

Program: 3802-S Term: 3/1/19 - 2/29/20										
TITLE: Short Run/Fast Schedule Duplicating/Copying										
		Frederic Printing Aurora, CO			Pacific Office Automation Centennial, CO		Power Imaging Inc. Denver, CO		WBC Inc. dba Lithexcel Albuquerque, NM	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. COMPLETE PRODUCT: (Except for Items II, III, IV, and V)										
BLACK DUPLICATING/COPYING:										
(a)	8-1/2 x 11" Cover and/or Text, per printed side	1,068,264	\$0.014	\$14,955.696	\$0.013	\$13,887.432	\$0.02	\$21,365.28	\$0.02	\$16,023.96
(b)	17 x 11" Cover and/or Text, per printed side	27,540	\$0.028	\$771.120	\$0.026	\$716.040	\$0.05	\$1,377.00	\$0.03	\$688.50
(c)	12 x 18" Cover and/or Text, per printed side	8,496	\$0.11	\$934.56	\$0.10	\$849.60	\$0.12	\$1,019.52	\$0.03	\$254.88
COLOR DUPLICATING/COPYING:										
(d)	8-1/2 x 11" Cover and/or Text, per printed side	729,324	\$0.11	\$80,225.64	\$0.12	\$87,518.88	\$0.07	\$51,052.68	\$0.10	\$72,932.40
(e)	17 x 11" Cover and/or Text, per printed side	400,644	\$0.23	\$92,148.12	\$0.22	\$88,141.68	\$0.14	\$56,090.16	\$0.12	\$48,077.28
(f)	12 x 18" Cover and/or Text, per printed side	120,696	\$0.24	\$28,967.04	\$0.22	\$26,553.12	\$0.14	\$16,897.44	\$0.20	\$24,139.20
OTHER REPRODUCTION:										
(g)	Over print in black on supplied business card shells, includes cut and trim to card size	1,800	\$0.014	\$25.200	\$0.05	\$90.00	\$1.00	\$1,800.00	\$0.07	\$126.00
(h)	Quality level III covers in black or color, per side, per 94 sq. in.	25,608	\$0.11	\$2,816.88	\$0.75	\$19,206.00	\$0.20	\$5,121.60	\$0.02	\$512.16
(i)	Oversize in color, complete product, includes paper and trim, per sq. ft.	4,364	\$3.50	\$15,274.00	\$1.50	\$6,546.00	\$2.00	\$8,728.00	\$0.25	\$1,091.00
(j)	Oversize in black, complete product, includes paper and trim, per sq. ft.	660	\$1.00	\$660.00	\$0.15	\$99.00	\$1.00	\$660.00	\$0.58	\$382.80
(k)	Large document scanning (reduction if requested), per sq. ft.	100	\$0.25	\$25.00	\$0.25	\$25.00	\$2.00	\$200.00	\$5.00	\$500.00
(l)	Die-cut Tab Dividers, Complete Product (includes composition, paper, with plastic reinforcement, die-cutting, gathering, and inserting):									
1.	Tab face only, per leaf	30,816	\$0.90	\$27,734.40	\$0.20	\$6,163.20	\$0.20	\$6,163.20	\$0.20	\$6,163.20
2.	Tab face and back, per leaf	500	\$1.15	\$575.00	\$0.25	\$125.00	\$0.25	\$125.00	\$0.40	\$200.00
(m)	Die-cut Tab Dividers, Complete Product (includes composition, paper without plastic reinforcement, die-cutting, gathering, and inserting):									
1.	Tab face only, per leaf	2,160	\$0.74	\$1,598.40	\$0.15	\$324.00	\$0.15	\$324.00	\$0.15	\$324.00
2.	Tab face and back, per leaf	8,508	\$0.99	\$8,422.92	\$0.20	\$1,701.60	\$0.15	\$1,276.20	\$0.30	\$2,552.40
II. HAND PLACED COPYING, COMPLETE PRODUCT (Except for Item I, IV and V)										
(a)	Trim size 8-1/2" x 11"									
1.	Glass placement copied face only, per leaf	9,216	\$0.20	\$1,843.20	\$0.10	\$921.60	\$0.10	\$921.60	\$0.15	\$1,382.40
2.	Glass placement copied face and back, per leaf	3,012	\$0.30	\$903.60	\$0.20	\$602.40	\$0.10	\$301.20	\$0.25	\$753.00
(b)	Trim size over 8-1/2 x 11 up to 11 x 17"									
1.	Glass placement copied face only, per leaf	1,990	\$0.20	\$398.00	\$0.15	\$298.50	\$0.10	\$199.00	\$0.20	\$398.00
2.	Glass placement copied face and back, per leaf	10	\$0.30	\$3.00	\$0.25	\$2.50	\$0.10	\$1.00	\$0.40	\$4.00
III. PAPER: PER 100 LEAVES										
(a)	White Offset Book 50 lb., White Bond 20 lb., or White Xerographic, 20 lb.	7,692	\$0.87	\$6,692.04	\$1.10	\$8,461.20	\$1.80	\$13,845.60	\$1.00	\$7,692.00
(b)	White Offset Book, 60 lb.	240	\$0.96	\$230.40	\$1.75	\$420.00	\$3.00	\$720.00	\$1.30	\$312.00
(c)	White Offset Book, pre-drilled and reinforced, 60 lb.	1,608	\$1.34	\$2,154.72	\$3.00	\$4,824.00	\$2.60	\$4,180.80	\$3.50	\$5,628.00
(d)	White Offset Book, pre-drilled and reinforced, 70 lb.	98	\$1.56	\$152.88	\$4.25	\$416.50	\$4.00	\$392.00	\$4.00	\$392.00
(e)	White Litho Gloss-finish Coated Book, 70 lb.	120	\$1.20	\$144.00	\$3.00	\$360.00	\$3.00	\$360.00	\$2.00	\$240.00
(f)	White Litho Gloss-finish Coated Book, 80 lb.	200	\$1.39	\$278.00	\$4.00	\$800.00	\$4.00	\$800.00	\$2.20	\$440.00
(g)	White Matte Coated Offset Book, 70 lb.	100	\$1.20	\$120.00	\$3.00	\$300.00	\$3.00	\$300.00	\$2.00	\$200.00
(h)	White Matte Coated Offset Book, 80 lb.	100	\$1.39	\$139.00	\$4.00	\$400.00	\$4.00	\$400.00	\$2.20	\$220.00
(i)	Colored Writing, 20 lb.	1,050	\$0.97	\$1,018.50	\$2.00	\$2,100.00	\$2.00	\$2,100.00	\$1.40	\$1,470.00
(j)	White or Colored Index, 110 lb.	60	\$2.73	\$163.80	\$5.00	\$300.00	\$5.00	\$300.00	\$5.00	\$300.00
(k)	White Litho Gloss-finish, Coated Cover, 80 lb.	31	\$3.89	\$120.59	\$6.00	\$186.00	\$6.00	\$186.00	\$6.00	\$186.00
(l)	White or Colored Vellum-finish Cover, 65 lb.	180	\$2.39	\$430.20	\$4.00	\$720.00	\$3.00	\$540.00	\$4.50	\$810.00
(m)	White Matte Coated Cover, 80 lb.	835	\$3.89	\$3,248.15	\$5.00	\$4,175.00	\$5.00	\$4,175.00	\$6.50	\$5,427.50
(n)	White Coated One Side Cover (C1S), 14 point	4	\$3.70	\$14.80	\$7.00	\$28.00	\$40.00	\$160.00	\$13.80	\$55.20
(o)	White High Quality Xerographic Copier, Laser Paper, 24 lb.	12,203	\$1.24	\$15,131.92	\$2.50	\$30,507.90	\$2.80	\$34,168.85	\$1.50	\$18,304.74
(p)	Clear mylar or vinyl, 10 mil.	537	\$61.87	\$33,224.19	\$25.00	\$13,425.00	\$5.00	\$2,685.00	\$8.00	\$4,296.00

