

Program No:	405-S					
Title:	Library Binding					
Term:	April 1, 2025 to March 31, 2026					
					<b>CURRENT CONTRACTOR</b>	
			Wert Bookbinding		Wert Bookbinding	
			Grantville, PA		Grantville, PA	
Item No.	Description	BASIS OF	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>LIBRARY BINDING, PACKING, PICKUPS, AND DISTRIBUTION:</b>	AWARD				
A.	Books:					
1	Using Old Case.....per volume	3	\$57.00	\$171.00	\$39.00	\$117.00
2	Making New Case.....per volume	1	\$39.00	\$39.00	\$25.00	\$25.00
3	Double-fan PVA and PUR adhesive bound (up to and including 2 inches in thickness).....					
	.....per volume	66	\$34.00	\$2,244.00	\$17.00	\$1,122.00
4	Volumes over 2 inches in thickness.....per each additional 1 inch	2	\$9.00	\$18.00	\$4.00	\$8.00
B.	Periodicals:					
1	Double-fan PVA and PUR adhesive bound (up to and including 2-1/2 inches in thickness, including standard collation).....per volume	270	\$39.00	\$10,530.00	\$19.00	\$5,130.00
2	Sew through fold (up to and including 2-1/2 inches in thickness, including standard collation):					
(a)	By machine (without tapes).....per volume	143	\$53.00	\$7,579.00	\$28.00	\$4,004.00
(b)	By hand (without tapes).....per volume	15	\$68.00	\$1,020.00	\$40.00	\$600.00
3	Periodicals volumes over 2-1/2 inches in thickness.....					
	.....per each additional 1 inch	8	\$9.00	\$72.00	\$6.00	\$48.00
<b>II.</b>	<b>REPAIRS:</b>					
	Timework.....per hour	29	\$75.00	\$2,175.00	\$60.00	\$1,740.00
<b>III.</b>	<b>ADDITIONAL MATERIALS AND OPERATIONS:</b>					
(a)	Binding Stubs:					
1	Up to and including 16 inches in length .....per 1/4 inch thick stub	7	\$2.50	\$17.50	\$1.00	\$7.00
2	Over 16 inches in length.....per 1/4 inch thick stub	1	\$5.00	\$5.00	\$2.00	\$2.00
(b)	Additional lettering:					
1	Additional lines (over seven (7)).....per line	201	\$0.90	\$180.90	\$0.75	\$150.75
2	Call numbers .....per line	70	\$0.90	\$63.00	\$0.75	\$52.50
3	Foreign titles (including accents).....per line	1	NC	\$0.00	NC	\$0.00
4	Front cover lettering.....per line	1	\$16.00	\$16.00	\$10.00	\$10.00
5	Library/Spine Imprints.....per line	171	\$1.50	\$256.50	-----	\$0.00
(c)	Pockets, including inserting of material and gluing in place, as per binding instructions:					
1	Paper pockets.....per pocket	1	\$8.00	\$8.00	\$6.00	\$6.00
2	Cloth pockets.....per pocket	1	\$16.00	\$16.00	\$12.00	\$12.00
(d)	Inserting magnetic (security) strips.....per volume	105	\$1.50	\$157.50	\$1.00	\$105.00
(e)	Protective Enclosures.....per enclosure	1	\$70.00	\$70.00	\$40.00	\$40.00
	CONTRACTOR'S SUBTOTAL			\$24,638.40		\$13,179.25
	ACCELERATED SCHEDULE	10%		\$2,463.84		\$1,317.93
<b>IV.</b>	<b>PREMIUM PAYMENTS</b>		50%	\$1,231.92	50%	\$658.96
	SUBTOTAL PLUS PERCENTAGE INCREASE			\$25,870.32		\$13,838.21
	DISCOUNT		0%	\$0.00	0%	\$0.00
	DISCOUNTED TOTAL			\$25,870.32		\$13,838.21
				<b>AWARDED</b>		

U.S. GOVERNMENT PUBLISHING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Library Binding***

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

Various Government Departments and Agencies

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning April 1, 2025 and ending March 31, 2026, 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 opened virtually at 11:00 a.m., Eastern Time (ET), on February 25, 2025 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract allows for pickup and delivery from locations within a 60-mile radius of zero milestone Washington, DC. Additional documentation may be required to demonstrate ability to meet schedule requirements.

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

**BIDDERS, PLEASE NOTE:** These specifications have been revised. 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/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Stacy Bindernagel at [sbindernagel@gpo.gov](mailto:sbindernagel@gpo.gov) or (202) 512-2103.

## 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 (Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

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

In addition, the following documents and publications shall also apply. In the event of a conflict between the documents/publications referenced herein and the content of this specifications, the content of this specification shall be considered a superseding requirement.

- ANSI/NISO/LBI Z39.78-2000 (R. 2018) for Library Binding, or any amendments or revisions thereto (hereinafter referred to as Library Binding).
- Guide to the ANSI/NISO/LBI Library Binding Standard, (Chicago and London: American Library Association, 2008).
- Boxes for the Protection of Rare Books: Their Design and Construction, Library of Congress, Washington, DC, 1994.

