

Program 1205-S
Specifications by : KC
Reviewed by : DR
Issue Date:
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U.S. GOVERNMENT PRINTING OFFICE

PHILADELPHIA, PA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

<Title>Memorandum Books</Title>

as requisitioned from the U.S. Government Printing Office (GPO) by the
General Services Administration

Single Award

The term of this contract is for the period

Beginning September 1, 2012 and ending August 30, 2013

CONTRACT TERM: The term of this contract is for the period beginning September 1, 2012 and ending August 30, 2013 , plus up to 4 optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

BID OPENING: <BOD>Bids shall be publicly opened at 2 pm., prevailing Philadelphia time, on August 20, 2012</BOD>

BID SUBMISSION: send to: U.S. Government Printing Office, 928 Jaymore Road Suite A-190; Southampton, PA 18966. The program number and bid opening date must be specified with the bid.

NO SUBCONTRACTING ALLOWED

Prices to include FOB destination and GBLS are not available on this contract.

Additional lesser changes are scattered throughout.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<http://www.gpo.gov/gpo/abstracts/abstract.action?regional/Philadelphia>)

For information of a technical nature please call Karen Capie (215) 364-6465 ext. 12
(No collect calls) or email kcapie@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. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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

Product Quality Levels:

- (a) Printing (page related) Attributes - Level IV.
- (b) Finishing (item related) Attributes - Level 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	*
P-9. Solid and Screen Tint Color Match	Pantone Matching System
<ul style="list-style-type: none">• Unless otherwise instructed by the Government, within 10 workdays after award date, the contractor will be required to generate and submit camera copy and one set of page proofs for each format containing bleed index tabs to be produced under these specifications. The camera copy and page proofs must contain text typeset in the typeface and size indicated in these specifications. The camera copy and page proofs are to be created prior to production for positioning of each bleed index tab format only. The contractor is not to begin production on bleed index tab formats until camera copy and page proofs are approved by the Government. The purpose of the camera copy and page proofs is to establish the quality standard (see item P-7 above) for type quality and uniformity. The contractor is to submit camera copy and page proofs to the following address: U.S. Government Printing Office, 928 Jaymore Road; Suite A-190; Southampton, PA. 18966 Attn: Karen Capie	

SUBCONTRACTING: Subcontracting will not be permitted.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

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

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 program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the 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 For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 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.

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

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 may 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 September 1, 2012 through August 31, 2013, 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.

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.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the GPO, Philadelphia office immediately after award.

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.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

Getting Paid Quickly

<http://www.gpo.gov/vendors/payment.htm#billing>

GPO Billing Instructions

<http://www.gpo.gov/vendors/billing.htm>

Bar Code Cover Sheet <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment. Fax (215) 364-6479, Attn: Procurement Technician.

Vendor will fax invoices to GPO Philadelphia the same day that invoices are submitted to GPO Washington. Fax: 215-364-6479

SECTION 2.- SPECIFICATIONS

SCOPE: <Scope>These specifications cover the production of casebound, smyth-sewn books requiring such operations as composition, printing, binding, packing, and distribution</Scope>.

TITLE: Memorandum Books.

FREQUENCY OF ORDERS AND QUANTITIES: The projected frequency of orders and quantities listed below are based on historical data, projections, and trends and should not be construed as a guarantee of the volume of work, which may be ordered during the term of this contract. **Contract requirements have been known to fluctuate from year to year.**

<u>Format</u>	<u>Stock Numbers*</u>	<u>Approximate Number of Copies Per Order</u>
A	3521, 6207	1,000 to 500,000
B	6942	100 to 5,000
C	3525	10,000 to 200,000
D	5028	100 to 10,000
E	8363, 3524	500 to 40,000
F	3527, 6211	100 to 15,000
G	9120	100 to 2,500

*Stock numbers listed represent the last four digits of each stock number.

PERCENTAGES ORDERED

The percentages cited below indicate a portion of the orders (36) ORDERED this past year. This **does not** guarantee that the percentages will be the same for the new contract and its option years.

