

PROGRAM 1745-S TERM Date of Award to January 31, 2016
 TITLE: DUPLICATING/COPYING OPERATIONS

ITEM NO.	DESCRIPTION	BASIS OF AWARD	FEDEX OFFICE Little Rock, AR		Southern Reprographics Little Rock, AR		Previous Contractor -Fed Ex Office Little Rock, AR	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PREPRESS:							
(a)	Cut and paste illustrations.....per illustration.....	120 *	5.7668	\$692.02	\$1.00	\$120.00	4.5000	\$540.00
(b)	Scanning illustration into electronic format.....per illustration.....	120 *	5.7668	\$692.02	\$1.00	\$120.00	6.2900	\$754.80
(c)	System timework.....per hour.....	12 *	49.50	\$594.00	\$45.00	\$540.00	54.00	\$648.00
II.	DUPLICATING/COPYING:							
(a)	Flat Sheet, Text and Covers:							
(1)	Format A: Up to 8-1/2 x 11"							
(1)	Black image.....per impression.....	1202998 *	0.0220	\$26,465.96	\$0.1000	\$120,299.80	0.0300	\$36,089.94
(2)	Color image.....per impression.....	17593 *	0.275	\$4,838.08	\$0.30	\$5,277.90	0.300	\$5,277.90
(2)	Format B: Over 8-1/2 x 11" up to 11 x 17"							
(1)	Black image.....per impression.....	134886 *	0.04400	\$5,934.98	\$0.1600	\$21,581.76	0.06000	\$8,093.16
(2)	Color image.....per impression.....	1954 *	0.55000	\$1,074.70	\$0.60	\$1,172.40	0.60000	\$1,172.40
(b)	Tab Dividers:							
(1)	Black image.....per impression.....	10752 *	0.16500	\$1,774.08	\$0.2500	\$2,688.00	0.15000	\$1,612.80
(2)	Color image.....per impression.....	220 *	0.44000	\$96.80	\$0.45	\$99.00	0.45000	\$99.00
(c)	Posters:							
(1)	Black image (18 x 24").....per poster.....	25 *	1.23750	\$30.94	\$1.50	\$37.50	1.14000	\$28.50
(2)	Color image (18 x 24").....per poster.....	50 *	17.94390	\$897.20	\$9.00	\$450.00	16.50000	\$825.00
(3)	Black image (24 x 36").....per poster.....	25 *	2.47500	\$61.88	\$3.00	\$75.00	2.25000	\$56.25
(4)	Color image (24 x 36").....per poster.....	25 *	35.88780	\$897.20	\$18.00	\$450.00	33.00000	\$825.00
(d)	Large format documents (over 11 x 17" up to 32 x 40").....per square foot.....	270 *	0.41250	\$111.38	\$0.38	\$102.60	0.38000	\$102.60
(e)	CD-R duplication (includes cost of CD-R and jewel case and insertion into jewel case).....per CD-R.....	1000 *	8.20880	\$8,208.80	\$5.00	\$5,000.00	7.49000	\$7,490.00
III.	PAPER:							
(a)	Plain Copier, Xerographic, Laser Printer, White (20 lb.)							
(1)	Format A (Up to 8-1/2 x 11").....per 100 leaves.....	11880 *	No Charge	\$0.00	\$2.50	\$29,700.00	No Charge	\$0.00
(2)	Format B (Over 8-1/2 x 11" up to 11 x 17").....per 100 leaves.....	498 *	No Charge	\$0.00	\$3.00	\$1,494.00	No Charge	\$0.00
(b)	Plain Copier, Xerographic, Laser Printer, Colored (20 lb.)							
(1)	Format A (Up to 8-1/2 x 11").....per 100 leaves.....	280 *	2.75000	\$770.00	\$3.00	\$840.00	2.50000	\$700.00
(2)	Format B (Over 8-1/2 x 11" up to 11 x 17").....per 100 leaves.....	5 *	5.50000	\$27.50	\$3.50	\$17.50	5.00000	\$25.00
(c)	Plain Copier, Xerographic, Laser Printer, White (24 lb.)							
(1)	Format A (Up to 8-1/2 x 11").....per 100 leaves.....	120 *	2.75000	\$330.00	\$3.50	\$420.00	No Charge	\$0.00
(2)	Format B (Over 8-1/2 x 11" up to 11 x 17").....per 100 leaves.....	5 *	5.50000	\$27.50	\$4.00	\$20.00	No Charge	\$0.00
(d)	Plain Copier, Xerographic, Laser Printer, Colored (24 lb.)							
(1)	Format A (Up to 8-1/2 x 11").....per 100 leaves.....	160 *	2.75000	\$440.00	\$4.00	\$640.00	10.00000	\$1,600.00
(2)	Format B (Over 8-1/2 x 11" up to 11 x 17").....per 100 leaves.....	2 *	5.50000	\$11.00	\$4.50	\$9.00	20.00000	\$40.00
(e)	Vellum-Finish Cover, White (65 lb.)							
(1)	Format A (Up to 8-1/2 x 11").....per 100 leaves.....	350 *	6.16000	\$2,156.00	\$6.00	\$2,100.00	8.00000	\$2,800.00
