

ITEM NO.	DESCRIPTION	BASIS OF AWARD	Advance Printing Co. Inc. Fairbanks AK		Graphic North Inc. Fairbanks AK		CURRENT CONTRACTOR/GPO ESTIMATE Graphic North	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
	Format "A": Up to and including 8-1/2 x 11" Format "B": Over 8-1/2 x 11" up to and including 11 x 17"							
<b>I.</b>	<b>COPYING, BINDING, PACKING AND DELIVERY:</b>							
(a)	<b>Black Copying per 100 pages</b>							
1.	Format "A".....	196	\$22.00	\$4,312.00	\$4.00	\$784.00	\$4.00	\$784.00
2.	Format "B".....	11	\$30.00	\$330.00	\$7.00	\$77.00	\$7.00	\$77.00
(b)	<b>Color Copying per 100 pages</b>							
1.	Format "A".....	35	\$49.00	\$1,715.00	\$35.00	\$1,225.00	\$35.00	\$1,225.00
2.	Format "B".....	2	\$69.00	\$138.00	\$68.00	\$136.00	\$68.00	\$136.00
<b>II.</b>	<b>PAPER:</b>							
	<b>White Offset Book 50-lb or White</b>							
(a)	<b>Writing 20-lb</b>							
1.	Format "A", per 100 sheets.....	39	\$2.00	\$78.00	\$1.50	\$58.50	\$1.00	\$39.00
2.	Format "B", per 100 sheets.....	1	\$7.00	\$7.00	\$3.10	\$3.10	\$2.30	\$2.30
(b)	<b>Colored Writing 20-lb</b>							
1.	Format "A", per 100 sheets.....	1	\$5.00	\$5.00	\$1.90	\$1.90	\$1.90	\$1.90
(c)	<b>White Offset Book 70-lb</b>							
1.	Format "A", per 100 sheets.....	12	\$8.00	\$96.00	\$2.80	\$33.60	\$2.60	\$31.20
2.	Format "B", per 100 sheets.....	1	\$14.00	\$14.00	\$5.30	\$5.30	\$5.20	\$5.20
(d)	<b>White Offset Book 80-lb</b>							
1.	Format "A", per 100 sheets.....	12	\$10.00	\$120.00	\$3.00	\$36.00	\$2.90	\$34.80
2.	Format "B", per 100 sheets.....	1	\$17.00	\$17.00	\$5.90	\$5.90	\$5.80	\$5.80
(e)	<b>White Gloss Text 80-lb</b>							
1.	Format "A", per 100 sheets.....	23	\$9.00	\$207.00	\$3.60	\$82.80	\$3.40	\$78.20
2.	Format "B", per 100 sheets.....	2	\$15.00	\$30.00	\$6.90	\$13.80	\$6.80	\$13.60
(f)	<b>White Gloss Cover 78-lb</b>							
1.	Format "A", per 100 sheets.....	2	\$18.00	\$36.00	\$8.00	\$16.00	\$7.50	\$15.00
(g)	<b>White Gloss Cover 95-lb</b>							
1.	Format "A", per 100 sheets.....	1	\$20.00	\$20.00	\$11.50	\$11.50	\$11.50	\$11.50
2.	Format "B", per 100 sheets.....	1	\$34.00	\$34.00	\$19.00	\$19.00	\$19.00	\$19.00
(h)	<b>White or Colored Index 110-lb</b>							
1.	Format "A", per 100 sheets.....	23	\$14.00	\$322.00	\$7.50	\$172.50	\$7.00	\$161.00
2.	Format "B", per 100 sheets.....	1	\$28.00	\$28.00	\$14.00	\$14.00	\$14.00	\$14.00
(i)	<b>White or Colored Vellum Cover 65-lb</b>							
1.	Format "A", per 100 sheets.....	2	\$16.00	\$32.00	\$7.50	\$15.00	\$7.00	\$14.00
<b>III.</b>	<b>ADDITIONAL OPERATIONS:</b>							
(a)	<b>Drilling, up to 4 holes, per 100 sheets</b> .....	29	\$8.00	\$232.00	\$1.50	\$43.50	\$1.00	\$29.00
(b)	<b>Comb bind with suitable plastic combs. Price must include collating, punching and combs, per 100 books</b> .....	2	\$280.00	\$560.00	\$160.00	\$320.00	\$150.00	\$300.00
(c)	<b>Affix mailing labels, per 100 labels</b> .....	2	\$7.00	\$14.00	\$10.00	\$20.00	\$4.00	\$8.00
(d)	<b>Apply closure tabs suitable of mailing, per 100 tabs</b> .....	2	\$5.00	\$10.00	\$4.00	\$8.00	\$2.50	\$5.00
(e)	<b>Inserting color copying, tabbed dividers, and/or covers, cost per 100 inserts</b> .....	23	\$11.00	\$253.00	\$12.00	\$276.00	\$2.50	\$57.50
(f)	<b>Plastic spiral binding must include drilling, collating and binding materials, cost per 100 books</b> .....	5	\$250.00	\$1,250.00	\$180.00	\$900.00	\$160.00	\$800.00
(g)	<b>Folding up to 3 parallel folds per leaf, cost per 100 sheets</b> .....	7	\$18.00	\$126.00	\$3.00	\$21.00	\$3.00	\$21.00
(h)	<b>Printed tabbed dividers, one side only, cost per 100 dividers, including stock</b> .....	19	\$180.00	\$3,420.00	\$85.00	\$1,615.00	\$40.50	\$769.50
(i)	<b>Printing on second side of tabbed dividers, cost per 100 dividers</b> .....	5	\$220.00	\$1,100.00	\$4.00	\$20.00	\$40.50	\$202.50
(j)	<b>Computer time work per hour</b> .....	2	\$60.00	\$120.00	\$75.00	\$150.00	\$65.00	\$130.00
<b>CONTRACTOR TOTALS</b>				\$14,626.00		\$6,084.40		\$4,991.00
<b>DISCOUNT</b>			NET	\$0.00	2%	\$121.69	NET	\$0.00
<b>DISCOUNTED TOTALS</b>			30 days	\$14,626.00	20 days	\$5,962.71	30 days	\$4,991.00

