

Prog:	174-S										
Title:	Departmental Letterhead and Envelopes										
Agency:	Corporation for National and Community Service (CNCS)										
Term:	Beginning 01.01.17 and ending 12.31.17										
			GRAPHICOLOR CORP.			HAS PRtg. & GRAPHICS		WBC, INC/DBA/LITHEXCEL		THE PRINT HOUSE	
			Vineland, NJ			Franklinville, NY		Albuquerque, NM		Brooklyn, NY	
		BASIS OF									
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPLETE PRODUCT:										
(a)	Letterhead.....per letterhead.....										
(1)	<u>Makeready and/or Setup</u>	5	85.00	425.00	153.00	765.00	380.00	1900.00	175.00	875.00	
(2)	<u>Running Per 1,000 Copies</u>	23	90.00	2070.00	42.00	966.00	55.00	1265.00	55.00	1265.00	
(b)	4-1/8 x 9-1/2" (#10) Envelopes.....per envelope...										
(1)	<u>Makeready and/or Setup</u>	4	75.00	300.00	177.00	708.00	380.00	1520.00	125.00	500.00	
(2)	<u>Running Per 1,000 Copies</u>	12	50.00	600.00	67.00	804.00	59.00	708.00	50.00	600.00	
(c)	4-1/8 x 9-1/2" (#10) White Security Window Envelopes.....per envelope.....										
(1)	<u>Makeready and/or Setup</u>	1	75.00	75.00	177.00	177.00	380.00	380.00	125.00	125.00	
(2)	<u>Running Per 1,000 Copies</u>	15	55.00	825.00	59.00	885.00	68.00	1020.00	55.00	825.00	
(d)	9 x 12" Envelopes.....per envelope.....										
(1)	<u>Makeready and/or Setup</u>	2	75.00	150.00	177.00	354.00	440.00	880.00	125.00	250.00	
(2)	<u>Running Per 1,000 Copies</u>	3	112.00	336.00	130.00	390.00	129.00	387.00	115.00	345.00	
(e)	10 x 13" Envelopes.....per envelope.....										
(1)	<u>Makeready and/or Setup</u>	3	75.00	225.00	177.00	531.00	580.00	1740.00	125.00	375.00	
(2)	<u>Running Per 1,000 Copies</u>	11	139.00	1529.00	150.00	1650.00	158.00	1738.00	120.00	1320.00	
				CONTRACTOR TOTALS		\$6,535.00		\$7,230.00		\$11,538.00	
				DISCOUNT			1.00%	\$72.30	1.00%	\$115.38	
				DISCOUNTED TOTALS		\$6,535.00		\$7,157.70		\$11,422.62	
										\$6,480.00	
									0.25%	\$16.20	
										\$6,463.80	

AWARDED

Prog:	174-S										
Title:	Departmental Letterhead and Envelopes										
Agency:	Corporation for National and Community Service (CNCS)										
Term:	Beginning 01.01.17 and ending 12.31.17										
			DESERT PAPER & ENV.			CURRENT CONTRACTOR					
			Albuquerque, NM			Desert Paper & Envelope					
		BASIS OF									
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST					
I.	COMPLETE PRODUCT:										
(a)	Letterhead.....per letterhead.....										
(1)	<u>Makeready and/or Setup</u>	5	N/C	0.00	N/C	0.00					
(2)	<u>Running Per 1,000 Copies</u>	23	165.32	3802.36	129.61	2981.03					
(b)	4-1/8 x 9-1/2" (#10) Envelopes.....per envelope...										
(1)	<u>Makeready and/or Setup</u>	4	N/C	0.00	N/C	0.00					
(2)	<u>Running Per 1,000 Copies</u>	12	75.03	900.36	70.91	850.92					
(c)	4-1/8 x 9-1/2" (#10) White Security Window Envelopes.....per envelope.....										
(1)	<u>Makeready and/or Setup</u>	1	N/C	0.00	N/C	0.00					
(2)	<u>Running Per 1,000 Copies</u>	15	62.31	934.65	45.80	687.00					
(d)	9 x 12" Envelopes.....per envelope.....										
(1)	<u>Makeready and/or Setup</u>	2	N/C	0.00	N/C	0.00					
(2)	<u>Running Per 1,000 Copies</u>	3	217.38	652.14	205.43	616.29					
(e)	10 x 13" Envelopes.....per envelope.....										
(1)	<u>Makeready and/or Setup</u>	3	N/C	0.00	N/C	0.00					
(2)	<u>Running Per 1,000 Copies</u>	11	192.08	2112.88	171.43	1885.73					
				CONTRACTOR TOTALS		\$8,402.39		\$7,020.97			
				DISCOUNT		5.00%	\$420.12	1.00%	\$70.21		
				DISCOUNTED TOTALS		\$7,982.27		\$6,950.76			

U.S. GOVERNMENT PUBLISHING OFFICE
Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Departmental Letterhead and Envelopes

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

Corporation for National and Community Service
(CNCS)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning January 1, 2017 and ending December 31, 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 11:00 a.m., prevailing Washington, DC time, on December 12, 2016.