**SUBCONTRACTING:** Subcontracting will be allowed for repairs only.

**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 April 1, 2025 through March 31, 2026, 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, 2024, 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 TEST:** The contractor being considered for award will be required to demonstrate their ability to meet contract requirements and LBI Standards as set forth in Library Binding, by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

The prospective contractor shall submit four (4) blank bound samples.

Each sample volume is to be bound by the prospective contractor's regular personnel and under no circumstances shall the contractor subcontract all or any part of this work. NOTE: No contractor identification of any kind shall appear on or in the bid samples themselves, only on the outside of the package.

The furnished test material must be delivered to: U.S. Government Publishing Office, Program 405-S Library Binding Samples, Mail Stop: CSPS, Rm. C-613, 732 North Capitol Street NW, Washington, DC 20401.

Preaward test samples must be submitted to the address indicated above within five (5) workdays of notification of request.

Approval will be based upon the contractor fulfilling all of the requirements of the specifications. Deviation from the contract specifications may result in declaring the contractor non-responsible.

If preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit revised test samples if so notified by the Contracting Officer. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.

In the event the revised preaward test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver completed preaward test samples within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the complete performance of this preaward test shall be performed at the facilities in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

**BINDING EVALUATION CRITERIA FOR PREAWARD TEST SAMPLES:** Each sample volume will be given a maximum score of 92 points.

A passing score is 85 percent per sample volume. Each sample volume will be evaluated as follows:

	<u><b>CRITERIA</b></u>	<u><b>POINTS</b></u>
1.	Leaf attachment and sewing  Poor penetration of glue Excessive glue in margin	20
2.	Endpaper attachment  Poor construction Incorrect tipping width Excessive drag Incorrect weight Against the grain Incorrect endpapers	15
3.	Trimming  Excessive Uneven or ragged Out of square	15
4.	Lining  Poor adhesion Incorrect material Poor workmanship Poor spine support	8
5.	Case-making  Poor adhesion Improperly pressed Turn-ins, not even, bulky Weak joints, improperly formed Strain on hinges Uneven or excessive squares Too rigid or weak spine Lumpy	9
6.	Case-in  Poor adhesion Soiled Poor workmanship Excessive glue	10

	<u>CRITERIA</u>	<u>POINTS</u>
7.	Lettering	15
	Fuzzy, not sharp, poor clarity	
	Poor positioning	
	Inconsistent word division	
	TOTAL:	92

Sample volumes will be completely rejected and no points awarded if any of the following conditions are found:

- Improper trimming
- Sewing into text
- Pages falling out
- Text block upside down
- Incorrect lettering (spelling, typefaces, word breaks, alignment)

**PREAWARD SURVEY:** The Government reserves the right to conduct a preaward survey of the contractor's facilities (and subcontractor's facilities for repairs, if applicable) and productivity potential, or to require other evidence of technical, production, managerial, financial (including insurance coverage for any loss or damage to Government materials while in the contractor's possession), and similar abilities to perform the anticipated requirements, prior to an award of this contract.

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**WARRANTY:** The contractor shall guarantee for three (3) years from binding date, the binding of the volumes. Latent defects such as lettering worn off so as to be illegible, defective sewing, use of improper adhesives, etc., shall be returned and repaired at no cost to the ordering agency. Normal wear of the covering materials or damage caused by negligence on the part of the libraries or their users shall be excluded.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order and various jacket numbers 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 April 1, 2025 through March 31, 2026, 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 or any aspect of the Library Binding. 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.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Immediately upon completion of a print order, the contractor is required to submit an itemized billing invoice to the ordering agency for examination/verification and approval. Contractor to submit the billing invoice to the ordering agency contact as specified on the print order.

Contractor must submit this signed, verified copy with their billing invoice to the U.S. Government Publishing Office, for payment. 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.

***Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES" for all operations/products required on an order, including line items for which the contractor may have submitted "NC."***



## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications provide for the procurement of library binding and rebinding of books and periodicals; repairs; construction of protective enclosures; packing; and distribution.

**TITLE:** Library Binding.

**FREQUENCY OF ORDERS:** No guarantee can be made as to the number of frequency with which orders will be placed. However, it is anticipated that up to approximately 12-15 orders will be placed per year for up to approximately 150 volumes per order.

### **TYPES OF VOLUMES TO BE BOUND AND PROTECTIVE ENCLOSURES:**

*Books:* For the purposes of this contract, a book is defined as one piece of graphic material submitted for binding or rebinding as a single unit.

*Periodicals:* For the purposes of this contract, a periodical publication is defined as a series of two or more serially numbered graphic units bound together.

*Protective Enclosures:* Boxes and other enclosures including phase boxes and clamshell boxes, constructed for materials which are unsuitable for binding, due to their size, condition, value, or original format.

Construction and materials used for casing-in must conform to the standards set forth in the Library Binding.

### **GOVERNMENT TO FURNISH:**

Print orders.

