



U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*American Community Survey Questionnaires and Booklets*

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

Department of Commerce  
Census Bureau

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning February 1, 2014 and ending January 31, 2015, plus up to four (4) 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 11:00 a.m., prevailing Washington, DC, time, on January 28, 2014.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, 732 North Capitol Street, NW, Mailstop: PPSB, Room C-161, Attn: Bid Section, 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.

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

For information of a technical nature, call Sadie Sanders at (202) 512-0310. (No collect calls.)

**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)).

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

Product Quality Levels:	<u>Questionnaires</u>	<u>Booklets</u>
(a) Printing (page related) Attributes --	Quality Level II	Quality Level III
(b) Finishing (item related) Attributes --	Quality Level II	Quality Level III
(c) Exception: Tolerances and Definitions for Questionnaires. (See "TOLERANCES AND DEFINITIONS" below).		

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

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Proofs, average type dimension, electronic media.
- P-9. Pantone Matching System color.

**DEFINITIONS AND TOLERANCES:**

NOTE: Questionnaires and Booklets will be used in high speed inserting equipment.

*Questionnaires –*

Questionnaires will be used in scanning equipment. The binding will be guillotined before inserting into scanning equipment. Questionnaires will be fed into the scanning equipment with the Lead Edge first. The Lead Edge shall be defined as the right side of any odd numbered page and the left side of any even page.

**Definitions:**

Margin Dimensions:

ALL pages:	Top Margin =	0.367"
	Bottom Margin =	0.350"

ODD pages: Left Margin = 0.479"  
Right Margin = 0.400"

EVEN pages: Left Margin = 0.400"  
Right Margin = 0.479"

Page Border Line Thickness: 0.021"

Inside Form Dimensions: Left to Right = 9.329"  
Bottom to Top = 9.741"

**Printing Tolerances:**

Printed Image Misplacement: +/- 1/32"  
Skewness: Shall be no greater than 0.75 degrees.  
Filled-in Characters: There shall be no filled-in characters.

There shall be no filled in characters, smudges, roller marks, spots, hickies, extraneous marks, Newton Rings, lint marks, wrinkles, or other ink imperfections.

**Finishing Tolerances:**

Trim Size: +/- 1/32"  
Unfolded Skewness: Shall be no greater than 0.75 degrees.  
Fold Position: +/- 1/16".  
Folded size: +/- 1/16".

There shall be no wrinkles, Dog-ears, connected or torn pages, or damaged page edges (including untrimmed signatures or edges that are feathered, ragged, or burred).

Carton shipping labels must display complete and accurate Form Number and Edition Date as indicated on finished product within each carton.

Nonconformance with the above tolerances shall be classified as a critical defect unless otherwise specified. The tighter requirement governs in all cases.

*Booklets --*

All booklets shall conform to GPO Publication 310.1, Product Quality Level III.

There shall be no filled in characters, smudges, roller marks, spots, hickies, extraneous marks, Newton Rings, lint marks, or other ink imperfections.

Carton shipping labels must display complete and accurate Form Number and Edition Date as indicated on finished product within each carton.

Nonconformance with the above tolerances shall be classified as a critical defect unless otherwise specified. The tighter requirement governs in all cases

**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.

**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).

**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 February 1, 2014 to January 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 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 October 31, 2013, 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.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for Offset and Text will apply to all paper required under this contract.
2. The applicable index figures for the month of January 2014, will establish the base index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.



**Production Plan:** The minimum requirements to be included in the Production Plan are: 1) a flow chart containing the proposed overall step-by-step methods of production; (i.e. expected delivery date of paper supply for each item, the number of machines to be used for each item, the dates, times, and shifts per day to be used for each item, including dates, times, and shifts of work performed on weekends, and types of presses and machines used for each process of each item); 2) the proposed start-up dates of all phases of production for all items, which will demonstrate the operation (i.e., printing, folding, etc.), length of production period for each operation, anticipated quantity completion rate per production day and operation for each item; 3) how the coordination will be handled from one production phase to the next; 4) the name and title of the person responsible for each production phase (i.e. Quality Control Officer); 5) how the final products will be staged/shipped including the name of the person responsible for this phase; 6) list of the steps the contractor will follow when purging defective items and when replacements will be provided; and, 7) any other special requirements which the contractor deems necessary to successfully perform the contract.