<u>Stock Format</u>	<u>Approximate Number Numbers*</u>	<u>Approximate Number of Copies Per Order</u>	
A	3521, 6207	1,000 to 500,000	(33%)
B	6942	100 to 5,000	(6%)
C	3525	10,000 to 200,000	(17%)
D	5028	100 to 10,000	(14%)
E	8363, 3524	500 to 40,000	(22%)
F	3527, 6211	100 to 15,000	(5%)
G	9120	100 to 2,500	(3%)

FORMAT DESCRIPTIONS:

FORMAT A -

Trim Size: 5 x 7-3/4"
Page Count: 192 pages

Format A consists of two items as follow:

- a) Stock Number: 7530-00-222-3521(ZE). Each page contains 28 horizontal rules. All rules print in blue ink and are to be screened at 40 percent.
- b) Stock Number: 7530-00-286-6207(ZE). Each page contains 29 horizontal and four vertical rules. All rules print in blue ink and are to be screened at 40 percent.

FORMAT B -

Trim Size: 7-3/8 x 9-1/2"
Page Count: 120 pages
Stock Number: 7530-00-286-6942(ZF)

Each page contains 29 horizontal and two vertical rules. All rules print in blue ink and are to be screened at 40 percent. Number each page, except page 1, sequentially in the upper outside corner beginning with Arabic numeral 2 through 120.

Bleed Tabs: Bleed index tabs print on all leaves in solid blue ink with letters reversed out in 27 positions as follows (the number in parenthesis represents leaves to each bleed tab): A(3), B(4), C(4), D(2), E(2), F(2), G(2), H(4), I(2), J(2), K(2), L(2), M(2), Mc(2), N(2), O(2), P(2), Q(1), R(2), S(4), T(3), U(1), V(1), W(4), X(1), Y(1), Z(1). Bleed tab sizes are all approximately 1/2 x 23/64".

FORMAT C -

Trim Size: 7-3/4 x 10-1/4"
Page Count: 192 pages
Stock Number: 7530-00-222-3525(ZB)

Each page contains 29 horizontal rules. All rules print in blue ink and are to be screened at 40 percent.

FORMAT D -

Trim Size: 7-1/4 x 12-1/2"
Page Count: 304 pages
Stock Number: 7530-00-290-5028(ZF)

Each page contains 37 horizontal rules and one vertical rule. All rules print in blue ink and are to be screened at 40 percent. Number each page sequentially in the upper outside corner beginning with Arabic numeral 1 through 304.

FORMAT E -

Trim Size: 8-1/4 x 13-3/4"
Page Count: 288 pages

Format E consists of two items as follows:

- a) Stock Number: 7530-00-286-8363(ZB). Each page contains 42 horizontal rules. All rules print in blue ink and are to be screened at 40 percent.
- b) Stock Number: 7530-00-222-3524(ZE). Each page contains 42 horizontal rules. All rules print in blue ink and are to be screened at 40 percent.

Bleed Tabs (stock number 7530-00-222-3524(ZE) only): Bleed index tabs print on all leaves in solid blue ink with letters reversed out in 26 positions as follows (the number in parenthesis represents leaves to each bleed tab): A(5), B(6), C(9), D(6), E(4), F(3), G(4), H(8), I(3), J(3), K(5), L(5), M(12), N(4), O(3), P(6), Q(2), R(4), S(14), T(8), U(3), V(3), W(15), X(4), Y(3), Z(2). Bleed tab sizes are all approximately 5/8 x 1/2".

FORMAT F -

Trim Size: 8-1/4 x 13-3/4"
Page Count: 304 pages

Format F consists of two items as follows:

- a) Stock Number: 7530-00-222-3527(ZE). The first 16 pages contain 39 horizontal rules and two vertical rules, all of which print in blue ink and are to be screened at 40 percent. The remaining 288 pages contain 40 horizontal rules which print in blue ink and are to be screened at 40 percent, two horizontal rules which print in red ink, 12 vertical rules which print in blue ink of which ten rules are to be screened at 40 percent and two are to print in solid blue ink, and 11 vertical rules print in red ink. Number each page sequentially in the upper outside corner, except those pages containing bleed index tabs, beginning with Arabic numeral 1 through 288.
- b) Stock Number: 7530-00-286-6211(ZE). The first 16 pages contain 39 horizontal rules, all of which print in blue ink and are to be screened at 40 percent and two vertical rules, which print in solid blue ink. The remaining 288 pages contain 38 horizontal rules which print in blue ink and are to be screened at 40 percent, two horizontal rules which print in red ink, 16 vertical rules which print in red ink, ten vertical rules which print in blue ink of which eight are to be screened at 40 percent and two print in solid blue ink. Number each page sequentially in the upper outside corner, except those pages containing bleed index tabs, beginning with Arabic numeral 1 through 288.