(2)	Format B (Over 8-1/2 x 11" up to 11 x 17").....per 100 leaves.....	1 *	12.32000	\$12.32	\$8.00	\$8.00	16.00000	\$16.00
(f)	Vellum-Finish Cover, Colored (65 lb.)							
(1)	Format A (Up to 8-1/2 x 11").....per 100 leaves.....	7 *	6.16000	\$43.12	\$6.50	\$45.50	8.00000	\$56.00
(2)	Format B (Over 8-1/2 x 11" up to 11 x 17").....per 100 leaves.....	1 *	12.32000	\$12.32	\$8.50	\$8.50	16.00000	\$16.00
(g)	25% Cotton Bond, White (20 lb.)							
(1)	Format A (Up to 8-1/2 x 11").....per 100 leaves.....	5 *	8.36000	\$41.80	\$12.00	\$60.00	10.00000	\$50.00
(2)	Format B (Over 8-1/2 x 11" up to 11 x 17").....per 100 leaves.....	xxxx	xxxx	\$0.00	xxxx	xxxx	xxxx	\$0.00
(h)	No. 1 Offset Book, Smooth Finish, Colored (60 lb)							
(1)	Format A (Up to 8-1/2 x 11").....per 100 leaves.....	10 *	2.75000	\$27.50	\$9.00	\$90.00	8.00000	\$80.00
(2)	Format B (Over 8-1/2 x 11" up to 11 x 17").....per 100 leaves.....	10 *	5.50000	\$55.00	\$14.00	\$140.00	16.00000	\$160.00
(i)	Cover, Smooth Finish, Colored (65 lb)							
(1)	Format A (Up to 8-1/2 x 11").....per 100 leaves.....	6 *	6.16000	\$36.96	\$8.00	\$48.00	8.00000	\$48.00
(2)	Format B (Over 8-1/2 x 11" up to 11 x 17").....per 100 leaves.....	1 *	12.32000	\$12.32	\$10.00	\$10.00	16.00000	\$16.00
(j)	Tab Dividers: 90 lb Index, White							
(k)	Tab Dividers: 90 lb Index, Colored							
(1)	Format A (Up to 8-1/2 x 11").....per 100 leaves.....	60 *	No Charge	\$0.00	\$0.25	\$15.00	8.00000	\$0.00
(2)	Format B (Over 8-1/2 x 11" up to 11 x 17").....per 100 leaves.....	50 *	22.66000	\$1,133.00	\$0.40	\$20.00	8.00000	\$400.00
IV.	ADDITIONAL OPERATIONS:							
(a)	Side stitch (one or two wire stitches).....per 100 stitches.....	5 *	1.10000	\$5.50	\$2.00	\$10.00	1.00000	\$5.00
(b)	Saddle-stitch with two wire stitches.....per 100 pamphlets.....	44 *	20.63000	\$907.72	\$12.00	\$528.00	2.00000	\$88.00
(c)	Thermal adhesive tape bind (includes cost of tape).....per 100 pamphlets.....	73 *	132.00000	\$9,636.00	\$125.00	\$9,125.00	125.00000	\$9,125.00
(d)	Folding (single- or double-fold).....per 100 leaves.....	65 *	2.48000	\$161.20	\$2.70	\$175.50	2.70000	\$175.50
(e)	Drilling.....per 100 leaves.....	2967 *	0.83000	\$2,462.61	\$1.50	\$4,450.50	1.00000	\$2,967.00
(f)	Comb bind (includes cost of comb).....per 100 pamphlets.....	10 *	132.00000	\$1,320.00	\$225.00	\$2,250.00	150.00000	\$1,500.00
(g)	Coil bind (includes cost of coil).....per 100 pamphlets.....	37 *	132.00000	\$4,884.00	\$225.00	\$8,325.00	150.00000	\$5,550.00
(h)	Lamination.....per square foot.....	7 *	0.82500	\$5.78	\$0.75	\$5.25	0.75000	\$5.25
(i)	Trimming (cut to size).....per 100 leaves.....	21 *	1.22930	\$25.82	\$0.50	\$10.50	0.50000	\$10.50
V.	AUTHOR'S ALTERATIONS:							
(a)	Author's alterations.....per line.....	36 *	5.76680	\$207.60	\$6.50	\$234.00	4.50000	\$162.00
	Percentage surcharge for work ordered by the department requiring service beyond the times stated in these specifications.....		10.00000%	\$0.00	0%	\$0.00	15.00000%	\$0.00
	CONTRACTOR TOTALS			\$77,122.57		\$218,813.21		\$89,210.60
	DISCOUNT		0.00000%	\$0.00	0.00%	\$0.00	0.00000%	\$0.00
	DISCOUNTED TOTALS			\$77,122.57		\$218,813.21		\$89,210.60

U.S. GOVERNMENT PRINTING OFFICE
Dallas, Texas

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Duplicating/Copying

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

Arkansas Army National Guard

Single Award

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

This procurement is being solicited as a small purchase request for quotation (RFQ). The sealed bidding terminology used throughout these specifications is synonymous with their negotiated procurement counterparts unless specifically stated otherwise. Negotiated pursuant to 41 U.S.C. 5(1).

