

PROGRAM: 1889-SP Sandia Colored Cut Sheet Printing
TERM: March 1, 2017 to February 28, 2018 (w/Options)

| Item No. | DESCRIPTION | Basis of Award | Lithexcel | | Starline Printing | | |
|-------------|--|----------------|-----------|--------|-------------------|--------|-----------|
| | | | 300 | 52436 | 300 | 83186 | |
| | | | UNIT RATE | COST | UNIT RATE | COST | |
| I. | COMPLETE PRODUCT: | | | | | | |
| (a) | Per each page size unit | | | | | | |
| | Printing in Single Ink Color | | | | | | |
| (1) | Makeready & Setup Charges | 16 | x | 30.00 | 480.00 | 7.10 | 113.60 |
| (2) | Per 100 Copies | 63 | x | 2.00 | 126.00 | 0.45 | 28.35 |
| | Printing in additional Ink Color(s) | | | | | | |
| (3) | Makeready & Setup Charges | 17 | x | 30.00 | 510.00 | 10.00 | 170.00 |
| (4) | Per 100 Copies | 118 | x | 2.00 | 236.00 | 0.50 | 59.00 |
| | Printing in 4-color Process | | | | | | |
| (5) | Makeready & Setup Charges | 106 | x | 110.00 | 11,660.00 | 70.00 | 7,420.00 |
| (6) | Per 100 Copies | 2240 | x | 3.50 | 7,840.00 | 1.75 | 3,920.00 |
| (b) | Business Cards (Complete Product) | | | | | | |
| (1) | Makeready/Setup Charges, per each set of cards | 1145 | x | 20.00 | 22,900.00 | 5.00 | 5,725.00 |
| (2) | Running rate, per 100 cards | 3435 | x | 6.90 | 23,701.50 | 6.00 | 20,610.00 |
| II. | PROOFS: | | | | | | |
| (a) | Digital Page or Digital Color Content Proof, per page-size unit | 117 | x | 3.50 | 409.50 | 2.50 | 292.50 |
| (b) | High Resolution Digital Color Proof, per page-size unit | 117 | x | 20.00 | 2,340.00 | 5.00 | 585.00 |
| (c) | Timework, per hour | 2 | x | 80.00 | 160.00 | 45.00 | 90.00 |
| III. | STOCK: (Per 100 leaves) | | | | | | |
| (a) | White Offset Book, 60 lb | 2 | x | 1.50 | 3.00 | 1.00 | 2.00 |
| (b) | White, Offset Book, 70 lb | 2 | x | 1.70 | 3.40 | 1.17 | 2.34 |
| (c) | White and Colored, Fancy-Finish (Smooth or Linen), Text 60 lb | 5 | x | 3.00 | 15.00 | 5.50 | 27.50 |
| (d) | White and Colored, Fancy-Finish (Smooth or Linen), Text 70 lb | 8 | x | 3.50 | 28.00 | 6.44 | 51.52 |
| (e) | White, 25% Rag Bond, 20 lb | 25 | x | 2.80 | 70.00 | 3.00 | 75.00 |
| (f) | White, No. 1 Coated Text, (Gloss or Dull), 80 lb | 460 | x | 2.20 | 1,012.00 | 1.95 | 897.00 |
| (g) | White, No. 2 Coated Text, (Gloss or Dull), 100 lb | 106 | x | 3.20 | 339.20 | 1.95 | 206.70 |
| (h) | White, No. 1 Coated Cover, (Gloss or Dull), 80 lb | 119 | x | 5.50 | 654.50 | 7.00 | 833.00 |
| (i) | White, No. 2 Coated Cover, (Gloss or Dull), 100 lb | 391 | x | 6.50 | 2,541.50 | 6.00 | 2,346.00 |
| (j) | White or Colored, Index 110 lb. | 10 | x | 5.00 | 50.00 | 5.00 | 50.00 |
| (k) | White Fancy-Finish, (Smooth or Linen) Cover, 80 lb. | 9 | x | 7.00 | 63.00 | 11.95 | 107.55 |
| (l) | White Fancy-Finish, (Smooth or Linen) Cover 100 lb | 58 | x | 8.50 | 493.00 | 14.34 | 831.72 |
| | ENVELOPES: | | | | | | |
| (m) | White, Wove (A-2) | 16 | x | 3.00 | 48.00 | 3.00 | 48.00 |
| (n) | White, Wove (A-7) | 10 | x | 4.50 | 45.00 | 3.40 | 34.00 |
| (o) | White, Wove (A-10) | 2 | x | 5.50 | 11.00 | 3.50 | 7.00 |
| (p) | White, Wove (No. 10) | 53 | x | 3.50 | 185.50 | 2.80 | 148.40 |
| IV. | ADDITIONAL OPERATIONS: | | | | | | |
| (a) | Perforating (slit or slot) or scoring off fold (i.e. unrelated to folding), per 100 leaves | 5 | x | 3.00 | 15.00 | 2.00 | 10.00 |
| (b) | Folding (includes scoring on cover wt. stock), per 100 leaves | 709 | x | 2.00 | 1,418.00 | 1.25 | 886.25 |
| (c) | Cutting Charge (trim to size indicated), per 100 leaves | 42 | x | 1.00 | 42.00 | 1.00 | 42.00 |
| (d) | Pad with chipboard backing, per pad | 1000 | x | 0.05 | 50.00 | 0.30 | 300.00 |
| (e) | Wrapping/Shrink-film packaging, per wrapped package | 4 | x | 0.50 | 2.00 | 0.25 | 1.00 |
| (f) | Collating items, inserting into printed items, per 100 items | 53 | x | 4.00 | 212.00 | 5.00 | 265.00 |
| (g) | Collating and inserting items into pocket folders, per 100 items | 2 | x | 25.00 | 50.00 | 5.00 | 10.00 |
| (h) | Addressing envelopes & prepare for mailing, per 100 envelopes | 481 | x | 2.50 | 1,202.50 | 3.00 | 1,443.00 |
| (i) | Embossing/Debossing (blind in units not to exceed 8-1/2 x 11") | | | | | | |
| 1. | Creating die for embossing/debossing, per each | 1 | x | 400.00 | 400.00 | 150.00 | 150.00 |
| 2. | Makeready and/or Setup, per each | 6 | x | 50.00 | 300.00 | 225.00 | 1,350.00 |
| 3. | Running rate, per 100 copies | 23 | x | 15.00 | 345.00 | 20.00 | 460.00 |
| (j) | Pocket Folders: | | | | | | |
| 1. | Makeready/setup charge, per each | 2 | x | 200.00 | 400.00 | 180.00 | 360.00 |
| 2. | Running rate, per 100 copies | 4 | x | 35.00 | 140.00 | 20.00 | 80.00 |

