

Program No 1982-S Term 03/01/2022 To 02/28/2023 (up to 4 option years)									
TITLE: Quick Schedule Copying and Duplicating									
				(Contr #1 - E4)		(Contr #2 - G4)		(Contr #3 - I4)	
				Omni Pro Inc		Current Contractor			
		BASIS OF		Montclair, CA		Image Square			
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE
I.	COMPLETE PRODUCT:								
(a)	Four-color copying.....per printed page.....	500	0.25	125.00	0.25	125.00			
(b)	Black only copying.....per printed page.....	8,500	0.06	510.00	0.07	595.00			
II.	PAPER: PER 100 LEAVES								
(a)	White Offset Book, 50 lb., White Writing 20 lb. or White Xerographic Bond, 20 lb.....	80	2.40	192.00	3.00	240.00			
(b)	White Index, 110 lb.....	10	4.50	45.00	5.00	50.00			
III.	ADDITIONAL OPERATIONS:								
(a)	Banding with kraft paper bands.....per band.....	15	0.75	11.25	3.00	45.00			
(b)	Binding with plastic combs of suitable capacity (including punching and cost of plastic combs)per book.....	100	2.00	200.00	2.50	250.00			
(c)	Folding single-sheet forms, letterheads, etc. w/ one or two parallel folds.....per 100 sheets.....	20	3.00	60.00	3.50	70.00			
(d)	Drilling (two or three holds per run).....per 100 sheets.....	25	2.50	62.50	3.00	75.00			
(e)	Trimming (Applies only to products with a final trim size less than 8-1/2 x 11").....per cut, per 100 leaves.....	40	0.15	6.00	0.20	8.00			
(f)	Printing and affixing mailing labels.....per 100 labels.....	10	0.06	0.60	5.00	50.00			
	CONTRACTOR TOTALS			\$1,212.35		\$1,508.00			
	DISCOUNT								
	DISCOUNTED TOTALS			\$1,212.35		\$1,508.00			
				AWARD					

U.S. GOVERNMENT PUBLISHING OFFICE
San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Quick Schedule Copying and Duplicating
as requisitioned from the U.S. Government Publishing Office (GPO) by
Dept. of the Interior: BLM, El Centro

Single Award

March 1, 2022 to February 28, 2023 plus four option years.

CONTRACT TERM: The term of this contract is for the period beginning **March 1, 2022** and ending **February 28, 2023**, plus as many as four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:

For information of a technical nature call Alan Zada at (707) 748-1970 ext. 6. (No collect calls.)

An abstract of the previous contract prices is included herein.

To submit a quote, contractors must execute and submit the 'Schedule of Prices' pages xx through xx.

SUBMISSION OF QUOTES: Due to the COVID-19 pandemic, the GPO physical office will NOT be open. Based on this, vendors MUST FAX quotes to **1-800-859-2835** for this solicitation. No other method of quote submission will be accepted at this time.

Program 1982-S and the quote opening date must be specified in the subject line of the FAX submission. Quotes received after the opening date specified above will not be considered for award.

To submit a quote, contractors must execute and submit the "Schedule of Prices" pages 12 through 14, herein.

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 email, fill out and return one copy of all pages in "SECTION 4. –SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

QUOTE DUE DATE: 11:00 AM Pacific Time on THURSDAY, FEBRUARY 3, 2022 at the U.S. Government Publishing Office, San Francisco Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

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 9-19)).

GPO Contract Terms (*GPO Pub 310.2, Effective December 1987, (Rev. 1-18)* – the light blue cover)
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (*GPO Pub. 310.1, Effective May 1979 (Rev. 09-19)* – the dark blue cover) –
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, has been revised. The new clause can be found at [ww.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This revised clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the ‘GPO Contractor Connection’ link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor’s seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

CONTRACTING METHOD: This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3), Chapter VII, Section 4.

FACSIMILE BIDS: Facsimile bids are permitted.

- (a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.
- (b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.
- (c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.

- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to **1-800-859-2835 ONLY**, one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
 - (1) Receipt of garbled or incomplete bid.
 - (2) Availability or condition of the receiving facsimile equipment.
 - (3) Incompatibility between the sending and receiving equipment.
 - (4) Delay in transmission or receipt of bid.
 - (5) Failure of the bidder to properly identify the bid.
 - (6) Illegibility of bid.
 - (7) Security of bid data.

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 pre-award 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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheets
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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.

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	Reproducibles
P-10. Process Color Match	Furnished Copy

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 expiration of the current contract term. 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 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.

RECOVERED MATERIALS PROGRAM: The Government Publishing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12", published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a pre-consumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer.

The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

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

PAYMENT: Contractors are required to submit all vouchers through the FAX Gateway. Each invoice submitted to GPO for payment must be for only one job and it must contain a copy of the print order and proof of delivery. If a delivery receipt contains proof of delivery for more than one job, the receipt must be duplicated and a copy submitted with each invoice. To get instructions, go to:
<http://www.gpo.gov/vendors/payment.htm>

Note: The contractor shall itemize each billing voucher in accordance with the contract 'Schedule of Prices.'

