

6480-S	Date of Award thru September 30, 2023			
	Digital Printing			All Ways Graphics Wilmington, NC 320-16255
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST
<b>I.</b>	<b>DUPLICATING/COPYING:</b>			
<b>1</b>	Color copies, per 100 pages			
(1)	3.25 x 4.25" to 5.5 x 8.5"	1,313	4.750	\$6,236.75
(2)	8.5 x 11"	3,886	9.500	\$36,917.00
<b>2</b>	Tabs, per 100 tabs			
(1)	3.25 x 4.25" to 5.5 x 8.5"	4	3.000	\$12.00
(2)	8.5 x 11"	22	3.000	\$66.00
<b>II.</b>	<b>PAPER:</b>			
<b>1</b>	<b>White Xerographic (20lbs.)</b>			
(1)	3.25 x 4.25" to 5.5 x 8.5" per 100 leafs	587	1.020	\$598.74
(2)	8.5 x 11" per 100 leaves	1,783	2.040	\$3,637.32
<b>2</b>	<b>White Index (90 lbs)</b>			
(1)	3.25 x 4.25 to 5.5 x 8.5" Tabs per 100 tabs	4	3.230	\$12.92
(2)	9 x 11" Tabs per 100 tabs	22	15.470	\$340.34
(3)	8.5 x 11" per 100 sheets	1	6.460	\$6.46
<b>3.</b>	<b>White (80 lbs)</b>			
(1)	3.25 x 4.25" to 5.5 x 8.5" per 100 leafs	1	2.720	\$2.72
(2)	8.5 x 11" per 100 leafs	3	5.440	\$16.32
<b>4</b>	<b>Synthetic Paper</b>			
(1)	3.25 x 4.25" to 5.5 x 8.5" per 100 leafs	1	53.500	\$53.50
(2)	8.5 x 11" per 100 leafs	39	107.000	\$4,173.00
<b>5</b>	<b>Xerographic Transparency Sheets</b>			
(1)	8.5 x 11" per 100 sheets	1	29.150	\$29.15
<b>III.</b>	<b>Binding &amp; Additional Operations</b>			
<b>1</b>	<b>Perforation (per leaf)</b>			
(1)	3.25 x 4.25" to 5.5 x 8.5"	10	0.023	\$0.23
(2)	8.5 x 11"	16,663	0.045	\$749.84
<b>2</b>	<b>Lamination (per leaf)</b>			
(1)	3.25 x 4.25" to 5.5 x 8.5"	4,022	0.750	\$3,016.50
(2)	8.5 x 11"	40	1.250	\$50.00
<b>3</b>	<b>White Binders</b>			
(1)	1" Binders	56	3.930	\$833.16
(2)	1.5" Binders	212	6.770	\$1,435.24
<b>4</b>	<b>Coil Bind, Acetare Front, Leatherette Back (per book)</b>			
(1)	3.25 x 4.25" to 5.5 x 8.5"	699	1.750	\$1,223.25
(2)	8.5 x 11"	2,211	2.000	\$4,422.00
	<b>CONTRACTOR TOTALS</b>			<b>\$63,832.44</b>
	<b>Discount</b>	0		\$0.00
	<b>Net</b>			<b>\$63,832.44</b>
	<b>Abstracted by: Bruce M. Canzanella</b>			<b>AWARD</b>
	Reviewed by: Richard Gilbert			

U.S. GOVERNMENT PUBLISHING OFFICE  
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Annual Course Materials Requirements for SMTC

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

Department of Homeland Security / USCG Special Missions Training Center

Camp Lejeune, NC 28542

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award, and ending September 30, 2023.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Eastern Time, on September 23, 2022. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to [bidscharleston@gpo.gov](mailto:bidscharleston@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The Program 6480-S and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

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

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

**This is a new program; therefore, no abstract is available**

Direct all questions concerning these specifications to Bruce Canzanella at (202) 679-3838, or email [bcanzanella@gpo.gov](mailto:bcanzanella@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

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

**SUBCONTRACTING:** Subcontracting is not allowed for this contract.

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

- (a) Printing (Page related) Attributes -- Level III.
- (b) Finishing (Item related) Attributes -- Level III.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Electronic Media
P-8. Halftone Match	Electronic Media
P-10 Process Color Match	Electronic Media

**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 contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor'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)

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 September 30, 2023, plus for such additional period should the contract be extended. All print orders issued are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

To check on the status of a payment, email [invoice-inquiry@gpo.gov](mailto:invoice-inquiry@gpo.gov).

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

**MODIFICATIONS:** If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e., Author's Alterations), contractor is REQUIRED to contact the publishing specialist in writing for approval BEFORE proceeding.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of looseleaf products requiring such operations as electronic prepress, printing, binding, packing, and distribution.

**TITLE:** Annual Course Materials Requirements for SMTC

**FREQUENCY OF ORDERS:** Approximately 50 to 60 orders per year.

**QUANTITY:** Approximately 1 to 450 copies per order.

**NUMBER OF PAGES:** Approximately 2 to 467 pages per order. More than one product may be ordered on a print order.

**NOTE:** Approximately 17 orders will require tab dividers, in varying number of sets.

### **TRIM SIZES:**

Looseleaf Products: 3-1/4 x 4-1/4" up to and including 5-1/2" x 8-1/2"; 8-1/2 x 11".