Bleed Tabs (both items): Bleed index tabs print in solid blue ink with letters reversed out in eight positions as follows (the number in parenthesis represents leaves to each bleed tab): ABC(1), DEF(1), GHI(1), JKL(1), MNOP(1), QRS(1), TUV(1), WXYZ(1). Bleed tab sizes are all approximately 5/8 x 1-3/4".

FORMAT G -

Trim Size: 10-1/4 x 16-1/4"

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Page Count: 96 pages
Stock Number: 7530-00-234-9120(ZE)

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Each page contains 47 horizontal rules, which print in blue ink. All rules are to be screened at 40 percent.

Bleed Tabs: Bleed index tabs print on all leaves in solid blue ink with letters reversed out in 26 positions as follows (the number in parenthesis represents leaves to each bleed tab): A(2), B(3), C(1), D(2), E(2), F(2), G(2), H(2), I(3), J(1), K(1), L(2), M(2), N(3), O(1), P(2), Q(1), R(2), S(3), T(2), U(1), V(1), W(3), X(1), Y(1), Z(2). Bleed tab sizes are all approximately 1/2 x 5/8".

GOVERNMENT TO FURNISH:

Sample books (for style only) will be available to the contractor upon request.

Distribution list.

One reproduction proof, Form 905 (R. 3/90), with labeling and marking specifications.

Supply of blue labels and selection certificates for shipping Departmental Random copies.

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

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.

Contractor will be required to generate all camera copy required throughout the term of this contract. Contractor will create camera copy in accordance with the contract specifications. Sample books (for style only) will be available to the contractor upon request.

Upon completion of this contract term contract, inclusive of all option years, ALL NEGATIVES will be considered the property of the government and will be returned to the Government Printing Office.

COMPOSITION: The contractor will be required to set type for numerals and/or letters for page numbers and/or bleed index tabs as required. These numerals and letters must be identical throughout the product(s) ordered under these specifications.

TYPEFACES AND SIZES: Required typeface for printing of page numbers and/or bleed index tabs may be one of the following: Helvetica Bold, Futura Bold, or Avant Garde Bold. All characters must be approximately 1/4" high.

While the above typefaces are preferred, suitable alternates of comparable weight, face, and size will be considered for page numbers and/or bleed index tabs only. If an alternate typeface is proposed, each bidder shall list in the bid the name of the alternate typeface(s) and composing machine to be used.

The GPO reserves the right to require samples and to judge the suitability of any alternate typeface offered in order to make an award, which is deemed to be in the best interest of the Government.

Typefaces required for the cover will be as indicated on page 9 of the contract specifications.

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.

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

Text: White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Cover: Drab Colored Drilling as follows:

Color-	To match furnished sample.
Fabric-	Shall be made of cotton, thoroughly cleaned, and free from waste. It shall be evenly woven and free from an excessive number of imperfections of manufacture.
Weight-	Shall be 6 ounces per square yard. A tolerance of -5% will be allowed.
Weave-	Three harness twill.
Yarn-	Shall be single ply.
Thread Count-	Warp - Not less than 65 threads per inch. Filling - Not less than 35 threads per inch.
Breaking Strength-	Warp - Not less than 90 pounds.
Strip Method-	Filling - Not less than 50 pounds.
Porosity-	Not less than an average of 15 seconds.

Additional Stocks:

White Machine Finish Book End Paper, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A50.

Book Cover Board, 0.079" thick, equal to JCP Code R30.

PRINTING: Print or machine rule text, head-to-head, in one or two ink colors, as required. Contractor will be required to match Pantone numbers 312 Blue and 185 Red.

Contractor will be required to use a 133-line screen for rules screened at 40 percent. All rules must align across the bind.

Blank pages are not permitted.

Bleed index tabs begin printing in the top outside corner and end in the bottom outside corner in descending order (stair step). Bleed index tabs print face only.

MARGINS: Maintain margins of furnished sample books. Text pages may bleed from one to three sides.

