

Program 2956-S Beginning 5-1-19 & ending 4-30-2020 + 4 option years						
TITLE: QUICK SCHEDULE COPYING						
				(Contr #1 - E4)		PREVIOUS
						(Contr #2 - G4)
				PACK WRAP BUS CENTER		PACKWRAP BUS CENTER
				CA		CA
ITEM NO	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:					
1.	Bound Products:					
(a)	4-Color Copying... per Trim/Pg-Size Unit.....	6,000	0.50	3,000.00	0.50	3,000.00
(b)	Black Only Copying/Dupl... per Trim/Pg-Size Unit...	2,000	0.08	160.00	0.07	140.00
2.	1/5th Cut Tab Dividers:					
(a)	Black Only Copying...per Tab Divider.....	200	0.40	80.00	0.40	80.00
3.	Single Sheet Products, up to 17x11"					
(a)	Black Only Copying/Dupl... per Trim/Pg-Size Unit...	1,600	0.09	144.00	0.08	128.00
(b)	4-Color Copying... per Trim/Pg-Size Unit.....	6,400	0.50	3,200.00	0.50	3,200.00
4.	Large Format Single Sheet Products: larger than 17x11"					
(a)	Printing Black Only...per Square Foot.....	200	1.55	310.00	1.50	300.00
II.	PAPER:					
	Per leaf/sheet (8-1/2x11")					
(a)	White writing 20 lb or white xerographic bond 20 lb.	11750	0.02	235.00	0.015	176.25
(b)	Colored Writing - 20 lb.....	120	0.025	3.00	0.02	2.40
(c)	White vellum finish cover 65 lb.....	50	0.04	2.00	0.04	2.00
(d)	Colored vellum finish cover 65 lb.....	15	0.05	0.75	0.045	0.68
(e)	White Index 110 lb.....	15	0.04	0.60	0.04	0.60
(f)	Colored index 110 lb.....	50	0.05	2.50	0.045	2.25
(g)	1/5th cut 9x11" tab white, colored index 90# per 100 tabs.....	2	18.00	36.00	17.00	34.00
(h)	#10 white commercial envelopes 24lb...per 100 env.....	16	8.00	128.00	4.25	68.00
(i)	Uncoated commercial mail labels white 24# ...per 100 labels.....	16	4.29	68.64	6.25	100.00
III.	ADDITIONAL OPERATIONS:					
(a)	Wrapping Or Shrink Pkg...per package.....	20	0.50	10.00	0.50	10.00
(b)	Binding w/acco type fasteners...per fastener.....	40	1.00	40.00	0.50	20.00
(c)	Binding w/ plastic combs or metal coil...per book....	20	2.75	55.00	2.75	55.00
(d)	Fold snl sheet w/1-2 parallel folds...per 100 sheets...	8	3.00	24.00	3.00	24.00
(e)	Fold Lg Format Sgl Sheets to 8.5x11"...per sheet.....	16	4.00	64.00	4.00	64.00
(f)	Vinyl clad binders 3" capacity w/ 3 ring metal base element, open & close levers & clear view vinyl pockets on front cover & spine...per binder.....	20	12.00	240.00	12.00	240.00
(g)	Insertion of materials into 3 ring binders...per binder.....	20	5.00	100.00	5.00	100.00
(h)	Addressing & affixing mailing labels to commercial #10 envelopes... per 100 labels.....	16	8.00	128.00	0.08	1.28
(i)	3 hole drilling...per 100 sheets.....	6	3.00	18.00		
	CONTRACTOR TOTALS			\$8,049.49		\$7,748.46
	DISCOUNT		2.00%	\$160.99	2.00%	\$154.97
	DISCOUNTED TOTALS			\$7,888.50		\$7,593.49
				AWARDED		

U.S. GOVERNMENT PUBLISHING OFFICE
San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Quick Schedule Copying

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

Dept. of the Interior: BLM, Ridgecrest

Single Award

CONTRACT TERM: The term of this contract is for the period beginning **May 1, 2019 and ending April 30, 2020**, 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.

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

Quotes may be submitted via fax machine. The GPO fax number is (707) 748-1981.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial as applicable, all pages of the SECTION 4. - SCHEDULE OF PRICES (pages 12 through 16, included within).

An abstract of the previous contract prices is included herein. Bidders are to note several revisions throughout the specifications.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 50-mile radius of Ridgecrest, CA 93555. 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.

