

Program 1083-S Term: March 1, 2026 to February 28, 2027, plus up to four (4) optional 12-month extension period(s)
TITLE: Engineering Drawings and Short Run Copying

ITEM NO.	DESCRIPTION	BASIS OF AWARD	Aegis dba/East Side Printing 360-02666		Omni Pro Inc 040-65723		Texas Digital Copy & Print 420-86459		SIMILAR/PREVIOUS	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COPYING, COLLATING, SIDE STITCHING, AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary for the complete copying, collating, side-wire stitching, and distribution of the products listed in accordance with these specifications.									
(a)	GRAY SCALE:									
	1. Up to and including 8-1/2 x 11", black only, per 100 printed pages	1689	2.00	\$ 3,378.00	1.75	\$ 2,955.75	1.90	\$ 3,209.10	2.00	\$ 3,378.00
	2. Over 8-1/2 x 11", up to and including 11 x 17", black only, per 100 printed pages	428	5.00	\$ 2,140.00	5.00	\$ 2,140.00	4.00	\$ 1,712.00	5.00	\$ 2,140.00
	3. Tabbed dividers; cost to include stock, per 100 dividers	1	25.00	\$ 25.00	15.00	\$ 15.00	20.00	\$ 20.00	25.00	\$ 25.00
(b)	COLOR:									
	1. Up to and including 8-1/2 x 11", color only, per 100 printed pages	563	13.00	\$ 7,319.00	13.00	\$ 7,319.00	12.00	\$ 6,756.00	13.00	\$ 7,319.00
	2. Over 8-1/2 x 11", up to and including 11 x 17", color only, per 100 printed pages	143	21.00	\$ 3,003.00	25.00	\$ 3,575.00	20.00	\$ 2,860.00	20.00	\$ 2,860.00
(c)	OVER SIZED:									
	Gray Scale:									
	1. Over 11 x 17" cost to include 46 lbs presentation stock, per square foot	14	0.50	\$ 7.00	0.25	\$ 3.50	0.45	\$ 6.30	0.50	\$ 7.00
	2. Over 11 x 17" cost to include 20 lbs bond, per square foot	14	0.15	\$ 2.10	0.12	\$ 1.68	0.25	\$ 3.50	0.25	\$ 3.50
	Color:									
	3. Over 11 x 17" cost to include 46 lbs presentation stock, per square foot	14	2.00	\$ 28.00	1.25	\$ 17.50	2.00	\$ 28.00	2.00	\$ 28.00
	4. Over 11 x 17" cost to include 20 lbs bond, per square foot	14	1.25	\$ 17.50	0.75	\$ 10.50	1.00	\$ 14.00	1.00	\$ 14.00
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 make-ready or running spoilage must be included in the prices offered.									
	Computation of the net number of leaves will be based on the following:									
	Format "A": Up to and including 8-1/2 x 11"									
	Format "B": Over 8-1/2 x 11", up to and including 11 x 17"									
(a)	White Uncoated Text (50 lbs.) or White Writing (20 lbs.), per 100 leaves									
	(1) Format "A"	79	1.20	\$ 94.80	1.30	\$ 102.70	1.00	\$ 79.00	1.30	\$ 102.70
	(2) Format "B"	20	2.50	\$ 50.00	3.00	\$ 60.00	2.50	\$ 50.00	3.00	\$ 60.00