**Quality Systems Plan:** The contractor shall implement (prior to start-up of production and maintain throughout the term of the contract) a Quality Systems Plan for both the questionnaires and the booklets. The plan must demonstrate conformance to all requirements of this contract. The Quality System shall, at a minimum, include the following:

- 1) Appointment of an official who shall be responsible for the complete operation of the quality control system/department. This official shall be responsible for investigating and ascertaining the causes of deficiencies found and shall serve as the Government's single point of contact on all quality matters throughout the term of the contract.
- 2) Appointment of a lead Quality Control (QC) person who is directly involved in the day-to-day production of each item ordered. The QC person shall report directly to the designated official established in paragraph 1) above.
- 3) Details of where and by whom daily process controls and inspections will be performed to detect any defects during each phase of the Printing, Folding, Binding, Labeling and Packing of shipping containers processes. The contractor shall state the number of people that shall be permanently assigned to this contract and give details about their individual assignments.
- 4) Procedures to be utilized to insure that daily samples for inspection will be taken from all phases of production. All forms that the contractor will utilize in documenting daily sampling must also be included in the Quality Systems Plan.
- 5) Procedures for detecting any defective and/or incorrect items. Procedures **MUST** describe in detail the actions that will be taken if/when defects are discovered and how/when these defective/incorrect items will be replaced.
- 6) Description of how verification will be accomplished to insure that both the questionnaires and booklets have been processed in full.
- 7) Description of the procedures for retrieving and correcting any quantity of items shipped to Jeffersonville, IN, which do not meet specifications.

**QUALITY SYSTEMS AUDIT:** After review of the contractor's Quality Systems Plan, the Government may conduct an in-depth audit of all the contractor's quality control methods and quality systems in a formal walk-through.

Failure to maintain quality systems in accordance with the Quality Systems Plan approved by the Government may result in the Government's termination of the contractor for default.

**ON-SITE GOVERNMENT REPRESENTATIVES:** Two (2) or more Government representatives may be present at the contractor's production facility, for the duration of each shift, to monitor the production, quality review of all items, plus labeling, packaging and palletizing of shipping containers. For all production process for all items, the Census Quality Assurance team and the contractor's management team will establish a leader or point of contact for each shift on which Census work will be performed.

These *representatives* do not have contractual authority. They are not authorized to make changes, or imply that changes be or can be made, in these specifications or contract. Additionally, these Government *representatives* are not to provide support or disapproval of any concerns pertaining to any of the terms of this contract to the contractor's staff. However, these *representatives* are to bring any and all defects to the attention of the contractor's QC Officer.

The *representatives* will have full and unrestricted access to all production areas where Census work is being produced. The contractor must provide office space with a desk, a telephone and unlimited access to a fax machine. The office must be in an enclosed, secured area adjacent to the production operations. The contractor will be reimbursed for any charges incurred for toll calls made by the Government coordinators upon presentation of voucher and verifiable documentation.

NOTE: The Government representatives may affix stickers to the cartons and/or pallets for internal Census purposes. The application of these stickers neither signifies nor implies, in any way, the acceptance of the job by the Government.

*The affixed stickers do apply to the acceptance of the materials on the pallet. Pallets cannot be shipped until the stickers have been applied to the pallets or written permission to ship has been provided by the Government.*

Travel Expenses and per diem to be incurred by the Government for Quality Control Monitoring of each print order will be a factor in determining award. (See "SECTION 3. – DETERMINATION OF AWARD").

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from February 1, 2014 through January 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 self-covered questionnaires and booklets, saddle-stitch or paste on fold, requiring such operations as electronic prepress, printing, binding, packing, and distribution.

**NOTE:** The questionnaires **MUST** be produced using Offset Lithographic process. If questionnaires are produced on a web press, it must be a heat set or equivalent web press.

**TITLE:** American Community Survey Questionnaires and Booklets.

**FREQUENCY OF ORDERS:** Up to approximately 30 orders per year. (NOTE: Questionnaires and Booklets will be ordered on separate print orders.)

**QUANTITY:** Plus or minus none.

**NOTE:** Contractor is responsible for excess processing costs incurred for furnishing brochures and letters that do not meet specifications. **No shortages will be allowed;** therefore the contractor is cautioned that they will be required to make up any shortages at no additional costs to the Government.

Questionnaires – Approximately 1,500 to 6,000,000 copies per order.

Booklets – Approximately 1,300 to 6,000,000 copies per order.

