



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 COUNTERPART UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

## QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE  
Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Afterburner – Air Force Retiree Newsletter**

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

Defense Logistics Agency (DLA)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **August 31, 2021**, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of Contract" clause in Section 1 of this contract.

For information regarding the solicitation requirements *prior to/after* award, contact Jim Hunt at 214-767-0451 Ext. 5, [jhunt@gpo.gov](mailto:jhunt@gpo.gov).

THIS IS A NEW CONTRACT. No previous abstract is available.

**Quotes due by 1:00 p.m., prevailing Dallas, TX time, on September 16, 2020.**

**QUOTE SUBMISSION:** This is a Small Purchase Term Contract.

Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, contractors MUST submit their quote via email to [bidsdallas@gpo.gov](mailto:bidsdallas@gpo.gov) for this solicitation. No other method of quote submissions will be accepted at this time.

The program number (2731-S) and quotes due date (September 16, 2020) must be specified in the subject line of the emailed quote submission. Quotes received after 1:00 p.m. prevailing Dallas time on the date specified above will not be considered for award.

**ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid 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 contractor's email provider may have different size limitations for sending email; however, contractors are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Quotation Request 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 09-19)).

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>.

**BIDDERS, PLEASE NOTE:** 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.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level II.
- (b) Finishing (item related) Attributes – Level II.

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	Electronic Media
P-8. Halftone Match (Single and Double Impression)	Electronic Media

**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 (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 authorized pricing adjustment(s).

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

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

reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award** and ending **August 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 index "Commodities Less Food" under the Special Indexes category on "Table 2 –Consumer Price Index For All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group" 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 3 months prior to the beginning of the contract, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**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.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via teleconference, immediately after award.

**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 **Date of Award** and ending **August 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. 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/agency/billing-and-payment>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

In addition, the contractor is required to email a copy of the billing documents (and any supplementary billing information) to GPO Dallas Regional Office ([infodallas@gpo.gov](mailto:infodallas@gpo.gov)) Attn: Program 2731-S Administrator. Failure to do so may result in non-payment.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of paste on fold pamphlets requiring such operations as black only printing, binding, packing, and distribution.

**TITLE:** Afterburner – Air Force retiree newsletter

**FREQUENCY OF ORDERS:** Approximately two (2) orders per year.

**QUANTITY:** Approximately 236,700 copies per order.

**NUMBER OF PAGES:** 12 (self-cover).

**TRIM SIZE:** 8-1/2 x 11”

**GOVERNMENT TO FURNISH:**

- Electronic print files, as reflected below (see “ELECTRONIC MEDIA”).
- Print orders (GPO Form 2511).
- Distribution and mail list for approximately 236,550 mail copies will be furnished via password protected in Microsoft Excel format.
- GPO Form 712 - Certificate of Conformance (Rev. 10-15) to be completed when using Government furnished mail indicia.
- GPO Carton Labeling and Marking Specifications.
- Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed to Atlanta GPO (800-270-4758) on the day shipment is due.

**ELECTRONIC MEDIA:**

- PLATFORM: Unknown
- STORAGE MEDIA: Electronic print files will be furnished via email OR contractor maintained ftp site (Government’s option). NOTE: Majority of orders will be emailed, but an occasional order may require files be uploaded to contractor’s ftp site.
- SOFTWARE: Page layout will be provided in PDF format (with crop marks indicated). NOTE: All Adobe Acrobat and editing software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.
- COLOR(s): Black and/or grayscale.
- FONTS: All fonts will be Embedded and/or Embedded Subset.
- OUTPUT: 175 line screen

**ADDITIONAL INFORMATION:**

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.

- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- 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 YOUR CONTRACT ADMINISTRATOR.
- THE CONTRACTOR SHALL CREATE/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.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.
- UPON COMPLETION OF THIS ORDER, THE CONTRACTOR MUST FURNISH FINAL PRODUCTION NATIVE APPLICATION FILES (DIGITAL DELIVERABLE) AND ONE "PRESS QUALITY" PDF FILE WITH THE FURNISHED MEDIA. STORAGE MEDIA MUST BE MAC/PC COMPATIBLE. THE DIGITAL DELIVERABLES MUST BE AN EXACT REPRESENTATION OF THE FINAL 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 file formats other than those supplied, unless specified by the Government.

**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.

**Contractor must acknowledge receipt of all emailed print orders by replying to originating agency's email.**

**PROOFS:**

Proofs will be required for each PRINT ORDER.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted. Contractor is responsible for all costs incurred in the delivery and pickup of proofs.

When required, proofs will be withheld not longer than TWO (2) workdays from date of receipt by the Government\*\* to date proofs are MADE AVAILABLE FOR PICKUP by the contractor.

