

U.S. GOVERNMENT PRINTING OFFICE
11836 Canon Boulevard, Newport News, VA 23606

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

The NIH Catalyst

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

National Institute of Health (NIH)
Bethesda, MD

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending February 28, 2013, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 2:00 p.m., Eastern Standard Time, on March 6, 2012.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Suite 400, 11836 Canon Boulevard, Newport News, VA 23606-2591. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO RPPO Hampton, Fax No. (757) 873-2805. The Program Number 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. **NOTE: FAXED BIDS RECEIVED AFTER 2:00 P.M.. WILL NOT BE CONSIDERED FOR AWARD.**

Do NOT fax double sets or extra copies of forms that have not been requested; only the pages in SECTION 4 of these specifications, with all of the information completed as requested.

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

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

Abstracts of contract prices are available at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Hampton>. If not attached or on the internet, requests for an abstract may be faxed to (757) 873-2805.

For information of a technical nature, call Richard Gilbert at (757) 873-2807. (No collect calls.)

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 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

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

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. Press Sheet
P-8. Halftone (Single and Double Impression)	O.K. Press Sheet
P-9. Solid and Screen Tint Color Match	O.K. Press Sheet

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Average type dimension in publication; Electronic media.
- P-8. Electronic media
- P-9. Pantone Matching System.

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

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to February 28, 2013, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending November 30, 2011, 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.

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.

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 February 28, 2013, 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," for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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: Submit all billing invoices to: U.S. Government Printing Office, Office of Financial Management, Attn: Comptroller, Stop FMCE, Washington, DC 20401.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of saddle-stitched newsletters requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: The NIH Catalyst.

FREQUENCY OF ORDERS: Bi-Monthly (approximately six (6) orders per year).

QUANTITY: Approximately 5,000 to 6,000 copies per order.

NUMBER OF PAGES: Approximately 20 pages per order.

TRIM SIZE: 8-1/2 x 11”.

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

Platform: Macintosh (up to latest version available).

Storage Media: CD.

Software: InDesign CS4.

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: All printer and screen fonts will be furnished. (Contractor must have the capability to replace fonts if necessary.)

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: All supporting EPS/TIFF graphic/illustration files will be furnished and linked to layout application.
A visual of the furnished electronic files will be provided.
Pantone Matching System will be used for color identification.
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Electronic file for mailing list in MS Excel will be emailed or placed on contractor's ftp site.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

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 products 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

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 must be 150-line screen or finer.

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, unless otherwise specified. 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. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

PROOFS: One set of digital color content proofs for all pages. Direct to plate must be used to produce the final product with a minimum resolution of 2400x2400 dpi.

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

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. Email proofs to David Pair. Contractor must call 301-496-0552 to confirm receipt.

The contractor must not print prior to receipt of an "O.K. 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. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

All text paper used in each copy must be of a uniform shade.

White Matte Coated Offset Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

PRINTING: Print head-to-head in two Pantone colors. Match Pantone numbers as specified on the print order. Newsletters normally have approximately 15 pages with a horizontal rule that align across the spine and bleed left and right. Pages have type, rules, line, halftones, and screen illustrations that print through out the product.

Coat (after printing) the entire surface of all pages with a clear, non-yellowing satin varnish or satin aqueous coating.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not

constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

MARGINS: Margins will be as indicated on the print order or furnished electronic files. All pages may bleed on one to four sides.

BINDING: Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Fold approximately 1,300 to 1,500 newsletters and seal the outer edge with a White Temporary Glue Wafer Seal. Wafer seal must meet all requirements of the U.S. Postal Service, must insure safe delivery of the product being mailed, and must be able to be removed without damaging the newsletter.

PACKING:

Bulk Shipments – Pack suitable in shipping containers not to exceed 40 pounds when fully packed.

Mailed Shipments – Single copies must be mailed as self-mailers.