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Dallas, Texas time on January 6 2015.

BIDDERS, PLEASE NOTE: Changes are scattered throughout. All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. **Special attention is directed to the removal of the on-site requirement, as a major change to the contract.**

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the products ordered under this contract must be located within 75 miles, Little Rock, AR.

Questions concerning this contract should be directed to Rachel Trussell at (214) 767- 0451, ext. 4. (No collect calls.)

Bids may be submitted via fax machine. The GPO fax number is **214-767-0456**. (See Contract Terms, Pub 310.2 (Rev. 6-01), Solicitation Provisions, 6. Facsimile Bids).

To submit a bid, contractors must execute and submit the 'Schedule of Prices' (pages XX through XX) included within, and GPO Form 910, included within.

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. August 2002)). A copy of these publications, as well as other supplemental GPO contract documents, can be obtained at: <http://www.gpo.gov/vendors/gaocab.htm>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://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.

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site (<http://www.gpo.gov/vendors/index.htm>) where one can register as a GPO contractor using the ‘GPO Contractor Connection’ link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor s seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

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

Product Quality Levels:

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

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	Camera Copy
P8. Halftone Match (Single and Double Impressions)	Camera Copy

SUBCONTRACTING: The predominate production function is duplicating/copying and may not be subcontracted.

DUPLICATING/COPYING DEFINITION: For the purpose of this contract, duplicating/copying shall be defined as duplicating equipment employing the lithographic process and automatic copy-processing or copier-duplicating machines employing electrostatic, laser, thermal, or other copying processes.

The copying method(s) used must be of good quality and must not contain background tone and must be equal or better than a duplicating process such as direct image duplicating.

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 to review evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representative immediately after award. This conference may take place at the agency's location at Camp Robinson, AR.

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 before expiration of the current contract term. 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 three years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

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.

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.

PAYMENT: Contractors are required to submit all vouchers through the FAX Gateway. Each invoice submitted to GPO for payment must be for only one print order and it must contain a copy of the print order and proof of delivery. If a delivery receipt contains proof of delivery for more than one print order, the receipt must be duplicated and a copy submitted with each invoice.

To get instructions, go to: <http://www.gpo.gov/vendors/payment.htm>

Note: The contractor shall itemize each billing voucher in accordance with the contract 'Schedule of Prices.'

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 Date of Award to January 31, 2016 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.

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 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 below. Pricing will thereafter be eligible for adjustment during the second and any succeeding 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 herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from Date of Award to January 31, 2016. 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.

Price adjustments in accordance with this clause will be based on the changes in the seasonally adjusted "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.

The Economic price adjustment will be the percentage difference between the 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 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending October

31, 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.

NOTIFICATION: The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

SECTION 2. – SPECIFICATIONS

SCOPE: The specifications cover the production of various printed products (forms, books, pamphlets, etc), requiring such operations as duplication of black and color documents, binding, packing, and delivery.

TITLE: Duplicating/Copying Operations.

FREQUENCY OF ORDERS:

Duplicating/Copying: Average 11 orders* per month
*Orders may include multiple jobs on each order

CD-R duplicating and labeling: Approximately 1 order per month.

NUMBER OF IMPRESSIONS:

Black image impressions: Approximately 114,490 impressions per month.

Color image impressions: Approximately 1,630 impressions per month.

QUANTITY: Approximately 1 to 50,000 impressions per job:

Average black impressions per job: 656
Average color impressions per job: 969

TRIM SIZE:

Flat Sheets, Text, and Covers:

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: 9 x 11" including 1/2" tab.

Posters: 18 x 24" or 24 x 36".

Large Format Reproduction: Over 11 x 17" up to 32 x 40".

GOVERNMENT TO FURNISH: One- or two-sided camera ready copy, line art and photoprints to be reproduced at various focuses. Copy may be transmitted electronically via e-mail or contractor's ftp (if available), or on CD-R.

Books, bound periodicals, loose journals and other documents.
Arkansas Army National Guard order forms. Collation guides. Print Estimate Requests. Print Orders.

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

NOTE: The agency will request a Print Estimate for individual jobs and bundle jobs as a single print

order. The cost of each print estimate MUST include the delivery and/or courier charge.

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 the finished product.

PREPRESS:

The contractor may be required to cut and paste into position text, photoprints and line illustrations.

The contractor may have to perform color editing, color creation, reductions and enlargements.

The contractor may be required to scan originals to create electronic files.

