

**TITLE: "PROCESS COLOR PRINTING (BOOKS, PAMPHLETS, POSTERS, FOLDERS, and BROCHURES)" /PROGRAM 2877-S  
TERM: AUGUST 1, 2015 to JULY 31, 2016 (W/OPTIONS)**

Item No.	DESCRIPTION	Basis of Award	Lithexcel		PREV:STARLINE PR TG	
			State 300	Code 52436	State 300	Code 83186
			UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PRINTING, BINDING, PACKING &amp; DISTRIBUTION:</b>					
(a)	<b>FORMAT "A" - Cut sheet</b> ..... per 94 square inch unit:					
	Printing in a <b>single Ink Color</b>					
1.	Makeready and Setup Charges	8 x	6.00	48.00	7.20	57.60
2.	Running ..... per 100 Copies	720 x	0.40	288.00	0.41	295.20
	Printing in <b>additional Ink color(s)</b>					
3.	Makeready and Setup Charges	4 x	6.50	26.00	7.20	28.80
4.	Running ..... per 100 Copies	475 x	0.40	190.00	0.36	171.00
	Printing <b>4-color Process</b>					
5.	Makeready and Setup Charges	40 x	48.00	1,920.00	54.00	2,160.00
6.	Running ..... per 100 Copies	1535 x	2.00	3,070.00	1.80	2,763.00
(b)	<b>FORMAT "B" - Books</b> ..... per page size unit:					
	Printing in a <b>single Ink Color</b>					
1.	Makeready and Setup Charges	20 x	6.50	130.00	7.20	144.00
2.	Running ..... per 100 Copies	400 x	0.40	160.00	0.41	164.00
	Printing in <b>additional Ink color(s)</b>					
3.	Makeready and Setup Charges	40 x	6.50	260.00	7.20	288.00
4.	Running ..... per 100 Copies	930 x	0.40	372.00	0.36	334.80
	Printing <b>4-color Process</b>					
5.	Makeready and Setup Charges	270 x	48.00	12,960.00	54.00	14,580.00
6.	Running ..... per 100 Copies	5760 x	2.00	11,520.00	1.80	10,368.00
(c)	<b>FORMAT "C" - Direct Image Press (short run)</b>					
	Printing in <b>Black</b>					
1.	Makeready and Setup Charges	750 x	6.50	4,875.00	4.50	3,375.00
2.	Running ..... per 100 Copies	96 x	0.40	38.40	6.00	576.00
	Printing in <b>color</b>					
3.	Makeready and Setup Charges	300 x	48.00	14,400.00	4.50	1,350.00
4.	Running ..... per 100 Copies	135 x	2.00	270.00	15.00	2,025.00
(d)	Surface Coating ..... per unit					
1.	Makeready and Setup Charges	5 x	48.00	240.00	45.00	225.00
2.	Running ..... per 100 Copies	10 x	5.00	50.00	9.00	90.00
(e)	Pocket folders ..... "Format A" ..... per product					
1.	Makeready and Setup Charges	2 x	48.00	96.00	45.00	90.00
2.	Running ..... per 100 Copies	5 x	13.50	67.50	13.50	67.50
<b>II.</b>	<b>PROOFS AND TIMEWORK:</b>					
(a)	Content proof ..... per trim/page-size unit	1375 x	2.00	2,750.00	1.80	2,475.00
(b)	SWOP certified ..... per trim/page-size unit	40 x	16.00	640.00	8.75	350.00
(c)	High Resolution proof ..... per trim/page-size unit	320 x	20.00	6,400.00	9.70	3,104.00
(d)	One off proof ..... per trim/page-size unit	40 x	5.00	200.00	9.00	360.00
(l)	Timework and Author's Alterations ..... per hour	2 x	80.00	160.00	40.50	81.00
<b>III.</b>	<b>STOCK: Per 100 leaves (94 sq inch units)</b>					
	<b>ALL FORMATS:</b>					
(a)	White Offset Book, 60 lb. ....	450 x	1.10	495.00	1.56	702.00
(b)	White Offset Book, 70 lb. ....	390 x	1.50	585.00	1.82	709.80
(c)	White No. 2 Text, Dull-finish, 80 lb. ....	1475 x	2.00	2,950.00	2.10	3,097.50
(d)	White, No. 2 Text, Gloss-finish, 70 lb. ....	445 x	1.90	845.50	1.83	814.35
(e)	White, No. 1 Text, Gloss-finish, 80 lb. ....	370 x	2.30	851.00	2.10	777.00
(e)	White, No. 1 Text, Gloss-finish, 100 lb. ....	970 x	2.60	2,522.00	2.18	2,114.60
(g)	White No. 2 Cover, Dull-finish, 80 lb. ....	30 x	5.00	150.00	3.54	106.20
(h)	White No. 2 Cover, Dull-finish, 100 lb. ....	15 x	7.50	112.50	5.67	85.05
(i)	White No. 1 Cover, Gloss-finish, 100 lb. ....	500 x	8.50	4,250.00	4.17	2,085.00
(j)	Colored Vellum Cover, 80 lb. ....	60 x	6.00	360.00	7.94	476.40
<b>IV.</b>	<b>ADDITIONAL OPERATIONS:</b>					
(a)	Perfect Bound ..... per 100 books	5 x	80.00	400.00	100.00	500.00
(b)	Saddle-stitched ..... per 100 books	220 x	20.00	4,400.00	10.00	2,200.00
(c)	Wire O Binding ..... per book	3 x	0.90	2.70	0.80	2.40
(d)	Spiral Binding ..... per book	2 x	0.68	1.36	1.40	2.80
(e)	GBC Comb Binding ..... per book	1 x	1.00	1.00	0.47	0.47
(f)	Drilling (each run) ..... per 100 leaves	10 x	0.80	8.00	0.25	2.50
(g)	Padding including chipboard ..... per 100 pads	1 x	30.00	30.00	50.00	50.00
(h)	Perforating (slit or slot) ..... per 100 leaves	20 x	1.90	38.00	5.40	108.00
(i)	Score (Format "A" or "C" (cut sheet) only) ..... per 100 leaves	5 x	2.00	10.00	2.00	10.00
(j)	Folding (Format "A" or "C" (cut sheet) only) ..... per 100 leaves	4820 x	1.50	7,230.00	1.04	5,012.80
(k)	Gather and collate furnished material ..... per 100 leaves	10 x	5.00	50.00	10.00	100.00
(l)	Laminating in a clear plastic laminate (.25mm) 94 square inch units ..... per side/per 100	1 x	50.00	50.00	49.50	49.50
(m)	Wrapping or Shrink-film packaging ..... per package	4575 x	0.15	686.25	0.18	823.50
(n)	Ink jet printing (addressing)					
1.	Makeready/Setup	6 x	20.00	120.00	11.25	67.50
2.	Running ..... per 100 addresses	22 x	2.80	61.60	10.80	237.60
(o)	Sort, tag, and bundle for 3rd class mailing ..... per 100 items	40 x	2.00	80.00	2.25	90.00

