

PROGRAM 1023S -- TERM: AUGUST 2016 THROUGH JULY 2017
 This is the base year, this contract has a 4 year extension potential
 TITLE: BOOKS, PAMPHLETS AND FLAT FORMS ON A FAST SCHEDULE

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Bettendorf Printing Kennewick WA		Esprit Kennewick WA		WBC Inc dba Lithexcel Albuquerque NM	
		UNIT RATE		UNIT RATE		UNIT RATE	
I. PRINTING, BINDING AND DISTRIBUTION							
1. Printing in a single ink, per page							
Makeready/Setup:							
(1) Format "A".....	6	30.00	180.00	38.00	228.00	30.00	180.00
(2) Format "B".....	38	30.00	1140.00	63.00	2394.00	30.00	1140.00
(3) Format "C".....	3	52.00	156.00	136.00	408.00	48.00	144.00
Running per 100 copies							
(4) Format "A".....	13	1.25	16.25	2.65	34.45	1.00	13.00
(5) Format "B".....	456	1.55	706.80	3.10	1413.60	2.00	912.00
(6) Format "C".....	26	2.10	54.60	4.64	120.64	3.00	78.00
2. Printing in an additional ink, other than the first color, per color & per printed page							
Makeready/Setup:							
(1) Format "A".....	1	35.00	35.00	37.00	37.00	30.00	30.00
(2) Format "B".....	6	35.00	210.00	61.00	366.00	30.00	180.00
(3) Format "C".....	1	58.00	58.00	132.00	132.00	48.00	48.00
Running per 100 copies							
(4) Format "A".....	2	1.45	2.90	2.47	4.94	1.20	2.40
(5) Format "B".....	72	1.75	126.00	2.89	208.08	2.50	180.00
(6) Format "C".....	9	2.60	23.40	4.51	40.59	3.80	34.20
3. Four Color Process:							
Printing in process color (cyan, magenta, yellow and black) per printed page							
Makeready/Setup:							
(1) Format "A".....	8	125.00	1000.00	146.00	1168.00	88.00	704.00
(2) Format "B".....	50	155.00	7750.00	243.00	12150.00	110.00	5500.00
(3) Format "C".....	3	320.00	960.00	560.00	1680.00	192.00	576.00
Running per 100 copies							
(4) Format "A".....	17	1.55	26.35	3.92	66.64	2.50	42.50
(5) Format "B".....	600	3.40	2040.00	6.87	4122.00	3.50	2100.00
(6) Format "C".....	26	4.90	127.40	10.35	269.10	5.00	130.00
4. Non-Mylar Tabbed Dividers:							
Printing per side. Cost per 100, must include running and stock.							
(1) Makeready/Setup.....	12	38.00	456.00	51.77	621.24	48.00	576.00
(2) Running per 100 copies.....	144	25.10	3614.40	34.59	4980.96	28.00	4032.00
5. Mylar Tabbed Dividers:							
Printing per side. Cost per 100, must include running and stock.							
(1) Makeready/Setup.....	12	45.00	540.00	63.47	761.64	120.00	1440.00
(2) Running per 100 copies.....	144	34.20	4924.80	42.41	6107.04	48.00	6912.00
6. Format D. Imaging per square foot.							
Cost must include 60 lbs. white offset.							
Cost per square foot.							
(1) Gray Scale.....	103	4.00	412.00	5.25	540.75	5.50	566.50
(2) Full Color.....	137	6.00	822.00	12.75	1746.75	15.00	2055.00
7. Envelopes:							
(a) Plain Envelopes:							
Printing one side in a single ink color: must include running and stock.							