(q)	Vinyl Covered "D" Ring Binder, Per Binder									
1.	1" Capacity	50	\$7.80	\$390.00	\$2.00	\$100.00	\$3.50	\$175.00	\$2.50	\$125.00
2.	1-1/2" Capacity	240	\$7.50	\$1,800.00	\$2.50	\$600.00	\$4.00	\$960.00	\$3.00	\$720.00
3.	2" Capacity	200	\$9.50	\$1,900.00	\$3.50	\$700.00	\$4.50	\$900.00	\$4.00	\$800.00
4.	3" Capacity	100	\$10.20	\$1,020.00	\$5.00	\$500.00	\$6.00	\$600.00	\$4.50	\$450.00
5.	4" Capacity	50	\$12.50	\$625.00	\$8.00	\$400.00	\$9.00	\$450.00	\$7.00	\$350.00
(r)	Locking "D" Ring Binder, Per Binder									
1.	1" Capacity	50	\$9.50	\$475.00	\$2.50	\$125.00	\$6.00	\$300.00	\$4.00	\$200.00
2.	1-1/2" Capacity	200	\$10.60	\$2,120.00	\$3.00	\$600.00	\$7.00	\$1,400.00	\$5.00	\$1,000.00
3.	2" Capacity	300	\$16.80	\$5,040.00	\$4.00	\$1,200.00	\$8.00	\$2,400.00	\$6.50	\$1,950.00
4.	3" Capacity	50	\$18.30	\$915.00	\$5.50	\$275.00	\$10.00	\$500.00	\$8.00	\$400.00
IV.	BINDING:									
(a)	Acco or similar type fasteners, per book	10	\$1.00	\$10.00	\$2.00	\$20.00	\$2.00	\$20.00	\$1.50	\$15.00
(b)	Stitching with one or two side stitches, per book	3,528	\$0.04	\$141.12	\$0.10	\$352.80	\$0.10	\$352.80	\$0.06	\$211.68
(c)	Saddle-stitch binding, per book	16,872	\$0.25	\$4,218.00	\$0.10	\$1,687.20	\$0.10	\$1,687.20	\$0.10	\$1,687.20
(d)	Perfect binding, per book	3,372	\$0.75	\$2,529.00	\$1.00	\$3,372.00	\$1.00	\$3,372.00	\$0.70	\$2,360.40
(e)	Punch suitable, bind with GBC or equal comb binding, per book	300	\$2.00	\$600.00	\$1.00	\$300.00	\$1.00	\$300.00	\$0.75	\$225.00
(f)	Spiral binding, per book	7,068	\$0.75	\$5,301.00	\$1.50	\$10,602.00	\$1.00	\$7,068.00	\$0.60	\$4,240.80
(g)	Drilling except for tab dividers, per 100 leaves	782	\$0.22	\$172.04	\$1.00	\$782.00	\$1.00	\$782.00	\$0.80	\$625.60
(h)	Drilling tab dividers, per 100 leaves	38	\$0.35	\$13.30	\$1.00	\$38.00	\$2.00	\$76.00	\$1.00	\$38.00
(i)	Folding, per 100 leaves	2,716	\$1.50	\$4,074.00	\$2.00	\$5,432.00	\$1.00	\$2,716.00	\$1.00	\$2,716.00
(j)	Velo binding, per book	12	\$2.00	\$24.00	\$2.00	\$24.00	\$4.00	\$48.00	\$1.28	\$15.36
(k)	Tape binding, per book	500	\$1.00	\$500.00	\$2.00	\$1,000.00	\$1.00	\$500.00	\$0.80	\$400.00
(l)	Padding, per pad	500	\$0.40	\$200.00	\$0.50	\$250.00	\$0.50	\$250.00	\$0.15	\$75.00
(m)	Lamination									
1.	Gloss, per sq. ft.	1,980	\$1.50	\$2,970.00	\$1.50	\$2,970.00	\$1.00	\$1,980.00	\$0.60	\$1,188.00
2.	Matte, per sq. ft.	10	\$2.50	\$25.00	\$2.00	\$20.00	\$3.00	\$30.00	\$0.68	\$6.80
(n)	Insert slip-sheet, per leaf	780	\$0.12	\$93.60	\$0.01	\$7.80	\$0.10	\$78.00	\$0.03	\$23.40
(o)	Perforating and/or scoring, per perforation and/or score	24,396	\$0.02	\$487.92	\$0.10	\$2,439.60	\$0.02	\$487.92	\$1.00	\$24,396.00
(p)	Foam Core Mounting with a minimum 3/16" thickness, per sq. ft.	240	\$2.00	\$480.00	\$2.00	\$480.00	\$5.00	\$1,200.00	\$2.00	\$480.00
(q)	Trim to smaller size									
1.	First cut, per 100 leaves	5,111	\$0.30	\$1,533.30	\$1.00	\$5,111.00	\$1.00	\$5,111.00	\$0.10	\$511.10
2.	Additional cut, per 100 leaves	22,770	\$0.15	\$3,415.50	\$1.00	\$22,770.00	\$0.10	\$2,277.00	\$0.05	\$1,138.50
(r)	Rounding outside corners, per 100 corners	10	\$0.22	\$2.20	\$5.00	\$50.00	\$5.00	\$50.00	\$1.00	\$10.00
(s)	Gather and insert into products other than binders, per 100 leaves	1456	\$8.00	\$11,648.00	\$1.00	\$1,456.00	\$3.00	\$4,368.00	\$0.50	\$728.00
(t)	Gather and insert into binders, per 100 leaves	801	\$8.00	\$6,408.00	\$1.00	\$801.00	\$3.00	\$2,403.00	\$0.80	\$640.80
(u)	Vinyl pockets includes insertion of items into pockets, per pocket	100	\$0.83	\$83.00	\$0.02	\$2.00	\$2.00	\$200.00	\$1.50	\$150.00
V.	PACKING:									
(a)	Kraft or Rubber band, per band	408	\$0.13	\$53.04	\$0.25	\$102.00	\$0.50	\$204.00	\$0.15	\$61.20
(b)	Shrink-film wrap, per wrap	72	\$0.30	\$21.60	\$1.00	\$72.00	\$1.00	\$72.00	\$0.25	\$18.00
(c)	Pack business cards with rubber band, per name	1,020	\$0.13	\$132.60	\$0.25	\$255.00	\$1.00	\$1,020.00	\$0.25	\$255.00
(d)	Prepare for mailing									
1.	Affix label on envelopes, per 100 pieces	982	\$3.40	\$3,338.80	\$5.00	\$4,910.00	\$3.00	\$2,946.00	\$5.00	\$4,910.00
2.	Affix wafer seal(s), per 100 pieces	2,775	\$1.20	\$3,330.00	\$0.25	\$693.75	\$2.00	\$5,550.00	\$2.50	\$6,937.50
VI.	SHIPPING CHARGES: Shipments Over 120 lbs.									
(a)	Zone 1: Colorado (outside the FMCSA Comm. Zone of Den. & municipalities of Golden & Boulder, CO.), cost per cwt.	20	\$90.00	\$1,800.00	\$100.00	\$2,000.00	\$80.00	\$1,600.00	\$69.00	\$1,380.00
(b)	Zone 2: Utah, cost per cwt.	1	\$100.00	\$100.00	\$125.00	\$125.00	\$120.00	\$120.00	\$89.00	\$89.00
(c)	Zone 3: Wyoming, cost per cwt.	1	\$100.00	\$100.00	\$125.00	\$125.00	\$120.00	\$120.00	\$69.00	\$69.00
(d)	Zone 4: Maryland, Virginia, and the District of Columbia, cost per cwt.	10	\$110.00	\$1,100.00	\$200.00	\$2,000.00	\$120.00	\$1,200.00	\$139.00	\$1,390.00
(e)	Zone 5: United States E. of the Mississippi River, cost per cwt.	1	\$110.00	\$110.00	\$200.00	\$200.00	\$120.00	\$120.00	\$130.00	\$130.00
(f)	Zone 6: United States W. of the Mississippi River, excluding Zones 1, 2, and 3, cost per cwt.	2	\$110.00	\$220.00	\$175.00	\$350.00	\$120.00	\$240.00	\$99.00	\$198.00
	CONTRACTOR TOTALS			\$411,064.98		\$396,495.30		\$295,170.05		\$285,793.96
	DISCOUNT		2.00%	\$8,221.30	NET		\$0.02	\$5,903.40	\$0.01	\$2,857.94
	DISCOUNTED TOTALS		20 Days	\$402,843.68		\$396,495.30	20 Days	\$289,266.65	20 Days	\$282,936.02
								AWARDED		