AWARDED

Review by: \_\_\_\_\_

**U.S. GOVERNMENT PUBLISHING OFFICE**  
Seattle, Washington

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Short-Run Copying**

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

**Department of Interior  
National Park Service  
Alaska Region**

**Single Award**

The term of this contract is for the period

**beginning July 1, 2017, and ending June 30, 2018**

**BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Seattle time, on June 15, 2017.**

**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 50-mile radius of Fairbanks, AK.

Any bidder intending to use production facilities outside this area should furnish information with the bid, see page 11, 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.

**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: 1082-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 1082-S.  
The spread sheet will be in a PDF format.

For information of a technical nature call Felicia Buchko, Ext. #3, or e-mail [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov), other questions should be directed to the contract administrator, Lautretz Moore, Ext. #2, or email [lmoore@gpo.gov](mailto: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.

**SUBCONTRACTING:** The predominant production function is copying.

**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-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	Government Furnished Material
P-9. Solid and Screen Tint Color	Government Furnished Material; Pantone Matching System

**OPTION EXTENSION OF CONTRACT TERM:** The Government may extend the term of this contract by written notice to the contractor no later than 30 days before the contract expires. If the Government exercises this option, the extended contract will include all provisions herein. The total duration of this contract, including the exercise of any options, will not exceed five years.

**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.

**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 July 1, 2017, through June 30, 2018; 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.

**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 on page 1. 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 period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

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.

**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 one.

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. 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.

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 due to 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.

**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 forms and booklets requiring such operations as copying in grayscale and color, binding, addressing, wafer-tabling, packing, and delivery.