Individual binding instructions. The agency must supply specific instructions for items which do not fit the established profile.

Previously bound samples, rubs, dummies, and material to be bound (including pockets for circulation cards, when required).

Magnetic security strips.

Books may be furnished for insertion into protective enclosures. If not furnished, measurements will be provided by the agency.

Agencies have the option to supply the contractor with individual binding forms unique to a single agency. NOTE: There will be no requirement for all agencies to use contractor supplied binding forms.

Agencies will furnish the GPO and the contractor with a profile of their special requirements. The contractor shall follow the profile unless otherwise instructed on the individual binding slips.

**CONTRACTOR TO FURNISH:** The contractor will be required to supply all materials, other than those listed under "GOVERNMENT TO FURNISH," necessary for pickup, complete manufacture, packing, and delivery of the products covered by these specifications.

The contractor must furnish suitable shipping containers when picking up material to be bound and when delivering the completed product(s) (see "PACKING").

After award and upon request by a Government department or agency, the contractor must furnish samples of binding materials, showing the colors available to be ordered under this contract, and provide instructions on the use of individual binding instruction forms.

The contractor will be required to supply the range of colors of buckram available on the market at the time of binding.

The contractor will supply, at no additional expense, binding forms and provide instructions in their use to all agencies desiring to use the contractor's forms. If the contractor uses adhesive to affix the binding instruction slips to the text to be bound, the adhesive must be such that it will not damage the text.

The contractor may supply preprinted binding forms for titles previously bound and already established in the contractor's database for those agencies who wish to use them. The information on the forms must be correct based on instructions provided by the ordering agency, and the forms must be supplied in a timely manner. These established instructions will not be altered by the contractor without permission from the ordering agency.

The contractor must maintain records for the spine stamping pattern, color of cover, and color of stamping foil so that uniformity of sets can be maintained.

**CONTRACTOR'S RESPONSIBILITY:** The contractor must verify the number of volumes picked up and delivered and will be responsible for the safekeeping of the Government's materials submitted for binding under the terms and conditions of this contract while in their plant, or during transit to or from their plant, and will be responsible for replacing any items lost or damaged.

**LOST OR DAMAGED ITEMS:** The value of the volumes lost or damaged will be determined by the Government and will include processing costs. The cost and burden of locating volumes requiring replacement, due to loss or damage by the contractor, shall be borne by the contractor. If the ordering agency should choose to replace the item(s), costs to the contractor will include the cost of replacement, ordering, receiving, and processing.

Additionally, a charge shall be levied for any item found to be out of print and irreplaceable. The charge will be based on the cost of the original item times two, or the costs related to ordering, receiving, and processing a like or similar item, whichever is greater. The contractor will settle with the Government on replacement volumes within 120 workdays of notification that the item(s) is lost/damaged.

If acceptable by the agency, the contractor may provide a complete and bound preservation facsimile of the lost/damaged volume. The contractor will assume responsibility for all copyright and preservation facsimile related charges. If the item is in copyright, a statement from the copyright holder granting permission to make a facsimile will be bound in the front of each volume.

The contractor shall follow the instructions and specifications on individual binding slips, including but not limited to, instructions for the style of binding appropriate to the type of material to be bound. In the absence of individual binding slips, the contractor shall follow the established profile. In the absence of individual binding instructions or an agency profile, the contractor shall determine the best treatment for the long range preservation of the material in a traditional library environment. If doubt exists as to which procedure or style is preferable, the volumes in question shall be returned to the ordering agency.

**IDENTIFICATION:** Each volume bound or repaired under the terms of this solicitation shall contain a label or stamp approved by the Government placed inside the back cover, showing the contractor's name, and the year and month when the particular volume was bound.

**WORKMANSHIP:** All workmanship in connection with the article or product manufactured under these specifications must be of the highest quality in every respect.

Materials and quality of workmanship shall be in accordance with the Library Binding, or any amendments or revisions thereto.

All operations required must be performed with care to ensure that the end product will be capable of withstanding the rigors of normal library circulation or use and provide maximum reader usability.

**INSPECTION FOR DEFECTS:** Contractor must carefully open out, and critically inspect all volumes for defects in binding, errors in lettering, etc., prior to delivery.

The contractor shall have an established quality control program. The contractor shall be responsible for quality control at various stages during the binding process and before the return of completed volumes to the ordering agency.

Quality control inspections shall include:

- Adherence to the agency's instructions and specifications on the binding slip
- The collation of volumes for completeness and proper sequence
- Completeness of stamping, including author (if any), title, variable data, call number, and imprint
- Accuracy of stamping including spelling, proper order of numbers, and accents or symbols as required.
- Correct and consistent word division in accordance with the Government Publishing Office Style Manual
- Proper color of buckram, stamping, etc., and proper placement and/or alignment of stamping
- Adherence to material and workmanship specifications
- Neatness (e.g., absence of excess glue, evenly attached endpapers, clean casings)
- Adherence to the ordering agency's specifications for packing, delivery, etc.

The contractor's quality control process shall recognize and correct all contractor's errors. All shipments must be checked for completeness prior to shipping.

