

ITEM NO.	DESCRIPTION	BASIS OF AWARD	CopyRight		Midland Printing		SIMILAR/ESTIMATE	
			Billings MT UNIT RATE	COST	Billings MT UNIT RATE	COST	UNIT RATE	COST
	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" Oversize: over 11 x 17"							
I.	<b>COPYING, BINDING, PACKING AND DISTRIBUTION:</b> Price quoted shall include the cost of all required materials and operations necessary for the complete copying, binding, and distribution of the products listed in accordance with these specifications.							
	(a) <b>Color Copying:</b>							
	1) Text pages in color including the cost of loose-leaf binding, per 100 copies.							
	(1) Format "A" 8-1/2 x 11"	3399	19.00	\$ 64,581.00	15.00	\$ 50,985.00	22.00	\$ 74,778.00
	(2) Format "B" 11 x 17"	65	27.00	\$ 1,755.00	16.00	\$ 1,040.00	30.00	\$ 1,950.00
	(b) <b>Black Copying:</b>							
	1) Text pages in black including the cost of loose-leaf binding, per 100 copies.							
	(1) Format "A" 8-1/2 x 11"	7932	1.50	\$ 11,898.00	1.50	\$ 11,898.00	1.50	\$ 11,898.00
	(2) Format "B" 11 x 17"	151	1.90	\$ 286.90	1.70	\$ 256.70	1.70	\$ 256.70
	2) Tabbed dividers in black. Including the cost of stock and collating into text. Cost per 100 tabbed dividers.	325	9.50	\$ 3,087.50	15.00	\$ 4,875.00	6.50	\$ 2,112.50
	(c) <b>OVERSIZED COPYING:</b> Cost to include 24 lbs. White Laser stock							
	1) Color, with a 600 dpi minimum, Cost per square foot.	114	2.50	\$ 285.00	2.00	\$ 228.00	2.25	\$ 256.50
	2) Grayscale, with a 600 dpi minimum, Cost per square foot.	266	0.90	\$ 239.40	2.00	\$ 532.00	0.25	\$ 66.50
II.	<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 product(s) ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices offered. Per 100 leaves							
	(a) <b>White Writing (20 lbs)</b>							
	(1) Format "A" 8-1/2 x 11"	2550	0.90	\$ 2,295.00	0.80	\$ 2,040.00	0.70	\$ 1,785.00
	(2) Format "B" 11 x 17"	32	2.20	\$ 70.40	1.50	\$ 48.00	1.50	\$ 48.00
	(b) <b>Colored Writing (20 lbs)</b>							
	(1) Format "A" 8-1/2 x 11"	567	1.10	\$ 623.70	0.80	\$ 453.60	0.80	\$ 453.60
	(2) Format "B" 11 x 17"	12	2.60	\$ 31.20	1.70	\$ 20.40	2.58	\$ 30.96
	(c) <b>White Laser (28 lbs)</b>							
	(1) Format "A" 8-1/2 x 11"	1700	2.70	\$ 4,590.00	2.50	\$ 4,250.00	2.50	\$ 4,250.00
	(2) Format "B" 11 x 17"	38	4.70	\$ 178.60	4.50	\$ 171.00	4.66	\$ 177.08
	(d) <b>White Index (110 lbs)</b>							
	(1) Format "A" 8-1/2 x 11"	85	3.00	\$ 255.00	2.50	\$ 212.50	2.52	\$ 214.20
	(2) Format "B" 11 x 17"	8	5.00	\$ 40.00	5.00	\$ 40.00	5.24	\$ 41.92
	(e) <b>Colored Index (110 lbs)</b>							
	(1) Format "A" 8-1/2 x 11"	57	4.00	\$ 228.00	3.50	\$ 199.50	3.40	\$ 193.80
	(2) Format "B" 11 x 17"	11	6.00	\$ 66.00	7.00	\$ 77.00	6.39	\$ 70.29
	(f) <b>White Vellum Cover (65 lbs)</b>							
	(1) Format "A" 8-1/2 x 11"	40	2.00	\$ 80.00	2.50	\$ 100.00	1.70	\$ 68.00
	(2) Format "B" 11 x 17"	3	4.00	\$ 12.00	4.00	\$ 12.00	3.40	\$ 10.20
	(g) <b>Colored Vellum Cover (65 lbs)</b>							
	(1) Format "A" 8-1/2 x 11"	28	3.00	\$ 84.00	3.00	\$ 84.00	1.70	\$ 47.60
	(2) Format "B" 11 x 17"	3	4.50	\$ 13.50	5.00	\$ 15.00	3.40	\$ 10.20
	(h) <b>Imitation Parchment (24 lbs)</b>							
	(1) Format "A" 8-1/2 x 11"	57	2.50	\$ 142.50	3.50	\$ 199.50	2.40	\$ 136.80
	(i) <b>White and Colored Carbonless Bond CF (20 lbs)</b>							
	(1) Format "A" 8-1/2 x 11"	113	2.50	\$ 282.50	3.00	\$ 339.00	2.10	\$ 237.30
	(j) <b>White and Colored Carbonless Bond CFB (20 lbs)</b>							
	(1) Format "A" 8-1/2 x 11"	227	2.50	\$ 567.50	3.50	\$ 794.50	2.85	\$ 646.95
	(k) <b>White and Colored Carbonless Bond CB (20 lbs)</b>							
	(1) Format "A" 8-1/2 x 11"	113	2.50	\$ 282.50	3.00	\$ 339.00	2.50	\$ 282.50
	(l) <b>Clear plastic sheeting (0.01 to 0.015" thick)</b>							
	(1) Format "A" 8-1/2 x 11"	113	8.00	\$ 904.00	10.00	\$ 1,130.00	14.00	\$ 1,582.00

