

			(Contr #1 - E4)		((Contr #2 - G4))
			The HF Group		Current Contractor
				OH	The HF Group
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE
I.	<b>Library Binding:</b>				
A.	Re-binding or re-casing without re-sewing (includes end papers, overcasting, & re-backing, when required):				
(1)	Using old case...per bound volume.....	10	13.00	130.00	9.25
(2)	Making new case...per bound volume.....	10	13.00	130.00	8.45
B.	Books (up to 2") thick:				
(1)	Over sewn...per bound volume.....	20	13.00	260.00	8.35
(2)	Double-fan adhesive...per bound volume.....	20	13.00	260.00	8.35
C.	Periodicals(op to 2.5") thick includes standard collation:				
(1)	Oversewn ...per bound volume.....	100	15.00	1,500.00	11.25
(2)	Double-fan adhesive...per bound volume.....	100	15.00	1,500.00	11.25
(3)	Sew thru fold:				
(a)	By machine ( with or without tapes)... Per bound volumes.....	20	15.00	300.00	11.25
(b)	By hand ( includes sewing on 3 or more tapes: any thickness)...per bound volume.....	20	15.00	300.00	11.25
D.	Newspapers ( up to 2.5") thick, includes sewing on 3 or more tapes....per bound volume.....	5	75.00	375.00	41.00
					205.00
II.	<b>ADDT'L MATERIALS &amp; OPERATIONS:</b>				
A.	Binding of book volumes over 2" in thickness... per addtl 1/2".....	10	1.50	15.00	1.50
B.	Binding of periodical & newspaper volumes over 2.5" thick...per addtl 1/2".....	10	1.50	15.00	1.50
C.	Custom collation of periodical volumes...per volume.....	20	5.00	100.00	5.00
D.	Rounding & backing double-fan adhesive bound volumes...per volumes.....	100	NC		NC
E.	Binding Stubs:				
(1)	Up to & including 16 inches in length...per 1/4 inch thick stub.....	20	2.50	50.00	2.50
(2)	Over 16 inches ...per 1/4 in thick stub.....	10	2.50	25.00	2.50
F.	Affixing finished labels(book plates), or furnished pockets...per label/pocket.....	10	0.65	6.50	0.65
G.	Cloth or paper pockets ( made by contractor), in- cluding insertion of material & gluing in place, per binding instructions:				
(1)	Paper pockets...per pocket.....	10	5.50	55.00	5.50
(2)	Cloth pockets...per pocket.....	10	7.00	70.00	7.00
H.	Afixing furnished labels, pockets...per label/ pocket.....	10	0.50	5.00	0.50
					5.00
III.	<b>Transportation charges:</b>				
A.	Cost per 100 lb.(per cwt).....	20	75.00	1,500.00	45.00
					900.00
IV.	<b>Accelerated Delivery:</b>				
	Subtotal of Items I. thru III.			6,596.50	4,657.50
	Percentage upcharge for 10 work day delivery of orders	10%	50%	329.83	
	<b>CONTRACTOR TOTALS</b>			<b>\$6,926.33</b>	<b>\$4,657.50</b>
	<b>DISCOUNT</b>				
	<b>DISCOUNTED TOTALS</b>			<b>\$6,926.33</b>	<b>\$4,657.50</b>
				<b>AWARDED</b>	

U.S. GOVERNMENT PUBLISHING OFFICE  
San Francisco, CA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**Library Binding**

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

Various Government Agencies

Single Award

The term of this contract is for one year, beginning **June 1, 2020 and ending May 31, 2021**, 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 technical info call Alan Zada at (707) 748-1970 extension 6. (No collect calls.)

**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.

**SUBMISSION OF QUOTES:** Due to the COVID-19 pandemic, the 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 2957-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.

Vendors may quote on one or both contract categories. The Government will make an award in each category since it is anticipated that one firm may not be able to meet all of the requirements

Firms are to fill out, sign/initial as applicable, all pages of the SECTION 4. - SCHEDULE OF PRICES (pages xx through xx, included within).

An abstract of the previous contract prices is included herein.

**QUOTES DUE:** Quotes due at 11:00 AM Pacific Time on **MAY 20, 2020**.

## 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>.

**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.

**SUBCONTRACTING:** Subcontracting will not be permitted in any part or aspect of the contract requirements described herein.

**CONTRACTING METHOD:** This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Printing Office Printing Procurement Regulation (PPR: GPO Publication 305.3, Rev. 99), Chapter VII, Section 4.

**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

**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.

**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 sheet
- 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.

**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 **June 1, 2020 to May 31, 2021** 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 shipment/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 **June 1, 2020 to May 31, 2021**. 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 **February 29, 2020**, 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.

#### **INSPECTION FOR DEFECTS:**

Contractor must carefully open-out, and critically inspect all volumes for defects in binding, errors in lettering, etc., prior to delivery.