Tab Dividers: 3-1/4 x 4-1/4" up to and including 5-1/2" x 8-1/2" plus 1/2" lip; 8-1/2 x 11" plus 1/2" lip.

**GOVERNMENT TO FURNISH:** Electronic media, will be furnished as follows –

Platform: Macintosh OSX or Windows XP (or later).

Storage Media: Email.

Software: Adobe Acrobat. (Current or near current versions will be submitted).

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: Fonts will not be furnished, embedded, or embedded subsets of the PDF files.

As applicable, the contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional  
Information: Files will be furnished as PDF files.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on the 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.

**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 Charleston RPPO Publishing Specialist prior to further performance.

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.

All halftones are to be 150-line screen or finer.

Files may contain low-resolution images and hairline rules. These files will include illustrations as an integral part of the electronic media.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

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

**PROOFS:** All publications ordered on a print order will require proofs.

One (1) "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.

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

The contractor must not print prior to receipt of an "O.K. to Print."

**AUTHOR'S ALTERATIONS:** Author's alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government, and the Government deems it necessary to require revised proofs or make author's alterations.

**STOCK/PAPER:** The specifications of all stock/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.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

All text stock used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

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

*Text –*

White Plain Copier, Xerographic, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-60.

White Uncoated, basis weight: 80 lbs. per 500 sheets, 17 x 22", equal to JCP Code A-60

Uncoated (Tear-Resistant) Synthetic Paper, 10 mils, equal to JCP Code O-91.

*Cover* – White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

*Tab Dividers* – White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

*Transparency Film*: Clear film, 5 to 7 mil, which must meet the Brittleness Temperature of Plastic Sheeting Impact Test (ASTMD-1790) and must withstand cracking when formed into a loop of 1/2" inside diameter and struck with a force of a minimum of five pounds while material is at -18°C (0°F) plus/minus 3°C (5°F).

## **PRINTING:**

*Looseleaf Products* – Print text and covers (when required) face only, face and back, or head-to-head in color.

Digital printing must maintain Quality Level III standards. Final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 x 1 dpi or 600 x 600 x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

*Tab Dividers* – Digitally print in black on tab portion only on one side.

*Transparencies* – When ordered, transparencies will print one side only in color.

NOTE: The GPO imprint requirement is waived and must not print on final products.

**MARGINS:** Margins will be as indicated on print order or in furnished electronic files.

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

*Looseleaf Products* – Trim four sides.

*Perforating* –When ordered, perforate indicated sheets with one vertical perforation (slit or slot, no ink), 3/8” from the binding edge.

*Lamination* – When ordered, after printing, laminate (encapsulated) the entire surface (both sides) of some or all pages of a product with clear polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, 3 mil thickness each side. The laminated product must have no distortion of the printed matter and must remain clear and legible.

*Coil Binding (with Acetate Front and Leatherette Back Covers)* – When ordered, bind with black plastic coils, with acetate over the front cover and black leatherette as the back cover as indicated on the individual print order.

*Drilling* – When ordered, drill three round holes, 5/16” diameter, centered on the left edge, 4-1/4” center to center. Center of holes to be 3/8” from left edge of product.

*Inserting into Binder* – Collate leaves and/or tab dividers, in proper sequence (as specified) and insert into contractor-furnished white 3-ring binders. White binders must be 1” or 1-1/2”. Binders must be similar to ClearVue binders with inside pockets.

*Tab Dividers* – 1/2” lip, five bank tab style, with rounded corners reinforced with clear Mylar acetate on the tab portion only. Collate and insert tab dividers throughout text as specified.



**PACKING:** Pack suitably in shipping containers in accordance with specific instructions indicated on the individual print order. All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

**LABELING AND MARKING:** Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at gpo.gov, fill in appropriate blanks, and attach to shipping containers.

**DISTRIBUTION:** Deliver f.o.b. destination to: USCG Special Missions Training Center, Contract Specialist & Warehouse Manager, BB-329 Courthouse Bay, Camp Lejeune, NC 28542.

Contractor must notify the ordering agency and GPO via email sent to Elizabeth.A.Haun@uscg.mil **AND** InfoCharleston@gpo.gov on the same day that the product delivers. The subject line of this message shall be: "Distribution Notice for 6480-S, Print Order\_\_\_\_\_." The notice must provide all applicable tracking numbers, delivery method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of containers, and quantity per container; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's invoice for payment.

**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).

Print order and furnished material shall be provided via email.

Contractor to email PDF soft proofs to the agency contact as specified on the print order **AND** infocharleston@gpo.gov. Contractor must call the agency contact listed on the print order to confirm receipt.