**ERRORS AND CORRECTIONS:** Volumes with errors and/or defects in workmanship must be corrected by the contractor. All volumes for corrections must be picked up, corrections made, and returned or scheduled for return to the ordering agency within 15 workdays of notification for pickup by the ordering agency, and all costs occasioned thereby, including transportation, must be borne by the contractor. Volumes for corrections must be picked up from the various ordering agencies, unless instructed otherwise by GPO.

Excessive errors will be considered evidence of an inadequate quality control system. Error rates over 2% on a single order will be considered unacceptable and could be grounds for default. The error rate will be based on the number of errors requiring correction divided by the number of volumes in each agency's shipment. Completed corrections shall be returned with the slip on which correction instructions were indicated.

## **REQUIRED METHODS OF BINDING:**

### ***Recase Only:***

Upon instructions from the individual agency, text blocks that are strongly sewn with a number of stitches adequate to the size of the text block, and have sewing intact, shall be recased only, not resewn. Also included in this category are volumes that have previously been bound by a binder that have worn or damaged covers but whose sewing is intact.

*Preparation:* Old covers shall be removed, and the old spine lining and adhesive shall be carefully and completely removed from the text blocks. Sewing is not to be disturbed. In the case of volumes originally bound as paperbacks, for which the ordering agency specifies "recase only," the contractor shall remove adhesive from the spine, if possible. The contractor shall inspect the text block after cleaning the spine. If the sewing is not sound, the contractor shall make minor repairs, select a different method of leaf attachment, or return the volume to the agency, per previous instructions.

*Endpaper Construction:* In the case of text blocks originally sewn through the fold, endpapers shall be single-leaf hinged with reinforcing cloth to a single folded sheet. The single leaf shall serve as the paste down over the inside of the board used in case construction. In the case of text blocks originally oversewn, endpapers shall be a single, folded sheet tipped 1/4 inch from the edge of a single leaf. A 1-1/4 inch strip of reinforcing cloth shall be adhered along the binding edge of the folded sheet and the exposed 1/4 inch margin of the single leaf.

*Endpaper Attachment:* New endpapers shall be sewn to the text block using a method that is compatible with the original sewing structure. In the case of text blocks originally sewn through the fold, endpapers shall be attached by sewing through the fold of the next-to-outermost signature, front and back of the text block, and then through the fold of the single, folded sheet of the endpaper. In the case of text blocks originally oversewn, endpapers may be attached by whip stitching on with sewing stitches approximately 1 inch apart. Whip stitching is acceptable for attaching endpapers to oversewn volumes that are being recased; however, open-ability is restricted by this sewing method. Whip stitching prevents the first and last sections of the text block from opening fully. When the volume is small or medium-sized, tipped-on endpapers are preferable. After sewing, the outermost leaf shall be folded and tipped back flush and parallel to (but not extending beyond) the binding edge of the text block to cover the sewing thread and to allow the endpaper to hinge from the binding edge.

***Double-Fan PVA and PUR Adhesive Bindings:***

Unless otherwise instructed by the ordering agency, volumes in single sheets shall be double-fan PVA and PUR adhesive-bound using an adhesive that meets the specifications as cited in Library Binding.

*Preparation:* The spine of the volume shall be milled to roughen it, to remove all old adhesive, and to free all leaves to allow for optimal fanning. As many papers fibers as possible shall be exposed for optimum linkage of paper and adhesive. Notching the spine is acceptable if the contractor deems it appropriate for certain volumes. If the spine is notched, notches shall be no deeper than 1/8 inch, and in no case shall they invade the text.

*Process:* The milled text block shall be securely clamped. The binding edge shall be fanned first in one direction, as adhesive is applied by brush or by roller, and then in the opposite direction, as adhesive is applied. The penetration of adhesive between leaves shall be approximately 1/64 inch so that each leaf is tipped to the next. No adhesive shall run between pages farther than 1/8 inch and in no case shall it run into the text area. If the binding edge is notched, all notches shall be filled with adhesive.

*Lining with Stretchable Fabric:* A stretchable fabric lining meeting the specifications of Library Binding shall be squarely and snugly adhered to the spine of the text block. This lining shall cover the entire spine, head to tail, and shall extend onto the endpapers at least 1 inch.

*Drying the Adhesive:* The text block shall be positioned squarely and allowed to dry without the use of a heating or drying device.

*Second Spine Lining:* A second lining of cloth, meeting the specifications of Library Binding shall be adhered to the spine of all text blocks bound by the double-fan method. The process shall be that specified in "lining the spine" in Standard for Library Binding, 2000.

*Endpapers:* In the case of double-fan, adhesive-bound text blocks, the endpapers shall be single, folded sheets reinforced at the binding edge by a strip of fabric, 1-1/4 inch wide, that is tipped to the text block during the fanning process.

***Sewing Through The Fold:***

All volumes in folded sections shall be sewn through the fold by machine or hand unless otherwise instructed by the ordering agency. If folded signatures are cut and another binding method utilized without specific instructions from the ordering agency, the contractor is responsible for the cost of a replacement volume.