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. Contractor is to follow the instructions 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.

Abstracts of contract prices are available at <https://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987, (Rev. 6-01)) and GPO Contract Term, Quality Assurance Through Attributes Program Printing and Binding, (GPO Publication 310.1, effective May 1979, (Rev. 8-02)).

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

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

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

SUBCONTRACTING: The predominant production function will be printing. Any contractor who cannot perform the predominant function 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/ O.K. Proofs/Electronic Media
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 this 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 January 1, 2017 to December 31, 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 September 30, 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 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.

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. At the option of the Government, the postaward conference may be held via teleconference.

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 beginning January 1, 2017 and ending December 31, 2017, 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 in conformance with the schedule.

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

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

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

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

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

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

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

PAYMENT: Submit all invoices, via fax, utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <https://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.

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of letterhead and envelopes requiring such operations as electronic prepress, composition, printing in multiple ink colors, binding, construction, packing, and distribution.

TITLE: Departmental Letterhead and Envelopes.

FREQUENCY OF ORDERS: Approximately 5 to 15 orders per year.

Multiple items may be ordered on a single order requiring the same schedule.

QUANTITY/NUMBER OF PAGES/TRIM SIZE: Listed below are department estimates of the anticipated quantity ranges for orders placed on this contract. Exact quantities to be ordered are not known at this time. Quantities ordered must be exact, \pm none.

NOTE: Preprinting or stockpiling of any of the letterheads and/or envelopes is at the contractor's own risk. The Government shall not purchase nor reimburse the contractor for costs incurred for any excess or surplus letterheads or envelopes left over at the end of any contract term.

<u>Item</u>	<u>Approx. Quantity Range Per Order</u>	<u>Number of Pages</u>	<u>Finished Size</u>
Letterhead	1,000 to 5,000	Face Only	8-1/2 x 11"
<u>Envelopes</u>			
White Envelope	1,000 to 50,000	Face Only (Prior to Construction)	4-1/8 x 9-1/2" plus flap
White Security Window Envelope	1,000 to 50,000	Face and Back (Prior to Construction)	4-1/8 x 9-1/2" plus flap
White Envelope	1,000 to 5,000	Face Only (Prior to Construction)	9 x 12" plus flap
White Envelope	1,000 to 5,000	Face Only (Prior to Construction)	10 x 13" plus flap

GOVERNMENT TO FURNISH: Electronic Media to be furnished at Post-Award Conference, as follows:

Platform: Windows 7 PC

Storage Media: Contractor's FTP site

Software: QuarkXPress 8; Adobe Illustrator CS6; Adobe Acrobat Pro X1

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

Fonts: All printer and screen fonts will be furnished/embedded, as applicable. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: Files will be furnished in Native Application format or PDF format. A visual of the furnished electronic files made on a printer using PostScript language will be provided. Pantone will be used for color identification.

Sample letterhead and envelopes from a previous printing. Letterhead sample is to be used as standard for printing letterhead.

Distribution list.

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

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

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., carried on electronic media, 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.

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at the time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

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 ordering agency.

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.

COMPOSITION: Approximately 60 offices nationwide will place orders on this Program. When an order is placed, the contractor will be required to typeset the address of the ordering office, using the same font and point size as the furnished electronic media. Department logo and web site on the file are not to be changed. This address change will be required on all orders placed. Contractor to proofread files before emailing proof.

NOTE: Separate electronic files will be furnished for the letterhead and envelopes of the Office of the Inspector General.

PROOFS: Contractor to submit one (1) "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

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

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

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

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

All paper must be of a uniform shade.

Letterhead: White Offset Book, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Envelopes (#10, 9 x 12" and 10 x 13"): White Writing or White Wove, basis weight: 24 lbs., 17 x 22", equal to JCP V20.

PRINTING:

Letterhead: Print face only in black and three (3) Pantone colors (2728 blue, 2768 dark blue, and 032 red); consisting of black type and rule matter plus color build art/logo images at the top center and across bottom.