| | | | |
|--------------------------|---------------|--------------------|----------------------------|
| CONTRACTOR TOTALS | | \$78,916.60 | \$47,638.43 |
| DISCOUNT if any | 1.000% | 789.17 | |
| DISCOUNTED TOTALS | | \$78,127.43 | AWARDED \$47,638.43 |

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

SANDIA COLORED CUT SHEET PRINTING

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

**U.S. Department of Energy / Sandia National Laboratories (SNL)
Albuquerque, New Mexico**

Single Award

NOTICE TO OFFERORS: The term of this contract is for one year **and up to four option years** beginning March 1, 2017. 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 MAILING OR FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN:** 11:00 a.m. prevailing Denver, Colorado time, on February 16, 2017.

Facsimile Telephone Number: (303) 236-5332
Mail To: U.S. Government Publishing Office
Denver Regional Office
12345 West Alameda Parkway, Suite 208
Denver, CO 80228-2842

NOTE: These specifications have been revised EXTENSIVELY.

PRODUCTION AREA: It is **assumed** that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within the commercial zone of a 100-mile radius of Albuquerque, New Mexico, as defined by the Federal Motor Carrier Safety Administration (FMCSA). However, any offeror intending to use production facilities outside this area **MUST** furnish information, with the offer, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful offeror of the responsibility for compliance with these schedule requirements.