<b>CONTRACTOR TOTALS</b>		<b>\$87,420.81</b>	<b>\$65,747.87</b>
<b>DISCOUNT if any</b>	<b>1.000%</b>	<b>874.21</b>	<b>NET</b>
<b>DISCOUNTED TOTALS</b>	<b>AWARDED</b>	<b>\$86,546.60</b>	<b>\$65,747.87</b>

U.S. GOVERNMENT PUBLISHING OFFICE  
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Process Color Printing  
(Books, Pamphlets, Posters, Folders and Brochures)**

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

**U.S. Department of Energy  
Los Alamos National Laboratory (LANL),  
Sandia National Laboratory (SNL), Fish and Wildlife Service (FWS)  
and other agencies in New Mexico**

Single Award

**NOTICE TO BIDDERS:** The term of this contract is for one year **and up to four option years** beginning August 1, 2015. 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.

**BID OPENING:** Bids shall be publicly opened at 2:00 p.m. prevailing time Denver, Colorado, on July 14, 2015.

Facsimile Telephone Number: **(303) 236-5332**  
Mail To: **U.S. Government Publishing Office  
Denver Regional Office  
12345 W. Alameda Parkway, Suite 208  
Lakewood, CO 80228-2842**

**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 Albuquerque, NM.

NOTE: These specifications have been revised EXTENSIVELY.

For information of a technical nature call Bob Stanley (303) 236-5292 x3 (no collect calls) or email to [stanley@gpo.gov](mailto:stanley@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](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.

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

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.

EXCEPTION: Direct Digital Printing (format C) -- Level III printing  
Inspection Levels (from ANSI/ASQC Z 1.4):

- (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	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. \* Approved Proofs, Government furnished sample.
- P-8. \* Approved Proofs, Government furnished sample.
- P-9. Government furnished sample, color swatch, Pantone Matching System color, Approved High Resolution Proofs.
- P-10. Approved High Resolution proofs, Government furnished sample.  
\* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.

