

TITLE: "VARIOUS POSTCARDS and FLYERS" / PROGRAM 1840-SP

TERM: DOA to May 31, 2017 (W/OPTIONS)

Item No.	DESCRIPTION	Basis of Award		Schuster's Printing, Inc.	
				State 050	Code 78319
				UNIT RATE	COST
I.	PRINTING AND BINDING:				
(a)	Format A:				
	(1) Makeready and Setup Charges.....per each product	10	x	40.00	400.00
	(2) Running rate.....per 1000 copies	100	x	55.00	5,500.00
(b)	Format B:				
	(1) Makeready and Setup Charges.....per each product	10	x	40.00	400.00
	(2) Running rate.....per 1000 copies	50	x	59.00	2,950.00
(c)	Format C – Face Only:				
	(1) Makeready and Setup Charges.....per each product	10	x	40.00	400.00
	(2) Running rate.....per 1000 copies	250	x	39.00	9,750.00
(d)	Format C – Face and Back:				
	(1) Makeready and Setup Charges.....per each product	10	x	40.00	400.00
	(2) Running rate.....per 1000 copies	250	x	49.00	12,250.00
II.	ADDITIONAL OPERATIONS:				
(a)	Shrink film wrapping.....per 100 packages	100	x	15.00	1,500.00
(b)	Content Proofs.....per side	70	x	NC	
(c)	Timework and Author's Alterations.....per hour	6	x	25.00	150.00
CONTRACTOR TOTALS					\$33,700.00
DISCOUNT if any				Net	
DISCOUNTED TOTALS					\$33,700.00

LC 6-21-16
 BA 6-21-16

**THIS CONTRACT IS BEING SOLICITED AS A
SMALL PURCHASE PROCUREMENT**

Program 1840-(5/21)
Specifications by BS

Page 1 of 16

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Postcards and Flyers

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

**U.S. Government Publishing Office,
Pueblo Distribution Center**

Single Award

NOTICE TO OFFERORS: The term of this contract is for one year **and up to four option years** beginning Date of Award (DOA) (NOTE: The anniversary date for this contract shall be observed as June 1, 2017).

Special attention should be directed to the following clauses in Section 1 of this contract: "**ECONOMIC PRICE ADJUSTMENT**" and "**NOTIFICATION**".

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

REQUEST FOR QUOTATION: Please review the attached specifications and SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m. prevailing Denver, Colorado time, on June 16, 2016.

Facsimile Telephone Number: **(303) 236-5332**
Mail To: **U.S. Government Publishing Office
Denver Regional Office
12345 W Alameda Pkwy, Ste 208
Lakewood CO 80228**

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50 mile radius of the **Pueblo Distribution Center** (address under "DISTRIBUTION:").

THIS IS A NEW CONTRACT. NO ABSTRACT EXISTS TO ESTABLISH HISTORICAL PRICES.

For information of a technical nature call (303) 236-5292 (no collect calls) or email to infodenver@gpo.gov.

SECTION 1 - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:
<http://www.gpo.gov/pdfs/vendors/terms.pdf>, & <http://www.gpo.gov/pdfs/vendors/qatap.pdf>

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 -- Level 3.
- (b) Finishing Attributes -- Level 3.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved proofs *
P-8. Halftone Match	Approved proofs *
P-10. Process Color Match	Sample/Approved proofs *

* Where electronic files are furnished, the Specified Standard in the absence of a previous printed sample or hard copy proofs will be uniformity of image throughout the press run.

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 DOA to May 31, 2017, 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 March 1, 2016, 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 not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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 DOA through May 31, 2017 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically 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, any 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.

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.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

PAYMENT: The Government Publishing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor via email to thunt@gpo.gov for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**. **In addition the contractor is instructed to fax a duplicate set of these documents to the Denver GPO office. The fax number is 303-236-5304 or emailed to Infodenver@gpo.gov.**

For the purpose of earning the discount when a prompt payment discount is offered by a bidder, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.

NOTICE TO OFFERORS: The offer (**SECTION 4 - SCHEDULE OF PRICES**) and the GPO form 910 may be facsimile transmitted direct to GPO office.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of face only and/or face and back postcards and cut sheets requiring such operations as printing, binding, packing, and distribution.

TITLE: Various Postcards and Flyers for the Pueblo Distribution Center.

FREQUENCY OF ORDERS: Approximately 40 orders per year.

QUANTITY: Approximately 5,000 to 25,000 copies per order.

TRIM SIZES:
Format A - 4 x 6"
Format B - 5 x 7"
Format C - 8 ½ x 11"

GOVERNMENT TO FURNISH: Print orders, electronic files.