For information of a technical nature call Beverly Boecher (303) 236-5292 ext. 4 (No collect calls), or email bboecher@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 <https://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 & standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

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

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

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

* 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 March 1, 2017 to February 28, 2018, 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 December 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 March 1, 2017 through February 28, 2018 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 the 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.

METHOD OF SHIPMENT: The contractors shall ship by any reasonable method to insure prompt delivery at destinations. Shipments must be made direct to the destination stated in the print orders.

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. In addition, after certification by the ordering agency, a copy of the approved billing certification sheet and the accompanying print order is to be submitted to the Denver RPPO, by the ordering agency, immediately via fax (303) 236-5304 to: **ATTN: Procurement Technician**.

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.

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SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of single sheet products: posters, brochures, pocket folders, invitations, notecards, postcards, business cards, and envelopes but not limited to these products; requiring such operations as electronic pre-press, proofing, printing, binding, packing, mailing and bulk distribution.

TITLE: Sandia Colored Cut Sheet Printing.

FREQUENCY OF ORDERS: Approximately 5 to 20 orders per month, or approximately 100 orders per year.

QUANTITY: Approximately 150 to 10,000 copies per order. An occasional order may be for as many as 30,000 copies. Business Cards are anticipated to be ordered in quantities of 300 per set.

NUMBER OF PAGES: Single sheets printed face only or face and back with an occasional order consisting of one single sheet inserted inside another oversize folded sheet.

TRIM SIZES:

Flat sheet sizes from 8-1/2 x 11" up to 20 x 26". There will be orders trimming under 8-1/2 x 11". Minimal orders will be placed for sizes over 8-1/2 x 11". The majority of orders will be for sizes trimmed under 8-1/2 x 11", including 3-1/2 x 2" trimmed business cards.

Envelopes:

- 4-3/8 x 5-3/4" (A-2)
- 5-1/4 x 7-1/4" (A-7)
- 6 x 9-1/2" (A-10)
- 4-1/8 x 9-1/2" (No. 10)

Business Cards:

- 3-1/2 x 2"

GOVERNMENT TO FURNISH: Print order and electronic files will be furnished. Hard copy visuals output from furnished files and/or electronic PDF files suitable for visuals but not reproduction to be used as a guide. A CD-ROM will be provided with mailing addresses when addressing is requested. 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 a Windows 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 images and graphics properly linked and in final position. Some files may be compressed using PKZip or a similar compression software.

INSPECTION OF ELECTRONIC 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.

Contractor must provide final output with text equivalent to a minimum of 2400 dpi and all equal to 150 line screen or finer.

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.

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.

PROOFS: The proof requirements will be indicated on each individual print order. Submit Digital page proofs (for single color work) or digital color content proofs (for multi-color work). Proof must be to size. Digital proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product.

When ordered, submit one-piece digital color proofs (high resolution), (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi and must show the dot structure and be in press configuration. The high resolution proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 1/8" x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

Dye Sublimation (Rainbow), Color inkjet (Dupont Digital Waterproof, Iris, Epson), photographic, and overlay proofs are not acceptable.

At contractor's option, one-piece analog laminated color proofs may be submitted provided direct to plate is used to produce the final product.

The contractor may be required to submit "soft" PDF proofs via e-mail at no charge to the Government when ordered.

If any of the contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

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 as indicated on the individual print order. In addition, submit 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. The contractor is directed to 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.

CONTRACTOR IS CAUTIONED THAT THE PROOFS PRODUCED MUST BE FROM THE CONTRACTOR PREPARED FILES FOR THEIR OUTPUT DEVICE AND WHICH WILL BE USED FOR FINAL REPRODUCTION. IT IS NOT ACCEPTABLE TO SIMPLY SUBMIT REPRODUCTIONS OF PDF FILES FURNISHED BY THE ORDERING AGENCY!!