The contractor shall have an established quality control program. The contractor shall be responsible for quality control at various stages during the binding process and before the return of completed volumes to the agency.

Quality control inspections shall include:

- Adherence to the agency's instructions and specifications on the binding slip;

- The collation of volumes for completeness and proper sequence;
- Completeness of stamping, including author (if any), title, variable data, call number and imprint;
- Accuracy of stamping including spelling, proper order of numbers, and accents or symbols as required;
- Correct and consistent word division in accordance with the Government Printing Office Style Manual
- Proper color of buckram, stamping, etc., proper placement and/or alignment of stamping;
- Adherence to material and workmanship specifications;
- Neatness (e.g., absence of excess glue, evenly attached end papers, clean casings);
- Adherence to the agency's specifications for packing, delivery, etc.

The contractor's quality control process shall recognize and correct all contractor's errors. All shipments must be checked for completeness prior to shipping.

**ERRORS AND CORRECTIONS:** Volumes with errors and/or defects in workmanship must be corrected by the contractor. All volumes slated for correction(s) must be picked up, corrected and returned to the ordering agency within 15 workdays after notification for pickup by GPO: All cost(s) occasioned thereby, including transportation, must be borne by the contractor. Volumes for corrections must be picked up from the various ordering agencies, unless otherwise instructed by the GPO.

Excessive errors will be considered evidence of an inadequate quality control system. Error rates over 2% on a single order will be considered excessive. The error rate will be based on the number of volumes requiring correction divided by the number of volumes in each agency's shipment. Completed corrections shall be returned with the slip on which correction instructions were indicated.

**WARRANTY:** The contractor shall guarantee the binding of bound volumes for a period of three years from the binding date. Latent defects such as worn-off, illegible lettering, defective sewing, use of improper adhesives, etc., shall be returned and repaired at no cost to the Government. Normal wear of the covering materials or damage caused by negligence on the part of the users shall be excluded.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of library binding of books, magazines and newspapers. Materials and quality of workmanship shall be in accordance with *Standard for Library Binding* (ANSI/NISO Z39.78-2000), or any amendments or revisions thereto. Contractor will also be required to operate an on-line web site, which shall enable customers to obtain and execute bindery forms for contract orders.

**TITLE:** Library Binding.

**FREQUENCY OF ORDERS:** No guarantee can be made as to the number or frequency of orders placed under the terms of this contract.

Based on past performance, it is anticipated that from 3-5 (avg. 4) orders will be placed per year.

**QUANTITY:** Orders will range from 1 to 200 (avg. 25) bound volumes per order.

### TRIM SIZES:

Books: Volumes will range from 6 to 18" in height, with thickness not exceeding 3-1/2".

Periodicals: Volumes will range from 8 to 18" in height with thickness not exceeding 3-1/2".

Newspapers: Volumes not to exceed 24" in height with thickness not to exceed 3-1/2".

### GOVERNMENT TO FURNISH:

Print orders, individual binding instructions, stamping dies not to exceed one square inch, previously bound samples, and material(s) to be bound (including printed labels for inside front cover and pockets for circulation cards with required).

Agencies may have the option to supply the contractor with individual binding forms unique to a single agency. There will be no requirement for all agencies to use contractor-supplied binding forms.

Agencies may furnish the GPO and the contractor a profile of their particular requirements. The contractor shall follow the profile unless otherwise instructed.

Contractor will be responsible for pickup of Government furnished materials at locations throughout the western United States.

**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.

The contractor must furnish suitable shipping containers when picking up material to be bound, and when delivering the completed product(s).

After award, the contractor must furnish samples of binding materials to each Government department or agency, showing the colors available to be ordered under this contract, and provide instructions on the use of individual binding instruction forms, if GPO Form 909 is not acceptable.

The contractor will be required to supply a minimum of 15 colors of buckram available at the time of bidding.

The contractor will supply, at no additional expense, binding forms and provide instructions in their use to all agencies desiring to use the contractor's forms. These bindery forms and instructions shall be made available for customer on-line access and use via the contractor's web site. If the contractor uses adhesives to affix the binding instruction slips to the text to be bound, the adhesive must not damage the text.

The contractor will supply preprinted binding forms for titles previously bound and already established in the contractor's database for those agencies that wish to use them. The information on the forms must be correct, based on instructions provided by the agency, and the forms must be supplied in timely manner. These established instructions will not be altered by the contractor without permission from the agency.

The contractor must maintain records for the spine stamping pattern, color of cover and color of stamping foil so the uniformity of sets can be maintained.

**CONTRACTOR'S RESPONSIBILITY:**

The contractor must verify the number of volumes received and delivered, and will be responsible for the safekeeping of the Government's materials submitted for binding under the terms and conditions of this contract while in his plant, or during transit to or from his plant, and will be responsible for replacing any items lost or damaged. The value of the volumes lost will be determined by the Government, and will include processing costs.