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Short Run/Fast Schedule Duplicating/Copying

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

Various Federal Agencies

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning March 1, 2019 and ending February 28, 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.

BIDS OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Denver, CO, time, on February 26, 2019.

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

The GPO 910 "BID" Form is no longer required. Bidders 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 Federal Motor Carrier Safety Administration (FMCSA) Commercial Zone of Denver, and the municipalities of Golden and Boulder, Colorado.

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

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders 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.

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

For information of a technical nature, contact Beverly Boecher at (303) 236-5292, x4; or email bboecher@gpo.gov or infodenver@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

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

SUBCONTRACTING: Subcontracting will not be permitted.

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

Product Quality Levels:

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

Exception - Color copying must be of good quality, must not contain background tone, and must be equal to or better than the average product produced on a 600 dpi, or finer, color copier.

Product Quality Level for Covers Only:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved proof, hard copy, or electronic media, Average type dimension
P-8. Halftone Match (Single Impression)	Approved proof, or furnished electronic media
P-10. Process Color Match	Approved proof, or furnished 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 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), 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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 purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" and various jacket numbers 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 March 1, 2019 through February 28, 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 the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

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 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.

When a 2511 print order contains more than one order, contractor and the agency **must** provide to GPO copies of all associated agency orders and support paperwork. Grouped orders may be invoiced once or twice a month.

After examination and certification by the ordering agency, contractor must submit invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. 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/vendors/how-to-get-paid>.

NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed print 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, fast schedule, duplicating/copying of self-cover or separate-cover books, pamphlets, die-cut divider tabs, cut sheet forms, in black and/or full-color, binding, packing, and distribution.

TITLE: Short Run/Fast Schedule Duplicating/Copying.

FREQUENCY OF ORDERS: It is anticipated that one and up to ten or more items/orders will be placed each day.

Multiple items may be placed on one print order.

The majority of agencies will provide one per order. An agency may issue a print order biweekly (every two weeks) and/or monthly. The contractor will invoice per submitted print order (see "PAYMENT").

PAGES/QUANTITIES: Anticipated the number of pages and copies for products purchased under this contract are as follows:

1 to 99 pages, including tab dividers, with 15 to 12,000 copies.

100 to 499 pages, including tab dividers, with 1 to 780 copies.

500 to 1,000 pages, including tab dividers, with 1 to 600 copies.

6,100 supplied business card shells, 10 cards per shell. Approximately 50 to 200 cards per name.

Vinyl binders approximately 12 orders per year in quantities of 1 to 200 per order.

Locking "D" ring binders approximately 6 orders per year for quantities of 1 to 200 per order.

The aggregate amount of pages (printed or blank) placed in any one workday from any individual agency shall not exceed 75,000 pages. The aggregate amount of pages for an item is computed as number pages in a product times the number of copies ordered. A page size unit is determined by dividing its trim size expressed in square inches by 94 square inches with any fractional remainder being counted as a whole.

TRIM SIZE:

Text or Cover: 5-1/2 x 8-1/2", 8-1/2 x 11", 8-1/2 x 14", 11 x 17", 12 x 18"

Tab Dividers - 9 x 11", the 9" dimension includes a 1/2" tab extension

Oversize Products - Over 12 x 18" up to and including 24 x 36"

Business Cards - 3-1/2 x 2"

Vinyl Binders: 1", 1-1/2", 2", 3", 4"

Locking "D" Ring Binders: 1", 1-1/2", 2", 3"

GOVERNMENT TO FURNISH: Occasional hard copy will be furnished and will require hand placement for copying and/or scanning for prepress.

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

File Transfer/Storage Media: FTP upload; Email; CD-ROM; DVD; Thumb Drive; Agency secure intranet portal.

Software: Adobe CS and CC native software files in InDesign, Illustrator, Photoshop, and 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 print 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.

At agency's option, agency will provide a secure access government computer terminal for two of contractor's employees to access agency intranet portal to download orders and electronic media. Agency will provide background investigation with security approval and training for access to agency specific intranet publishing portal. Requesting agency will cover all costs for this process.

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

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

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

For specific agencies, the awarded contractor will provide information for two employees that will be accessing government supplied computer terminal. These two employees only, will access supplied terminal via government security protocol two to three times a workday to access government intranet portal and download orders and government furnished materials.

Each employee accessing and handling GFM for specific agencies, will be required to complete, sign, and submit a non-disclosure agreement to access and process orders. These agreements will be submitted to the GPO Denver office upon award of the contract.

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 other than those described below, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency and the GPO printing specialist 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, 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 or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When quality level III covers are requested, Quality Level III standards are to be maintained. Final output must be a minimum of 150 line screen and at a minimum of resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

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 print 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.

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

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs by the date specified in the contract, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

When ordered, 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.

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

When ordered one set(s) of 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.

The single proof copy will be paid at the per page price allowed for in the "Schedule of Prices".

Submit proofs together with all of the furnished material to the contacts and address(es) as listed within submitted order.

DUPLICATING/COPYING: Reproduction face only or face and back in black and/or color; head to head or head to foot, as indicated on the print order via any suitable method that meets the quality requirements of the specifications. All color copying will be produced on white stock only.

Hand placed copying work requires special handling and will be priced separately from other copying costs accordingly, per the contract's "SCHEDULE OF PRICES" for hand placed copying. Hand placed work will require the following: Glass placement (mixed originals that have staples that need to be removed from the set, the set copied and stapled, and then re-staple the original set. The sets may have some single sided and double-sided originals and hand folding may be required on the oversize originals).

QUALITY LEVEL III COVERS: When ordered, these covers may be reproduced using whatever method allows the product to meet quality level III standards for printing and finishing. Examples of this requirement would be full color covers or covers with solid or full reverse panels when indicated on the print order.

MARGINS: Margins as indicated on the order or furnished copy. An occasional order may have one or more pages or covers bleeding one or more sides.

BUSINESS CARD SHELLS: The agency will provide preprinted 9" x 12" business card shells to use for black overprint on face. Agency will provide names 10-up in electronic media. Cut and trim per name to 3-1/2 x 2".

TAB DIVIDERS: Tab dividers printed in black, will be die-cut, 1/3 cut to 1/9 cut, with 1/2" tab extension as ordered, face only, or face and back with collation into sets. A color selection includes not less than 12 colors that are accepted throughout the industry.

Occasionally the contractor will be required to reinforced the tabs by the lamination method of a single thickness of clear and/or colored plastic, cellulose acetate, polyethylene terephthalate, or equal materials, securely bonded to each side of the divider, shall lap over at least 3/8" on to the base sheet and shall extend at least 3/8" beyond the tab ends. The outer edge of the tab must be smooth.

Tab dividers will require drilling with 3 round holes, 1/4 to 3/8" diameter, 4 1/4" center to center, with the center of the holes 7/16" from bind edge. Note: An occasional order will not require drilling of tab dividers.

Occasionally the contractor will be required to reinforce drilled holes by the lamination method of a single thickness of clear plastic, cellulose acetate, polyethylene terephthalate or equal material securely bonded to each side of the file front. Minimum size of reinforcement to be 4 x 7/8". Outer edges of fronts must be smooth.

The government may, on occasion, request Avery Ready Index tabs or equal.

Composition of tab extensions: Typefaces will not be specified, the successful bidder must provide the ordering agency with specimens or a complete listing of typefaces and sizes which are available for use under this contract in order that the agency can indicate a specific typeface from the contractor listing.