CONSULTATION: It is anticipated that prior to placing a print order or during the course of production of an order, the agency may consult with the contractor (over the telephone or face-to-face contact) regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone and/or person-to-person inquiries of a technical nature which will NOT require access to the contractor's electronic pre-press system (EPS). This level of consultation, which may occur frequently, shall be at no cost to the Government.

For more complex consultations (i.e. those that require the agencies data be downloaded into contractor's EPS for viewing and, if necessary, manipulation), a timework charge will be permitted. This level of consultation requires the issuance of a print order as the consultation will be job specific. The time involved will be agreed upon by the agency and the contractor upon completion of the consultation and added to the print order. Any disagreement on the amount of chargeable time shall be referred to the Contracting Officer for final resolution. **The ordering agency is authorized to approve timework not to exceed three (3) hours.**

PRINTING: For color ink only printing face only or face and back in one or more colors of ink, and/or 4-color process. At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175-line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

For black ink only digital printing, at contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4 bit depth technology.

NOTE: Digital printing must be capable of smooth gradient tints with no banding or tone jumping. If digital production is the method of production, the make and model number of the digital device shall be furnished with the quote. Published resolutions will be used to determine suitability. The GPO reserves the right to judge the suitability of the digital device offered.

BUSINESS CARDS: This item prints Face and Back in 4-color process, using two versions of common base artwork. It is anticipated that the agency will order one of these two versions, with unique contact information on face only, overprinting in black ink. Prints on White, fancy-finish smooth 100 lb. cover stock.

CLEAR COATING: When specified on the print order, pattern coat the surface with a suitable gloss and/or dull finish clear coating; or flood coat the entire surface over the printing with a protective clear-coat (aqueous coating). Payment for this requirement will be made as an additional ink color.

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/her opinion, materially differs from that of the color sample(s).

All cover weight stock must have the grain parallel to the fold, and score on fold.

Stock will be indicated on each print order from the following choices:

TEXT STOCK:

- White, Offset Book, basis weight 60 and 70 lbs. per 500 sheets 25 x 38", equal to JCP Code A60.
- White and Colored, Smooth and Fancy-finish Text, (Smooth or Linen -- Classic Crest, Domtar, or similar), basis weight 60 and 70 lbs. per 500 sheets 25 x 38" equal to JCP Code A91.
- White, 25% Rag Bond, basis weight 20 lbs. per 500 sheets 17 x 22", equal to JCP Code G40.
- White, No. 1 Coated Text, Gloss-finish, basis weight 80 lbs. per 500 sheets 25 x 38", equal to JCP Code A181.
- White, No. 1 Coated Text, Dull-finish, basis weight 80 lbs. per 500 sheets 25 x 38", equal to JCP Code A261.
- White, No. 2 Coated Text, Gloss-Finish, basis weight 100 lbs per 500 sheets, 25 x 38", equal to JCP Code A182.
- White, No. 2 Coated Text, Dull-Finish, basis weight 100 lbs per 500 sheets, 25 x 38", equal to JCP Code A262.

COVER STOCK:

- White, No. 1 Coated Cover, Gloss-finish, basis weight 80 and 100 lbs. per 500 sheets 20 x 26", equal to JCP Code L11.
- White, No. 1 Coated Cover, Dull-finish, basis weight 80 and 100 lbs. per 500 sheets 20 x 26", equal to JCP Code L61.
- White or Colored, Index, basis weight 110 lbs. per 500 sheets 25-1/2 x 30-1/2", equal to JCP Code K10. Approximately 90% of the index stock ordered will be for white stock.
- White and Colored, Smooth and Fancy-finish Cover, (Smooth or Linen -- Classic Crest, Domtar, Cougar, or similar), basis weight 80 lbs and 100 lbs. per 500 sheets 20 x 26", equal to JCP Code L21. Note: Orders for 100 lb. cover will be for white stock only.

