

**THIS CONTRACT IS BEING SOLICITED AS A
SMALL PURCHASE PROCUREMENT**

Page 1 of 17

Program 1808-SP (7/21)
Specifications by BS
Reviewed by

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Flat Sheet Forms

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

**USDA, Forest Service
in Utah**

Single Award

NOTICE TO OFFERORS: The term of this contract is for one year **and up to four option years** beginning August 1, 2016. Special attention should be directed to the following clauses in Section 1 of this contract: "**ECONOMIC PRICE ADJUSTMENT**" and "**NOTIFICATION**".

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

REQUEST FOR QUOTATION: Please review the attached specifications and **SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m. prevailing Denver, Colorado time, on July 21, 2016.**

Facsimile Telephone Number: **(303) 236-5332**
Mail To: **U.S. Government Publishing Office
Denver Regional Office
Suite 208
12345 W Alameda Parkway
Lakewood, CO 80228**

For information of a technical nature call (303) 236-5292 (no collect calls) or email to infodenver@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:

<http://www.gpo.gov/pdfs/vendors/terms.pdf>, & <http://www.gpo.gov/pdfs/vendors/qatap.pdf>

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.
- (c) Exceptions: halftones and letterheads -- Level III.
Less than 5% of the orders will be at Level III printing.

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	Camera Copy*
P-9. Solid and Screen Tint Color Match	Pantone Matching System Color

* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.

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 August 1, 2016 through July 31, 2017 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 May 1, 2016 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.

NOTIFICATION: The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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 August 1, 2016 through July 31, 2017 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 all the items set forth which are required to be purchased by the Government activity identified on page one of these specifications.

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 that 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 BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

PAYMENT: The Government Publishing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**. **In addition the contractor is instructed to fax a duplicate set of these documents to the Denver GPO office. The fax number is 303-236-5332 ATTN: Procurement Technician or emailed to InfoDenver@gpo.gov.**

For the purpose of earning the discount when a prompt payment discount is offered by a bidder, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.

NOTICE TO OFFERORS: The offer (**SECTION 4 - SCHEDULE OF PRICES**) and the GPO form 910 may be facsimile transmitted direct to GPO office.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of forms requiring such operations as prepress, printing, binding, packing, and distribution.

TITLE: Flat Sheet Forms. Forms may consists of tags, permits, and vehicle rear-view mirror hangers.

FREQUENCY OF ORDERS: Approximately 15 orders per year. There may be more than one item placed on an order.

QUANTITY: Approximately 200 to 30,000 copies per order. Most orders are for less than 15,000 copies, an occasional order may be placed for up to 85,000 copies.

NUMBER OF PAGES: Face only or face and back.

TRIM SIZE:

Format "A" - up to and including 5-1/2 x 8-1/2".

Format "B" - over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11".

GOVERNMENT TO FURNISH: Print Orders. Camera copy consisting of line art. Hard copy visuals output from furnished files. CD-ROM, DVD or similar will be provided, or at the Government's option, the data will be transmitted direct to the contractor's facility via e-mail or to contractor's FTP site. The electronic media furnished by the Government will be generated on a MAC System or PC/Windows 2000, Windows XP, Windows 7, Windows 8, or Windows 10 platform in a variety of software formats including, but not limited to: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat PDF, QuarkXPress, Aldus Freehand, Corel Draw, Adobe PageMaker, Microsoft Publisher, Microsoft Word, Microsoft Office, and WordPerfect. NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. Contractor will be responsible for final output that is in conformance with the visuals as provided.

Fonts: Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software.

INSPECTION OF FILES: Contractor to perform a basic check, preflight of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output

selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

Prior to making any revisions, the contractor must make a "copy" of the original files, and then proceed to make any revisions to the "copy" as required. Upon delivery of the printed product the contractor must provide corrected native applications files (digital deliverables) if files are modified during production. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

Upon completion of 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 file formats other than those supplied, unless specified by the Government.

FILMS: Films are NOT required; computer to plate is acceptable and is the preferred method of production. At the contractor's option, they may use film; however; the Government will not pay for any film costs, even if these costs are the result of author's alterations.

Output resolution: Where electronic media is provided, the contractor MUST generate images, whether via films or direct to plate, with text equivalent to 2400 dpi and all equal to 150 line screen or finer.