It is anticipated that the contractor will be furnished press quality Adobe Acrobat PDF files for reproduction. These files will be furnished on DVD's, thumb drives or electronically transferred by email or to the contractors ftp site at the Government's option.

NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. Contractor will be responsible for final output that is in conformance with the visuals as provided.

Fonts: Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

When data is provided in native application format have all necessary scans and graphics properly linked and in final position.

INSPECTION OF FILES: Contractor to perform a basic check, preflight of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

Prior to making any revisions, the contractor must make a "copy" of the original files, and then proceed to make any revisions to the "copy" as required. Upon delivery of the printed product the contractor must provide corrected native applications files (digital deliverables) if files are modified during production. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

Contractor must provide final output with text equivalent to a minimum of 2400 dpi and all halftone (gray scale) and/or CMYK graphics equal to 150 line screen or finer.

CONSULTATION: It is anticipated that prior to placing a print order or during the course of production of an order, the agency may consult with the contractor (over the telephone or face-to-face contact) regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone and/or person-to-person inquiries of a technical nature which will NOT require access to the contractor's electronic pre-press system (EPS). This level of consultation, which may occur frequently, shall be at no cost to the Government.

For more complex consultations (i.e. those that require the agencies data be downloaded into contractor's EPS for viewing and, if necessary, manipulation), a timework charge will be permitted. This level of consultation requires the issuance of a print order as the consultation will be job specific. The time involved will be agreed upon by the agency and the contractor upon completion of the consultation and added to the print order. Any disagreement on the amount of chargeable time shall be referred to the Contracting Officer for final resolution. **The ordering agency is authorized to approve timework not to exceed three (3) hours.**

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.

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

FILMS: Films are NOT required; computer to plate is acceptable and is the preferred method of production. At the contractor's option, they may use film; however, the Government will not pay for any film costs, even if these costs are the result of author's alterations.

Output resolution: Where electronic media is provided, the contractor must generate images, whether via films or direct to plate, equivalent to 2400 dpi for text and 150-line or higher screens for illustrations.

PROOFS: When requested one or two sets digital content and digital color content proofs. Digital proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product. (These proofs will not be used for color match). Hard proofs are to be delivered to the address listed under "DISTRIBUTION:".

When requested, contractor to submit one electronic "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Email proofs to: thunt@gpo.gov or an email address designated on the print order. Contractor must call Thomas Hunt at (719) 295-2682 to confirm receipt.

CONTRACTOR IS CAUTIONED THAT THE PROOFS PRODUCED MUST BE FROM THE CONTRACTOR PREPARED PDF OR SIMILAR FILES FROM THEIR OUTPUT DEVICE AND WHICH WILL BE USED FOR FINAL REPRODUCTION (RIPPED PROOF). IT IS NOT ACCEPTABLE TO SIMPLY SUBMIT REPRODUCTIONS OF PDF FILES FURNISHED BY THE ORDERING AGENCY!!

When ordered, no charges will be allowed for these "soft" proofs. It is anticipated that most orders will have this requirement.

Cost of transporting proofs and materials to the Government and for their return to the contractor is to be borne by the contractor.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "**OK to print**".

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. Paper used under this contract MUST conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

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

Stock provided by the contractor will be:

Format A and B –White, No. 1 Coated Cover, Gloss-Finish, Basis Size 20 X 26" Basis Weight 120 lbs. per 500 sheets equal to JCP Code* L11.

Format C - White Litho Coated Book, Gloss-Finish, basis weight 25 x 38", 70 lbs. per 500 sheets equal to JCP Code A180.

PRINTING: Formats A and B - Print face and back in four color process/full color*.
Format C: Print face only or face and back in four color process/full color*.

* At contractor's option a Digital Direct Press may be utilized with a minimum resolution of 812 x 812 dpi, using Pigment based inks, Electro inks or Soy inks (no Toner based inks). If this method is utilized QL 3 standards must be maintained.

MARGINS: Margins as indicated on the print order or furnished copy. Adequate gripper.

BINDING: All formats - Trim four sides. Format C only – It is anticipated that most Format C orders will letter fold to 8½ x 3⅔".

PACKING: When requested, shrink wrap in quantities of 250 – 500 as ordered.

Individual orders may require cushioned shipping bags, preparing shipping bundles, packing and sealing shipping containers, palletizing, marking packages and shipping bundles or containers by printing, stenciling, or labeling.

All orders must be packaged in such a manner to prevent contents from shifting within the container.

The method of packing will be indicated on the print order for each and must be accomplished in accordance with specifications. Each package unit must contain uniform quantities.

LABELING AND MARKING: Reproduce shipping container label from furnished reproducible (GPO Form 905), fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart shown below. A random sample 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>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
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 with the distribution list.