ENVELOPES:

- White Wove, (A2, A7, A10), basis weight 20 - 24 lbs. per 500 sheets 17 x 22" equal to JCP Code V20.
- White Wove, basis weight 24 lbs. (#10, 4-1/8" x 9-1/2" business), per 500 sheets equal to JCP Code V20.

MARGINS: Margins will be as indicated on the print order or the furnished copy. Adequate gripper is frequently not available with bleeds throughout.

BINDING: Binding operations as indicated on the print order as follows.

- Score and/or perforate (for other than along the fold on folded products) with continuous (no skip) slit or slot type perforations. Perforate (with or without ink) along the entire dimension specified on the print order, generally the perforation will be approximately 1/2" from the edge or binding side, and/or score, without ink, along the full dimension specified on the print order.
- Fold, as ordered with up to two or more folds. NOTE: Cover weight products that fold must first be scored along the fold lines.
- Pad in units of 25, 50, or 100 on the designated side. Gum and crash or any suitable padding compound may be used. Back with 0.020" chipboard, or equal.
- Cutting furnished sheets or printed sheets to a smaller size than the base size printed/blank sheet.
- Collating and/or inserting items into pocket folders or into other printed items.
- Collating and/or inserting items into envelopes, sealing envelopes, addressing envelopes and preparing for mailing.

POCKET FOLDERS: Occasionally die-cut and glued pocket folders will be required. These folders are to be produced with a 4" to 6" deep pocket on the inside right and/or left with a "V" cut center relief feature between pockets and frequently die-cut corner slits to hold 3-1/2 x 2" cards. Score all folds. Die-cut with a 3/4" glue tab on the left and right. Glue tabs to the inside of the pockets. Die-cut flat sheet size of folders is approximately 20-1/2 x 16-3/4" and the finished size is approximately 9-1/2 x 11-3/4". Payment for printing and stock will be based upon the overall die-cut flat sheet size.

EMBOSSING/DEBOSSING: When ordered, blind emboss or deboss in units not to exceed 8-1/2 x 11" as indicated on the print order. Contractor required to create dies as required. Once a die is created it is Government property and is to be available for use on current and future orders. Dies are to be returned to the Agency upon completion of order or if used frequently upon request by the Agency stored by the contractor until completion of all option years.

ADDRESSING AND MAILING: When ordered, mailing addresses will be provided on a separate CD to be ink jet imprinted onto envelopes. The contractor may also be required to print a return address on envelopes. The files are in Microsoft Access and are zip code sorted. The contractor will assemble, prepare, and sort for postal mailing.

Contractor will be required to mail using their mailing permit and will be reimbursed for postage.

It is the responsibility of the contractor to sort and prepare materials for the best possible postage rate consistent with the specifications. All copies mailed requires the contractor to process Government supplied mailing list through US Postal Service approved National Change of Address (NCOA) software program, Coding Accuracy Support System (CASS) bringing all address data up-to-date and provide Intelligent Mail Barcode/Postnet Barcodes as appropriate.

Contractor must be CASS and MOVE certified. The contractor must pass entire address file against a USPS Code Accuracy Support System (CASS) certified software address hygiene program. 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 fill in 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. USPS Postnet barcodes must meet all USPS requirements as of print date. 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 copies mailed to must conform to the appropriate regulations in the U.S. Postal Service manuals for "**Domestic Mail**" or "**International Mail**" as applicable.

Contractor will be required to provide a copy of the Postal Service statements as required for those items mailed. Contractor must also provide a separate form indicating the print order number, the total postage cost, total quantity mailed, and the date mailed. Contractor must send the form(s) via facsimile transmission to the ordering department within 24 hours of mailing and follow up with hard copy.

PACKING: Wrap (Kraft paper or shrink-film at contractor's option) in units of 50, 250, or 500 as ordered. Pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed.

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

INSPECTION SAMPLES: Occasionally, when so indicated on the print order or otherwise requested, the first two copies, as soon as completed, must be sent for inspection to the U.S. Government Publishing Office, Denver Regional Office, 12345 W Alameda Pkwy Ste 208, Lakewood CO 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. Contractor will be notified of the test results only if there are deficiencies.

