

Program 1065S. Beginning November 1, 2016 through October 31, 2017. This contract has a one year base with 4 option year
 TITLE: "Short-Run Copying and Visual Displays On a Fast Schedule"

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Abadan Reprographics Richland WA		Bettendorf's Printing Kennewick WA		Digital Image Tri Cities Inc Richland WA		Pacific Office Automation Kennewick WA		Texas Digital Copy & Print Richland WA		PREVIOUS/ESTIMATE	
		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE	
I. COPYING, BINDING, PACKING AND DISTRIBUTION													
<u>NORMAL DELIVERY SCHEDULE</u>													
(a) Color Copying:													
Text pages in color including the cost of loose-leaf binding, per 100 copies.													
(1) Format "A".....	11902	20.00	238040.00	18.90	224947.80	16.00	190432.00	14.00	166628.00	15.00	178530.00	21.00	249942.00
(2) Format "B".....	88	40.00	3520.00	33.75	2970.00	35.00	3080.00	30.00	2640.00	30.00	2640.00	42.00	3696.00
(b) Black Copying:													
1) Text pages in black including the cost of loose-leaf binding, per 100 copies													
(1) Format "A".....	17853	2.90	51773.70	2.75	49095.75	2.50	44632.50	2.00	35706.00	2.50	44632.50	3.00	53559.00
(2) Format "B".....	133	7.00	931.00	6.25	831.25	7.00	931.00	5.00	665.00	5.00	665.00	7.00	931.00
2) Tabbed dividers in black. Including the cost of stock and collating into text, per 100 tabbed dividers													
(1) Format "A".....	275	25.00	6875.00	30.00	8250.00	25.00	6875.00	30.00	8250.00	20.00	5500.00	25.00	6875.00
<u>VISUAL DISPLAY IMAGING AND FINISHING:</u>													
(c) Over-head transparency in color or a single color, cost to including imaging and stock, cost per 8-1/2 x 11" transparency.....													
	82	0.75	61.50	1.25	102.50	1.50	123.00	2.00	164.00	1.25	102.50	1.25	102.50
(d) White semi-gloss photo print stock approximately 0.008" - 0.009" thick, the cost will include full color imaging. Cost per square foot.....													
	60	8.00	480.00	7.00	420.00	7.00	420.00	9.00	540.00	6.00	360.00	9.00	540.00
(e) White heavy coated photo print stock approximately 0.006" thick, the cost will include full color imaging. Cost per square foot.....													
	595	6.00	3570.00	5.75	3421.25	6.00	3570.00	6.00	3570.00	7.00	4165.00	7.00	4165.00
(f) Clear Polycarbonate resin thermoplastic or equal will include the cost of full color imaging Cost per square foot.....													
	60	10.00	600.00	11.00	660.00	12.00	720.00	15.00	900.00	10.00	600.00	12.00	720.00
(g) Opaque white polycarbonate resin thermoplastic backing material. Cost will include laminating backer to the imaged polycarbonate resin thermoplastic. Cost per square foot.....													
	42	6.00	252.00	6.00	252.00	6.50	273.00	8.00	336.00	10.00	420.00	6.00	252.00
(h) White banner stock including full color imaging and edge reinforcement. Cost per square foot.....													
	36	8.00	288.00	6.00	216.00	6.00	216.00	7.00	252.00	6.00	216.00	10.00	360.00
(i) Suitable edge and corner grommets, the cost will include the grommets and installation. Cost per grommet.....													
	92	1.00	92.00	1.50	138.00	2.00	184.00	1.00	92.00	1.00	92.00	1.00	92.00
(j) "C" shaped plastic framing with mitered corners. Cost will include installation. Cost per linear inch.....													
	978	0.35	342.30	0.35	342.30	0.40	391.20	0.50	489.00	0.35	342.30	0.35	342.30