<b>III. 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.								
(a)	Punch and bind with suitable plastic combs, per 100 books.	8	80.00	\$ 640.00	100.00	\$ 800.00	100.00	\$ 800.00
(b)	Punch and bind with suitable plastic coils, per 100 books.	28	80.00	\$ 2,240.00	100.00	\$ 2,800.00	100.00	\$ 2,800.00
(c)	Band with suitable rubber band, per 100 books.	6	N/C	\$ -	N/C	\$ -	N/C	\$ -
(d)	Saddle stitch, collate, stitch and trim three sides per 100 books.	3	45.00	\$ 135.00	45.00	\$ 135.00	45.00	\$ 135.00
(e)	Drilling up 3 holes, per 100 leaves.	3591	3.00	\$ 10,773.00	N/C	\$ -	N/C	\$ -
(f)	Pad in 50's or 100 sheets with regular padding compound, per 100 pads.	5	25.00	\$ 125.00	25.00	\$ 125.00	25.00	\$ 125.00
(g)	Computer time work on electronic camera copy corrections, per hour.	24	25.00	\$ 600.00	25.00	\$ 600.00	25.00	\$ 600.00
(h)	Fold with one or two folds, per 100 leaves.	144	5.00	\$ 720.00	2.50	\$ 360.00	2.50	\$ 360.00
(i)	Collating pages, foldins, dividers and/or covers, per 100 leaves.	4628	5.00	\$ 23,140.00	5.00	\$ 23,140.00	2.50	\$ 11,570.00
(j)	Apply pressure sensitive closure tabs to books and/or Pamphlets cost per 100 closure tabs.	3	5.00	\$ 15.00	5.00	\$ 15.00	5.00	\$ 15.00
(k)	Apply or print mailing indicia and/or mailing addresses to books, pamphlets, or envelopes, cost per 100 addresses.	3	5.00	\$ 15.00	5.00	\$ 15.00	5.00	\$ 15.00
(l)	Stuff and seal Government furnished envelopes, cost per 100 envelopes.	1	20.00	\$ 20.00	20.00	\$ 20.00	20.00	\$ 20.00
(m)	Laminating with clear .003 to .005" lamination, laminating per page of 8-1/2 x 11" sheets. Cost per 100 sides.	239	35.00	\$ 8,365.00	25.00	\$ 5,975.00	40.00	\$ 9,560.00
<b>IV. SCANNING:</b> Prices quoted shall include the cost of all required materials and operations necessary for the complete scanning, file naming, and distribution of the products listed in accordance with these specifications.								
<b>The trim size will include any size up to and including 11 x 17" for both auto feed and hand feed categories.</b>								
(a)	<b>Auto Feed:</b> Documents that will run through an auto chute feeder.							
1)	Grayscale, with a 300 dpi minimum, Cost per 100 scans.	1	8.00	\$ 8.00	6.00	\$ 6.00	8.00	\$ 8.00
2)	Color, with a 300 dpi minimum, Cost per 100 scans.	1	12.00	\$ 12.00	6.00	\$ 6.00	12.00	\$ 12.00
(b)	<b>Hand Feed:</b> Documents must be hand placed on the glass.							
1)	Grayscale, with a 300 dpi minimum, Cost per 100 scans.	2	9.00	\$ 18.00	6.00	\$ 12.00	9.00	\$ 18.00
2)	Color, with a 300 dpi minimum, Cost per 100 scans.	1	15.00	\$ 15.00	6.00	\$ 6.00	15.00	\$ 15.00
(c)	Burning files to CD or DVD disc, Cost per either CD or DVD disc.	2	10.00	\$ 20.00	6.00	\$ 12.00	10.00	\$ 20.00
(d)	<b>OVERSIZED SCANNING:</b>							
1)	Color, with a 300 dpi minimum, Cost per square foot.	7	2.00	\$ 14.00	1.50	\$ 10.50	1.45	\$ 10.15
2)	Grayscale, with a 300 dpi minimum, Cost per square foot.	3	0.80	\$ 2.40	1.00	\$ 3.00	0.90	\$ 2.70
<b>CONTRACTOR TOTALS</b>				\$139,756.60		\$114,380.20		\$127,690.45
<b>DISCOUNT</b>				NET \$ -		NET \$ -		NET \$ -
<b>DISCOUNTED TOTALS</b>				30 days \$139,756.60		30 days \$114,380.20		30 days \$127,690.45

