

ITEM NO.	DESCRIPTION	BASIS OF AWARD	Technipress Printing		AT Publishing & Printing Inc.		ESTIMATE/PREVIOUS	
			015-86185		015-00171			
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<p><b>COPYING, PACKING, AND DISTRIBUTION:</b> Price quoted shall include the cost of all required materials and operations necessary for the complete copying, loose-leaf binding and distribution of the products listed in accordance with these specifications.</p> <p><b>Format "A":</b> Up to and including 8-1/2" x 11"</p> <p><b>Format "B":</b> Over 8-1/2" x 11" up to and including 11" x 17"</p> <p><b>Format "C":</b> Over 11" x 17"</p> <p><b>(a) Black Copying:</b></p> <p><b>(1)</b> Format "A" Including the cost of loose-leaf binding. Per 100 impressions.</p> <p><b>(2)</b> Format "B" Including the cost of loose-leaf binding. Per 100 impressions.</p> <p><b>(3)</b> Format "C" Oversized copying in black, cost to include 20 or 24 lb. white bond. Per square foot.</p> <p><b>(4) Tabbed dividers:</b> Cost will include the cost of stock and the cost of printing one side in a single ink color on the tab.</p> <p><b>a)</b> Makeready per tabbed divider</p> <p><b>b)</b> Running per 100 copies</p> <p><b>(b) Color Copying:</b></p> <p><b>(1)</b> Format "A" Including the cost of loose-leaf binding. Per 100 impressions.</p> <p><b>(2)</b> Format "B" Including the cost of loose-leaf binding. Per 100 impressions.</p> <p><b>(3)</b> Format "C" Oversized color copying with a minimum of 600 dpi, cost to include 24 lb. white laser stock. Per square foot.</p> <p><b>(4)</b> Format "C" Oversized color copying with a minimum dpi of 2400 x 1200, cost to include 24 lb. white laser stock. Per square foot.</p>							
		2618	2.50	\$ 6,545.00	2.00	\$ 5,236.00	1.50	\$ 3,927.00
		556	5.00	\$ 2,780.00	4.00	\$ 2,224.00	3.00	\$ 1,668.00
		4	0.25	\$ 1.00	0.15	\$ 0.60	0.12	\$ 0.48
		24	5.00	\$ 120.00	0.00	\$ -	4.00	\$ 96.00
		26	36.25	\$ 942.50	18.00	\$ 468.00	18.00	\$ 468.00
		462	21.00	\$ 9,702.00	20.00	\$ 9,240.00	18.00	\$ 8,316.00
		98	38.00	\$ 3,724.00	30.00	\$ 2,940.00	30.00	\$ 2,940.00
		1	3.00	\$ 3.00	1.75	\$ 1.75	1.50	\$ 1.50
		1	3.00	\$ 3.00	1.75	\$ 1.75	1.50	\$ 1.50
II.	<p><b>PAPER:</b> 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 products ordered in the applicable "Format" group. The cost of any paper required for make-ready or running spoilage must be included in the prices quoted.</p> <p>Computation of the net number of leaves will be based on the following:</p> <p><b>Format "A":</b> Up to and including 8-1/2" x 11"</p> <p><b>Format "B":</b> Over 8-1/2" x 11" up to and including 11" x 17"</p> <p><b>(a) White Writing (20-lb)</b></p> <p><b>(1)</b> Format A, <b>per 100 leaves</b></p> <p><b>(2)</b> Format B, <b>per 100 leaves</b></p> <p><b>(b) Color Writing (20-lb)</b></p> <p><b>(1)</b> Format A, <b>per 100 leaves</b></p> <p><b>(2)</b> Format B, <b>per 100 leaves</b></p> <p><b>(c) White Uncoated Text (60-lb)</b></p> <p><b>(1)</b> Format A, <b>per 100 leaves</b></p> <p><b>(2)</b> Format B, <b>per 100 leaves</b></p> <p><b>(d) White High Quality Xerographic Copier, Laser Printer (24-lb)</b></p> <p><b>(1)</b> Format A, <b>per 100 leaves</b></p> <p><b>(2)</b> Format B, <b>per 100 leaves</b></p>							
		1328	2.25	\$ 2,988.00	1.50	\$ 1,992.00	1.00	\$ 1,328.00
		19	4.10	\$ 77.90	2.50	\$ 47.50	2.00	\$ 38.00
		231	3.75	\$ 866.25	1.50	\$ 346.50	1.00	\$ 231.00
		19	8.02	\$ 152.38	2.50	\$ 47.50	2.00	\$ 38.00
		19	2.48	\$ 47.12	1.50	\$ 28.50	1.00	\$ 19.00
		19	5.25	\$ 99.75	2.50	\$ 47.50	2.00	\$ 38.00
		19	2.81	\$ 53.39	2.50	\$ 47.50	2.50	\$ 47.50
		19	5.88	\$ 111.72	6.00	\$ 114.00	5.00	\$ 95.00