(b)	Color Writing (20 lbs.), per 100 leaves									
	(1) Format "A"	113	2.50	\$ 282.50	2.00	\$ 226.00	2.00	\$ 226.00	2.50	\$ 282.50
	(2) Format "B"	29	5.00	\$ 145.00	4.00	\$ 116.00	4.00	\$ 116.00	5.00	\$ 145.00
(c)	White Matte-Coated Text (70 lbs.), per 100 leaves									
	(1) Format "A"	586	4.00	\$ 2,344.00	4.00	\$ 2,344.00	2.00	\$ 1,172.00	4.00	\$ 2,344.00
	(2) Format "B"	148	6.00	\$ 888.00	6.00	\$ 888.00	4.00	\$ 592.00	6.00	\$ 888.00
(d)	White Matte-Coated Text (80 lbs.), per 100 leaves									
	(1) Format "A"	158	4.00	\$ 632.00	4.25	\$ 671.50	2.50	\$ 395.00	4.50	\$ 711.00
	(2) Format "B"	40	7.00	\$ 280.00	8.00	\$ 320.00	5.00	\$ 200.00	8.00	\$ 320.00
(e)	White High Quality Xerographic Copier, Laser Printer (28 lbs.), per 100 leaves									
	(1) Format "A"	79	3.50	\$ 276.50	3.50	\$ 276.50	2.50	\$ 197.50	4.00	\$ 316.00
	(2) Format "B"	20	6.50	\$ 130.00	6.50	\$ 130.00	5.25	\$ 105.00	7.00	\$ 140.00
(f)	White Waterproof Bond (20 lbs.), per 100 leaves									
	(1) Format "A"	11	25.00	\$ 275.00	25.00	\$ 275.00	20.00	\$ 220.00	20.00	\$ 220.00
	(2) Format "B"	3	50.00	\$ 150.00	45.00	\$ 135.00	50.00	\$ 150.00	50.00	\$ 150.00
(g)	White Matte-Coated Cover (65 lbs.), per 100 leaves									
	(1) Format "A"	11	6.00	\$ 66.00	7.00	\$ 77.00	3.50	\$ 38.50	6.00	\$ 66.00
	(2) Format "B"	3	10.00	\$ 30.00	14.00	\$ 42.00	7.00	\$ 21.00	10.00	\$ 30.00
(h)	White Vellum Finish Cover (65 lbs.), per 100 leaves									
	(1) Format "A"	11	5.00	\$ 55.00	5.00	\$ 55.00	3.50	\$ 38.50	5.00	\$ 55.00
	(2) Format "B"	3	9.00	\$ 27.00	10.00	\$ 30.00	7.00	\$ 21.00	10.00	\$ 30.00
(i)	Color Vellum Finish Cover (65 lbs.), per 100 leaves									
	(1) Format "A"	34	6.00	\$ 204.00	6.00	\$ 204.00	4.00	\$ 136.00	6.00	\$ 204.00
	(2) Format "B"	9	10.00	\$ 90.00	12.00	\$ 108.00	8.00	\$ 72.00	10.00	\$ 90.00
(j)	White Index (110 lbs.), per 100 leaves									
	(1) Format "A"	11	10.00	\$ 110.00	10.00	\$ 110.00	4.50	\$ 49.50	10.00	\$ 110.00
	(2) Format "B"	3	15.00	\$ 45.00	20.00	\$ 60.00	9.00	\$ 27.00	15.00	\$ 45.00
(k)	Color Index (110 lbs.), per 100 leaves									
	(1) Format "A"	11	12.00	\$ 132.00	12.00	\$ 132.00	5.00	\$ 55.00	12.00	\$ 132.00
	(2) Format "B"	3	18.00	\$ 54.00	4.00	\$ 12.00	10.00	\$ 30.00	18.00	\$ 54.00
(l)	Clear plastic sheeting (0.003" - 0.004" thick), per 100 leaves									
	(1) Format "A"	11	35.00	\$ 385.00	25.00	\$ 275.00	30.00	\$ 330.00	30.00	\$ 330.00
(m)	White Uncoated Label Paper (55 - 60 lbs.) with permanent pressure sensitive adhesive, per 100 leaves									
	(1) Format "A"	11	15.00	\$ 165.00	60.00	\$ 660.00	20.00	\$ 220.00	15.00	\$ 165.00