**AWARDED**

Review by: \_\_\_\_\_



Federal Center South  
4735 East Marginal Way South  
Seattle, WA 98134-2397

**NOTICE OF RESOLICITATION**

November 28, 2017

To Whom It May Concern:

Resolicitation Notice for Program 2091S

See the revised specifications. Changes include taking out one of the two spaces for each of the following line items: IV.(a)1; IV.(a)2; IV.(b)1; IV.(b)2; IV.(d)1; IV.(d)2 (see page 12).  
Change in term of contract and bid opening date (see page 1).

Sincerely,

A handwritten signature in blue ink, appearing to read "Roland Whitehurst". The signature is stylized and somewhat cursive.

Roland Whitehurst  
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE  
Seattle, Washington

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 Health and Human Services  
Public Health Service/Indian Health Service  
Billings, Montana

Single Award

**BID OPENING:** Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on January 18, 2018.

**TERM OF CONTRACT:** The term of this contract is for the period beginning February 1, 2018 and ending January 31, 2019, plus up to four 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.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 25-mile radius of Billings, Montana.

Any bidder intending to use production facilities outside this area should furnish information, with the bid (see page 13), 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.

**BID SUBMISSION:** Submit bid to: U.S. GOVERNMENT PUBLISHING OFFICE; 4735 E. Marginal Way South; Suite 1111; Seattle; Washington; 98134. Fill out Section 4; Schedule of Prices; of this specification with a copy of the signed and completed GPO Bid Form 910. Mark your bid "ATTN: 2091-S" on the outside of the envelope. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to Seattle GPO, Fax No. (206)764-3301. The Program number (Program 2091-S) and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: U.S. GOVERNMENT PUBLISHING OFFICE; 4735 E. Marginal Way South; Suite 1111; Seattle; Washington; 98134, between the hours of 8:00 a.m. and 2:00 p.m., prevailing Pacific time, Monday through Friday. If further instruction or assistance is required, call (206)764-3726.

***NOTE: BIDS RECEIVED AT 2:00 P.M. AND AFTER ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.***

The following web address will allow the contractor to print a copy of the current pricing abstract:  
<https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature call Felicia Buchko, Phone: (206)764-3726 Ext. #3; or e-mail [fbuchko@gpo.gov](mailto: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. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

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

**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 Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from MIL-STD-105):

- (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	Government furnished material.
P-9. Solid and Screen Tint Color Match	Government furnished material or The Pantone Matching System.
P-10. Process Color Match	Government furnished material.

Document scanning.....100% accuracy rate

**SUBCONTRACTING:** The predominant production function is press work.

**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 extensions 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.

**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.

**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 (February 1, 2018 to January 31, 2019), 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. Payment discounts shall be applied after the invoice price is adjusted and separately adjusted paper prices.

**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 this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from February 1, 2018 through January 31, 2019, 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/agency/billing-and-payment>.

**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 books, pamphlets and cut-forms on a fast schedule requiring such operations as copying/duplicating, scanning, binding, packing and delivery.

**TITLE:** Short-Run Copying

**FREQUENCY OF ORDERS:** Approximately 100 orders per year, with approximately 71 format "A"; approximately 27 format "B"; and approximately 2 oversize.