**SENSITIVE INFORMATION:** The information contained in the Los Alamos National Laboratory and its associated mailing list is not classified but it is considered sensitive. The contractor must not allow the information to become available to any person outside of the ordering agency except those personnel involved in the production until after the publication date of each issue. The contractor must destroy the mailing list upon direction from the Los Alamos National Laboratory.

**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 personal identifiable information. Personal identifiable information includes but is not limited to persons name and address. Any contractor who is being considered for award will be required to furnish a brief outline of how PII will be handled in their facility.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the contract shall be divided into up to five periods. The first period shall extend from August 1, 2015 to July 31, 2016. Each additional period shall extend from August 1<sup>st</sup> of the subject year to July 31<sup>st</sup> of the following year. The first workday of the follow-on periods shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the initial contract year under this contract.

Price adjustment: The prices shall be adjusted on the basis of the "**Consumer Price Index For All Urban Consumers - Commodities Less Food**", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

(1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index - All Urban Consumers, for Commodities less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending three months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

**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 August 1, 2015 through July 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, 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.

The Government may issue orders that 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 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 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.

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.**

**SUBMISSION OF BIDS: Facsimile bids are permitted.**

(a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

(b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

(c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.

(d) Facsimile bids must contain the required signatures.

(e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.

(f) Submit facsimile bid to FAX No. **(303) 236-5332 or (303) 236-5304**, one bid per facsimile.

(g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

- (1) Receipt of garbled or incomplete bid.
- (2) Availability or condition of the receiving facsimile equipment.
- (3) Incompatibility between the sending and receiving equipment.
- (4) Delay in transmission or receipt of bid.
- (5) Failure of the bidder to properly identify the bid.
- (6) Illegibility of bid.
- (7) Security of bid data.

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of pocket folders, posters, or brochures (i.e. single sheet items) under **Format "A"**, and books and pamphlets under **Format "B"** requiring such operations electronic pre-press, printing, binding, packing, and distribution. Direct Digital Printing under **Format "C"**.

**TITLE:** Full Color Printing (Books, Pamphlets, Posters, Folders, and Brochures).

### FREQUENCY OF ORDERS:

**Format "A"**- Approximately 8 - 10 orders per year (approx. 30 to 45 orders will be 25½ x 11").

**Format "B"**- Approximately 10 - 15 orders per year.

**Format "C"**- Approximately 10 - 15 orders per year.

Multiple items may be placed on one order.

### QUANTITY:

**Format "A"**- Approximately 100 to 10,000 copies per order. Most orders will be between 700 and 2,000 copies.

**Format "B"**- Approximately 125 to 10,000 copies per order with an occasional order of up to 40,000 copies. Most orders will be for less than 1,000 copies.

**Format "C"**- Approximately 10 to 500 copies per order, on occasion an order under this format will be up to 1,000 copies.

### NUMBER OF PAGES:

**Format "A"** - Single sheet printed face only or face and back.

**Format "B"** - Approximately 4 to 360 pages with or without separate cover per order, with an occasional order of approximately 500 pages.

**Format "C"** - Single sheet printed face only or face and back and occasionally a bound publication of up to 500 pages.

### TRIM SIZES:

**Format "A"** - From 8½ x 11" up to 23 x 36".

**Format "B"** - Up to and including 8½ x 11".

**Format "C"** - From 8½ x 11" up to 23 x 36".

**GOVERNMENT TO FURNISH:** Print order and electronic files will be furnished.

Los Alamos National Labs (LANL) will make copy available via the Internet for electronic transfer to the contractor of the printing/graphic files. Los Alamos will provide an anonymous FTP (file transfer protocol) site for files. This site will be based on TCP/IP communication protocol. The successful bidder will be required to provide hardware and software for digital communication with this site. The preferred method is IP (Internet protocol) direct connection to the Internet, but other methods such as using an on-line service for Internet connectivity is acceptable. (**Note:** The transmission file will contain high resolution illustrations.)