Makeready/Setup:							
(1) #10 envelopes.....	6	49.00	294.00	64.65	387.90	30.00	180.00
(2) #7-3/4 envelopes.....	5	49.00	245.00	64.65	323.25	30.00	150.00
Running per 100 copies							
(3) #10 envelopes.....	126	4.50	567.00	7.67	966.42	3.00	378.00
(4) #7-3/4 envelopes.....	105	4.50	472.50	8.57	899.85	5.50	577.50
(b) Window Envelopes:							
Printing one side in a single ink color: must include running and stock.							
Makeready/Setup:							
(1) #10 envelopes.....	1	52.00	52.00	64.65	64.65	30.00	30.00
(2) #7-3/4 envelopes.....	1	52.00	52.00	64.65	64.65	30.00	30.00
Running per 100 copies							
(3) #10 envelopes.....	21	5.10	107.10	8.42	176.82	4.00	84.00
(4) #7-3/4 envelopes.....	21	5.10	107.10	8.97	188.37	6.00	126.00

II. PAPER (PER 100 LEAVES)

1. White Offset Book, 60 lbs.							
(1) Format "A".....	1	0.90	0.90	4.92	4.92	0.70	0.70
(2) Format "B".....	42	4.40	184.80	6.77	284.34	1.20	50.40
(3) Format "C".....	1	8.70	8.70	12.30	12.30	3.50	3.50
2. White Smooth & Fancy finished text, 70 lbs.							
(1) Format "A".....	1	2.10	2.10	20.96	20.96	2.00	2.00
(2) Format "B".....	16	12.00	192.00	28.82	461.12	3.20	51.20
(3) Format "C".....	1	25.35	25.35	52.40	52.40	8.00	8.00
3. White Smooth & Fancy finished text, 80 lbs.							
(1) Format "A".....	3	2.75	8.25	24.00	72.00	2.80	8.40
(2) Format "B".....	32	18.80	601.60	33.00	1056.00	4.20	134.40
(3) Format "C".....	3	37.60	112.80	59.90	179.70	9.20	27.60
4. White bond with 25% cotton, 24 lbs.							
(1) Format "A".....	1	1.85	1.85	28.48	28.48	1.80	1.80
(2) Format "B".....	53	11.42	605.26	39.16	2075.48	3.00	159.00
5. White Litho Coated Book, 80 lbs.							
(1) Format "A".....	1	0.95	0.95	6.40	6.40	1.60	1.60
(2) Format "B".....	37	5.10	188.70	8.80	325.60	2.00	74.00
(3) Format "C".....	11	8.65	95.15	16.00	176.00	6.00	66.00
6. White Litho Coated Book, 100 lbs.							
(1) Format "A".....	1	1.00	1.00	8.00	8.00	2.00	2.00
(2) Format "B".....	130	6.50	845.00	11.00	1430.00	3.00	390.00
(3) Format "C".....	5	10.45	52.25	20.00	100.00	8.50	42.50
7. White Dull Coated Book, 80 lbs.							
(1) Format "A".....	1	0.95	0.95	6.36	6.36	1.60	1.60
(2) Format "B".....	11	5.10	56.10	8.75	96.25	2.00	22.00
(3) Format "C".....	1	8.65	8.65	15.90	15.90	6.00	6.00
8. Color Smooth & Fancy finished text, 70 lbs.							
(1) Format "A".....	1	1.95	1.95	20.96	20.96	2.50	2.50
(2) Format "B".....	5	12.50	62.50	28.82	144.10	4.00	20.00
(3) Format "C".....	2	25.10	50.20	52.40	104.80	9.50	19.00
9. Color Smooth & Fancy finished text, 80 lbs.							
(1) Format "A".....	1	2.90	2.90	24.00	24.00	3.50	3.50
(2) Format "B".....	11	22.90	251.90	33.00	363.00	5.50	60.50
(3) Format "C".....	2	39.25	78.50	59.90	119.80	11.50	23.00
10. White Smooth & Fancy finished cover, 80 lbs.							
(1) Format "A".....	2	5.50	11.00	50.28	100.56	6.00	12.00
(2) Format "B".....	26	46.50	1209.00	69.14	1797.64	9.50	247.00
11. White Litho Coated Cover, 80 lbs.							
(1) Format "A".....	1	1.10	1.10	12.96	12.96	2.80	2.80
(2) Format "B".....	11	12.20	134.20	17.82	196.02	6.00	66.00
12. White Litho Coated Cover, 100 lbs.							
(1) Format "A".....	2	1.60	3.20	16.16	32.32	3.50	7.00
(2) Format "B".....	79	12.40	979.60	22.23	1756.17	8.00	632.00
13. White Dull Coated Cover, 80 lbs.							
(1) Format "A".....	1	1.42	1.42	12.89	12.89	2.80	2.80
(2) Format "B".....	11	11.40	125.40	17.72	194.92	6.00	66.00