EXAMINATION, CERTIFICATION OF CONTRACTOR'S VOUCHER: Vouchers/invoices for the work performed will be sent to the ordering agency for customer's confirmation and certification of the submitted charges. This billing certification by the ordering agency will suffice in lieu of submitting a completed sample with the contractor's voucher/invoice.

After certification by the ordering agency, a copy of the approved voucher/invoice are to be submitted to the San Francisco RPPO immediately via e-mail to: **ATTN: Michelle Morgan, M/F Program 1982-S**, E-mail: mmorgan@gpo.gov. Failure by the contractor to email a certified voucher/invoice to the San Francisco RPPO may result in the contractor not being paid in a timely fashion.

ORDERING: Items to be furnished under this contract may be ordered by the issuance of print orders (GPO Form 2511); or by individual order forms, to be designed and/or approved by the ordering agency and furnished by the contractor.

If individual order forms are used, then, at time intervals mutually convenient to the contractor and the Government, print orders (GPO Form 2511) will be subsequently issued by the Government to summarize the work authorized by issuance of the order forms. The print order (GPO Form 2511) will authorize payment for the summary of the confirmed work performance.

Orders may be issued under the contract from **March 1, 2022 to February 28, 2023** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirement contract for the items and for the period specified herein. 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 delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated 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

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 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 below. Pricing will thereafter be eligible for adjustment during the second and any succeeding 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 herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from **March 1, 2022 to February 28, 2023**. 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.

Price adjustments in accordance with this clause will be based on the changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The Economic price adjustment will be the percentage difference between the 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 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, 2021** called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

NOTIFICATION: The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the quick-schedule production of bound products and single-sheet products (forms, letterheads, postcards, etc.), requiring such operations as copy pickup, black-only and four-color copying/duplicating, binding, folding, drilling, trimming, labeling, packaging and delivery.

Note: This contract requires that all submitted full-color copy be reproduced on a xerographic copier capable of four-color duplex reproduction (i.e. color copying on both sides of a sheet). The contractor may not subcontract the color copying requirements of this contract.

TITLE: Copying/Duplicating

FREQUENCY OF ORDERS:

Single-sheet forms, letterheads, postcards, etc: Approximately 2 to 10 (average 5) orders per year.

Bound products: Approximately 2 to 10 (average 5) orders per year.

QUANTITY:

Single-sheets forms, letterheads, postcards, etc: Approximately 25 to 1,000 (average 500) copies per order.

Bound products: Approximately 2 to 200 (average 200) copies per order.

NUMBER OF PAGES:

Single-sheet forms, letterheads, postcards etc: Printed one or both sides.

Bound products: Approximately 8 to 10 (average 6) printed pages per copy.

TRIM SIZE: Products up to 17 x 11", typically 8-1/2 x 11" products. Postcards trim to 4 x 6"

GOVERNMENT TO FURNISH: Reproducible copy. Orders may be placed requiring furnished copy to be reproduced at various trim sizes.

Furnished material, including color copies, to be inserted by the contractor.

Note: It is estimated that as many as 2% of the total number of originals submitted (primarily for copying of technical manuals) will require hand feeding of old, dog-eared documents.

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.

STOCK: The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February, 2008, and any subsequent amendments thereto.

Text:

JCP Code* O63, Plain Copier, Xerographic, Laser Printer; White, Basis Size 17 X 22", 20 lbs.
**Containing minimum of 20% postconsumer recovered materials.

JCP Code* D10, Writing; White (With Tablet Stock Option), Basis Size 17 X 22", 20 lbs.
**Containing minimum of 20% postconsumer recovered materials.

JCP Code* A60, Uncoated Text, White, Basis Size 25 X 38", 50 lbs.
**Containing minimum of 20% postconsumer recovered materials.

Cover:

JCP Code* K10, Index; White and Colors, Basis Size 25.5 X 30.5", 110 lbs.
**Containing minimum of 20% postconsumer recovered materials.

*While postconsumer fiber is encouraged, the minimum postconsumer fiber requirement is waived. All other attributes remain unchanged.

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

COPYING, DUPLICATING: It is estimated that approximately 95% of the total impressions will consist of black-only copy. Occasionally an order will require four-color process copying on one or both sides.

NOTE: The contractor shall not print more than 500 copies of any order containing four-color process imagery without first obtaining expressed written permission from Jesse Plum at the BLM office in Sacramento, jplum@blm.gov or (916) 978-4623 or from the GPO San Francisco Regional Office.

It is estimated that approximately 80% of the total text leaves text will print on both sides and 20% will print on one side only.

MAILING LABELS: Contractor will be required to print and affix mailing address labels from customer supplied Microsoft Excel spreadsheets. Ink jet printing of mailing labels is acceptable.