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		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE	
(k) Suitable metal display hangers will include installation. Cost per hanger.....	37	8.00	296.00	10.00	370.00	15.00	555.00	10.00	370.00	10.00	370.00	10.00	370.00
(l) Velcro 1/2" wide strips with permanent pressure sensitive backing and a suitable liner. Price will include both hook and loop strips and installation Cost per linear inch.....	332	0.30	99.60	0.30	99.60	0.40	132.80	0.30	99.60	0.30	99.60	0.30	99.60
(m) Velcro 3/4" dots with permanent pressure sensitive backing and a suitable liner. Price will include both hook and loops dots and installation Cost per dot.....	43	0.30	12.90	0.30	12.90	0.40	17.20	0.30	12.90	0.30	12.90	0.30	12.90
(n) Roll mounting film with a suitable release liner. Price will include installation. Cost per square foot.....	506	3.00	1518.00	3.20	1619.20	3.00	1518.00	3.00	1518.00	3.00	1518.00	3.00	1518.00
II. COPYING, BINDING, PACKING AND DISTRIBUTION													
<u>PREMIUM DELIVERY SCHEDULE</u>													
(a) Color Copying: Text pages in color including the cost of loose-leaf binding, per 100 copies.													
(1) Format "A".....	2100	23.00	48300.00	20.00	42000.00	16.00	33600.00	16.00	33600.00	20.00	42000.00	24.00	50400.00
(2) Format "B".....	16	50.00	800.00	45.00	720.00	60.00	960.00	32.00	512.00	40.00	640.00	60.00	960.00
(b) Black Copying:													
1) Text pages in black including the cost of loose-leaf binding, per 100 copies													
(1) Format "A".....	3151	3.50	11028.50	3.20	10083.20	2.50	7877.50	2.50	7877.50	3.00	9453.00	3.50	11028.50
(2) Format "B".....	23	8.00	184.00	8.00	184.00	10.00	230.00	6.00	138.00	6.00	138.00	10.00	230.00
2) Tabbed dividers in black. Including the cost of stock and collating into text, per 100 tabbed dividers													
(1) Format "A".....	49	30.00	1470.00	38.00	1862.00	30.00	1470.00	30.00	1470.00	25.00	1225.00	30.00	1470.00
<u>VISUAL DISPLAY IMAGING AND FINISHING:</u>													
(c) Over-head transparency in color or a single color, cost to including imaging and stock, cost per 8-1/2 x 11" transparency.....	14	2.00	28.00	2.00	28.00	3.00	42.00	2.00	28.00	2.00	28.00	2.00	28.00
(d) White semi-gloss photo print stock approximately 0.008" - 0.009" thick, the cost will include full color imaging. Cost per square foot.....	11	8.00	88.00	9.00	99.00	9.00	99.00	10.00	110.00	8.00	88.00	10.00	110.00
(e) White heavy coated photo print stock approximately 0.006" thick, the cost will include full color imaging. Cost per square foot.....	105	6.00	630.00	7.75	813.75	8.00	840.00	8.00	840.00	8.00	840.00	8.00	840.00

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		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE	
(f) Clear Polycarbonate resin thermoplastic or equal will include the cost of full color imaging Cost per square foot.....	11	10.00	110.00	13.00	143.00	14.00	154.00	13.00	143.00	13.00	143.00	13.00	143.00
(g) Opaque white polycarbonate resin thermoplastic backing material. Cost will include laminating backer to the imaged polycarbonate resin thermoplastic. Cost per square foot.....	7	8.00	56.00	8.25	57.75	9.00	63.00	8.00	56.00	13.00	91.00	8.00	56.00
(h) White banner stock including full color imaging and edge reinforcement. Cost per square foot.....	6	8.00	48.00	8.25	49.50	8.00	48.00	13.00	78.00	7.00	42.00	13.00	78.00
(i) Suitable edge and corner grommets, the cost will include the grommets and installation. Cost per grommet.....	16	2.00	32.00	2.50	40.00	3.00	48.00	2.00	32.00	1.00	16.00	2.00	32.00
(j) "C" shaped plastic framing with mitered corners. Cost will include installation. Cost per linear inch.....	173	0.50	86.50	0.65	112.45	0.75	129.75	0.75	129.75	0.75	129.75	0.75	129.75
(k) Suitable metal display hangers will include installation. Cost per hanger.....	7	10.00	70.00	15.00	105.00	20.00	140.00	15.00	105.00	15.00	105.00	15.00	105.00
(l) Velcro 1/2" wide strips with permanent pressure sensitive backing and a suitable liner. Price will include both hook and loop strips and installation Cost per linear inch.....	59	0.40	23.60	0.40	23.60	0.50	29.50	0.40	23.60	0.40	23.60	0.40	23.60
(m) Velcro 3/4" dots with permanent pressure sensitive backing and a suitable liner. Price will include both hook and loops dots and installation Cost per dot.....	8	0.40	3.20	0.40	3.20	0.50	4.00	0.40	3.20	0.40	3.20	0.40	3.20
(n) Roll mounting film with a suitable release liner. Price will include installation. Cost per square foot.....	89	5.00	445.00	4.50	400.50	4.50	400.50	5.00	445.00	5.00	445.00	5.00	445.00
III. PAPER (per 100 leaves)													
(a) White Writing 20 lbs													
(1) Format "A".....	1750	1.00	1750.00	1.00	1750.00	1.00	1750.00	1.10	1925.00	NC		1.00	1750.00
(2) Format "B".....	11	2.50	27.50	2.20	24.20	2.50	27.50	2.50	27.50	NC		2.50	27.50
(b) White Laser 24 lbs													
(1) Format "A".....	7001	2.00	14002.00	1.80	12601.80	1.50	10501.50	2.00	14002.00	NC		2.00	14002.00
(2) Format "B".....	23	4.00	92.00	3.60	82.80	4.00	92.00	4.00	92.00	NC		4.00	92.00
(c) White Laser 28 lbs													
(1) Format "A".....	876	2.50	2190.00	2.40	2102.40	2.00	1752.00	2.50	2190.00	NC		2.50	2190.00
(2) Format "B".....	25	5.00	125.00	5.00	125.00	5.00	125.00	5.00	125.00	NC		5.00	125.00