BINDING: Smyth (signature) sew with pasted, plain endleaves. Trim three sides, round and back. Reinforce back with crash and strong paper liner. Case bind with suitable squares.

ADDITIONAL OPERATIONS:

Cover: When required, stamp or print front cover (approximately three or four type lines) and spine (approximately eight to ten, four-point rules) in black ink. Contractor will be required to set type and create own stamping media. Stamping must have solid impressions--no picking, pinholes, or filled letters.

Approximate stamping area: Front cover - 1 to 40 square inches; Spine - 8 to 13 square inches. Rules must extend the full width of the spine.

Typefaces for Cover Stamping Media: One line each of 72-point Kennerly Caps; 12-point Square Gothic; 12-point Lining Plate Gothic Heavy Condensed, No. 3; and 6-point Lining Plate Gothic, No. 1.

No alternate typefaces for cover stamping media will be allowed.

PACKING: Pack in shipping containers as follows:

<u>Format</u>	<u>Quantity per Container</u>
A	72
B	48
C	36
D, E, F, G	24

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

Pallets are required and must be constructed in strict accordance with GSA Palletization Requirement dated September-29-2003. (SEE EXHIBIT A.)

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers. In addition to regular markings, include the stock number and control number on all labels. All labeling and marking shall be in accordance with Fed. Std. 123. Bar Code Markings: The stock number must be bar coded on shipping containers, using standard 3 of 9 (Code 39) bar code system, for noncontact reading, in accordance with Mil. Std. 1189. The bar code must be positioned in accordance with Fed. Std. 123.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All 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 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>Books</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the destination receiving the largest quantity.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

DISTRIBUTION: Ship f.o.b. destination (99%) and f.o.b. contractor city.(1%) F.O.B. contractor city will be very limited , if none existent for the term of this contract.

Complete addresses and quantities will be furnished with each print order.

F. O. B. CONTRACTOR CITY for APO, FPO and post office addresses.

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 parcel post or small 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.

DISTRIBUTION PERCENTAGES:

The percentages cited below indicate a portion of the orders(36) SHIPPED this past year. This **does not** guarantee, that the percentages will be the same for the new contract and its option years.

Shipping Location	Number of GSA Orders	Percentage
Burlington, NJ ONLY	15	42%
FrenchCamp, CA ONLY	8	22%
Delivery to both locations	13	36%

AVERAGE SHIPPING WEIGHTS :

The WEIGHTS cited below indicate a portion of the orders(9) SHIPPED TO BOTH LOCATIONS this past year. This **does not** guarantee, that the weights will be the same for the new contract and its option years.

Shipping Location	Number of GSA Orders	Avg. Weight
Burlington, NJ	9	17,526 lbs
FrenchCamp, CA	9	12,603 lbs.

FULL SKID SHIPPING WEIGHTS

BOOK #	Wght per Bk (LBS)	# of BKS PER CARTON	Wght Per Carton	Ctns Per Skid	Total Wght Per FULL SKID(lbs)
FORMAT A					
3521	.73	72	53 lbs	36	1908 lbs.
6207	.73	72	53 lbs	36	1908 lbs.
FORMAT B					
6942	1.07	48	52 lbs	24	1248 lbs
FORMAT C					
3525	1.45	36	53 lbs	36	1908 lbs.
FORMAT D					
5028	2.34	24	57lbs	24	1368 lbs.
FORMAT E					
8363	2.72	24	66 lbs	24	1584 lbs
3524	2.72	24	66 lbs	24	1584 lbs
FORMAT F					
3527	2.82	24	68lbs	24	1632 lbs.
6211	2.82	24	68lbs	24	1632 lbs.
FORMAT G					
9120	1.80	24	44 lbs	24	1056 lbs.

Delivery Hours and Scheduling:

Scheduled unloading times must be obtained from GSA Supply Facilities 24 hours prior to delivery of loads 10,000 lbs. and over. (The Stockton, CA facility requirement is 5,000 lbs. and over.)

Facilities may be contacted for scheduling between the hours of 7:30 am and 4:30 pm (local time at destination), Monday through Friday, except holidays.

Contractor is required to call the following number(s) for scheduling , unless otherwise indicated on furnished distribution list. No collect calls.

