

Program 3960-S R-2, May 1, 2020 to March 31, 2021								
TITLE: Quick Schedule Copying								
			(Contr #1 - E4)				(Contr #2 - G4)	PREVIOUS
			CCPPM				Robinson/Anderson	CCPPM
			CA				CA	CA
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COPYING:							
1.	Copying (Prices do not include cost of paper)							
(a)	Black -only copying per 8-1/2 x11" per 100 printed pages.....	33,000	2.00	66,000.00	3.25	107,250.00	2.00	66,000.00
(b)	4 color copying per 8-1/2 x 11" per 100 printed pages.....	6,400	16.00	102,400.00	7.25	46,400.00	18.00	115,200.00
©	Tab dividers prtng black only per 100 printed dividers.....	620	6.00	3,720.00	5.80	3,596.00	7.00	4,340.00
2.	Copying of fold-ins:(Prices include cost of paper, folding, collation & insertion).							
(a)	Black-only on 1 side only per 100 foldin unit.....	530	7.50	3,975.00	11.30	5,989.00	8.00	4,240.00
(b)	Black only on both sides per 100 foldin unit.....	420	11.00	4,620.00	17.40	7,308.00	14.00	5,880.00
3.	Large format copying:(Prices include the cost of paper).							
(a)	Black-only copying per sq ft.....	100	0.25	25.00	0.80	80.00	0.20	20.00
(b)	4 color copying per sq ft.....	100	1.50	150.00	1.60	160.00	2.25	225.00
4.	Scanning of large format legacy maps, documents:							
(a)	Digital scanning of black only large format legacy maps, documents per sq ft.....	100	0.25	25.00	2.00	200.00	0.20	20.00
(b)	Digital scanning of color large format legacy maps, documents (including the cost of color correction to match furnished original per sq ft....	100	1.50	150.00	2.80	280.00	2.25	225.00
II.	PAPER:							
(a)	White Uncoated Text, 50lb,white wrtg (20 lb), Plain copier, xerographic, laser white and color (20 lb)....	21,000	NC		1.35	28,350.00	NC	
(b)	White Uncoated Text (60 lb), white writing (24 lb), Plain copier, laser white and colors (24lb).....	300	1.50	450.00	1.88	564.00	1.00	300.00
©	Plain Copier, xerographic copier, laser colors (24 lb).....	400	2.00	800.00	1.60	640.00	1.50	600.00
(d)	Gloss coated text (80 lb).....	810	2.50	2,025.00	1.92	1,555.20	2.80	2,268.00
€	Smooth and embossed text, white and color(60 lb)	100	1.50	150.00	2.09	209.00	1.00	100.00
(f)	Smooth and embossed text, white and color (70lb).....	5	2.00	10.00	2.45	12.25	1.50	7.50
(g)	Index, white (110 lb).....	5	2.50	12.50	3.20	16.00	2.50	12.50
(h)	Index, colors (110 lb).....	5	3.00	15.00	3.10	15.50	2.50	12.50
(i)	Vvellum-finish cover, white (65 lb).....	10	3.50	35.00	3.50	35.00	2.50	25.00
(j)	Vvellum-finish cover, colors (65 lb).....	5	4.00	20.00	3.75	18.75	2.50	12.50
(k)	Vvellum-finish cover, white (80 lb).....	5	4.00	20.00	4.40	22.00	3.50	17.50
(l)	Vvellum-finish cover, colors (80 lb).....	30	4.50	135.00	4.45	133.50	3.50	105.00
(m)	Gloss coated cover, white (80lb).....	50	5.00	250.00	3.65	182.50	4.50	225.00
(n)	Silk/dull coated cover (80 lb).....	200	5.00	1,000.00	3.65	730.00	4.50	900.00
(o)	Clear plastic cover sheet.....	15	25.00	375.00	28.00	420.00	25.00	375.00
(p)	Acrylic coated 17pt. Flexible cover.....	5	50.00	250.00	60.00	300.00	50.00	250.00
(q)	Index, White tab dividers (9 x 11", 1/5th cut:110 lb per 100 dividers.....	620	8.00	4,960.00	4.50	2,790.00	10.00	6,200.00
III.	Add'l Operations:							
(a)	Drilling, up to 3 holes per run...per 100 leaves...	600	0.30	180.00	0.30	180.00	0.25	150.00
(b)	Typesetting/ composition of tab divider copy per line.....	250	0.50	125.00	0.75	187.50	0.50	125.00
©	Trimming (Applies only to products with a trim size smaller than 8-1/2 x 11"....per cut, per 100 leaves.....	25	1.00	25.00	0.45	11.25	0.50	12.50
(d)	Inserting tabs, divider sheets throughout per 100 leaves.....	500	2.50	1,250.00	3.00	1,500.00	2.50	1,250.00
€	Banding w/ kraft paper, rubberband or tie per band.....	10	0.50	5.00	0.30	3.00	0.25	2.50
(f)	Shrink wrapping...per wrap.....	500	0.20	100.00	0.25	125.00	0.20	100.00
(g)	Plastic comb binding (includes binder material collating & punching per piece.....	20	1.50	30.00	1.50	30.00	1.00	20.00
(h)	One wire stitch (staple)at upper left corner or 2 side wire stitches along bend edge...per piece....	8,000	0.02	160.00	0.025	200.00	0.02	160.00