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		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE	
(d) Colored Writing 20 lbs													
(1) Format "A".....	1225	2.00	2450.00	2.00	2450.00	1.50	1837.50	2.00	2450.00	NC		2.00	2450.00
(2) Format "B".....	7	4.00	28.00	4.00	28.00	4.00	28.00	4.00	28.00	NC		4.00	28.00
(e) White Index 110 lbs													
(1) Format "A".....	3326	3.00	9978.00	3.00	9978.00	2.00	6652.00	3.00	9978.00	2.50	8315.00	3.00	9978.00
(2) Format "B".....	23	6.00	138.00	6.00	138.00	7.00	161.00	6.00	138.00	5.00	115.00	6.00	138.00
(f) Colored Index 110 lbs													
(1) Format "A".....	1225	4.00	4900.00	4.00	4900.00	3.00	3675.00	4.00	4900.00	3.50	4287.50	4.00	4900.00
(2) Format "B".....	18	12.00	216.00	10.00	180.00	12.00	216.00	12.00	216.00	7.00	126.00	12.00	216.00
(g) White #1 Gloss Coated Cover 80 lbs													
(1) Format "A".....	525	10.00	5250.00	7.50	3937.50	5.00	2625.00	6.00	3150.00	9.00	4725.00	10.00	5250.00
(2) Format "B".....	23	20.00	460.00	15.00	345.00	10.00	230.00	12.00	276.00	18.00	414.00	20.00	460.00
(h) Clear plastic Cover (0.010" to 0.015")													
(1) Format "A".....	525	12.00	6300.00	10.00	5250.00	1.00	525.00	12.00	6300.00	9.00	4725.00	12.00	6300.00
(i) White and colored CF and CB carbonless transer stock 20 lbs													
(1) Format "A".....	525	25.00	13125.00	8.00	4200.00	6.00	3150.00	6.00	3150.00	4.00	2100.00	7.00	3675.00
(j) White and colored CFB carbonless transer stock 20 lbs													
(1) Format "A".....	525	35.00	18375.00	8.00	4200.00	7.00	3675.00	6.00	3150.00	4.00	2100.00	7.00	3675.00
IV. ADDITIONAL OPERATIONS													
(a) Collating pages, foldins, dividers and/or covers per 100 leaves.....	7455	0.25	1863.75	0.50	3727.50	NC		1.00	7455.00	NC		0.50	3727.50
(b) Drilling up to 3 holes, per 100 leaves.....	9282	0.40	3712.80	0.50	4641.00	0.25	2320.50	0.50	4641.00	0.40	3712.80	0.50	4641.00
(c) Binding with 2 or 3 metallic screw-posts. The cost The cost must include the cost of the screw-posts, per 100 books.....	7	100.00	700.00	235.00	1645.00	100.00	700.00	250.00	1750.00	150.00	1050.00	200.00	1400.00
(d) Punch and bind with suitable plastic combs, per 100 books.....	34	125.00	4250.00	150.00	5100.00	175.00	5950.00	150.00	5100.00	140.00	4760.00	150.00	5100.00
(e) Punch and bind with suitable plastic coils, per 100 books.....	55	175.00	9625.00	200.00	11000.00	200.00	11000.00	200.00	11000.00	175.00	9625.00	200.00	11000.00
(f) Band with suitable rubber band, per 100 books.....	103	40.00	4120.00	25.00	2575.00	NC		50.00	5150.00	40.00	4120.00	50.00	5150.00
(g) Black tape, heat binding plus the cost of binding materials, per 100 books.....	100	100.00	10000.00	100.00	10000.00	110.00	11000.00	100.00	10000.00	90.00	9000.00	100.00	10000.00
(h) Fold with one or two folds, per 100 leaves.....	159	8.00	1272.00	10.00	1590.00	12.00	1908.00	10.00	1590.00	8.00	1272.00	10.00	1590.00