The cost and burden of locating volumes requiring replacement, due to loss or damage by the contractor, shall be borne by the contractor. If the agency should choose to replace the item(s), costs to the contractor will include the cost of replacement, ordering, receiving and processing. Additionally, a charge shall be levied for any item found to be out of print and irreplaceable. The charge will be based on the cost of the original item times two, or the cost related to ordering, receiving and processing a like or similar item, whichever is greater. The contractor will settle with the Government on replacement volumes within 120 workdays after notification that the item(s) is missing.

**BINDING REQUIREMENTS:**

Materials and quality of workmanship shall be in accordance with the *Standard for Library Binding* (ANSI/NISO Z39.78-2000) specifications.

Required operations must be performed to insure that the end product will be capable of withstanding the rigors of normal library circulation or use.

**Binding of Books (Monographs):** For the purposes of this contract, a book shall be defined as any graphic material consisting of a number of leaves, produced originally as a unit, and submitted for binding or re-binding as a unit.

**Binding of Periodicals:** A periodical shall be defined as a series of multi-leaved, like constituted, serially numbered graphic units submitted for binding into a composite unit.

**Binding of Newspapers:** A newspaper volume shall be defined as a series of newspaper issues arranged for binding into a composite unit.

**Re-casing:**

As instructed by the individual agency, text blocks strongly sewn with adequate and intact stitching appropriate to the size of the text blocks shall be recased, but not resewn. Likewise, requests for recasing shall also apply to previously bound volumes that have worn or damaged covers with adequate, intact sewing.

Old covers shall be removed and the old spine lining and adhesive shall be carefully and completely removed from the text blocks. Sewing is not to be disturbed. The contractor shall remove adhesive from the spines of furnished paperback volumes to be recased, if possible. If, after careful inspection of the text block, the sewing is not sound, the contractor shall make minor repairs, select a different method or return the volume to the Government.

In the case of text blocks originally sewn through the fold, endpapers shall be single leaf hinged with reinforcing cloth to a single folded sheet. The single leaf shall serve as the paste down over the inside of the board used in case construction. In the case of text blocks originally oversewn, endpapers shall be single folded sheet tipped 1/4" from the edge of a single leaf. A 1/4" strip of reinforcing cloth shall be adhered along the binding edge of the folded sheet and the exposed 1/4" margin of the single leaf.

New endpapers shall be sewn to the text block using a method that is compatible with the original sewing structure. In the case of text blocks originally sewn through the fold, endpapers shall be attached by sewing through the fold of the next-to-outermost signature, front and back of text block, and then through the fold of the single folded sheet of the endpaper. In the case of text blocks originally oversewn, endpapers shall be attached by whip stitching, with stitches approx. 1" apart. After sewing, the outermost leaf shall be folded and tipped back flush and parallel to (but not extending beyond) the binding edge of the text block, to cover the sewing thread and to allow the endpaper hinge from the binding edge.

**Over sewing:**

Over sewing shall be used for volumes in single sheets with inner margins at least 5/8" after milling, or with paper unsuitable for double-fan adhesive binding.

Preparation: The spine of the volume shall be milled if necessary to free the leaves for sewing. No more than 1/8" of the inner margin shall be removed.

Process: All volumes shall be divided into uniform sections, each not less than .055" thick and not more than .065". As many needles as possible shall be used, provided that the sewing is no closer to the head or tail of the volumes than 1/4 inch after trimming, and no further than 1". The shuttles thread shall be coated with methyl cellulose paste during sewing, or a thin line of paste shall be applied along the binding margin of each section prior to sewing. In no case shall the sewing be closer to the text than 1/8 inch.

Endpapers: In the case of oversewn text blocks, the endpapers shall meet the specifications of the *Standard for Library Binding* (ANSI/NISO Z39.78-2000). After sewing, the outermost leaf shall be folded, and tipped back flush and parallel to (but not extending beyond) the binding edge of the text block, to cover the sewing thread and to allow the endpaper to hinge from the binding edge.

**Double-fan Adhesive Binding:**

Unless instructed otherwise by the individual agency, volumes in single sheets shall be double-fan adhesive bound using an adhesive that meets the specifications as cited in the *Standard for Library Binding* (ANSI/NISO Z39.78-2000).

Preparation: The spine of the volume shall be milled to roughen it, to remove all old adhesive, and to free all leaves to allow for optimal fanning. As many paper fibers as possible shall be exposed for optimum linkage of paper and adhesive. Notching the spine is acceptable if the contractor deems it appropriate for certain volumes. If the spine is notched, notches shall be no deeper than 1/8", and in no case shall they invade the text.

