

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Marginally Punched Forms

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

Department of Homeland Security
U.S. Citizenship and Immigration Services

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending September 30, 2017, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **November 29, 2016**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or sent to: U.S. Government Publishing Office, Bid Section, Room C-831, 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 reviewed June 2001. Hand delivered bids are to be taken to the GPO Bookstore at 710 North Capitol Street, NW, Washington, DC between the hours of 8:00am and 4:00pm on business days and follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is needed, call 202-512-0526.

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

For information of a technical nature call Denise Johnson on (202) 512-0310 or e-mail aps-team1@gpo.gov.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 20002)).

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

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

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

SUBCONTRACTING: The predominant production functions will be printing and construction of the multipart forms. Any contractor who cannot perform the predominant production functions will be declared non-responsible.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (form related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.
- (c) Exceptions:

1. Image position (multipart): The tolerance for image displacement shall be plus or minus 1/32” from the specified position. Displacement shall be measured at its maximum point.
2. Any displacement exceeding the tolerance is a major defect. A single form may be assigned one major defect for image displacement.

Performance standards for continuous operation on printers, bursters, decollators and other specified equipment (performance standards are container-related requirements):

The following standard shall apply to containers of multipart forms: A container of forms shall be assigned a performance defect if it has more than two stoppages due to any manufacturing deficiency.

Inspection Levels (from ANSI/ACQC Z1.4):

- (a) Form-related attributes and other form-related requirements: General Inspection Level I.
- (b) Container-related requirements (e.g., breaks, splices, warning signals, performance tests) and destructive tests. Special Inspection Level S-3.

Acceptable Quality Levels (AQL):

- (a) Form-related attributes and other form-related requirements: 1.0 critical defect per 100 forms and 6.5 total defects per 100 forms (total defects equals’ critical defects plus major defects). One form equals one unit of product.
- (b) Container-related requirements: 2.5 performance defects per 100 containers. One container of forms equals one unit of product.

NOTE: Form-related defects shall be accumulated separately from container-related defects. A lot may be unacceptable for form-related defects, for container-related defects, or for both.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average type dimension/Electronic media

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to September 30, 2017, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending June 30, 2016 called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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.

BACKUP FACILITY: The failure to deliver these forms in a timely manner would have an impact on the daily operations of the ordering agency. Therefore, if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at said location for a period longer than five (5) workdays, contractor must have a backup facility with the capability of producing the forms.

Plans for their contingency production must be prepared and submitted to the Contracting Officer as part of the preaward survey. These plans must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at that facility. Contractor will provide backup facility plans upon request by the Contracting Officer.

Part of the plan must also include the transportation of Government materials from one facility to another.

NOTE: All terms and conditions of this contract will apply to the backup facility.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through September 30, 2017, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished 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 marginally punched multipart forms requiring such operations as electronic prepress, printing, construction, packing, and distribution.

TITLE: Marginally Punched Forms.

FREQUENCY OF ORDERS: Approximately 100 to 200 orders per year.

NOTE: Approximately 2 to 5 orders may be placed in the same week requiring the same schedule. Majority of orders placed will be for one (1) form only. However, an occasional order may be placed where two (2) different forms will be ordered on the same print order requiring the same schedule.

QUANTITY: Approximately 1,000 to 50,000 copies per order. (NOTE: An occasional order may be placed for up to 500,000 copies.)

NUMBER OF PAGES: Approximately 5 to 36 pages per order.

NUMBER OF PARTS: The term “Parts” as used herein is defined as one sheet/leaf of chemical transfer paper. Some forms may have 2 or 3 parts per form unit.

NOTE: Forms may consist of instruction pages and form pages/parts printing face only or face and back, all within the same form unit. Some forms units may contain multiple NCR forms each consisting of 2 or 3 parts within the same form unit.

TRIM SIZE: 8-1/2 x 11” for the pages/leaves/parts. (NOTE: Forms will have a 1/2”, 5/8”, or 1” binding stub.)

GOVERNMENT TO FURNISH: Occasionally, camera copy/reprint copy consisting of text and tabular matter to be reproduced same size may be furnished.

Electronic media will be furnished on the majority of orders placed. Electronic media will be as follow –

Platform: IBM or compatible using Windows 2007.

Storage Media: CD-R; Email.

Files will be furnished in native application and PDF formats.

Software: Microsoft Office; Adobe Acrobat.

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. (*NOTE: Contractor is to notify the agency when a software upgrade occurs.*)

All files will be created in current or near current versions of the above mentioned program.

Fonts: All printer and screen fonts will be furnished/embedded.

Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

Additional Information supplied

A visual of the electronic files produced on a printer using PostScript language will be furnished. Visual will clearly show color breaks.