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		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE		UNIT RATE	
(i) Computer time work on electronic camera copy corrections, per hour.....	150	40.00	6000.00	60.00	9000.00	50.00	7500.00	50.00	7500.00	60.00	9000.00	65.00	9750.00
(j) Inserting text into the rings and inserting covers into outside pockets of 3-ring binders.....	13	75.00	975.00	98.00	1274.00	100.00	1300.00	100.00	1300.00	80.00	1040.00	100.00	1300.00
(k) Saddle stitch, collate, stitch and trim three sides per 100 books.....	34	75.00	2550.00	95.00	3230.00	100.00	3400.00	100.00	3400.00	80.00	2720.00	100.00	3400.00
(l) Mounting on 3/16" Gator Board with square or rounded corners, per square foot.....	266	2.50	665.00	6.00	1596.00	6.00	1596.00	6.00	1596.00	4.50	1197.00	5.50	1463.00
(m) Mounting on 3/16" Foam Core with square or rounded corners, per square foot.....	329	2.50	822.50	3.75	1233.75	4.00	1316.00	4.00	1316.00	3.00	987.00	3.50	1151.50
(n) Apply mail tabs to printed pieces intended to be mailed through the U.S. Postal Service. Cost per tab.....	2340	0.10	234.00	0.085	198.90	0.10	234.00	0.05	117.00	0.05	117.00	0.04	93.60
(o) Sequential numbering and crash numbering in red or black ink.													
1) Makeready.....	5	10.00	50.00	40.00	200.00	30.00	150.00	2.00	10.00	NC		10.00	50.00
2) Run per 100 numbers.....	7	10.00	70.00	2.50	17.50	10.00	70.00	5.00	35.00	6.00	42.00	6.00	42.00
(p) Special handling to include but not limited to custom displays installation and removal, stuffing and sorting for mailing, odd size trimming, and litigation preparation, Cost per hour.....	50	25.00	1250.00	50.00	2500.00	50.00	2500.00	50.00	2500.00	90.00	4500.00	50.00	2500.00
(q) Laminating with 3 mil (.003") thick matte or 5 mil (.005") thick gloss clear lamination, per square foot, per side.....	714	2.00	1428.00	3.25	2320.50	2.50	1785.00	3.25	2320.50	3.25	2320.50	3.25	2320.50
(r) Dry erase lamination with 3 mil (.003") thick or 5 mil (.005") thick clear lamination, per square foot, per side.....	126	2.00	252.00	4.00	504.00	4.00	504.00	5.00	630.00	3.50	441.00	4.00	504.00
CONTRACTOR TOTALS			\$ 501,401.35		\$ 465,119.35		\$ 390,461.95		\$ 387,331.55		\$ 378,488.15		\$ 510,098.95
DISCOUNT		2%	\$ 10,028.03	5%	\$ 23,255.97	NET	\$ -	NET	\$ -	1%	\$ 3,784.88	NET	\$ -
DISCOUNTED TOTALS		30 days	\$ 491,373.32	30 days	\$ 441,863.38	30 days	\$ 390,461.95	30 days	\$ 387,331.55	20 days	\$ 374,703.27	30 days	\$ 510,098.95

AWARDED

Reviewed By: _____

U.S. GOVERNMENT PUBLISHING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Short-Run Copying and Visual Displays On a Fast Schedule

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

**Department of Energy
Mission Support Alliance
Richland, Washington**

Single Award

CONTRACT TERM: The term of this contract is for the period beginning November 1, 2016, and ending October 31, 2017, plus up to 4 optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in the contract.

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Seattle-time, on September 29, 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 25-mile radius of Richland, Washington.

Any bidder intending to use production facilities outside this area should furnish information, with the bid (see page 18), 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 bidder of the responsibility for compliance with these schedule requirements.

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: 1065-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 1065-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 Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from MIL-STD-105):

- (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 and/or digital files
P-8 Halftone Match (Single and Double Impression)	Camera Copy and/or digital files
P-9 Solid and Screen Tint Color Match	Furnished Sample

SECURITY: When an agency indicates that a job requires security, the contractor must follow security requirements as indicated by the agency at no additional cost to the government.

Security includes but is not limited to security training from the agency for contractor's employees who will be handling security jobs. The contractor's delivery couriers must undergo background check and security training provided by the agency.

When required by the agency the contractor will be required to use a shredder provided by the agency. The contractor will be required to store the agency provided shredder in their facility.

When required, the contractor must sign the agency security statement to concede agreement to security requirements.

SUBCONTRACTING: The predominant production function is copying/duplicating/printing of large format visual displays/laminating.

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.

PREAWARD TEST: The Contracting Officer, at his option, may require the prospective contractor to run a test order (not to exceed 100 pages) when supplied with the Government Furnished Materials as described within these specifications. There will be no cost to the Government for this test. In the opinion of the Contracting Officer, if the pre-award test does not meet or exceed the Specified Standards found in the **QUALITY ASSURANCE LEVELS AND STANDARDS**, and proper handling of the Government Furnished Material is not demonstrated as found within the pages of these specifications, the contractor may be declared non-responsible.

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.

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.

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 this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from November 1, 2016 through October 31, 2017, plus for such additional periods as the contract is extended. 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. A print order shall be "issued" for purposes of this contract, when it is either deposited in the U.S. Postal Services mail or otherwise furnished to the contractor in conformance with the schedule.