ELECTRONIC STORAGE: The contractor will maintain an electronic archive of all frequently required documents as directed by the department. Upon expiration/termination of this contract, and if the contractor is not again the successful bidder, the contractor will provide copies of all electronically stored documents to the department.

PROOFS: The contractor will be required to provide proofs/prior-to-production samples as directed by the department.

STOCK/PAPER: The specifications of all stock 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, 2012, and any subsequent amendments thereto.

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

Plain Copier, Xerographic, Laser Printer, White, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O63.

Plain Copier, Xerographic, Laser Printer, Colored, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O63.

Plain Copier, Xerographic, Laser Printer. White, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O63.

Plain Copier, Xerographic, Laser Printer, Colored, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O63.

Index, White, basis weight: 90 lbs. per 500 sheets. 25-1/2 x 30-1/2", equal to JCP Code K10.

Index, Colored, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

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

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

25% Cotton Bond, White, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G45.

No. 1 Offset Book, Smooth Finish, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A61 with the exception of the colors available. Available colors must be equal to Wausau Astrobrights.

Smooth-Finish Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21 with the exception of the color available. Available colors must be equal to Wausau Astrobrights.

DUPLICATING/COPYING:

Color duplicating/copying and black duplicating/copying from both paper and electronic originals will be required.

Flat sheets, text and covers will reproduce face only or face and back in color or black only.

Tabs will reproduce face only in color or black only.

Posters will reproduce face only in color or black only.

Large format reproduction will be face only in black only.

Formats for submission of electronic originals include, but are not limited to, the following: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe InDesign, Adobe PhotoShop, Adobe Illustrator, and other similar software.

All high-volume work will be done using equipment with a minimum of 600 dots per inch copy quality.

Duplicating/copying of bound books, books, bound periodicals, loose journals and similar documents will be required. Bound materials shall be reproduced on a copier suitable for handling bound documents. Bound documents must be protected from damage of the spine during duplication/copying. Duplication/copying must clearly reproduce the entire page without distortion.

MARGINS: Maintain margins as indicated on copy.

BINDING: Bind as indicated on the work/print order.

Looseleaf: Side-wire stitch in one or two places and trim four sides. The work/print order will specify.

Saddle-stitched: Saddle-wire stitch in two places and trim three sides.

Bind with thermal adhesive tape. Tape bind must cover the entire binding edge. The adhesive used must hold publication together under normal handling and usage.

Machine or hand fold as indicated on the work/print order.

Drill three 1/4" holes, 4-1/4" center to center, center of holes approximately 3/8" from the left edge; or as specified on the work/print order.

Comb bind with a suitable size comb.

Coil bind with a suitable size coil.

Laminate both sides of a flat sheet with 1-2 mil clear laminating film. Lamination must be evenly applied with no trapped foreign particles or air bubbles. Trim flush.

Dividers: Tabs will extend 1/2" beyond text at outside. Insert into text in proper positions and drill or stitch like text.

PACKING: Most orders will not require packing. When required, pack suitable.

DISTRIBUTION: Deliver f.o.b. destination to multiple locations throughout Arkansas, including military armories and installations.

NOTE: Delivery will be at military installations and/or armories. All delivery vehicles must check in at the gate entry and are subject to search. Delivery drivers must have valid United States issued ID to enter these installations/armories.

NOTE: The agency will request a Print Estimate for individual orders before any print orders are placed. Agency will bundle orders as a single print order. The cost of each print estimate MUST include the delivery charge. Anticipated delivery will be overnight or 2nd Day.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual work/print order.

Complete production must be made as follows:

- (a) Regular duplicating/copying (both color and black only) orders must be completed within 5 workdays (including delivery time).
- (b) Rush duplicating/copying orders must be completed within 24 or 48 hours (approximately 15% of workload).
- (c) Proofs, when required, must be completed within 8 hours.

The required due dates and times as annotated on the work/print order shall be met by the contractor or negotiated with the customer with the intent of meeting delivery schedules no less than 95% of the time with a less than 1% rejection rate.

The contractor may be required to make multiple changes, modifications, revisions and/or author's alterations to work in progress up to the time of delivery. A schedule extension may be negotiated between the department and the contractor for the production time required to make the changes.

REQUEST HANDLING:

The Government will issue daily PRINT REQUESTS on a standardized Arkansas Army National Guard form indicating the schedule, originals and required copies. This form will be available through hard copy or electronic means. In the event that the orders placed on the print order DO NOT conform with the orders for which print estimates were given, immediately notify the agency of any changes to the print estimate.

The contractor must maintain an information system to identify and receive requests, record the requestor's name, the requestor's account, the requirements of the request, time in and time out. The information system must be capable of order querying and be able to store data on each request for a minimum of 1 year. Some of these requests will be referenced for subsequent reorder.

The contractor must have the capability of providing an estimated cost to the customer within the same day of receipt of the order, and the estimate shall include the cost of delivery.