White #10 Envelope, White 9 x 12 Envelope, White 10 x 13 Envelope: Print face only (prior to construction) in black and two (2) Pantone colors (2728 blue and 032 red). Printing consists of type and line matter. Printing on envelope (after construction) appears on face (return address).

#10 White Security Window Envelopes: Print face and back (prior to construction) in black and two (2) Pantone colors (2728 blue and 032 red). Printing consists of type and line matter. Printing on envelope (after construction) appears on face (return address).

Printing shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

Security Design: When ordered, for #10 White Security Window Envelopes, print or tint envelope on the inside (back before manufacture) in black ink (lining not acceptable). Contractor may use his own design but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein.

NOTE: All envelopes and letterhead must accept laser printing without smearing.

MARGINS: Maintain margins as indicated on furnished sample.

BINDING: (LETTERHEAD): Trim four sides.

CONSTRUCTION: (ENVELOPES):

#10 Envelope: Open side, diagonal seams, high cut, water-soluble gummed flap. The flap adhesive shall be capable of being quickly and securely sealed using 5 pounds pressure after moistening. When opened not less than 15 seconds or more than 20 seconds after sealing, the flap shall pull fibers from the body of the envelope over the entire adhesive area.

#10 White Security Window Envelope: Open side, diagonal seams, high cut, die cut window (located bottom left, 4-1/2 x 1-1/8" in size, with rounded corners (placement dimensions to be furnished after award)), water-soluble gummed flap. The flap adhesive shall be capable of being quickly and securely sealed using 5 pounds pressure after moistening. When opened not less than 15 seconds or more than 20 seconds after sealing, the flap shall pull fibers from the body of the envelope over the entire adhesive area.

9 x 12" and 10 x 13" Envelopes: Open side, side seam; peel and seal flap.

Envelopes shall be sufficiently high cut as to prevent the flap adhesive from contacting the envelope contents. The seams shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears and adhesive stains.

PACKING:

Letterhead: Shrink-film wrap in units of 500. Pack in shipping containers.

#10 Envelopes: Pack in units of 500 envelopes in close-fitting boxes. Envelopes shall be unbanded and sealing flap on open side shall be folded down. Pack five (5) close fitting boxes into shipping container and close/seal in accordance with GPO Contract Terms. If an order is received for less than 2,500 envelopes (five (5) boxes), a suitable packing material is to be placed in shipping container to prevent envelopes from moving during shipment.

9 x 12" and 10 x 13" Envelopes: Pack in shipping containers.

Envelope sizes or styles must not be intermixed within a box.

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 sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal 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.

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

DISTRIBUTION: Ship f.o.b. contractor's city via reimbursable traceable small package carrier to approximately 60 destinations nationwide. Deliveries must be made Monday through Friday only, between 9:00 a.m. and 4:00 p.m. local time.

Note: Inside delivery (to room/suite number indicated) at most destinations will be required.

Complete addresses and quantities will be furnished with each print order.

Contractor will be reimbursed for shipping charges by submitting paid shipping receipts with the billing invoice.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 174-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

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).

The print order and furnished material will be submitted via contractor's FTP site.

E-mail address and instructions for the submission of PDF proofs will be provided with each print order.

No definite schedule for the placement of orders can be predetermined.

The following schedules begin the workday after transmission of print order; the workday after will be the first workday of the schedule.

Contractor must complete production and distribution within five (5) workdays.

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are emailed to the contractor. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

All proofing time is included in the 5-workday schedule.

The ship/deliver date indicated on the print order is the date products shipped f.o.b. contractor's city must be delivered to the small package carrier.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the 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 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 (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 under this contract for a like period of time.

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

	(1)	(2)
I. (a)	5	23
(b)	4	12
(c)	1	15
(d)	2	3
(e)	3	11

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

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

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

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

I. **COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary (including proofs and all paper) 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 1,000 Copies</u> (2)
(a) Letterhead.....per letterhead.....	\$ _____	\$ _____
(b) 4-1/8 x 9-1/2" (#10) Envelopes per envelope.....	\$ _____	\$ _____
(c) 4-1/8 x 9-1/2" (#10) White Security Window Envelopes per envelope.....	\$ _____	\$ _____
(d) 9 x 12" Envelopes per envelope.....	\$ _____	\$ _____
(e) 10 x 13" Envelopes..... per envelope.....	\$ _____	\$ _____

(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 GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City – State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Email Address)