

Program 2398-S Term: Date of Award to April 30, 2017 plus up to four Option Year						
Title: METAL AND PLASTIC LABEL PLATES AND WOODEN PLAQUES						
			PRINTCRAFT ENGRAVING		PREVIOUS	
			450-71138		PRINTCRAFT ENGRAVING	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	CUT VINYL LETTERS: Each Letter (per square inch)	250	0.30	75.00	0.025	6.25
II.	SILKSCREENING/PHOTO RESIST: Per Plate, Per color (per square inch)	9,800	0.025	245.00	0.0006	5.88
III.	METAL PHOTO PROCESSING: Per Plate (per square inch)	86,750	0.02	1,735.00	0.0005	43.38
IV.	SILKSCREENING/METAL PHOTO RESIST Composition (per character)	194,500	0.01	1,945.00	0.01	1,945.00
V.	MOUNTING BOARDS FOR PLAQUES (Each Board):					
(a) 1	8 x 10"... each... Solid Wood	10	10.00	100.00	9.00	90.00
(b) 1	9 x 12"... each... Solid Wood	2	12.00	24.00	10.00	20.00
(c)	11 x 14" ... each					
(1)	Solid Wood	8	15.00	120.00	11.00	88.00
(2)	Imitation Wood	100	6.00	600.00	4.00	400.00
VI.	ENGRAVED NAME TAGS:					
1.	Engraved Name Tag on PLASTIC up to 3 x 1-1/2. Each	120	1.00	120.00	0.25	30.00
2.	Engraved Name Tag on BRASS up to 4 x 1-1/2. Each	100	1.75	175.00	0.75	75.00
VII.	ENGRAVING OTHER THAN NAME TAGS:					
a.	1/8" - 1" character.....per character					
(1)	Plastic and Brass	11,750	0.10	1,175.00	0.08	940.00
(2)	Stainless Steel	25,000	0.20	5,000.00	0.15	3,750.00
b.	1-1/8" - 3" characters.....per character					
(1)	Plastic and Brass	4,750	0.12	570.00	0.09	427.50
(2)	Stainless Steel	15,000	0.25	3,750.00	0.25	3,750.00
VIII.	STOCK (Per Square Inch):					
1.	.020" photosensitive anodized aluminum	46,500	0.065	3,022.50	0.053	2,464.50
2.	.032" photosensitive anodized aluminum	31,500	0.09	2,835.00	0.085	2,677.50
3.	.063" photosensitive anodized aluminum	18,500	0.20	3,700.00	0.20	3,700.00
4.	.125" photosensitive anodized aluminum	100	0.45	45.00	0.45	45.00
5.	.063" colored plastic (2-ply engraving stock)	3,500	0.09	315.00	0.08	280.00
6.	.125" colored plastic (2-ply engraving stock)	500	0.10	50.00	0.09	45.00
7.	.031" brass	2,500	0.38	950.00	0.35	875.00
8.	.062" brass	200	0.40	80.00	0.40	80.00
9.	.031" stainless steel	2,500	0.20	500.00	0.18	450.00
10.	.062" stainless steel	150	0.40	60.00	0.25	37.50
11.	.125" stainless steel	4,400	0.45	1,980.00	0.35	1,540.00
12.	.040" enamel coated aluminum	1,400	0.05	70.00	0.05	70.00
13.	.063" enamel coated aluminum	2,000	0.06	120.00	0.06	120.00
14.	Adhesive (per Sq. In. of Tape)	500	0.25	125.00	0.25	125.00
15.	Adhesive 3M 467 Film or equal (per Sq. In. of Film)	87,000	0.002	174.00	0.0002	17.40
16.	.005" photosensitive anodized aluminum	1,000	0.06	60.00	0.06	60.00
17.	.012" photosensitive anodized aluminum	1,000	0.10	100.00	0.10	100.00
IX.	ADDITIONAL OPERATIONS:					
1.	Punching holes.....per hole	4,600	0.05	230.00	0.04	184.00
2.	Rounded corners.....each item	400	0.05	20.00	0.04	16.00
3.	Die Cutting (Circles)..... each item	30	0.06	1.80	0.06	1.80
4.	Pre-Approved Timework.....per hour	150	3.00	450.00	2.50	375.00
5.	Numbering.....per 100 plates	4	2.50	10.00	2.50	25.00
CONTRACTOR TOTALS				\$30,522.30		\$24,834.71
DISCOUNT				5.00%	\$1,526.12	5.00% \$1,241.74
DISCOUNTED TOTALS				\$28,996.18		\$23,592.97
Abstracted by: JMG <i>JMG</i>						
Reviewed by: LU						

Lu/

U.S. GOVERNMENT PUBLISHING OFFICE

Virginia Beach, Virginia

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Metal, Plastic Label Plates and Wooden Plaques

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

DLA Document Services

Norfolk, VA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending April 30, 2017 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., prevailing Eastern Standard Time, on April 22, 2016

BID SUBMISSION: Submit bids to: U.S. Government Publishing Office, 291 Independence Blvd. Suite 401, Virginia Beach, VA 23462. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Fax Number (757) 490-7950. 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.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 25 mile radius Norfolk, VA.