The contractor will return a copy (paper or electronic) of all order forms to a designated departmental representative by 10:00 a.m. of the workday following completion. Each order form must have a billing statement attached broken down by Schedule of Prices to include a grand total.

A designated departmental representative will issue weekly PRINT ORDERS (GPO Form 2511) to the contractor. The print order will indicate the total number of orders, the total number of copies ordered and the total amount that the contractor will bill to GPO for that week. The contractor will attach a copy of all orders to the Print Order for billing purposes.

Any disputes as to the amount that the contractor will submit to GPO for billing must be addressed within 48 hours with a designated departmental representative. In the event that a settlement cannot be reached, all billing information will be submitted to the GPO Contracting Officer for a final decision.

Any contractor billing for overtime and special papers/materials will be supported by documentation as to customer job number listing and purchase order/receipt for special papers/materials.

The contractor will provide a monthly invoice, as an Excel spreadsheet, and detailed activity report to a designated departmental representative in a format to be agreed upon by all parties of this contract. The data collected must meet the data requirements of JCP Forms 1 through 7 for Commercial Print Plant Reporting.

PERFORMANCE STANDARDS:

Unless otherwise directed, copies shall represent the original as closely as possible with reference to position of the data on the page, fidelity to the original, quality of print, size of print, fidelity to the original color, page order, and so forth. Smudged, off-center, bent, spindled or out-of-order copies shall not satisfy the intent of this contract and the intended definition of professional and generally accepted commercial standards. Copies shall be free of background tone.

The contractor shall perform thorough quality checks upon completion of each order. Checks shall include, but not be limited to, quality and verification of all work performed as requested by the customer.

When a product does not conform to the standard, work will be immediately reprinted at contractor's expense.

Any rejected orders reprinted by the contractor that are in dispute will be handled as follows: The originals, random copies from the production run and a written statement as to the facts will be presented to the designated departmental representative by the contractor. The designated departmental representative will attempt to resolve the dispute in accordance with the specifications. If a settlement cannot be reached, the designated departmental representative will submit to the GPO all originals, random copies from the production run and the written statement as to the facts submitted by the contractor and a GPO Form 1815. The GPO Contracting Officer will make the final decision.

The contractor will not knowingly reproduce copyrighted material unless the customer has written permission to

reproduce copyrighted material. Without proper authorization, the contractor will be responsible to defend and pay for any resultant legal actions.

The contractor shall implement a system to provide performance standards to the department upon request. Performance standards shall cover, but not be limited to, customer satisfaction, quality control, contractor error rates and jobs needing to be rerun, turnaround time, number and percentage of jobs completed on schedule per customer request and number and percentage of jobs missing schedule. The contractor will meet with a designated departmental representative quarterly to review performance metrics and discuss performance variance, potential problems and resolutions of problems, activity status, cost reporting and variance and proposed system improvements, if any.

The contractor must conduct a customer satisfaction survey quarterly, compile the results and submit a report to a designated departmental representative.

HANDLING OF SENSITIVE BUT UNCLASSIFIED (SBU) and/or PERSONALLY IDENTIFIABLE INFORMATION (PII) DATA:

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- a. Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- b. Address information, such as street address or personal email address;
- c. Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY CONTROL PLAN: The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for nongovernment business. Specifically, no Government information shall be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract. The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
- (2) Explain how all accountable materials will be handled throughout all phases of production
- (3) How the disposal of waste materials will be handled;
- (4) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

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 orders for 12 months under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during, a like period of time.

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

- I. (a) 120
- (b) 120
- (c) 12

	(1)	(2)
II. (a)(1)	1,202,998	134,886
(a)(2)	17,593	1,954
(b)(1)	10,752	
(b)(2)	220	
(c)(1)	25	
(c)(2)	50	
(d)(3)	25	
(d)(4)	25	
(e)	270	
(f)	1,000	

	(1)	(2)
III. (a)	11,880	498
(b)	280	5
(c)	120	5
(d)	160	2
(e)	350	1
(f)	7	1
(g)	5	XXX
(h)	10	10
(i)	6	1
(j)	60	
(k)	50	

- IV. (a) 5
- (b) 44
- (c) 73
- (d) 65
- (e) 2967
- (f) 10
- (g) 37
- (h) 7
- (i) 21

- V. (a) 36

SECTION 4. — SCHEDULE OF PRICES

Offers are to be f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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

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

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

The GPO 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.

Cost of all required paper must be charged under item III.

Rates under the Schedule of Prices will be calculated to include all costs to perform the total requirements of this specification including, but not limited to, equipment, labor and benefits, supplies, administration of digital electronic duplicating (to include working with customers to load print drivers and train on submitting jobs electronically), troubleshooting corrupted files, working with software applications to convert native files, analyzing customer requirements for successful digital duplicating, providing and maintaining electronic storage of documents frequently printed, customer interface, and any other administrative costs. There will be no additional costs allowed outside of the rates submitted in this "Schedule of Prices".

I. PREPRESS

An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material. The price offered should include the cost of all materials and operations required to produce the illustration in its final form as an integral part of the basic trim-/page-size unit.

