

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Treatment Records

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

Department of the Army

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2014 and ending September 30, 2015, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on September 29, 2014.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-831, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: The GPO Bookstore, 710 North Capitol Street, NW, Washington, DC between the hours of 8:00 a.m. and 4:00 p.m. on business days and follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 125-mile radius of zero milestone Washington, DC.

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

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>.

For information of a technical nature *before* award, call Linda Giacomo at (202) 512-0307. For contract administration *after* award, call Timothy Minor at (202) 512-0307. (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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing Attributes (page related) – Level IV.
- (b) Finishing Attributes (item related) – Level IV.
- (c) *Exceptions:* Alignment (after folding) on the right side must be within 1/16” between the open box on the face of the front leaf and the open boxes R and S on the face of the back leaf.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Prior-to-Production Samples/ Average Type Dimension/Electronic Media
P-9. Solid and Screen Tint Color Match	Prior-to-Production Samples/ Pantone Matching System

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from October 1, 2014 to September 30, 2015, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending June 30, 2014, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2014 through September 30, 2015, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued," for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of expansion-type file folders with metal fasteners and reinforced edges requiring such operations as electronic prepress, printing, construction, packing, and distribution.

TITLE: Treatment Records.

Form number and color designations –

(a) Form 3444	Orange (Pantone 150)	(f) Form 3444-5	Blue (Pantone 310)
(b) Form 3444-1	Green (Pantone 360)	(g) Form 3444-6	White
(c) Form 3444-2	Yellow (Pantone 114)	(h) Form 3444-7	Brown (Pantone 464)
(d) Form 3444-3	Gray (Pantone 414)	(i) Form 3444-8	Pink (Pantone 182)
(e) Form 3444-4	Peach (Pantone 141)	(j) Form 3444-9	Red (Pantone 185)

FREQUENCY OF ORDERS: Approximately 5 to 50 orders per year.

Multiple orders (up to approximately four) may be placed on a single workday, each requiring the same contract schedule, as specified in these specifications. No additional time will be permitted.

QUANTITY: Approximately 10,000 to 200,000 folders per order. (An occasional order may require up to approximately 500,000 folders.)

QUANTITY VARIATION ALLOWANCE: \pm 1 percent.

TRIM SIZE:

Flat dimension – 19-3/8 x 12-5/8”.

Folded dimensions – Front leaf: 8-7/8 x 11-1/8”.
Back leaf: 9-1/2 x 11-5/8”.

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

Platform: IBM compatible using Windows XP

Storage Media: CD-ROM; DVD

Software: Adobe CS4 or CS5 (InDesign, Photoshop, Illustrator)
Adobe Acrobat 7.0

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

Fonts: All printer and screen fonts will be furnished/embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator(s). All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional

Information: Files will be furnished in native application and/or PDF format.

Visual(s) of furnished electronic files will be provided.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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 product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production 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.

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

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

Upon completion of each order, the contractor must furnish final production native application files (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, unless otherwise specified. 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. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

PRIOR-TO-PRODUCTION SAMPLES: Prior to the commencement of the contract production quantity, it is anticipated that prior-to-production samples will be required on the first print order and subsequent print orders, as necessary. If prior-to-production samples are required, the requirement will be indicated on the print order.

The sample requirement for this contract is not less than 25 printed construction samples.

Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials.

Contractor shall submit samples to: U.S. Army Publishing Directorate, 9351 Hall Road, Building 1456, Fort Belvoir, VA 22060-5447. ATTN: Roy Piepenbring.

Container and accompanying documentation shall be marked *PRIOR-TO-PRODUCTION SAMPLES* and shall include the GPO jacket, purchase order, and program numbers. Samples must be submitted in sufficient time to allow Government testing of the samples, production, and shipment, in accordance with the contract schedule.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities (using the same production equipment) in which the contract production quantities are to be manufactured.

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.

Government Paper Specification Standards No. 12 – 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 Pantone numbers. The Contracting Officer reserves the right to reject shipments of any order which, in his/her opinion, materially differs from that of the Pantone color(s) specified.

Stock:	100 percent bleached sulphate pulp	
Basis Weight:	24 x 36" (per 500 sheets)..... pounds.....	140-160
Thickness:	Average..... inch	0.011 (+ 0.001/- 0.0005)
Stiffness (Gurley):	Not less than machine direction..... milligrams	5,000
	Across machine direction	1,500
(Sample: 2-1/2" long, 2" wide)		
Tearing Strength:	Average, not less than -	
	Machine direction	250
	Across machine direction	300
Finish:	Suitable for writing on with pen and ink.	
Grain:	Parallel to the 19-3/8" dimension of the folder.	
Color:	Color may be surface tinted on one side in lieu of pulp dying to match these Pantone colors: Pantone 150 (orange); 360 (green); 114 (yellow); 414 (gray); 141 (peach); 310 (blue); (white); 464 (brown); 182 (pink); 185 (red).	