(e)	White High Quality Xerographic Copier, Laser Printer (28-lb)								
	(1) Format A, <b>per 100 leaves</b>	19	5.60	\$ 106.40	4.00	\$ 76.00	2.75	\$ 52.25	
	(2) Format B, <b>per 100 leaves</b>	19	11.94	\$ 226.86	6.00	\$ 114.00	5.50	\$ 104.50	
(f)	White Gloss-Coated Text (80-lb)								
	(1) Format A, <b>per 100 leaves</b>	19	3.76	\$ 71.44	6.00	\$ 114.00	4.00	\$ 76.00	
	(2) Format B, <b>per 100 leaves</b>	19	7.50	\$ 142.50	11.00	\$ 209.00	10.00	\$ 190.00	
(g)	White Litho (Gloss) Coated Cover (80-lb)								
	(1) Format A, <b>per 100 leaves</b>	19	7.02	\$ 133.38	9.00	\$ 171.00	8.00	\$ 152.00	
(h)	Color Vellum Finish Cover (80-lb)								
	(1) Format A, <b>per 100 leaves</b>	19	25.50	\$ 484.50	5.00	\$ 95.00	5.00	\$ 95.00	
(i)	White Index (110-lb)								
	(1) Format A, <b>per 100 leaves</b>	19	9.70	\$ 184.30	6.00	\$ 114.00	5.00	\$ 95.00	
	(2) Format B, <b>per 100 leaves</b>	19	20.41	\$ 387.79	9.00	\$ 171.00	10.00	\$ 190.00	
(j)	Color Index (110-lb)								
	(1) Format A, <b>per 100 leaves</b>	19	10.05	\$ 190.95	6.00	\$ 114.00	5.25	\$ 99.75	
	(2) Format B, <b>per 100 leaves</b>	19	19.75	\$ 375.25	10.00	\$ 190.00	10.50	\$ 199.50	
(k)	Clear plastic sheeting, .005" to .008"								
	(1) Format A, <b>per 100 leaves</b>	19	75.00	\$ 1,425.00	45.00	\$ 855.00	35.00	\$ 665.00	
(l)	White or Color Index (90-lb)**								
	<b>**Stock for tab dividers will not be charged under this line item. Stock for tab dividers will be priced under line item I.(4).</b>								
	(1) Format A, <b>per 100 leaves</b>	19	8.10	\$ 153.90	5.00	\$ 95.00	4.10	\$ 77.90	
	(2) Format B, <b>per 100 leaves</b>	19	16.15	\$ 306.85	9.00	\$ 171.00	8.20	\$ 155.80	
III. <b>ADDITIONAL OPERATIONS:</b> The following are charges that are in addition to Item I. These charges will only be allowed when specified on the print order. Any binding method that includes collating or the collating of both black and color pages must be included in the binding cost.									
<b>Note that some of the below "additional operations" are asking for a price per "100 pieces" and some are asking for an "each" price.</b>									
(a)	Acco binding with hidden-hinge covers, per book	10	2.25	\$ 22.50	1.80	\$ 18.00	1.80	\$ 18.00	