Process: The milled text block shall be securely clamped. The binding edge shall be fanned first in one direction, as adhesive is applied by brush or by roller, and then in the opposite direction, as adhesive is applied. The penetration of adhesive between leaves shall be approximately 1/64" inch so that each leaf is tipped to the next. No adhesive shall run between pages farther than 1/8" and in no case shall it run into the text area. If the binding edge is notched, all notches shall be filled with adhesive.

Endpapers: In the case of double-fan adhesive bound text blocks, the endpapers shall be single folded sheets reinforced at the binding edge by a strip of fabric 1-1/4" wide, that is tipped to the text block during the fanning process.

Lining with stretchable fabric: A stretchable fabric lining, meeting the specifications of the *Standard for Library Binding* (ANSI/NISO Z39.78-2000), shall be squarely and snugly adhered to the spine of the text block. This lining shall cover the entire spine, head to tail, and shall extend onto the endpapers at least 1".

Drying the adhesive: The text block shall be positioned squarely and allowed to dry without the use of a heating or drying device.

Second spine lining: A second lining of cloth, meeting the specifications of the *Standard for Library Binding* (ANSI/NISO Z39.78-2000), shall be adhered to the spine of all text blocks bound by the double-fan method. The process shall be that specified in "lining the spine" *Standard for Library Binding* (ANSI/NISO Z39.78-2000).

**Sewing Through the Fold:**

All volumes in folded sections shall be sewn through the fold by machine or hand unless instructed otherwise by the agency. If folded signatures are cut and another binding method utilized without specific instructions from the agency, the contractor is responsible for the cost of a replacement volume.

Sewing through the fold by machine: The kettle stitches shall be no closer to the head and tail of the text block than 1/4" after trimming, and no farther than 1". Sewing tapes may or may not be used, depending on instructions from the agency.

Sewing through the fold by hand: Text blocks sewn through the fold by hand shall be sewn on tapes of suitable width spaced no more than 2" apart and no more than 2" from the kettle stitches. The kettle stitches shall be no closer to the head and tail of the text block than 1/4" after trimming, and no farther than 1".

Endpapers: In the case of text blocks sewn through the fold, endpapers shall be two folded sheets, nested. The binding edge of the outer sheet shall be reinforced with a 1-1/4" strip of fabric.

**Newspapers:**

Newspapers that are creased or badly wrinkled shall be straightened out, as much as possible, by sponging and pressing; the entire volume being placed between press boards, while the folds are still damp, and subjected to pressure until dry and flat.

Sections shall be refolded whenever the original fold is crooked, or is so far off-center that it would cause the sewing to encroach on the print.

Single leaves shall be tipped-in, in proper position for their sewing.

Every newspaper volume shall be sewn in sections on three or more tapes, or cords with linen thread, unless otherwise instructed by the agency. Tapes shall be no less than 1/2" wide.

Newspaper volumes shall be trimmed as little as possible, and if necessary, to prevent bleeding the print, they may be trimmed on their heads only.

Backs shall be lined with approved cotton fabric extending to within 1" of the head and tail, and leaving an extending flap at least 2-1/2" wide on each side.

Endpapers shall be reinforced with cloth joints of lightweight buckram or fabric of equal weight. The cloth shall be wide enough so that it will extend at least 2 inches beyond the sewing.

Rounding and backing shall not be required.

## **BINDING OPERATIONS:**

### **Examination and Collation:**

All volumes shall be carefully examined before being taken apart to determine the most suitable method of binding. This examination shall include margins, condition of paper, or a determination that library binding is inadvisable.

Materials not suited for binding because of the brittle condition of the paper, shall be returned to the agency unbound, unless the agency's profile or binding instructions indicate otherwise.

All volumes, with the exception of periodicals, shall be collated to insure completeness and proper sequence of pages.

All periodical volumes shall be checked for correct issue sequence, proper sequence of pagination, and completeness. Binding instructions shall determine the arrangement of title page, index, inserts, supplements, etc., and the inclusion or omission of covers and/or advertising. An additional charge for custom collation, as defined in the *Standard for Library Binding* (ANSI/NISO Z39.78-2000), will be allowed under Item II.(d). Unless instructed otherwise, incomplete volumes, or those with other defects, should not be bound. These volumes should be reported to the submitting agency or returned unbound.

Loose extraneous materials, such as binding forms, book cards, book markers, or subscription cards, shall not be bound into the volumes.

Books originally bound by spiral, plastic combs, or similar methods, are to be handled in accordance with the instructions furnished with the print order.

Foreign language and technical volumes shall be given such special checking and collation as may be necessitated by the nature of the contents.

The contractor shall take steps to preserve maps, illustrations, and folded sheets that are likely to be damaged when the spine of the text block is milled, the leaves attached, or the text block is trimmed. Options include selecting a method of leaf attachment that requires as little of the binding margin as possible; setting the map or illustration out on a strip of reinforcing cloth or alkaline paper that is compatible with the weight and texture of the map or illustration; constructing a cloth or alkaline paper pocket for the map or illustration; and/or leaving the text block untrimmed. The agency should provide instructions as to which option the contractor should select.