(i)	Saddle-stitching(includes collating, folding) per piece.....	2,000	0.12	240.00	0.10	200.00	0.12	240.00		
(j)	Plasti-Koil binding (includes binder material, collating & punching)...per piece.....	850	1.00	850.00	0.95	807.50	0.80	680.00		
(k)	Double Wire-O binding (includes binder material, collating & punching)...per piece.....	200	1.50	300.00	1.20	240.00	1.50	300.00		
(l)	Velo binding (includes binder material & collating)...per piece.....	10	1.50	15.00	2.50	25.00	1.50	15.00		
(m)	Folding:									
1.	Single sheet letterheads, brochures, etc.with 1 to 3 parallel & or right angle folds per 100 sheets.....	200	1.00	200.00	1.40	280.00	1.00	200.00		
2.	Multiple sheet products (newsletter, etc.) with 1 or 2 parallel or right angle folds.....	20	4.00	80.00	1.60	32.00	2.00	40.00		
3.	Large format drawings with parallel & or right angle folds to approx 8-1/2 x 11" per 100 sheets...	2	10.00	20.00	50.50	101.00	40.00	80.00		
(n)	Laminating w/ clear 3 mil or 5 mil thick gloss or matte film laminate ...per sq ft.....	400	1.00	400.00	1.25	500.00	1.00	400.00		
(o)	Addressing of mailers:									
1.	Using furnished digital database per 100 pieces..	5	10.00	50.00	12.00	60.00	10.00	50.00		
2.	Using furnished pressure sensitive labels per 100 pieces.....	2	10.00	20.00	12.00	24.00	15.00	30.00		
(p)	provision & affixing of pressure-sensitive sealing tabs/dots to self mailers per 100 tabs/dots.....	35	3.00	105.00	3.00	105.00	2.50	87.50		
(q)	Padding (typically 50 to 200 sheets per pad, with chipboard backer, per 100 pads.....	5	0.20	1.00	1.00	5.00	0.20	1.00		
®	Insertion of contents into Govt furnished 3 ring binders...per binder.....	100	0.50	50.00	0.60	60.00	0.50	50.00		
(s)	Digital archiving of scanned legacy maps & documents (saved as TIF files) burned onto labeled CD-R disc(s)...per CD-R disc.....	5	15.00	75.00	24.00	120.00	15.00	75.00		
(t)	Perfect binding:									
1.	Up to, including 1" thickness...per piece.....	1,100	0.75	825.00	0.75	825.00	0.75	825.00		
2.	Greater than 1" thickness...per piece.....	4,700	1.10	5,170.00	1.00	4,700.00	1.10	5,170.00		
(u)	CD-R/DVD Replication/Duplication from master disk to include CD-R/DVD, prtng on label or directly onto disk & paper sleeve.									
1.	1-20 CD-R/DVD's...per CD-R/DVD disc.....	10	3.00	30.00	4.00	40.00	3.00	30.00		
2.	21-250 CD-R/DVD's...per CD-R/DVD disc.....	600	2.50	1,500.00	3.60	2,160.00	2.40	1,440.00		
3.	251-500 CD-R/DVD's...per CD-R/DVD disc.....	1,000	1.75	1,750.00	3.00	3,000.00	2.00	2,000.00		
4.	500 & up CD-R/DVD's...per CD-R/DVD disc.....	3,000	1.50	4,500.00	2.75	8,250.00	1.75	5,250.00		
(v)	Plastic slash multi colored pockets	3	125.00	375.00	1.50	4.50				
IV.	Accelerated Delivery:									
	Percentage upcharge for same day delivery of orders (based upon availability of furnished materials by 10am for pick up by the contractor		NC		5%		NC			
	Subtotal items I,II,III			210,003.50		231,032.45		226,344.00		
	Estimated % with Accelerated delivery	10%		21,000.35		23,103.25		22,634.40		
	Contractor upcharge for Accelerated Delivery		NC		NC	1,155.16	NC			
	CONTRACTOR TOTALS			210,003.50		232,187.61		226,344.00		
	DISCOUNT	1%		\$2,100.04	2%	\$4,643.75	1%	2,263.44		
	DISCOUNTED TOTALS			\$207,903.47		\$227,543.86		221,080.56		
				AWARDED						

Specifications by: AZ
Reviewed by: MB

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
Various Government Agencies

Single Award

The term of this contract is for one year, beginning **May 1, 2020 and ending April 30, 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.

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 25 miles of downtown Sacramento, CA.

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.

For information regarding the solicitation requirements *prior to* award, email Alan Zada at azada@gpo.gov or at (707) 748-1970, Ext. 6.

BID OPENING: Bids shall be opened at **11:00 AM Pacific Time, on APRIL 24, 2020** at the U.S. Government Publishing Office, San Francisco Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to **bidssanfran@gpo.gov** for this solicitation. No other method of bid submission will be accepted at this time. Program 3960-S R-2 and the bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the bid opening date specified above will not be considered for award.

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When

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

R-2: Restricted production facility location has been changed to assumed facility location.

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.

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.

SUBCONTRACTING: Contractor may subcontract the digital scanning of large format legacy maps and documents.

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	Avg. Type Density, Furnished Copy, O.K. Preproduction Sample

P-8. Halftone Match (Single, Double Impression)

Furnished Copy,
O.K. Preproduction Sample

P-10. Process Color Match

Furnished Reproducible,
OK Preproduction Sample, Psychological Reference Colors*

* Psychological Reference Colors: These are colors that are seen regularly, easily recognized and readily remembered. Psychological research has shown that people tend to agree on the appearance of these basic color references. Examples of such psychological reference colors include blue sky, green grass, red apples and human flesh.

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.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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, 2020 to April 30, 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 **May 1, 2020 to April 30, 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 **January 31, 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.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications describe quick turnaround copying of various forms, brochures, newsletters, large format drawings, etc., requiring such operations as copy pickup (including digital retrieval via contractor's FTP site, capable of conveniently transmitting large files), generation of printing media/reproducibles from furnished digital copy, black-only and four-color (including duplex color) electrostatic, thermal or other copying process, digital scanning of large format legacy maps/documents, CD-R/DVD replication/duplication, binding, drilling, folding, laminating, addressing of printed pieces using furnished labels and/or digital mailing address database(s), packing and delivery.

TITLE: Quick Schedule Copying.

FREQUENCY OF ORDERS:

Black-only copying: Approximately 50-55 orders per year.