- Files will be furnished in native application format. Pantone Matching System used for color identification of spot color. Contractor to create traps. Files provide for bleeds.
- GPO Form 952 (Desktop Publishing - Disk Information) furnished with each order.
- One reproduction proof, Form 905 (R. 8/2000) with labeling and marking specifications.
- A supply of blue labels and selection certificates for shipping Departmental Random copies.
- Exhibit A: Shipping Label

Previously printed samples to be used as guides.

Fillable file and sample of shipping label.

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

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

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

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

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

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

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

PROOFS:

On all orders one (1) of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

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

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.

Contractor must not print prior to the receipt of an “O.K. to Print”.

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

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

The paper to be used will be indicated on each print order.

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22, equal to JCP Code D10.

White Chemical Transfer Bond, CFB, basis weight: 13-17 lbs. per 500 sheets, 17 x 22”. If the paper supplied has a basis weight of 14.5 lbs. per 500 sheets, 17 x 22”, then the paper must conform to all specifications contained in JCP Code O-80.

White Chemical Transfer Bond, CB, CF, basis weight: 13-15 lbs. per 500 sheets, 17 x 22”. If the paper supplied has a basis weight of 15 lbs. per 500 sheets, 17 x 22”, then the paper must conform to all specifications contained in JCP Code O-80.

All chemical transfer paper must be of sufficient density and graded sensitivity to ensure clear, legible copies on all parts when forms are filled in by typewriter or ballpoint pen. Entries made with ball point and felt tip pens shall be clear cut and free from excessive feathering. Chemical transfer paper must be extra intensive.

NOTE: Some forms may print on two different stocks within the same form unit.

PRINTING: Print face only or head-to-foot, as ordered, in black ink. Printing consists of text and tabular matter, screens, and barcodes. (Some forms print head-to-foot and face only within the same form unit.)

NOTE: Some orders may require printing on the back of certain parts, but not all parts of the form.

Copy designations (part to part changes) may be ordered printed as part of the base form, at no additional cost to the Government.

NOTE: For forms that require carbonless paper, the printing on each part must be properly aligned so that the printing on each form part will register when the forms parts are gathered into sets. The forms on all parts must register within 1/32”.

MARGINS: Adequate gripper margins throughout. Margins will be as indicated on the print order or furnished copy.

CONSTRUCTION:

When ordered –

- Pasting or gluing: Defined as attaching the sets by means of an adhesive applied in strips approximately 1/8” or more in width or by dots of adhesive approximately 3/16” diameter and spaced approximately 1/2” to 1” apart.
- Forced gumming: Defined as attaching the sets by adhesive applied to the edge and penetrating between parts after the sets have been assembled.

Marginally punched binding stubs may be 1/2”, 5/8”, or 1”, as ordered. Some binding stubs may have different sized marginally punched holes. Some binding stubs may not require any marginally punched holes.

An occasional order will require blocking out an area between 2 or more parts to eliminate specific information from printing on various parts of a set.

All sets must provide sufficient strength to guarantee parts will remain together under normal handling and storage, but will permit ready separation without damage to the leaves/parts.

PACKING: Shrink-film wrap in units of 50 or 100 sets, as specified.

Pack suitable in shipping containers not exceed 40 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

Pallets required.

NOTE: Deliveries to the Montclair, CA, and Williston, VT, addresses must be shipped on 48 x 40" four-way pallets. Cartons must be stacked so that the total height of the shipment (including the pallet) does not exceed 56".

LABELING AND MARKING (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

See Exhibit A

Shipping Label Bar Code Requirements – Contractor must include the form number (revision date), title, department, requisition number, GPO jacket number, print order number, quantity per package, and quantity per container. (See Attachments A and B.) A fillable file and sample will be provided after award.

Containers must be marked to indicate number of containers to a destination, when more than one container is necessary for a single destination (i.e., 1 of 3, 2 of 3, 3 of 3).

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>Quantity Ordered</u>	<u>Number of Sublots</u>
12,000 - 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 Montclair, CA, address or the Williston, VT, address, as specified on the print order.

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

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

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

DISTRIBUTION: Ship/deliver f.o.b. destination approximately 75% of all copies ordered to one (1) address in Montclair, CA, and the balance to one (1) address in Williston, VT. (*Inside delivery is required.*)

NOTE: An occasional order may require that all copies ordered be delivered to the Montclair, CA address, the Williston, VT address, or one address outside the two Forms Center locations, as specified on the print order.

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

Upon completion of each order, all furnished materials, digital deliverables, and five (5) sample copies of each form ordered must be delivered to: Department of Homeland Security, USCIS/DSD Printing and Distribution Branch, Attn: Vera Ballenger or Annette Pittman, 111 Massachusetts Avenue, Washington, DC 20529-2220.