- (a) Cut and paste illustrations.....per illustration.....\$_____
- (b) Scanning illustration into electronic format.....per illustration.....\$_____
- (c) System Timework.....per hour.....\$_____

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (c).

II. DUPLICATING/COPYING:

	<u>Format A</u> Up to 8-1/2 x 11" (1)	<u>Format B</u> Over 8-1/2 x 11" up to 11 x 17" (2)
(a) Impressions (Flat Sheet, Text, Covers):		
(1) Black Image.....per impression.....\$ _____		\$ _____
(2) Color image.....per impression.....\$ _____		\$ _____
(b) Tabbed Dividers (includes the cost of inserting throughout text):		
(1) Black Image.....per tab.....\$ _____		
(2) Color Image.....per tab.....\$ _____		
(c) Posters:		
(1) Black Image (18 x 24").....per poster.....\$ _____		
(2) Color Image (18 x 24").....per poster.....\$ _____		
(3) Black Image (24 x 36").....per poster.....\$ _____		
(4) Color Image (24 x 36").....per poster.....\$ _____		
(d) Large format documents (over 11 x 17" up to 32 x 40")per square foot.....\$ _____		
(e) CD-R duplication (includes the cost of the CD-R and jewel case and insertion into the jewel case)...per CD-R.....\$ _____		

Initials

III. PAPER:

Payment of all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable trim-size group. The cost of any paper required for makeready or running spoilage must be included in the prices quoted.

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

Flat Sheet, Text – Each page-size leaf.

Cover – Two page-size leaves will be allowed for each complete cover.

Dividers (trim size 9-1/2 x 11")

Posters and Large Format Reproduction – Computation of net number of leaves will be based on an 8-1/2 x 11" leaf with any fractional remainder being counted as a whole unit.

Per 100 Leaves

	<u>Format A</u> Up to 8-1/2 x 11" (1)	<u>Format B</u> Over 8-1/2 x 11" up to 11 x 17" (2)
(a) Plain Copier, Xerographic, Laser Printer, White (20 lb.).....	\$_____	\$_____
(b) Plain Copier, Xerographic, Laser Printer, Colored (20 lb.).....	\$_____	\$_____
(c) Plain Copier, Xerographic, Laser Printer, White (24 lb.).....	\$_____	\$_____
(d) Plain Copier, Xerographic, Laser Printer, Colored (24 lb.)....	\$_____	\$_____
(e) Vellum-Finish Cover, White (65 lb.).....	\$_____	\$_____
(f) Vellum-Finish Cover, Colored (65 lb.).....	\$_____	\$_____
(g) 25% Cotton Bond, White (20 lb.).....	\$_____	XXXXXXXXXX
(h) No.1 Offset Book, Smooth Finish, Colored (60 lb.).....	\$_____	\$_____
(i) Cover, Smooth Finish, Colored (65 lb.).....	\$_____	\$_____

Tab Dividers: (9 x 11" including 1/2" tabs)

(j) Index, White (90 lb.).....	\$_____	\$_____
(k) Index, Colored (90 lb.).....	\$_____	\$_____

Initials

IV. ADDITIONAL OPERATIONS

- (a) Side-stitch (one or two wire stitches).....per 100 stitches.....\$ _____
- (b) Saddle-stitch with two wire stitches.....per 100 pamphlets.....\$ _____
- (c) Thermal adhesive tape bind (includes cost of tape).....per 100 pamphlets.....\$ _____
- (d) Folding (single- or double-fold).....per 100 leaves.....\$ _____
- (e) Drilling.....per 100 leaves.....\$ _____
- (f) Comb bind (includes cost of comb).....per 100 pamphlets.....\$ _____
- (g) Coil bind (includes cost of coil).....per 100 pamphlets.....\$ _____
- (h) Lamination.....per square foot.....\$ _____
- (i) Trimming (cut to size).....per 100 leaves.....\$ _____

V. AUTHOR'S ALTERATIONS:

A charge will be allowed for each minor revision not performed by the Government. The price offered should include the cost of all materials and operations required to produce the revision in its final form as an integral part of the basic-trim/page-size unit.

- (a) Authors alteration.....per line.....\$ _____

Percentage surcharge for work ordered by the department requiring services beyond the times stated in these specifications.....