### NUMBER OF PAGES:

Questionnaires – Approximately 16 to 28 pages per order. (An occasional order may exceed 28 pages.)

Booklets – Approximately 16 to 28 pages per order.

### TRIM SIZES:

Questionnaires – 10-1/4 x 10-1/2”.

Booklets – 5-1/2 x 8-1/2” or 5 x 10-1/4”.

### GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows –

Platform: Microsoft Windows XP or Higher. Files will be furnished in PDF Format.

Storage Media: CD/DVD-ROM, FTP

Software: One Form Designer Plus by Amgraf, Inc. 4.6.1.0 written to current or near current versions, Adobe Creative Suite, MS Publisher and MS Word (Booklets).  
One Form Designer Plus by Amgraf, Inc. 4.6.1.2 written to current or near current versions, Adobe Creative Suite, MS Publisher and MS Word (Questionnaires).

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

Fonts: All screen and printer fonts will be furnished or imbedded. For PDF Files, some orders will require contractor to embed fonts.

The contractor is cautioned that furnished fonts are the property of the Government

and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: --A visual of the furnished electronic files will be provided.  
- GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

Samples furnished are to be used as a guide only.

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

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

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

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the 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 contact person noted on the GPO's 952 Form and to the GPO.

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.

Files must be output on high resolution image processors at a minimum of 2400 dpi and a minimum 150 line screen.

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

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. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

## **PROOFS:**

**Proofs will be required on all Print Orders. Print Order will indicate type and quantity of Proof(s).**

One (1) or two (2) sets (as ordered) 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.

One (1) or two (2) sets (as ordered) 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. 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.

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.

Note: Inkjet, photographic, and overlay proofs are not acceptable.

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 "O.K. to Print".

**PRIOR TO PRODUCTION SAMPLES (Questionnaires only):** The sample requirement for this contract is 200, 500 or 1,000 printed samples (as indicated on Print Order.) After receipt of "O.K. to print" on proofs but prior to the commencement of production of the contract production quantity, the contractor shall submit samples for the type of questionnaire ordered. Each sample must be printed and constructed as specified using the form, materials, equipment, and methods of production which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. If machine processing of the final product is indicated in the specification, the samples will be tested and must function satisfactorily on the equipment indicated.

Prior to the commencement of production of the contract production quantity, the contractor shall deliver samples as follows:

- Submit 50 samples to the U.S. Census Bureau, Remote Delivery Facility (RDF), Gate 9, 4600 Silver Hill Road, Suitland, MD 20746, Attn: Donald J. Meyd, Rm. 3J424B (Tel. 301-763-4447). Mark Carton: PRIORS – URGENT.
- Simultaneously, submit balance to the U.S. Census Bureau, Attn: Quality Assurance Processing Section (QAPS), Bldg. 61D, 1621 Dutch Lane, Jeffersonville, IN 47132. (Telephone: (812) 218-2018). Mark Carton(s): PRIORS – URGENT.

The carton(s) and accompanying documentation for each delivery address shall be marked "PRIORS – URGENT and shall include the GPO jacket, purchase order and program numbers. The samples must be submitted in accordance with the shipping schedule. NOTE: All Prior to Production samples must deliver via traceable means. Approval/disapproval of Priors will come from the Suitland, MD address.

The Government will approve, conditionally approve, or disapprove the samples within four (4) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to

termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with the procedures as indicated in Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

***Proof Schedule --***

For Print Orders requiring Proofs as well as Prior to Production Samples: Proofs will be withheld no more than four (4) workdays from their receipt at the U.S. Census Bureau until they are made available for pickup. (Note: The first workday after receipt of proofs at the U.S. Census Bureau is day one (1) of the hold time.)

***Prior to Production Samples Schedule (Questionnaires Only) --***

Contractor must submit Prior to Production samples within five (5) workdays of receipt of "OK to Produce Priors" on the Proofs.

Prior to Production Samples will be withheld no more than four (4) workdays from their receipt at the U.S. Census Bureau (both locations) until they are made available for pickup. (Note: The first workday after receipt of priors at the U.S. Census Bureau is day one (1) of the hold time.)

NOTE: If revised Prior to Production samples are required due to author's alterations, the contractor must submit revised proofs or samples within three (3) workdays of notification by the Government (to both addresses) and pick up the revised proofs or Prior to Production samples within one (1) workday.