Hard copy visuals output from furnished files and/or electronic PDF files suitable for visuals but not reproduction to be used as a guide. CD-ROM, DVD or similar will be provided, or at the Government's option, the data will be transmitted direct to the contractor's facility via e-mail or to contractor's FTP site (see above for LANL). The electronic media furnished by the Government will be generated on a MAC System or PC/Windows 2000, Windows XP, Windows 7 or Windows 8 platform in a variety of software formats including, but not limited to: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat PDF, QuarkXPress, Aldus Freehand, Corel Draw, Adobe PageMaker, Microsoft Publisher, Microsoft Word, Microsoft Office, and WordPerfect. **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.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software.

Contractor must provide final output with text equivalent to a minimum of 2400 dpi and all equal to 150 line screen or finer.

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.

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.**



Furnished material must be picked up from and delivered to one of the addresses (except GPO) as listed under "**DISTRIBUTION**".

Return of Government Furnished Material: All digital deliverables/electronic files and proofs made by the contractor **must** be delivered and/or picked up from with the completed order to one of the addresses listed under "**DISTRIBUTION**" or to an address listed on the print order (2511).

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.

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.

PROOFS: Proofs will be withheld not more than 5 workdays from receipt by the Government to availability for pickup by the contractor's plant. Contractor must not print prior to receipt of an 'OK to print'.

Proofs may be ordered as follows:

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.

SWOP certified inkjet proofing systems will be acceptable. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. For list of approved systems go to: [www.swop.org/certmfq.html](http://www.swop.org/certmfq.html). At contractor option, a film-based composite laminated color proof may be submitted, or inkjet color proofs G7 profiled, using pigment-based inks which meets or exceeds industry tolerance to ISO 12647-2 Standard for Graphic Technology provided Direct to plate is used to produce final product with minimum 2400 x 2400 dpi. Proofs will be used for color match on the press.

High resolution one-piece analog laminated color proofs may be submitted provided direct to plate is used to produce the final product, or one-piece digital color proofs (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi and must show halftone dot. These proofs must have all elements in proper position (illustrations and text matter composited). The proofs should have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across sheet. Dye Sublimation (Rainbow), Color inkjet (Dupont Digital Waterproof, Iris, Epson), photographic, and overlay proofs are not acceptable. Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 1/8" x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

In the event direct digital printing is utilized for format C, the Government may order digital color one-off proof created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

On occasion, Contractor to submit 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. Contractor must call contact indicated on the 2511 form to confirm receipt.

**CONTRACTOR IS CAUTIONED THAT THE PROOFS PRODUCED MUST BE FROM THE CONTRACTOR PREPARED PDF OR SIMILAR FILES 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, there will be no charge allowed for electronic PDF proofs. Note: These proofs will not be commonly ordered. In most cases they will be ordered when AA's are necessary.

The contractor's firm name must not appear on any proofs.

Submit proofs together with furnished files to the address on the print order:

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 his receipt of an "**O.K. to Print**".

**STOCK:** 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 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.

Stock will be indicated on each print order from the following choices:

**TEXT:**

- Offset Book, White, basis weight 25 x 38", 60 lbs., and 70 lbs. per 500 sheets) equal to JCP Code A60.
- No. 2 Coated Text, White, **Dull-finish**, basis weight 25 x 38", 80 lbs. per 500 sheets equal to JCP Code A262.
- No. 2 Coated Text, White, **Gloss-finish**, basis weight 25x38", 70 lbs. per 500 sheets equal to JCP Code A182.
- No. 1 Coated Text, White, **Gloss-finish**, basis weight 25 x 38", 80 lbs. and 100 lbs. per 500 sheets equal to JCP Code A181.

**COVER:**

- No. 2 Coated Cover, White, **Dull-finish**, basis weight 20 x 26", 80 lbs. and 100 lbs. per 500 sheets equal to JCP Code L62.
- No. 1 Coated Cover, White, **Gloss-finish**, basis weight 20 x 26", 100 lbs. per 500 sheets equal to JCP Code L11.
- Colored Vellum Finish Cover (Close Color Visual Match to "Cross Pointe, Genesis"/ or Equal), basis weight 20 x 26", 80 lbs. per 500 sheets equal to JCP Code L20.

The color difference -- DE(FMC II) -- between the color of the text stock and cover stock, when the same grade is specified for both, shall not exceed 2.5 units. Note: Any deviation in this color requirement shall be sufficient cause for the rejection of either text or cover or both.

All cover stock must have the grain parallel to the spine and scored on the fold.

Occasionally, the agency may furnish blank or printed stock to be used in a specific order.

