

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Patent Covers

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

U.S. Patent and Trademark Office (USPTO)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **June 1, 2018** and ending **May 31, 2019**, plus up to **four** optional 12 month extension period (s) that may be added in accordance with the "OPTION TO EXTEND THE CONTRACT TERM" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **May 29, 2018**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to the following:

- GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

NOTE: THIS IS A SOLE SOURCE PROCUREMENT PURSUANT TO THE AUTHORITY OF 41 U.S.C. 5(3).

For information of a technical nature call David Love (202) 512-0310 or email aps-team1@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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

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

SUBCONTRACTING: No subcontracting is allowed.

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 / Electronic media / Camera copy
P-9. Solid and Screen Tint Color Match	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 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 **June 1, 2018** to **May 31, 2019**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **February 28, 2018**, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

Note: Economic price adjustments are not cumulative and are to be applied to original bid prices only.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, DC, immediately after award.

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 **June 1, 2018** through **May 31, 2019**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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.

AGENCY VERIFICATION OF BILLING:

Due to scheduling/delivery requirements of the ordering Agency, upon completion of production for each order, contractor will submit to the ordering Agency, as specified on the print order, a complete breakdown and complimentary copy of each invoice (and print order) for that order for review and approval prior to submission for payment, via electronic mail or facsimile.

A copy of the invoice (signed/initialed by the appropriate PTO representative) will be returned to contractor within 2 workdays of receipt (by either facsimile or electronic mail) and submitted with remainder of documentation to GPO for payment (per GPO billing instructions).

The invoice shall include a working facsimile telephone number, appropriate electronic mail address for return of the initialed copy, and a designated approval authorization area/signature line.

PAYMENTS ON PRINT ORDERS:

After completing the required agency verification as noted above, billing invoice and Agency verification must be submitted to GPO.

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

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

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at:

<https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of two different patent covers requiring such operations as electronic prepress, printing, binding and construction, stamping and embossing, packing, and distribution.

TITLE: Patent Covers

FREQUENCY OF ORDERS: Up to approximately 10 orders per year.

QUANTITY: Up to approximately 75,000 copies per cover per order.

Multiple types of covers with different spine widths may be ordered on the same print order requiring the same schedule.

NUMBER OF PAGES: Covers 1 through 4.

TRIM SIZES:

Classification Classic A4 Cover: 8-1/4 x 11-3/4"

Patent Full Ledger Cover: 8-1/2 x 11"

Note: Covers have a range of 12 different spine widths ranging from 1/16" to 2" that could be ordered.

See page 6 of 13: BINDING AND CONSTRUCTION

GOVERNMENT TO FURNISH: Furnished materials will be provided at the beginning of the contract and held for reuse throughout the term of the contract. An electronic file for each different cover will be furnished via email or CD. Visuals of files will be furnished.

Signature cards for different commissioners will be furnished.

Note: Authorizing signature changes or changes to language due to law updates may occur without extensive notice. In the event of a change, the ordering agency will furnish a new electronic file or signature card.

Samples of previously printed covers may be furnished.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., 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.

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

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 –

https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.

All cover paper must have the grain parallel to the spine.

Classification Classic A4 Cover –

Front Cover – Clear Matte Plastic Sheets, 7.5 mil, equal to Klockner Matte Plastic.

Back Cover and Spine – Smooth and Fancy-finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L21.

Note: Stock must match Neenah Classic Laid Ivory Baronial Cover (80-lb.) in color and texture.

Patent Full Ledger Cover –

Smooth and Fancy-finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L21.

Note: Stock must match Neenah Classic Crest Smooth Natural White Cover (80-lb.) in color and texture.

PRINTING:

Classification Classic A4 Cover –

Cover 3 prints in one Pantone color. Printing consists of text matter and a line illustration centered on the page. Match Pantone number as specified on the print order. Cover 4 prints in black ink only. Printing consists of text matter only.

Patent Full Ledger Cover –

Cover 1 through 4 print in black and one Pantone color.

Cover 1 through 4 have stamped/embossed image

See page 7 of 13: STAMPING AND EMBOSSING

MARGINS: Margins will be as indicated on the print order or furnished electronic media.

BINDING AND CONSTRUCTION:

Classification Classic A4 Cover –

Trim four sides and fold Cover 3 and spine overlap to trim size with specified spine width. Score on folds. Score back cover and spine overlap 1/8” from spine. Adhere Clear Matte Plastic Sheet to spine overlap creating full front cover. Plastic sheet adheres to inside spine overlap by approximately 5/16”.

Apply cotton-mesh adhesive strip to inside spine. Adhesive strip must be the width of spine. Adhesive strip must run length of spine stopping approximately 1/4” from top and bottom edge of spine.

Note: Spine widths required for these covers range from 1/16” to 2”.

Patent Full Ledger Cover –

Trim four sides and fold to trim size with specified spine width. Score on folds. Score front and back covers 1/8” from spine. Apply cotton-mesh adhesive strip to inside spine. Adhesive strip must be the width of spine. Adhesive strip must run length of spine stopping approximately 1/4” from top and bottom edge of spine.

Note: Spine widths required for these covers range from 1/16” to 2”.

STAMPING AND EMBOSSING: *Patent Full Ledger Cover Only*

Contractor is to create stamping and embossing media (brass dies) from furnished electronic file or sample.

Foil stamp and emboss image on Cover 1 in two foils (gold and red). Gold foil stamped/embossed image area is approximately 2” in diameter. Red stamped image area is approximately 1-3/4 x 1-3/4”.

PACKING:

Pack folded/scored covers in shipping containers not to exceed 45 pounds when fully packed.