PROOFS: When ordered, submit Digital page proofs (for single (black) color work) or Digital color content proofs (for Pantone specific color work). Proof must be to size. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall have all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. The digital color content proof is intended as a check on image position, cropping, scaling, and other visual features of text or illustration. It is NOT intended as a check of color fidelity.

At the Government's option, electronically transmitted PDF "soft" proofs may be requested. When ordered, no charges will be allowed for these "soft" proofs.

It is anticipated that less than 1% of the orders will require proofs.

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

Submit proofs together **with all of the furnished material** to the address(es) as listed under "**DISTRIBUTION**" or as specified on the 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. 12**" dated March 2011. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

Color of 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).

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

All cover paper must have the grain parallel to the spine.

The stock to be used on each order will be selected from and identified on the print order from the following choices:

- White Offset Book, basis weight 25 x 38", 50 lbs. per 500 sheets, equal to JCP Code A60.
- White and Colored Index, basis weight 25½ x 30½", 110 lbs. per 500 sheets, equal to JCP Code K10. Index stock primarily used for those orders requiring matchbook style covers.
- White and Colored Vellum Finish Cover, basis weight 20 x 26", 65 lbs., per 500 sheets, equal to JCP L20. Approximately 90% of these orders will be for colored stock equal to Exact Brights.
- Chemical Transfer Carbonless Paper, basis weight 17 x 22", Substance 13-17 per 500 sheets must be furnished, in White, Blue, Green, Goldenrod, Pink, and Canary, as follows:
 - CF and CB (coated face and coated back), basis weight 17 x 22", Substance 13-15;
 - CFB (coated face and back), basis weight Substance 13-17.

Commercially available carbonless papers which have been found to meet Government test requirements include: Micron II, NCR blue or black print, 3M Type 200, Trans/rite, and Nashua Carbonless Paper. Stock must be suitably sized for writing on with ink without feathering. Entries made with a ballpoint pen shall be clear cut and free from excessive feathering.

PRINTING: Print face only or face and back in Black ink or in a single color of ink other than Black. It is anticipated that approximately 95% of the orders will print in black ink. Match Pantone number as indicated on the print order.

Multi-part forms printed on carbonless paper must be printed on the proper side of the paper to insure proper transfer of the image to the bottom sheets when forms are used in sets of two or more.

INK: If lithographic ink is used in the performance of this contract, the ink(s) 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 increases production costs.

MARGINS: Margins will be as indicated on the print order or furnished copy. Forms may bleed up to 3 sides.

Forms printed to be used in multiples or sets, must align accurately when used in conjunction with each other.

BINDING: Bind as indicated on the print order. Various binding operations will be ordered as follows:

Padding: Pad in units of 25, 50 or 100 as required on individual print orders. Gum and crash or any suitable padding compound may be used. Backboards must be 0.02" chipboard, newsboard, or equal.

Drilling: Drill with one to three 1/4 to 3/8" holes as indicated on the print order. It is anticipated that less than 1% of the order will require drilling.

Edge gluing: Fasten carbonless sets by "edge bonding" (i.e. edge gluing) using a special adhesive made for this purpose that will hold the individual parts of a set together during fill-in and normal handling, but which allows ready separation of the parts without damage to any of the parts. In the absence of specific instruction to the contrary, sets will be edge glued at the top.

An occasional order of multi-part carbonless sets will require binding of sets into books with matchbook style covers. The number of multi-part sets per book will be indicated on the print order. Covers may be one or two piece construction. Bottom cover folds around to form a writing stop. Score cover on all folds. Place a piece of 0.020" chipboard or equal between bottom set and cover. Wire stitch in two places with heavy duty staples.

Trim 4 sides to size indicated.

Perforating: When so indicated, forms will perforate without ink (blind) with continuous slit or slot type perforations. A single form may perforate horizontally in up to four places.

Numbering: When so indicated, number in red or black ink. A single form may number in up to five places (same number in all places). On multi-part carbonless sets crash numbering is acceptable. Missing numbers are NOT permitted.

Die-Cutting (vehicle rearview mirror hangers): When so indicated, orders will die cut with 1" diameter hole centered left and right with center of hole approximately 1-1/4" from top. Die cut a diagonal slit extending from die cut hole to outside edge of hanger, or similar die-cut pattern suitable for rearview mirror hanger with agency's approval.