Four-color copying: Approximately 70-75 orders per year.

Tab dividers printing black-only: Approximately 20-25 orders per year.

Large format drawings: Approximately 2-5 orders per year.

CD/DVD replication/duplication: Approx. 12-17 orders per year.

Based upon past performance, orders may contain as many as five products per order.

QUANTITY:

Black-only copying: Approximately 500 to 250,000 (avg. 60,000) copies per single-sided or duplex original per order.

Four-color copying: Approximately 100 to 100,000 (avg. 8,700) copies per single-sided or duplex original per order.

Tab dividers printing black-only: Approximately 50 to 14,000 (avg. 2,800) single-sided tab dividers per order.

Large format drawings: Approximately 1 to 5 (avg. 2) copies of 1 to 5 (avg. 3) originals per order.

CD/DVD replication/duplication: Approximately 45 to 810 (avg. 280) replicated/duplicated disks from master copy per order.

TRIM SIZE:

Single-sheet products: Up to 17 x 11", typically 8-1/2 x 11".

Books and pamphlets: Up to 17 x 11", typically 8-1/2 x 11".

Tab dividers: Typically 9-1/2 x 11", includes 1/2" tab.

Large format drawings: Up to 48 x 36", typically 24 x 36".

GOVERNMENT TO FURNISH: Reproducible copy consisting of various types of forms, letters, files, misc. documents, manuals, handbooks, legacy maps, master CD/DVD's, etc.

Digital copy: The Government will also provide CD-R or DVD disc(s) containing Macintosh-compatible or Windows-compatible MS Word, MS Publisher, InDesign, PageMaker, Illustrator and/or

Photoshop files and/or Adobe Acrobat Portable Document Format (PDF) files. Digital fonts will typically be included or embedded. A GPO Form 952 will accompany the furnished digital files. Mailing address database(s): Digital databases of furnished mailing addresses may include Microsoft Excel, Microsoft Access, Microsoft Word and ASCII variable length filed, comma-delimited formats.

Mailing address labels, envelopes: It is anticipated that the Government will occasionally furnish pressure-sensitive mailing address labels, as well as Government-furnished mailing envelopes for mailing purposes.

Vinyl-clad "Clear View" style three-ring binders, with clear poly pockets on outside covers and spine.

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.

Digital prepress, deliverables:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the GPO.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

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. 13*, dated September 2019, and any subsequent amendments thereto.

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

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

JCP Code A60, White Uncoated Text, 25 x 38", 50 and 60 lbs. per 500 sheets. No post-consumer fiber is required. Any percentage of post-consumer fiber is encouraged.

JCP Code D10, Writing, White and Colors (With Tablet Stock Option), 17 x 22", 20 lbs. per 500 sheets. Post-consumer fiber in any percentage is encouraged.

JCP Code O63, Plain Copier, Xerographic Copier, Laser Printer, Colors, 17 x 22", 20 and 24 lbs. per 500 sheets. Post-consumer fiber in any percentage is encouraged.

JCP Code O61, High Quality Xerographic Copier, Laser Printer, 17 x 22", 24 lbs. per 500 sheets.

JCP Code A91, Smooth and Embossed Text, White and Colors, 25 x 38", 60 lb. and 70 lb. per 500 sheets. Post-consumer fiber in any percentage is encouraged, (included colors to match Neenah's Evergreen 30PC line of text colors.)

JCP Code* A182, No. 2 Gloss-Coated Text, Basis Size 25 X 38", 80 lb. Suitable for use in high quality xerographic copiers or digital printers: Mohawk's Navajo Bright White, or equal. No post-consumer fiber is required. Any percentage of post-consumer fiber is encouraged

JCP Code* L12, No. 2 Gloss-Coated Cover, Basis Size 20 X 26", 80 lb. Suitable for use in high quality xerographic copiers or digital printers: Mohawk's Navajo Bright White, or equal. No post-consumer fiber is required. Any percentage of post-consumer fiber is encouraged

JCP Code* L62, No. 2 Silk / Dull-Coated Cover, Basis Size 20 X 26", 80 lb. Suitable for use in high quality xerographic copiers or digital printers: Mohawk's Navajo Radiant White, or equal. No post-consumer fiber is required. Any percentage of post-consumer fiber is encouraged

JCP Code K10, Index, White and Colors, 25-1/2 x 30-1/2", 110 lbs. per 500 sheets. Not less than 10% postconsumer fiber. Any percentage over 10 percentage points is encouraged.

JCP Code L20, Vellum- Finish Cover, White and Colors, 20 x 26", 65 lbs. and 80 lbs. per 500 sheets. Post-consumer fiber in any percentage is encouraged

JCP Code K10, Tab dividers: White Index, 25-1/2 x 30-1/2", 110 lbs. per 500 sheets. Any percentage over 10 percentage points are encouraged.

Clear protective plastic cover sheets, approximately .010" thick.

Acrylic coated flexible latex cover stock, approx .017" thick. (Fibermark's Lexotone 17, or similar, to be provided in standard stock colors.)

PLEASE NOTE: GPO has issued a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective contractors should carefully read this publication as the applicable standards 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.

PREPRODUCTION SAMPLES: Jobs requiring four-color copying may require the contractor to submit preproduction sample copies for evaluation before final production, per Government request. If preproduction copies are required, the contractor may not proceed with four-color copying without an "OK to print."

Some rush orders delivered in person may require same day generation of preproduction samples.

SCANNING OF LEGACY MAPS. DOCUMENTS: Occasionally the contractor will be required to digitally scan, print and archive furnished legacy documents of various sizes. The furnished legacy may be either black-only or contain color elements, typically on one side only. These documents are typically fragile in nature and are to be handled with care.

The contractor will be required to digitally scan the furnished documents at a resolution that will ensure faithful reproduction of all elements and details printed on the original.

