

ITEM NO	DESCRIPTION	BASIS OF AWARD	Aegis dba/East Side Printing 360-02666		Omni Pro Inc 040-65723		Pacific Office Automation 360-66363		PREVIOUS/SIMILAR	
			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.	17229	2.00	\$ 34,458.00	5.00	\$ 86,145.00	3.00	\$ 51,687.00	1.75	\$ 30,150.75
	2. Over 8-1/2 x 11" up to and including 11 x 17", black only, per 100 printed pages.	83	5.00	\$ 415.00	8.00	\$ 664.00	5.00	\$ 415.00	5.00	\$ 415.00
	3. Tabbed dividers, cost per 100 dividers; cost to include stock.	288	25.00	\$ 7,200.00	10.00	\$ 2,880.00	35.00	\$ 10,080.00	15.00	\$ 4,320.00
(b)	COLOR:									
	1. Up to and including, 8-1/2 x 11", color only, per 100 printed pages.	7384	13.00	\$ 95,992.00	8.00	\$ 59,072.00	15.00	\$ 110,760.00	13.00	\$ 95,992.00
	2. Over 8-1/2 x 11" up to and including 11 x 17", color only, per 100 printed pages.	36	20.00	\$ 720.00	10.00	\$ 360.00	25.00	\$ 900.00	25.00	\$ 900.00
(c)	OVER SIZED:									
	<u>Gray Scale:</u>									
	1. Over 11 x 17" cost to include 46 lbs presentation stock, per square foot.	10	0.50	\$ 5.00	2.00	\$ 20.00	0.75	\$ 7.50	0.25	\$ 2.50
	2. Over 11 x 17" cost to include 20 lbs Bond, per square foot.	14	0.25	\$ 3.50	1.00	\$ 14.00	0.25	\$ 3.50	0.12	\$ 1.68
	<u>Color:</u>									
	3. Over 11 x 17" cost to include 46 lbs presentation stock, per square foot.	154	2.00	\$ 308.00	3.00	\$ 462.00	2.50	\$ 385.00	1.25	\$ 192.50
	4. Over 11 x 17" cost to include 20 lbs Bond, per square foot.	230	1.00	\$ 230.00	2.00	\$ 460.00	1.50	\$ 345.00	0.75	\$ 172.50
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 (50lbs.) or Writing (20 lbs.), Per 100 Leaves									
	1. Format "A"	8246	1.30	\$ 10,719.80	1.00	\$ 8,246.00	1.30	\$ 10,719.80	1.30	\$ 10,719.80
	2. Format "B"	7	3.00	\$ 21.00	3.00	\$ 21.00	3.00	\$ 21.00	3.00	\$ 21.00
(b)	Colored Writing (20 lbs.), Per 100 Leaves									
	1. Format "A"	615	2.50	\$ 1,537.50	1.00	\$ 615.00	2.50	\$ 1,537.50	2.00	\$ 1,230.00
	2. Format "B"	2	5.00	\$ 10.00	3.00	\$ 6.00	5.00	\$ 10.00	4.00	\$ 8.00
(c)	White Matte-Coated Text (70 lbs.), Per 100 Leaves									
	1. Format "A"	246	4.00	\$ 984.00	2.00	\$ 492.00	4.00	\$ 984.00	4.00	\$ 984.00
	2. Format "B"	14	6.00	\$ 84.00	4.00	\$ 56.00	6.00	\$ 84.00	6.00	\$ 84.00