PACKING: Wrap packages (kraft or shrink film wrap, at Government's option) in quantities as indicated. Pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

In addition, a copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. A copy of the Government furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order, or otherwise requested, the first two copies of each order must be sent for inspection to **U.S. Government Publishing Office**,

Denver Regional Office, 12345 W Alameda Pkwy, Ste 208, Lakewood, Colorado 80228 Attn: "Inspection Samples".

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's offer and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: Deliver f.o.b. destination to the following address:

**USDA, Forest Service
Attn: Sherrie Salazar (801) 625-5353
324 25th Street
Ogden, UT 84401.... **INSIDE DELIVERY REQUIRED****

In addition to the above address the contractor will be required to **deliver f.o.b. destination** to various other addresses within the state of Utah, Idaho, Nevada, and Wyoming. Approximately 42% of the orders are expected to be shipped to addresses within Utah.

A single shipment or several shipments totaling 120 lbs. or less scheduled for shipment on the same day to a single destination are to be shipped by reimbursable and traceable means unless otherwise instructed. The contractor will be reimbursed (freight prepaid and add) for actual freight costs by submitting a properly completed shipping receipt with the billing voucher/invoice for payment.

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

RECEIPT FOR DELIVERY: The 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; 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.

SCHEDULE: Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order.

Furnished material and proofs must be picked up from and delivered to the address listed under "**DISTRIBUTION**" hereinbefore.

The government will prepare the furnished materials and proofs for shipment to the contractor's plant provided that the contractor furnish filled out airbills (if needed) for pickup by the contractor's agent.

The proof hold period by the Government begins when proofs are **received** by the designated party and ends when the contractor is notified that the proofs are **available for pick-up** by the contractor or their designated service.

Proofs, along with the Government furnished material, a copy of the print order, the contractor's usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor's plant will be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "**Proof**" label (GPO Form 892) or contractor's standard "proof" label (provided it contains a full identification of the order) and must also include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. **The cost of transporting of the proofs and the furnished materials BOTH ways is to be borne by the contractor.** The contractor has the option of using their own personnel to pick up and deliver the proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

No definite schedule can be predetermined. However, a minimum of 5 to 10 workday turnaround will be allowed. A minimum of three workdays, usually more, will be allowed when proofs are required with the Government holding proofs for one workday. The government furnished material **must** be returned with the proofs.

The ship/deliver date indicated on the print order is the date that the products ordered must be **delivered**.

The contractor must return all camera copy and/or films furnished by the Government along with any films made by the contractor. These materials must be packaged and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials any time up to a year after mailing. All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

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.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest offer 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 work** 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 on the contract.

The following item designations correspond to those listed in the "**SCHEDULE OF PRICES**".

		(1)	(2)
I.	(a)	1.	7 4
		2.	176 21
	(b)	1.	2 2
		2.	21 24
II.	(a)		5
	(b)		18
	(c)		97
	(d)		12
	(e)		12

III.	(a)		60
	(b)		3,932
	(c)		2
	(d)		240
	(e)		164
		(1)	(2)
	(f)	21	202
	(g)	31	423
	(h)		60
		(1)	(2)
	(i)	1	10

SECTION 4. - SCHEDULE OF PRICES

Offers submitted are f.o.b. destination to addresses within Utah. Shipments less than 120 lbs. are f.o.b. destination (prepaid and add—reimbursable).

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

Offeror must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared nonresponsive. Offers submitted with "NB" (No Quote) or blank spaces for an item may be declared nonresponsive.

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

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

All vouchers/invoices submitted to the GPO and agency shall be based on the most economical method of production. Fractional parts will be prorated.

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

I. COMPLETE PRODUCT (except Items II and III): Prices quoted shall include the cost of all materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	Format "A" (1)	Format "B" (2)
(a) Printed One side only in single ink color:		
1. Makeready and setup charge.....	\$ _____	\$ _____
2. Running rate per 1,000 copies.....	\$ _____	\$ _____
(b) Printed both sides in single ink color:		
1. Makeready and setup charge.....	\$ _____	\$ _____
2. Running rate per 1,000 copies.....	\$ _____	\$ _____

 (Initials)

II. PAPER: Payment for all 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 paper required for makeready or running spoilage must be included in the prices quoted.

Computation of the net number of leaves will be based upon 8-1/2 x 11" page-size units defined as follows:

- Format "A" - Each leaf counted as one half a page-size unit.
- Format "B" - Each leaf counted as one page-size unit.

