

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

VA Newsletters (Baltimore)

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

Department Veterans Affairs (Baltimore)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning AUGUST 1, 2014 and ending JULY 31, 2015, plus up to four optional 12-month extension period(s) 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 a.m., prevailing Washington, DC time, on **JULY 18, 2014**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop: PPSB, 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.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of Baltimore, MD. 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 NOTE: SPECIFICATIONS HAVE BEEN EXTENSIVELY REVISED AND BIDDERS ARE CAUTIONED TO FAMILIARIZE THEMSELVES WITH ENTIRE SPECIFICATION.

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

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 Terms, Quality Assurance through Attributes Program for 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. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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/ASQCZ1.4):

- (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	Electronic Media/OK Proofs
P-8. Halftone Match (Single and Double Impression)	Camera Copy
P-10. Process Color Match	Electronic Media/OK Proofs

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires.

If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five 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 August 1, 2014 to July 31, 2015, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 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 April 30, 2014, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from August 1, 2014 through July 31, 2015 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor 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.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a self-covered newsletter requiring such operations as electronic prepress, printing in one, two, or four-color process, folding, affixing mailing tabs, binding and distribution.

TITLE: VA Newsletters.

FREQUENCY OF ORDERS: Approximately 1 to 4 orders per year.

QUANTITY: Approximately 1000 to 55,000 copies per order. An occasional order may require approximately 80,000 copies.

NUMBER OF PAGES: From 1 to 16 pages.

TRIM SIZES: 8-1/2 x 11" (See "BINDING" for folding requirements).

GOVERNMENT TO FURNISH:

Camera copy for text, line illustrations and photoprints to be shot at various focuses will be furnished on an occasional order.

Full color continuous tone photoprints for four-color process.

Electronic Media:

Platform: MAC PRO OS X 10.8

Storage Media: CD-R.

Software: Page layout accomplished in Adobe Creative Suite CS6 or QuarkXPress 9.5

NOTE: 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.

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.

Visual: Electronic media will be accompanied by a Black & White copy and Low and High resolution pdfs.

Files will be furnished in both native application format and/or PostScript format.

GPO Form 952 (Desktop Publishing - Disk Information) as required.

One reproduction proof, Form 905 (Rev. 2-95) with labeling and marking specifications.

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

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

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

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 reported to Kathleen Minacapelli, Sequel Design, 410-893-9800, ext.15.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

PROOFS:

One digital color content proof of entire newsletter. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

One set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi of entire newsletter/publication. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8'' x 1/8'' solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. Proofs must show dot structure; OR

In lieu of digital one-piece laminated proofs, at contractor's option one set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009 or later).

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

The U.S. Government Printing Office reserves the right to require samples and to judge the suitability of any digital proof offered. If the samples are disapproved by the Government, the contractor will be required to submit analog proofs in accordance with the contract.

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

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

DIGITAL DELIVERABLE: Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

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 February 2008.

All text paper used in each copy must be of a uniform shade.

White No. 2 Coated Text, Dull-Finish, basis weight: 80 lbs per 500 sheets, 25 x 38", equal to JCP Code A262.

PRINTING: Text prints face only or head-to-head in one, two or four-color process. Some images will print in reverse. Trapping will be required.

MARGINS: Margins will be as indicated on the print order or furnished copy. Bleeds may be required.

BINDING:

Four Page Product: 17 x 11" folds to 8-1/2 x 11.

Six Page Product: 25-1/2 x 11", folds to 8-1/2 x 11".

Eight, Twelve, and Sixteen-Page Products: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. (8-1/2 x 11").

NOTE: Most orders will require additional folding to 8-1/2 x 5-1/2 and securing appropriate number of CLEAR Seal-O-Mat or equal adhesive tab(s) on open end opposite fold, as required by U.S. Postal Service Regulations.

PACKING:

Shrink-film wrap in units of 100. Pack in shipping containers.

NOTE: Copies with additional fold and Seal-O-Mat or equal adhesive tabs are **not** shrink wrapped. They are to be palletized, stacked in neat layers (not in cartons), with pallet shrink wrapped and banded for shipping to mail house. Pallets must be shrink wrapped in a manner which will prevent any shifting of or damage to the printed matter contained within.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	5,001 and over	200
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 to the Baltimore VA Medical Center at the address indicated under "Distribution".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

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 sublots and select a copy from a different general area of each subplot. 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 for reimbursement of certificate fee.

DISTRIBUTION: Deliver f.o.b. destination to: Baltimore VA Medical Center, Attn: Public and Community Relations (135), Loading Dock, 10 North Greene Street, Baltimore, MD 21201; and bulk shipment to Pennsylvania (zip code 19438)

Ship f.o.b. contractor's city via small parcel carrier to approximately 2 to 5 addresses in West Virginia, Maryland, and Washington DC.