(b)	Comb binding, per book	3300	1.25	\$ 4,125.00	1.00	\$ 3,300.00	0.65	\$ 2,145.00	
(c)	Plastic spiral (coil) binding, per book	330	1.25	\$ 412.50	1.00	\$ 330.00	0.65	\$ 214.50	
(d)	Perfect binding, per book	10	3.00	\$ 30.00	1.50	\$ 15.00	1.50	\$ 15.00	
(e)	Saddle-stitch binding, per book	220	0.15	\$ 33.00	0.20	\$ 44.00	0.10	\$ 22.00	
(f)	Hot tape binding, per book	10	2.00	\$ 20.00	1.00	\$ 10.00	1.00	\$ 10.00	
(g)	Drilling, per 100 leaves	10	0.15	\$ 1.50	1.00	\$ 10.00	0.10	\$ 1.00	
(h)	Folding, up to four folds, per 100 leaves	110	2.00	\$ 220.00	2.00	\$ 220.00	1.00	\$ 110.00	
(i)	Hand-folding, per 100 publications	10	3.00	\$ 30.00	2.00	\$ 20.00	2.00	\$ 20.00	
(j)	Applying closure tabs, per tab	10	0.04	\$ 0.40	0.03	\$ 0.30	0.03	\$ 0.30	
(k)	Padding, per pad	10	0.25	\$ 2.50	0.25	\$ 2.50	0.25	\$ 2.50	
(l)	Inserting text and dividers onto the rings of Government furnished three ring binders, per 100 leaves	10	0.50	\$ 5.00	2.50	\$ 25.00	0.25	\$ 2.50	
	Inserting Government furnished pages, per 100 leaves	10	0.50	\$ 5.00	2.50	\$ 25.00	0.25	\$ 2.50	
(n)	Applying addresses, per address	10	0.06	\$ 0.60	0.35	\$ 3.50	0.033	\$ 0.33	
(o)	Computer time, per hour	1	55.00	\$ 55.00	35.00	\$ 35.00	45.00	\$ 45.00	
(p)	Copying CD's, per disc	10	3.00	\$ 30.00	1.50	\$ 15.00	1.50	\$ 15.00	
(q)	Laminate with 3-4 mil thick clear lamination. Cost to include trimming flush or 1/8" over-lap to encapsulate. Per square foot of lamination	4	2.50	\$ 10.00	2.00	\$ 8.00	1.00	\$ 4.00	
	Mounting on 3/16" thick Foam Core								
1.	3/16" thick black Foam Core, per square foot	2	5.00	\$ 10.00	2.00	\$ 4.00	1.00	\$ 2.00	
	2. 3/16" thick white Foam Core, per square foot	2	4.50	\$ 9.00	2.00	\$ 4.00	1.00	\$ 2.00	
(s)	Mounting on 3/16" thick Gator Board								
	1. 3/16" thick black Gator Board, per square foot	2	6.75	\$ 13.50	2.50	\$ 5.00	2.50	\$ 5.00	
	2. 3/16" thick white Gator Board, per square foot	2	7.00	\$ 14.00	2.50	\$ 5.00	2.50	\$ 5.00	
(t)	Emailed proof, per page	10	N/C	\$ -	0.00	\$ -	0.00	\$ -	
CONTRACTOR TOTALS				\$37,455.63		\$29,371.40		\$24,047.31	
DISCOUNT			0.5%	\$ 187.28		\$ -	NET	\$ -	
DISCOUNTED TOTALS			20 days	\$37,268.35		\$29,371.40	30 days	\$24,047.31	