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 copying and visual displays on a fast schedule requiring such operations as digital copying, binding, framing, mounting, laminating, providing and installing display mounting hardware, packing, and delivery.

TITLE: Short-Run Copying On a Fast Schedule.

FREQUENCY OF ORDERS: Approximately 595 orders per year, consisting of 396 orders of format "A"; and 80 orders of format "B"; 8 transparency, 10 on white semi-gloss photo stock; 100 on white heavy coated photo stock, 10 on polycarbonate resin thermoplastic and 6 banner orders.

Tabbed dividers: Approximately 72 orders will require an average of 15 tabbed dividers per set, with 30 sets per order. Dividers will be from 1/10 cut to 1/3 cut non-mylered and drilled if required. All tabbed dividers will be produced on White Index, 110 lbs.

QUANTITY: Approximately 130 copies per order in format "A" and 65 copies in format "B", of which 40% will be color and 60% will be grayscale or black. Transparency orders will have an average of 12 per order; both photo quality stocks, polycarbonate resin thermoplastic and banner orders will have an average of 7 square feet per order.

NUMBER OF PAGES: Approximately 68 pages in format "A" and approximately 5 pages in format "B". Some orders will have a mix of both format "A" and format "B".

PREMIUM ORDERS: Of the above orders, approximately 15% will be ordered under the "Premium Payment Schedule".

TRIM SIZES:

Format "A" up to and including 8-1/2 x 11" or Format "B" over 8-1/2 x 11" up to and including 11 x 17".

GOVERNMENT TO FURNISH:

Camera copy consisting of line art.

Thumb Drive, DVD, CD-ROM, both PC and/or Macintosh compatible. Software could include but 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 disc. The contractor must have the current versions and up-grade as they become available.

Various capacity 3-ring binders to accommodate 8-1/2 x 11" sheets.

Collation sheets.

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.

WARNING: All media provided by the Government, and duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Government furnished material is not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be destroyed by the contractor.

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.

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 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 specified quality level.

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 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.

COPYING: Copying equipment must be digital in nature and maintain fidelity with a minimum of 1200 x 1200 DPI for grayscale and all color images. Clear, sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. Both color and grayscale copying equipment must be capable of duplex copying while maintaining no visible distortion from the government furnished original(s).

Tabbed dividers will require copying one side only.

Color and grayscale enlargements mounted on suitable Foam Core or Gator Board to be used as displays. Displays may be as large as 72 x 180". For oversize orders one splice is acceptable. Mounted images may require laminating up to 60" wide with either 3 mil (.003") thick matte or 5 mil (.005") thick gloss clear lamination. Splicing the laminate is not acceptable. Some laminating orders will require dry erase lamination.

There is no imaging on the 0.010 to 0.015" thick clear plastic sheeting, it will be used as front and back covers, when required.

Color imaging for outside banners will require UV safe inks; which must withstand a minimum of 80 hours in an Atlas Fadeometer or equal.

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. 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.

The paper to be used will be indicated on each print order.

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

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

White High Quality Laser, basis size 17 x 22", 24 lbs. and 28 lbs. per 500 sheets, equal to JCP O61.

Colored Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.

White or Colored Index, basis size 25-1/2 x 38-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10.

White Number 1, Gloss Coated Cover, basis size 20 x 26", 80 lbs. per 500 sheets, equal to JCP Code L11.

Clear plastic sheeting, approximately 0.010" to 0.015" thick.

Color and/or black only over-head transparency material with a heat stable, clear polyester base, approximately .004" thick.

White semi-gloss photo print quality paper; approximately 0.008" to 0.009" thick, equal to "Ilford Omnijet Photo Satin".

White heavy coated photo print quality paper; 42 lbs. (approximately 0.006" thick), equal to "Ilford Superior Bond".

Clear polycarbonate resin thermoplastic or equal; approximately 0.010" to 0.013" thick, equal to "Lexjet Clear".

Opaque white polycarbonate resin thermoplastic backing material; approximately 0.010" thick, equal to "Lexjet Coex PreLume Opaque White Backer".

White Indoor/Outdoor scrim vinyl banner material approximately 0.015" thick, equal to "Lexjet Thrifty Banner".

White and Colored Carbonless Bond, CF, CB, CFB, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code 080.

COMPUTER TIME WORK: Will consist of minor repairs and/or corrections required by the ordering agency on electronic camera copy. Time work will be rounded up to closest 15 minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for repairs or corrections.**

SPECIAL HANDLING: Consists of custom display installation and removal, stuffing and sorting for mailing, odd size trimming, and litigation preparation. Time work will be rounded up to closest 15 minute increments.

Prior to work, the contractor will be required to inform the agency of the approximate time required for special handling.

When the special handling line item is used by the ordering agency, the agency must sign off on the contractor's invoice used to invoice GPO.

