

Program: 2802-S Term: 3/1/19 - 2/29/20				
TITLE: Short Run Duplicating and Copying				
			Peczuh Printing	
			Grand Junction, CO	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST
I.	COMPLETE PRODUCT (Except for Items II. & III.): Running Per 100 Copies			
	Black Image Copying:			
(a)	Text, cover, or forms 8-1/2 x 11", per leaf copied one side only	75	\$ 2.50	\$ 187.50
(b)	Text, cover, or forms 8-1/2 x 11", per leaf copied face and back	410	\$ 3.40	\$ 1,394.00
(c)	Text, cover, or forms 17 x 11", per leaf copied one side only	10	\$ 4.10	\$ 41.00
(d)	Text, cover, or forms 17 x 11", per leaf copied face and back	60	\$ 6.20	\$ 372.00
	Color Copying:			
(e)	8-1/2 x 11", per leaf copied one side only	80	\$ 18.00	\$ 1,440.00
(f)	8-1/2 x 11", per leaf copied face and back	142	\$ 23.00	\$ 3,266.00
(g)	17 x 11", per leaf copied one side only	5	\$ 36.00	\$ 180.00
(h)	17 x 11", per leaf copied face and back	238	\$ 38.00	\$ 9,044.00
II.	PAPER: Per 100 Leaves			
(a)	White Writing, 20 lb, or White Offset Book, 50-lb.	1190	\$ 0.45	\$ 535.50
(b)	White Index, 110-lb.	49	\$ 0.50	\$ 24.50
(c)	White Vellum-Finish Cover, 65 lb.	93	\$ 0.60	\$ 55.80
III.	ADDITIONAL OPERATIONS:			
(a)	Collating & stitching in the upper left corner, per 100 books/pamphlets	52	\$ 1.08	\$ 56.16
(b)	Collating, punching, and inserting black plastic combs, per 100 books/pamphlets	83	\$ 20.00	\$ 1,660.00
(c)	Drilling (per run), per 100 leaves	95	\$ 0.50	\$ 47.50
(d)	Cutting (per cut), per 100 leaves	74	\$ 0.21	\$ 15.54
(e)	Folding, per 100 leaves	145	\$ 3.00	\$ 435.00
(f)	Scoring, per 100 leaves	10	\$ 6.00	\$ 60.00
	CONTRACTOR TOTALS			\$18,814.50
	DISCOUNT		NET	
	DISCOUNTED TOTALS		AWARDED	\$18,814.50

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Short Run Duplicating and Copying

as requisitioned from the U.S. Government Publishing Office (GPO) by
Federal Agencies in the Grand Junction and Gunnison, Colorado area

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending February 29, 2020, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract. The anniversary date of this contract shall be considered March 1.

QUOTES OPENING: Quotes shall be publicly opened at 11:00 a.m., prevailing Denver, CO, time, on February 26, 2019.

QUOTATION SUBMISSION: Submit quotes to: U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile quotations in response to this solicitation are permitted. Facsimile quotations may be submitted directly to the GPO Denver Regional Office, Fax No. (303) 236-5332. The Program number and quotes opening date must be specified with the quotation. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January 2018. **QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME; LATE QUOTES WILL NOT BE CONSIDERED.**

The GPO 910 "BID" Form is no longer required. Offerors are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 100-mile radius of Grand Junction, CO.

Any offeror intending to use production facilities outside this area should furnish information, with the quote, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

OFFERORS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective offerors should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

These specifications have been revised; therefore, all offerors are cautioned to familiarize themselves with all provisions of these specifications before submitting a quote.

Abstract of contract prices is available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Deb Eichfeld at (303) 236-5292, x7; or email deichfeld@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quotation will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing 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-5. Text and Image Position	Misplacement, Skewness, Supplied Electronic Media
P-7. Type Quality and Uniformity	Approved Proofs/Average Type Dimension/Electronic Media

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to February 29, 2020, 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 November 30, 2019, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through February 29, 2020, 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 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.

PAYMENT: The GPO Denver office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency 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. In addition, after certification a copy of the approved billing certification sheet and the accompanying 2511 print order with all additional pages are to be submitted by the agency and the contractor to the GPO Denver office, via fax (303) 236-5332 or email to: InfoDenver@gpo.gov.

After examination and certification by the ordering agency, contractor must submit his invoice to GPO. Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of short-run, duplicating/copying of self-cover books and pamphlets, and cut sheet forms, requiring such operations as duplicating/copying, collating, binding, and distribution.

TITLE: Short-Run Duplicating and Copying for Grand Junction and Gunnison, Colorado.

FREQUENCY OF ORDERS: Approximately one to three orders per week will be placed. Multiple items may be placed on one order. The majority of orders placed will require delivery within 24 hours.