**AWARDED**

Reviewed by:\_\_\_\_\_

Program 2006-S  
Specifications by FB  
Reviewed by TN

This procurement is being solicited as a Small Purchase Request for Quotation (RFQ). The sealed bidding terminology as used throughout these specifications is synonymous with their negotiated procurement counterparts unless specifically stated otherwise. Negotiated pursuant to 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE  
Northwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Short-Run Copying***

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

Department of the Interior/U.S. Fish & Wildlife Service  
Alaska

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending November 30, 2026, 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.

**QUOTE OPENING:** Quotes shall be opened virtually at 1:00 p.m., Eastern Time (ET), on December 9, 2025 at the U.S. Government Publishing Office. All parties interested in attending the quote opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the quote opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the quote submission. The link will be emailed prior to the quote opening.

**QUOTE SUBMISSION:** Bidders must email quotes to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of quote submission will be accepted at this time. The program number and quote opening date must be specified in the subject line of the emailed quote submission. ***Quotes received after the quote opening date and time specified above will not be considered for award.***

**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 20-mile radius of 1011 E Tudor Rd., Anchorage, AK 99503.

Any bidder intending to use production facilities outside this area should furnish information, with the quote, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**BIDDERS, PLEASE NOTE:** These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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 GPO Northwest at [infonorthwest@gpo.gov](mailto:infonorthwest@gpo.gov) and [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov).

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## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Quote 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>.

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

1. Illegibility of quote.
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 quote is received by GPO, it will remain unopened until the specified quote opening time. Government personnel will not validate receipt of the emailed quote prior to quote 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 quote receipt at the specified location.

**SUBCONTRACTING:** The predominant production function is copying.

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

Product Quality Levels:

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

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	Average type dimension in publication
P-9. Solid and Screen Tint Color Match	Approved ink draw down / Pantone Matching System book

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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**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 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 Date of Award to November 30, 2026, 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 August 31, 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.

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**SECURITY WARNING:** Some documents may contain Personally Identifiable Information (PII).

It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal email address; and,
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

**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).

**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

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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 Date of Award through November 30, 2026 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>.

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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."



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## **SECTION 2. - SPECIFICATIONS**

**SCOPE:** These specifications cover the production of flat forms and books on a fast schedule requiring such operations as color and black copying, CD copying, binding, labeling, packing, and delivery.

**TITLE:** Short-Run Copying

**FREQUENCY OF ORDERS:** An average of 35 orders per year.

Approximately 85% will be black or gray scale while the balance will be color.

**QUANTITY:** Approximately 25 to 200 with an average of 110 per order.

**NUMBER OF PAGES:** Approximately 100 pages per order.

**TRIM SIZES:** Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

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".

Format "C": Over 11 x 17".

Format "C" the average square foot per order is 4.

Compact Discs (CD's): 4.72" in diameter, plus a standard white paper unprinted disc envelope.

It is anticipated that approximately 80% of the total orders will be format "A", approximately 17% will be format "B"; and approximately 3% will be format "C".

### **GOVERNMENT TO FURNISH:**

Hard copy.

CD disc(s) to be copied.

CD-ROM and DVD's, both IBM and/or Macintosh compatible.

Digital files could include but are not limited to: PDF files, PUB, GIF, PNG, Microsoft Office Suite of products, PhotoShop, Illustrator, InDesign. Software will be in a variety of versions. The contractor must have the current versions and up-grade as they become available.

At the option of the agency electronic media will occasionally be sent via email or contractor's ftp site.

Mailing list in Excel, zip code sorted.

Agency mailing indicia, when available.

GPO Form 2511 Print orders.

GPO Form 905 for shipping container labels.

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Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

**WARNING:** When files contain PII (Personally Identifiable Information) the contractor is responsible for protecting contents of the file. The contractor is required to submit a written explanation as to how the contractor will safeguard the data provided.

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 nonerasable media shall be destroyed by the contractor.

**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 site. 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.

Contractor is responsible for converting images to an appropriate color space and file format for output. Contractor must also apply any and all necessary prepress functions to achieve best possible output quality of supplied files.