Custom collation: Occasional orders will require removal of front/back covers, grouped or scattered ads, and custom placement of title page, Table of Contents, index pages and/or other supplements.

### **Preparation of Spines:**

Rounded and backed text blocks, which must be rebound and for which it is not possible to preserve the original sewing structure, shall have boards removed and the old rounding and backing taken out by nipping before the spine edge is trimmed or milled.

For text blocks which must have the spine edge trimmed or milled away in preparation for oversewing or double-fan adhesive binding, as little as possible, and not more than 1/8", of the edge shall be removed in order to preserve as much of the inner margin as possible.

Very bulky serial issues which are saddle stitched and which cannot be sewn through the fold (e.g., when they must be bound together with non-saddle stitched issues) shall be prepared for double-fan adhesive binding or oversewing by slitting through the fold rather than by trimming or milling.

**Removal of Staples:** All staples shall be pulled from side stitched text blocks to provide an inner margin of maximum width. All staples shall be removed from saddle stitched issues prior to their being sewn through the fold. No text blocks shall have staples removed by trimming or milling.

**Leaf Attachment:** Unless specified otherwise in this document or specific instructions from the agency, methods of leaf attachment should strictly adhere to the guidelines provided by the *Standard for Library Binding* (ANSI/NISO Z39.78-2000).

**Trimming:** All books shall be trimmed as slightly as possible or left untrimmed, if so instructed. Under no circumstances shall any volume be trimmed to the extent that printed matter shall be removed in any part, unless specific permission is granted by the individual agency. Trimming should not be in excess of 1/8 inch at the head, tail, or fore edge, and no folds are to be trimmed. If any text or printed matter is trimmed, the contractor is responsible for the cost of the replacement volume.

**Gluing the Spine:** Spines of all text blocks shall be glued. The adhesive shall thoroughly coat the spines. Text blocks shall be stacked squarely and allowed to dry without the use of a heating or drying device. For volumes that are sewn through the fold, the adhesive shall be applied prior to trimming.

**Rounding and Backing:** With the exceptions noted below, all text blocks shall be evenly rounded to form a smooth and convex spine, and a concave fore edge. Rounded text blocks shall be backed to form shoulders that are symmetrical, uniform head to tail, and as nearly equal in size to the anticipated board thickness as possible. If the contractor fails to follow instructions regarding whether a volume should be rounded and backed, he will incur a charge equal to the cost of the binding.

Double-fan adhesive bound text blocks shall not be rounded and backed unless the agency's binding slip or profile specify.

Text blocks sewn through the fold, but with signatures of more than 1/4" in thickness, shall be rounded, but not backed.

No rounding and backing will be required in the following cases:

Text blocks already rounded and backed that are to be recased only;

Text blocks under 1/4" in thickness;

Flat backed text block being recased.

**Lining the Spine:**

Cloth lining: The spines of all text blocks shall be lined with spine lining cloth. This includes double-fan adhesive bound text blocks to which a stretchable spine lining has already been applied. The cloth shall be cut to within 1/2" of both head and tail of the text block, and shall extend squarely onto each endpaper at least 1". The grain of the spine lining cloth shall run parallel to the spine of the text block.

Extra paper lining: The spines of all volumes over 1-1/2" in thickness that have been sewn through the fold or recased, and the spines of all other volumes over 2-1/2" in thickness, or that weigh more than 5 lbs., shall be reinforced by an extra lining of alkaline paper applied over the cloth lining for additional support. The paper shall be cut to the height and width of the spine and shall be no lighter than 60 lb. text weight. The grain of the paper lining shall run parallel to the spine of the text block.

**Covers:**

The covers shall be made of F Grade buckram over binder's board (the grain of which must run parallel to the binding edge), with uniform squares. The thickness of the board must be suited to the size and weight of the volume.

The cover material must be turned in sufficiently to insure good adhesion (normally 5/8" is sufficient).

All materials must conform to the standards set forth in the *Standard for Library Binding* (ANSI/NISO Z39.78-2000).

Inlays: All covers shall have an inlay of flexible paper, with the grain running lengthwise of the inlay, and securely attached to the inside of the backbone of the cover. The paper shall be cut at least the same length as the cover boards, and its width must cover the back of the book after it has been rounded and backed. Inlay paper shall be not less than .012", nor more than .030", and shall have a minimum pH of 7.0.

**Casing-in:**

Unless specified otherwise, all adhesive materials and applications shall be in accordance with the specifications outlined in the *Standard for Library Binding* (ANSI/NISO Z39.78-2000).