<u>FACILITY</u>	<u>PHONE</u>
Burlington, NJ	(609) 499-7000 or 7033
Stockton, CA	(209) 946-6325

Additional facility telephone numbers will be furnished with each print order, if required.

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

Furnished material may either be made available for pickup, or, at the contractor's option, sent via mail or small parcel carrier to the contractor the day after notification of availability of the print order.

Note: Contractors electing to have furnished material mailed/shipped to his/her plant will not receive additional time to the production schedule. Time consumed in mailing/shipment will be deducted from the production schedule.

Furnished material may be picked up from: General Services Administration, Inventory Management Division, 26 Federal Plaza, Room 21-104, New York, NY 10278. Attn: Brian Insolo

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must make complete production and distribution within 30 workdays unless otherwise indicated on print order ; schedules range from 20 and 30 workdays.

The ship/deliver date indicated on the print order is the date f.o.b. destination shipments must be delivered to destination .

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

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment. Fax (215) 364-6479, Attn: Procurement Technician.

Vendor will fax invoices to GPO Philadelphia the same day that invoices are submitted to GPO Washington.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production, which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period.

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

I. (1) (2)

Format A

(a)	6	4,824
(b)	3	650

Format B

(a)	1	15
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Format C

(a)	5	3,860
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Format D

(a)	3	118
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Format E

(a)	2	682
(b)	5	396

Format F

(a)	2	85
(b)	1	120

Format G

(a)	2	3
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EXHIBIT "A"

PALLETIZATION REQUIREMENT - 7-29-2003

PALLETIZATION: The shipping (transport) containers shall be palletized. The pallets shall be 48-inch length x 40-inch width, general purpose, four-way entry, flush stringer, and double-face non-reversible pallets. The palletized load shall not exceed 2500 pounds in weight for shipments to the Eastern Distribution Center (Burlington). The palletized load shall not exceed 2000 pounds in weight for shipments to the Western Distribution Center (French Camp Location). The palletized load shall not overhang the pallet deck board edge by more than 1 inch and shall not exceed 53 inches in overall height (including pallet). Less than half pallet loads or loads shipped by small package carrier in acceptable transport packing need not be palletized. When less than full but more than a half pallet is used, the palletized load shall utilize proper bracing and/or reinforcement to ensure that the load can withstand two additional loads placed on it.

STACKING: a load-stacking test shall be performed once, at the beginning of the contract, for each different unitized or palletized load configuration. A fully palletized load shall be tested utilizing a total stack of three palletized loads, with all the proper bracing and/or reinforcement necessary to perform the test. There shall be no evidence of damage to the pallets, shipping containers or products when stack is tested on the rigid surface for a minimum of 24 hours, in compliance with all the National and Local Safety Regulations. The pre-tested palletized load configuration shall be duplicated using the same packaging materials, pattern, number of shipping (transport) containers, and procedures consistent throughout the duration of the contract. Palletized loads shall be stable and safe when handled with mechanical equipment by qualified personnel.

MATERIALS: All lumber used inside or outside a shipment shall be bark free. No used wood pallets with repaired components of stringers will be acceptable. All wood pallet stringers shall be manufactured from hardwoods. Pallets manufactured of materials other than wood, shall conform to all the requirements specified herein.

UNITIZATION: For the purpose of this requirement, the assembled group of containers or items in a single load that can be handled as a unit throughout the distribution system. Unitization encompasses, but is not limited to, consolidation in a container, placement on a pallet or load base having forklift capability, or securely binding together. Shipments should be considered for unitization where appropriate or specified.

UNITIZATION OF PALLET LOAD: The palletized load shall be unitized and secured to the pallet to insure that the load arrives intact without product damage. The containers or items shall be placed in a suitable pattern to form a stable and balanced load. Vertical, horizontal or filler reinforcement shall be added as necessary to meet the stacking strength requirements. A palletized load shall be secured to the pallet by shrink or stretch wrapping, and/or, by steel or nonmetallic strapping. When steel or nonmetallic strapping is used, edge protectors shall be provided to prevent damage to the cartons when tensioning the strapping. As a minimum, two straps shall run lengthwise, two straps shall run widthwise, and two straps shall run around the girth of the palletized load. A palletized load shall be capable of protecting the products against damage in a multiple handling, transportation, and storage environment having distribution warehouses with rack systems that support the load(s) overhead of warehouse personnel.