When more than one type of cover is ordered on the same print order, each different cover must be packed separately.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/shipping process.

LABELING AND MARKING:

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

U.S. PTO number and quantity must be marked on outside of each container. Containers must also be marked with purchase order, print order, and jacket numbers.

STORAGE: On an occasional order, contractor may be required to store production quantity until such time as the ordering agency has authorized delivery.

DISTRIBUTION: f.o.b. destination

Deliver to: USPTO Warehouse Attention Robert Battes, 8430 Terminal Road, Lorton, VA 22079-0000

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

Upon completion of contract, all Government furnished material and digital deliverables must be returned to: U.S. Patent and Trademark Office, 551 John Carlyle Street, **Room 2-A54**, Alexandria, VA 22314.

Upon completion of each order, the contractor must notify the ordering agency on the same day that the product delivers via email to the address specified on the print order. The subject line of the email shall be “Distribution Notice for Program 146-S, P.O. XXXXX, Jacket XXX-XXX, Print Order XXXXX.” The notice must provide all applicable tracking numbers, delivery method, and title. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to picking up and returning materials 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 must be picked up from and delivered to: U.S. Patent and Trademark Office, 551 John Carlyle Street, **Room 2-A54**, Alexandria, VA 22314.

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.

Regular Schedule

Contractor to complete production and distribution within **20 to 30 workdays** (as specified on print order) of notification of the availability of print order and furnished material.

Accelerated Schedule (Required for approximately 10% of all orders placed)

Note: When an order requiring an accelerated schedule is placed, the order may be for a 3-month start-up quantity for up to approximately 40,000 per spine width/cover type. However, the total quantity ordered (for all spine widths/cover types) would be for approximately 120,000 covers or less.

Contractor to complete production and distribution with **one to five workdays** (as specified on the print order) of notification of availability of print order and furnished material.

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.

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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

PREMIUM PAYMENTS: Orders requiring the Accelerated Schedule in order to meet delivery requirements will be paid for at the premium rate in accordance with the contractor’s offered percentage in the “SCHEDULE OF PRICES”.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II., “PAPER” in the “SCHEDULE OF PRICES”.

All other orders will be placed with the Regular Schedule and paid for at the basic prices offered.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his billing invoice.

It is estimated that **10% of the orders** placed on this contract will require an Accelerated Schedule. Therefore, premium payments will enter into the Determination of Award by applying the percentage increase offered for the Accelerated Schedule in the “SCHEDULE OF PRICES” [Item IV (a)] to **10% of the total price** offered for all items except Item II., “PAPER”. This additional cost will be included in the total bid and will be used to determine the lowest bid.

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

		(1)	(2)	II. (a)	2,298
I.	1.	(a) 3	1,136	(b)	23,724
		(b) 3	340		
		(c) 3	613	III. (a)	1
		(d) 3	85		
		(e) 2	28		
		(f) 1	1		
		(g) 3	22		
		(h) 3	25		
		(i) 3	16		
		(j) 3	14		
		(k) 3	13		
		(l) 3	7		
		(1)	(2)		
	2.	(a) 5	2,338		
		(b) 5	3,852		
		(c) 5	2,115		
		(d) 5	1,271		
		(e) 5	310		
		(f) 5	178		
		(g) 5	164		
		(h) 5	127		
		(i) 5	111		
		(j) 5	92		
		(k) 5	92		
		(l) 5	62		

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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 nonresponsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

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

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
1. Classification Classic A4 Cover:		
(a) 1/16" spine per cover	\$ _____	\$ _____
(b) 1/8" spine per cover	\$ _____	\$ _____
(c) 1/4" spine per cover	\$ _____	\$ _____
(d) 3/8" spine per cover	\$ _____	\$ _____
(e) 1/2" spine per cover	\$ _____	\$ _____
(f) 5/8" spine per cover	\$ _____	\$ _____
(g) 3/4" spine per cover	\$ _____	\$ _____
(h) 1" spine..... per cover	\$ _____	\$ _____
(i) 1-1/4" spine per cover	\$ _____	\$ _____
(j) 1-1/2" spine per cover	\$ _____	\$ _____
(k) 1-3/4" spine per cover	\$ _____	\$ _____
(l) 2" spine..... per cover	\$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
2. Patent Full Ledger Cover:		
(a) 1/16" spine per cover	\$ _____	\$ _____
(b) 1/8" spine per cover	\$ _____	\$ _____
(c) 1/4" spine per cover	\$ _____	\$ _____
(d) 3/8" spine per cover	\$ _____	\$ _____
(e) 1/2" spine per cover	\$ _____	\$ _____
(f) 5/8" spine per cover	\$ _____	\$ _____
(g) 3/4" spine per cover	\$ _____	\$ _____
(h) 1" spine..... per cover	\$ _____	\$ _____
(i) 1-1/4" spine per cover	\$ _____	\$ _____
(j) 1-1/2" spine per cover	\$ _____	\$ _____
(k) 1-3/4" spine per cover	\$ _____	\$ _____
(l) 2" spine..... per cover	\$ _____	\$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Covers – Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

	<u>Per 100 Leaves</u>
(a) Clear Matte Plastic Sheets (7.5 mil)	\$ _____
(b) Smooth and Fancy-finish Cover (80-lb.)	\$ _____

III. ADDITIONAL OPERATIONS:

(a) Storage per order \$ _____

IV. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item II, "PAPER." Percentage increase will be added to all orders which require the "Accelerated Schedule."

(a) Percentage increase..... %

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

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

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

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

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

(Person to be Contacted) (Telephone Number) (Email)