LABELING AND MARKING (Package and/or Container label):

Bulk Shipments – Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Mailed Shipments – Contractor must print the ordering agency's return address (provided in the MS Excel file) and the "Postage and Fees Paid" mailing indicia (Permit No. G-802) on back page. Image the mailing addresses directly onto outer cover of the newsletter.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to: NIH, Building 2, Room 2W23, 9000 Rockville Pike, Bethesda, MD 20892.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket, and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

- Deliver f.o.b. destination approximately two (2) copies to: National Institute of Health, Building II, Room 1172 I MSC 7702, 6701 Rockledge Drive I, Bethesda, MD 20892. Attn: David Pair/Sondra Taylor
- Deliver f.o.b. destination approximately two (2) copies to: National Institute of Health, Building 31, Room 5B52, 9000 Rockville Pike, Bethesda, MD 20992. Attn: Jan Ehrman
- Deliver f.o.b. destination approximately two (2) copies to: National Technical Information Service, Office of Business Development, 5301 Shawnee Road, Ste. 327, Alexandria, VA 22312. Attn: Sue Feindt
- *Deliver f.o.b. destination approximately 2,000 – 2,400 copies to: National Institute of Health, Building 2, Room 2W23, 9000 Rockville Pike, Bethesda, MD 20892. Attn: Laura Carter
- Deliver f.o.b. destination 1,200 to 1,400 copies to: National Institute of Health, Building 10, Room 1S233, 9000 Rockville Pike, Bethesda, MD 20892, Attn: Sarah Freeman
- Deliver f.o.b. destination approximately 15 copies to: Library of Congress, U.S./Anglo Division, U.S. Government Documents Section, 101 Independence Avenue, SE, Washington, DC 20540-4274. M/F: File Copies.
- Deliver f.o.b. destination approximately five (5) copies to: U.S. Government Printing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986. (Item No.O506-A-19)
- Mail f.o.b. contractor's city approximately 1,300 to 1,500 single copies to addresses nationwide.

*NOTE: Deliver f.o.b destination the balance after distribution to this address.

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

All mailing shall be made at first class rate.

Contractor will mail using departmental mailing permit imprint; however, orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply appropriate postage to each mailing.

Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

The contractor is cautioned that the "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

NOTE: In accordance with United States Postal Service (USPS) regulations, contractor will be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Upon completion of each order, contractor must furnish one (1) sample copy to: U.S. Government Printing Office, Hampton RPP0, Attn: Richard Gilbert, Suite 400, 11836 Canon Boulevard, Newport News, VA 23606-2591. (Telephone: (757) 873-2800)

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

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).

Furnished material and proofs must be picked up from and delivered to: NIH, Building II, Room 1172 I MSC 7702, 6701 Rockledge Drive I, Bethesda, MD 20892.

NOTE: The contractor must inform the Government as to how they will pick up the inspected proof material when the proof is delivered. If the contractor uses one of the overnight air services (FedEx, UPS, Airborne, Emery, etc.) contractor must furnish the completed air bill and package for the Government to use AT CONTRACTOR'S EXPENSE.

Furnished electronic media and visual(s) must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

- Contractor must submit proofs within two (2) workdays of notification of availability of print order and furnished material.
- Proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Contractor must complete production and distribution within four (4) workdays of receipt of an "O.K. to Print" on proofs.
- If a Press Sheet Inspection is required, the 4-workday schedule begins after a press sign-off is received.

NOTE: Contractor is to make arrangement for the Press Sheet Inspection when they receive the "OK'd Proof."

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 24 work hours prior to the inspection. Notify the U.S. GPO at (757) 873-2807. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection. 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(s) specified and all products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production requirements 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) 120	(2) 6,580
II. 1.	86	
2.	87	

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

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) 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.

Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

A charge will be allowed for each page, whether printed or blank.

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary (including proofs and paper) for the printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
Printing in two ink colors, including aqueous/varnish and binding.....per page.....	\$ _____	\$ _____

(Initials)

II. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; shipping containers; all necessary wrapping and packing materials; labeling and marking; NCOA verification; and complete distribution, in accordance with these specifications.

1. *Bulk Shipments* –

Packing and sealing shipping containers per container\$ _____

2. *Mailed Shipments* –

(a) Folding and addressing single copies (self-mailers),
including wafer seals..... per 100 copies\$ _____

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 _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. 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)