QUANTITY: Approximately 60 to 7,500 copies per order.

NUMBER OF PAGES: Single leaf sheets print face only or face and back. Books/pamphlets have approximately 2 to 100 pages per item.

TRIM SIZES: Cut Sheet Forms, Text, & Covers - 8½ x 11" up to and including 11 x 17.

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

Platform: Macintosh OS 10.7.5 and newer; Windows 7 and newer.

Storage Media: Email; CD-ROM; DVD; Thumb Drive.

Software: Adobe Acrobat, version 10 or later

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

Fonts: All printer and screen fonts will be furnished/embedded, as applicable. Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order.

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

Additional Information: No prepress functions (e.g., color correction, UCR/GCR, sharpening or other image enhancement) or procedures have been applied to supplied images. Colors will be provided in CYMK and RGB. Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files may be furnished to be used as a reference only. CYMK to be used for color identification.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on finished product.

Occasionally furnished preprinted VA Forms (single cut sheet forms) will be furnished for contractor to overprint.

Occasionally colored and/or white stock may be furnished.

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to ordering agency contact immediately upon discovery.

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:

- color issues and shifts (RGB color data, no spot colors, loss of black plate)
- page integrity (text reflow or type substitution)
- errors associated with embedded graphics
- missing prepress features (e.g., bleeds, trim marks)
- loss of text characters from graphic elements
- defining proper file output selection for the imaging device being used.

The contractor shall create/extend bleeds, create or alter any necessary trapping, set proper screen angles and frequency, define proper file output selection for the imaging device being utilized, and ensure that the black type is a solid black NOT a process build. Furnished files must be imaged as necessary to meet the assigned quality level.

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

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.

PROOFS: When ordered, one "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.

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

Proofs must be clean, free of ink smudges, with all images clearly legible. Proofs must be identified with the jacket number, program number, print order number, and proof date. The contractor's firm name must not appear on any proofs.

When PDF soft proofs are ordered, no charges will be allowed.

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. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All paper used in an order must be of a uniform shade.

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

- White Offset Book, basis size 25 x 38", basis weight 50 lbs. per 500 sheets, equal to JCP Code A60, the requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this standard are met. All other attributes remain the same.
or at contractor's option –
- White Writing, basis size 17 x 22", basis weight 20 lbs. per 500 sheets, equal to JCP Code D10.
- White Index, basis size 25-1/2 x 30-1/2", basis weight 110 lbs. per 500 sheets, equal to JCP Code K10.
- White Vellum Finish Cover, basis size 20 x 26", basis weight 65 lbs. per 500 sheets, equal to JCP Code L20.

COPYING/DUPLICATING: Reproduce face only or face and back in black; head to head or head to foot, as indicated on print order via any suitable method that meets the quality requirements of the specifications.

COLOR COPYING: Color copying of any size leaf will be face only or face and back. All color copying will be produced only on the white text stocks as listed.

MARGINS: Margins will be specified on the print order or furnished copy. It is anticipated that there will be no bleeds on the text and cover.

BINDING: Various binding operations will be ordered from time to time as follows:

- Loose-leaf: Collate, trim four sides, and stitch with one wire stitch in upper left corner.
- Comb binding: Punch, collate, and insert black plastic combs (GBC or equal) of suitable capacity. The contractor is to furnish the combs. Cost includes combs.
- Drill with up to three round holes - 1/4" to 3/8" in diameter as specified on the print order.
- Cut: Furnished stock or trim to special size per print. A cutting charge will be authorized only when the trim size of the end product deviates from the 8½ x 11" and 8½ x 14" sizes.
- Fold: As ordered with up to two folds, mostly in the form of letter folds. NOTE: Cover weight products that fold must first be scored along the fold lines.

PACKING: Shrink film or kraft paper wrap in units as specified on the print order; pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the delivery process.

LABELING AND MARKING:

Contractor to download the GPO Form 905, R. 7-15 "Labeling and Marking Specifications" form, located at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf?sfvrsn=2> fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to Grand Junction or Gunnison, Colorado. All destinations require inside delivery.

Most orders will be delivered to the below locations, but it is possible that jobs may be delivered to other areas in Colorado as per the print order.

VA Medical Center, Mailroom
2121 North Avenue
Grand Junction, CO 81501

USDA Forest Service
216 North Colorado Street
Gunnison, CO 81230

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 2802-S, print order XXXXX, jacket number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, all furnished material must be returned to the appropriate agency address shown above.

All expenses incidental to picking up and returning materials (if applicable), submitting proofs and paper samples, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

When required, the contractor to pick up print order and furnished materials at one of the above addresses.

When a PDF proof is requested, email proofs to the ordering agency per instructions provided on each print order.