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

Abstract of previous procurement for 2398-S, contract prices are available at
[http://www.gpo.gov/gpo/abstracts/abstract.action?region=Virginia Beach](http://www.gpo.gov/gpo/abstracts/abstract.action?region=Virginia%20Beach)

For information of a technical nature call Joy Gooden on (757) 490-7940, extension 2 (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 GPO Contract Terms (GPO Publication. 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication. 310.1, effective May 1979 (Rev. 8-02)).

GPO PUBLICATION. 310.2 IS AVAILABLE ON THE GPO WEB SITE AT
<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO PUBLICATION. 310.1 IS AVAILABLE ON THE GPO WEB SITE AT
<http://www.gpo.gov/pdfs/vendors/ac-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 <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>.

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract these operations will be declared non-responsible.

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>	<u>Alternate Standard*</u>
P-7. Type Quality and Uniformity	Approved Proofs	File Setup

*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

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 April 30, 2017, 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 January 31, 2016, 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 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.

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 to April 30, 2017. 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Donald.Anglin@dla.mil; Alan.McGahey@dla.mil; and infovirginiabeach@gpo.gov (or to the address furnished on the Print Order). The subject line of this message shall be "Distribution Notice for Program 2398-S, P.O. E-XXXX, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Virginia Beach GPO. If such orders are placed by the agency, and no Modification is received from the Virginia Beach GPO, the contractor is to notify GPO Virginia Beach immediately. Failure to do so may result in nonpayment.

PAYMENT: Submit all billing invoices to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop FMCE, Washington, DC 20401.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE SECTION 4.

Use GPO barcode with invoice: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Fax barcode sheet, purchase order, invoice, and delivery receipt with quantity represented to (202) 512-1851. For more information ... <http://www.gpo.gov/vendors/payment.htm>

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of a metal and plastic identification and information label plates, cut vinyl letters and wooden plaques requiring such operations as electronic prepress, proofs, printing, binding, packing, and distribution.

TITLE: Metal, Plastic Label Plates and Wooden Plaques.

FREQUENCY OF ORDERS: Average 30 orders per month.

QUANTITY: Various, most items will be for one (1).

Although this is an option year contract, all estimates, averages, etc. are based upon one year's production.

"NOTE: More than one product may be ordered on the same print order requiring the same schedule."

TRIM SIZES: Various sizes and shapes will be ordered up to and including a maximum size of (36 x 48"), metal photosensitive material - maximum size (24 x 40"). Approximately 50 percent of the orders will be for sizes (6 sq. inches) or less, 10 percent will be over (100 square inches. Wooden Plaques: Sizes range from (5 x 7") to (11 x 14").

GOVERNMENT TO FURNISH: Electronic Media, camera copy or previously printed sample to be used as camera copy for type/rules printing, and hand drawn copy as manuscript copy.

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

A Print Order (GPO Form 2511) will be supplied for each individual order and will be e-mailed or faxed.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

COMPOSITION: Approximately 98 percent of the orders will require composition, including the creation of line art and graphics to redraw existing schematics. Type size range from 8 to 84 point gothic or equivalent.

ENGRAVING: Height of characters will range from (1/8") up to (3") with average size (1/2").

PROOFS: When requested, a PDF proof using the same Raster Image Processor used to produce the final product to be sent to Donald.Anglin@dla.mil (or to the address furnished on the Print Order). Call 757 444-7069 x1046 (or to the phone number furnished on the Print Order) to confirm receipt of email. Proof must show color and contain all crop marks. Include a reminder that the agency can only keep proof one (1) workday. Date of receipt is not considered day one.

Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

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

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.

STOCK/PAPER:

Photosensitive anodized aluminum material, Type H (satin finish), .020", .032", .063", and .125" thickness.

Brass, 0.031", .063", and .125" thickness.

CRES (Stainless Steel), .031", .063", and .125" thickness.

Plastic, various colors, 2-ply engraving stock. .063" and .125" thickness.

Polyvinyl Chloride (PVC), .040" thickness.

Enamel Coated aluminum, various colors, .040" and .063" thickness. Approximately 10% will be in various colors.
Vinyl, various colors, .002" thickness. Vinyl must be non-fade and able to withstand exposure to outside elements.

Plaques - Mounting Boards: Imitation wood (laminated) and solid walnut.