*Sewing Through The Fold By Machine:* The kettle stitches shall be no closer to the head and tail of the text block than 1/4 inch after trimming, and no farther than 1 inch. Sewing tapes may or may not be used, depending on instructions from the ordering agency.

*Sewing Through The Fold By Hand:* Text blocks sewn through the fold by hand.

*Endpapers:* In the case of text blocks sewn through the fold, endpapers shall be two folded sheets, nested. The binding edge of the outer sheet shall be reinforced with a 1-1/4 inch strip of fabric.

## **BINDING OPERATIONS:**

***Examination and Collation:*** Unless otherwise instructed on individual binding instructions or in the established profile, incomplete volumes, or those with other defects, shall not be bound. These volumes shall be reported to the ordering agency or returned unbound.

All volumes shall be carefully examined before being taken apart to determine the most suitable method of binding. This examination shall include margins, condition of paper, or a determination that library binding is inadvisable.

Materials not suited for binding because of the brittle condition of the paper shall be returned to the ordering agency unbound, unless the agency's profile or binding instructions indicate otherwise.

All volumes, with the exception of periodicals, shall be collated to ensure completeness and proper sequence of pages.

All periodical volumes shall be checked for correct issue sequence, proper sequence of pagination, and completeness. Binding instructions shall determine the arrangement of title page, index, inserts, supplements, etc., and the inclusion or omission of covers and/or advertising. (NOTE: An additional charge for custom collation, as defined in Library Binding will be allowed under line item I.C.5.)

Loose extraneous materials, such as binding forms, book cards, book markers, or subscription cards, shall not be bound into the volumes.

Books originally bound by spiral, plastic combs, or similar methods, are to be handled in accordance with the instructions furnished with the print order.

Foreign language and technical volumes shall be given such special checking and collation as may be necessitated by the nature of the contents.

The contractor shall take steps to preserve maps, illustrations, and folded sheets, which are likely to be damaged when the spine of the text block is milled, the leaves attached, or the text block is trimmed. Options include selecting a method of leaf attachment that requires as little of the binding margin as possible; setting the map or illustration out on a strip of reinforcing cloth or alkaline paper that is compatible with the weight and texture of the map or illustration; constructing a cloth or alkaline paper pocket for the map or illustration; and/or leaving the text block untrimmed. The ordering agency shall provide instructions as to which option the contractor should use.

***Preparation of Spines:*** Rounded and backed text blocks, which must be rebound and for which it is not possible to preserve the original sewing structure, shall have boards removed and the old rounding and backing taken out by nipping before the spine edge is trimmed or milled.

For text blocks which must have the spine edge trimmed or milled away in preparation for double-fan PVA and PUR adhesive binding, as little as possible (and not more than 1/8 inch) of the edge shall be removed in order to preserve as much of the inner margin as possible.

Very bulky serial issues which are saddle-stitched and which cannot be sewn through the fold (e.g., when they must be bound together with non-saddle-stitched issues) shall be prepared for double-fan PVA and PUR adhesive binding by slitting through the fold rather than by trimming or milling.

**Removal of Staples:** All staples shall be pulled from side-stitched text blocks to provide an inner margin of maximum width. All staples shall be removed from saddle-stitched issues prior to their being sewn through the fold. No text blocks shall have staples removed by trimming or milling.

**Leaf Attachment:** Unless otherwise specified in this document or specific instructions from the ordering agency, methods of leaf attachment should strictly adhere to the guidelines provided by Library Binding.

**Trimming:** All books shall be trimmed as slightly as possible or left untrimmed, if so instructed. Under no circumstances shall any volume be trimmed to the extent that printed matter shall be removed in any part unless specific permission is granted by the ordering agency. Trimming should not be in excess of 1/8 inch at the head, tail, or fore edge, and no folds are to be trimmed. If any text or printed matter is trimmed, the contractor is responsible for the cost of the replacement volume.

**Gluing the Spine:** Spines of all text blocks shall be glued. The adhesive shall thoroughly coat the spines. Text blocks shall be stacked squarely and allowed to dry without the use of a heating or drying device. For volumes that are sewn through the fold, the adhesive shall be applied prior to trimming.

When ordered, contractor will be required to insert magnetic (security) strips in the spines of each volume.

#### ***Lining the Spine:***

**Cloth Lining:** The spines of all text blocks shall be lined with spine lining cloth. This includes double-fan, adhesive-bound text blocks to which a stretchable spine lining has already been applied. The cloth shall be cut to within 1/2 inch of both head and tail of the text block and shall extend squarely onto each endpaper at least 1 inch. The grain of the spine lining cloth shall run parallel to the spine of the text block.

**Extra Paper Lining:** The spines of all volumes over 1-1/2 inches in thickness that have been sewn through the fold or recased, and the spines of all other volumes over 2-1/2 inches in thickness, or that weigh more than 5 pounds, shall be reinforced by an extra lining of alkaline paper applied over the cloth lining for additional support. The paper shall be cut to the height and width of the spine and shall be no lighter than 60-lb. text weight. The grain of the paper lining shall run parallel to the spine of the text block.