(d)	White Matte-Coated Text (80 lbs.), Per 100 Leaves									
	1. Format "A"	246	4.50	\$ 1,107.00	2.50	\$ 615.00	4.50	\$ 1,107.00	4.25	\$ 1,045.50
	2. Format "B"	1	8.00	\$ 8.00	5.00	\$ 5.00	8.00	\$ 8.00	8.00	\$ 8.00
(e)	Smooth White Laser (28 lbs.), Per 100 Leaves									
	1. Format "A"	1354	4.00	\$ 5,416.00	1.00	\$ 1,354.00	4.00	\$ 5,416.00	3.50	\$ 4,739.00
	2. Format "B"	29	7.00	\$ 203.00	3.00	\$ 87.00	7.00	\$ 203.00	6.50	\$ 188.50
(f)	White water proof Bond (20 lbs.), Per 100 Leaves									
	1. Format "A"	246	20.00	\$ 4,920.00	2.00	\$ 492.00	20.00	\$ 4,920.00	25.00	\$ 6,150.00
	2. Format "B"	1	50.00	\$ 50.00	3.00	\$ 3.00	50.00	\$ 50.00	45.00	\$ 45.00
(g)	White Matte-Coated Cover (65 lbs.), Per 100 Leaves									
	1. Format "A"	124	6.00	\$ 744.00	4.00	\$ 496.00	6.00	\$ 744.00	7.00	\$ 868.00
	2. Format "B"	1	10.00	\$ 10.00	6.00	\$ 6.00	10.00	\$ 10.00	14.00	\$ 14.00
(h)	White Vellum Finish Cover (65 lbs.), Per 100 Leaves									
	1. Format "A"	246	5.00	\$ 1,230.00	6.00	\$ 1,476.00	5.00	\$ 1,230.00	5.00	\$ 1,230.00
	2. Format "B"	1	10.00	\$ 10.00	7.00	\$ 7.00	10.00	\$ 10.00	10.00	\$ 10.00
(i)	Colored Vellum Finish Cover (65 lbs.), Per 100 Leaves									
	1. Format "A"	124	6.00	\$ 744.00	7.00	\$ 868.00	6.00	\$ 744.00	6.00	\$ 744.00
	2. Format "B"	1	10.00	\$ 10.00	8.00	\$ 8.00	10.00	\$ 10.00	12.00	\$ 12.00
(j)	White Index (110 lbs.), Per 100 Leaves									
	1. Format "A"	492	10.00	\$ 4,920.00	10.00	\$ 4,920.00	10.00	\$ 4,920.00	10.00	\$ 4,920.00
	2. Format "B"	3	15.00	\$ 45.00	15.00	\$ 45.00	15.00	\$ 45.00	20.00	\$ 60.00
(k)	Colored Index (110 lbs.), Per 100 Leaves									
	1. Format "A"	123	12.00	\$ 1,476.00	10.00	\$ 1,230.00	12.00	\$ 1,476.00	12.00	\$ 1,476.00
	2. Format "B"	1	18.00	\$ 18.00	15.00	\$ 15.00	18.00	\$ 18.00	24.00	\$ 24.00
(l)	Clear Plastic Sheeting (.003-.004" thick), Per 100 Leaves									
	1. Format "A"	123	30.00	\$ 3,690.00	8.00	\$ 984.00	30.00	\$ 3,690.00	25.00	\$ 3,075.00
(m)	White uncoated label paper (55-60 lbs.) with permanent pressure sensitive adhesive, Per 100 Leaves									
	1. Format "A"	123	15.00	\$ 1,845.00	10.00	\$ 1,230.00	50.00	\$ 6,150.00	60.00	\$ 7,380.00
	2. Format "B"	1	25.00	\$ 25.00	15.00	\$ 15.00	75.00	\$ 75.00	120.00	\$ 120.00