Folders that are surface tinted must have the colored sides up after folding.

PRINTING: Print face and back in black ink.

Reinforcements print on outside of folder (before construction.)

MARGINS: Margins will be as indicated on the print order or furnished media.

Adequate gripper margins throughout.

Folders bleed outside.

CONSTRUCTION:

Fasteners – Each leaf to be equipped with a permanently affixed, prong-type, one piece, rust resistant, metal fastener similar to Remington Rand, Kompakt, Permclip, or other fastener of similar design and equal quality and durability which meet the following requirements:

- (a) *Quality of Metal:* Fastener to be made of corrosion resistant, plated, bright-finish metal or baked enamel finished metal, 0.013” plus/minus 0.0001” thickness, Rockwell Hardness F-79 to F-89, and to be of such ductility that it will withstand a minimum of 20 ninety-degree flexing cycle without fracture.

Bend Test: With fasteners in the normal flat position, bend the prongs to a vertical position, insert one sheet of punched paper on the prongs, and bend the prongs back to the flat position. Continue this cycle of bends a minimum of 20 times, taking not less than one minute to complete the 20 cycles.

- (b) *Prongs:* Width 7/32”. Length 1-7/16” to 1-9/16”. Spaced 2-3/4” center-to-center.
- (c) Fasteners shall be produced with properly maintained dies to insure the finished product is free from burrs, sharp edges, cracks, flaws, and malformations which may cause injury to personnel or damage to the filed papers. Fasteners shall be free from oil or grease.
- (d) Kompakt-type (or equal) fasteners to be “ribbed” lengthwise for rigidity and strength. Each leaf to be die-cut and embossed so that the base of the fastener will be flush on the outside of the folder with a minimum of thickness so as not to snag other folder while being removed from or inserted in files. The method of securing the fastener to the leaf must be equal to, or superior to, the crimped-over-ends style.
- (e) Permclip-type (or equal) fasteners to be securely affixed with a permanent type, nonwoven fabric material consisting of 20% polyester, 30% nylon, and 50% cellulose, laminated to the folder with an adhesive which will permanently bond the fastener, remain flexible for the life of the folder, and not permit fungus or algae growth. Prongs to be one continuous piece. Folder leaf is not die-cut or embossed.
- (f) Two fasteners to be positioned (prongs inside) as follows:
- One at inside of front leaf, center of fastener 1/2” from bottom (die cut) edge and 4-5/8” from the fold.
 - One at inside of back leaf, center of fastener 5/8” from top edge and 4-1/4” from the fold.

Contractor’s firm name, trade mark, or any form of advertising must not appear on any portion of the folder. This is not applicable to trade names, etc., stamped on the base of the metal fastener during the normal manufacturing process provided that the fastener otherwise meets all of the specifications outlines.

Reinforcing – Reinforce the outside edge of the back leaf 11-5/8” dimension and the bottom edge of the back leaf 9-1/2” dimension with a 1” foldover (to the inside). Must be securely glued. The bottom edge reinforcement shall extend along the edge from the fold to but not overlapping the outside edge.

Die-Cutting – Die-cut the front leaf at the bottom edge along the full 8-7/8” dimension to a depth of 1/2” in order to expose printing on bottom foldover. Finished size of front leaf is 8-7/8 x 11-1/8”.

Round Corner – Round outside corners of back leaf.

Scoring – Score folders in three places the entire 11-1/8” dimension, 3/8” apart on the front leaf, one for folding and two for expansion. The score must be of sufficient depth to provide a clean straight fold, free from wrinkles when the stock is creased on the score by hand, without the use of a tool.

Fold – Fold on score. Finished size front leaf 8-7/8 x 11-1/8”; back leaf 9-1/2 x 11-5/8”.

PACKING: Shrink-film wrap in units of 50 to 100 folders, as specified on print order.

Pack in shipping containers in units of 400 folders per shipping container.

Pallets are required.

Pallets must be constructed in exact accordance with the attached exhibit page with a minimum of a 3/4" void on the outside dimension of each pallet. (SEE EXHIBIT.)

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

In addition to regular markings, contractor must include stock number on all labels. Stock number will be provided with each print order.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance to: U.S. Army Publication Distribution Center, Transportation Officer, 1655 Woodson Road, St. Louis, MO 63114-6128.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to: U.S. Army Publications Distribution Center, Transportation Officer, 1655 Woodson Road, St. Louis, MO 63114-6128.

Deliveries must be made on workdays between the hours of 8:00 a.m. and 2:00 p.m., local time. If the total quantity ordered makes one truck load or less, the order must be delivered as a single, complete shipment. Split shipments are not permitted and will be reported as “*short shipments.*”

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 75-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery method, and title of publication. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, all furnished material and five (5) sample copies must be returned to: U.S. Army Publishing Directorate, 9351 Hall Road, Building 1456, Fort Belvoir, VA 22060-5447. ATTN: Roy Piepenbring.