(2) Format "B"		3	25.00	\$	75.00	120.00	\$	360.00	50.00	\$	150.00	25.00	\$	75.00
III. ADDITIONAL OPERATIONS:														
(a)	Folding complete product, per 100 leaves	4	5.00	\$	20.00	5.00	\$	20.00	5.00	\$	20.00	5.00	\$	20.00
(b)	Drilling* up to four holes, per 100 leaves *A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8". Four holes will be the maximum for any one run.	1	N/C	\$	-	0.50	\$	0.50	2.00	\$	2.00	N/C	\$	-
(c)	Collating color pages, tab dividers and furnished material into black text product, per 100 leaves	10	2.00	\$	20.00	2.00	\$	20.00	2.00	\$	20.00	2.00	\$	20.00
(d)	Three ring binders; 1 to 3" rings, cost to include inserting the text onto the rings of the binder, per binder	25	6.00	\$	150.00	4.00	\$	100.00	6.50	\$	162.50	4.00	\$	100.00
(e)	Comb binding, including the cost of punching and plastic combs, per book	25	2.00	\$	50.00	2.00	\$	50.00	2.00	\$	50.00	2.00	\$	50.00
(f)	Spiral binding, including the cost of punching and plastic spirals, per book	360	2.00	\$	720.00	1.50	\$	540.00	2.00	\$	720.00	2.00	\$	720.00
(g)	Saddle stitching, including the cost of collating, folding, stitching and trimming three sides, per book	950	0.35	\$	332.50	0.40	\$	380.00	0.40	\$	380.00	0.50	\$	475.00
(h)	Trimming for work and turn order, per 100 trimmed sheets	1	N/C	\$	-	0.50	\$	0.50	NC	\$	-	N/C	\$	-
(i)	Computer time work*, per hour *round to nearest 15 minutes	1	35.00	\$	35.00	25.00	\$	25.00	80.00	\$	80.00	20.00	\$	20.00
(j)	Mounting, cost to include 3/16" thick Foam Core, per square foot	1	5.00	\$	5.00	4.00	\$	4.00	5.50	\$	5.50	5.00	\$	5.00
(k)	Laminating with clear lamination, per side and per square foot	408	2.00	\$	816.00	2.00	\$	816.00	2.00	\$	816.00	2.00	\$	816.00
(l)	Laminating with clear dry erase lamination, per side and per square foot	1	5.00	\$	5.00	3.00	\$	3.00	2.25	\$	2.25	2.50	\$	2.50
(m)	Perfect binding, includes collating, folding and trimming three sides, per book	250	3.00	\$	750.00	2.50	\$	625.00	1.50	\$	375.00	3.00	\$	750.00
(n)	Screw post, to include collating, punching and inserting two suitable metal screw posts, per book	1	3.00	\$	3.00	3.50	\$	3.50	3.50	\$	3.50	2.00	\$	2.00
(o)	White Gator Board that is 3/16" thick, per square foot	1	6.00	\$	6.00	3.50	\$	3.50	6.50	\$	6.50	6.00	\$	6.00
IV. MAILING SERVICES:														
(a)	Apply addresses and mailing indicia, per book	1	0.25	\$	0.25	0.25	\$	0.25	0.35	\$	0.35	0.25	\$	0.25
(b)	Apply mailing tabs to meet current mailing regulations, per tabbed book	1	1.00	\$	1.00	0.50	\$	0.50	0.75	\$	0.75	0.50	\$	0.50
(c)	Inserting books into padded shipping envelopes and applying the shipping address and mailing indicia, per envelope	1	2.00	\$	2.00	1.50	\$	1.50	3.50	\$	3.50	2.00	\$	2.00
V. PROOFS:														
(a)	Emailed proof, per page	36	N/C	\$	-	0.25	\$	9.00	NC	\$	-	N/C	\$	-
(b)	Content proof, per page	36	0.10	\$	3.60	1.00	\$	36.00	0.10	\$	3.60	0.10	\$	3.60
(c)	Prior to Production sample, per grayscale page	27	0.10	\$	2.70	0.25	\$	6.75	0.10	\$	2.70	0.10	\$	2.70
(d)	Prior to Production sample, per color page	9	0.15	\$	1.35	0.50	\$	4.50	0.15	\$	1.35	0.15	\$	1.35
CONTRACTOR TOTALS					\$25,828.80			\$26,357.13			\$21,955.40			\$25,836.60
DISCOUNT					\$ -	1.00%			1.00%		\$ 219.55	NET		\$ -
DISCOUNTED TOTALS					\$25,828.80	5 days		\$26,357.13	20 days		\$21,735.85	30 days		\$25,836.60