#### ***Covers:***

The covers shall be made of F Grade buckram over binder's board (the grain of which must run parallel to the binding edge), with uniform squares. The thickness of the board must be suited to the size and weight of the volume.

The cover material must be turned in sufficiently to ensure good adhesion (normally 5/8 inch is sufficient).

All materials must conform to the standards set forth in Library Binding.

**Inlays:** All covers shall have an inlay of flexible paper, with the grain running lengthwise of the inlay, and securely attached to the inside of the backbone of the cover. The paper shall be cut at least the same length as the cover boards, and its width must cover the back of the book after it has been rounded and backed. Inlay paper shall be not less than 0.012 inch, or more than 0.030 inch, and shall have a minimum pH of 7.0.

**Casing-In:** Unless otherwise specified, all adhesive materials and applications shall be in accordance with the specifications outlined in Library Binding.

Text blocks shall be cased in squarely and tightly. All squares shall be uniform around the perimeter of the text block and shall be 1/8 inch wide, plus or minus 1/16 inch, depending on the size of the text block. The corners of the covering shall be left uncut so that library corners can be made; or shall be cut at a 45-degree angle so that traditional corners can be made. The covering material shall be turned in snugly and uniformly, approximately 5/8 inch on all sides, and shall adhere neatly and tightly to the edges of the boards.

Very heavy or thick text blocks may be bound flush with the bottom of the case (i.e., the case will have no square at the tail) per instructions from the ordering agency. When text blocks are bound flush with the bottom of the case, the cord at the tail of the inlay shall be omitted.

Cased-in volumes shall either be pressed between metal-edged boards until thoroughly dry; or pressed in a building-in machine using sufficient pressure, dwell, and heat to ensure good adhesion of the endpapers to the boards and turn-ins, and good adhesion of the covering material to the spine lining and endsheets in the joint area of the text block. The amount of adhesive applied to the joints and the method used for building-in shall be sufficient to ensure that joints are tight and secure and cannot be separated without damaging the bonded surfaces.

Endpapers shall adhere to all surfaces smoothly and be free of wrinkles and bubbles.

**Lettering:** Lettering of author, title, and call number shall be done in gold or white foils or black ink as directed by individual agencies. Stamping foils shall meet the performance specifications set forth in Library Binding. Lettering shall be permanent, sharp, clean, legible, and stamped with adequate pressure, temperature, and dwell to ensure adhesion of the foil to the covering material. All lettering shall be on the spine or the cover of the volume as directed by the ordering agency. Volumes must be carefully measured to ensure the proper placement of lettering. Foil/ink used shall be subject to the approval of the Government Publishing Office. The type is generally Record Gothic Condensed but may be in another style acceptable to the ordering agency.

Call numbers, departmental seal, and/or library imprints will be stamped, when specified. For front cover lettering and departmental seals, charges will be allowed under Item III. "ADDITIONAL MATERIALS AND OPERATIONS," as applicable, in the "SCHEDULE OF PRICES." NOTE: For payment purposes, departmental seals shall be considered as one line of lettering.

When volumes are too narrow to imprint lettering across the spine, lettering must be stamped so that spine reads down (top to bottom), with the base of the lettering towards the back cover of the volume unless instructions from the ordering agency indicates otherwise.

All lettering shall be in 18 pt. type, except for books thinner than 1 inch which may be lettered in 14 pt. type unless otherwise specified. All call numbers which cannot fit on the spine must be stamped in the upper left-hand corner of the front cover, as close to the spine as possible. All books and periodicals must be stamped with author, title, call number, volume, year, and other variable information as specified by individual agencies. The contractor shall keep records of stamping patterns and color of stamping foil for periodical titles so that uniformity of sets may be maintained. Proper and accurate stamping of all volumes, including accents in foreign titles, is essential.

## **REPAIR SPECIFICATIONS:**

**Standards:** All work shall be performed in accordance with the American Institute for Conservation of Historic and Artistic Works AIC Code of Ethics and Guidelines for Practice.

All materials used in the treatment shall be permanent and of appropriate durability in accordance to Library Binding.

***Mending Paper:*** Mends of tears, voids, or weak folds shall be done using either a water-torn strip of compatible Japanese paper and wheat or rice starch paste or using heat-set tissue made with acrylic pH neutral adhesive and an alkaline buffered tissue.

***Tipping-in Loose Material:*** The binding edge of an errata, replacement page, or other accompanying material shall be glued using a polyvinyl acetate emulsion adhesive and shall be placed within the gutter/binding margin of the text block as specified by the ordering agency. Any trimming of material shall be kept to a minimum and shall not result in the loss of information.

***Replacing Damaged Endsheets(s):*** The damaged endsheet(s) shall be removed and replaced with a new alkaline endsheet(s) without detaching the text block from the cover and glued in place using a polyvinyl acetate emulsion adhesive.