NOTICE OF SPECIAL REQUIREMENTS FOR SHIPMENT TO EUROPEAN UNION COUNTRIES: Per Clause D-Fss-468, non-manufactured wood pallets and other non-manufactured wood package material used in shipments destined for ultimate delivery to or through a European Union (EU) country shall comply with the Emergency Measures (2001/219/EC) adopted by the Commission of the freight consolidation points for eventual delivery to or through EU countries shall comply with applicable DLA Regulations and Procurement Letter PROCLTR 02-17.

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b.destination and f.o.b contractor city for APO, FPO and postal addresses.

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.

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

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

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

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 100 will be prorated at the per 100 rate.

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

(Initials)

Prices offered shall include the cost of all required materials and operations necessary **(including all paper)** for the complete production, distribution and delivery of the product listed in accordance with these specifications.

All text paper is White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
Item I		
<i>Format A</i>		
(a) 3521	\$ _____	\$ _____
(b) 6207	\$ _____	\$ _____
<i>Format B</i>		
(a) 6942	\$ _____	\$ _____
<i>Format C</i>		
(a) 3525	\$ _____	\$ _____
<i>Format D</i>		
(a) 5028	\$ _____	\$ _____
<i>Format E</i>		
(a) 8363	\$ _____	\$ _____
(b) 3524	\$ _____	\$ _____
<i>Format F</i>		
(a) 3527	\$ _____	\$ _____
(b) 6211	\$ _____	\$ _____
<i>Format G</i>		
(a) 9120	\$ _____	\$ _____

 (Initials)

Item II Additional Operations: This needs to be added to next specs per con mod 8/18/14.

TYPEFACES: If alternate typefaces for the printing of page numbers and/or bleed index tabs are proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the alternate typeface and composing machine to be used.

Preferred Typefaces:

1. Helvetica Bold
2. Futura Bold
3. Avant Garde Bold

<u>Alternate Typeface</u>	<u>Name of Composing Machine</u>
1. _____	_____
2. _____	_____
3. _____	_____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Telegraphic or mailgram bids are not acceptable, refer to U.S. Government Printing Office Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Submit bids to U.S. Government Printing Office, Procurement Support Branch, Bid Section 928 Jaymore Road; Suite A-190; Southampton, PA 18966

Bidder _____

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(City - State)

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

(Person to be contacted) _____
(Telephone Number)