III. ADDITIONAL OPERATIONS:															
(a)	Folding complete product, per 100 leaves.	1	5.00	\$	5.00	2.00	\$	2.00	5.00	\$	5.00	5.00	\$	5.00	
(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.	1367	N/C	\$	-	1.00	\$	1,367.00	1.00	\$	1,367.00	0.50	\$	683.50	
(c)	Collating color pages, tab dividers and furnished material into black text, per 100 leaves.	46	2.00	\$	92.00	2.00	\$	92.00	2.00	\$	92.00	2.00	\$	92.00	
(d)	Three ring binders; 1 to 3" rings, cost to include inserting the text onto the rings of the binder, per binder	1290	4.00	\$	5,160.00	10.00	\$	12,900.00	4.00	\$	5,160.00	4.00	\$	5,160.00	
(e)	Comb binding, including the cost of punching and plastic combs, per book	430	2.00	\$	860.00	15.00	\$	6,450.00	2.00	\$	860.00	2.00	\$	860.00	
(f)	Spiral binding, including the cost of punching and plastic spirals, per book.	4300	2.00	\$	8,600.00	20.00	\$	86,000.00	2.00	\$	8,600.00	1.50	\$	6,450.00	
(g)	Saddle stitching, including the cost of collating, folding, stitching and trimming three sides, per book.	1720	0.50	\$	860.00	2.00	\$	3,440.00	0.50	\$	860.00	0.40	\$	688.00	
(h)	Trimming for work and turn order, cost per 100 trimmed sheets.	456	N/C	\$	-	1.25	\$	570.00	N/C	\$	-	0.50	\$	228.00	
(i)	Computer time work, per hour. Round to the nearest 15 minutes.	3	20.00	\$	60.00	70.00	\$	210.00	20.00	\$	60.00	25.00	\$	75.00	
(j)	Mounting per square foot, cost to include 3/16" thick Foam Core.	288	5.00	\$	1,440.00	1.00	\$	288.00	5.00	\$	1,440.00	4.00	\$	1,152.00	
(k)	Laminating with clear lamination, cost per side and per square foot.	672	2.00	\$	1,344.00	0.75	\$	504.00	2.00	\$	1,344.00	2.00	\$	1,344.00	
(l)	Laminating with clear dry erase lamination, cost per side and per square foot.	192	2.50	\$	480.00	1.25	\$	240.00	2.50	\$	480.00	3.00	\$	576.00	
(m)	Perfect bound, includes collating, folding and trimming three sides, per book	2150	3.00	\$	6,450.00	15.00	\$	32,250.00	3.00	\$	6,450.00	2.50	\$	5,375.00	
(n)	Screw post, to include collating, punching and inserting two suitable metal screw posts, per book	430	2.00	\$	860.00	10.00	\$	4,300.00	2.00	\$	860.00	3.50	\$	1,505.00	
(o)	White Gator Board that is 3/16" thick, cost per square foot	96	6.00	\$	576.00	2.00	\$	192.00	6.00	\$	576.00	5.50	\$	528.00	
IV. MAILING SERVICES:															
(a)	Apply addresses and mailing indicia, cost per book	860	0.25	\$	215.00	0.25	\$	215.00	0.25	\$	215.00	0.25	\$	215.00	
(b)	Apply mailing tabs to meet current mailing regulations, cost per tabbed book	430	0.50	\$	215.00	0.25	\$	107.50	0.50	\$	215.00	0.50	\$	215.00	
(c)	Inserting books into padded shipping envelopes and applying the shipping address and mailing indicia. Cost per envelope	430	2.00	\$	860.00	2.25	\$	967.50	2.00	\$	860.00	1.50	\$	645.00	
V. PROOFS:															
(a)	Emailed Proof, cost per page	1060	N/C	\$	-	10.00	\$	10,600.00	N/C	\$	-	0.25	\$	265.00	
(b)	Content Proof, cost per page	424	0.10	\$	42.40	35.00	\$	14,840.00	N/C	\$	-	1.00	\$	424.00	
(c)	Prior to Production sample, cost per grayscale page	212	0.10	\$	21.20	55.00	\$	11,660.00	N/C	\$	-	0.25	\$	53.00	
(d)	Prior to Production sample, cost per color page	212	0.15	\$	31.80	75.00	\$	15,900.00	N/C	\$	-	0.50	\$	106.00	
CONTRACTOR TOTALS					\$	207,331.20		\$	376,464.00		\$	248,209.30		\$	203,947.23
DISCOUNT				NET	\$	-	NET	\$	-	NET	\$	-	NET	\$	-
DISCOUNTED TOTALS				30 days	\$	207,331.20	30 days	\$	376,464.00	30 days	\$	248,209.30	30 days	\$	203,947.23