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

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

- 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 Bond Paper, basis size 17 x 22", basis weight 20 lbs. per 500 sheets, equal to JCP Code G10,
or at contractor's option,
- White, Plain Copier, Xerographic, basis size 17 x 22", basis weight 20 lbs. per 500 sheets, equal to JCP O65.
- White Offset Book, basis size 25 x 38", basis weight 60 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.
- White Offset Book, Pre-drilled and Mylar Reinforced, basis size 25 x 38", basis weight 60 and 70 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.
- White Litho Gloss-finish Coated Book, basis size 25 x 38", basis weight 70 and 80 lbs. per 500 sheets, equal to JCP Code A180, 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.
- White Matte Coated Offset Book, basis size 25 x 38", basis weight 60, 70, and 80 lbs. per 500 sheets, equal to JCP Code A240, 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.
- Colored Writing Paper, basis size 17 x 22", basis weight 20 lbs. per 500 sheets, equal to JCP Code D10.
- White or Colored Index, basis size 25-1/2 x 30-1/2", basis weight 90 and 110 lbs. per 500 sheets, equal to JCP Code K10.
- White Litho Gloss-finish, Coated Cover, basis size 20 x 26", basis weight 80 lbs. per 500 sheets, equal to JCP Code L10, 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.
- White or Colored Vellum-finish Cover, basis size 20 x 26", basis weight 65 lbs. per 500 sheets, equal to JCP Code L20.
- White Matte Coated Cover, basis size 20 x 26", basis weight 80 lbs. per 500 sheets, equal to JCP Code L50, 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.
- White Coated One Side Cover (C1S), 0.38 mm (0.015") thick, equal to JCP Code L70.
- White, High Quality Copier, Xerographic, Laser Paper, basis size 17 x 22", basis weight 24 lbs. per 500 sheets, equal to JCP O65. Similar to Hammermill Laser Print.
- Clear mylar or vinyl, 10 mil thickness.

NOTE: Upon request the successful contractor is to provide samples of available stock to requesting agencies.

3 RING BINDERS: White binders required to fit 9 x 11" sheets punched with 3 round 1/4" to 3/8" diameter holes, 4-1/4" center to center on 11" binding edge (including 1/2" tab). The approximate size of the closed binder is to be 11-1/2 x (10-1/4" – 11-1/2").

Material: Vinyl - Virgin, non-migratory, non-rigid, polyvinyl chloride material, meeting the following minimum specifications and/or tests:

- Masland Impact test: Must withstand cracking when formed into a loop of 1/2" inside diameter and struck with a force of a minimum of five pounds while material is a -18°C (0°F) plus/minus - 18°C (5°F).
- Gage: 0.015" plus/minus 0.001".
- Additives: The material shall have no additives which at temperatures of -25°F to +120°F shall bleed or in any way depart from the basic material.

Construction: Vinyl covering shall be electronically dielectrically heat sealed over No. 1 quality binders boards, 0.125" thick, plus or minus 0.0025", forming securely sealed edges all around the binder and on each side of the backbone, as hinges. The binders shall have a clear vinyl sheet on the front cover and spine open at the top to allow for inserting of cover sets. Binders boards to have smooth edges, and the outer corners round cornered. Grain of boards must be parallel to the short dimension. The concealed metal backbone to be securely riveted to the metal loose-leaf element, with no free play, by not less than two metal rivets.

Metal Loose-leaf Element (Standard - for use on up to 1" capacity binders only): Standard ring mechanism of three hard drawn steel, Slant "D" or round/oval at Government's option, ring of 1" capacity, spaced 4-1/4" center to center with upright opening and closing levers at each end, and spring back for uniform tension, alignment of rings, and smooth operation. The binding back with two anchors (studs) for concealed construction must be at least as wide as widest part of binding element. All exposed metal parts shall be nickel plated and corrosion resistant.

Metal Loose-leaf Element (Heavy Duty - for use on all 1-1/2" or larger binders): Ring type with heavy duty ring mechanism of three hand drawn steel, Slant "D" or oval/round at contractor's option, rings for 1-1/2" up to 4" capacities, spaced 4-1/4" center to center with upright opening and closing levers and spring back for uniform tension, alignment of rings, and smooth operation. The binding back with two anchors or studs for concealed construction must be at least as wide as widest part of binding element. All exposed metal parts shall be nickel plated and corrosion resistant.

Backing Plates: The backing plate consists of two pieces of at least .050" board or, at contractor's option, backing plate may be steel or plastic. One piece on each side of the attaching steel plates (may be two plates, each at least 2" long, 1" each side of the rivet top and bottom, or a single full-length plate) with the rivet inserted so that the head of each rivet head shall be completely concealed, and no impression shall show on the outside backbone of the binder.

Note: The capacity of a "D" ring binder will be determined by measuring the inside of the flat side of the ring.

Sheet Lifters: Each binder is to be equipped with two full length, quarter sheet approximate 2" size flat or rounded at the contractor's option, 0.030" thick, with the color of sheet lifters at the contractor's option.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as specified on the order:

- Loose-leaf pamphlets or books: Fold, gather, trim three to four sides.
- Business card shells: cut and trim each business card to final size of 3-1/2 x 2".
- Bind with Acco or similar type fasteners with compressors.
- Trim 4 sides and bind with a separate 2 piece cover with or without clear vinyl or mylar cover protectors.
- One wire stitch in upper left corner or side-wire stitch in two places.
- Saddle-wire stitch in two places and trim three sides.
- Perfect bind text with wraparound cover; trim three sides.
- Punch suitable for GBC (or equal) binding and bind text and cover with plastic combs of suitable capacity.
- Punch suitably and insert spiral binding.
- Drill three 1/4" to 3/8" (at the Government's option) diameter holes centered on the left 11" side, 4-1/4" center to center. Center of holes to be 7/16 to 3/8" from left edge of product.
- Fold-ins, will fold with one or two parallel and/or accordion fold(s) to 8-1/2 x 11" may be gathered at the end of the text, or rarely will be inserted throughout the text.
- Folding, may consist of two parallel, letter-style or accordion folds to 3-2/3 x 8-1/2" or one fold from 8-1/2 x 11" to 5-1/2 x 8-1/2" or 11 x 17" to 8-1/2 x 11, or covers, all folds are to run parallel to the grain of the paper, with the exception of right angle folds as specified per order.
- Punch suitably and bind text and cover with plastic tamper-resistant strips (Velo-binding or equal).
- Gather text, cover, and fold-ins and bind with hot melt coated tape over the binding edge, usually the long dimension. Trim flush on three sides to the finished size.
- Pad in units as indicated on the order, with 0.020" chipboard, newsboard or equal for back. Gum and/or any suitable compound may be used.
- Laminate the entire surface, after printing, with gloss or matte polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, having a thickness in the range of 3 mil to 10 mil. The laminated product must have no distortion of the printed matter and must remain clear and legible. Cost will include cut and trim on three to four sides to the finished size. An additional 1/4" on all sides will be allowed for waste. Cost to include all materials and labor.
- Slip sheeting as indicated on the order with colored paper and inserting. Paper charged under III. (i).
- Gather and insert furnished items into products other than binders.
- Gather and insert furnished items into binders.
- Perforating or scoring as indicated on the order, forms will be perforated with continuous slit or slot type perforations, or scored.
- Mounting on a minimum of 3/16" foam core backing.
- Trim to a smaller trim size, when camera copy is supplied as multiples on one page, i.e. 2-up, 4-up, 6-up etc., or at a smaller trim size.
- Round outside corners as indicated on the order.
- Gather and insert as indicated on the order furnished or copied material throughout the text.
- Gather and insert into binders furnished or copied materials including, cover, spine, and/or furnished tab divider.
- Furnish suitable clear vinyl pockets (sheet protectors), and insert agency furnished materials of one to three pieces into binders.

PACKING:

Kraft band wrap, rubber band, or shrink-film wrap, in units as indicated on the order.

Pack each business card name separate with rubber band.

Products shall not be mixed within bundles or containers.

Pack items with tab dividers carefully to ensure that the tab dividers are not damaged in transit.

Bulk Deliveries: Wrap as indicated on the order, pack in shipping bundles or pack in containers as appropriate. Shipping containers are not to exceed 45 pounds gross weight.

One sample copy of the product packaged in each bundle or container must be attached, face up to the outside of the bundle or container, to identify the contents therein. At the contractor's option, when multi-page products are packaged, a sample copy of the 1st page of the product may be attached to identify the contents. When multiple bundles or containers are required to package the same product, they must be identified (i.e. 1 of 3, 2 of 3, etc). All expenses incidental to furnishing the sample copies, used to identify bundles and containers, must be borne by the contractor.

Individual print orders may require the contractor to prepare individual and/or multiple copies for mailing and may require one or more of the following:

- Insert single/multiple copies (up to 200 leaves) into government furnished writing or kraft envelopes.
- Affix furnished mailing labels and assemble for mailing into supplied envelopes.
- Affix 1 to 2 wafer seals to meet U.S. Postal Service requirements for mailing.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All print orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included inside package.

The signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

DISTRIBUTION: Delivery f.o.b. destination will be required to one or multiple locations located within the FMCSA Commercial Zone of Denver, and the municipalities of Golden and Boulder, Colorado.

The contractor will NOT be reimbursed for any deliveries within the FMCSA Commercial Zone of Denver, and the municipalities of Golden and Boulder, Colorado.

Delivery f.o.b. contractor city to arrive by delivery date on order. It is anticipated that 20% or less of the total orders will include delivery to locations in Grand Junction, and Cortez, Colorado; Casper, and Miles, Wyoming; Ogden and Salt Lake City, Utah, outside the FMCSA Commercial Zone of Denver, Colorado. A single shipment or several shipments totaling 120 lbs. or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable traceable parcel post or small parcel carrier, whichever method is most economical to the Government, unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

At agency option, agency may provide their shipping account number, shipment type, with preferred carrier per print order.

Destinations may require lift gate and inside delivery.

SHIPPING CHARGES: When deliveries are subject to a special charge (i.e. "INSIDE DELIVERY", "LIFT-GATE SERVICE, PALLET JACK SERVICE, etc.) pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier, such separate charges shall be listed on the contractor's voucher/invoice and will be paid for at actual cost.

NOTE: It is anticipated that a significant percent of the print orders will be picked up and delivered from and to the Denver Federal Center (DFC). Anyone entering the DFC will be required to have a current picture ID and the driver must have a valid driver's license. On occasion, when entering the DFC, the vehicle may be subject to search.

Complete address and quantities will be furnished with the print orders, including delivery requirements such as inside delivery, loading dock available, delivery hours etc.

The contractor must return all supplied media furnished by the Government to the address on the print order. These materials must be packaged and returned separate from the entire job via any traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to returning furnished materials and submitting proofs must be borne by the contractor.

For each print order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the address furnished on the print order. The subject line of this message shall be "Distribution Notice for GPO jacket number, program 3802-S, and print order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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

When ordered, contractor to deliver and pick up hard copy proofs (together with the furnished electronic media and reference materials) to the agency contact listed on the print order. All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO jacket number, program number, print order number, and publication title. Contractor's contact information and phone number must be indicated inside of the package.

Contractor's proof cover memo must include the date the proof is to be returned, and the contractor's point of contact with their phone number. Proof is to be sent directly to the ordering agency by the contractor. Contractor's standard "proof" label may be used (provided it contains full identification of the order) and includes a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. A reply from the agency to contractor's email will constitute return of proof.

When a PDF proof is requested, email proofs to the ordering agency per instructions provided on each print order. Subject line of email must contain the word "PROOF", and contain program 3802-S, print order number, and publication title.

PROOF DELIVERY NOTIFICATION: Call agency contact 1 day in advance of sending emailed proof to advise and insure delivery to active mail box, not junk mail.

If proofs are not returned by the ordering agency within the specified time, the contractor must notify the agency and the GPO printing specialist identified on page 1, that the proofs have not been returned. Contractor to include GPO jacket number, program 3802-S and print order numbers with all correspondence.