**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.

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

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

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.

**COMPUTER TIME-WORK:** Consists of minor repairs and/or corrections required by the ordering agency on electronic camera copy. Time-work will be rounded up to closest 15-minute increments. **Prior to work, the contractor is required to inform the agency of the approximate time required for repairs or corrections.**

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**CD DUPLICATION:** All delivered CD duplicates must conform to the physical specifications as defined by International Organization for Standardization (ISO)/International Electrotechnical Commission (IEC) International Standard 10149, "Information Technology - Data Interchange on Read-Only 120 mm Optical Data Disks (CD-ROM)," and ISO International Standard 9660, "Information Processing – Volume and File Structure of CD-ROM for Information Interchange." Additionally, all delivered CD duplicates must meet or exceed the error-detection and correction specifications as defined by ISO/IEC Standard 10149. All delivered CD duplicates must be free of Error Correcting Code (ECC) errors.

Disc(s) are 120mm (4.72") in diameter, single sided with a highly reflective metal layer sealed with a protective lacquer.

Contractor to print directly on the disc (no labels) in black. All inks used for the disc shall not damage the lacquer layer or negatively impact usability. All discs require a white base coating prior to printing on the discs.

**COPYING/PRINTING:** At contractor's option, product may be produced via conventional offset or digital printing provided Quality Level IV standards are maintained. Final output must be a minimum of 150-line screen. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

**MARGINS:** Majority of orders have adequate gripper margins. Approximately 10%-15% of orders have bleeds. Follow Government Furnished Material.

**PROOFS:** When required, the contractor to submit one "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 the ordering agency to confirm receipt.

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

**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.

All cover paper must have the grain parallel to the spine.

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

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

White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White High Quality Xerographic Copier, Laser Printer, basis weight: 24 and 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-61.

White Gloss-Coated Text, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

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White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

Color Vellum Finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

White or Color Index, basis weight: 90 and 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Clear plastic sheeting with a thickness of .005" to .008" thick. No printing required on plastic sheeting; to be used as a cover stock.

White 90 lbs. Index; non-myelared tabbed dividers. Trim size of 8-1/2 x 11" plus 1/2" tab = 9 x 11" overall size. Tabbed dividers will be 1/5 cut. Cost will include the cost of stock and the cost of printing one side in a single ink color on the tab. Approximately 2 orders require approximately 12 tabbed dividers per order.

**BINDING:** Bind as indicated on print order. Some orders will require the collation of color and black text pages in the same publication, there will be no extra cost for collating mixed pages.

Various binding styles will be ordered as follows:

**Loose-leaf:** Gather and trim four sides; stitch with one wire stitch in the upper left corner or two or three side stitches. Separate two-piece covers will be required on some orders. No additional cost will be allowed for loose-leaf binding.

**Three-piece hidden-hinge covers:** The third piece of the three-piece cover(s) is for the backstrip. Drill and score at fold. Score covers at left along entire 11" dimension for hidden-hinge covers and fold. All hidden-hinge covers to be three-piece. Bind with Acco, or similar, type fasteners with compressors on 8-1/2" centers.

**Comb binding:** Punch suitably for plastic comb binding. Bind text and cover with black plastic combs of suitable capacity.

**Spiral (coil) binding:** Punch suitably for plastic spiral (coil) binding. Bind text and cover with plastic coils (various colors) of suitable capacity.

**Perfect binding:** Fold, gather, perfect bind with separate wrap around glued-on paper cover; trim three sides. Covers trim flush.

**Saddle-Stitching:** Fold sheet, inset as necessary, and saddle-wire stitch in two places. Trim three sides. Separate cover, when required; wrap around, stitch on, and trim flush.

**Tape binding:** Thermal (hot) tape binding; several tape colors may be required.

**Drilling:** Drill two or three holes. Most orders that require drilling will require 1/4" diameter holes centered on the 11" side, 4-1/4" or 8-1/2" center to center. Center of holes to be 3/8" from left edge of product.

