



U.S. GOVERNMENT PRINTING OFFICE  
Virginia Beach, Virginia

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of  
Reprints for CALL Publications (FOUO)  
as requisitioned from the U.S. Government Printing Office (GPO) by the  
United States Army  
Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending May 31, 2015 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 2:00p.m., prevailing Eastern Standard Time, on May 23, 2014.

**BID SUBMISSION:** Submit bids to: U.S. Government Printing 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 No. (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.**

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 3388-S, contract prices are available at  
[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 Russ Ward on (757) 490-7940, x1 (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>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**SUBCONTRACTING:** The predominant production function is printing. Bidders who must subcontract this operation 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>
P-7. Type Quality and Uniformity	Average type dimension in publication/Camera copy
P-8. Halftone Match (Single and Double Impression)	Electronic media/Camera Copy
P-10. Process Color Match	Previous Sample/Color Proofs

**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 May 31, 2015, 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 December 31, 2013, 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 May 31, 2015. 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.

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

**THESE PUBLICATIONS ARE FOR OFFICIAL USE ONLY.**

**SECURITY: SECURITY/WARNING: PRODUCT IS DESIGNATED AS – FOR OFFICIAL USE ONLY:**

The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducible at any time prior to delivery by him to a transportation agent or delivery to destination. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

**NOTE: PRIOR TO AWARD, THE CONTRACTOR WILL BE REQUIRED TO SUBMIT A WRITTEN EXPLANATION AS TO HOW THE CONTRACTOR WILL SAFEGUARD THE DATA PROVIDED BY THE AGENCY. EXPLANATION MUST BE SUBMITTED VIA EMAIL (wward@gpo.gov) OR FAX (757-490-7950).**

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of publications requiring such operations as outputting from electronic media, proofs, printing in black and/or full color, binding, packing and distribution. Occasionally CD replication will be required and will be inserted into pocket on inside back cover.

**TITLE:** Reprints for CALL Publications (FOUO)

**FREQUENCY OF ORDERS:** Approximately 2 print orders per month. Each print order will be for multiple publication titles (averaging 5 titles per order) with various page counts and quantities.

**QUANTITY:** Approximately 1,000 to 7,000 copies per title with an average of 2,300 copies per title.

**NUMBER OF PAGES:** Approximately 32 to 300 pages per publication title. Averages of 116 pages per title for 5-1/2 x 8-1/2" publications, and 92 per title for 8-1/2 x 11" publications.

**TRIM SIZES:** 5-1/2 x 8-1/2" and 8-1/2 x 11"

**GOVERNMENT TO FURNISH:** Electronic files in pdf format. The contractor must have a secure FTP site to accept the files from the agency. No files will be furnished on CD's or be e-mailed.

At the start of the contract the agency will furnish a representative sampling of printed books for reference as to format, quality, and color match expected.

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

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

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

**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 point of contact given after award.

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.

**GPO Imprint:** The contractor must set a GPO imprint and strip in to last printed text page.

**RETENTION OF DIGITAL FILES:** The contractor will be required to retain a copy of the pdf file (and related laser visuals or printed samples) for each publication for subsequent reprints until the end of the contract term or until notified by the agency that the publication is no longer needed. Materials must be destroyed at the end of the contract term.

**PROOFS:** Contractor must supply a proof sign-off sheet and return airbill. Also please include a reminder that the agency can only keep proofs 2 days.

One set of digital color content proofs . At contractor's option, a film-based composite blueline may be submitted. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and

folded to the finished size of the product, as applicable.

AND

One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must show dot structure and be in press configuration. Direct to plate must be used to produce the final product..

OR

**Ink Jet Proofs:**

In lieu of digital one-piece laminated proofs, at contractor's option one set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

Proofs must contain color 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 minimum 1/8" x 1/8" 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 consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

**CD REPLICATION:** Not every book will require CD replication. When ordered, a master will be supplied. A label must be printed in four color process and affixed to the CD. One CD must be inserted into a pocket on the inside back cover of each book.

**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.

All text paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

Text: White Offset Book, grammage 90 g/m<sup>2</sup> (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

Cover: White No. 1 Coated Cover, Gloss-Finish, grammage 215 g/m<sup>2</sup> (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L11.

**PRINTING:** Print text head-to head in black ink and/or four color process as indicated on the individual print order. Covers 1/4/spine print full bleed in four color process. Flood coat cover 1/4/spine with a protective coating. Cover 2 prints in black and cover 3 is blank.

**INK:** Black and four color process. Ink must contain a minimum of 20% vegetable oil.

**POCKET CONSTRUCTION:** A pocket is required on the inside back cover when CD replication is ordered. Pocket must be suitable for holding a CD. Opening must be at the top, not the side. Pocket must be constructed of clear plastic, with rounded or square corners and a flap closure at top. Adhesive backing required – no fugitive glue.

Affix pocket to inside back cover and insert one CD for each book.

**BINDING:** Perfect-bind text and wraparound cover; trim three sides. Grain must run parallel to the spine. Hinge score covers. Durable, high quality perfect binding is required. Cracking is not acceptable.

Expect that most books will require perfect binding; even those with small page counts. Saddle stitch will be required for page counts of 60 or less.

An occasional order for 5-1/2 x 8-1/2" books may require black plastic spiral (coil) binding.