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.

Proofs will be withheld 1 workday from receipt by the agency. Note: The first workday after receipt of proofs by the agency is day one of the hold time.

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

No definite schedule for availability of material and print order can be specified. No more than two notifications per day from various locations.

At the Government's option, the print order and furnished materials may be picked-up, emailed, provided by agency secure server, or uploaded to the contractor's FTP site.

NOTE: Most orders placed will require complete production and distribution within 1 to 5 workdays. Mylar reinforced tab dividers will not be required on print orders with less than a 5 day schedule for production and delivery.

The schedule begins the same workday as notification of the availability of each individual order and furnished material if notification is made prior to 11:00 a.m. and materials are available for pickup by 12:00 noon of that day. Otherwise the schedule begins the following workday. No predetermined schedule for pickup of material is possible.

ONE AND TWO DAY PRINT ORDERS: Approximately 30% of the orders will require a one or two workday schedule. Orders for one or two day delivery require delivery back to the agency by 3:30 p.m. the workday following notification for one day orders, and the second day following notification for two day orders. NOTE: The one workday requirement is only for print orders requiring delivery within the FMCSA Commercial Zone of Denver, and the municipalities of Golden and Boulder, Colorado.

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

RECEIPT FOR DELIVERY: The contractor must furnish their own receipts for bulk delivery. These receipts must include the GPO jacket number, program number 3802-S, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's invoice for payment.

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)	1,068,264	IV.	(a)	10	V.	(a)	408
	(b)	27,540		(b)	3,528		(b)	72
	(c)	8,496		(c)	16,872		(c)	1,020
	(d)	729,324		(d)	3,372		(d)	1. 982
	(e)	400,644		(e)	300			2. 2,775
	(f)	120,696		(f)	7,068	VI.	(a)	20
	(g)	1,800		(g)	782		(b)	1
	(h)	25,608		(h)	38		(c)	1
	(i)	4,364		(i)	2,716		(d)	10
	(j)	660		(j)	12		(e)	1
	(k)	100		(k)	500		(f)	2
	(l)	1. 30,816		(l)	500			
		2. 500		(m)	1. 1,980			
	(m)	1. 2,160			2. 10			
		2. 8,508		(n)	780			
II.	(a)	1. 9,216		(o)	24,396			
		2. 3,012		(p)	240			
	(b)	1. 1,990		(q)	1. 5,111			
		2. 10			2. 22,770			
III.	(a)	7,692		(r)	10			
	(b)	240		(s)	1456			
	(c)	1,608		(t)	801			
	(d)	98		(u)	100			
	(e)	120						
	(f)	200						
	(g)	100						
	(h)	100						
	(i)	1,050						
	(j)	60						
	(k)	31						
	(l)	180						
	(m)	835						
	(n)	4						
	(o)	12,203						
	(p)	537						
	(q)	1. 50						
		2. 240						
		3. 200						
		4. 100						
		5. 50						
	(r)	1. 50						
		2. 200						
		3. 300						
		4. 50						

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SECTION 4. - SCHEDULE OF PRICES

Bids are f.o.b. destination within the ICC Commercial Zone of Denver and the municipalities of Golden and Boulder, Colorado, including inside delivery. The contractor will not be reimbursed for any delivery charges.

Bids are f.o.b. contractor's city for all small parcel carrier shipments 120 pounds or less, outside the ICC Commercial Zone of Denver, and the municipalities of Golden and Boulder, Colorado.

Bids are f.o.b. contractor's city for all other shipments outside the ICC Commercial Zone of Denver and the municipalities of Golden and Boulder, Colorado and are to be charged to agency account, or reimbursed, in accordance with the contractor's submitted proof of shipment cost.

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.

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

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

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

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 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.

I. COMPLETE PRODUCT: (Except for Items under II, III, IV, and V.) Prices bid 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: Exception Tab Divider prices include paper costs).

Black Duplicating/Copying

- (a) 8-1/2 x 11" Cover and/or Text, per printed side \$ _____
- (b) 17 x 11" Cover and/or Text, per printed side \$ _____
- (c) 12 x 18" Cover and/or Text, per printed side \$ _____

Color Duplicating/Copying

- (d) 8-1/2 x 11" Cover and/or Text, per printed side \$ _____
- (e) 17 x 11" Cover and/or Text, per printed side \$ _____
- (f) 12 x 18" Cover and/or Text, per printed side \$ _____

Other Reproduction:

- (g) Over print in black on supplied business card shells, includes cut and trim to card size \$ _____
- (h) Quality level III covers in black or color, per side, per 94 sq. in. \$ _____
- (i) Oversize in color, complete product, includes paper and trim, per sq. ft. \$ _____
- (j) Oversize in black, complete product, includes paper and trim, per sq. ft. \$ _____
- (k) Large document scanning (reduction if requested), per sq. ft. \$ _____
- (l) Die-cut Tab Dividers, Complete Product (includes composition, paper, with plastic reinforcement, die-cutting, gathering, and inserting):
 - 1. Tab face only, per leaf \$ _____
 - 2. Tab face and back, per leaf \$ _____
- (m) Die-cut Tab Dividers, Complete Product (includes composition, paper without plastic reinforcement, die-cutting, gathering, and inserting):
 - 1. Tab face only, per leaf \$ _____
 - 2. Tab face and back, per leaf \$ _____

II. HAND PLACED COPYING, COMPLETE PRODUCT (Except for Item I, IV., and V, [including paper white text only III (a), removing staples if required from originals, gathering and re-stapling as ordered]):

- (a) Trim size 8-1/2 x 11"
 - 1. Glass placement copied face only, per leaf \$ _____
 - 2. Glass placement copied face and back, per leaf \$ _____
- (b) Trim size over 8-1/2 x 11 up to 11 x 17"
 - 1. Glass placement copied face only, per leaf \$ _____
 - 2. Glass placement copied face and back, per leaf \$ _____

Initials

III. 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 leaves furnished for the product(s) ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices bid.