**Folding:** Folding with one to four folds. Some orders will require right angle folds.

**Hand-folding:** Hand-folding collated pages as a set.

**Closure tabs:** Applying closure tabs to collated pages, suitable for mailing. Contractor to ensure finished piece meets current United States Postal Service requirements for mailing.

**Padding:** Pad forms on the top or left side, with minimum 0.020" thick chipboard, newsboard, or equal for back. Gum and crash or any suitable compound may be used.

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***Government furnished pages and dividers:*** Insert furnished pages and dividers into books.

***Government furnished 3-ring binders:*** Insert the text and dividers onto the rings of furnished 3-ring binders.

***Addresses:*** Applying addresses on folded publications. When addressing is required the contractor to create and affix a label. At contractor's option, addresses may be imaged directly.

***Laminating:*** Laminating with 3-4 mil thick clear lamination. Orders will require laminating one or two sides. Trim will be flush or encapsulated.

***Gator Board:*** Dry mounting and trim flush or with a border. Dry mount on white or black Gator Board that is 3/16" thick.

***Foam Core:*** Dry mount on white or black 3/16" thick Foamcore.

**PACKING:** Wrap with kraft paper or shrink-film wrap in suitable units when required.

All CD disc(s) must be inserted into standard 5 x 5" white paper disc envelope(s) with a 3-7/8" diameter clear plastic (or glassine) covered window and un-gummed flap.

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

**LABELING AND MARKING** (Package and/or Container label): Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**DISTRIBUTION:** Deliver f.o.b. destination to several Government Departments in various locations in the Anchorage area; inside deliveries may be required.

On orders that require pick-up and delivery outside the normal delivery area of Anchorage, AK, proper, contractor will be reimbursed for those charges by submitting pick-up and delivery receipts with their invoice. Prior to shipping, the contractor is required to inform the agency of the approximate cost for pick-up and delivery outside the normal delivery area of Anchorage, AK.

When indicated by the agency the contractor must use the agency's bulk mailing permit and deliver to United States Postal Service.

Complete addresses and quantities will be furnished with the print orders.

Upon completion, Government furnished materials are to be returned to the ordering office, inside deliveries required.

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 [compliance@gpo.gov](mailto:compliance@gpo.gov). Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 2006S, 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.

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**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).

Proofs will be withheld not more than 2 workdays from receipt by the ordering agency to receipt in contractor's plant. Note: The first workday after receipt of proofs by the ordering agency is day one of the hold time.

Majority of orders must be completed and delivered within from 1 to 15 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.

When same-day deliveries are required, a minimum schedule of four business hours will be allowed. This will be on approximately 15-20% of the orders. The schedule begins the workday of notification of the availability of print order and furnished material. Both pickups and deliveries may require the contractor to pickup and/or deliver at multiple locations within one or several buildings.

No definite schedule for pickup of material can be predetermined.  
Orders must be completed and delivered by date indicated on print order.

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 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 quote by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