14. White Index, 110 lbs.							
(1) Format "A".....	1	1.90	1.90	12.89	12.89	2.00	2.00
(2) Format "B".....	5	11.40	57.00	17.72	88.60	5.00	25.00
15. Colored Smooth & Fancy finished cover, 80 lbs.							
(1) Format "A".....	1	5.40	5.40	40.00	40.00	6.00	6.00
(2) Format "B".....	11	38.90	427.90	55.00	605.00	9.50	104.50
16. Colored Index, 110 lbs.							
(1) Format "A".....	1	1.95	1.95	13.59	13.59	2.50	2.50
(2) Format "B".....	16	11.90	190.40	18.69	299.04	6.00	96.00
17. White coated/uncoated label stock, 55/60 lbs.							
(1) Format "A".....	1	9.50	9.50	154.56	154.56	2.00	2.00
(2) Format "B".....	21	49.50	1039.50	212.52	4462.92	8.00	168.00
18. Colored coated/uncoated label stock 55/60 lbs.							
(1) Format "A".....	1	12.90	12.90	190.88	190.88	3.00	3.00
(2) Format "B".....	11	65.40	719.40	262.46	2887.06	11.00	121.00
III. PROOFS							
1. Four Color proof. Cost per page							
(1) Format "A".....	2	0.89	1.78	35.00	70.00	10.00	20.00
(2) Format "B".....	24	1.50	36.00	53.00	1272.00	20.00	480.00
(3) Format "C".....	2	5.40	10.80	91.00	182.00	60.00	120.00
2. Single and spot color proofs. Cost per page							
(1) Format "A".....	2	0.69	1.38	22.00	44.00	8.00	16.00
(2) Format "B".....	8	1.10	8.80	35.00	280.00	16.00	128.00
(3) Format "C".....	2	4.90	9.80	64.00	128.00	48.00	96.00
3. Emailed proofs. Cost per page							
(1) Format "A".....	4	0.45	1.80	20.00	80.00	5.00	20.00
(2) Format "B".....	16	1.10	17.60	24.00	384.00	5.00	80.00
(3) Format "C".....	4	2.25	9.00	40.00	160.00	5.00	20.00
IV. ADDITIONAL OPERATIONS							
1. Press Inspection with a 48 hour notice, cost per hour.....	4	N/C		N/C		200.00	800.00
2. Drilling up to 3 holes, per 100 leaves.....	144	0.50	72.00	1.22	175.68	0.85	122.40
3. Padding, including chipboard backing and trimming three sides, per pad.....	6	0.75	4.50	1.20	7.20	0.30	1.80
4. Folding per 100 leaves. Cost per 100 finish-folded leaves.....	68	3.40	231.20	5.65	384.20	2.00	136.00
5. Shrink film wrapping, per package.....	5	0.40	2.00	1.00	5.00	0.25	1.25
6. Collating, spot, process, tabbed dividers in the same publication, cost per 100 leaves.....	144	1.50	216.00	5.18	745.92	5.00	720.00
7. Applying closure tabs for mailing, per 100 tabs applied.....	17	2.50	42.50	4.96	84.32	2.20	37.40
8. Applying mailing address, cost per 100 addresses.....	17	4.90	83.30	8.35	141.95	2.00	34.00
9. Die cutting up to four slits:							
(a) Die making, cost per die.....	2	120.00	240.00	248.00	496.00	50.00	100.00
(b) Die cutting, per 100 copies.....	17	9.20	156.40	32.93	559.81	2.00	34.00
10. Saddle-Stitching, cost per book.....	3600	0.45	1620.00	0.83	2988.00	0.10	360.00
11. Perfect binding, cost per book.....	1200	2.40	2880.00	2.25	2700.00	0.40	480.00
12. Computer timework rounded to the nearest 15 minute increments. Cost per hour.....	2	45.00	90.00	95.00	190.00	80.00	160.00
CONTRACTOR TOTALS			\$ 41,384.54		\$ 73,798.30		\$ 35,844.75
DISCOUNT		5%	\$ 2,069.23		\$ -	1%	\$ 358.45
DISCOUNTED TOTALS		30 days	\$ 39,315.31	NET 30	\$ 73,798.30	20 days	\$ 35,486.30