If the furnished original contains color elements the contractor will be required to convert and color-correct all RGB elements to CMYK to best match the furnished color copy.

REPRODUCIBLES:

Output of furnished digital copy: Contract orders will include Government submittal of digital copy for reproduction. Unless otherwise specified, the contractor is not obligated to produce an order by RIPing (i.e. rasterizing) the furnished digital copy directly to a xerographic copying machine. The contractor may—at the contractor's option—digitally output a single first-generation copy on paper at a minimum of 600 dpi before placing it "on the glass" to produce the requisite number of second generation copies for final delivery.

Unless otherwise specified, the output copy shall match any furnished dummy hardcopy. In the absence of furnished dummy hardcopy, the final printed product shall match the "on screen" appearance of the furnished digital copy,

COPYING: It is estimated that approx. 60% of the total impressions will print both sides and approx. 40% will print one side only.

Color copying will require printing four-color process imagery on one (including black-only on reverse) or on both sides.

Large format copying: Large format products will typically print black-only or four-color process on one side only.

CD/DVD DUPLICATION/REPLICATION: Orders may require duplication/replication of furnished CD/DVD's supplied by the customer Agency. CD-R/DVD's may be reproduced as attachments to companion documents (cover 3) or as stand-alone mailers as indicated on each print order, or both.

All replicated duplicated CD-R/DVD discs shall be manufactured in accordance with the Phillips Orange book, Part II: CD-R, Vols. 1 and 2 (version 3.1. 1998).

Replicated/duplicated CD-R/DVD discs manufactured under the terms of this contract will be 650MB (74-minutes or 700 MB (80 minute) capacity discs (CD), to be used on consumer quality target CD-

ROM drives within a Microsoft Windows operating system environment or will be single-layer 4.7GB capacity DVD discs to be used on consumer quality target DVD-ROM drives

Discs will be single-layer standard, 12 cm (approximately 4.72"), with a spiral track, made of a polycarbonate substrate with a thin, highly reflective metal layer sealed with a protective lacquer in conformance with the ISO 16448 CD-ROM standard. Any printing on the disc shall comply with the requirements set forth in International Standards IEC 908 and amendment and ISO 10149. Inks used for the CD label will not damage the lacquer layer.

Patent rights: Several firms claim patent rights, which may be applicable to CD/DVD duplication. For example, see <http://www.licensing.philips.com>. U.S. Philips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the manufacture and duplication of CD-ROMs and assert it is impossible to manufacture or replicate a CD-R without infringing these patents. The patent claims cover, among other things, both the physical structure of and manner in which data is encoded on a CD-R. Other firms, including Discovision Associates, Irvine, CA, also claim similar patent rights.

Each contractor's attention is invited to the patent indemnification provisions of GPO Contract Terms (Pub.310.2 (Rev. 6-01)) since the successful contractor will be responsible for compliance with all applicable patents, including any for CD-R's. By submission of a bid, contractors certify that they hold a license under all patents applicable to their replication of CD-R's. NOTE: CD-R duplication method is at the option of the contractor.

Label or face printing of CD-R/DVD's: Contractor to print a label in black ink up to 4-color process that will be placed by the contractor on the face of the CD-R/DVD or the contractor may also print directly unto the face of the CD-R/DVD's. Overprinting directly unto the CD-R/DVD will require a satin-finish coating. Overprinting may be screen printed or litho printed. White base coat must provide suitable base for litho overprint and create a monotone surface over both the metallized and clear portions of the disc.

Before printing the labels or printing directly on the duplicated/replicated CD-R/DVD's, the contractor shall call the contact person cited on the Print Order to discuss the CD-R/DVD naming convention to be used for a given order. Unless otherwise indicated by the ordering agency, the contractor shall label or directly print on each CD-R/DVD in a professional manner to most accurately reflect the contents archived thereon.

Disk Packaging: The contractor shall slip each CD-R/DVD into a common commercially available paper envelope with poly window and flap. Each disc shall be inserted into a sleeve so that the disc label shows through the clear poly window. The contractor shall then attach the CD-R/DVD to cover 3 of companion book or in a suitable mailer for distribution as indicated on the Print Order.

MARGINS: Follow copy furnished unless otherwise specified.

BINDING: Bind as indicated on the order form (typically along the 11" dimension).

Various binding styles will be ordered, as follows:

Band individual copies with a strip of heavy Kraft paper, 3" in width, around the short dimension; or, at contractor's option, with a heavy rubber band, or tie with twine.

Wire stitch documents up to 1/2" thick once in upper left corner or twice at the side; or rubberband, as indicated on order form.

Saddle-stitch with two wire stitches, as indicated on the Print Order

Black (or occasionally colored) plastic comb binder of suitable capacity.

Black (or occasionally colored) Plasti-Koil binder of suitable capacity.

Double Wire-O binder of suitable capacity.

Velo binding of suitable capacity.

Black (or occasionally colored) thermo-plastic tape binding of suitable capacity.

Perfect binding.

Pad in sets (per quantity requested), with each pad including a chipboard stiffener at the back of each set.

Foldins may inserted throughout or gathered and inserted at the end of the text.

DRILLING: Orders will require two (typically three) to five 1/4" to 3/8" diameter holes, as indicated on the Print Order.

FOLDING: Folding of forms, brochures, newsletter, etc. with one to three parallel and/or right-angle folds will be required.

Large format drawings (typical size of 24 x 36") will typically require folding to a delivery size of approx. 8-1/2 x 11" with a combination of parallel and/or right-angle folds.

Fold the applicable product to finish size designated on the Print Order, or as otherwise instructed.

ADDRESSING, SEALING: The contractor will be required to generate mailing labels from furnished digital database(s) of mailing addresses and affix the generated labels per furnished instructions. Occasionally the contractor will be required to affix Government-furnished pressure-sensitive mailing address labels, per furnished instructions.