Proof will be withheld not more than 1 workday from receipt by the Government to final approval. Note: The first workday after receipt of proofs by the Government is day one of the hold time. Contractor must not print prior to receipt of an 'OK to print'. Government representative will provide written proof response via e-mail or fax.

PROOF DELIVERY NOTIFICATION: The contractor must notify the agency via email and verify by phone call when the proofs are emailed to the agency. In addition, if the proofs are not responded to by the agency within the specified time, the contractor must notify the agency that the proofs have not been approved. Include GPO program and print order numbers with all correspondence.

No definite schedule for pickup of material/placement of orders can be predetermined.

The following schedule begins the same workday as notification of the availability of each individual print order and furnished material. The contractor is responsible for the pickup of furnished materials and the print order from the address as listed under "**DISTRIBUTION**". The Department will **NOT** wrap or otherwise prepare the furnished material for pickup by the contractor or contractor's agent.

The contractor must pick up furnished materials, Monday through Friday, except on Federal Holidays, by 10:00 a.m., and complete production and distribution within 24 hours (by 10:00 a.m. the following workday) on a majority of orders. The maximum amount of time for production and delivery will be 72 hours (three working days). The aggregate amount of pages for orders placed requiring the one-day schedule shall not exceed 25,000 pages.

NOTE: The ordering agency may deliver the furnished materials and pick up the completed product in the event the contractor is located in the Grand Junction, Colorado area. Schedule requirements will be accomplished in the same time frame as indicated above.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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 (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- | | | |
|------|-----|------|
| I. | (a) | 75 |
| | (b) | 410 |
| | (c) | 10 |
| | (d) | 60 |
| | (e) | 80 |
| | (f) | 142 |
| | (g) | 5 |
| | (h) | 238 |
| II. | (a) | 1190 |
| | (b) | 49 |
| | (c) | 93 |
| III. | (a) | 52 |
| | (b) | 83 |
| | (c) | 95 |
| | (d) | 74 |
| | (e) | 145 |
| | (f) | 10 |

SECTION 4. - SCHEDULE OF PRICES

Offers are f.o.b. destination.

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

Offers for each item listed in its respective format group, as defined in "Section 2 – Specifications," must include the cost of all required materials and operations in accordance with these specifications.

Contractor must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared non-responsive.

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

Quotes submitted with "NB" (No Quote), "NA" (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any quotes 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 quote or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per-100 rate.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

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

Note: For black image and color copying 8½ x 14" trim size, the cost allowed will be at the 17 x 11" price.

BLACK IMAGE COPYING	<u>Running Per 100 Copies</u>
(a) Text, cover, or forms 8½ x 11", per leaf copied one side only	\$_____
(b) Text, cover, or forms 8½ x 11", per leaf copied face and back	\$_____
(c) Text, cover, or forms 17 x 11", per leaf copied one side only	\$_____
(d) Text, cover, or forms 17 x 11", per leaf copied face and back	\$_____

(Initials)

COLOR COPYING

Running Per
100 Copies

- (e) Color copying 8½ x 11", per leaf copied one side only \$ _____
- (f) Color copying 8½ x 11", per leaf copied face and back \$ _____
- (g) Color copying 17 x 11", per leaf copied one side only \$ _____
- (h) Color copying 17 x 11", per leaf copied face and back \$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of page size leaves furnished for the product(s) ordered.

Computation of the net number of page-sized leaves will be based upon 94 square inch sheet sizes as follows:

Per 100 Leaves.

- (a) White Writing, 20-lb., or White Offset Book, 50-lb. \$ _____
- (b) White Index, 110-lb. \$ _____
- (c) White Vellum-Finish Cover, 65-lb. \$ _____

III. ADDITIONAL OPERATIONS:

- (a) Collating and stitching in the upper left corner, per 100 books/pamphlets \$ _____
- (b) Collating, punching, and inserting black plastic combs, per 100 books/pamphlets \$ _____
(includes cost of the combs)
- (c) Drilling (per run), per 100 leaves \$ _____

NOTE: A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8". Four holes will be the maximum for any one run. When drilling pamphlets or books with separate covers, the thickness of cover stock will be counted as three leaves; each foldin will be counted as a single leaf.

- (d) Cutting (per cut), per 100 leaves \$ _____
- (e) Folding, per 100 leaves \$ _____
- (f) Scoring, per 100 leaves \$ _____

(Initials)

My production facilities are located within the assumed area of production. _____ yes _____ no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

(Initials)

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Offeror hereby acknowledges amendment(s) number(ed) _____

QUOTE ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this quote is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of quotes, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day quote acceptance period may result in expiration of the quote prior to award.

OFFEROR'S NAME AND SIGNATURE: Unless specific written exception is taken, the offeror, by signing and submitting a quote, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the quote being declared non-responsive.

Offeror _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Quote) (Date)

(Person to be Contacted) (Telephone Number) (Email)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE



THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)