AWARDED

Reviewed By _____

U.S. GOVERNMENT PUBLISHING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Books, Pamphlets and Flat Forms on a Fast Schedule

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

Department of Energy
Richland, Washington

Single Award

The term of this contract is for the period

beginning August 1, 2016 and ending July 31, 2017

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Seattle-time, on July 21, 2016.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 15-mile radius of Richland, Washington.

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PUBLISHING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 1023-S" on the outside of the envelope.



The following web address will allow you to print a copy of the 910 form.
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>



The following web address will allow you to print a copy of the current pricing abstract.
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Seattle> Scroll down and click on 1023-S.
The spread sheet will be in a PDF format.

For information of a technical nature call Felicia Buchko, Ext. # 3, or email fbuchko@gpo.gov, other questions should be directed to the contract administrator, Lautretz Moore, Ext. # 2, or e-mail lmoore@gpo.gov Phone: (206) 764-3726 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract, which results from this Invitation for Bid, will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



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

The above links will enable viewing of the most current versions of the afore mentioned documents.

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

Product Quality Levels:

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

Inspection Levels (from MIL-STD-I05):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy or Digital Files
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Approved proofs or a Government furnished sample or approved press sheet(s).

OPTION EXTENSION OF CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor no 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 5 years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

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

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program year other than the first program year. When additional funds are available for the full requirements of the next succeeding program year, the Contracting Officer shall, not later than 30 calendar days before the expiration of the program year for which performance has been funded (unless a later date is agreed to), so notify the contractor in writing. Notification that funds are not available shall effect cancellation of the contract.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

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. An individual "Print Order" for each job placed with the contractor will supplement the purchase order. 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 this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from August 1, 2016 through July 31, 2017. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.



PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Publishing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.
<http://winapps.access.gpo.gov/fms/vouchers/barcode/>

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.

RECOVERED MATERIALS PROGRAM: The Government Publishing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials. Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

SECTION 2.-SPECIFICATIONS

SCOPE: These specifications cover the production of various self and separate cover pamphlets and single sheet items requiring such operations as printing, binding, die-cutting, packing and distribution on a fast schedule.

TITLE: Book, Pamphlets and Flat Forms on a Fast Schedule.

FREQUENCY OF ORDERS: Approximately 36 orders per year.

Approximately 7 orders in Format "A".

Approximately 11 orders in Format "B".

Approximately 3 orders in Format "C".

Approximately 2 in orders Format "D".

Approximately 13 envelope orders; 7 orders of #10 envelopes and 6 of #7-3/4 envelopes.

QUANTITY: Approximately 210 in format "A"; 1,200 in formats "B" and 850 in format "C".

Over-sized drawings: 20 per copies per order with an average of 6 square feet per copy.

Envelopes: Approximately 2,100 envelopes per order.

NUMBER OF PAGES: An average numbers of pages on format "A" is 2; average number of pages on format "B" is 8 and format "C" has 2 pages as the average.

Approximately 2 loose-leaf book orders per year will require 12 tabbed dividers per book. Tabbed dividers may be pre-manufactured with standard cut tabs, as indicated on the print order. Approximately 50% require clear mylar-reinforcement on both sides of tab after printing. Reinforcement on the binding edge is not required.

TRIM SIZE: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A" will include any trim size up to and including 2 x 3-1/2".

Format "B" will include any trim size over 2 x 3-1/2" up to and including 8-1/2 x 11".

Format "C" will include any trim size over 8-1/2 x 11" up to and including 11 x 25-1/2".