**TITLE:** Short-Run Copying.

**FREQUENCY OF ORDERS:** Approximately 11 orders will be placed per year as follows:

<u>Format</u>	<u>Number of Orders</u>	<u>Page Count</u>	<u>Quantity</u>
"A"	8	12	240
"B"	3	2	225

Approximately 85% will be grayscale and 15% will be color.

**TRIM SIZES:** Various trim sizes will be ordered. The following shows the trim sizes which are expected to be ordered:

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

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

Tabbed dividers are 8-1/2 x 11" with a 1/2" tab, making an overall trim of 9 x 11"; standard cut, non-myelared. Stock will be White Index 90 lbs (Basis Size 25-1/2 x 30-1/2"). Approximately 1 order will require an average of 8 tabbed dividers per set.

### **GOVERNMENT TO FURNISH:**

CD or DVD ROM, both IBM and/or Macintosh compatible. Software could include but is not limited to: CorelDraw, PhotoShop, PageMaker, InDesign, Quark XPress, PostScript and PDF files. Software will be in a variety of versions. Printer fonts will be provided on the disc. The contractor must have the latest software versions.

Camera copy consisting of line art, color and/or monochromatic photographs. Government furnished originals may require copying at various focuses.

Print orders.

GPO Form 905 for shipping container labels.

Mailing labels with pressure sensitive adhesive.

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.

At the option of the agency Government Furnished Material will be emailed, sent via contractors FTP site, or picked up by the contractor.

### **CONTRACTOR TO FURNISH:**

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

The contractor will host a secure FTP service with 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.

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

Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the contract administrator, see below.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged discs, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

**COMPUTER TIME WORK:** 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 product and shall be returned on the same type of storage media as was originally furnished. The Government may request as digital deliverables, PostScript files, or Adobe Acrobat Portable Document Format (PDF) files.

When required by the Government, the contractor will make minor revisions to the electronic files.

**COPYING:** Copying equipment must have a minimum of 1200 x 1200 DPI. Clear sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials.

Tabbed dividers will require copying on tab only. Some orders will print on one side of tab divider. When indicated on print order print on both sides of tab. No body copy.

The contractor has the option to use printing duplicators, offset printing or digital printing equipment in the production of the items ordered under this contract, as long as the desired quality level is maintained.

**MARGINS:** Adequate gripper.

**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](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.

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60; or contractor's option: White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

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

White Offset Book, basis weight: 70 and 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Number 1, Gloss Coated Text, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP A181.

White Gloss Coated Cover, basis weight: 78 lbs.; brightness value of 88; approximate thickness of .0082", equal to Topkote Gloss Cover; OJI Paper Co.

White Gloss Coated Cover, basis weight: 95 lbs.; brightness value of 88; approximate thickness of .0104", equal to Topkote Gloss Cover.

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

White and Colored Vellum Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

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

Looseleaf; Gather, trim four sides; stitch with one stitch in the upper left corner or up to three side stitches. Separate two-piece covers will be required on some orders.

Comb binding: Approximately 1 order will collate, punch and insert a suitable capacity plastic comb with or without a two piece cover.

Spiral binding: Approximately 2 orders will collate, punch and insert suitable plastic capacity spirals with or without a two-piece cover.

Drilling: Approximately 2 orders will drill up to 4 holes 1/4" or 3/8" in diameter.

Folding: Approximately 3 orders will fold up to three parallel folds.

When required, affix pressure sensitive adhesive closure tabs (seal-o-matic or equal) suitable for mailing on the loose edge of the finished product; and/or suitable address labels placed suitable for mailing. All pieces must meet USPS requirements for mailing.

Collate material for book binding, which may include front and back covers, tabbed dividers, folded inserts, and color copied text pages.

**PACKING:** Pack suitable units in shipping containers. Each shipping container must not exceed 45 pounds when fully packed. Use GPO form 905 to mark shipping containers.

**LABELING AND MARKING:** Occasional orders may require applying mailing address labels to the finished product.

Upon completion of each order, all originals must be returned to the ordering agency. All expenses incidental to 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).