MARGINS: Follow reprint sample or instructions otherwise furnished.

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

Wire stitch in upper left corner or two stitches in the side and trim four sides.

Bind text and cover with black plastic combs of suitable capacity.

17 x 11" products will consist of 17 x 11" leaves, with no folding.

TRIMMING: Postcards will require trimming to a finished size of 4 x 6".

FOLDING: Numerous single-sheet products will require folding with one or two parallel folds per sheet.

DRILLING: Approximately 5% of the total leaves ordered during the term of the contract will require drilling three holes, 1/4" diameter, centered on the 11" side, 4-1/4" center-to-center, and/or drilling 2-holes, 3/8" diameter, centered on the 8-1/2" or 11" side, 2-3/4" center-to-center.

PACKING: Band single units when specified.

Pack in shipping containers or in shipping media to ensure safe transport to the delivery address.

DISTRIBUTION: Orders will require the contractor to deliver f.o.b. destination to: USDI, Bureau of Land Management, 1661 South 4th Street, El Centro, CA 92243

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

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

No definite schedule for pickup of material can be predetermined. Orders will be scheduled according to the work involved and the time that can be allowed.

Note: Government furnished material available for pickup may not be wrapped or packaged suitably for mailing or shipment. Preparation necessary to insure safe transport of these materials will be the responsibility of the contractor.

Furnished job materials must be picked up by the contractor at the aforementioned address listed under "DISTRIBUTION."

Deliveries must be made before 3 PM on the date indicated on the print order.

It is estimated that approx. 5% of the total orders will require same day delivery, based upon notification of availability of Government furnished materials for pickup before 9:00 AM.

It is estimated that approx. 20% of the total orders will require next day delivery.

It is estimated that approx. 75% of the total orders placed will require complete production and delivery within 2 to 6 workdays after notification of availability of Government furnished materials for pickup by the contractor.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders 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.

- 1. (a) 500
- (b) 8,500

II.

- (a) 80
- (b) 10

III.

- (a) 15
- (b) 100
- (c) 20
- (d) 25
- (e) 40
- (f) 10

SECTION 4. - SCHEDULE OF PRICES

GPO Facsimile Number: **1-800-859-2835**

Quotes due: 11:00 AM / Date: FEBRUARY 3, 2022

Quotes offered are f.o.b. destination.

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

Contractor must make an entry in each of the spaces provided.

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

Quotes 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.

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.

The cost of all required paper will be charged under Item II.

For the purposes of this contract, four-page products will be considered as a book/pamphlet: A charge for folding 17 x 11" sheet to 8-1/2 x 11" will not be allowed.

Printing and paper charges for products as large as 5-1/2 x 8-1/2" products will be charged at half the applicable 8-1/2 x 11" rates quoted in the Schedule of Prices.

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

Paper costs to be charged under Item II. (8-1/2 x 11")

(a) Four-color copying.....per printed page.....\$_____

(b) Black only copying.....per printed page.....\$_____

Initials

Note: The contractor shall not print more than 500 copies of any order containing four-color process imagery without first obtaining expressed written permission from Jesse Plum at the BLM office in Sacramento or from the GPO San Francisco Regional Office.

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices quoted.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf. The contractor shall charge half the applicable 8-1/2 x 11" paper rate quoted for products up to 5-1/2 x 8-1/2". The contractor shall charge twice the applicable 8-1/2 x 11" paper rate quoted below for pages sized larger than 8-1/2 x 11" up to 17 x 11". Pages sized larger than 5-1/2 x 8-1/2" but smaller than 8-1/2 x 11" will be charge at the quoted 8-1/2 x 11" paper rate quoted.

	Per 100 leaves <u>(8-1/2 x 11")</u>
(a) White Offset Book, 50 lb., White Writing 20 lb. or White Xerographic Bond, 20 lb.....	\$ _____
(b) White Index, 110 lb.....	\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Banding with Kraft paper bands.....per band.....\$ _____
- (b) Binding with plastic combs of suitable capacity
(including punching and cost of plastic combs).....per book\$ _____
- (c) Folding single-sheet forms, letterheads, etc. with one or
two parallel folds.....per 100 sheets.....\$ _____
- (d) Drilling (two or three holes per run).....per 100 sheets\$ _____
- (e) Trimming (Applies only to products with a final trim size
less than 8-1/2 x 11").....per cut, per 100 leaves\$ _____
- (f) Printing and affixing mailing labels..... per 100 labels\$ _____

Initials

Discounts are offered for payment as follows: __ percent, _____ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

CONTRACTOR'S NAME AND SIGNATURE: Fill out and submit all pages in "Section 4. - Schedule of Prices", initialing or signing each in the space provided.

Contractor _____ GPO Contractor Code No. _____

(City - State)

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

(Person to be contacted) (Telephone Number)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID

THIS SECTION FOR GPO USE ONLY

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

Initials