NOTE: Text & covers on a product with trim size of up to 5-1/2 x 8-1/2" will be billed at one half (1/2) a page size unit per leaf. Computation of the net number of leaves will be based on the following: Text/Cover - Each page-size leaf 8-1/2 x 14" and 17 x 11" equal two page sized leaves. Page size will be determined by dividing its trim size by 94 sq. in., with any fractional remainder being counted as a whole.

	Per 100 Leaves
(a) White Offset Book 50 lb., White Bond 20 lb., or White Xerographic, 20 lb.	\$ _____
(b) White Offset Book, 60 lb.	\$ _____
(c) White Offset Book, pre-drilled and reinforced 60 lb.	\$ _____
(d) White Offset Book, pre-drilled and reinforced 70 lb.	\$ _____
(e) White Litho Gloss-finish Coated Book, 70 lb.	\$ _____
(f) White Litho Gloss-finish Coated Book, 80-lb.	\$ _____
(g) White Matte Coated Offset Book, 70 lb.	\$ _____
(h) White Matte Coated Offset Book, 80 lb.	\$ _____
(i) Colored Writing, 20 lb.	\$ _____
(j) White or Colored Index, 110 lb.	\$ _____
(k) White Litho Gloss-finish, Coated Cover, 80 lb.	\$ _____
(l) White or Colored Vellum-finish Cover, 65 lb.	\$ _____
(m) White Matte Coated Cover, 80 lb.	\$ _____
(n) White Coated One Side Cover (C1S), 14 point	\$ _____
(o) White High Quality Xerographic Copier, Laser Paper,, 24 lb.	\$ _____
(p) Clear mylar or vinyl, 10 mil.	\$ _____
(q) Vinyl Covered "D" Ring Binder (includes cost of metal loose-leaf elements, binder boards, and sheet lifters)	Per Binder
1. 1" Capacity	\$ _____
2. 1-1/2" Capacity	\$ _____
3. 2" Capacity	\$ _____
4. 3" Capacity	\$ _____
5. 4" Capacity	\$ _____
(r) Locking "D" Ring Binder (includes cost of metal loose-leaf elements, binder boards, and sheet lifters)	
1. 1" Capacity	\$ _____
2. 1-1/2" Capacity	\$ _____
3. 2" Capacity	\$ _____
4. 3" Capacity	\$ _____

 Initials

IV. BINDING:

- (a) Acco or similar type fasteners, per book \$ _____
- (b) Stitching with one or two side stitches, per book \$ _____
- (c) Saddle-stitch binding, per book \$ _____
- (d) Perfect binding, per book \$ _____
- (e) Punch suitable, bind with GBC or equal comb binding, per book \$ _____
- (f) Spiral binding, per book \$ _____
- (g) Drilling except for tab dividers, per 100 leaves \$ _____
- (h) Drilling tab dividers, per 100 leaves \$ _____
- (i) Folding, per 100 leaves \$ _____
- (j) Velo binding, per book \$ _____
- (k) Tape binding, per book \$ _____
- (l) Padding, per pad \$ _____
- (m) Lamination
 - 1. Gloss, per sq. ft. \$ _____
 - 2. Matte, per sq. ft. \$ _____
- (n) Insert slip-sheet, per leaf \$ _____
- (o) Perforating and/or scoring, per perforation and/or score \$ _____
- (p) Foam Core Mounting with a minimum 3/16" thickness, per sq. ft. \$ _____
- (q) Trim to smaller size
 - 1. First cut, per 100 leaves \$ _____
 - 2. Additional cut, per 100 leaves \$ _____
- (r) Rounding outside corners, per 100 corners \$ _____
- (s) Gather and insert into products other than binders, per 100 leaves \$ _____
- (t) Gather and insert into binders, per 100 leaves \$ _____
- (u) Vinyl pockets includes insertion of items into pockets, per pocket \$ _____

V. PACKING:

- (a) Kraft or Rubber band, per band \$ _____
- (b) Shrink-film wrap, per wrap \$ _____
- (c) Pack business cards with rubber band, per name \$ _____
- (d) Prepare for mailing
 - 1. Affix label on envelopes, per 100 pieces \$ _____
 - 2. Affix wafer seal(s), per 100 pieces \$ _____

Initials

VI. SHIPPING CHARGES: The following charges cover the cost of shipping, as provided in "SECTION 1.- GENERAL TERMS AND CONDITIONS", hereof, to destinations within each of the six zones (see below). Charges must be submitted in the order and manner requested; minimum charges will not be accepted.

Reimbursement for transportation costs for shipments outside the FMCSA Commercial Zone of Denver, and the municipalities of Golden and Boulder, Colorado, f.o.b. contractor's city, exceeding 120 lbs. will be made in accordance with the contractor's bid shipping charges. Bidder must bid a "per cwt." charge for each zone listed below with one "cwt." equal to 100 lbs. Fractional parts of 100 lb. shipments will be prorated at the "per cwt." rate.

The contractor will not be reimbursed for any shipments/deliveries within the FMCSA Commercial Zone of Denver and the municipalities of Golden and Boulder, Colorado.

	Zone	Ship/Deliver to:	Shipments Over 120 lbs.
(a)	1	Colorado (outside the FMCSA Commercial Zone of Denver, and the municipalities of Golden and Boulder, Colorado.), cost per cwt.	\$ _____
(b)	2	Utah, cost per cwt.	\$ _____
(c)	3	Wyoming, cost per cwt.	\$ _____
(d)	4	Maryland, Virginia, and the District of Columbia, cost per cwt.	\$ _____
(e)	5	United States East of the Mississippi River, cost per cwt.	\$ _____
(f)	6	United States West of the Mississippi River excluding those areas in Zones 1, 2, and 3, cost per cwt.	\$ _____

NOTE: Failure to bid shipping charges to any zone may eliminate the bidder from consideration for award.

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..... _____

Shipments will be made from: City _____, State _____

Initials

SHIPMENT(S): Shipments will be made from: City _____, State _____

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

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bid, 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 bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder by signing and submitting a bid, 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 bid being declared non-responsive.

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

(Street Address)

(City - State - Zip Code)

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

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

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID



THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)