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

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

All expenses incidental to returning furnished materials, submitting proofs, films made by the contractor, digital deliverables, and furnishing sample copies must be borne by the contractor.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any order prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to Baltimore VA Medical Center, Attn: Public and Community Relations (135), 10 North Greene Street, Baltimore, MD 21201.

No definite schedule for pickup of material can be predetermined. Anticipate approximately two orders per quarter.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

The numbers under the column headed “WD After” represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor to submit Proofs.....	4
Pickup of Proofs	2
Complete shipment.....	4

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 destinations specified and the date that products ordered f.o.b. contractor’s city must be delivered to the small parcel carrier.

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

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

In addition, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to rdedwards@va.gov. The subject line of this message shall be “Distribution Notice for Program 0654-S, Print Order No. _____; Purchase Order _____”. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

SECTION 3.- DETERMINATION OF AWARD

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

The following item designations correspond to those listed in the "Schedule of Prices".

- I. (a) 4
- (b) 32
- (c) 9

- (1) (2)
- III. (a) 1 5
- (b) 1 5
- (c) 1 5
- (d) 1 5
- (e) 8 4032

- (f) 1 5
- (g) 1 5
- (h) 1 5
- (i) 1 5
- (j) 1 5

- (k) 1 5
- (l) 1 5
- (m) 1 5
- (n) 1 5
- (o) 1 5

- III. (a) 46
- (b) 46
- (c) 2

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination to one address in Baltimore, MD and one address in Pennsylvania (zip code 19438) and f.o.b. contractor’s city, via small package carrier, to approximately five addresses.

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

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

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

Bids submitted with NB (No Bid) 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 vouchers submitted to the GPO shall be based on the most economical method of production.

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

I. PREPRESS: One basic charge will be allowed for each color on each page of the product.

- (a) Trim/Page-size unit produced from camera copy per page/per color.....\$_____
- (b) Trim/Page-size unit produced from electronic file per page/per color.....\$_____
- (c) Digital Color Content Proofs..... per trim size page\$_____
- (d) Laminated OR High-Resolution Inkjet Proofs per trim size page\$_____
- (e) System Timework.....per hour\$_____

Electronic prepress operations which cannot be properly classified under any other item shall be charged as “System Timework”. Any charge made under “System Timework” must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (c).

(Initials)

II. PRINTING, BINDING AND DISTRIBUTION: Prices offered must be all-inclusive for printing and binding, in accordance with these specifications and shall include the cost of all required materials and operations.

Computation of page/leaf will be based on the following:

Page/Leaf – Each 8-1/2 x 11” size unit.

	<u>Printing in Four-Color Process</u>	
	<u>Makeready and Setup Charges</u> (1)	<u>Per 100 Copies</u> (2)
(a) One-page product (one side only).....per product.....	\$ _____	\$ _____
(8-1/2 x 11”)		
(b) Two page product (face and back).....per product.....	\$ _____	\$ _____
(8-1/2 x 11”)		
(c) Four-page productper product	\$ _____	\$ _____
(17 x 11” folded to 8-1/2 x 11")		
(d) Six-page product.....per product.....	\$ _____	\$ _____
(25-1/2 x 11" folded to 8-1/2 x 11")		
(e) Eight, 12, or 16-page product.....per page	\$ _____	\$ _____
(8-1/2 x 11”)		

	<u>Printing in a Single Color</u>	
	<u>Makeready and Setup Charges</u> (1)	<u>Per 100 Copies</u> (2)
(f) One-page product (one side only).....per product.....	\$ _____	\$ _____
(8-1/2 x 11”)		
(g) Two page product (face and back).....per product.....	\$ _____	\$ _____
(8-1/2 x 11”)		
(h) Four-page product.per product.....	\$ _____	\$ _____
(17 x 11” folded to 8-1/2 x 11")		
(i) Six-page product.....per product.....	\$ _____	\$ _____
(25-1/2 x 11" folded to 8-1/2 x 11)		
(j) Eight, 12, or 16-page product.....per page.....	\$ _____	\$ _____
(8-1/2 x 11”)		

(Initials)

		<u>Printing in an Additional Ink</u>	
		<u>Makeready and Setup Charges</u>	<u>Per 100 Copies</u>
		(1)	(2)
(k)	One-page product (one side only) per product (8-1/2 x 11")	\$ _____	\$ _____
(l)	Two page product (face and back) per product (8-1/2 x 11")	\$ _____	\$ _____
(m)	Four-page product per product..... (17 x 11" folded to 8-1/2 x 11")	\$ _____	\$ _____
(n)	Six-page product..... per product..... (25-1/2 x 11" folded to 8-1/2 x 11")	\$ _____	\$ _____
(o)	Eight, 12, or 16-page product..... per page..... (8-1/2 x 11")	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Additional Folding (to 8-1/2 x 5-1/2").....per 1,000 copies\$ _____
- (b) Seal-O-Mat tabs or equalper 1,000 copies\$ _____
- (c) Palletizingper pallet\$ _____

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 should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)