**LAMINATING:** Spiral bound books may require lamination on the front and back covers.

When ordered, laminate the entire surface of both sides of the front and back cover pieces, after printing, with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, having a 5mil minimum thickness (total thickness of each cover piece after lamination should be a minimum of 20 pts). The laminated product must have no distortion of the printed matter and must remain clear and legible.

**ROUNDED CORNERS:** When laminated covers are required, the text and covers must have rounded corners opposite the bind (1/4" radius).

**MARGINS:** Margins will be as indicated on the print order or furnished copy. Covers bleed four sides; text has adequate gripper.

**PACKING:** Return government furnished material (DVDs, Proofs, etc.) to delivery address via United States Postal Service separately from finished product in sealed, synthetic, tear-proof envelopes or boxes.

Please ensure that ALL packaging (cartons and envelopes) used to ship this publication is durable enough to get this publication to its intended destination undamaged. Shipping/mailing cartons must meet GPO Contract Terms specifications.

Shrinkwrap all quantities of 2 or more, but no more than 5 per wrap. Single copies do not shrinkwrap.

Contractor must use Tyvek or opaque heavy-duty poly bags for small quantities and durable shipping cartons for quantities that exceed the manufacturers specifications for the envelopes/bags. **NO PAPER-BASED ENVELOPES ARE TO BE USED.** Contractor must take care not to overpack envelopes/cartons to prevent packages from bursting during postal handling. Contractor must also ensure that envelopes/cartons are packed in a manner that prevents movement during shipping/mailing.

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

**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.

Books	
Quantity Ordered	Number of Sublots
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 the address on the Print Order.

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

A copy of the Government-furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

**QUALITY ASSURANCE RANDOM COPIES:** 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 sub-lots and select a copy from a different general area of each sub-lot. 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.

An U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

**DISTRIBUTION:** Ship f.o.b. destination. Center for Army Lessons Learned, Attention John Pennington, 101 Meade Avenue, Building 102, Room 1, Fort Leavenworth, KS 66027-1351.  
Inside delivery is required.

Shipments are to be made by reimbursable parcel post or small package carrier, whatever method is most economical to the Government, unless otherwise instructed. Furnish postal or freight receipts with your invoice for reimbursement and a duplicate copy with the return of the government furnished materials.

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

All expenses incidental to returning Government furnished materials and submitting proofs 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 must be picked up from and delivered to: Center for Army Lessons Learned (CALL), Bldg. 101 Meade Avenue, Bldg. 102, Fort Leavenworth KS 66027.

Return furnished materials to address above. Proofs must be delivered to the above address. This is to be accomplished at the contractor's expense.

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.

**PROOF SCHEDULE:**

The contractor is to submit proof within 3 workdays after receipt of furnished materials.

Proofs will be withheld no more than 2 workdays from receipt by the customer agency until a Fax OK is given. (Note: The first workday after receipt of proofs at the Department is day one of the hold time.)

**PRODUCTION SCHEDULE:**

Contractor must complete production and distribution within 10 workdays after receipt of OK to Print.

When Proofs are NOT ordered, complete production and distribution must be made within 10 workdays. Approximately 10% of the orders may be required within 5 workdays.

The ship/deliver date indicated on the print order is the date the products must be shipped from the contractor's site.

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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Ship/delivery information may be faxed to 757-490-7950 or telephoned to 757-490-7940.

### SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one year's production. 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".

	(1)	(2)	
I. 1.	(a) 11276	254348	
	(b) 1252	28796	
	(c) 108	2484	
	2.	(a) 994	22862
		(b) 110	2530
		(c) 12	276
II. A.	2346		
	B.	276	
	C.	138	
III. A.	160		
IV. A.	828		
	B.	828	

### 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) or blank spaces for an item will 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 vouchers submitted to the GPO shall be based on the most economical method of production.

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

**I. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications, except for Binding, Packing, and Freight Costs.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
1. <u>5-1/2 x 8-1/2" Products:</u>		
(a) Text printing in black.....per page .....	\$ _____	\$ _____
(b) Text printing in 4/color process.....per page.....	\$ _____	\$ _____
(c) Complete Cover: 1/4 in 4/color; 2 in black; 3 blank, including spine for perfect bound books ...per complete cover .....	\$ _____	\$ _____
2. <u>8-1/2 x 11" Products:</u>		
(a) Text printing in black.....per page .....	\$ _____	\$ _____
(b) Text printing in four color process.....per page.....	\$ _____	\$ _____
(c) Complete Cover: 1/4 in 4/color; 2 in black; 3 blank (including spine for perfect bound books) .per complete cover .....	\$ _____	\$ _____

**II. BINDING:**

- A. Perfect Binding.....per 100 books.....\$ \_\_\_\_\_
- B. Wire-O Binding including Laminating Covers.....per 100 books.....\$ \_\_\_\_\_
- C. Saddle Stitch Binding.....per 100 books.....\$ \_\_\_\_\_

**III. PACKING/LABELING/SEALING:**

- A. Multiple copies over 5.4 kg 12 lbs. in suitable shipping containers.....per carton.....\$ \_\_\_\_\_

**IV. ADDITIONAL OPERATIONS:**

- A. CD Replication including Printing and Applying Color Label.....per 100.....\$ \_\_\_\_\_
- B. Affixing Pocket to Cover 3.....per 100.....\$ \_\_\_\_\_

\_\_\_\_\_  
Initials

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 \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_  
(Initials) (Initials)