*****R-1: QUOTE DUE DATE HAS BEEN EXTENDED TO APRIL 4, 2019.**

*****R-2: QUOTE DUE DATE HAS BEEN EXTENDED TO APRIL 12, 2019.**

QUOTES DUE: Quotes due at 11:00 AM Pacific Time on **APRIL 12, 2019.**

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, (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)). A copy of these publications, as well as other supplemental GPO contract documents, can be obtained at: <http://www.gpo.gov/vendors/gaocab.htm>

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

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 **fax number: (707) 748-1980 or (707) 748-1981**, 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.

SUBCONTRACTING: The predominant production function is copying/printing, binding, folding, drilling, inserting and labeling. The predominant production function may not be subcontracted.

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

Product Quality Levels:

- (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	Reproducibles
P-10. Process Color Match	Furnished Copy, O.K. Preproduction Proofs

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 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.

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: Submitting invoices for payment via the GPO fax gateway (if no samples are required) 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/agency/billing-and-payment>.

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

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 May 1, 2019 to April 30, 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. 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 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 **May 1, 2019 to April 30, 2020**. 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 **JANUARY 31, 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.

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 and single-sheet products (including case files), requiring such operations as copy pickup, black-only and four-color electrostatic, thermal or other copying process, face only and face and back, binding, folding, drilling, inserting, labeling, packaging and delivery.

TITLE: Copying.

FREQUENCY OF ORDERS: Approximately 9 orders per year (averaging 2 products per order), consisting of the following product items:

Bound products: Approximately 4 products per year.

Single-sheet products: Approximately 10 products per year

Large format single-sheet products: Approximately 4 products per year.

Approximately 2 orders per year will require folding, inserting into #10 commercial envelopes, and creating and affixing return address and "to" address mailing labels. No mailing will be required.

QUANTITY:

Bound products: Approximately 2 to 300 (average 20) copies per product.

Single-sheet products: Approximately 1* to 5,000 (avg. 400) copies per product.

* Contract orders will occasionally include copying of case file originals.

Large format single-sheet products: Approximately 50 sq. ft. per product.

NUMBER OF PAGES:

Bound products: Approximately 6 to 600 (average 100) printed pages (not including tab dividers) per copy, printing head to head.

Single-sheet products: Approximately 80% printing both sides, 20% printing on one side.

Large format single-sheet products: Typically printing one side only.

TRIM SIZE: Products up to 17 x 11" will most typically be formatted in two sizes:

8-1/2 x 11" products.

17 x 11" products, with and without folding.

Occasionally a legal sized 8-1/2 x 14" product will be required.

Large format single sheet products larger than 17 x 11" up to 36 x 48" will occasionally be required. The contractor may subcontract the production of these large format flat sheet products.

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

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 case file documents and/or technical manuals) will require hand feeding of old, dog-eared documents.

Address files, typically Microsoft Excel spreadsheets or hard copy.

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. 11" dated February, 1999, and any subsequent amendments thereto.

Text:

White Xerographic Bond, 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code O63, containing a minimum of 30% postconsumer recovered material content.

White and Colored Writing, 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10, containing a minimum of 30% postconsumer recovered material content.

Cover:

White or Colored Vellum Cover, 20 x 26, 65 lbs. per 500 sheets, equal to JCP Code L20, containing minimum of 30% postconsumer recovered materials.

White or Colored Index, 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10, containing minimum of 20% postconsumer recovered materials.

1/5th-cut Tab Dividers:

White or Colored Index, 25-1/2 x 30-1/2", 90 lbs. per 500 sheets, equal to JCP Code K10, containing minimum of 20% postconsumer recovered materials.

Mailing Labels: Uncoated paper mailing labels with adhesive coating, compliant with USPS mailing requirements.

#10 Commercial Envelopes: Writing, White, Basis Size 17 X 22", 24 lb. per 500 sheets, equal to JCP Code* D10.

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

PRINTING: Approximately 75% of the total text leaves will print four-color process. 25% will print black only.

Tab dividers: The contractor will be required to provide and print tab dividers. Tab dividers shall be 9 x 11", with 1/5th-cut, 1/2" tabs along the 11" edge. Tab dividers will typically print type in black on one side of tabs only.

Mailing labels will print black only. Inkjet or laser labels are 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 with Acco, or similar, type fasteners with compressors, and insert into contractor supplied file folders.

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

Insert text pages and tab dividers into contractor supplied 3 ring binders.
17 x 11" products will consist of 17 x 11" leaves, with or without folding.

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

Large format single sheet products (maps, etc.) will typically require folding down to approx. 8-1/2 x 11" with both parallel and right-angle folds, as instructed on the print order.