In addition, 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 voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order, or otherwise requested, the first two copies of each order must be sent for inspection to **U.S. Government Publishing Office, Denver Regional Office, 12345 Alameda Pkwy, Suite 208, Lakewood, Colorado 80228 Attn: "Inspection Samples"**.

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), 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 offer 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 Jacket, Program, and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: Note: The agency must be notified 24 hours in advance for delivery so they can meet the driver at the location. The receiving facility does not have a loading dock or equipment available for unloading skids or boxes of delivered materials; therefore, the driver must unload the publications from the truck and place them in the facility.

Deliver f.o.b. destination to:

**US Government Publishing Office
Pueblo Distribution Center
Attn: Tommy Hunt, PH. (719) 295-2682
31451 United Ave
Pueblo, CO 81001**

INSIDE DELIVERY REQUIRED.

Upon completion of each order, all furnished material must be returned to the ordering agency at the address listed on the print order.

All expenses incidental to returning materials must be borne by the contractor.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the address furnished on the Print Order. The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, Purchase Order MXXXX, Program 1840-SP, Print Order XXXXX. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

SCHEDULE: The contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). The schedule will begin the workday after notification of the availability of the print order and furnished material.

Complete production and distribution must be made on majority of orders within 3 to 10 workdays after furnished material and print order are made available. A minimum of six days will be allowed when a hard proof is required. The exact date will be indicated on the print order.

Proofs will be held no more than 3 working days by the Government.

The proof hold period by the Government begins when proofs are **received** by the designated party and ends when the contractor is notified that the proofs are **available for pick-up** by the contractor or their designated service.

For all shipments the ship/deliver date indicated on the print order is the date the products ordered **MUST BE DELIVERED** to the destinations.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest offer 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** work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

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

		(1)	(2)
I	(a)	10	100
	(b)	10	50
	(c)	10	250
	(d)	10	250
II	(a)	100	
	(b)	70	
	(c)	6	

The term of this contract is for one year and four option years.

Page 12 is intentionally Blank

This Page is Intentionally Blank

SECTION 4 - SCHEDULE OF PRICES

Offers are f.o.b. destination for all shipments **"INCLUDING INSIDE DELIVERY"**.

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

Offeror must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive. Offers submitted with **"NB"** (No Quote), **"NA"** (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

Fractional parts of 100 will be prorated.

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.

I. PRINTING AND BINDING: Prices quoted shall include the cost of all required materials (including paper) and operations (including folding for Format C products) necessary for the complete production and distribution of the product listed in accordance with these specifications with the exception of items listed under II.

- (a) Format A:
 - (1) Makeready and Setup Charges per **each product** \$ _____
 - (2) Running rate per **1000 copies** \$ _____
- (b) Format B:
 - (1) Makeready and Setup Charges per **each product** \$ _____
 - (2) Running rate per **1000 copies** \$ _____
- (c) Format C – Face Only:
 - (1) Makeready and Setup Charges per **each product** \$ _____
 - (2) Running rate per **1000 copies** \$ _____
- (d) Format C – Face and Back:
 - (1) Makeready and Setup Charges per **each product** \$ _____
 - (2) Running rate per **1000 copies** \$ _____

(Initials)

II. ADDITIONAL OPERATIONS: The prices offered for each of the following items must be all-inclusive for the performance of operations that are additional to those specified under Item I and must include the cost of all required materials and operations necessary, in accordance with these specifications.

- (a) Shrink film wrapping per 100 packages \$ _____
- (b) Content Proofs per side \$ _____
- (c) Timework and Author's Alterations..... per hour..... \$ _____

NOTE: "**Timework**" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (AA's) may be signed off by the agency on the billing certification. Timework which exceeds three hours **or** for other than AA's will only be allowed under exceptional circumstances and must **specifically authorized** by the Contracting Officer using a subsequent Contract Modification(s). In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under II. (c).

(Initials)

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:

_____ **Percent**, _____ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

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

OFFERORS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "OFFER" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.

OFFEROR'S NAME AND SIGNATURE: When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated as well as including a completed GPO FORM 910.

Offeror _____ (Contractor Code)

_____ (Address)

_____ (City - State)

By _____ (Signature and title of person authorized to sign this offer)

_____ (Person to be contacted) _____ (Telephone Number)

_____ e-mail address _____ (Facsimile Number)

SAMPLE OF THE QUOTE ENVELOPE

In order to ensure proper processing of all offers the following information is suggested on all quote envelopes.

Program Number **1840-SP**

From: _____

Address: _____

Postage
Stamp
Required
Here

Offer Enclosed

Offers will be received until
June 16, 2016 at **11 A.M.** prevailing Denver
time.

U.S. Government Publishing Office
Denver Regional Office
12345 W Alameda Pkwy, Ste 208
Lakewood, CO 80228