Tabbed dividers: Approximately 13 orders will require 10 tabbed dividers per set, with approximately 250 sets per order. Dividers will be from 1/10 cut to 1/3 cut non-mylared and drilled if required. All tabbed dividers will be produced on White Index, 110 lbs.

Scanning: Approximately 4 scanning orders up to 11 x 17". Approximately 1 oversize scanning order with 10 average square feet per order.

**QUANTITY:** Approximately 140 copies per order for format "A"; approximately 40 copies per order for format "B"; approximately 190 square feet per order for Oversize.

**NUMBER OF PAGES:** Approximately 114 pages for format "A", and approximately 20 pages for format "B".

**TRIM SIZE:** Format "A" is up to and including 8-1/2 x 11". Format "B" is any trim size over 8-1/2 x 11" up to and including 11 x 17". Oversize is over 11 x 17".

Tabbed divider trim size: 8-1/2 x 11" with a 1/2" tab, for an overall trim size of 9 x 11".

### **GOVERNMENT TO FURNISH:**

Camera copy consisting of line art to be reproduced at various focuses.

CD or DVD ROM, both IBM and/or Macintosh compatible. Software could include but is not limited to: PhotoShop, PageMaker, InDesign, PostScript and PDF files. Software will be in a variety of versions. Printer fonts will be provided on the disk. The contractor must have the latest software versions.

Print orders.

Mailing address list. Mailing list will either be hard copy or digital.

Print orders.

Envelopes.

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.

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.

### **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 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 preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the ordering agency.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

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

At the request of the agency, upon completion of 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 may accept, as digital deliverables, Postscript files, and Adobe Acrobat Portable Document Format (PDF) files. File type of the returned Government furnished materials will be specified on the print order.

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

**COPYING:** Copying equipment must have a minimum of 1200 x 1200 DPI. Clear sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. Approximately 70% will be gray scale copying, while the balance will be color.

Tabbed dividers will require copying one side only.

The contractor has the option to use printing duplicators, offset printing or digital printing equipment in the production of the items ordered under this contract, as long as the desired quality level is maintained.

At the contractor's option: Print from duplicating masters imaged from camera copy furnished by the Department.

There will be no imaging on the clear plastic sheeting.

**SCANNING:** Will be graded as follows:

Auto-Feed: The pages will run successfully through a feeding-chute; approximately 40%.

**Hand-Feed:** The documents may require the removal of staples, paper clips, rubber-bands and odd-size documents. These documents will require placement by hand of the documents on the copy/scanning glass; approximately 60%.

Majority of scanned images must have a minimum of 300-dpi resolution. Follow print order for resolution.

Scanning requires second-pass verification, and is defined as visual comparison to verify that 100% of the pages/documents were captured in scanning.

**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. 12" dated March, 2011. [https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol\\_12.pdf](https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf)

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.

Color of paper furnished must be a uniform shade and a close match by visual inspection of the JCP color samples.

White Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.

Colored Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.

White Laser, basis size 17 x 22", 28 lbs. per 500 sheets, equal to JCP Code O61.

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

White or Colored Vellum-Finish Cover, basis size 20 x 26", 65 lbs. per 500 sheets, equal to JCP Code L20.

White Imitation Parchment, basis size 17 x 22", 24 lbs. per 500 sheets, equal to JCP Code H30.

White or Colored Carbonless Bond, CF, CFB, and CB; basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code O80.

Clear plastic sheeting to be used as book and pamphlet covers, approximately 0.010" to 0.015" thick.

**MARGINS:** Adequate gripper margins; follow reprint sample furnished.

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

Looseleaf: Gather and trim four sides; stitch with one stitch in the upper left corner or two side stitches, as ordered.

Punch suitably for plastic comb or spiral binding; bind text and cover with suitable capacity combs or spirals as indicated on print order.

Band books with rubber band of suitable strength and capacity.

Saddle stitch with a cover or self-cover, trim three sides. Saddle stitch bind up to and including 8-1/2 x 11" finished trim size.

Drill 1/4" to 3/8" diameter holes, as specified on the print order.

Short Run Copying

Pad into sets of 50's to 100's sheets per pad. Use suitable 0.02" thick backing board on the bottom of each pad. Pad at the top of each pad with suitable padding compound or as indicated on the print order.

Fold with one of two parallel folds as indicated on the print order.

A collating charge will be allowed for any type of book binding. Flat forms will not have a collating charge.