PRINTING:

**Format "A"**- Single, multiple, and/or 4-color process printing either face only or face and back.

**Format "B"**- Single, multiple, and/or 4-color process printing head to head.

**Format "C"**- At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175-line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

The contracting officer reserves the right to waive this equipment requirement based on a contractor's previous performance which has consistently demonstrated their ability to meet quality level 3 requirements when using a direct digital press. This is solely at the contracting officer's discretion.

4-Color Process Printing: Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

SURFACE COATING: When ordered, spot and/or flood coat the surface over the printing with a protective coating such as UV coating, polyethylene terephthalate, polypropylene, vinyl or cellulose acetate. Generally this will be required only on posters, brochures, or covers.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: **A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.** A representative(s) of the Government may inspect press sheets at the contractor's plant when the job is going to press. These representatives will make their inspections on any official Government workday (Monday through Friday 8:00 a.m. to 5:00 p.m., contractor's local time), and suitable space shall be provided at the plant for this purpose. It is anticipated that about half the orders under this contract will require press sheet inspection.

The contractor shall notify the Government Publishing Office of the date and time the press sheets will be available. In order that proper arrangements can be made, notification must be given at least **72 hours in advance** of the time scheduled for inspection of the press sheets. **Notify a Contracting Officer at the Denver Regional Office at (303) 236-5292 or agency official indicated on the print order.**

The contractor must furnish a suitable viewing light for color transparencies during press sheet inspection. Examples of acceptable viewers are Macbeth Avlit Standard View Model T-214, Macbeth ProofLite Model V-135, or Macbeth Examo-Lite Fixture Model TC-440.

MARGINS: Margins will be as indicated on the print order or furnished copy with bleeds scattered throughout. Adequate gripper is frequently not available.

BINDING: Bind as indicated on the print order.

- Trim 4 sides to size indicated. Score, perforate, and/or fold as indicated.

- Saddle-wire stitch in two places on the binding edge, with or without separate covers, and trim three sides. When separate covers are required grain must run parallel to spine and score on fold as necessary.
- Perfect-bind text and wraparound cover; trim three sides. When separate covers are required grain must run parallel to spine and score on folds as necessary.
- Wire O binding: Wire binding may be required. Wire-O is a registered trademark of James Burn International. The contractor is to furnish wires of a suitable capacity. Punch suitable for Wire-O binding.
- Plastic comb binding: Plastic comb binding (GBC or equal). The contractor is to furnish in suitable colors of a suitable capacity. Punch suitable for GBC binding.
- Insert spiral wire binding of suitable capacity. Punch suitable for spiral binding.
- Drilling - When ordered drill three ¼" to 3/8" diameter holes, 4¼" center to center, 3/8" from the indicated edge to center.
- Pad in units as indicated on the print order, with 0.020" chipboard, newsboard or equal for back. Gum and/or any suitable compound may be used.
- Perforate (slit or slot, with or without ink) along the entire dimension specified on the print order, generally the perforation will be along the length approximately ½" from the edge or bind on Format "B" orders and Format "C"(bound products).
- Score, without ink, along the entire dimension as specified on the print order. This charge will not be allowed for scoring on bind.
- Gather and collate furnished pages: The ordering agency may furnish preprinted pages which will be required to be inserted throughout the text.
- Sheet Laminating: Orders may require that the product be laminated face and back after printing with polypropylene, polyesters (such as polyethylene terephthalate), vinyl or cellulose acetate, having a thickness of approximately.010" (.25mm).
- Ink jet print the address panel area of books and pamphlets as required. The agency will provide ASCII files in zip code order at the time the print order is issued for publications requiring addressing.
- Sort, tag, and bundle for 3<sup>rd</sup> class mailing.
- Collate furnished sheets with a specified copy count and prepare for shipment per the agency's instructions.
- Occasionally a die-cut pocket folder will be required. These folders are to be produced with a 4 to 6" deep pocket on the inside (right and/or left side) with a "V" cut center relief feature between pockets and, frequently, die-cut corner slits to hold 2 x 3½" business cards. Score all folds. Die cut with a ¾" glue tab on the left and right. Glue tabs to the inside of the pockets. NOTE: Payment under **Format "A"** will be based upon the overall die-cut flat sheet size. Note: Direct Digital Printing (Format C) is not acceptable for this product.

**PACKING:** Wrap (kraft paper or shrink-film) in units of 50, 250, or 500 as ordered for **Format "A"** work only. Pack all work in shipping containers with containers not exceeding 45 pounds when fully packed.