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

<b>I.</b>	<b>(a) (1)</b>	2618	<b>III.</b>	<b>(a)</b>	10
	<b>(2)</b>	556		<b>(b)</b>	3300
	<b>(3)</b>	4		<b>(c)</b>	330
	<b>(4) a)</b>	24		<b>(d)</b>	10
	<b>b)</b>	26		<b>(e)</b>	220
	<b>(b) (1)</b>	462		<b>(f)</b>	10
	<b>(2)</b>	98		<b>(g)</b>	10
	<b>(3)</b>	1		<b>(h)</b>	110
	<b>(4)</b>	1		<b>(i)</b>	10
				<b>(j)</b>	10
<b>II.</b>	<b>(a) (1)</b>	1328		<b>(k)</b>	10
	<b>(2)</b>	19		<b>(l)</b>	10
	<b>(b) (1)</b>	231		<b>(m)</b>	10
	<b>(2)</b>	19		<b>(n)</b>	10
	<b>(c) (1)</b>	19		<b>(o)</b>	1
	<b>(2)</b>	19		<b>(p)</b>	10
	<b>(d) (1)</b>	19		<b>(q)</b>	4
	<b>(2)</b>	19		<b>(r) 1.</b>	2
	<b>(e) (1)</b>	19		<b>2.</b>	2
	<b>(2)</b>	19		<b>(s) 1.</b>	2
	<b>(f) (1)</b>	19		<b>2.</b>	2
	<b>(2)</b>	19		<b>(t)</b>	10
	<b>(g) (1)</b>	19			
	<b>(h) (1)</b>	19			
	<b>(i) (1)</b>	19			
	<b>(2)</b>	19			
	<b>(j) (1)</b>	19			
	<b>(2)</b>	19			
	<b>(k) (1)</b>	19			
	<b>(l) (1)</b>	19			
	<b>(2)</b>	19			

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

Quotes offered are f.o.b. destination for shipping/delivering to Anchorage AK, and f.o.b. contractor's city for all other shipping/delivering.

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. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Quotes submitted with NB (No Bid), NA (Not Applicable), 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 invoices submitted to the GPO shall be based on the most economical method of production.

Quotes for each "Format" shall be for any trim size, up to the maximum trim size listed for each "Format," as outlined in Section 2.- Specifications.

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

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



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- I. COPYING, PACKING, AND DISTRIBUTION:** Price quoted shall include the cost of all required materials and operations necessary for the complete copying, loose-leaf binding and distribution of the products listed in accordance with these specifications.

**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".

**Format "C":** Over 11" x 17".

**(a) Black Copying:**

- (1) Format "A"  
Including the cost of loose-leaf binding.....per 100 impressions .....\$ \_\_\_\_\_
- (2) Format "B"  
Including the cost of loose-leaf binding.....per 100 impressions .....\$ \_\_\_\_\_
- (3) Format "C"  
Oversized copying in black,  
cost to include 20 or 24 lb. white bond.....per square foot ..... \$ \_\_\_\_\_
- (4) **Tabbed dividers:**  
Cost will include the cost of stock and the cost of printing one side in a single ink color on the tab.
- a) Makeready per tabbed divider..... \$ \_\_\_\_\_
- b) Running per 100 copies..... \$ \_\_\_\_\_

**(b) Color Copying:**

- (1) Format "A"  
Including the cost of loose-leaf binding..... per 100 impressions..... \$ \_\_\_\_\_
- (2) Format "B"  
Including the cost of loose-leaf binding..... per 100 impressions..... \$ \_\_\_\_\_
- (3) Format "C"  
Oversized color copying with a minimum of 600 dpi,  
cost to include 24 lb. white laser stock.....per square foot..... \$ \_\_\_\_\_
- (4) Format "C"  
Oversized color copying with a minimum dpi of 2400 x 1200,  
cost to include 24 lb. white laser stock.....per square foot..... \$ \_\_\_\_\_

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

- 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 products ordered in the applicable "Format" group. The cost of any paper required for make-ready or running spoilage must be included in the prices quoted.

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 Writing (20-lb)**

- (1) Format A.....per 100 leaves .....\$ \_\_\_\_\_  
 (2) Format B.....per 100 leaves .....\$ \_\_\_\_\_

**(b) Color Writing (20-lb)**

- (1) Format A.....per 100 leaves .....\$ \_\_\_\_\_  
 (2) Format B.....per 100 leaves .....\$ \_\_\_\_\_

**(c) White Uncoated Text (60-lb)**

- (1) Format A.....per 100 leaves .....\$ \_\_\_\_\_  
 (2) Format B.....per 100 leaves .....\$ \_\_\_\_\_

**(d) White High Quality Xerographic Copier, Laser Printer (24-lb)**

- (1) Format A.....per 100 leaves .....\$ \_\_\_\_\_  
 (2) Format B.....per 100 leaves .....\$ \_\_\_\_\_