AWARDED

Reviewed by: _____

Program 1083-S
Specifications by FB
Reviewed by TN

U.S. GOVERNMENT PUBLISHING OFFICE
Northwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Engineering Drawings and Short Run Copying

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

U.S. Department of Agriculture, Forest Service, Portland Oregon

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning March 1, 2026 and ending February 28, 2027, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be opened virtually at 1:00 p.m., Eastern Time (ET), on February 5, 2026 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Program Number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

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.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

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

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 of a technical nature, contact fbuchko@gpo.gov and lmoore@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 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 Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

SUBCONTRACTING: The predominant production function is printing and copying. Any contractor who cannot perform the predominant production function will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Prior to Production proof/ Average type dimension in publication
P-9. Solid and Screen Tint Color Match	Approved Prior to Production proof / Pantone Matching System book
P-10. Process Color Match	Approved Prior to Production proof

SECURITY: The contractor must have a security controlled storage area to store Government furnished documents and copies.

The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducibles at any time prior to delivery to a transportation agent or delivery to destination.

The contractor must be able to sign and adhere with the following Security Agreement if required:

The undersigned vendor agrees to all standards and conditions set forth in this Security Agreement.

1. Documents and/or items received by the vendor could be rare/irreplaceable and must be properly safeguarded. When documents and/or items are not being copied, they will be securely stored in a location which will preclude unauthorized access.

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2. Individuals having access to documents and/or items during pick-up, duplication, counting, assembly, delivery, etc., are to be properly notified by the vendor and cautioned to preclude loss, theft, or destruction.
3. Unless otherwise indicated by the agency, all documents and/or items received by the vendor must be returned to the agency, or other locations as specified at time of service request, in the same condition as when received. This includes reassemble in stacks, binders, sets, folders, etc., if disassembly was required during duplication.

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

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

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with 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 specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance 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 elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from March 1, 2026 and ending February 28, 2027, and 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.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) 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 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 (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending November 30, 2025, 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.

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. 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.

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.

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 March 1, 2026 through February 28, 2027 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

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/vendors/how-to-get-paid>.

Contractor's billing invoice must be itemized in accordance with the items in the "Schedule of Prices".

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of loose leaf and bound products, over-sized copying, mounting, laminating, and gathering into sets, packing, and delivery on a fast schedule.

TITLE: Engineering Drawings and Short Run Copying

FREQUENCY OF ORDERS: Approximately 9 orders per year. Some orders will have multiple items.

Approximately 75% of Format “A” and “B” will be gray scale or black only, while approximately 25% will be in color.

TRIM SIZE:

Format “A”: Up to and including 8-1/2 x 11”

Format “B”: Over 8-1/2 x 11” up to and including 11 x 17”

Over sized: Over 11 x 17” up to and including 60 x 117”

Copying orders:

Format “A”: Up to and including 8-1/2 x 11”

ORDERS:	Approximately 7
PAGE COUNT:	Approximately 36
QUANTITY:	Approximately 880

Format “B”: Over 8-1/2 x 11” up to and including 11 x 17”

ORDERS:	Approximately 2
PAGE COUNT:	Approximately 36
QUANTITY:	Approximately 880

Tab Dividers: 8-1/2 x 11” + 1/2” tab; 9 x 11” overall

ORDERS:	Approximately 1
DIVIDER COUNT:	Approximately 5
QUANTITY:	Approximately 28

Over sized gray scale orders:

ORDERS:	Approximately 2
PAGE COUNT:	Approximately 1
QUANTITY:	Approximately 1
AVERAGE SQUARE FOOT:	Approximately 14 square feet per print.

Over sized color orders:

ORDERS:	Approximately 2
PAGE COUNT:	Approximately 1
QUANTITY:	Approximately 1
AVERAGE SQUARE FOOT:	Approximately 14 square feet per print.

GOVERNMENT TO FURNISH:

Camera copy.

Digital files could include but are not limited to: PDF files, EPS, TIF, JPG, PUB, GIF, PNG, Microsoft Suite of products, Publisher, Photoshop, Illustrator, InDesign, and PostScript. Software will be in a variety of versions. The contractor must have the current versions and upgrade as they become available.

Electronic media on CD and DVD disc, both Mac and IBM platform. At the option of the agency electronic media could occasionally be sent via email or uploaded to the contractor's ftp site.