ADHESIVE BACKING: Minnesota Mining No. 4262 approved double-coated, Neoprene Tape or equal (various sizes) and 3M 467 or equal. Tape is for attachment of both interior and exterior (weather) label plates. Not all orders will require adhesive.

NAME TAGS:

Plastic: Trim size: Up to (3 x 1-1/2"). Engraved plastic may be ordered for use as name tags. When so ordered, two military clutch-back style and/or safety pins must be glued to the back. Name Tags to have beveled edges.

Brass: Trim size: Up to (4 x 1-1/2").

PRODUCTION: Photosensitive Aluminum plates must be produced by the metal photo process. Gold, red, green, blue, and black inks will be required. Approximately 30 percent of the orders will be for gold or red. Reverses will also be required.

Plastic plates must be either engraved or silk-screened as ordered by the Department.

BOARDS FOR MOUNTING: Contractor is required to furnish solid wood/or simulated wood boards for mounting in sizes ranging from (5 x 7") to (11 x 14").

CONSTRUCTION OF PLAQUES: Plates ordered will require an adhesive backing. Backs of plates are to be coated with a permanent type, pressure sensitive adhesive and must adhere to wood.

SCREEN PROCESS/PHOTO RESIST PRINTING: Clear, sharp printing by any suitable method. Color(s) of ink will be indicated on the print order. Printing must withstand a "Scotch Tape Test". Press a strip of "Scotch" tape firmly on the printed area and remove. There should be no transfer of the printed area to the tape. Ultra violet inks will be required for outdoor use.

Occasionally numbering will be required.

Vinyl letters will be cut to the required size. Sizes range from 1 to 6".

MARGINS: Margins will be as indicated on the print order or furnished media. Some items may bleed.

TRIM: Square finish plates shall be cut so that the plate sides are at 90 degrees. When ordered, corners shall be rounded to the specified radius.

CIRCULAR PLATES: Round, 1" up to and including 8" outside diameter.

PUNCHING: Round, (1/8") up to and including (1"). All edges shall be rounded smooth.

DIE CUTTING/MACHINING: Slots may also be required (less than 1%). Slots will vary in size.

TIMEWORK: Operations not included under the "Schedule of Prices" such as: Drawing/Creating Art, irregular die cutting or machining time will be paid under Pre-Approved time-work. The Government at its option will either pre-estimate the maximum time-work authorized or negotiate the maximum time-work authorized prior to beginning performance.

PACKING: Package to ensure no damage prior to receipt by agency. Boxes must be filled to capacity without air in shipping containers not to exceed 45 pounds when fully packed.

All plates shall be delivered flat, without curls, crimps, etc.

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 Norfolk, VA (*or to the address furnished on the Print Order*).

Deliveries to destinations other than Norfolk, VA will ship f.o.b. contractor's city, reimbursable common carrier or reimbursable parcel post as specified.

Approximately 90 percent of the work will be picked up from and delivered to Norfolk, VA.

Upon completion of each order, all artwork made by the contractor must be returned f.o.b. destination with the furnished material.

All expenses incidental to pickup of Government furnished material and furnishing sample copies must be borne by the contractor.

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 cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing 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).

Contractor will be required to pick up print order, copy, and furnished material from DLA Document Services, 1641 Morris Street, Bldg K-BB, Norfolk, VA 23511 (*or to the address furnished on the Print Order*).

No definite schedule for pickup of material can be predetermined. Orders will be scheduled according to the work involved (including hold time for proofs) and the time that can be allowed. The schedule will be indicated on the print order.

The following schedule will begin upon availability of print order and furnished material: Up to approximately 5 percent of the work may be required within 2 to 4 hours. The contractor must have a fax machine to receive these orders. Approximately 10 percent of the orders will be required in 24 hours; 50 percent in 2 or 3 workdays; and the balance of the orders in 10 to 20 workdays. Daily pick-ups will be required at Portsmouth. Actual delivery dates will be determined by the Government.

The "Delivery Date" on the print order is an "at destination" date for orders delivering to Norfolk and Portsmouth, VA. It is a "ship" date for orders going to other destinations.

When a proof is required, the Government will give the "OK" within 24 to 48 hours.

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 one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of this contract.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

I.	250	
II.	9,800	
III.	86,750	
IV.	194,500	
V.	(1)	(2)
	a. 10	
	b. 2	
	c. 8	100
VI.	1. 120	
	2. 100	
VII.	(1)	(2)
	a. 11,750	25,000
	b. 4,750	15,000
VIII.	1. 46,500	
	2. 31,500	
	3. 18,500	
	4. 100	
	5. 3,500	
	6. 500	
	7. 2,500	
	8. 200	
	9. 2,500	
	10. 150	
	11. 4,400	
	12. 1,400	
	13. 2,000	
	14. 500	
	15. 87,000	
	16. 1,000	
	17.	
	16. 1,000	
	17. 1,000	
IX.	1. 4,600	
	2. 400	
	3. 30	
	4. 150	
	5. 4	

SECTION 4 - SCHEDULE OF PRICES

Quotes 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.