	<u>Per 1,000</u> <u>Page-Size Leaves</u>
(a) White Offset Book, 50-lb. or White Writing, 20-lb. or White Bond, 20 lb.....	\$ _____
(b) White or Colored Index, 110 lb.	\$ _____
(c) White or Colored Vellum Cover (Exact Brights), 65 lb.	\$ _____
(d) White or Colored Chem. Trans. CF or CB, 13-15 lb.....	\$ _____
(e) White or Colored Chem. Trans. CFB, 13-17 lb.....	\$ _____

(Initials)

III. ADDITIONAL OPERATIONS:

- (a) Folding..... per 100 leaves..... \$ _____
- (b) Padding (assembling leaves into pads, gum, and chipboard backboards)
per pad.....\$ _____
- (c) Drilling..... per 100 leaves..... \$ _____
- (d) Collating multiple forms into sets and edge gluing carbonless sets
per 100 leaves.....\$ _____
- (e) Wrapping (kraft or shrink film)..... each package.....\$ _____
- (f) Perforating or scoring:
 - 1. Make-ready (each perforation or score) each line..... \$ _____
 - 2. Running (max. 3 lines per run)..... per 1,000 sheets.....\$ _____
A running charge will be allowed for each direction that perforation
or scored lines are required.
- (g) Numbering (in one place):
 - 1. Make-ready..... per order.....\$ _____
 - 2. Running..... per 1,000..... \$ _____
- (h) Side wire Stitch with two heavy duty staples per 1,000 book \$ _____
- (i) Die-Cutting (mirror hang tags):
 - 1. Make-ready..... per order.....\$ _____
 - 2. Running..... per 1,000..... \$ _____

(Initials)

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:

_____ **Percent**, _____ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Offeror hereby acknowledges amendment(s) number (ed) _____

OFFEROR'S NAME AND SIGNATURE: Fill out and return one copy of all pages in "**SECTION 4. - SCHEDULE OF PRICES**", including initialing where indicated, and submit with an original, signed copy of GPO Form 910, "**Bid.**" Do not enter offered prices on GPO Form 910. NOTE: The "**SCHEDULE OF PRICES**" will prevail in instances where prices are inadvertently entered on GPO Form 910.

Offeror _____ Contractor's Code _____

(Street Address)

(City - State)

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

(Person to be contacted)

(Telephone Number)

e-mail address

(Facsimile Number)

OFFERORS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.

SAMPLE OF THE QUOTE ENVELOPE

In order to ensure proper processing of all offers the following information is suggested on all quote envelopes.

Program Number **1808-SP**

From: _____

Address: _____

Postage
Stamp
Required
Here

Offer Enclosed

Offers will be received until
July 21, 2016
at **11 A.M.** prevailing Denver time.

U.S. Government Publishing Office
Denver Regional Office
Suite 208
12345 W Alameda Parkway
Lakewood, CO 80228

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department

BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) will be made from: City _____, State _____

(The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. 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, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) _____

In compliance with the above, the undersigned agrees, 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.

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____

Name _____

Address _____

Title _____

City _____ State _____ Zip _____

Signature _____

GPO Contractor Code (if known) _____

Date _____

Telephone Number _____

Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(Initials) (Initials)

Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

REPRESENTATIONS.

R-1. Small business. By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

R-2. Small Disadvantaged Business Concern. By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

R-3. Women-Owned Small Business Concern. By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

CERTIFICATIONS.

C-1. Covenant Against Contingent Fees. Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

C-2. Buy American Certification. Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

C-3. Clean Air and Water. Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

C-4. Certificate of Independent Price Determination. Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that-

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to(i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision

(b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and other Responsibility Matters (Jan. 1999). By submission of a bid-

(a)(1) The offeror certifies, to the best of its knowledge and belief, that-

(i) The offeror and/or any of its principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

C-6. Certification of Nonsegregated Facilities (Jan. 1999). Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will-

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods);

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

TITLE: "Flat Sheet Forms" PROGRAM: 1808-SP TERM: August 1, 2016 to July 31, 2017 (w/Options)