As instructed on the print order, the contractor will be required to affix a pressure-sensitive tab or "dot" onto designated self-mailers, suitably sealing the self-mailer closed for mailing, or as otherwise instructed.

At the contractor's option, the contractor may print a mailing address onto each self-mailer, in lieu of generating and affixing of mailing address labels.

ARCHIVING OF LEGACY MAPS. DOCUMENTS: The contractor shall save the scanned imagery as a black-only or CMYK TIF file.

The contractor shall name each TIF file to intuitively correspond to the contents of the scanned original(s) and shall archive the digital contents of each order by burning the TIF file(s) onto a CD-R disc.

All contractor-furnished CD-R discs are to satisfy ISO 10149 physical specifications and shall have a shelf life of 20 years.

The contractor shall permanently label each CD-R disc with the title of the scanned contents thereon, the Program number (i.e. 3960-S) and Print Order number, as well as the date.

Each archival CD-R disc shall be returned to the ordering agency in a protective sleeve with a flap and a clear round poly window. Each disc shall be inserted into a sleeve so that the disc label shows through the clear poly window.

PACKING: Pack suitable (rubber band, shrink wrap, etc.), or in accordance to specific instructions on the Print Order.

Pack in containers to ensure delivery without damage, packing each order separately with order form displayed on outside of container. Each shipping container not to exceed 40 lbs.

DISTRIBUTION: Contract order will typically deliver f.o.b. contractor's city or f.o.b. destination to various Government facilities within 25 miles of Sacramento, CA.

The contractor will be reimbursed for pickup and delivery of orders at addresses located beyond the greater Sacramento metro region (more than 25 miles from downtown Sacramento) upon submittal of verifying shipping receipt(s) with the contractor's billing voucher.

Certificate of Conformance: When using Permit Imprint Mail the Contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 1.85), supplied by the GPO and the appropriate mailing statement(s) supplied by the U.S.P.S.

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

SCHEDULE: Furnished material must be picked up from and delivered to address listed on Print Order. Inside delivery required. Based upon past performance, as many as 5% of the total orders will require pickup of furnished materials at the GPO office in Benicia, CA.

No definite schedule for pickup of material can be predetermined.

The schedule begins upon notification of availability of the Print Order and Government furnished materials for pickup by the contractor, as follows:

Accelerated (same-day) delivery: Based upon past performance, as many as 10% of the total contract orders will require same-day delivery, based upon contractor notification of availability of Government furnished materials for pickup before 10:00 AM.

Based upon past performance, as many as 10% of the total contract orders will require next-day delivery.

The balance of contract orders will deliver complete within two to 10 workdays.

NOTE: Occasionally orders placed will require the contractor to deliver Superintendent of Document copies in addition to those copies ordered for the ordering activity. The Superintendent of Document copies enumerated on the Print Order will deliver to the following two locations:

Copies designated as "Depository Copies" will deliver to: BAC (C&I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401, Item No: _____.

Copies designated as "File Copies" will deliver to: BAC (By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276, Marked: Depository File Copies.

The contractor shall be reimbursed for cost to ship the enumerated Superintendent of Document copies upon submittal of verifying receipt(s) with submittal of the contractor's billing invoice.

The "ship/deliver" date indicated on the print order applies to:

- (a) The date by which mailed copies are to **deliver** to the contractor's local post office; and
- (b) The date by which non-mailed copies are to **deliver** to the designated destination(s).

All Government Furnished Material must be returned with delivery of the order.

SECTION 3. - DETERMINATION OF AWARD

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

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 contractor's total contract bid price.

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

I.

- 1. (a) 33,000
- (b) 6,400
- (c) 620
- 2. (a) 530
- (b) 420
- 3. (a) 100
- (b) 100
- 4. (a) 100
- (b) 100

II.

- (a) 21,000
- (b) 300
- (c) 400
- (d) 810
- (e) 100
- (f) 5
- (g) 5
- (h) 5
- (i) 10
- (j) 5
- (k) 5
- (l) 30
- (m) 50
- (n) 200
- (o) 15
- (p) 5
- (q) 620

III.

- (a) 600
- (b) 250
- (c) 25
- (d) 500
- (e) 10
- (f) 500
- (g) 20
- (h) 8,000
- (i) 2,000
- (j) 850
- (k) 200
- (l) 10
- (m) 1. 200
- 2. 20
- 3. 2
- (n) 400
- (o) 1. 5
- 2. 2
- (p) 35
- (q) 5
- (r) 100
- (s) 5
- (t) 1. 1,100
- 2. 4,700
- (u) 1. 10
- 2. 600
- 3. 1,000
- 4. 3,000
- (v) 3

IV. See explanation above.

SECTION 4. - SCHEDULE OF PRICES

Bidders MUST submit email bids to **bidssanfran@gpo.gov** for this solicitation

Bids due: 11:00 AM / Date: April 24, 2020

Bids offered are f.o.b. destination to delivery sites within 25 miles of Sacramento, CA; and f.o.b. contractor's city for mailing orders and to delivery sites more than 25 miles from Sacramento, CA.

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.

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

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

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. The contractor may not charge pages printing only black on the reverse side of four-color copy at the four-color copy rate.

Charge for preproduction sample(s): Preproduction samples, if required, shall be charged in accordance with the applicable line item(s) in the 'Schedule of Prices.'

Digital makeready cost(s): Note that all the bids submitted for Item I shall include any digital makeready and/or preparation costs that may be required by Government submittal of simple Macintosh-compatible or Windows-compatible word processing files (MS Word, Corel WordPerfect, etc.) or Adobe Acrobat Portable Document Format (PDF) files. (See "Output of furnished digital copy" on page 10.) If the order includes submittal of a professional layout program with more complex digital content involving various font issues and/or with many links to attendant graphic files, or if the content requires more extensive digital preparation to RIP the furnished digital copy directly to the copying machine for higher quality halftone reproduction, then the contractor is to call the GPO to discuss issuance of a contract modification.