**PALLETS:** Pallets or skids are required for all destinations receiving 10 or more shipping containers.

**INSPECTION SAMPLES:** Occasionally, when indicated on the print order or otherwise requested, the first two copies, as soon as completed, must be sent for inspection to the **U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 W. Alameda Parkway, Lakewood, CO 80228-2842, 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 SAMPLES:** In lieu of the two inspection samples, and in addition to the Departmental Quality Samples, the contractor may be required to submit quality assurance samples for inspection and testing for compliance to the product specifications. The print order will indicate the number of samples required, if any, and the method of selection to be used. The contractor will be required to execute a statement furnished by GPO certifying that samples were selected as directed. These copies will be paid for at the running rate bid in the contractor's bid and their cost will not be a consideration for award. A copy of the print order/specification must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance samples. The samples are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing for reimbursement of certificate fee.

**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 samples must be packed separately and must be identified by a special government-furnished Blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

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.

**DISTRIBUTION:** Deliver **f.o.b. destination to addresses within the Albuquerque, Santa Fe, and Los Alamos, NM metropolitan areas** and ship f.o.b. destination, freight prepaid and add **(reimbursable)** to any addresses outside of areas. **The contractor will be reimbursed for shipping by furnishing an appropriate receipt with the voucher/invoice.**

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

On most orders the government will require delivery f.o.b. destination (reimbursable) to the following 3 addresses with the quantities required noted on the print order. The contractor will be reimbursed by

submitting shipping receipt with billing. The ordering agency will be responsible for determining on each print order what the unique quantity of Superintendent of Documents quantities are to be. Agencies are advised to review Circular Letter NO. 793 regarding Superintendent of Documents copies or contact the Denver Regional Office at (303) 236-5292 for any clarification.

Library of Congress \*  
US/Anglo Division  
Government Documents Section  
101 Independence Avenue SE  
Washington, DC 20540-4172  
Mark For: File Copies

U.S. Government Publishing Office  
Depository Receiving Section  
44 H Street NW  
Loading Dock  
Washington, D.C. 20401  
Mark For: "Depository Copies" Item No.

International Exchange System  
Depository Receiving Section  
44 H St., NW, Loading Dock  
Washington, DC 20401  
Marked: IES Copies

\*NOTE: All shipments to this destination must be via FedEx, UPS, or United States Postal Service (USPS).

**SCHEDULE:** Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order.

The deliver/shipping date scheduled will be indicated on the print order and shall bind the contractor. The ship/deliver date indicated on the print order is the date the products ordered must be **delivered** to the address in Los Alamos, NM and the other addresses in New Mexico and **shipped** to the GPO addresses and all other addresses outside of New Mexico.

While no definite schedule can be established or implied except as stated on the individual print order, the following are the minimum amount of time that will be allowed for an individual order. It is anticipated that the majority of the orders will require the minimum schedule.

- Formats A and B: 10 to 20 workdays.
- Format C: 3 to 10 workdays.
- When hard proofs are required a minimum of five additional days will be allowed.
- When die-cut folders are ordered a minimum of five additional workdays will be allowed.

The schedule is at the Government's option, subject to the above minimums. A relatively longer time **may** be allowed for orders having a larger number of pages or a long press run.

Proofs will be held for a maximum of five workdays from receipt by the Government, to delivery back to the contractor's plant. The proof hold time **is** included in the minimum amount of time allowed in the above schedules.

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.

Proofs, along with the Government furnished material, a copy of the specifications, the contractor's usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor's plant will be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "**Proof**" label (GPO Form 892) and to include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. **The cost of transporting of the proofs and the furnished materials BOTH ways is to be borne by the contractor.** The contractor has the option of using their own personnel to pick up and deliver the proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

**RECEIPT FOR DELIVERY:** The 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; quantity per carton; date delivery made; and signature of the Government agent accepting delivery.**

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 bid by applying the prices bid 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**".