Format "D" will include any trim size over 11 x 25-1/2", and will be invoiced on a square foot basis.

Envelopes: #10 envelopes: 4-1/8 x 9-1/2". #7-3/4 envelopes: 3-7/8 x 7-1/2".

Tabbed dividers: 8-1/2 x 11" with a 1/2" tab; for an over all trim size of 9 x 11".

GOVERNMENT TO FURNISH:

Camera ready copy.

Electronic media on DVD, CD-ROM, thumb drive, both IBM and/or Macintosh compatible. Software could include but is not limited to: CorelDraw, PhotoShop, PageMaker, InDesign, Quark XPress, Freehand, Suitcase, PDF files, Microsoft Office suite of products, Illustrator and PostScript files. Software will be in a variety of versions. Printer fonts will be provided on the disk. Software will be in a variety of versions. The contractor must have the current versions and up-grade as they become available.

At the option of the agency electronic media may be sent via contractors ftp site or via email.

Print Order with distribution list.

Mailing list in the form of an Excel or Access file.

GPO Form 905 for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

The contractor will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility. This web site must allow the agency to post Government furnished material and print proofs from the site when required.

The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials from their secure website.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

COMPUTER TIME WORK: Consists of repairs not listed above required by the ordering agency on electronic camera copy. System time-work will be rounded up to the closest 15 minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for the repairs.**

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

When required, upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government may request digital deliverables as Adobe Acrobat Portable Document Format (PDF) files.

PRINTING: Printing will consist of one color of ink up to and including four color process. Both one and two-sided printing will be ordered on this contract. On all four color process work, a minimum of a four unit press is required.

Approximately 57% of all orders will require four-color process while 43% will be spot colors.

Approximately 17% of the spot color orders will require an additional ink. Those orders requiring additional spot-color have an average of one additional ink.

Imaging per square foot on Format "D": Imaging equipment must be digital in nature and maintain fidelity with a minimum of 600 DPI for gray scale and all color images, one side only. Clear sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. 60 lbs., white offset will be required on all orders requiring over-sized printing.

Tabbed dividers will print one or two sides, tab only.

INK: Lithographic ink used in the production of this contract must contain a minimum of 20% vegetable oil.

MARGINS: Margins will be as indicated on the print order or furnished copy. A few orders will require bleeds and/or cross-overs.

FILMS: Not required.

PROOFS:

Color Proof:

One set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum 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.

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 3/16" x 3/16" 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.

In lieu of digital color content proofs, inkjet proofs that are G7 profiled and use pigment-based inks may be furnished. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles

Technology, and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

Emailed Proof:

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position. Proof will not be used for color match.

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 must not print prior to receipt of an "OK to print".

PRESS INSPECTION: Approximately 2 orders per year will require an onsite two hour press inspection. Call the ordering agency 48 hours in advance to allow arrangements for travel time.

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. http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.



Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color specified.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine. The paper to be used will be indicated on each print order.

White offset book, basis 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A60.

White and colored smooth and fancy finish text, basis size 25 x 38", 70 lbs. and 80 lbs per 500 sheets, equal to JCP Code A91.

White bond with 25% cotton content, basis size of 11 x 22", 24 lbs. per 500 sheets, equal to JCP code G40.

White litho coated book, basis 25 x 38", 80 lbs. & 100 lbs. per 500 sheets, equal to JCP Code A181.

White dull coated book, basis 25 x 38", 80 lbs. per 500 sheets, equal to JCP Code A260.

White and colored smooth and fancy finish cover, basis size 20 x 26", 80 lbs. per 500 sheets, equal to JCP Code L21.

White litho coated cover, basis size 20 x 26", 80 lbs. & 100 lbs. per 500 sheets, equal to JCP Code L12.

White dull coated cover, basis size 20 x 26", 80 lbs. per 500 sheets, equal to JCP Code L60.

White and colored Index, basis 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10.

Tabs: White Index, basis size 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10.