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 parts (1 and 2) or 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)

PROGRAM 1745-S TERM 11/01/10 TO 10/31/11							
TITLE ON-SITE DUPLICATING/COPYING OPERATIONS							
ITEM NO	DESCRIPTION	BASIS OF AWARD	FEDEX OFFICE Little Rock, AR		CURRENT CONTRACTOR FedEx Office		
			UNIT RATE	COST	UNIT RATE	COST	
I	PREPRESS:						
(a)	Cut and paste illustrations..... per illustration.....	120	\$4.50	\$540.00	\$1.00	\$120.00	
(b)	Scanning illustration into electronic format..... per illustration.....	120	\$6.29	\$754.80	\$1.00	\$120.00	
(c)	System timework..... per hour.....	12	\$64.00	\$648.00	\$46.00	\$640.00	
II	DUPLICATING/COPYING						
(a)	Flat Sheet, Text and Covers:						
(1)	Format A:						
(1)	Black image..... per impression.....	11718000	\$0.08	\$961,640.00	\$0.0188	\$220,298.40	
(2)	Color image..... per impression.....	3664	\$0.30	\$1,099.20	\$0.25	\$691.00	
(3)	Black image on color equipment..... per impression.....	378000	\$0.30	\$113,400.00	\$0.10	\$87,800.00	
(2)	Format B:						
(1)	Black image..... per impression.....	1302000	\$0.08	\$78,120.00	\$0.0378	\$48,965.20	
(2)	Color image..... per impression.....	896	\$0.60	\$287.60	\$0.60	\$198.00	
(3)	Black image on color equipment..... per impression.....	42000	\$0.60	\$25,200.00	\$0.20	\$8,400.00	
(b)	Bound Books:						
(1)	Format A:						
(1)	Black image..... per impression.....	491400	\$0.08	\$14,742.00	\$0.0188	\$9,238.32	
(2)	Color image..... per impression.....	1782	\$0.30	\$534.60	\$0.25	\$445.50	
(2)	Format B:						
(1)	Black image..... per impression.....	64800	\$0.08	\$3,276.00	\$0.0378	\$2,062.96	
(2)	Color image..... per impression.....	198	\$0.60	\$118.80	\$0.50	\$99.00	
(c)	Tabbed Dividers (includes cost of inserting throughout text):						
(1)	Black image..... per tab.....	4080	\$0.16	\$612.00	\$0.10	\$408.00	
(2)	Color image..... per tab.....	120	\$0.45	\$54.00	\$0.28	\$33.60	
(d)	Business Cards (includes cost of paper (110 lb. White Index):						
(1)	Black image..... per 100 cards.....	12	\$4.95	\$59.40	\$4.95	\$59.40	
(2)	Color image..... per 100 cards.....	24	\$8.25	\$198.00	\$8.25	\$198.00	
(e)	Posters:						
(1)	Black image (18 x 24")..... per poster.....	60	\$1.14	\$67.00	\$1.14	\$67.00	
(2)	Color image (18 x 24")..... per poster.....	100	\$16.50	\$1,650.00	\$16.50	\$1,650.00	
(3)	Black image (24 x 36")..... per poster.....	60	\$2.25	\$132.00	\$2.25	\$132.00	
(4)	Color image (24 x 36")..... per poster.....	60	\$33.00	\$1,980.00	\$33.00	\$1,980.00	
(f)	Large format documents (over 11 x 17" up to 32 x 40")..... per square foot.....	540	\$0.38	\$205.20	\$0.38	\$205.20	
(g)	CD-R duplication (includes cost of CD-R and jewel case and insertion into jewel case)..... per CD-R.....	3000	\$7.49	\$22,470.00	\$5.00	\$15,000.00	
III	PAPER						
(a)	Plain Copier, Xerographic, Laser Printer, White (20 lb.)						
(1)	Format A..... per 100 leaves.....	61047	No Charge	\$0.00	No Charge	\$0.00	
(2)	Format B..... per 100 leaves.....	6783	No Charge	\$0.00	No Charge	\$0.00	
(b)	Plain Copier, Xerographic, Laser Printer, Colored (20 lb.)						
(1)	Format A..... per 100 leaves.....	945	\$2.50	\$2,362.50	\$1.28	\$1,209.60	
(2)	Format B..... per 100 leaves.....	105	\$5.00	\$525.00	\$2.56	\$268.80	
(c)	Plain Copier, Xerographic, Laser Printer, White (24 lb.)						
(1)	Format A..... per 100 leaves.....	567	No Charge	\$0.00	\$2.72	\$1,542.24	
(2)	Format B..... per 100 leaves.....	63	No Charge	\$0.00	\$6.44	\$342.72	
(d)	Plain Copier, Xerographic, Laser Printer, Colored (24 lb.)						
(1)	Format A..... per 100 leaves.....	378	\$10.00	\$3,780.00	\$2.72	\$1,028.16	
(2)	Format B..... per 100 leaves.....	42	\$20.00	\$840.00	\$5.44	\$228.48	
(e)	Index, White (90 lb.)						
(1)	Format A..... per 100 leaves.....	632	\$8.00	\$5,056.00	\$3.00	\$1,896.00	
(2)	Format B..... per 100 leaves.....	48	\$18.00	\$768.00	\$3.00	\$144.00	
(f)	Index, Colored (90 lb.)						
(1)	Format A..... per 100 leaves.....	11	\$8.00	\$88.00	\$3.00	\$33.00	
(2)	Format B..... per 100 leaves.....	2	\$18.00	\$36.00	\$4.50	\$9.00	
(g)	Vellum Finish Cover, White (66 lb.)						
(1)	Format A..... per 100 leaves.....	540	\$8.00	\$4,320.00	\$3.00	\$1,620.00	
(2)	Format B..... per 100 leaves.....	6	\$18.00	\$96.00	\$4.50	\$27.00	
(h)	Vellum Finish Cover, Colored (66 lb.)						
(1)	Format A..... per 100 leaves.....	7	\$8.00	\$56.00	\$3.00	\$21.00	
(2)	Format B..... per 100 leaves.....	1	\$18.00	\$18.00	\$4.50	\$4.50	
(i)	26% Cotton Bond, White (20 lb.)						
(1)	Format A..... per 100 leaves.....	10	\$10.00	\$100.00	\$3.00	\$30.00	
(2)	Format B..... per 100 leaves.....	XXX	XXX	\$0.00	XXX	\$0.00	
(j)	No. 1 Offset Book, Smooth Finish, Colored (60 lb.)						
(1)	Format A..... per 100 leaves.....	10	\$8.00	\$80.00	\$8.00	\$80.00	
(2)	Format B..... per 100 leaves.....	10	\$18.00	\$180.00	\$18.00	\$180.00	
(k)	Cover, Smooth Finish, Colored (66 lb.)						
(1)	Format A..... per 100 leaves.....	10	\$8.00	\$80.00	\$8.00	\$80.00	
(2)	Format B..... per 100 leaves.....	10	\$18.00	\$180.00	\$18.00	\$180.00	
IV	ADDITIONAL OPERATIONS:						
(a)	Side stitch (one or two wire stitches)..... per 100 stitches.....	46	\$1.00	\$46.00	\$1.00	\$46.00	
(b)	Saddle stitch with two wire stitches..... per 100 pamphlets.....	227	\$2.00	\$454.00	\$25.00	\$6,675.00	
(c)	Thermal adhesive tape bind (includes cost of tape)..... per 100 pamphlets.....	181	\$126.00	\$22,826.00	\$100.00	\$18,100.00	
(d)	Folding (single or double fold)..... per 100 leaves.....	1120	\$2.70	\$3,024.00	\$1.00	\$1,120.00	
(e)	Drilling..... per 100 leaves.....	9070	\$1.00	\$9,070.00	\$1.00	\$9,070.00	
(f)	Comb bind (includes cost of comb)..... per 100 pamphlets.....	10	\$160.00	\$1,600.00	\$160.00	\$1,600.00	
(g)	Coil bind (includes cost of coil)..... per 100 pamphlets.....	10	\$160.00	\$1,600.00	\$160.00	\$1,600.00	
(h)	Lamination..... per square foot.....	100	\$0.76	\$76.00	\$0.76	\$76.00	
(i)	Trimming (cut to size)..... per 100 leaves.....	2268	\$0.60	\$1,361.60	\$0.76	\$2,447.28	
V	AUTHOR'S ALTERATIONS:						
(a)	Author's alterations..... per line.....	36	\$4.50	\$162.00	\$1.00	\$36.00	
	Percentage surcharge for work ordered by the department requiring service beyond the times stated in these specifications.....						
				15%	\$0.00	\$0.00	
					5%	\$0.00	
						\$0.00	
	CONTRACTOR TOTALS			\$675,856.10		\$396,986.88	
	DISCOUNT			0.00%		\$0.00	
	DISCOUNTED TOTALS			\$675,856.10		\$396,986.88	