I.	(a)	(1) <b>8</b>	(2) <b>720</b>	(3) <b>4</b>	(4) <b>475</b>	(5) <b>40</b>	(6) <b>1535</b>
	(b)	<b>20</b>	<b>400</b>	<b>40</b>	<b>930</b>	<b>270</b>	<b>5760</b>
	(c)	(1) <b>750</b>	(2) <b>96</b>	(3) <b>300</b>	(4) <b>135</b>		
	(d)	(1) <b>5</b>	(2) <b>10</b>				
	(e)	<b>2</b>	<b>5</b>				
II.	(a)	<b>1375</b>					
	(b)	<b>40</b>					
	(c)	<b>320</b>					
	(d)	<b>40</b>					
	(e)	<b>2</b>					
III.	(a)	<b>450</b>					
	(b)	<b>390</b>					
	(c)	<b>1475</b>					
	(d)	<b>445</b>					
	(e)	<b>370</b>					
	(f)	<b>970</b>					
	(g)	<b>30</b>					
	(h)	<b>15</b>					
	(i)	<b>500</b>					
	(j)	<b>60</b>					
IV.	(a)	<b>5</b>					
	(b)	<b>220</b>					
	(c)	<b>3</b>					
	(d)	<b>2</b>					
	(e)	<b>1</b>					
	(f)	<b>10</b>					
	(g)	<b>1</b>					
	(h)	<b>20</b>					
	(i)	<b>5</b>					
	(j)	<b>4820</b>					
	(k)	<b>10</b>					
	(l)	<b>1</b>					
	(m)	<b>4575</b>					
	(n)	(1) <b>6</b>					
		(2) <b>22</b>					
(o)	<b>40</b>						

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



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**SECTION 4 - SCHEDULE OF PRICES**

Bids are f.o.b. destination to addresses within Albuquerque, Santa Fe, and Los Alamos, NM metropolitan areas and ship f.o.b. destination (**reimbursable**) to any addresses outside of areas.

Bids 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.

The 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. Bids submitted with "**NB**" (No Bid), "**NA**" (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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

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

For billing purposes, a Trim/Page-Size unit under **Format "A" and "C"** is defined as 94 square inches. Any fractional size is to be rounded up to the next largest unit.

A charge will be allowed for each printed side under **Format "A" and "C"** and a charge will be allowed for each printed page, text, and/or cover, under **Format "B"**.

Fractional parts of the "**per 100**" rate will be prorated.

I. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Additional colors of ink on pages printing in 4-color process will be allowed under "Additional Ink colors" (columns (3) and (4) only).

**NOTE: Each page will be paid as below for the items that are unique to each page.**

	<u>Printing in single Ink Color</u>		<u>Printing in additional Ink color(s)</u>		<u>Printing 4-color Process</u>	
	<u>Makeready and Setup Charges</u>	<u>Running per 100 copies</u>	<u>Makeready and Setup Charges</u>	<u>Running per 100 copies</u>	<u>Makeready and Setup Charges</u>	<u>Running per 100 copies</u>
	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>(5)</u>	<u>(6)</u>
<b>FORMAT "A":</b>						
(a) Per page size unit ..	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Note: Payment under **Format "A"** above will be made for each printed side, as applicable per 94 square inch unit.

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 (Initials)

	<u>Printing in single Ink Color</u>		<u>Printing in additional Ink color(s)</u>		<u>Printing 4-color Process</u>	
	<u>Makeready and Setup Charges</u>	<u>Running per 100 copies</u>	<u>Makeready and Setup Charges</u>	<u>Running per 100 copies</u>	<u>Makeready and Setup Charges</u>	<u>Running per 100 copies</u>
	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>(5)</u>	<u>(6)</u>

**FORMAT "B":**

(b) Per page size unit ...\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

	<u>Printing in Black Only</u>		<u>Printing in Color</u>	
	<u>Makeready and Setup Charges</u>	<u>Running per 100 copies</u>	<u>Makeready and Setup Charges</u>	<u>Running per 100 copies</u>
	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>

**FORMAT "C":**

(c) Per page size unit ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Note: Payment under **Format "B"** above will be made for each printed page, text or cover.

The following operations are applicable to all formats. NOTE: Rates shall be per 94 square inches unit for **Formats "A" and "C"** or per page for **Format "B"**.

	<u>Makeready and Setup Charges</u>	<u>Per 100 Copies</u>
	<u>(1)</u>	<u>(2)</u>
(d) Surface Coating.....per unit.....	\$ _____	\$ _____
(e) Pocket Folders (Complete product, except charges for printing under <b>FORMAT "A"</b> above and charges for stocks hereinafter) to be under III. .....per product.....	\$ _____	\$ _____

Surface coating charge (d) to be allowed only as defined on page 10 of these specifications; spot, flood varnish, or aqueous coating to be charged under (a), (b), or (c). On format C any varnish or coating required will be offline and charged under (d).

