



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

U.S. GOVERNMENT PUBLISHING OFFICE  
Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Closed Circuit Newsletter

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

Department of Energy/WAPA

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning February 1, 2019 and ending January 31, 2020, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**QUOTES OPENING:** Quotes shall be publicly opened at 11:00 a.m., prevailing Denver, CO, time, on January 17, 2019.

**QUOTATION SUBMISSION:** Submit quotes in an envelope with solicitation to U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile quotations in response to this solicitation are permitted. Facsimile quotations may be submitted directly to the GPO Denver Regional Office, Fax No. (303) 236-5332. The Program number and quotes opening date must be specified with the quotation. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January, 2018.

The GPO 910 "BID" Form is no longer required. Offerors are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:** All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50-mile radius of Lakewood, Colorado.

**OFFERORS, PLEASE NOTE:** GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective offerors should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE

On the internet <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature, contact Beverly Boecher at (303) 236-5292, x4; or email [bboecher@gpo.gov](mailto:bboecher@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Request for Quotation will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf?sfvrsn=2>.

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf?sfvrsn=2>.

**GPO IMPRINT REQUIREMENT:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

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

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	O.K. Press Sheets
P-8. Halftone Match (Single Impression)	O.K. Press Sheets
P-9. Solid or Screen Tints Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

**Special Instructions:** In the event that the Government waives the inspection of press sheets, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

<u>Attribute</u>	<u>Specified Standard</u>
P-8. Halftone Match (Single and Double Impression)	Approved Proofs/Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proofs/Electronic Media

\* 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.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from February 1, 2019 to January 31, 2020, 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 October 31, 2018, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform prior to the award of a contract.

**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 February 1, 2019 through January 31, 2020, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued”, upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

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

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

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

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

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

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

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

**PAYMENT:** The GPO Denver 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 a copy of the approved billing certification sheet and the accompanying print order is to be submitted by the agency and the contractor to the GPO Denver office, via fax (303) 236-5332 or email to: [InfoDenver@gpo.gov](mailto:InfoDenver@gpo.gov)

After examination and certification by the ordering agency, contractor must submit their invoice to GPO. Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

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

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

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

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of a newsletter requiring such operations as electronic prepress, proofing, printing, binding, packing, and distribution.

**TITLE:** Closed Circuit Newsletter.

**FREQUENCY OF ORDERS:** Monthly.

**QUANTITY:** Approximately 875 copies per order.

**NUMBER OF PAGES** Approximately 12 to 20 pages per order.

**TRIM SIZE:** 8-1/2 x 11".

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows:

Platform: Macintosh OS 10.7.5 and newer; Windows 7 and newer.

Storage Media: CD-ROM; DVD.

Software: Adobe CC native software files in InDesign, Illustrator, Photoshop, and Acrobat PDF for layout reference only,

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished/embedded, as applicable. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: No prepress functions (e.g., color correction, UCR/GCR, sharpening or other image enhancement) or procedures have been applied to supplied images. Colors will be provided in CYMK and RGB. Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files may be furnished to be used as a reference only. CYMK to be used for color identification.

Identification markings such as register marks, commercial identification marks of any kind, etc. must not print on the finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

Contractor to pick-up Government Furnished Materials (GFM) directly from agency location.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors other than those described below, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency and the Contracting Officer immediately upon discovery.

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:

- color issues and shifts (RGB color data, no spot colors, loss of black plate)
- page integrity (text reflow or type substitution)
- errors associated with embedded graphics
- missing prepress features (e.g., bleeds, trim marks)
- loss of text characters from graphic elements
- defining proper file output selection for the imaging device being used.

The contractor shall create/extend bleeds, create or alter any necessary trapping, set proper screen angles and frequency, define proper file output selection for the imaging device being utilized, and ensure that the black type is a solid black, NOT a process build. Furnished files must be imaged as necessary to meet the assigned quality level.

Contractor must provide final output with text equivalent to a minimum of 2400 dpi, and all flat-tones, halftones (gray-scale and color) and illustrations/graphics 175-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files 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. NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.

**PROOFS:** Two types of proofs required on every order to run concurrently.

One (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

And one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proof must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and 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, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Proofs must be clean, free of ink smudges, with all images clearly legible. Proofs must be identified with the jacket number, program number, print order number, and proof date. The contractor's firm name must not appear on any proofs.

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

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

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

**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. [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_12.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf)

All paper used in an order must be of a uniform shade.

All paper must have the grain parallel to the spine.

White Matte Coated Offset Book, basis weight: 80 lbs. per 500 sheets, 25 x 38," equal to JCP Code A240. The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this standard are met. All other attributes remain the same.

**PRINTING:** Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

Print head to head in 4-color process, exact register with halftones, solids flat-tones, reverses, and duotones with moderate to heavy ink coverage. Clear, sharp printing is required.