Products with a trim size as large as 5-1/2 x 8-1/2" shall be charged at *half* the bid 8-1/2 x 11" rates.

Products with a trim size between 5-1/2 x 8-1/2" and 8-1/2 x 11" shall be charged at the bid 8-1/2 x 11" rates.

Products with a trim size between 8-1/2 x 11" and 17 x 11" shall be charged at *twice* the bid 8-1/2 x 11" rates.

Bid prices for color copying shall include all collation cost(s): No additional charges for insertion of color copy with black-only copy will be allowed.

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

1. Copying: **Prices do not include cost of paper.**

- (a) Black-only copying....per 8-1/2 x 11" per 100 printed pages.....\$ _____
- (b) Four-color copying....per 8-1/2 x 11" per 100 printed pages\$ _____
- (c) Tab dividers printing black-only..... per 100 printed dividers....\$ _____

2. Copying of foldins: **Prices include cost of paper, folding, collation and insertion.**

- (a) Black-only on one side only..... per 100 foldin unit*\$ _____
- (a) Black-only on both sides..... per 100 foldin unit*\$ _____

* A charge will be allowed for each "foldin unit." The number of units in a particular foldin will be determined by dividing its trim size expressed in square millimeters (square inches) by 606 sq. mm (94 sq. inches), with any fractional remainder being rounded to the next whole number.

3. Large format copying: **Prices include the cost of paper.**

- (a) Black-only copying.....per sq. foot**\$ _____
- (b) Four-color copying.....per sq. foot**\$ _____

**A product's chargeable units to be determined by dividing the size of sheet, expressed in square cm (or square inches), and dividing by 144 sq. inches, with any fractional remainder rounded off to the closest whole number.

Initials

4. Scanning of large format legacy maps, documents:

- (a) Digital scanning of *black-only* large format legacy maps, documents.....per sq. foot**\$ _____
- (b) Digital scanning of *color* large format legacy maps, documents (includes the cost of color correction to match furnished original).....per sq. foot**\$ _____

** See note on previous page.

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 bidd.

Products with a trim size as large as 5-1/2 x 8-1/2” shall be charged at *half* the quoted 8-1/2 x 11” paper rates.

Products with a trim size between 5-1/2 x 8-1/2” and 8-1/2 x 11” shall be charged at the quoted 8-1/2 x 11” paper rates.

Products with a trim size between 8-1/2 x 11” and 17 x 11” shall be charged at *twice* the quoted 8-1/2 x 11” paper rates.

Per 100 leaves:
8-1/2 x 11"

- (a) White Uncoated Text, 50 lb.; Writing, White (With Tablet Stock Option) (20 lb.), Plain Copier, Xerographic Copier, Laser Printer, White and Colors (20 lb.)\$ _____
- (b) White Uncoated Text, 60 lb.; Writing, White (With Tablet Stock Option) (24 lb.), Plain Copier, Xerographic Copier, Laser Printer, White and Colors (24 lb.).....\$ _____
- (c) Plain Copier, Xerographic Copier, Laser Printer, Colors (24 lb.)...\$ _____
- (d) Gloss-Coated Text, 80 lb.....\$ _____
- (e) Smooth and Embossed Text, White and Colors (60 lb.).....\$ _____
- (f) Smooth and Embossed Text, White and Colors (70 lb.).....\$ _____
- (g) Index, White (110 lb.)\$ _____
- (h) Index Colors (110 lb.)\$ _____
- (i) Vellum- Finish Cover, White (65 lb.).....\$ _____
- (j) Vellum- Finish Cover, Colors (65 lb.).....\$ _____
- (k) Vellum- Finish Cover, White (80 lb.).....\$ _____

Initials

- (l) Vellum- Finish Cover, Colors (80 lb.).....\$ _____
- (m)Gloss-Coated Cover, White (80 lb.).....\$ _____
- (n) Silk / Dull-Coated Cover, White (80 lb.)\$ _____
- (o) Clear plastic cover sheet\$ _____
- (p) Acrylic coated 17 pt. flexible cover\$ _____
- (q) Index, White (110 lb.) tab dividers (9 x 11", 1/5th cut
per 100 tab dividers.....\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Drilling, up to three holes per run.....per 100 leaves\$ _____
- (b) Typesetting/composition of tab divider copy.....per line\$ _____
- (c) Trimming (Applies only to products with a trim size
smaller than 8-1/2 x 11").....per cut, per 100 leaves\$ _____
- (d) Inserting tabs, divider sheets throughout.....per 100 leaves\$ _____
- (e) Banding with kraft paper, rubber band or tie.....per band\$ _____
- (f) Shrink wrapping.....per wrap.....\$ _____
- (g) Plastic comb binding (includes binder material,
collating and punching).....per piece\$ _____
- (h) One wire stitch (staple) at upper left corner
or two side wire stitches along bind edge.....per piece.....\$ _____
- (i) Saddle-stitching (includes collating, folding).....per piece.....\$ _____
- (j) Plasti-Koil binding (includes binder material,
collating and punching).....per piece\$ _____
- (k) Double Wire-O binding (includes binder material,
collating and punching).....per piece\$ _____
- (l) Velo binding (includes binder material and collating).....per piece.....\$ _____
- (m)Folding:
 - 1. Single-sheet letterheads, brochures, etc. with one
to three parallel and/or right angle folds.....per 100 sheets\$ _____
 - 2. Multiple-sheet products (newsletters, etc.)
with one or two parallel or right-angle folds.....per 100 pieces.....\$ _____
 - 3. Large format drawings with parallel and/or
right angle folds to approx. 8-1/2 x 11".....per 100 sheets\$ _____
- (n) Laminating with clear 3 mil or 5 mil thick
gloss or matte film laminate.....per sq. ft.*\$ _____

* For laminating purposes, each 8-1/2 x 11" cut sheet shall be rounded up and considered to be one square foot in area and charged accordingly.