DEPARTMENTAL QUALITY COPIES: 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.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), 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 Jacket, Program, and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION:

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to printshop@sandia.gov or to the address furnished on the Print Order. The subject line of this message shall be "Distribution Notice for Program 1889-SP, Print Order XXXXX, The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver f.o.b. destination to addresses listed below, and occasionally to other addresses within the Albuquerque, NM metropolitan area and ship f.o.b. destination, freight prepaid and add (reimbursable) to any addresses outside of Albuquerque area. The contractor will be reimbursed for shipping by furnishing an appropriate receipt with the voucher/invoice. Occasionally, at the department's option, the department may pick up a finished order.

Sandia National Laboratories
ATTN: Anna Barr
Gate 10
Kirtland Air Force Base
Albuquerque, New Mexico 87185-0619

Sandia National Laboratories
ATTN: Customer Name "TBD"
Building "TBD", Room "TBD"
1515 Eubank SE
Albuquerque, New Mexico 87123

"TBD" – to be determined, or as indicated on print order

Concerning deliveries to **Sandia National Laboratories, 1515 Eubank Blvd., S.E., Albuquerque, New Mexico. INSIDE DELIVERY REQUIRED to two locations within the SNL complex.** This area is a high security area and the contractor should anticipate delays of from 15 minutes to ½ hour and occasionally up to three hours or more to gain access.

NOTE: Contractor or contractor's delivery agent must apply for and receive a Sandia Contractors Identification Badge as well as a US Air Force Defense Biometric Identification System (DBIDS) Identification. This clearance process typically takes about a week but may take up to 3 weeks, requires an interview and will be unique to the individual driver. This clearance will be required for each driver who makes deliveries.

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

On most orders the government will require delivery f.o.b. destination (reimbursable) to the following 3 addresses with the quantities required noted on the print order. The contractor will be reimbursed by submitting shipping receipt with billing.

SUPERINTENDENT OF DOCUMENT REQUIREMENTS: The ordering agency will be responsible for determining on each print order what the unique quantity of Superintendent of Documents quantities are to be. Agencies are advised to review Circular Letter NO. 793 regarding Superintendent of Documents copies or contact the Denver Regional Office at (303) 236-5292 for any clarification.

Library of Congress *
US/Anglo Division
Government Documents Section
101 Independence Avenue SE
Washington, DC 20540-4172
Mark For: File Copies

U.S. Government Publishing Office
Depository Receiving Section
44 H Street NW
Loading Dock
Washington, D.C. 20401
Mark For: "Depository Copies" Item No. ____

International Exchange System
Depository Receiving Section
44 H St., NW, Loading Dock
Washington, DC 20401
Marked: IES Copies

US Government Publishing Office
Depository Library Program, FDLP
Document Warehouse
8660 Cherry Lane
Laurel, MD 20707-4986
Identify Package as Item No. ____

*NOTE: All shipments to this destination must be via FedEx, UPS, or United States Postal Service (USPS).

The ship/deliver date is the date that products must be shipped, however, the orders **must arrive** at the destination within 5 workdays of shipment.

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/invoice for payment.

SCHEDULE: Adherence to schedule requested on submitted print order must be maintained. Contractor must not start production of any job prior to receipt of the individual print order.

The Government will wrap or otherwise prepare the furnished material for pickup by the contractor or contractor's agent, or at the Government's option will upload files to the contractor's FTP site.

The deliver/shipping date scheduled will be indicated on the print order and shall bind the contractor. See note under Distribution regarding delivery to SNL.

The ship/deliver date indicated for on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the address under "SCHEDULE" or to another address in the Albuquerque New Mexico area.

While no definite schedule can be established or implied except as stated on the individual print order, the following are the minimum amounts of time that will be allowed for an individual order. It is anticipated that the majority of the orders will require the minimum schedule. The following schedules begin the same workday as notification of the availability of each individual print order and furnished materials. When notification of availability is given after 2:00 p.m. the date of notification shall be the following workday.