Facing pages print to and must align across the bind. The majority of pages will contain crossover images and graphics.

Extraneous ink spots or any other foreign matter will be cause for rejection of the order.

Coat (after printing) the entire surface of all covers and text pages with dull aqueous coating to prevent scratching and smearing.

**PRESS SHEET INSPECTION:** Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.



Press sheets must contain 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 1/8 x 1/8" minimum 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 across the entire press sheet.

*Viewing Light:* Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

**MARGINS:** Bleeds on all sides. Follow trim marks and maintain margins as indicated on GFM.

**BINDING:** Score on fold, saddle-wire stitch in two places along the 11" dimension, and trim three sides.

**PACKING:** Shrink-film wrap newsletters in suitable units. Pack suitable in shipping containers. Each shipping container must not exceed 45 pounds when fully packed.

**LABELING AND MARKING:**

Contractor's proof memo/form must be used on all proof packages with information identifying a point of contact, their phone number, and when the proof must be returned. Each package must be clearly labeled with the GPO jacket, purchase order and print order numbers, and the number or title of the product to which the proof(s) apply.

Contractor to download the GPO Form 905, R. 7-15 "Labeling and Marking Specifications" form, located at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf>, fill in appropriate blanks, and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<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 copies must be packed separately and identified by a special label, GPO Form 2678-Departmental Random Copies (Blue Label), that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the addressee specified under "DISTRIBUTION."

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

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

**DISTRIBUTION:** Deliver f.o.b. destination to the following address. Inside delivery required.

Western Area Power Administration; Attn: Leah Shapiro (720) 962-7060; 12155 West Alameda Parkway; Lakewood, CO 80228

Contractor must return all furnished material, if applicable, and digital deliverables to the Lakewood, CO address indicated on the print order within 10 workdays of completion of each order.

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

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 2896-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

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

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

The agency will notify contractor by telephone or email of the availability of a print order and GFM.

The contractor will pick-up GFM directly or via contractor's designated courier within three (3) hours of notification to adhere to schedule. Print order and furnished material must be picked up from:

Western Area Power Administration; Attn: Leah Shapiro (720) 962-7060 or Grant Kuhn (720) 962-7062;  
12155 West Alameda Parkway; Lakewood, CO 80228

The following schedule begins upon notification of the availability of each individual print order and furnished material:

Notification will be provided by 9:00 a.m. (on any given weekday, between the 1st and 2nd week of the month). The contractor must complete production and distribution within 6 workdays. The 6 day schedule includes approval of proofs and a press sheet inspection.

All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO Program, and Print Order number and publication title. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

The contractor must notify the agency contacts and GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 4 hours prior to the inspection. Notify the agency contacts by telephone or email, Grant Kuhn (720) 962-7062 or [kuhn@wapa.gov](mailto:kuhn@wapa.gov), Leah Shapiro (720) 962-7060 or [shapiro@wapa.gov](mailto:shapiro@wapa.gov), and Beverly Boecher (303) 236-5292 ext. 4 or [bboecher@gpo.gov](mailto:bboecher@gpo.gov). Telephone calls will only be accepted between the hours of 7:00 am and 3:00 pm for Grant, and Beverly, and between the hours of 9:00 am and 5:00 pm for Leah. Note: See Contract Clause, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). Notifications and inspections must be received and scheduled on non-federal holiday or day of federal agency closure.

The delivery date indicated on the print order is the date products are to be delivered f.o.b. destination to the destination specified.

### 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 (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I.	(1)	(2)
	192	1,680

II.	5
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**SECTION 4 - SCHEDULE OF PRICES**

Offers 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.

Offers for each item listed in its respective format group, as defined in "Section 2 – Specifications," must include the cost of all required materials and operations in accordance with these specifications.

Contractor must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared non-responsive.

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

Quotes submitted with "NB" (No Quote), "NA" (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any quotes 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 quote or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per-100 rate.

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

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

	<u>Make ready</u>	<u>Running Per</u>
	<u>and/or Setup</u>	<u>100 Copies</u>
	(1)	(2)
Per Page	\$ _____	\$ _____

**II. ADDITIONAL OPERATIONS:** System timework will only be allowed under exceptional circumstances and must be preapproved by the ordering agency and/or the Contracting Officer and must be supported by a statement outlining in detail the operation for which payment is claimed. 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.

System 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.

\_\_\_\_\_  
(Initials)

My production facilities are located within the restricted area of production \_\_\_\_\_ no \_\_\_\_\_ yes.

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

**AMENDMENT(S):** Offeror hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**QUOTE ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this quote is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of quotes, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

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

**OFFEROR'S NAME AND SIGNATURE:** Unless specific written exception is taken, the offeror, by signing and submitting a quote, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

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

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

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

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

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

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

**COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID**



***THIS SECTION FOR GPO USE ONLY***

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

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