.b. contractor's city for all mailing consignments.

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 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.

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

I. COMPLETE PRODUCT: Prices shall include the cost of all required materials and operations necessary for the complete production and delivery of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) 24-page issue (includes self-cover) per issue	\$ _____	\$ _____

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

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

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

(Street Address)

(City – State – Zip Code)

By _____
(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)

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