White or colored Uncoated/Coated Label, basis size 25 x 38", 55-60 lbs. per 500 sheets. Label stock will have either permanent or removable adhesive backing, mounted on a liner with any easy removal feature. The type of stock required will indicated on the print order.

Envelopes:

White Wove 20 lbs. to 24 lbs., standard #10, (4-1/8 x 9-1/2") open side with a dry gum flap. Basis size 17 x 22"; equal to JCP V20.

White Wove 20 lbs. to 24 lbs., standard #10 (4-1/8 x 9-1/2") with a standard covered window, open side with a dry gum flap. Basis size 17 x 22". Windows, size 1-1/8 x 4-1/2", 7/8" from the left edge and 1/2" from the bottom edge; equal to JCP V20.

White Wove 20 lbs. to 24 lbs., standard #7-3/4, (3-7/8 x 7-1/2") open side with a dry gum flap. Basis size 17 x 22"; equal to JP V20.

White Wove 20 lbs. to 24 lbs., standard #7-3/4 (3-7/8 x 7-1/2") with a standard covered window, open side with a dry gum flap. Basis size 17 x 22". Windows, size 1-1/8 x 4-1/2", 7/8" from the left edge and 1/2" from the bottom edge; equal to JCP V20.

BINDING: Various binding styles will be ordered in each of the formats in accordance with these specifications. Each print order will contain complete binding instructions.

Approximately 7% will require saddle stitched binding; trim three sides.

Approximately 90% will require loose-leaf, trim four sides.

Approximately 3% will require perfect binding with a wraparound cover; trim three sides.

Saddle-Stitched Products:

Fold, inset, saddle-wire stitch with two wire stitches, with or without separate paper cover, and trim three sides. Covers trim flush, when required.

Loose-leaf Products:

Orders may require one stitch in the upper left corner or 2 stitched along the side, trim four sides and/or shrink wrap as indicated on the print order.

Perfect Bound Products:

Orders may require perfect binding with a wrap around cover; trim three sides.

Drilling or Punching:

Orders may require up to 3 round holes. Diameter of the hole will be 1/4" or 5/16" as indicated on the print order.

Die-cutting:

Up to four slits to hold certificates and/or business cards. No die charge on repetitive orders.

Padding:

Collate, back with suitable chip-board, pad with suitable padding compound and trim 3 sides. The number of leaves per pad will be indicated on the print order.

Folding:

Fold with one or two parallel folds or with one half fold and one right angle fold.

Cutting: Cut forms to the size as indicated on the print order, when required.

Collating: Orders that require spot color, four-color process and black only text pages in the same publication may require collating of mixed printing.

Some orders will require applying closure tabs for mailing indicated on the print order.

PACKING: When indicated, shrink film wrap individual books and/or forms in 20's to 500's.

Pack suitable quantities per shipping container.

Shipping containers shall not exceed 45 pounds when fully packed.

LABELING AND MARKING: Use GPO form 905 to mark all shipping containers.

Some orders will require mail tabs, addressing, and applying the correct postage for delivery to a local Tri-Cities U.S. Post Office. All tabbing, addressing must be in accordance with the most current U S Postal Service regulations.

Label each box or shipping container on the end with the form number, quantity and title of item. When more than one form type is shipped per box, label must indicate all form numbers and quantities.

DISTRIBUTION: Deliver f.o.b. destination to: destinations in the Richland, and Tri-cities area of Washington State.

Note: No deliveries after 3:00 p.m., prevailing Richland, WA, time.

Deliver f.o.b. contractor's city:

Those orders requiring the contractor to apply mail tabs, addresses and postage will be reimbursed for postage by submitting postage receipts with your invoice.

When the contractor is required to ship outside of Richland and Tri-cities area of Washington state the contractor will be reimbursed by submitting shipping receipts with their invoice.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency and to infoseattle@gpo.gov. Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 1023S, 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. At the request of the agency the contractor must be able to provide a copy of each packing slip indicating destination(s) and number of boxes(s) sent.

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.

No definite schedule for pick-up of material can be predetermined.

Schedule will begin the workday of notification of the availability of print order and furnished material.