Item No.	DESCRIPTION	Basis of Award	Bosworth Printing Co.		WBC Inc. dba Lithexcel		MPE Business Forms		Power Imaging Inc.	
			200	13436	300	52436	120	54855	050	70547
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT (except ITEMS II AND III):									
(a)	Printed one side only in single ink color:									
	1. Makeready and setup charge									
(1)	Format "A"	7 x	50.00	350.00	30.00	210.00	85.00	595.00	20.00	140.00
(2)	Format "B"	4 x	50.00	200.00	30.00	120.00	85.00	340.00	30.00	120.00
	2. Running rate per 1,000 copies									
(1)	Format "A"	176 x	6.85	1,205.60	15.00	2,640.00	5.25	924.00	6.00	1,056.00
(2)	Format "B"	21 x	9.25	194.25	20.00	420.00	7.00	147.00	10.00	210.00
(b)	Printed both sides in single ink color:									
	1. Makeready and setup charge									
(1)	Format "A"	2 x	65.00	130.00	30.00	60.00	100.00	200.00	40.00	80.00
(2)	Format "B"	2 x	65.00	130.00	30.00	60.00	100.00	200.00	60.00	120.00
	2. Running rate per 1,000 copies									
(1)	Format "A"	21 x	8.70	182.70	25.00	525.00	5.75	120.75	10.00	210.00
(2)	Format "B"	24 x	9.75	234.00	30.00	720.00	7.50	180.00	18.00	432.00
II.	PAPER:									
(a)	White Offset Book, 50-lb. or White Writing, 20-lb. or White Bond, 20 lb	5 x	25.25	126.25	10.00	50.00	24.13	120.65	25.00	125.00
(b)	White or Colored Index 110 lb	18 x	58.16	1,046.88	55.00	990.00	87.53	1,575.54	40.00	720.00
(c)	White or Colored Vellum Cover (Exact Brights), 65 lb	97 x	69.25	6,717.25	50.00	4,850.00	65.37	6,340.89	40.00	3,880.00
(d)	White or Colored Chem. Trans. CF or CB 13-15 lb	12 x	52.20	626.40	35.00	420.00	28.22	338.64	35.00	420.00
(e)	White or Colored Chem. Trans. CFB 13-17 lb	12 x	55.00	660.00	40.00	480.00	34.70	416.40	35.00	420.00
III.	ADDITIONAL OPERATIONS:									
(a)	Folding, per 100 leaves	60 x	0.75	45.00	2.00	120.00	10.00	600.00	2.00	120.00
(b)	Padding (assembling leaves into pads, gum, and chipboard backboards), per pad	3932 x	0.07	275.24	0.25	983.00	0.05	196.60	0.10	393.20
(c)	Drilling, per 100 leaves	2 x	1.00	2.00	0.85	1.70	25.00	50.00	1.00	2.00
(d)	Collating multiple forms into sets and edge gluing carbonless sets, per 100 leaves	240 x	1.80	432.00	1.50	360.00	2.50	600.00	1.00	240.00
(e)	Wrapping (kraft or shrink film), each package	164 x	0.25	41.00	0.20	32.80	0.45	73.80	0.50	82.00
(f)	Perforating or Scoring:									
	1. Make-ready (each perforation or score), each line	21 x	25.00	525.00	20.00	420.00	10.00	210.00	20.00	420.00
	2. Running (max. 3 lines per run), per 1,000 sheets	202 x	2.50	505.00	10.00	2,020.00	0.05	10.10	2.50	505.00
(g)	Numbering (in one place)									
	1. Makeread, per order	31 x	25.00	775.00	20.00	620.00	10.00	310.00	20.00	620.00
	2. Running, per 1,000	423 x	4.00	1,692.00	10.00	4,230.00	0.05	21.15	5.00	2,115.00
(h)	Side wire Stitch with two heavy duty staples, per 1,000 book	60 x	0.08	4.80	50.00	3,000.00	10.00	600.00	50.00	3,000.00
(i)	Die-Cutting (morrer hang tags):									
	1. Make-ready, per order	1 x	55.00	55.00	150.00	150.00	150.00	150.00	30.00	30.00
	2. Running, per 1,000	10 x	5.00	50.00	35.00	350.00	10.00	100.00	20.00	200.00
	CONTRACTOR TOTALS			\$16,205.37		\$23,832.50		\$14,420.52		\$15,660.20
	DISCOUNT if any		1.000%	162.05	1.000%	238.33	1.000%	144.21	0.00%	
	DISCOUNTED TOTALS			\$16,043.32		\$23,594.18	AWARDED	\$14,276.31		\$15,660.20