PROOFS: None required.

MARGINS: Adequate gripper margins.

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

Loose-leaf: Gather and trim four sides; stitch with one stitch in the upper left corner or two side stitches.

Approximately 210 orders of drilling up to 3 holes; 1/4" or 5/16" diameter holes. Some holes are 4-1/4" center to center, centered on the 11" dimension, center of holes must be a suitable distance from the binding-edge. Follow print order for location of holes.

Approximately 98 orders of folding with folio number visible after folding, unless specified otherwise. Follow print order for folding instructions.

Approximately 113 orders of collating materials which could include front and back covers, tabbed dividers, colored pages and foldins.

Approximately 10 orders of inserting text on the rings of Government furnished 3-ring binders and insert the front, back and spine covers into the outside cover pockets of the binders.

Approximately 77 orders of black hot tape binding.

Approximately 5 orders of binding with 2 or 3 non-rust, metallic screw posts of suitable capacity.

Approximately 26 orders of collating, punching and binding with suitable black plastic combs.

Approximately 42 orders of collating, punching and binding with suitable black plastic spirals.

Approximately 79 orders require each book to be rubber banded when indicated on the print order.

Approximately 26 orders of saddle stitching; collate, stitch in two places and trim three sides.

Approximately 6 orders with closure tabs for mailing. Tabbing must meet current U. S. Postal Services standards for mailing.

Approximately 5 orders of sequential numbering (crash numbering is acceptable) 3/16" to 1/4" high in red or black ink.

Carbonless forms. Forms printed on carbonless paper must be printed on the proper side of the paper to insure that written or typed images transfer to each part of a multiple part set in a manner in which the form is intended. Fasten carbonless sets by "edge bonding" using a special adhesive made for this purpose that will hold the individual parts of a set together during fill-in and normal handling, but which allows ready separation of the parts without damage to individual parts. **No additional charge will be allowed for "edge bonding" carbonless forms.**

VISUAL DISPLAY IMAGING AND FINISHING: Approximately 38 orders will require mounting on Gator Board, 47 mounted on Foam Core and 120 orders will require laminating. Approximately 15% of laminating orders will require dry erase lamination. All mounting and laminating orders are based on an average of 7 square feet per order.

Framing: Suitable "C" shaped plastic edge trim in various colors. Prints mounted on 3/16" foam core or gator board may require framing with mitered corners.

Mounting film: Suitable pressure sensitive adhesive backed, roll mounted film with release liner. Prints mounted on foam core or gator board may require mounting film for displays. Posters and/or displays requiring revisions may require being produced with a mounting film backing.

Mounting: Mounting will be on Foam Core or Gator Board. Some orders may require mounting as large 5 x 10 feet on Gator Board.

Indoor/outdoor scrim vinyl banners: Imaged with UV safe inks, one side only and may require laminating after imaging. The trim edges of banners must be reinforced.

Indoor/outdoor grommets: Brass or nickel round Number Two grommets; 3/8" inside diameter. Grommets will be installed to the edges and/or corners of the banner as required.

Display hangers: Metal suitable display hangers with permanent pressure sensitive adhesive backing. Hangers must adhere to various surfaces and suitable for hanging various size displays.

Velcro or equal: Velcro or equal 1/2" wide strips and/or 3/4" diameter dots with permanent pressure sensitive adhesive backing on a suitable liner.

Polycarbonate resin thermoplastic: Polycarbonate resin thermoplastic will normally be reversed imaged in full color and a white opaque backer applied. The backer must be equal to Coex PreLume Opaque White Backer.

DISTRIBUTION: Deliver f.o.b. destination to:

Department of Energy
2355 Stevens Drive
Richland, WA 99352

Or other destinations in the Richland, WA, area.

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

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

PACKING: Slip sheet with colored stock when indicated on the print order.

Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed.

All expenses incidental to picking up of Government furnished materials, returning materials, 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).

Government furnished material must be picked up from and delivered (f.o.b. destination) at the ordering Department--see address under "Distribution". On some orders, the agency may deliver camera copy and pick-up the finished product; when indicated on the Print Order.

No definite schedule for pickup of material can be predetermined; however, it is anticipated that the following estimates will apply to the overall contract period.

Delivery must be made from "same day" to 48 hours of the availability of the Government furnished materials. Most orders will require a 48 hour delivery, while approximately 15% of all orders will require "premium payment" scheduling.

PREMIUM PAYMENT: Will include all orders requiring 4 hours or less, evenings, and weekend deliveries.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

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 for the term of this contract.