Submit proofs within 2-3 workdays after receipt of the print order and furnished materials. Proofs will be withheld 1 or 2 workdays from receipt by the ordering agency until they are made available for pickup by the contractor or their designated service. Note: The first workday after receipt of proofs is day one of the hold time. Complete production and delivery must be made by within 3-4 workdays.

NOTE: Contractor will be allowed 5 additional workdays when die-cut folders, or embossing are ordered.

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

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest 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 under this contract.

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

| | | | | | | |
|------|------|------|-----|-----|------|------|
| I. | (1) | (2) | (3) | (4) | (5) | (6) |
| (a) | 16 | 63 | 17 | 118 | 106 | 2240 |
| (b) | 1145 | 3435 | | | | |
| II. | (a) | 117 | | | | |
| | (b) | 117 | | | | |
| | (c) | 2 | | | | |
| III. | (a) | 2 | IV. | (a) | 5 | |
| | (b) | 2 | | (b) | 709 | |
| | (c) | 5 | | (c) | 42 | |
| | (d) | 8 | | (d) | 1000 | |
| | (e) | 25 | | (e) | 4 | |
| | (f) | 460 | | (f) | 53 | |
| | (g) | 106 | | (g) | 2 | |
| | (h) | 119 | | (h) | 481 | |
| | (i) | 391 | | (i) | (1) | 1 |
| | (j) | 10 | | | (2) | 6 |
| | (k) | 9 | | | (3) | 23 |
| | (l) | 58 | | (j) | (1) | 2 |
| | (m) | 16 | | | (2) | 4 |
| | (n) | 10 | | | | |
| | (o) | 2 | | | | |
| | (p) | 53 | | | | |

The contractor must have the ability to electronically receive digital files.

The Term of this contract is for one year and up to four option years.

SECTION 4. - SCHEDULE OF PRICES

Offers submitted are f.o.b. destination.

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

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

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 Bid), "NA" (Not Applicable), 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.

A page-size unit will be defined as, and a charge will be allowed for, each 8-1/2 x 11" unit as measured on finished trim size; fractions of a unit will be considered a whole.

Exceptions: Pocket folders which are measured on the die-cut, flat sheet size for printing and stock. Business cards are all inclusive including printing and stock.

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

| Printing in single <u>Ink Color</u> | | Printing in additional <u>Ink color(s)</u> | | Printing in 4-color <u>Process</u> | |
|---|------------------------------------|---|------------------------------------|---|------------------------------------|
| Makeready and Setup <u>Charges</u> (1) | Per 100 <u>Copies</u> (2) | Makeready and Setup <u>Charges</u> (3) | Per 100 <u>Copies</u> (4) | Makeready and Setup <u>Charges</u> (5) | Per 100 <u>Copies</u> (6) |

(a) Per each page size unit \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Envelopes requiring printing of envelope will be paid under Item I. (a), (1), and (2).

(b) Business Cards – (Complete Product) Includes all operations to produce 4-Color Process, Face and Back, Typesetting, Prepress, White Fancy-finish, Smooth cover 100 lbs. Stock.

(1) Makeready/setup charge Per each set of cards . \$ _____
 (2) Running rate Per 100 cards \$ _____

II. PROOFS: The prices offered must be all-inclusive for output from electronic media and shall include the cost of all materials and operations as applicable.

- (a) Digital Page or Digital Color Content Proof.....per page-size unit \$ _____
- (b) High Resolution Digital Color Proof.....per page size unit..... \$ _____
- (c) Timework per hour..... \$ _____

NOTE: "**Timework**" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds three hours **or** for other than aa's will only be allowed under exceptional circumstances and must be **specifically authorized** by the Contracting Officer using a subsequent Contract Modification(s). In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under II. (c).