AWARDED

Reviewed by: _____

Program 1083S
Specifications by FB
Reviewed by RW

U.S. GOVERNMENT PUBLISHING OFFICE
Seattle, Washington

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

Department of the Interior
Bureau of Land Management
Portland, Oregon

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning March 1, 2021 and ending February 28, 2022 plus up to 4 optional 12-month extension periods 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 at 2:00 PM, prevailing Seattle WA time, on 2/17/2021 at the U.S. Government Publishing Office, Seattle, WA. 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 bidseattle@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Program 1083S and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 2:00 PM, prevailing Seattle WA time on the bid opening date 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.

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.

The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

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

For information of a technical nature, contact Seattle GPO at 206-764-3726 or infoseattle@gpo.gov or fbuchko@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>.

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

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 Proof and/or Government Furnished Material
P-8. Halftone Match	Approved Proof and/or Government Furnished Material
P-9. Solid and Screen Tint Color Match	Government Furnished Material or a recognized color matching system
P-10. Process Color Match	Approved Proof and/or Government Furnished Material

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 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, 2021 and ending February 28, 2022, 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, 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.

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

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.
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.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds at award is not considered sufficient for performance required for any program year other than the first program year. When additional funds are available for the full requirements for the next succeeding program year, the Contracting Officer shall, not later than 30 calendar days before the expiration of the program year for which performance has been funded (unless a later day is agreed to), so notify the contractor in writing. Notification that funds are not available shall effect cancellation of the contract.

The Government is not obligated to the contractor for any amount over requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program year after the first unless and until written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program year for which funds have been made available.

If this contract is terminated under the "Termination for Convenience of the Government" clause, "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "Work in Process" in that clause means the work under the program year requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiyear requirements.

Notification to the contractor of an increase or decrease in the funds available for performance of the contract under another clause (e.g. the "Option" or "Changes" clause) shall not constitute the notification required by the first paragraph of this clause.

This procedure shall apply for each successive program year.

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 March 1, 2021 and ending February 28, 2022, 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.

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>.

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.

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 41 orders per year. Some orders will have multiple items.

Approximately 70% of Format "A" and "B" will be gray scale or black only, while approximately 30% 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 27

PAGE COUNT: Approximately 212

QUANTITY: Approximately 430

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

ORDERS: Approximately 9

PAGE COUNT: Approximately 6

QUANTITY: Approximately 220

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

ORDERS: Approximately 4

DIVIDER COUNT: Approximately 15

QUANTITY: Approximately 480

Over sized gray scale orders:

ORDERS: Approximately 1

PAGE COUNT: Approximately 1

QUANTITY: Approximately 4

AVERAGE SQUARE FOOT: Approximately 6 square feet per print.

Over sized color orders:

ORDERS: Approximately 4

PAGE COUNT: Approximately 3

QUANTITY: Approximately 4

AVERAGE SQUARE FOOT: Approximately 8 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.

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 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 products in accordance with these specifications.

The contractor will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility. This web site must allow the agency to post Government furnished material and print proofs from the site when required.

The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials from their secure website.

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 his 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.

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.**

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.

COPYING: Copying equipment must be digital in nature and maintain fidelity with a minimum of 600 DPI for black and all color images. Clear sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. Both color and black copying equipment must be capable of duplex copying while maintaining no visible distortion of the government furnished original(s) when compared to the printed product.

Over sized copying: Over sized copying with a resolution of 2,400 x 2,400 dpi will be based on a “per square foot” basis. Stock must be included in the cost. Approximately 40% of stock will be White 46 lbs, coated presentation paper; calipers to 7.8 mil; whiteness is 120; opacity is 98% and brightness is 97%. Approximately 60% of stock will be White 20 lbs. bond, with a basis size of 17 x 22”; equal to JCP G10.

Tabbed dividers will print face & 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.

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.

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

Stock 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)

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

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

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

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

White, Waterproof, Bond; basis size is 17 x 22"; 20 lbs. per 500 sheets, 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 size 25.5 x 30.5", 90 to 110 lbs. per 500 sheets, equal to JCP K10,
Tab dividers are drilled with three holes, 4-1/4" center to center, centered on 11" left with clear Mylar reinforcement on back side of binding 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:

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

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 with suitable capacity plastic combs.