Apply a pressure sensitive closure tab to books or pamphlets. Closure tabs must conform to the current U.S. Postal Service Regulations.

Apply or print the Government furnished mailing indicia and/or mailing addresses to books, pamphlets, or envelopes.

Stuff and seal Government furnished envelopes.

Laminating book covers or flat forms on one or two sides. Clear gloss lamination with 3 mil (.003") thick to 5 mil (.005") thick will be required. Items to be laminated will trim up to and including 8-1/2 x 11". Trim as indicated on the print order.

**PACKING:** Wrap Kraft paper or shrink-film in suitable units. Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed. Wrapping will be at no cost to the Government.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**DISTRIBUTION:** Deliver f.o.b. destination to:

Billings, MT 59101

And other locations in the Billings, MT area.

Upon completion, all Government furnished materials are to be returned to the ordering Department.

**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).

Government furnished material must be picked up from and delivered (f.o.b. destination) at the ordering Department--see address under "Distribution".

No definite schedule for pickup of material can be predetermined; however, it is anticipated that the following estimates will apply to the overall contract period.

The following schedule begins the workday of notification of the availability of print order and furnished material.

4 percent of the orders must be completed and delivered within 24 hours (one workday). These orders will usually require a quantity and number of pages below the averages specified in this contract. The balance of the orders will require delivery within from 2 to 3 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 offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

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

	(1)	(2)
<b>I.</b>		
<b>(a) (1)</b>	3,399	65
<b>(b) (1)</b>	7,932	151
<b>(2)</b>	325	XXXXX
<b>(c) (1)</b>	114	
<b>(2)</b>	266	
<b>II.</b>		
<b>(a)</b>	2,550	32
<b>(b)</b>	567	12
<b>(c)</b>	1,700	38
<b>(d)</b>	85	8
<b>(e)</b>	57	11
<b>(f)</b>	40	3
<b>(g)</b>	28	3
<b>(h)</b>	57	XXXXX
<b>(i)</b>	113	XXXXX
<b>(j)</b>	227	XXXXX
<b>(k)</b>	113	XXXXX
<b>(l)</b>	113	XXXXX
<b>III.</b>		
<b>(a)</b>	8	
<b>(b)</b>	28	
<b>(c)</b>	6	
<b>(d)</b>	3	
<b>(e)</b>	3,591	
<b>(f)</b>	5	
<b>(g)</b>	24	
<b>(h)</b>	144	
<b>(i)</b>	4,628	
<b>(j)</b>	3	
<b>(k)</b>	3	
<b>(l)</b>	1	
<b>(m)</b>	239	
<b>IV.</b>		
<b>(a) (1)</b>	1	
<b>(2)</b>	1	
<b>(b) (1)</b>	2	
<b>(2)</b>	1	
<b>(c)</b>	2	
<b>(d) (1)</b>	7	
<b>(2)</b>	3	

## 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), 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 vouchers submitted to the GPO shall be based on the most economical method of production.

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

The cost of paper will be charged under Item II.

Definition of page: one page equals one side of a sheet; there are 2 pages per sheet of paper.

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

	Format "A" 8-1/2 x 11" (1)	Format "B" 11 x 17" (2)
(a) <b>Color Copying:</b>		
1) Text pages in color including the cost of loose-leaf binding, <b>per 100 copies.</b>	\$_____	\$_____

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

- (b) **Black Copying:**
- 1) Text pages in black including the cost of loose-leaf binding, **per 100 copies.** \$ \_\_\_\_\_ \$ \_\_\_\_\_
  - 2) Tabbed dividers in black. Including the cost of stock and collating into text. Cost **per 100 tabbed dividers.** \$ \_\_\_\_\_ \$XXXXXXXXXX
- (c) **OVERSIZED COPYING:** Cost to include 24 lbs. White Laser stock
- 1) Color, with a 600 dpi minimum, **Cost per square foot.** \$ \_\_\_\_\_
  - 2) Grayscale, with a 600 dpi minimum, **Cost 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": 8-1/2 x 11".

Format "B": 11 x 17".