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department

BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) will be made from: City _____, State _____

(The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) _____

In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____ Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Signature _____

GPO Contractor Code (if known) _____ Date _____

Telephone Number _____ Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(initials) (initials)

Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

REPRESENTATIONS.

R-1. Small Business. By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

R-2. Small Disadvantaged Business Concern. By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

R-3. Women-Owned Small Business Concern. By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

CERTIFICATIONS.

C-1. Covenant Against Contingent Fees. Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

C-2. Buy American Certification. Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

C-3. Clean Air and Water. Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

C-4. Certificate of Independent Price Determination. Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that:

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision

(b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Jan. 1999). By submission of a bid—

(a)(1) The offeror certifies, to the best of its knowledge and belief, that—

(i) The offeror and/or any of its principals—

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division or business segment, and similar positions).

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 Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

C-6. Certification of Nonsegregated Facilities (Jan. 1999). Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will—

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

*****SAMPLE BID ENVELOPE*****

In order to insure proper processing of all bids, the following
Information is required on all contractor furnished bid envelopes:

JACKET OR PROGRAM NO. _____
FROM _____
ADDRESS _____

POSTAGE
STAMP
REQUIRED

(Please check appropriate box)

- BID
- NO BID
- CONFIRMATION OF TELEPHONE/TELEGRAPH BID

**U.S. Government Printing Office
Dallas Regional Printing Procurement Office
1100 Commerce Street, Room 731
Dallas, TX 75242**

BIDS WILL BE RECEIVED UNTIL

AT 2 P.M. PREVAILING DALLAS TIME