DRILLING: As many as 5% of the total leaves ordered during the term of the contract will require drilling three holes, 4-1/4" 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.

Shrink-film pack single units when specified.

Shipping containers shall be made in accordance with ASTM D5118 and any amendments thereto, and 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.

DISTRIBUTION: Orders will require the contractor to deliver f.o.b. destination to: USDI, Bureau of Land Management, 300 S. Richmond Road, Ridgecrest, CA 93555. POC: Jalyn Cowan, (760) 384-5400.

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 3:00 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. 50% of the total orders will require next day delivery.

It is estimated that approx. 45% 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) 6,000
- (b) 2,000

- 2. (a) 200

- 3. (a) 1,600
- (b) 6,400

- 4. (a) 200

II.

- (a) 11,750
- (b) 120
- (c) 50
- (d) 15
- (e) 15
- (f) 50
- (g) 2
- (h) 16
- (i) 16

III.

- (a) 20
- (b) 40
- (c) 20
- (d) 8
- (e) 16
- (f) 20
- (g) 20
- (h) 16
- (i) 6

SECTION 4. - SCHEDULE OF PRICES

GPO Facsimile Number: (707) 748-1981
Quotes due: 11:00 AM / Date: APRIL 12, 2019.

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.

A printing charge will be allowed for each printed "trim/page-size unit," as follows: The number of trim/page-size units per text page or foldin will be determined by dividing its trim size, expressed in square inches by 94 sq. inches, with any fractional remainder being counted as a whole.

Fractional parts of 100 will be prorated at the 'Per 100' rate.

Cost of all required paper must be charged under Item II.

I. COMPLETE PRODUCT: Unless otherwise noted, 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.

1. Bound Products:

(a) Four-color copying.....per trim/page-size unit.....\$ _____

(b) Black-only copying/duplicating.....per trim/page-size unit.....\$ _____

Initials

2. 1/5th-cut Tab Dividers:

(a) Black-only copying (includes the cost of inserting).....per tab divider\$ _____

3. Single-sheet Products: to as large as 17 x 11”:

(a) Black only copying/duplicating.....per trim/page-size unit\$ _____

(b) Four-color copying.....per trim/page-size unit.....\$ _____

4. Large format single-sheet products: larger 17 x 11”
to as large as 36 x 48”: **Includes the cost of paper.**

(a) Printing black only.....per square foot\$ _____

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.

A paper charge will be allowed for each printed "trim/page-size unit," as follows: The number of trim/page-size units per text page or foldin will be determined by dividing its trim size, expressed in square cm (square inches) by 606 square cm (94 sq. inches.), with any fractional remainder being counted as a whole.

The number of 8-1/2 x 11" leaves charged will be determined by dividing the page trim size, expressed in square inches by 94 square inches, with any fractional remainder being counted as a whole.

Per leaf/sheet
(8-1/2 x 11")

(a) White Writing (20 lb.), or White Xerographic Bond (20 lb.)\$ _____

(b) Colored Writing (20 lb.)\$ _____

(c) White Vellum-Finish Cover (65 lb.)\$ _____

(d) Colored Vellum-Finish Cover (65 lb.)\$ _____

(e) White Index (110 lb.)\$ _____

(f) Colored Index (110 lb.)\$ _____

Initials

- (g) 1/5th-cut 9 x 11" tab divider:
white, colored index (90 lb.).....per 100 tabs\$ _____
- (h) #10 commercial envelopes:
white, (24 lb.).....per 100 envelopes.....\$ _____
- (i) Uncoated commercial mailing labels:
white, (24 lb.).....per 100 labels\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Wrapping or shrink-film packaging.....per package\$ _____
- (b) Binding with Acco-type fasteners
(including cost of fasteners).....per fastener\$ _____
- (c) Binding with plastic combs or metal coil of suitable capacity
(including punching and cost of plastic combs/coils).....per book.....\$ _____
- (d) Folding single-sheet products
with one or two parallel folds.....per 100 sheets.....\$ _____
- (e) Folding large format single-sheet products to approximately
8-1/2 x 11" with a combination of
parallel and right-angle folds.....per sheet.....\$ _____
- (f) Vinyl-clad binders, 3" capacity with three-ring metal
base element, opening and closing levers, and 'Clear View'
vinyl pockets on front cover and spine:.....per binder\$ _____
- (g) Insertion of materials into three-ring binders (includes
(including insertion of outside cover,
spine insert sheets).....per binder\$ _____
- (h) Addressing and affixing mailing labels to
Commercial #10 envelopes.....per 100 labels\$ _____
- (i) Three-hole drilling.....per 100 sheets.....\$ _____