**(e) White High Quality Xerographic Copier, Laser Printer (28-lb)**

- (1) Format A.....per 100 leaves .....\$ \_\_\_\_\_  
 (2) Format B.....per 100 leaves .....\$ \_\_\_\_\_

**(f) White Gloss-Coated Text (80-lb)**

- (1) Format A.....per 100 leaves .....\$ \_\_\_\_\_  
 (2) Format B.....per 100 leaves .....\$ \_\_\_\_\_

**(g) White Litho (Gloss) Coated Cover (80-lb)**

- (1) Format A.....per 100 leaves .....\$ \_\_\_\_\_

**(h) Color Vellum Finish Cover (80-lb)**

- (1) Format A.....per 100 leaves .....\$ \_\_\_\_\_

**(i) White Index (110-lb)**

- (1) Format A.....per 100 leaves .....\$ \_\_\_\_\_  
 (2) Format B.....per 100 leaves .....\$ \_\_\_\_\_

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

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- (j) Color Index (110-lb)  
 (1) Format A.....per 100 leaves .....\$  
 (2) Format B.....per 100 leaves .....\$
- (k) Clear plastic sheeting, .005" to .008"  
 (1) Format A.....per 100 leaves .....\$
- (l) White or Color Index (90-lb)\*\*  
**\*\*Stock for tab dividers will not be charged under this line item. Stock for tab dividers will be priced under line item I.(4).**  
 (1) Format A.....per 100 leaves .....\$  
 (2) Format B.....per 100 leaves .....\$

**III. ADDITIONAL OPERATIONS:** The following are charges that are in addition to Item I. These charges will only be allowed when specified on the print order. Any binding method that includes collating or the collating of both black and color pages must be included in the binding cost.

**Note that some of the below "additional operations" are asking for a price per "100 pieces" and some are asking for an "each" price.**

- (a) Acco binding with hidden-hinge covers..... per book .....\$  
 (b) Comb binding..... per book .....\$  
 (c) Plastic spiral (coil) binding..... per book .....\$  
 (d) Perfect binding..... per book .....\$  
 (e) Saddle-stitch binding..... per book .....\$  
 (f) Hot tape binding..... per book .....\$  
 (g) Drilling..... per 100 leaves.....\$  
 (h) Folding, up to four folds..... per 100 leaves.....\$  
 (i) Hand-folding..... per 100 publications .....\$  
 (j) Applying closure tabs..... per tab .....\$  
 (k) Padding..... per pad .....\$  
 (l) Inserting text and dividers onto the rings  
 of Government furnished three ring binders..... per 100 leaves .....\$  
 (m) Inserting Government furnished pages..... per 100 leaves .....\$  
 (n) Applying addresses..... per address .....\$  
 (o) Computer time..... per hour.....\$  
 (p) Copying CD's..... per disc .....\$  
 (q) Laminate with 3-4 mil thick clear lamination.  
 Cost to include trimming flush or 1/8" over-lap  
 to encapsulate..... per square foot of lamination.....\$  
 (r) Mounting on 3/16" thick Foam Core  
 1. 3/16" thick black Foam Core..... per square foot.....\$  
 2. 3/16" thick white Foam Core..... per square foot.....\$  
 (s) Mounting on 3/16" thick Gator Board  
 1. 3/16" thick black Gator Board..... per square foot.....\$  
 2. 3/16" thick white Gator Board..... per square foot.....\$  
 (t) Emailed proof..... per page .....\$

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My production facilities are located within the assumed area of production.....yes no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_
  - a. Number of hours from acceptance of print order to pickup of Government Furnished Material \_\_\_\_\_
  - b. Number of hours from pickup of Government Furnished 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 \_\_\_\_\_

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

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**SHIPMENTS:** 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 quote 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 Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_.

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

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

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

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

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

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

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

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Quote) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

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

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