Text blocks shall be cased in squarely and tightly. All squares shall be uniform around the perimeter of the text block; and shall be 1/8" wide, plus or minus 1/16", depending on the size of the text block. The corners of the covering shall be left uncut so that library corners can be made; or shall be cut at a 45 degree angle so that traditional corners can be made. The covering material shall be turned in snugly and uniformly, approximately 5/8" on all sides, and shall adhere neatly and tightly to the edges of the boards.

Very heavy or thick text blocks may be bound flush with the bottom of the case (that is the case will have no square at the tail) per instructions from the agency. When text blocks are bound flush with the bottom of the case, the cord at the tail of the inlay shall be omitted.

Cased-in volumes shall either be pressed between metal-edged boards until thoroughly dry; or pressed in a building-in machine using sufficient pressure, dwell, and heat to ensure good adhesion of the endpapers to the boards and turn-ins, and good adhesion of the covering material to the spine lining and endsheets in the joint area of the text block. The amount of adhesive applied to the joints, and the

method used for building-in, shall be sufficient to ensure that joints are tight and secure, and cannot be separated without damaging the bonded surfaces.

Endpapers shall adhere to all surfaces smoothly, and be free of wrinkles and bubbles.

**Lettering:**

Lettering of author, title, and call number shall be done in gold or white foils, or black ink as directed by individual agencies. Stamping foils shall meet the performance specifications set forth in the *Standard for Library Binding* (ANSI/NISO Z39.78-2000). Lettering shall be permanent, sharp, clean, legible, and stamped with adequate pressure, temperature, and dwell to ensure adhesion of the foil to the covering material. All lettering shall be on the spine or the cover of the volume as directed by the individual agency. Volumes must be carefully measured to ensure the proper placement of lettering. Foil/ink used shall be subject to the approval of the Government Printing Office. The type is generally Record Gothic Condensed, but may be in another style acceptable to the agency.

Call numbers and departmental seal will be stamped when specified. Lettering shall generally consist of as many as 12 lines on the spine (including call numbers) and as many 10 lines for front cover lettering.

Contractor's prices submitted in the 'Schedule of Prices' shall include the cost of providing all required lettering and seal stamping, as well as any required lettering for foreign titles and accents, at no additional cost to the Government.

When volumes are too narrow to imprint lettering across the spine, lettering must be stamped so that spine reads down (top to bottom), with the base of the lettering towards the back cover of the volume unless instructions from the individual agencies indicate otherwise.

Unless otherwise indicated, all lettering shall be in 18 pt. type, except for books thinner than 1" may be lettered in 14 pt. type. All call numbers, which cannot fit on the spine, must be stamped in the upper left-hand corner of the front cover, as close to the spine as possible. All books and periodicals must be stamped with author, title, call number, volume, year, and other variable information as specified by individual agencies. The contractor shall keep records of stamping patterns and color of stamping foil for periodical titles so that uniformity of sets may be maintained. Proper and accurate stamping of all volumes, including accents in foreign titles, is essential.

**ADDITIONAL REQUIREMENTS:**

The following additional requirements are applicable only when so specified on the print order, binding instructions, or otherwise. All paper used for pockets or stubbing shall conform to the *Standard for Library Binding* (ANSI/NISO Z39.78-2000).

Furnished labels and/or pockets: When required, printed labels (book plates) approximately 3 x 5 inches and/or pockets (for circulation cards) will be furnished for contractor to affix in accordance with instructions furnished.

Pockets (to be made by contractor): Pockets shall be made of cloth or paper as specified by individual agencies.

**Cloth:** The pockets shall be made of lightweight pyroxylin impregnated book cloth over heavy alkaline paper. Cover material shall be turned-in enough to insure good adhesion and glued into position with an approved flexible glue. Size and capacity will be as ordered.

**Paper:** The pockets shall be made of heavyweight alkaline paper. Pocket size and capacity will be as ordered.

**Material** (i.e., maps, charts, etc.) will be gathered and inserted into pockets which will be glued in place, as indicated on the print order, or binding instructions.

Stubbing shall be added to volumes to compensate for thick pockets on back covers.

**Binding Stubs:** When parts with different heights are to be bound together, the tail of the resulting text block shall be flush, not the head. Stubbing shall be used, whenever practical, to make up for the size differences. In no case shall one piece be trimmed for the purpose of making it conform to a smaller piece with which it must be bound. Stubbing shall be also added to correct text blocks that flare out towards the fore edge.

**Security Strips:** Contractor will be required to insert Government furnished metallic strips under the end paper (cover lining) of back cover, within 7/8" of the spine of the volume, at no additional cost to the Government.

**PACKING:** Bulk packing of volumes for pickup and delivery must be in sturdy shipping containers furnished by the contractor. Shipment integrity shall be maintained to ensure arrival of contract orders without damage to contents. Under no circumstances shall volumes from different print orders or different batches within print orders be placed in the same container. Filled weight of containers shall not exceed 45 lbs. Wrap quantities of less than one-half a container full in shipping bundles. All wrapping materials must be furnished by the contractor.