Initials

- (o) Addressing of mailers:
 - 1. Using furnished digital database.....per 100 pieces\$ _____
 - 2. Using furnished pressure-sensitive labels.....per 100 pieces\$ _____
- (p) Provision and affixing of pressure-sensitive sealing tabs/dots to self-mailers.....per 100 tabs/dots.....\$ _____
- (q) Padding (typically 50 to 200 sheets per pad, With chipboard backer).....per pad\$ _____
- (r) Insertion of contents into Government-furnished three-ring binders.....per binder\$ _____
- (s) Digital archiving of scanned legacy maps and documents (saved as TIF files) burned onto labeled CD-R disc(s) or thumb drive.....per CD-R/thumb drive.....\$ _____
- (t) Perfect binding:
 - 1. Up to, including 1” thickness.....per piece\$ _____
 - 2. Greater than 1” thickness.....per piece.....\$ _____
- (u) CD-R/DVD Replication/Duplication from master disk to include CD-R/DVD, printing on label or directly onto disk and paper sleeve.
 - 1. 1 -20 CD-R/DVD’s per CD-R/DVD disc\$ _____
 - 2. 21 -250 CD-R/DVD’sper CD-R/DVD disc\$ _____
 - 3. 251 -500 CD-R/DVD’sper CD-R/DVD disc\$ _____
 - 4. 500 and up CD-R/DVD’sper CD-R/DVD disc.....\$ _____
- (v) Plastic slash multi colored pockets, 5-1/2” x 8-1/2” and placed at the very back as last page in the coil book.....per 100.....\$ _____

IV. ACCELERATED DELIVERY:

Percentage upcharge for same-day delivery of orders (based upon availability of furnished materials by 10 AM for pickup by the contractor).....%

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

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

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 Firm) 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.

FIRM'S NAME AND SIGNATURE: Unless specific written exception is taken, the Firm, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the Bid 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 bid) (Date)

(Person to be contacted)

(Telephone Number)

(Email)

THIS SECTION FOR GPO USE ONLY

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

Program No 3960-S Term 05/01/15 To 04/30/16									
TITLE: Quick Schedule Copying									
ITEM NO	DESCRIPTION	BASIS OF AWARD	(Contr #1 - E4) Capital Digital CA	UNIT RATE/COST	(Contr #2 - G4) CCP/PM CA	UNIT RATE/COST	(Contr #3 - I4) Cornerstone Copies CA	UNIT RATE/COST	PREVIOUS (Contr #3 - I4)
I. COPYING:									
1. Copying (Prices do not include cost of paper)									
(a)	Black-only copying per 8-1/2 x 11" per 100 printed pages.....	33,000	660.00	0.02	2.00	66,000.00	1.70	86,100.00	
(b)	4 color copying per 8-1/2 x 11" per 100 printed pages.....	6,400	128.00	0.02	18.00	115,200.00	20.00	128,000.00	
(c)	Tab dividers prfg black only per 100 printed dividers.....	620	43.40	0.07	7.00	4,340.00	7.00	4,340.00	
2. Copying of fold-ins:(Prices include cost of paper, folding, collation & insertion)									
(a)	Black-only on 1 side only per 100 foldin unit.....	530	42.40	0.08	8.00	4,240.00	8.00	4,240.00	
(b)	Black only on both sides per 100 foldin unit.....	420	50.40	0.12	14.00	5,880.00	12.00	5,040.00	
3. Large format copying:(Prices include the cost of paper)									
(a)	Black-only copying per sq ft.....	100	14.00	0.14	0.20	20.00	0.14	14.00	
(b)	4 color copying per sq ft.....	100	250.00	2.50	2.25	225.00	2.50	250.00	
4. Scanning of large format legacy maps, documents:									
(a)	Digital scanning of black only large format legacy maps, documents per sq ft.....	100	15.00	0.15	0.20	20.00	0.21	21.00	
(b)	Digital scanning of color large format legacy maps, documents (including the cost of color correction to match furnished original per sq ft....	100	175.00	1.75	2.25	225.00	2.80	280.00	
II. PAPER:									
(a)	White offset book, 50lb white wrtg (20 lb) white xerographic bond or colored wrtg (20 lb).....	21,000	NC			NC			
(b)	White offset book (60 lb), white wrting (24 lb).....	300	240.00	0.80	1.00	300.00	0.80	240.00	
(c)	High quality white laser bond (24 lb).....	400	600.00	1.50	1.50	600.00	1.50	600.00	
(d)	Bright white gloss digital bond (32 lb).....	810	2,025.00	2.80	2.80	2,288.00	2.50	2,025.00	
(e)	Colored vellum-finish offset book (60 lb).....	100	100.00	1.00	1.00	100.00	1.00	100.00	
(f)	Colored vellum-finish offset book (70 lb).....	5	7.50	1.50	1.50	7.50	1.50	7.50	
(g)	White index (110 lb).....	5	12.50	2.50	2.50	12.50	2.50	12.50	
(h)	Colored index (110 lb).....	5	12.50	2.50	2.50	12.50	2.50	12.50	
(i)	White vellum-finish cover (65 lb).....	10	25.00	2.50	2.50	25.00	2.50	25.00	
(j)	Colored vellum-finish cover (65 lb).....	5	2.50	0.50	0.50	2.50	0.50	2.50	
(k)	White vellum-finish cover (80 lb).....	5	3.50	0.70	0.70	3.50	0.70	3.50	
(l)	Colored vellum-finish cover (80 lb).....	30	105.00	3.50	3.50	105.00	3.50	105.00	
(m)	Bright white gloss digital cover (90lb).....	50	225.00	4.50	4.50	225.00	4.50	225.00	
(n)	Bright white satin digital cover (80 lb).....	200	900.00	4.50	4.50	900.00	4.50	900.00	
(o)	Clear plastic cover sheet.....	15	300.00	20.00	20.00	300.00	20.00	300.00	
(p)	Acrylic coated 17pt. Flexible cover.....	5	250.00	50.00	50.00	250.00	50.00	250.00	
(q)	White index/tab dividers (9 x 11", 1/8th cut:110 lb per 100 dividers.....	620	9,300.00	15.00	10.00	6,200.00	15.00	9,300.00	
III. Addtl Operations:									
(a)	Drilling, up to 3 holes per run...per 100 leaves...	600	150.00	0.25	0.25	150.00	0.25	150.00	
(b)	Typesetting/ composition of tab divider copy per line.....	250	125.00	0.50	0.50	125.00	0.50	125.00	
(c)	Trimming (Applies only to products with a trim size smaller than 8-1/2 x 11"....per cut, per 100 leaves.....	25	12.50	0.50	0.50	12.50	0.50	12.50	
(d)	Inserting tabs, divider sheets throughout per 100 leaves.....	500	1,000.00	2.00	2.50	1,250.00	2.00	1,000.00	
(e)	Banding w/ kraft paper, rubberband or tie per band.....	10	0.25	0.025	0.25	2.50	0.25	2.50	
(f)	Shrink wrapping...per wrap.....	500	0.15	0.075	0.20	100.00	0.15	75.00	
(g)	Plastic comb binding (. includes binder material collating & punching per piece.....	20	1.00	0.20	1.00	20.00	1.00	20.00	
(h)	One wire stitch (staple)at upper left corner or 2								