**II. PROOFS and TIMEWORK:**

- (a) Content proofs ..... per trim/page-size unit... \$ \_\_\_\_\_
- (b) SWOP certified ..... per trim/page-size unit.. \$ \_\_\_\_\_
- (c) High Resolution proof..... per trim/page-size unit.. \$ \_\_\_\_\_
- (d) One off proof..... per trim/page-size unit.. \$ \_\_\_\_\_
- (e) 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. (e).

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 (Initials)

III. STOCK: Computation of the net number of leaves will be based on the following (the cost of any stock required for makeready or running spoilage must be included in the prices bid):

**FORMAT "A" and "C"** - One page-size leaf will be allowed for each trim size/page size unit. The number of units in a particular product will be determined by dividing its trim size by 94 square inches with any fractional remainder being counted as a whole.

**FORMAT "B"** - Text - Each page-size leaf. Covers - Two page-size leaves will be allowed for each complete cover. Prices bid must include the cost of paper for backstrip, when required.

Note under format "C" stock selection may be limited. Contact the contractor for a list of available stock.

<b>ALL FORMATS:</b>	<b><u>Per 100 leaves</u></b>
(a) White Offset Book, 60 lbs. ....	\$ _____
(b) White Offset Book, 70 lbs. ....	\$ _____
(c) White No. 2 Text, Dull-finish, 80 lb. ....	\$ _____
(d) White No. 2 Text, Gloss-finish, 70 lb. ....	\$ _____
(e) White No. 1 Text, Gloss-finish, 80 lbs. ....	\$ _____
(f) White No. 1 Text, Gloss-finish, 100 lbs. ....	\$ _____
(g) White No. 2 Cover, <b>Dull-finish</b> , 80 lbs. ....	\$ _____
(h) White No. 2 Cover, <b>Dull-finish</b> , 100 lbs. ....	\$ _____
(i) White No. 1 Cover, Gloss-finish, 100 lbs. ....	\$ _____
(j) Colored Vellum Cover, 80 lbs. ....	\$ _____

IV. ADDITIONAL OPERATIONS:

(a) Perfect Bound .....	per 100 books .....	\$ _____
(b) Saddle-stitched .....	per 100 books .....	\$ _____
(c) Wire-O Binding .....	per book.....	\$ _____
(d) Spiral binding .....	per book.....	\$ _____
(e) GBC comb binding.....	per book.....	\$ _____
(f) Drilling (each run).....	per 100 leaves .....	\$ _____
(g) Pad including chipboard .....	per 100 pads .....	\$ _____
(h) Perforating (slit or slot) .....	per 100 leaves.....	\$ _____
(i) Score ( <b>Format "A" or "C" (cut sheet)</b> only) .....	Per 100 leaves .....	\$ _____
(j) Folding ( <b>Format "A" or "C" (cut sheet)</b> only).....	per 100 leaves.....	\$ _____
(k) Gather and collate furnished material.....	per 100 leaves.....	\$ _____
(l) Laminating in a clear plastic laminate (.25mm) 94 square inch units.....	per side/per 100.....	\$ _____
(m) Wrapping or Shrink-film packaging.....	per package.....	\$ _____

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

- (n) Ink jet printing (addressing)
  - (1) Makeready/setup ..... \$ \_\_\_\_\_
  - (2) Running ..... per 100 addresses .. \$ \_\_\_\_\_
- (o) Sort, tag, and bundle for 3<sup>rd</sup> class mailing ..... per 100 items..... \$ \_\_\_\_\_

NOTE: Charges for (i) and (j) are not applicable to Pocket Folders or all operations to shape Pocket Folders including die-cutting, scoring, folding, and gluing tabs fall under Item I (a) and/or (e) (1) and (2) heretofore.

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

**DISCOUNTS ARE BID FOR PAYMENT AS FOLLOWS:**

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

Bidder hereby acknowledges amendment(s) number (ed) \_\_\_\_\_

**BIDDERS 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.**

**BIDDER'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. In addition a completed signed copy of the form 910 is required. Do not enter prices on GPO form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO form 910.

Bidder \_\_\_\_\_

\_\_\_\_\_  
**Contractor's Code**

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City - State)

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

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
(Facsimile Number)

**SAMPLE OF THE BID ENVELOPE**

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

Program Number **2877-S**  
From: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Postage  
Stamp  
Required  
Here

**BID ENCLOSED**

Bids will be received until  
**July 14, 2015** at **2 P.M.** prevailing  
Denver time.

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