***Torn End-Caps and/or Joint:*** Replacement of a torn end-cap or joint shall be done by creating a new cover spine made from matching bookcloth and an alkaline paper inlay with the original spine, minimally trimmed to retain all information, mounted on the new cover spine.

***Cover Detached From Text Block:*** The original endsheets shall be replaced with alkaline endsheets. The spine of the text block shall be lined with a cotton cloth or similar synthetic material that meets the specifications as outlined in Library Binding, Section 17.2 (and applicable appendices), over which an alkaline paper line shall be adhered. The original endsheets shall be removed from the original cover, and the text block shall be cased into it.

***Worn-Cover With Detached Text Block:*** Contractor to follow previously mentioned repair to text block and remove endsheets from cover. The spine area of the inside of the cover shall be lined with matching Japanese paper or cloth, and a new inlay shall be adhered to the cover. The text block shall then be cased into the cover.

***Torn End-Caps and/or Joint with Detached Text Block:*** Contractor to follow previously mentioned repair to text block and remove endsheets from cover. A new cover spine shall be made from matching bookcloth and an alkaline paper inlay with the original spine, minimally trimmed to retain all information, mounted on the new cover spine. The text block shall then be cased in to the cover.

***Retain Original Endsheets:*** When the front and back endsheets have the same information, whereby tipping together the fly-leaves will recreate this information, the fly-leaves shall be tipped together and bound in respectively the front of the volume.

When the front and back endsheets contain different information, they shall be recreated following the guidelines provided under the “*Preservation Facsimiles*” section and bound in respectively the front and/or back of the volume.

#### ***Preservation Facsimiles:***

Paper must adhere to standards for permanence and durability. The applicable standard is: ANSI Z39.48 – Permanence of Paper for Publications and Documents in Libraries and Archives.

The preservation facsimile shall match the collation of the original. The image on each page shall replicate the original page and its placement in the original. Blank leaves shall appear as they do in the original. No registration keys or marks are to be added to the copy.

The preservation facsimile shall be bound following Library Binding. Double-fan, adhesive binding is an acceptable method of leaf attachment, provided that the requirements cited in Section 7.3 are met.

**ADDITIONAL REQUIREMENTS:** The following additional requirements are applicable only when so specified on the print order or binding instruction. All paper used for pockets shall conform to Library Binding.



**POCKETS:** When required, pockets (for circulation cards) will be furnished for the contractor to affix in accordance with instructions furnished.

An occasional order may require the contractor to make the pockets. Pockets shall be made of paper or cloth as specified by the ordering agency.

*Paper:* The pockets shall be made of heavyweight alkaline paper. Pocket size and capacity will be as ordered.

*Cloth:* The pockets shall be made of lightweight pyroxylin impregnated bookcloth over heavy alkaline paper. Cover material shall be turned-in enough to ensure good adhesion and glued into position with an approved flexible glue. Size and capacity will be as ordered.

Material (i.e., maps, charts, etc.) will be gathered and inserted into pockets which will be glued in place, as indicated on the print order or binding instructions.

Stubbing shall be added to volumes to compensate for thick pockets on back covers.

**BINDING STUBS:** When parts with different heights are to be bound together, the tail of the resulting text block shall be flush, not the head. Stubbing shall be used, whenever practical, to make up for the size differences. In no case shall one piece be trimmed for the purpose of making it conform to a smaller piece with which it must be bound. Stubbing shall also be added to correct text blocks which flare out towards the fore edge.

**PACKING:** Bulk packing of volumes for pickup and delivery must be in sturdy shipping containers furnished by the contractor. Shipment integrity shall be maintained. Under no circumstances shall volumes from different print orders or different batches within print orders be placed in the same container.

Filled weight of containers shall not exceed 45 pounds when fully packed.

Wrap quantities of less than one-half a container full in shipping bundles. All wrapping materials must be furnished by the contractor. Books shall be packed according to standard procedures: pack books flat with heavier volumes at the bottom of the box. Never pack books with the spine up or at angles; pack volumes spine down if necessary. Sufficient padding should be used to prevent books from moving during transit. Containers must be enclosed on all sides.

**DISTRIBUTION:** Deliver f.o.b. destination to the various Government departments or agencies located within a 60-mile radius of zero milestone, Washington, DC.

Complete addresses will be furnished with each print order. Inside delivery to room number specified may be required. ***Contractor must use their own driver for all pickups and deliveries.***

NOTE: The contractor must notify the ordering agency contact person if the delivery date cannot be met. The contractor must not assume a delivery can be made the following day without making prior arrangements.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 405-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery 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).

Contractor will be required to pick up print order, stamping dies, pockets, individual binding instructions, previously bound samples, rubs, dummies, and material to be bound, at the various Government departments or agencies located within a 60-mile radius of zero milestone Washington, DC.

No definite schedule for pickup of material can be predetermined.

*Regular Schedule:*

- The following schedule begins the same workday as pickup of the print order and furnished material; the same workday as pickup will be the first workday of the schedule.
- No definite schedule can be determined in advance; however, binding time (from date of pickup to date of delivery) shall be 11 to 25 workdays, as specified on the print order. Pickup and delivery dates will be indicated on the print order.