\*\*NOTE: The date of receipt by the Government is NOT considered the first workday.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

**ELECTRONIC SOFT (PDF) PROOF:** One PRESS QUALITY PDF proof (for content only) to be emailed to agency, as indicated on the print order. PDF proof must be ripped using the same Raster Image Processor (RIP) that will be used to produce the product. Proof MUST show color and contain all crop marks. THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION. NOTE: Contractor must call recipient to confirm receipt.

Contractor will provide a PDF proof of the AFTERBURNER plus Contractor MUST include THREE (3) random samples of how the mailing addresses will appear for (one of EACH) retirees, annuitants and non-annuitants. See Atch A.

**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.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 13," dated September 2019, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, DC, 20402 or available in PDF format on the GPO website.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

White Offset Book, Basis Size 25 X 38" Basis Weight 50 lbs. per 500 sheets, equal to JCP Code A60

OR

White Writing, basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code D10.

**PRINTING:** Text print head to head in black with adequate margins. Copy consists of type, rules, solids, reverses, screens, grayscale halftones and line-art illustrations.

**INK:** If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

**MARGINS:**

Margins will be as indicated on the print order or furnished electronic media. Follow file setup – adequate gripper.

**BINDING:** Nest leaves together in proper page sequence and paste on fold along the entire 11" dimension. Trim 3 sides. The bulk of the pamphlets are self-mailers. Contractor to fold self-mailers in half, title facing in, from 8-1/2 x 11" to 8-1/2 x 5-1/2", address side out.

**PACKING:** Apply appropriate wafer seals to qualify for USPS mailing for all single mail copies.

NOTE: A partial bulk shipment of 150 pamphlets to San Antonio ship flat. Pack suitable in shipping container(s) not to exceed 27 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery process.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery process.

Mailed Shipments: Single copies must be mailed as self-mailers.

**LABELING AND MARKING:** Reproduce shipping container label from the furnished repro, fill in the appropriate blanks, and attach to shipping containers.

Contractor to direct image delivery address on all copies mailed as self-mailers.

\*\*\*\*\*NOTE THE FOLLOWING REQUIREMENT\*\*\*\*\*

All copies sent to retired Air Force members MUST include the words "USAF RET" and the retired grade in addition to the name and address. Failure to include this information will result in rejection of the order with subsequent reprint and re-mailing at contractor expense. See Attachment A.



NOTE: Ranks are in a three-character max format. This format is established military format for official mailing and database use. It is acceptable for retiree labels to appear with rank, last name, first name and middle initial). The .txt file is set up in this manner.

The attachments are integral to the specifications. Failure to request these attachments before bid opening will not relieve contractor from the responsibility to perform after award. No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the attachments and thoroughly understand the nature and extent of the work to be performed. Submitting a bid without viewing the attachments is at the bidders own risk.

**MAILING/DISTRIBUTION:** F.O.B Contractor's City for single copies (mailers) and F.O.B. Destination for single bulk shipment to San Antonio.

Complete addresses and quantities will be furnished for approximately 236,550 mailers with each print order. The mailing list is provided as a .txt file on a password protected CD-R or DVD-R disk.

The contractor must pass entire address file, including domestic addresses, against a USPS Code Accuracy Support System (CASS) certified software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified. Contractor is responsible to meeting USPS move requirements by passing file against the National Change of Address Link (NCOA Link) file using a USPS Full Service Provider.

The contractor's mail processing software must correct addresses with the most current information from USPS databases. To provide the highest level of readability for the post office, the software must standardize abbreviations and fonts and add ZIP+4 codes and PostNet barcodes. Contractor's software must be CASS certified through NCOA at least three times per year. The contractor must also utilize the Fast Forward program of the USPS to ensure the maximum possibility of all addressees receiving the letter sent to them.

All possible methods to determine if the mailing addresses are accurate must be utilized. Any addresses that are determined to be undeliverable must be pulled from the file. DO NOT print copies for addresses that do not clear the CASS/NCOA scrub. Any addresses that are determined to be undeliverable must be pulled from the file. A report of address corrections and undeliverables must be completed and sent to Jim Hunt (214-767-0451 x5) at [jhunt@gpo.gov](mailto:jhunt@gpo.gov) and Tammy Cournoyer (210-565-2126) at [tammy.cournoyer@us.af.mil](mailto:tammy.cournoyer@us.af.mil).

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail". NOTE: Publication will NOT be sent to international addresses.

A report of address corrections and undeliverables must be completed and sent to email to the address indicated on the print order. In addition, contractor will provide an estimated reimbursable mailing cost to GPO by e-mailing Jim Hunt at [jhunt@gpo.gov](mailto:jhunt@gpo.gov) as soon as the provided mail list is scrubbed.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail", as applicable. In addition, the contractor must code and qualify all self-mailers for CR-RT 3/5 digit presort whenever possible to obtain the best postal rates available.