GPO Form 2511 Print orders.

GPO Form 905 for shipping container labels.

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

The contractor must be able to accept files electronically via their secure contractor-hosted SFTP server. Appropriate log-on instructions and protocol shall be provided by the contractor at time of award. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access.

ELECTRONIC PREPRESS: 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 ordering agency.

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.

WARNING: All media provided by the Government, and duplicates made by the contractor or their representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Discs are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely overwritten and any printouts and non-erasable media shall be destroyed by the contractor.

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

COMPUTER TIME WORK: Will consist of repairs not listed above required by the ordering agency on electronic camera copy. Time work will be rounded up to the closest 15 minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for the repairs.**

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.

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

When required, 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.

PRINTING/COPYING: At contractor's option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

Over sized copying: Over sized copying with a resolution of 2400 x 2400 dpi will be based on a "per square foot" basis. Stock must be included in the cost. Approximately 50% of stock will be White 46 lb, coated presentation paper; calipers to 7.8 mil; whiteness is 120; opacity is 98% and brightness is 97%. Approximately 50% of stock will be White 20 lb bond, with a basis size of 17 x 22"; equal to JCP G10.

Tabbed dividers will print face and back, tab only in black.

There is no printing on the clear plastic sheeting, it will be used as front and back covers, when required.

PROOFS: When proofs are required contractor to provide proof indicated on Print Order. Contractor to contact agency for location to send proof.

When proofs are required the contractor must not print prior to receipt of an 'OK to print'.

Emailed Proof: "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call agency point of contact listed on the print order to confirm receipt.

Content Proof: Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

Prior to Production Sample: The "Prior-To-Production" sample must be printed as specified using the form, materials, inks, equipment, and method of production, which will be used in producing the final product. All samples must be manufactured at the facilities in which the contract production quantities are to be manufactured.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

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 their opinion, materially differs from that of the color specified.

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

White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.
(at contractor's option: White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10)

Color Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White Matte-Coated Text, basis weight: 70 lbs. and 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

White High Quality Xerographic Copier, Laser Printer, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-61.

White 46 lb, coated presentation paper; calipers to 7.8 mil; whiteness is 120; opacity is 98% and brightness is 97%.

White Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G10.

White Matte-Coated Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50.

White and Color Vellum Finish Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

White and Color Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White, Waterproof, Bond; basis weight: 20 lbs. per 500 sheets, basis size 17 x 22", equal to "Rite in the Rain".

White Uncoated Label Paper; 55 – 60 lbs., with permanent pressure sensitive adhesive and suitable liner.

Clear plastic sheeting, 0.003" – 0.004" thick. To be used as outside protective covers, no printing required.

White Index tabbed dividers, basis weight: 90 to 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10. Tabbed dividers are drilled with three holes, 4-1/4" center to center, with center of holes suitable distance from 11" left edge of sheet, with clear mylar reinforcement on backside of divider sheet along entire 11" dimension of bind edge. No Mylar on the tabs. All tabs will be up to and including 1/5 cut.

Clear laminate, 3 mil to 5 mil, with either gloss or matte finish.

Clear dry erase laminate, 3 mil to 5 mil.

White Gator Board, 3/16" thick.

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

Side wire stitching: Some orders will require side wire stitching in one or two places. No additional charge will be allowed for this operation when ordered.

3-ring binders: Suitable 3-ring binders will be constructed of heavy binder's board sealed in white plastic; with three 1 inch to 3 inch in diameter round rings; rings are 4-1/4 inches center to center, fastened securely to the inside of the spine. Binders will have clear outside pockets on the face, back and spine with an opening at the top suitable for inserting covers.

Comb binding: Comb binding with suitable capacity plastic combs.

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Spiral binding: Spiral binding with suitable capacity plastic coils. Plastic coils are black, white, or various colors as indicated on Print Order.

Saddle stitching: Saddle stitching with two metal stitches will include collating, folding, stitching and trimming three sides.

Perfect binding: Perfect bind and trim three sides.

Screw post: Screw post, to include collating, punching and inserting two suitable metal screw posts.

Laminating: Laminating one or both sides, will include trimming four sides. Laminate will be either flush with edges of stock or it will encapsulate stock, as per instructed on print order.