Contractor must make an entry in each of the spaces provided for which quotes are submitted. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes may be declared nonresponsive.

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

Quotes submitted with NB (No Bid) or blank spaces for an item within the category that a contractor is quoting on may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES.

I. CUT VINYL LETTERS: Includes all costs necessary to produce cut vinyl letters (labor and stock). Charge for the square inch size needed to produce the cut shape. (Exclude material letters are being placed on.)

Each Letter..... per square inch..... \$ _____

II. SILKSCREENING/PHOTO RESIST. (Include all functions necessary to produce finished plate, with exception of composition and stock.

Per Plate, per color per square inch \$ _____

III. METAL PHOTO PROCESSING. Include all functions necessary to produce finished plate, with exception of composition and stock

Per plate per square inch \$ _____

IV. SILKSCREENING/METAL PHOTO/PHOTO RESIST.

Composition per character..... \$ _____

(Warning border around plate will be charged as one character)

The contractor is cautioned that he/she shall not perform any operation or produce any product for which he/she has not quoted a price under the "Schedule of Prices", with the exception of pre-approved time-work.

V. MOUNTING BOARDS FOR PLAQUES:

<u>Each board</u>	<u>Solid Wood</u> (1)	<u>Imitation Wood</u> (2)
(a) 8 x 10" each	\$ _____	
(b) 9 x 12"each	\$ _____	
(c) 11 x 14"each	\$ _____	\$ _____

(Initials)

VI. ENGRAVED NAME TAGS: Tags will be charged as a complete item, composition, engraving, stock and pins:

- 1. Engraved Name Tag on PLASTIC up to 3 x 1-1/2" each..... \$ _____
- 2. Engraved Name Tag on BRASS up to 4 x 1-1/2" each \$ _____

VII. ENGRAVING OTHER THAN NAME TAGS: Cost for engraving - Includes all necessary cost to perform this function. All stock to be charged under Paragraph VIII.

	<u>Plastic and Brass</u> (1)	<u>Stainless Steel</u> (2)
a. 1/8" to 1" characters per character	\$ _____	\$ _____
b. 1-1/8" to 3" characters per character	\$ _____	\$ _____

VIII. STOCK: Plates will be charged per square inch, with total square inches rounded to the next highest square inch. Round shapes are to be charged as the square size needed to produce the die cut shape. (A 3" diameter circle is die cut out of a 3 x 3" square piece of stock, or 9 square inches).

	<u>Per Square Inch</u>
1. .020" photosensitive anodized aluminum	\$ _____
2. .032" photosensitive anodized aluminum	\$ _____
3. .063" photosensitive anodized aluminum	\$ _____
4. .125" photosensitive anodized aluminum	\$ _____
5. .063" colored plastic (2-ply engraving stock)	\$ _____
6. .125" colored plastic (2-ply engraving stock)	\$ _____
7. .031" brass	\$ _____
8. .062" brass	\$ _____
9. 031" stainless steel	\$ _____
10. .062" stainless steel	\$ _____
11. .125" stainless steel	\$ _____
12. .040" Enamel coated aluminum	\$ _____
13. .063" Enamel coated aluminum	\$ _____
14. Adhesive (per Sq. In. of Tape)	\$ _____
15. Adhesive 3M 467 Film or equal (per Sq. In. of Film)	\$ _____
16. .005" photosensitive anodized aluminum	\$ _____
17. .012" photosensitive anodized aluminum	\$ _____

IX. ADDITIONAL OPERATIONS:

- 1. Punching holes per hole \$ _____
- 2. Rounded corners each item \$ _____
- 3. Die Cutting (Circles) each item \$ _____
- 4. Pre-Approved Time-work per hour \$ _____
- 5. Numbering per 100 plates \$ _____

My production facilities are located within the restricted area of productionyes _____no _____

(Initials)

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.

(Contractor) (City) (State)

(Person to be contacted) (Email address of Person to be contacted)

By: _____
(Signature and title of person authorized to sign this bid) (Telephone Number) (Fax number)

GPO Form 910
(R 8-01) P.57021-4
Part 1
ORIGINAL

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department
BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) 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, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) _____

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

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____

Name _____

Address _____

Title _____

City _____ State _____ Zip _____

Signature _____

GPO Contractor Code (if known) _____

Date _____

Telephone Number _____

Facsimile Number _____

Contracting Officer Review _____ Date _____
(Initials)

Certifier _____ Date _____
(Initials)