PROGRAM 1205-S												AWARDED		Prev. K		
Term:	September 1, 2012 thru August 31, 2013 (1217)			Comm.Pmt Grp				Print House				Rose Printing			United Book Press	United Book Press
Title:	GSA Memorandum Books includes shipping costs			N. Mankato, MN				Brooklyn, NY				Tallahassee, FL			Baltimore, MD	Baltimore, MD
	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
COMPLETE PRODUCT: Format A																
A.	7530-00-222-3521 (ZE)															
1)	Makeready/Setup	6	\$ 695.00	4,170.00	\$ 660.00	3,960.00	\$ 3,335.00	20,010.00	NC	-	\$ 672.00	4,032.00				
2)	Running/ 100 copies	4824	\$ 225.00	1,085,400.00	\$ 350.00	1,688,400.00	\$ 143.26	691,066.24	\$ 139.95	675,118.80	\$ 159.00	767,016.00				
Format B																
A.	7530-00-286-6207 (ZE)															
1)	Makeready/Setup	3	\$ 895.00	2,685.00	\$ 660.00	1,980.00	\$ 2,292.00	6,876.00	NC	-	\$ 672.00	2,016.00				
2)	Running/ 100 copies	650	\$ 225.00	146,250.00	\$ 350.00	227,500.00	\$ 147.15	95,647.50	\$ 144.30	93,795.00	\$ 159.00	103,350.00				
Format C																
A.	7530-00-286-6942 (ZF)															
1)	Makeready/Setup	1	\$ 450.00	450.00	\$ 540.00	540.00	\$ 1,829.52	1,829.52	NC	-	\$ 545.00	545.00				
2)	Running/ 100 copies	15	\$ 322.00	4,830.00	\$ 630.00	9,450.00	\$ 338.80	5,082.00	\$ 239.77	3,596.55	\$ 288.00	4,320.00				
Format D																
A.	7530-00-222-3525 (ZB)															
1)	Makeready/Setup	5	\$ 940.00	4,700.00	\$ 880.00	4,400.00	\$ 3,892.33	19,461.65	NC	-	\$ 901.00	4,505.00				
2)	Running/ 100 copies	3860	\$ 306.00	1,181,160.00	\$ 470.00	1,814,200.00	\$ 252.32	896,755.20	\$ 203.90	787,054.00	\$ 216.00	833,760.00				
Format E																
A.	7530-00-290-5028 (ZF)															
1)	Makeready/Setup	3	\$ 1,015.00	3,045.00	\$ 950.00	2,850.00	\$ 3,607.75	10,823.25	NC	-	\$ 970.00	2,910.00				
2)	Running/ 100 copies	118	\$ 605.00	71,390.00	\$ 1,100.00	129,800.00	\$ 464.00	57,112.00	\$ 443.37	52,317.66	\$ 538.00	63,484.00				
Format F																
A.	7530-00-286-6363 (ZB)															
1)	Makeready/Setup	2	\$ 240.00	480.00	\$ 200.00	400.00	\$ 1,372.82	2,745.24	NC	-	\$ 204.00	408.00				
2)	Running/ 100 copies	682	\$ 504.00	343,728.00	\$ 970.00	661,540.00	\$ 454.96	310,282.72	\$ 405.65	276,653.30	\$ 477.00	325,314.00				
Format G																
B.	7530-00-222-3524 (ZE)															
1)	Makeready/Setup	5	\$ 900.00	4,500.00	\$ 900.00	4,500.00	\$ 4,004.00	20,020.00	NC	-	\$ 919.00	4,595.00				
2)	Running/ 100 copies	396	\$ 581.00	230,076.00	\$ 1,120.00	443,520.00	\$ 463.67	183,613.32	\$ 405.50	161,766.00	\$ 531.00	210,276.00				
Format H																
A.	7530-00-222-3527 (ZE)															
1)	Makeready/Setup	2	\$ 950.00	1,900.00	\$ 1,020.00	2,040.00	\$ 4,978.42	9,956.84	NC	-	\$ 1,021.00	2,042.00				
2)	Running/ 100 copies	65	\$ 1,418.00	120,530.00	\$ 1,800.00	153,000.00	\$ 552.73	46,982.05	\$ 483.14	41,066.90	\$ 1,096.00	93,160.00				
Format I																
B.	7530-00-286-6211 (ZE)															
1)	Makeready/Setup	1	\$ 950.00	950.00	\$ 1,020.00	1,020.00	\$ 4,961.97	4,961.97	NC	-	\$ 1,021.00	1,021.00				
2)	Running/ 100 copies	120	\$ 1,418.00	170,160.00	\$ 1,800.00	216,000.00	\$ 549.82	65,978.40	\$ 513.57	61,628.40	\$ 1,096.00	131,520.00				
Format J																
A.	7530-00-234-9120 (ZE)															
1)	Makeready/Setup	2	\$ 450.00	900.00	\$ 500.00	1,000.00	\$ 2,507.12	5,014.24	NC	-	\$ 520.00	1,040.00				
2)	Running/ 100 copies	3	\$ 957.00	2,871.00	\$ 1,700.00	5,100.00	\$ 711.48	2,134.44	\$ 912.67	2,738.01	\$ 794.00	2,382.00				
TOTAL				\$ 3,379,575.00		\$ 5,371,200.00		\$ 2,456,372.58		\$ 2,155,734.62		\$ 2,557,696.00				
DISCOUNT			0%	0.00	.25%	13,428.00	0%	0.00	1%	21,557.35	1%	25,576.96				
DISCOUNTED TOTAL				\$ 3,379,575.00		\$ 5,357,772.00		\$ 2,456,372.58		\$ 2,134,177.27		\$ 2,532,119.04				
				Comm.Pmt Grp	Print House	Rose Printing			United Book Press	United Book Press			Prev. K			
				N. Mankato, MN	Brooklyn, NY	Tallahassee, FL			Baltimore, MD	Baltimore, MD			Baltimore, MD			
												AWARDED				