**DISTRIBUTION:** Orders will deliver f.o.b. destination. Based upon past performance, orders will deliver throughout the western U.S., as follows:

Northern California – 80%  
Southern California - 10%  
Alaska and Hawaii - 5%  
Western U.S. (OR, WA, AZ, MT and NV) - 5%

Orders initiated by the 9th Circuit U.S. Court of Appeals will require inside pickup and inside delivery.

When deliveries are subject to a charge (such as "Inside Delivery") pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier, such separate charges shall be listed on the contractor's voucher for reimbursement at actual cost.

**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.

At the contractor's expense, furnished material must be picked up from the Government at the destinations and frequencies cited under 'DISTRIBUTION'.

Note: All Government furnished material available for pickup is neither wrapped nor packaged suitably for mailing or shipment. Any packaging, addressing or labeling necessary to insure safe transportation of these materials will be the sole responsibility of the contractor.

Orders must be completed and delivered within **25** workdays after notification of availability of Government furnished materials.

Based upon past performance, as many as 10% of the total contract orders will require delivery within **10** workdays after notification of availability of Government furnished materials.

Note: Before vouchers will be accepted by the Government Printing Office, an itemized and totaled statement must be submitted to the Department for examination and certification as to correctness of the billing.

Unscheduled material such as Government bills of lading, shipping 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.

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

### 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.

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.

Accelerated delivery: The percentage uprate charges submitted by the contractor under Item IV shall first be applied to 10% of the subtotal of costs obtained from Items I, II and III. The product of this application shall then be added to the subtotal of costs obtained from Items I, II and III to determine the each bidder's total contract bid price.

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

**I.**

A.  
(1) 5  
(2) 5

B.  
(1) 10  
(2) 10

C.  
(1) 50  
(2) 50  
(3)  
(a) 10  
(b) 10

D. 3

**II.**

A. 5  
B. 5  
C. 10  
D. 50

E.  
(1) 10  
(2) 5

F. 5  
G.  
(1) 5  
(2) 5  
H. 5

**III.**

A. 10

**IV.** See explanation above.

## **SECTION 4. - SCHEDULE OF PRICES**

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

Quotes due: 11:00 AM, May 20, 2020

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.

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

An entry of NC (No Charge) shall be entered if bidder 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.

**I. LIBRARY BINDING:** The prices offered must be all-inclusive for the binding and/or re-binding of books, periodicals, pamphlets and newspapers and must include the cost of all materials and operations required for binding in accordance with these specifications. The charges below must include the cost of stamping of lettering and seal(s), as described on page 15.

A. Re-binding or re-casing without re-sewing (includes end papers, overcasting, and re-backing, when required):

(1) Using old case.....	.....per bound volume.....	\$_____
(2) Making new case.....	.....per bound volume.....	\$_____

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

B. Books (up to 2") thick:

(1) Over sewn.....	per bound volume .....	\$ _____
(2) Double-fan adhesive.....	per bound volume .....	\$ _____

C. Periodicals (up to 2.5") thick, includes standard collation:

(1) Oversewn.....	per bound volume.....	\$ _____
(2) Double-fan adhesive.....	per bound volume.....	\$ _____
(3) Sew thru fold:		
(a) By machine (with or without tapes).....	per bound volume.....	\$ _____
(b) By hand (includes sewing on three or more tapes: any thickness).....	per bound volume.....	\$ _____

D. Newspapers (up to 2.5") thick,  
includes sewing on three or more  
tapes.....per bound volume .....

**II. ADDITIONAL MATERIALS AND OPERATIONS:** The prices offered for each of the following items must be all-inclusive for the performance of special operations, for certain orders, that are additional to those specified under Item I, and must include the cost of all required materials and operations necessary, in accordance with these specifications.

A. Binding of book volumes over 2"  
in thickness.....per additional 1/2" .....

B. Binding of periodical and newspaper volumes over  
2.5" thick.....per add'l 1/2" .....

C. Custom collation of periodical volumes.....per volume.....\$ \_\_\_\_\_

D. Rounding and backing double-fan adhesive  
bound volumes.....per volume.....\$ \_\_\_\_\_

E. Binding stubs:

(1) Up to and including 16 inches in length.....per 1/4 inch thick stub.....	\$ _____
(2) Over 16 inches.....per 1/4 inch thick stub.....	\$ _____

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

F. Affixing finished labels (book plates), or  
furnished pockets.....per label/pocket.....\$\_\_\_\_\_

G. Cloth or paper pockets (made by contractor),  
including insertion of mat'l and gluing in  
place, per binding instructions:  
(1) Paper pockets.....per pocket.....\$\_\_\_\_\_  
(2) Cloth pockets.....per pocket.....\$\_\_\_\_\_

H. Affixing furnished labels, pockets...per label/pocket.\$\_\_\_\_\_

**III. TRANSPORTATION CHARGES:** Transportation charges will apply to the pickup of furnished materials as well as the delivery of bound products. Reimbursement for transportation costs will be made in accordance with the contractor's charges quoted herein, based upon weight of each shipment indicated on verifying receipts submitted with contractor's billing voucher.