	Format "A" 8-1/2 x 11" (1)	Format "B" 11 x 17" (2)
	<u>Per 100 leaves</u>	
(a) White Writing (20 lbs)	\$ _____	\$ _____
(b) Colored Writing (20 lbs)	\$ _____	\$ _____
(c) White Laser (28 lbs)	\$ _____	\$ _____
(d) White Index (110 lbs)	\$ _____	\$ _____
(e) Colored Index (110 lbs)	\$ _____	\$ _____
(f) White Vellum Cover (65 lbs)	\$ _____	\$ _____
(g) Colored Vellum cover (65 lbs)	\$ _____	\$ _____
(h) Imitation Parchment (24 lbs)	\$ _____	\$XXXXXXXXXX
(i) White and Colored Carbonless Bond CF (20 lbs)	\$ _____	\$XXXXXXXXXX
(j) White and Colored Carbonless Bond CFB (20 lbs)	\$ _____	\$XXXXXXXXXX
(k) White and Colored Carbonless Bond CB (20 lbs)	\$ _____	\$XXXXXXXXXX
(l) Clear plastic sheeting (0.01 to 0.015" thick)	\$ _____	\$XXXXXXXXXX

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

**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.

- (a) Punch and bind with suitable plastic combs, **per 100 books.** \$ \_\_\_\_\_
- (b) Punch and bind with suitable plastic coils, **per 100 books.** \$ \_\_\_\_\_
- (c) Band with suitable rubber band, **per 100 books.** \$ \_\_\_\_\_
- (d) Saddle stitch, collate, stitch and trim three sides **per 100 books.** \$ \_\_\_\_\_
- (e) Drilling up 3 holes, **per 100 leaves.** \$ \_\_\_\_\_
- (f) Pad in 50's or 100 sheets with regular padding compound, **per 100 pads.** \$ \_\_\_\_\_
- (g) Computer time work on electronic camera copy corrections, **per hour.** \$ \_\_\_\_\_
- (h) Fold with one or two folds, **per 100 leaves.** \$ \_\_\_\_\_
- (i) Collating pages, foldins, dividers and/or covers, **per 100 leaves.** \$ \_\_\_\_\_
- (j) Apply pressure sensitive closure tabs to books and/or Pamphlets cost **per 100 closure tabs.** \$ \_\_\_\_\_
- (k) Apply or print mailing indicia and/or mailing addresses to books, pamphlets, or envelopes, cost **per 100 addresses.** \$ \_\_\_\_\_
- (l) Stuff and seal Government furnished envelopes, **cost per 100 envelopes.** \$ \_\_\_\_\_
- (m) Laminating with clear .003 to .005" lamination, laminating per page of 8-1/2 x 11" sheets. **Cost per 100 sides.** \$ \_\_\_\_\_

**IV. SCANNING:** Pricing quoted shall include the cost of all required materials and operations necessary for the complete scanning, file naming, and distribution of the products listed in accordance with these specifications.

The trim size will include any size up to and including 11 x 17" for both auto feed and hand feed categories.

- (a) **Auto Feed:** Documents that will run through an auto chute feeder.
  - 1) Grayscale, with a 300 dpi minimum, **Cost per 100 scans.** \$ \_\_\_\_\_
  - 2) Color, with a 300 dpi minimum, **Cost per 100 scans.** \$ \_\_\_\_\_
- (b) **Hand Feed:** Documents must be hand placed on the glass.
  - 1) Grayscale, with a 300 dpi minimum, **Cost per 100 scans.** \$ \_\_\_\_\_
  - 2) Color, with a 300 dpi minimum, **Cost per 100 scans.** \$ \_\_\_\_\_
- (c) Burning files to CD or DVD disc, **Cost per either CD or DVD disc.** \$ \_\_\_\_\_
- (d) **OVERSIZED SCANNING:**
  - 1) Color, with a 300 dpi minimum, **Cost per square foot.** \$ \_\_\_\_\_
  - 2) Grayscale, with a 300 dpi minimum, **Cost per square foot.** \$ \_\_\_\_\_

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

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 must complete the following information.

Proposed carrier(s) for pickup of Government Furnished Material:

\_\_\_\_\_.

Number of hours from acceptance of print order to pickup of Government Furnished Material:

\_\_\_\_\_.

Number of hours from pickup of Government Furnished Material to delivery at contractor's plant:

\_\_\_\_\_.

Proposed carrier(s) for delivery of completed product:

\_\_\_\_\_.

Number of hours from notification to carrier to pickup of completed product: \_\_\_\_\_.

Number of hours from pickup of completed product to delivery at destination: \_\_\_\_\_.

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "SECTION 4. - SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

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

\_\_\_\_\_  
(Email Address)

Contractor can download the GPO Form 910 at the following link:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/bids910.pdf>