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 Mat'l to delivery at contractor's plant: _____

2. Proposed carrier(s) for delivery of completed product:

a. Number of hours from notification to carrier to pickup of completed product: _____

b. Number of hours from pickup of completed product to delivery at destination: _____

Initials

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

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 bids, 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)

THIS SECTION FOR GPO USE ONLY

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

Initials

Program No. 2956-S Nov 1,2010 to as late as Oct 31,2013									
TITLE: QUICK SCHEDULE COPYING									
ITEM NO	DESCRIPTION	BASIS OF AWARD	PACK WRAP BUS CENTER		PACK WRAP BUS CENTER		Previous (Contr #2 - G4)		CA
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I. COMPLETE PRODUCT:									
1. Books and Pamphlets:									
(a)	4-Color Copying - Per Trim/Pg Size Unit.....	1,000	0.50	500.00	0.50	500.00	0.50	500.00	
(b)	Black Only Copying/Dupl - Per Trim Pg Size Unit.....	7,000	0.07	490.00	0.06	420.00	0.06	420.00	
2. 1/5th Cut Tab Dividers:									
(a)	Black Only Copying - Per Tab Divider.....	300	0.30	90.00	0.30	90.00	0.30	90.00	
3. Single Sheet Forms, Letterheads to 17x11"									
(a)	Printing Black Only - Per Trim/Pg Size Unit.....	5,600	0.08	448.00	0.07	392.00	0.07	392.00	
4. Single Sheet Forms, Letterheads to 17x11"									
(a)	Printing Black Only - Per Square Foot.....	200	1.50	300.00	0.90	180.00	0.90	180.00	
II. PAPER:									
Per 100 Leaves									
(a)	Wte Off Bk-50# Wte Wrtg-20# Wte Xero-20#.....	68	1.50	102.00	1.00	68.00	1.00	68.00	
(b)	Colored Writing - 20# - D10.....	10	2.00	20.00	1.50	15.00	1.50	15.00	
(c)	White Laser Bond-24#.....	10	3.00	30.00	2.45	24.50	2.45	24.50	
(d)	White Vellum Cover - 65# - L20.....	5	4.00	20.00	4.00	20.00	4.00	20.00	
(e)	Colored Vellum Cover - 65# - L20.....	5	4.50	22.50	4.00	20.00	4.00	20.00	
(f)	White Index - 110# - K10.....	5	4.00	20.00	4.00	20.00	4.00	20.00	
(g)	Colored Index - 110# - K10.....	5	4.50	22.50	4.00	20.00	4.00	20.00	
(h)	1/5th Cut - 9x11" Tab - 90# - K10 - Per 100 Tabs.....	1	17.00	17.00	16.50	16.50	16.50	16.50	
(i)	1/5th Cut - 9x11" Tab - 110# - Per 100 Tabs.....	1	17.00	17.00	16.50	16.50	16.50	16.50	
III. ADDITIONAL OPERATIONS:									
(a)	Wrapping Or Shrink Pkg - Per Package.....	30	0.50	15.00	0.50	15.00	0.50	15.00	
(b)	Bind w/Acco Fasteners - Per Book.....	50	0.50	25.00	0.50	25.00	0.50	25.00	
(c)	Bind w/Plastic Combs - Per Book.....	150	2.25	337.50	1.95	292.50	1.95	292.50	
(d)	Fold Sgl Sheet Forms-2 Folds-Per 100 Sheets.....	25	3.00	75.00	2.25	56.25	2.25	56.25	
(e)	Fold Lg Format Sgl Sheets to 8.5x11"Per Sheet.....	100	0.25	25.00	0.15	15.00	0.15	15.00	
CONTRACTOR TOTALS				\$2,576.50		\$2,206.25		\$2,206.25	
DISCOUNT									
DISCOUNTED TOTALS				\$2,576.50		\$2,206.25		\$2,206.25	

*** SAMPLE BID ENVELOPE ***

To ensure proper processing of all bids, the following information is required on all mailed bid envelopes. Bidders using commercial carrier services shall include the Program/Jacket number and the bid opening time/date on the outermost envelope or wrapper.

Program: 2956-S R-2

From: _____

Address: _____

Check appropriate:

Bid enclosed

No Bid

U.S. Government Publishing Office
536 Stone Road, Suite I
Benicia, CA 94510-1170

**Bids will be received
until APRIL 12, 2019.
at 11:00 AM prevailing
San Francisco time.**