(j)	side wire stitches along bend edge...per piece....	8,000	0.02	160.00	0.02	160.00	0.02	160.00	0.02	160.00
	Saddle-stitching(includes collating, folding)									
	per piece.....	2,000	0.10	200.00	0.12	240.00	0.10	200.00	0.10	200.00
(j)	Plasti-Koil binding (includes binder material, collating & punching)...per piece.....	850	0.80	680.00	0.80	680.00	0.80	680.00	0.80	680.00
(k)	Double Wire-O binding (includes binder material, collating & punching)...per piece.....	200	1.50	300.00	1.50	300.00	1.50	300.00	1.50	300.00
(l)	Velo binding (includes binder material & collating)...per piece.....	10	1.50	15.00	1.50	15.00	1.50	15.00	1.50	15.00
(m)	Folding:									
1.	Single sheet letterheads, brochures, etc.with 1 to 3 parallel & or right angle folds per 100 sheets.....	200	1.00	200.00	1.00	200.00	1.00	200.00	1.00	200.00
2.	Multiple sheet products (newsletter, etc.) with 1 or 2 parallel or right angle folds.....	20	2.00	40.00	2.00	40.00	2.00	40.00	2.00	40.00
3.	Large format drawings with parallel & or right angle folds to approx 8-1/2 x 11" per 100 sheets.....	2	20.00	40.00	40.00	80.00	20.00	40.00	20.00	40.00
(n)	Laminating w/ clear, 3 mil or 5 mil thick, gloss or matte film laminate...per sq ft.....	400	1.00	400.00	1.00	400.00	1.00	400.00	1.00	400.00
(o)	Addressing of mailers:									
1.	Using furnished digital database per 100 pieces, per 100 pieces.....	5	10.00	50.00	10.00	50.00	10.00	50.00	10.00	50.00
2.	Using furnished pressure sensitive labels provision & amking of pressure-sensitive sealing tabs/dots to self mailers per 100 tabs/dots.....	35	2.50	87.50	2.50	87.50	2.50	87.50	2.50	87.50
(p)	Padding (typically 50 to 200 sheets per pad, with chipboard backer, per 100 pads.....	5	0.20	1.00	0.20	1.00	0.20	1.00	0.20	1.00
(q)	Insertion of contents into Govt furnished 3 ring binders...per binder.....	100	0.50	50.00	0.50	50.00	0.50	50.00	0.50	50.00
(r)	Digital archiving of scanned legacy maps & documents (saved as TIF files) burned onto labeled CD-R disc(s)...per CD-R disc.....	5	15.00	75.00	15.00	75.00	15.00	75.00	15.00	75.00
(s)	Perfect binding:									
1.	Up to, including 1" thickness...per piece.....	1,100	0.75	825.00	0.75	825.00	0.75	825.00	0.75	825.00
2.	Greater than 1" thickness...per piece.....	4,700	1.00	4,700.00	1.10	5,170.00	1.00	4,700.00	1.00	4,700.00
(t)	CD-R/DVD Replication/Duplication from master disk to include CD-R/DVD, prtg on label or directly onto disk & paper insert:									
1.	1-20 CD-R/DVD's...per CD-R/DVD disc.....	10	2.95	29.50	3.00	30.00				
2.	21-250 CD-R/DVD's...per CD-R/DVD disc.....	600	2.49	1,494.00	2.40	1,440.00				
3.	251-500 CD-R/DVD's...per CD-R/DVD disc.....	1,000	2.00	2,000.00	2.00	2,000.00				
4.	500 & up CD-R/DVD's...per CD-R/DVD disc.....	3,000	1.80	5,400.00	1.75	5,250.00				
IV.	Accelerated Delivery:									
	Percentage upcharge for same day delivery of orders (based upon availability of furnished materials by 10am for pick up by the contractor									
	Subtotal items I,II,III			33,652.70		226,344.00		221,636.00		221,636.00
	Estimated % with Accelerated delivery	10%		3,365.27		22,694.40		22,163.60		22,163.60
	Contractor upcharge for Accelerated Delivery	NC					NC			
	CONTRACTOR TOTALS			33,652.70	1.00%	226,344.00		221,636.00		221,636.00
	DISCOUNT					2,263.44				\$2,216.36
	DISCOUNTED TOTALS			\$33,652.70		221,080.56		\$219,419.64		\$219,419.64
								AWARDED		