No definite schedule for placement of orders can be predetermined.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor submit proofs.....	2
Department give "O.K. to Print" .....	3
Contractor must complete production and distribution .....	10

If revised proofs are required, contractor must submit them within two (2) workday(s) of notification and pick up edited proofs within three (3) workdays.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination 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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the GPO Charleston Regional Office at: [infocharleston@gpo.gov](mailto:infocharleston@gpo.gov).

**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 one 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 for a like period of time.

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

I. 1. (1) 1,313  
(2) 3,886

2. (1) 4  
(2) 22

II. 1. (1) 587  
(2) 1,783

2. (1) 4  
(2) 22  
(3) 1

3. (1) 3  
(2) 151

4. (1) 1  
(2) 39

5. (1) 1

III. 1. (1) 10  
(2) 16,663

2. (1) 4,022  
(2) 40

3. (1) 56  
(2) 212

4. (1) 689  
(2) 2,211

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

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 non-responsive.

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

Cost of all required paper must be charged under "II. PAPER."

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

**The contractor is cautioned that they shall not perform any operation or produce any product for which a price has not been offered under this contract. Further, the contractor is not to accept print orders which are outside the scope of this contract. If such orders are placed, contractor is to contact GPO Charleston immediately. Failure to do so may result in non-payment.**

**I. PRINTING, PACKING, AND DISTRIBUTION:** The prices offered must be all-inclusive for the products listed and shall include the costs of all required materials and operations (including proofs; excluding paper) for the printing, packing, and distribution as defined in Section 2. - Specifications.

NOTE: The cost of all binding for Item I.1.(1) and (2) must be charged under Item III., "Binding," as applicable.

1. Text and Covers: Printing in color:

(1) 3-1/4 x 4-1/4" up to and including 5-1/2 x 8-1/2" .....per 100 pages .....\$ \_\_\_\_\_

(2) 8-1/2 x 11" ..... per 100 pages .....\$ \_\_\_\_\_

2. Tab Dividers: Printing tab portion only in black, including binding, die-cutting tabs, Mylar acetate on tabs, and drilling:

(1) 3-1/4 x 4-1/4" up to and including 5-1/2 x 8-1/2" .....per 100 dividers .....\$ \_\_\_\_\_

(2) 8-1/2 x 11" .....per 100 dividers .....\$ \_\_\_\_\_

\_\_\_\_\_  
(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. 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:

Text and Covers – Each trim/page-size leaf.  
Tab Dividers – Each trim/page-size divider.  
Transparency Sheets – Each page-size sheet.

1. White Plain Copier, Xerographic (20-lb.):

- (1) 3-1/4 x 4-1/4" up to and including 5-1/2 x 8-1/2" .....per 100 leaves .....\$ \_\_\_\_\_
- (2) 8-1/2 x 11" ..... per 100 leaves ..... \$ \_\_\_\_\_

2. White Index (90-lb.):

- (1) 3-3/4 x 4-1/4 up to and including 6 x 8-1/2" .....per 100 leaves .....\$ \_\_\_\_\_
- (2) 9 x 11" tabs .....per 100 leaves .....\$ \_\_\_\_\_
- (3) 8-1/2 x 11" covers .....per 100 leaves .....\$ \_\_\_\_\_

3. White Text (80-lb.):

- (1) 3-1/4 x 4-1/4" up to and including 5-1/2 x 8-1/2" .....per 100 leaves .....\$ \_\_\_\_\_
- (2) 8-1/2 x 11" .....per 100 leaves .....\$ \_\_\_\_\_

4. Uncoated (Tear-Resistant) Synthetic Paper (10 mils):

- (1) 3-1/4 x 4-1/4" up to and including 5-1/2 x 8-1/2" .....per 100 leaves .....\$ \_\_\_\_\_
- (2) 8-1/2 x 11" .....per 100 leaves .....\$ \_\_\_\_\_

5. Transparency Film (5 to 7 mils):

- (1) 8-1/2 x 11" .....per 100 leaves .....\$ \_\_\_\_\_

**III. BINDING:**

1. Perforation:

- (1) 3-1/4 x 4-1/4" up to and including 5-1/2 x 8-1/2" .....per leaf .....\$ \_\_\_\_\_
- (2) 8-1/2 x 11" .....per leaf .....\$ \_\_\_\_\_

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

2. Lamination:

(1) 3-1/4 x 4-1/4" up to and including 5-1/2 x 8-1/2" .....per leaf .....\$ \_\_\_\_\_

(2) 8-1/2 x 11" .....per leaf .....\$ \_\_\_\_\_

3. White Binders (including the cost of the drilling and inserting of leaves):

(1) 1" Binders ..... per binder...\$ \_\_\_\_\_

(2) 1-1/2" Binders..... per binder .....\$ \_\_\_\_\_

4. Coil Binding (including cost of Acetate Front and Leatherette Back Covers):

(1) 3-1/4 x 4-1/4" up to and including 5-1/2 x 8-1/2" .....per book .....\$ \_\_\_\_\_

(2) 8-1/2 x 11" .....per book .....\$ \_\_\_\_\_

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

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**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

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

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications. *NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

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

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

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

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

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

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

**THIS SECTION FOR GPO USE ONLY**

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