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

Government furnished material will be picked up and delivered to the Richland, WA. Area.

The proofs, when required will be held no more than 2 workdays.

DELIVERY: The following schedule is based on delivery history: Approximately 5% will deliver within 1 to 3 workdays; 35% will deliver within 4 to 6 workdays; 18% will deliver within 7 to 8 workdays; and 42% will deliver within 9 or more workdays.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination or destinations indicated.

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 bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' 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 during the term of this contract.

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

		(1)	(2)	(3)	(4)	(5)	(6)
I.	1.	6	38	3	13	456	26
	2.	1	6	1	2	72	9
	3.	8	50	3	17	600	26
		(1)	(2)				
	4.	12	144				
	5.	12	144				
	6.	103	137				
		(1)	(2)	(3)	(4)		
	7. (a).	6	5	126	105		
	(b).	1	1	21	21		
		(1)	(2)	(3)			
II.	1.	1	42	1			
	2.	1	16	1			
	3.	3	32	3			
	4.	1	53	XXX			
	5.	1	37	11			
	6.	1	130	5			
	7.	1	11	1			
	8.	1	5	2			
	9.	1	11	2			
	10.	2	26	XXXX			
	11.	1	11	XXXX			
	12.	2	79	XXXX			
	13.	1	11	XXXX			
	14.	1	5	XXXX			
	15.	1	11	XXXX			
	16.	1	16	XXXX			
	17.	1	21	XXXX			
	18.	1	11	XXX			
III.	1.	2	24	2			
	2.	2	8	2			
	3.	4	16	4			
IV.	1.	4					
	2.	144					
	3.	6					
	4.	68					
	5.	5					
	6.	144					
	7.	17					
	8.	17					
	9 (a).	2					
	(b).	17					
	10.	3600					
	11.	1200					
	12.	2					

SECTION 4.- SCHEDULE OF PRICES

Bids offered 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.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid), N/A or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production 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; whether or not such items are included in the Determination of Award.

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

I. PRINTING, BINDING AND DISTRIBUTION: The prices quoted must be all inclusive for printing, collating, binding, packing and delivery as required in accordance with these specifications.

	Make-ready and/or setup charges per formats			Running Charges per 100 copies per formats		
	A (1)	B (2)	C (3)	A (4)	B (5)	C (6)
1. Printing in a single ink, per page.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____.
2. Printing in an additional ink, other than the first color, per color & per printed page.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____.
3. Four Color Process: Printing in process color (cyan, magenta, yellow and black) per printed page:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____.

	Make-ready and/or setup charges (1)	Running Charges per 100 copies (2)
4. Non-Mylar Tabbed Dividers: Printing per side. Cost per 100, must include running and stock.	\$ _____	\$ _____
5. Mylar Tabbed Dividers: Printing per side. Cost per 100, must include running and stock.	\$ _____	\$ _____

Initials

	<u>Gray Scale</u> (1)		<u>Full Color</u> (2)
6. Format D. Imaging per square foot. Cost must include 60 lbs. white offset. Cost per square foot.	\$ _____		\$ _____
	Make-ready and/or Setup Charges Per Formats		Running Charges per 100 copies per formats
7. Envelopes:	(1)	(2)	(3)
(a) Plain Envelopes: Printing one side in a single ink color: must include running and stock.	#10 \$ _____	#7-3/4 \$ _____	#10 \$ _____
(b) Window Envelopes: Printing one side in a single ink color: must include running and stock.	#10 \$ _____	#7-3/4 \$ _____	#7-3/4 \$ _____

II. **PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for make-ready or running spoilage must be included in the prices quoted. Computation of the net number of leaves will be based on the following; one leaf is equal to 2 text pages.