*Accelerated Schedule:* Approximately 10% of all orders placed will require an accelerated schedule.

- The following schedule begins the same workday as pickup of the print order and furnished material; the same workday as pickup will be the first workday of the schedule.
- Volumes requiring the accelerated schedule will be delivered to the ordering agency within 10 workdays of pickup by the contractor.

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 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](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call 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 requirements under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

**PREMIUM PAYMENTS:** Orders requiring the "Accelerated Schedule" will be offered and paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

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

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 in the "SCHEDULE OF PRICES."

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 their billing invoice.

It is estimated that 10% of all orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be affected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES" (Item V.), to 10% of the prices offered for all line items.

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

I.	A.	1.	3
		2.	1
		3.	66
		4.	2
	B.	1.	270
		2. (a)	143
		(b)	15
		3.	8
II.			29
III.	(a)	(1)	7
		(2)	1
	(b)	(1)	201
		(2)	70
		(3)	1
		(4)	1
		(5)	171
	(c)	(1)	1
		(2)	1
	(d)		105
	(e)		1

## SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to all addresses within a 60-mile radius of zero milestone Washington, DC.

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 Government shall be based on the most economical method of production at the prices offered.

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications. Charges shall be permitted only as specifically and separately set forth in this "SCHEDULE OF PRICES."

***Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES" for all operations/products required on an order, including line items for which the contractor may have submitted "NC."***

**I. LIBRARY BINDING, PACKING, PICKUPS, AND DISTRIBUTION:** The prices offered must be all-inclusive and must include the cost of all materials and operations required for binding/rebinding of books and periodicals, packing, all necessary wrapping and packing materials, labeling and marking, pickups, and complete distribution, in accordance with these specifications.

NOTE: The prices submitted must include the cost of up to and including seven (7) lines of lettering on the spine, exclusive of call numbers.

**A. Books:**

1. Using old case ..... per volume .....\$ \_\_\_\_\_
2. Making new case..... per volume .....\$ \_\_\_\_\_
3. Double-fan PVA and PUR adhesive-bound (up to and including 2 inches in thickness) ..... per volume .....\$ \_\_\_\_\_
4. Volumes over 2 inches in thickness ..... per each additional 1 inch .....\$ \_\_\_\_\_

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(Initials)

B. Periodicals:

1. Double-fan PVA and PUR adhesive-bound (up to and including 2-1/2 inches in thickness, including standard collation)..... per volume .....\$ \_\_\_\_\_
2. Sew through fold (up to and including 2-1/2 inches in thickness, including standard collation):
  - (a) By machine (without tapes)..... per volume .....\$ \_\_\_\_\_
  - (b) By hand (without tapes) ..... per volume .....\$ \_\_\_\_\_
3. Periodicals volumes over 2-1/2 inches in thickness..... per each additional 1 inch .....\$ \_\_\_\_\_

**II. REPAIRS:** Prices offered are for all special handling and repairs made as specified in the contract.

Timework..... per hour .....\$ \_\_\_\_\_

**III. ADDITIONAL MATERIALS AND OPERATIONS:** The prices offered for each of the following line items must be all-inclusive for the performance of special operations, for certain orders, that are additional to those specified under Item I., and must include the cost of all required materials and operations necessary, in accordance with these specifications.

NOTE: Departmental seals shall be considered as one line of lettering.

(a) Binding Stubs:

- (1) Up to and including 16 inches in length ..... per 1/4 inch thick stub .....\$ \_\_\_\_\_
- (2) Over 16 inches in length ..... per 1/4 inch thick stub .....\$ \_\_\_\_\_

(b) Additional lettering:

- (1) Additional lines (over seven (7)) ..... per line .....\$ \_\_\_\_\_
- (2) Call numbers ..... per line .....\$ \_\_\_\_\_
- (3) Foreign titles (including accents)..... per line .....\$ \_\_\_\_\_
- (4) Front cover lettering ..... per line .....\$ \_\_\_\_\_
- (5) Library/Spine Imprint ..... per line .....\$ \_\_\_\_\_

(c) Pockets, including inserting of material and gluing in place, as per binding instructions:

- (1) Paper pockets ..... per pocket .....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

- (2) Cloth pockets ..... per pocket.....\$ \_\_\_\_\_
- (d) Inserting magnetic (security) strips ..... per volume.....\$ \_\_\_\_\_
- (e) Protective Enclosures ..... per enclosure.....\$ \_\_\_\_\_

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

Percentage increase..... %

My production facilities are located within the assumed area of production: ..... yes ..... no

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications shall complete the following information.

1. Pickup of Government Furnished Material:

Number of hours from acceptance of print order to pickup of  
Government Furnished Material ..... \_\_\_\_\_

2. Delivery of Completed Product:

Number of hours for delivery of completed product at destination ..... \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**SHIPMENTS:** 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 Solicitations 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 point(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 email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder \_\_\_\_\_  
(Contractor's 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) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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