The contractor must ensure that all self-mailers meet all USPS requirements including the required number and kind of wafer seals specified by the USPS.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Upon completion of each order, contractor must notify the ordering agency (on the same day the bulk order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program XXXX-S, Print Order XXXXX" The notice must provide all applicable tracking numbers, delivery method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, contractor must return all furnished materials and digital deliverables to: AFPC/DPFFF  
ATTN: TAMMY COURNOYER (550 C ST W, JBSA RANDOLPH AFB TX 78150-4713).

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished materials and proofs must be picked up from and delivered via secure ftp.

Furnished electronic media and visual(s) must be returned with proofs.

No definite schedule for pickup of material/placement of orders can be predetermined.

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.

- Contractor must complete production and distribution within 10 workdays for bulk shipment to San Antonio and 15 workdays for single mail copies. Bulk shipment to San Antonio MUST arrive before single copies are shipped.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than TWO (2) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the 10 to 15-workday schedule.

The ship/deliver date(s) indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified, and/or the date that all products ordered for mailing/shipping f.o.b. contractor's city must be delivered to the post office.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment, if applicable) for delivery schedules in accordance with the contract requirements by faxing to COMPLIANCE at [efaxdallas@gpo.gov](mailto:efaxdallas@gpo.gov) or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

**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 orders for 12 months 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 during a like period of time.

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

- |         | (1) | (2) |
|---------|-----|-----|
| I. (a)  | 2   | 473 |
| II. (a) | 473 |     |
| (b)     | 2   |     |

**SECTION 4.- SCHEDULE OF PRICES**

Quotes offered are F.O.B. Contractor's City for self-mailers and F.O.B. Destination for all other shipments.

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. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes may be declared non-responsive.

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

Quotes submitted with NQ (No Quote) 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, GPO Dallas Regional Office. If such orders are placed by the agency, and no Modification is received from the GPO Dallas Regional Office, the contractor is to notify GPO Dallas Regional Office immediately. Failure to do so may result in nonpayment.**

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

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

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

Cost of all required paper must be charged under Item II.

- I. PRINTING, PAPER, PROOFING AND BINDING:** Prices offered shall include the cost of all required materials and operations necessary for the complete production of the products listed in accordance with the specifications, with the exception of Item II.

A charge will be allowed for each copy.

	Makeready and/or Setup Charges (1)	Running Charges per 1,000 copies (2)
(a) Printing in black and binding,.....per copy.....	\$ _____	\$ _____

\_\_\_\_\_  
Initials

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)

**II. FOLDING, PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of folding, adding wafer seal to single mail copies, any Kraft envelopes, cushioned shipping bags, shipping containers, all necessary wrapping and packing materials, labeling or marking, and complete distribution, in accordance with these specifications.

(a) Mailed Shipments –  
Addressing single copies, including folding, adding wafer seals.....per 1,000 copies..... \$ \_\_\_\_\_

(b) Bulk Shipment (other than by mail) –  
Packing, sealing and shipment of bulk copies .....per shipment..... \$ \_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailings will be made from the \_\_\_\_\_  
Post Office located at Street Address \_\_\_\_\_,  
City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_.

**PAYMENT TERMS:** 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) \_\_\_\_\_

**QUOTE ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this quote is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of quotes, 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 quote acceptance period may result in expiration of the quote prior to award.

\_\_\_\_\_  
Initials

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a quote, 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 quote being declared non-responsive.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Quote) (Date)

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

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

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

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

\*\*\*\*\*

\_\_\_\_\_  
Initials

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)

## MAILING LABEL INSTRUCTIONS

The publisher will obtain a postal permit, and run a sampling of label information through the Electronic Verification System (e-VS), or similar process to help identify and discard unusable labels.

For retirees:  
MSG JOHN H DOE  
USAF RET  
123 MAIN ST  
ANYWHERE TX 12345-6789

(NOTE: Ranks are in a three-character max format. This format is established military format for official mailing and database use. It is possible that retiree labels may appear with rank, last name, first name and middle initial. This is acceptable.)

For annuitants and non-annuitants:  
JANE A DOE  
123 MAIN ST  
ANYWHERE TX 12345-6789

The labels must meet USPS commercial standards, including all caps and no punctuation. The format is:

**For retirees:**  
MSG JOHN H DOE  
USAF RET  
123 MAIN ST  
ANYWHERE TX 12345-6789

**For annuitants and non-annuitants:**  
JANE A DOE  
123 MAIN ST  
ANYWHERE TX 12345-6789