Bidder must quote a "per cwt" charge for shipment to, and pickup from, the destinations (at the estimated frequencies) cited under 'DISTRIBUTION' herein.

Fractional parts of 100 lb. shipments will be pro-rated at the "per cwt" rate.

All shipments must be made via traceable means.

A. Cost per 100 lb. (per cwt).....\$\_\_\_\_\_

**IV. ACCELERATED DELIVERY:**

Percentage upcharge for 10 work day delivery of orders .....%\_\_\_\_\_

**WEB SITE ADDRESS:** Contractor's web site address to be used as customer service portal for obtaining and execution of bindery forms for contract orders.

**http://** \_\_\_\_\_

Person to be contacted: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
(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).

**QUOTE ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this Quote is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the Firm) from the date for receipt of Quotes, 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 Quote acceptance period may result in expiration of the Quote prior to award.

**FIRM'S NAME AND SIGNATURE:** Unless specific written exception is taken, the Firm, by signing and submitting a Quote, 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 Quote being declared non-responsive.

Firm \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

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

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature and title of person authorized to sign this Quote) (Date)

\_\_\_\_\_  
(Person to be contacted) (Telephone Number) (Email)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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\_\_\_\_\_  
Initials

ITEM NC	DESCRIPTION	AWARD	BASIS OF	UNIT RATE	COST	UNIT RATE	COST
I.	Library Binding						
A.	Re-binding or re-casing without re-sewing (includes end papers, overcasting, & re-backing when required):						
(1)	Using old case...per bound volume.....	10	13.00	130.00	9.25	92.50	
(2)	Making new case...per bound volume.....	10	13.00	130.00	8.45	84.50	
B.	Books (up to 2") thick:						
(1)	Over sewn...per bound volume.....	20	13.00	260.00	8.35	167.00	
(2)	Double-fan adhesive...per bound volume.....	20	13.00	260.00	8.35	167.00	
C.	Periodicals (up to 2.5") thick, includes standard collation:						
(1)	Oversewn...per bound volume.....	100	15.00	1,500.00	11.25	1,125.00	
(2)	Double-fan adhesive...per bound volume.....	100	15.00	1,500.00	11.25	1,125.00	
(3)	Sew thru fold:						
(a)	By machine (with or without tapes)...per bound volumes.....	20	15.00	300.00	11.25	225.00	
(b)	By hand (includes sewing on 3 or more tapes; any thickness)...per bound volume.....	20	15.00	300.00	11.25	225.00	
D.	Newspapers (up to 2.5" thick, includes sewing on 3 or more tapes)...per bound volume.....	5	75.00	375.00	41.00	205.00	
II.	ADDT'L MATERIALS & OPERATIONS:						
A.	Binding of book volumes over 2" in thickness... per addtl 1/2":						
B.	Binding of periodical & newspaper volumes over 2.5" thick...per addtl 1/2":	10	1.50	15.00	1.50	15.00	
C.	Custom collation of periodical volumes...per volume.....	20	5.00	100.00	5.00	100.00	
D.	Rounding & backng double-fan adhesive bound volumes...per volumes.....	100	NC				
E.	Binding Stubs:						
(1)	Up to & including 16 inches in length...per 1/4 inch thick stub.....	20	2.50	50.00	2.50	50.00	
(2)	Over 16 inches...per 1/4 in thick stub.....	10	2.50	25.00	2.50	25.00	
F.	Affixing finished labels(book plates), or furnished pockets...per label/pocket.....	10	0.65	6.50	0.65	6.50	
G.	Cloth or paper pockets (made by contractor), in- cluding insertion of material & gluing in place... per binding instructions.						
(1)	Paper pockets...per pocket.....	10	5.50	55.00	5.50	55.00	
(2)	Cloth pockets...per pocket.....	10	7.00	70.00	7.00	70.00	
H.	Affixing furnished labels, pockets, per label/ pocket.....	10	0.50	5.00	0.50	5.00	
III.	Transportation charges:						
A.	Cost per 100 lb.(per cwt).....	20	75.00	1,500.00	45.00	900.00	
IV.	Accelerated Delivery:						
	Subtotal of items I. thru III.			6,596.50		4,657.50	
	Percentage upcharge for 10 work day delivery of orders	10%	50%	329.83		\$4,657.50	
	CONTRACTOR TOTALS			\$6,926.33			
	DISCOUNT			\$6,657.33		\$4,657.50	
	DISCOUNTED TOTALS						
	AWARDED						