Mounting: Mounting will be on 3/16" thick white core, Foam Core. Some orders may require mounting as large as 4 x 6 feet.

Folding: Fold individual sheets as indicated on print order. Folding will consist of sheets folding with parallel and right angle folds.

Collating: Collating color text leaves, tabbed dividers and government furnished pages into the text leaves of black copy intended to remain loose-leaf products or to be bound.

Drilling: Up to four holes per run as indicated on the print order. When specified on the print order, drill up to four round 1/4", 3/8", or 5/16" diameter holes. Holes size(s) will be indicated on individual print order.

PACKING: Wrap kraft paper, shrink film or slip sheet in specified or suitable units, as indicated on print order.

Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed.

LABELING AND MARKING: Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Some orders require contractor to apply addresses using address list provided by agency, and apply mailing indicia, and closure tabs. Tabbing must meet current U.S. Postal Service standards for mailing.

DISTRIBUTION: All pickup and deliveries in the Portland, Oregon metropolitan area are f.o.b. destination.

The majority of orders require pick up of Government furnished materials from, and delivery of completed orders within a 50-mile radius of Portland, Oregon.

For shipping to locations outside of the 50-mile radius of Portland, Oregon, the contractor will be reimbursed for their delivery costs by submitting shipping receipts with their billing documents.

Upon completion of each order, all originals must be returned to the ordering Department.

All expenses incidental to picking up of Government furnished materials, returning materials, and furnishing samples must be borne by the contractor.

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Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency and to compliance@gpo.gov . Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 1083-S, PRINT ORDER XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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

No definite schedule for pickup of material can be predetermined.

Orders must be completed and delivered by date indicated on Print Order.

Majority of orders must be completed and delivered within from 1 to 10 workdays from the date the contractor is notified that furnished materials and print order are available for pickup. Some orders will require same day delivery.

It is anticipated that approximately 1% of the orders will require same day delivery; approximately 10% of the orders will require delivery in 1 workday (24 hours); approximately 70% of the orders will require delivery in from 2 to 5 workdays; approximately 19% of the orders will require delivery in from 6 to 10 workdays. An occasional order will be over 10 workdays.

The ship/delivery date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

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

I. (a) (1)	1689	III. (a)	4
(2)	428	(b)	1
(3)	1	(c)	10
(b) (1)	563	(d)	25
(2)	143	(e)	25
(c) (1)	14	(f)	360
(2)	14	(g)	950
(3)	14	(h)	1
(4)	14	(i)	1
		(j)	1
II. (a) (1)	79	(k)	408
(2)	20	(l)	1
(b) (1)	113	(m)	250
(2)	29	(n)	1
(c) (1)	586	(o)	1
(2)	148		
(d) (1)	158	IV. (a)	1
(2)	40	(b)	1
(e) (1)	79	(c)	1
(2)	20		
(f) (1)	11	V. (a)	36
(2)	3	(b)	36
(g) (1)	11	(c)	27
(2)	3	(d)	9
(h) (1)	11		
(2)	3		
(i) (1)	34		
(2)	9		
(j) (1)	11		
(2)	3		
(k) (1)	11		
(2)	3		
(l) (1)	11		
(m) (1)	11		
(2)	3		

SECTION 4.- SCHEDULE OF PRICES

Bids 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.

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

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

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

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

Contractor's billing invoices must be charged in accordance with the line items in the "Schedule of Prices."

I. COPYING, COLLATING, SIDE STITCHING, AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary for the complete copying, collating, side-wire stitching, and distribution of the products listed in accordance with these specifications.**(a) GRAY SCALE:**

1. Up to and including 8-1/2 x 11", black onlyper 100 printed pages\$ _____
2. Over 8-1/2 x 11", up to and including 11 x 17", black onlyper 100 printed pages\$ _____
3. Tabbed dividers; cost to include stock per 100 dividers\$ _____

(b) COLOR:

1. Up to and including 8-1/2 x 11", color onlyper 100 printed pages\$ _____
2. Over 8-1/2 x 11", up to and including 11 x 17", color onlyper 100 printed pages\$ _____

(c) OVER SIZED:Gray Scale:

1. Over 11 x 17" cost to include 46 lbs presentation stock per square foot\$ _____
2. Over 11 x 17" cost to include 20 lbs bond per square foot\$ _____

Color:

3. Over 11 x 17" cost to include 46 lbs presentation stock per square foot\$ _____
4. Over 11 x 17" cost to include 20 lbs bond per square foot\$ _____

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

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

Format "A": Up to and including 8-1/2 x 11"

Format "B": Over 8-1/2 x 11", up to and including 11 x 17"

	<u>Format "A"</u> (1)	<u>Format "B"</u> (2)
(a) White Uncoated Text (50 lbs.) or White Writing (20 lbs.) per 100 leaves	\$ _____	\$ _____
(b) Color Writing (20 lbs.) per 100 leaves	\$ _____	\$ _____
(c) White Matte-Coated Text (70 lbs.) per 100 leaves	\$ _____	\$ _____
(d) White Matte-Coated Text (80 lbs.) per 100 leaves	\$ _____	\$ _____
(e) White High Quality Xerographic Copier, Laser Printer (28 lbs.) per 100 leaves	\$ _____	\$ _____
(f) White Waterproof Bond (20 lbs.) per 100 leaves	\$ _____	\$ _____
(g) White Matte-Coated Cover (65 lbs.) per 100 leaves	\$ _____	\$ _____
(h) White Vellum Finish Cover (65 lbs.) per 100 leaves	\$ _____	\$ _____
(i) Color Vellum Finish Cover (65 lbs.) per 100 leaves	\$ _____	\$ _____
(j) White Index (110 lbs.) per 100 leaves	\$ _____	\$ _____
(k) Color Index (110 lbs.) per 100 leaves	\$ _____	\$ _____
(l) Clear plastic sheeting (0.003" – 0.004" thick) .. per 100 leaves	\$ _____	XXXXXXXX
(m) White Uncoated Label Paper (55 – 60 lbs.) with permanent pressure sensitive adhesive per 100 leaves	\$ _____	\$ _____

(Initials)

III. ADDITIONAL OPERATIONS:

- (a) Folding complete product per 100 leaves \$ _____
- (b) Drilling* up to four holes per 100 leaves \$ _____
 *A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8".
 Four holes will be the maximum for any one run.
- (c) Collating color pages, tab dividers
 and furnished material into black text product per 100 leaves \$ _____
- (d) Three ring binders; 1 to 3" rings, cost to include
 inserting the text onto the rings of the binder per binder \$ _____
- (e) Comb binding, including the cost of punching and plastic combs per book \$ _____
- (f) Spiral binding, including the cost of punching and plastic spirals per book \$ _____
- (g) Saddle stitching, including the cost of collating, folding, stitching
 and trimming three sides per book \$ _____
- (h) Trimming for work and turn order per 100 trimmed sheets \$ _____
- (i) Computer time work* per hour \$ _____
 *round to nearest 15 minutes
- (j) Mounting, cost to include 3/16" thick Foam Core per square foot \$ _____
- (k) Laminating with clear lamination per side and per square foot \$ _____
- (l) Laminating with clear dry erase lamination per side and per square foot \$ _____
- (m) Perfect binding, includes collating, folding and trimming three sides per book \$ _____
- (n) Screw post, to include collating, punching and inserting two suitable
 metal screw posts per book \$ _____
- (o) White Gator Board that is 3/16" thick per square foot \$ _____

IV. MAILING SERVICES:

- (a) Apply addresses and mailing indicia per book \$ _____
- (b) Apply mailing tabs to meet current mailing regulations per tabbed book \$ _____
- (c) Inserting books into padded shipping envelopes and
 applying the shipping address and mailing indicia per envelope \$ _____

V. PROOFS:

- (a) Emailed proof per page \$ _____
- (b) Content proof per page \$ _____
- (c) Prior to Production sample per grayscale page \$ _____
- (d) Prior to Production sample per color page \$ _____

(Initials)

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My production facilities are located within the assumed area of productionyes _____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 Material 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..... _____

Engineering Drawings and Short Run Copying
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SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

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).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award

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

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

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

Return this Page to bids@gpo.gov