 Initials

III. **STOCK:** The contractor will be reimbursed for the net number of page-size leaves required for each order. The cost of any stock required for makeready or running spoilage must be included in the prices quoted. For pricing purposes, a page-size unit is for each 8-1/2 x 11" unit.

| | <u>Per 100 leaves</u> |
|---|-----------------------|
| (a) White, Offset Book, 60 lb | \$ _____ |
| (b) White, Offset Book, 70 lb..... | \$ _____ |
| (c) White or Colored, Fancy-Finish (Smooth or Linen), Text 60 lb. | \$ _____ |
| (d) White or Colored, Fancy-Finish (Smooth or Linen), Text 70 lb..... | \$ _____ |
| (e) White, 25% Rag Bond, 20 lb. | \$ _____ |
| (f) White, No. 1 Coated Text, (Gloss or Dull), 80 lb.* | \$ _____ |
| (g) White, No. 2 Coated Text, (Gloss or Dull), 100 lb.* | \$ _____ |
| (h) White, No.1 Coated Cover, (Gloss or Dull), 80 lb.* | \$ _____ |
| (i) White, No. 2 Coated Cover, (Gloss or Dull), 100 lb. * | \$ _____ |
| (j) White or Colored, Index 110 lb. | \$ _____ |
| (k) White or Colored, Fancy-Finish, (Smooth, or Linen) Cover, 80 lb. | \$ _____ |
| (l) White Fancy-Finish, (Smooth or Linen) Cover, 100 lbs. | \$ _____ |

*** Note. Approximately 90% of orders will be for gloss finish.**

ENVELOPES:

| | <u>Per 100 envelopes</u> |
|-------------------------------|--------------------------|
| (m) White, Wove (A-2)..... | \$ _____ |
| (n) White, Wove (A-7)..... | \$ _____ |
| (o) White, Wove (A-10)..... | \$ _____ |
| (p) White, Wove (No. 10)..... | \$ _____ |

Initials

IV. ADDITIONAL OPERATIONS:

- (a) Perforating (slit or slot) or scoring off-fold (i.e. unrelated to folding) Per 100 leaves \$ _____
- (b) Folding (including scoring on cover wt. stock) Per 100 leaves \$ _____
- (c) Cutting Charge (trim to size indicated) Per 100 leaves \$ _____
- (d) Pad with chipboard backing Per pad \$ _____
- (e) Wrapping/Shrink-film packaging Per wrapped package \$ _____
- (f) Collating items, inserting into printed items Per 100 items \$ _____
- (g) Collating and inserting items into pocket folders Per 100 items \$ _____
- (h) Addressing envelopes and preparing for mailing Per 100 envelopes..... \$ _____
- (i) Embossing/Debossing (blind in units not to exceed 8-1/2 x 11"
 - (1) Creating die for embossing/debossing Per each \$ _____
 - (2) Makeready/setup charge Per each \$ _____
 - (3) Running rate Per 100 copies \$ _____
- (j) Pocket Folders – (Complete Product) Includes all operations to construct pocket folders including die-cutting, scoring, folding, and gluing tabs. Charges for Item IV (a) and (b) are NOT applicable to Pocket Folders. Printing and stock will be computed based on flat size.
 - (1) Makeready/setup charge Per each \$ _____
 - (2) Running rate Per 100 folders \$ _____

Initials

NOTICE: Offerors **OUTSIDE** the assumed production area as specified on page one of these specifications should complete the following information.

1. Proposed carrier for pickup of Gov't Furn. Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____

2. Proposed carrier for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product..... _____
 - b. Number of hours from pickup of completed Product to delivery at destination..... _____

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) _____

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

OFFEROR'S NAME AND SIGNATURE: When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated. In addition a completed signed copy of the form 910 is required. Do not enter 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 Code)

_____ (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)

SAMPLE OF THE QUOTE ENVELOPE

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

| | |
|--|---|
| <p>Program Number 1889-SP From: _____ Address: _____ _____</p> | <p>Postage Stamp Required Here</p> |
| <p>Offer Enclosed</p> <p>Offers will be received until February 16, 2017 at 11 A.M. prevailing Denver CO time.</p> | <p>U.S. Government Publishing Office Denver Regional Office 12345 W Alameda Parkway Suite 208 Lakewood CO 80228</p> |