Spiral binding with suitable capacity plastic coils.

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

Perfect bind and trim three sides.

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

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.

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

LABELING AND MARKING: Reproduce shipping container label from furnished repro, 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 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 sample copies, must be borne by the contractor.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency and to infoseattle@gpo.gov. Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 1083S, 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/deliver 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 each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 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.	17229		III.	(a)	1
	2.	83			(b)	1367
	3.	288			(c)	46
					(d)	1290
	(b) 1.	7384			(e)	430
	2.	36			(f)	4300
					(g)	1720
	(c) 1.	10			(h)	456
	2.	14			(i)	3
	3.	154			(j)	288
	4.	230			(k)	672
					(l)	192
II.		(1)	(2)	(m)	2150	
	(a)	8246	7	(n)	430	
	(b)	615	2	(o)	96	
	(c)	246	14	IV.	(a)	860
	(d)	246	1		(b)	430
	(e)	1354	29		(c)	430
	(f)	246	1	V.	(a)	1060
	(g)	124	1		(b)	424
	(h)	246	1		(c)	212
	(i)	124	1		(d)	212
	(j)	492	3			
	(k)	123	1			
	(l)	123	XXXX			
(m)	123	1				

SECTION 4.- SCHEDULE OF PRICES

SUBMISSION OF OFFERS AND EVALUATION:

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), N/A 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 per the 100 rate or the per each rate.

Contractor's billing invoice must be itemized in strict 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 only, per 100 printed pages. \$ _____.
- 2. Over 8-1/2 x 11" up to and including 11 x 17", black only, per 100 printed pages. \$ _____.
- 3. Tabbed dividers, cost per 100 dividers; cost to include stock. \$ _____.

(b) COLOR:

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

Initial

(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".

		Per 100 Leaves	
		Format "A"	Format "B"
		(1)	(2)
(a)	White Uncoated Text (50 lbs.) or Writing (20 lbs.)	\$ _____	\$ _____
(b)	Colored Writing (20 lbs.)	\$ _____	\$ _____
(c)	White Matte-Coated Text (70 lbs.)	\$ _____	\$ _____
(d)	White Matte-Coated Text (80 lbs.)	\$ _____	\$ _____
(e)	Smooth White Laser (28 lbs.)	\$ _____	\$ _____
(f)	White water proof Bond (20 lbs.)	\$ _____	\$ _____
(g)	White Matte-Coated Cover (65 lbs.)	\$ _____	\$ _____
(h)	White Vellum Finish Cover (65 lbs.)	\$ _____	\$ _____
(i)	Colored Vellum Finish Cover (65 lbs.)	\$ _____	\$ _____
(j)	White Index (110 lbs.)	\$ _____	\$ _____
(k)	Colored Index (110 lbs.)	\$ _____	\$ _____
(l)	Clear Plastic Sheeting (.003-.004" thick)	\$ _____	\$ XXXXXXXXXXXX
(m)	White uncoated label paper (55-60 lbs) with permanent pressure sensitive adhesive	\$ _____	\$ _____

Initial

III. ADDITIONAL OPERATIONS:

- (a) Folding complete product, per 100 leaves. \$ _____
- (b) Drilling* up to four holes, per 100 leaves. \$ _____
- (c) Collating color pages, tab dividers and furnished material into black text; 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, cost per 100 trimmed sheets. \$ _____
- (i) Computer time work, per hour. Round to the nearest 15 minutes. \$ _____
- (j) Mounting per square foot, cost to include 3/16" thick Foam Core. \$ _____
- (k) Laminating with clear lamination, cost per side and per square foot. \$ _____
- (l) Laminating with clear dry erase lamination, cost per side and per square foot. \$ _____
- (m) Perfect bound, 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, cost per square foot \$ _____

*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.

IV. MAILING SERVICES:

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

V. PROOFS:

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

Initial

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..... _____

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.