Billing Reports – Within the first five (5) workdays of each month, the contractor must submit a monthly billing invoice to the ordering agency detailing the billing breakdown for all orders placed during the previous month.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

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

Furnished material and hard copy proofs must be picked up from and delivered to: Department of Homeland Security, USCIS/DSD Printing and Distribution Branch, Attn: Vera Ballenger or Annette Pittman, 111 Massachusetts Avenue, Washington, DC 20529-2220.

When furnished, electronic media and visuals must be returned with proofs.

When required, PDF soft proofs must be emailed: vera.ballenger@dhs.gov and e.duarte-jr@dhs.gov.

No definite schedule for pickup of material can be predetermined.

The following schedules begin the first workday after notification of availability of print order and furnished materials; the workday after notification will be the first workday of the schedules.

Regular Schedule –

- All production and distribution must be completed within 15 to 25 workdays, as specified on the print order.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the above specified schedule.

Accelerated Schedule – Approximately 10% of all orders placed will require the accelerated schedule.

- All production and distribution must be completed within ten (10) workdays.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the ten (10)-workdays schedule.

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) indicated.

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

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

PREMIUM PAYMENTS: Orders requiring the “Accelerated Schedule” will be 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 required “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 except Item IV. “PAPER” 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 his voucher.

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

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

I. (a) 70
(b) 5

II. (a) 1,040 13,720
(b)1. 100 1,060
2. 60 390

III. (a) 755
(b) 21,450

IV. (a) 435
(b) 2,325
(c) 130
(d) 660
(e) 660

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

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

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

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

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

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

Cost of all required paper must be charged under Item IV., "PAPER."

I. ELECTRONIC PREPRESS:

(a) PDF soft proofsper order\$ _____

(b) 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 line item I(b).

(Initials)

II. PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION: Prices offered are all inclusive and must include the cost of all materials (including digital color content proofs) and operations necessary for the printing, construction, packing, and distribution in accordance with these specifications.

NOTE: The cost of printing on back of carbonless parts for line items II.(b)1. and 2., as applicable, is to be charged under Item III. "ADDITIONAL CHARGES."

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) <i>Marginally Punched Forms (With Carbonless Forms) – Printing in black ink, including instruction</i>per page.....	\$ _____	\$ _____
(b) Marginally Punched Forms (With Carbonless Forms)		
1. 2-Part Sets (1 CB, 1 CF) – Printing in black ink, including constructionper page.....	\$ _____	\$ _____
2. 3-Part Sets (1 CB, 1 CFB, 1 CF) – Printing in black ink, including constructionper page.....	\$ _____	\$ _____

III. ADDITIONAL CHARGES: Prices offered must include the cost of all required materials and operations necessary to produce the items listed below, in accordance with the specifications.

- (a) Printing carbonless parts on the back per 1,000 parts\$ _____
- (b) Shrink-film wrapping per package\$ _____

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

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

Forms - Each page-size leaf/part.

	<u>Per 1,000 Leaves/Parts</u>
(a) White Offset Book (50-lb.).....	\$ _____
(b) White Writing (20-lb.).....	\$ _____

(Initials)

Per 1,000
Leaves/Parts

- (c) White Chemical Transfer Bond, CFB (13 – 17-lb.)\$ _____
- (d) White Chemical Transfer Bond, CB (13 – 15-lb.)\$ _____
- (e) White Chemical Transfer Bond, CF (13 – 15-lb.)\$ _____

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

Percentage increase..... %

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)

ATTACHMENT A

FROM:		
DEPT.	FORM NUMBER	
GPO JACKET NO.	REVISION DATE	
PROGRAM/PRINT ORDER NO.	LANGUAGE	
DEPT. REQUISITION NO.	TITLE	
QUANTITY PER CONTAINER	SHIP TO:	
QUANTITY PER PACKAGE		

ATTACHMENT B

FROM:		585577	
DEPT. Dept of Homeland Security		FORM NUMBER	
GPO JACKET NO. 350-444/7		 M-576	
PROGRAM / PRINT ORDER NO. BID 350-444/7		REVISION DATE 8/15/2008	
DEPT. REQUISITION NO.  9-00014		LANGUAGE  ENGLISH	
QUANTITY PER CONTAINER  2000		TITLE I Am a Refugee or Asylee	
QUANTITY PER PACKAGE  100		How Do I Show My Employer That I Am Authorized to Work in the U	
SHIP TO: FORMS CENTER WEST ATTN: GREG BAUDE (909-949-7045) 5160 RICHTON ST. SUITE G MONTCLAIR, CA 91763			