	<u>Per 100 leaves</u>		
	<u>Format A</u>	<u>Format B</u>	<u>Format C</u>
	(1)	(2)	(3)
1. White Offset Book, 60 lbs.	\$ _____	\$ _____	\$ _____.
2. White Smooth & Fancy finished text, 70 lbs.	\$ _____	\$ _____	\$ _____.
3. White Smooth & Fancy finished text, 80 lbs.	\$ _____	\$ _____	\$ _____.
4. White bond with 25% cotton, 24 lbs.	\$ _____	\$ _____	\$ XXXXXX.
5. White Litho Coated Book, 80 lbs.	\$ _____	\$ _____	\$ _____.
6. White Litho Coated Book, 100 lbs.	\$ _____	\$ _____	\$ _____.
7. White Dull Coated Book, 80 lbs.	\$ _____	\$ _____	\$ _____.
8. Color Smooth & Fancy finished text, 70 lbs.	\$ _____	\$ _____	\$ _____.
9. Color Smooth & Fancy finished text, 80 lbs.	\$ _____	\$ _____	\$ _____.
10. White Smooth & Fancy finished cover, 80 lbs.	\$ _____	\$ _____	\$ XXXXXX.
11. White Litho Coated Cover, 80 lbs.	\$ _____	\$ _____	\$ XXXXXX.
12. White Litho Coated Cover, 100 lbs.	\$ _____	\$ _____	\$ XXXXXX.
13. White Dull Coated Cover, 80 lbs.	\$ _____	\$ _____	\$ XXXXXX.
14. White Index, 110 lbs.	\$ _____	\$ _____	\$ XXXXXX.
15. Colored Smooth & Fancy finished cover, 80 lbs.	\$ _____	\$ _____	\$ XXXXXX.
16. Colored Index, 110 lbs.	\$ _____	\$ _____	\$ XXXXXX.
17. White coated/uncoated label stock, 55/60 lbs.	\$ _____	\$ _____	\$ XXXXXX.
18. Colored coated/uncoated label stock, 55/60 lbs.	\$ _____	\$ _____	\$ XXXXXX.

Initials

III. PROOFS: Produce proofs as indicated on the Print Order, various proofing methods will be required. The prices offered shall include the cost of all required materials and operations necessary for the complete proofing as listed in accordance with these specifications.

	<u>Format A</u>	<u>Format B</u>	<u>Format C</u>
	(1)	(2)	(3)
1. Four Color proof. Cost per page.	\$ _____	\$ _____	\$ _____.
2. Single and spot color proofs. Cost per page.	\$ _____	\$ _____	\$ _____.
3. Emailed proofs. Cost per page.	\$ _____	\$ _____	\$ _____.

IV. ADDITIONAL OPERATIONS: The bids for each of the following operation must include the cost of all required materials and operations.

1. Press inspection with a 48 hour notice, cost **per hour**. \$ _____
2. Drilling up to 3 holes, **per 100 leaves**. \$ _____
3. Padding, include chipboard backing and trimming three sides, **per pad**. \$ _____
4. Folding per 100 leaves. **Cost per 100 finish-folded leaves**. \$ _____
5. Shrink film wrapping, **per package**. \$ _____
6. Collating, spot, process, tabbed dividers in the same publication, **cost per 100 leaves**. \$ _____
7. Applying closure tabs for mailing, **per 100 tabs applied**. \$ _____
8. Applying mailing address, cost **per 100 addresses**. \$ _____
9. Die cutting up to four slits:
 - (a) Die making, cost per die. \$ _____
 - (b) Die cutting, per 100 copies. \$ _____
10. Saddle-Stitching, **cost per book**. \$ _____
11. Perfect binding, **cost per book**. \$ _____
12. Computer timework rounded to the nearest 15 minute increments. **cost per hour**. \$ _____

 Initials

My production facilities are located within the assumed area of production. _____ yes _____ no.

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

Proposed carrier(s) for pickup of Government Furnished Material. _____.

Number of hours from acceptance of print order to pickup of Government Furnished Material. _____.

Number of hours from pickup of Government Furnished Material to delivery at contractor's plant. _____.

Proposed carrier(s) for delivery of completed product _____.

Number of hours from notification to carrier to pickup of completed product. _____.

Number of hours from pickup of completed product to delivery at destination. _____.

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices" and initial or sign each in the space provided, and submit with GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

City - State

Signature and title of person authorized to sign this bid

Person to be contacted

Telephone Number