At the option of the agency some orders will require furnished material to be picked up from the delivery address.

The following schedule begins the workday of notification of the availability of print order and furnished material. Orders requiring one day delivery will be available for pick up prior to 10:00 a.m. same day.

No definite schedule for pickup of material can be predetermined.

Orders must be completed and delivered within from 1 to 10 workdays. The schedule starts the day of notification with the availability of the print order and furnished material. The average delivery schedule will be 7 workdays. Orders requiring Alaska delivery outside of a 50 mile radius of Fairbanks AK have a minimum of 4 workdays.

**DISTRIBUTION:** When required, the contractor must pick up all Government furnished materials from and deliver f.o.b. destination to Alaska. Zip codes include, but are not limited to, 99755, 99676, 99709.

Unscheduled material such as shipping 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 quoted 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.	196	11
b.	35	2
II. a.	39	1
b.	1	xx
c.	12	1
d.	12	1
e.	23	2
f.	2	xx
g.	1	1
h.	23	1
i.	2	xx
III. a.	29	
b.	2	
c.	2	
d.	2	
e.	23	
f.	5	
g.	7	
h.	19	
i.	5	
j.	2	

**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.

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) 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 (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.

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 DELIVERY:** Prices quoted must include the cost of all operations and materials necessary for copying, trimming, collating, side-stitching, packing and delivery of the products as specified in this contract.

Format "A": Up to and including 8-1/2 x 11".

Format "B": Over 8-1/2 x 11" up to and including 11 x 17".

	<b>Format "A" (1)</b>	<b>Format "B" (2)</b>
<b>a.</b> Black Copying per 100 pages.	\$ _____	\$ _____
<b>b.</b> Color Copying per 100 pages.	\$ _____	\$ _____

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

**II. PAPER:** The contractor will be reimbursed for the net number of trim size leaves of paper required for each order. Quotations must include the cost of all make-ready and running spoilage allowances.

Price per trim sizes and per 100 sheets.

	<b>Format "A"</b>	<b>Format "B"</b>
	Up to and Including <u>8-1/2 x 11"</u>	Over 8-1/2 x 11" through <u>11 x 17"</u>
	<b>(1)</b>	<b>(2)</b>
a. White Offset Book 50-lb. or White Writing 20-lb	\$ _____	\$ _____
b. Colored Writing 20-lb	\$ _____	xxxx
c. White Offset Book 70-lb	\$ _____	\$ _____
d. White Offset Book 80-lb	\$ _____	\$ _____
e. White Gloss Text 80-lb	\$ _____	\$ _____
f. White Gloss Cover 78-lb	\$ _____	xxxx
g. White Gloss Cover 95-lb	\$ _____	\$ _____
h. White or Colored Index 110-lb	\$ _____	\$ _____
i. White or Colored Vellum Cover 65-lb	\$ _____	xxxx

**III. ADDITIONAL OPERATIONS:** Price quoted must include the cost of any operations(s) and materials(s) necessary for the following bindery operations.

a. Drilling, up to 4 holes, per 100 sheets.	\$ _____
b. Comb bind with suitable plastic combs. Price must include collating, punching and combs, per 100 books.	\$ _____
c. Affix mailing labels, per 100 labels.	\$ _____
d. Apply closure tabs suitable of mailing, per 100 tabs.	\$ _____
e. Inserting color copying, tabbed dividers, and/or covers, cost per 100 inserts.	\$ _____
f. Plastic spiral binding must include drilling, collating and binding materials, cost per 100 books.	\$ _____
g. Folding up to 3 parallel folds per leaf, cost per 100 sheets.	\$ _____
h. Printed tabbed dividers, one side only, cost per 100 dividers, including stock.	\$ _____
i. Printing on second side of tabbed dividers, cost per 100 dividers.	\$ _____
j. Computer time work per hour.	\$ _____

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

**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. 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

\*\*\*\*\*

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\_\_\_\_\_