All expenses incidental to picking up and returning materials, submitting prior-to-production samples, 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).

Furnished material must be picked up from and delivered to: U.S. Army Publishing Directorate, 9351 Hall Road, Building 1456, Fort Belvoir, VA 22060-5447. ATTN: Roy Piepenbring.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

- Complete production and distribution must be made within 30 workdays.

If prior-to-production samples are required, five (5) additional workdays will be added to above schedule.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination 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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Printing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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

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

	(1)	(2)
I.	20	1,200

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

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

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

Prices must include the cost of producing prior-to-production samples.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Per folder	\$ _____	\$ _____

(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.

1. Proposed carrier(s) for pickup of Government furnished material _____

a. Number of hours from acceptance of print order to pickup of Government furnished material..... _____

b. Number of hours from pickup of Government furnished material to delivery at contractor's plant..... _____

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

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

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

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

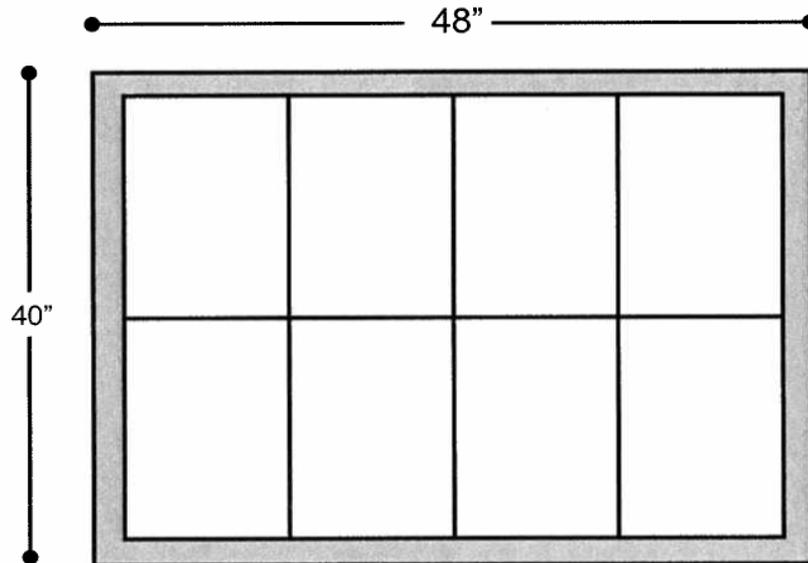
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

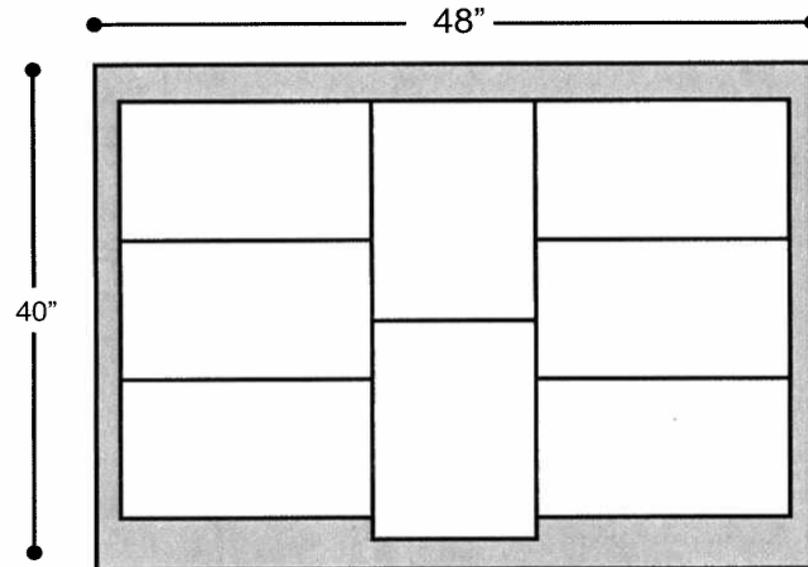
(Telephone Number)

Pallet Requirements

For Army Deliveries to St. Louis, Missouri



8 CARTON LAYER



**8 CARTON LAYER
(ALTERNATING TIERS)**

Total of 5 Layers

(NOTE: Pallet diagram gray areas designate "free space")

SHIPPING AND PACKING REQUIREMENTS (In accordance with GPO Contract Terms (GPO Publication 310.2)

- .Pallets of 40" (L) X 48" (W) assembled flush with 4 stringers
- .Pallets must be 4-way (partial) with full entry on 48" width
- .Cartons must be fastened securely to pallets
- .Height of full pallet must not exceed 55"
- .Cartons must be 275 psi bursting strength
- .Cartons must be packed solidly; not to exceed 45 lbs.
- .White labels with black image of bold, 1/4" height entries
- .Inner packages require labels

NOTE: Shipments to U.S. Army Distribution center in St. Louis, MO, must be palletized with a minimum of a 19 mm (3/4") void, on all sides, to the outside of the pallet.