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

		(1)	(2)
I.	a)	11,902	88
	b) 1)	17,853	133
	2)	275	XXXXX
	c)	82	
	d)	60	
	e)	595	
	f)	60	
	g)	42	
	h)	36	
	i)	92	
	j)	978	
	k)	37	
	l)	332	
	m)	43	
	n)	506	
		(1)	(2)
II.	a)	2,100	16
	b) 1)	3,151	23
	2)	49	XXXXX
	c)	14	
	d)	11	
	e)	105	
	f)	11	
	g)	7	
	h)	6	
	i)	16	
	j)	173	
	k)	7	
	l)	59	
	m)	8	
	n)	89	
		(1)	(2)
III.	a)	1,750	11
	b)	7,001	23
	c)	876	25
	d)	1,225	7
	e)	3,326	23
	f)	1,225	18
	g)	525	23
	h)	525	XXXX
	i)	525	XXXX
	j)	525	XXXX

SECTION 3.- DETERMINATION OF AWARD CONT.:

IV.	a)		7,455		
	b)		9,282		
	c)		7		
	d)		34		
	e)		55		
	f)		103		
	g)		100		
	h)		159		
	i)		150		
	j)		13		
	k)		34		
	l)		266		
	m)		329		
	n)		2,340		
	o)	1)	5	2)	7
	p)		50		
	q)		714		
	r)		126		

SECTION 4.- SCHEDULE OF PRICES

SUBMISSION OF OFFERS AND EVALUATION:

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. Bids 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. 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 non-responsive.

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 non-responsive.

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

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

Fractional parts of one square foot will round up to the next whole square foot.

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

- I. COPYING, BINDING, PACKING AND DISTRIBUTION:** Price offered shall include the cost of all required materials and operations necessary for the complete copying, binding, framing, mounting, laminating, installing display hardware, and distribution of the products listed in accordance with these specifications.

Format "A" up to and including 8-1/2 x 11"

Format "B" over 8-1/2 x 11" and up to and including 11 x 17"

NORMAL DELIVERY SCHEDULE:

		Format "A" (1)	Format "B" (2)
(a)	Color Copying: Text pages in color including the cost of loose-leaf binding, per 100 copies.	\$ _____	\$ _____
(b)	Black Copying:		
1)	Text pages in black including the cost of loose-leaf binding, per 100 copies.	\$ _____	\$ _____
2)	Tabbed dividers in black. Including the cost of stock and collating into text, per 100 tabbed dividers.	\$ _____	\$XXXXXXXX

(Initials)

VISUAL DISPLAY IMAGING AND FINISHING:

- (c) Over-head transparency in color or a single color, cost to include imaging and stock, cost per 8-1/2 x 11" transparency. \$ _____

- (d) White semi-gloss photo print stock approximately 0.008 " - 0.009" thick, the cost will include full color imaging. Cost per Square foot. \$ _____

- (e) White heavy coated photo print stock approximately 0.006 " thick, the cost will include full color imaging. Cost per Square foot. \$ _____

- (f) Clear Polycarbonate resin thermoplastic or equal will include the cost of full color imaging. Cost per square foot. \$ _____

- (g) Opaque white polycarbonate resin thermoplastic backing material Cost will include laminating backer to the imaged polycarbonate resin thermoplastic. Cost per square foot. \$ _____

- (h) White banner stock including full color imaging and edge reinforcement. Cost per square foot. \$ _____

- (i) Suitable edge and corner grommets, the cost will include the grommets and installation. Cost per grommet. \$ _____

- (j) "C" shaped plastic framing with mitered corners. Cost will include installation. cost per linear inch. \$ _____

- (k) Suitable metal display hangers will include installation. Cost per hanger. \$ _____

(Initials)

- (l) Velcro 1/2" wide strips with permanent pressure sensitive backing and a suitable liner. price will include both hook and loop strips and installation. Cost per linear inch. \$ _____
- (m) Velcro 3/4" dots with permanent pressure sensitive backing and a suitable liner. Price will include both hook and loop dots and installation. Cost per dot. \$ _____
- (n) Roll mounting film with a suitable release liner. Price will include installation. Cost per square foot. \$ _____

II. COPYING, BINDING, PACKING AND DISTRIBUTION: Price offered shall include the cost of all required materials and operations necessary for the complete copying, binding, framing, mounting, laminating, installing display hardware, and distribution of the products listed in accordance with these specifications.

Format "A" up to and including 8-1/2 x 11"
Format "B" over 8-1/2 x 11" and up to and including 11 x 17"

PREMIUM DELIVERY SCHEDULE:

	Format "A" (1)	Format "B" (2)
(a) Color Copying: Text pages in color including the cost of loose-leaf binding, per 100 copies.	\$ _____	\$ _____
(b) Black Copying:		
1) Text pages in black including the cost of loose-leaf binding, per 100 copies.	\$ _____	\$ _____
2) Tabbed dividers in black. Including the cost of stock and collating into text. Cost per 100 tabbed dividers.	\$ _____	\$XXXXXXXXXX

VISUAL DISPLAY IMAGING AND FINISHING:

- (c) Over-head transparency in color or a single color, cost to include imaging and stock, cost per 8-1/2 x 11" transparency. \$ _____
- (d) White semi-gloss photo print stock approximately 0.008 " - 0.009" thick, the cost will include full color imaging. Cost per Square foot. \$ _____

 (Initials)

- (e)** White heavy coated photo print stock approximately 0.006 " thick, the cost will include full color imaging. Cost per Square foot. \$ _____
- (f)** Clear Polycarbonate resin thermoplastic or equal the cost will include full color imaging. Cost per square foot. \$ _____
- (g)** Opaque white polycarbonate resin thermoplastic backing material. Cost will include laminating backer to the imaged Polycarbonate resin thermoplastic. Cost per square foot. \$ _____
- (h)** White banner stock including full color imaging and edge reinforcement. Cost per square foot. \$ _____
- (i)** Suitable edge and corner grommets, the cost will include the grommets and installation. Cost per grommet. \$ _____
- (j)** "C" shaped plastic framing with mitered corners. Cost will include installation. cost per linear inch. \$ _____
- (k)** Suitable metal display hangers will include installation. Cost per hanger. \$ _____
- (l)** Velcro 1/2" wide strips with permanent pressure sensitive backing and a suitable liner. price will include both hook and loop strips and installation. Cost per linear inch. \$ _____
- (m)** Velcro 3/4" dots with permanent pressure sensitive backing and a suitable liner. Price will include both hook and loop dots and installation. Cost per dot. \$ _____

(Initials)

- (n) Roll mounting film with a suitable release liner. Price will include installation. Cost per square foot. \$ _____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

- Format "A" up to and including 8-1/2 x 11"**
- Format "B" over 8-1/2 x 11" and up to and including 11 x 17"**

	Format "A" (1)	Format "B" (2)
	<u>Per 100 leaves</u>	
(a) White Writing (20 lbs)	\$ _____	\$ _____
(b) White Laser (24 lbs)	\$ _____	\$ _____
(c) White Laser (28 lbs)	\$ _____	\$ _____
(d) Colored Writing (20 lbs)	\$ _____	\$ _____
(e) White Index (110 lbs)	\$ _____	\$ _____
(f) Colored Index (110 lbs)	\$ _____	\$ _____
(g) White #1 Gloss Coated Cover (80 lbs)	\$ _____	\$ _____
(h) Clear plastic Cover (0.010" to 0.015")	\$ _____	\$XXXXXXXX
(i) White and colored CF and CB carbonless transfer stock (20 lbs)	\$ _____	\$XXXXXXXX
(j) White and colored CFB carbonless transfer stock (20 lbs)	\$ _____	\$XXXXXXXX

IV. ADDITIONAL OPERATIONS: The following are charges that are in addition to Item I. These charges will only be allowed when specified on the print order.

- (a) Collating pages, foldins, dividers and/or covers, per 100 leaves. \$ _____
- (b) Drilling up 3 holes, per 100 leaves. \$ _____
- (c) Binding with 2 or 3 metallic screw-posts. The cost must include the cost of the screw-posts, per 100 books. \$ _____
- (d) Punch and bind with suitable plastic combs, per 100 books. \$ _____
- (e) Punch and bind with suitable plastic coils, per 100 books. \$ _____
- (f) Band with suitable rubber band, per 100 books. \$ _____
- (g) Black tape, heat binding plus the cost of binding materials, per 100 books. \$ _____
- (h) Fold with one or two folds, per 100 leaves. \$ _____
- (i) Computer time work on electronic camera copy corrections, per hour. \$ _____
- (j) Inserting text into the rings and inserting covers. into outside pockets of 3-ring binders, per 100 binders. \$ _____
- (k) Saddle stitch, collate, stitch and trim three sides per 100 books. \$ _____
- (l) Mounting on 3/16" Gator Board with square or rounded corners, per square foot. \$ _____
- (m) Mounting on 3/16" Foam Core with square or rounded corners, per square foot. \$ _____

 (Initials)

- (n) Apply mail tabs to printed pieces intended to be mailed through the U.S. Postal Service. Cost per tab. \$ _____
- (o) Sequential numbering and crash numbering in red or black ink.
 - 1) Makeready \$ _____
 - 2) Run per 100 numbers \$ _____
- (p). Special handling to include but not limited to: custom displays installation and removal, stuffing and sorting for mailing, odd size trimming, and litigation preparation. Cost per hour \$ _____
- (q) Laminating with 3 mil (.003") thick matte or 5 mil (.005") thick gloss clear lamination, per square foot, per side. \$ _____
- (r) Dry erase laminating with 3 mil (.003") thick or 5 mil (.005") thick clear lamination, per square foot, per side. \$ _____

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 the 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 the GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on the GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

City – State

By _____
Signature and title of person authorized to sign this bid

Person to be contacted

Telephone Number