**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.

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

Note: Color of paper furnished of a uniform shade and a close match by visual inspection of the JCP Code and/or attached color sample (s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his/her opinion, materially differs from that of the color sample(s).

Questionnaires – White Opacified Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.

Booklets -- booklets with a trim size of 5 x 10-1/4" will print on White Offset Book (40lb.); booklets with a trim size of 5-1/2 x 8-1/2" will print on White Offset Book (50 lbs.) (An occasional order with a trim size of 5-1/2 x 8-1/2" will print on White Litho Coated Book (60 lbs.) paper stock for the text pages and White Litho Coated Book (80 lbs.) paper stock for the cover).

White Offset Book, basis weight: 40 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

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

**PRINTING:**

Questionnaires – Print head-to-head in black ink plus one or two additional ink colors. Printing consists of type and line matter and flat tones (150 line 10%, 20%, 30%, 40% and 50% tone).

Booklets – Print head-to-head in black ink or a single ink color other than black. Printing consists of type and line matter

Match Pantone number as indicated on the print order.

**PRESS SHEET INSPECTION:** Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated August 2002. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain one color bar for each color placed parallel to the press's ink rollers. The control bars must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (GATF, BRUNNER or GRETAG) and gray balance patches for process color; repeated across the entire press sheet. The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 degree Kelvin lumination.

**MARGINS:** Margins and bleeds will be as indicated on the print order or furnished copy.

**BINDING:** *See Exhibit A for stitching location diagram.*

Questionnaires –

Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

The top stitch must be located 1-3/4" from the top edge of the questionnaire. The bottom stitch must be 8" from the top edge of the questionnaire. Stitches must be centered.

After saddle-stitching, fold from 10-1/4 x 10-1/2" down to 10-1/4 x 5-1/4", with title page facing out. (An occasional order may fold down to 5-1/8 x 10-1/2".) Questionnaires must lie flat after folding for use on inkjet printers.

Booklet –

5-1/2 x 8-1/2" (including 5 x 10-1/4" booklets of 20 or more pages) -- Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. For Booklets of 5-1/2" x 8-1/2" - the top stitch must be 2" from the top edge of the booklet. The bottom stitch must be 6-1/2" from the top edge of the booklet. For Booklets of 5 x 10-1/4" of 20 or more pages - the top stitch must be 2-1/2" from the top edge of the booklet. The bottom stitch must be 7-3/4" from the top edge of the booklet. Stitches must be centered.

5 x 10-1/4" (16 page booklets) -- Paste on fold and trim three sides.

## **STITCH ALIGNMENT:**

Products requiring saddle-stitching --

Spine -- Saddle-stitch on the fold. The alignment of the stitches in the direction of the spine shall be such that both bends of the stitch fall within the fold of the spine as viewed from the outside of the form (see Exhibit A, "Skewness, Top Views"). This requirement does not imply that the point of emergence through the innermost sheet of the signature must lie within the fold of the spine as viewed from the inside of the form (see Exhibit A, "Location, End Views"). All stitches shall be crimped tightly enough so that the stitch may not be pulled away from the spine, but not so tightly as to break the surface of the spine.

Inside of Form – The gap between the ends of stitch legs shall not exceed 1/16" and the overlap shall not exceed 1/32". All stitches shall be crimped tightly enough so that no movement of the pages relative to each other is allowed. The ends of the stitches shall be tight against the paper. All stitches shall not be crimped so tightly as to break the surface of the paper. However, the ends of the stitches may penetrate the first sheet of paper. Inside sheets must be stitched no more than 1/16" from the fold.

**BINDING INSPECTION:** Binding operations (trimming, stitching and folding) may be inspected and approved at the contractor's plant for quality conformance and for the purpose of establishing specific standards that are to be maintained throughout the entire run. Upon approval, the contractor is charged with maintaining those standards throughout the binding process (within QATAP tolerances, unless otherwise indicated). The contractor is also charged with discarding all products that preceded approval. When a binding inspection is required, it will be specified on the individual print order. Note: A binding inspection does not constitute a prior approval of the entire run. The contractor must not stitch or fold prior to receipt of an "O.K. to stitch" or "O.K. to fold".

**PACKING:** Pack and identify the questionnaires and booklets separately, in suitable quantities, in shipping containers not to exceed 45 pounds when fully packed. For the questionnaires, pack chipboard on top.

NOTE: Pack in boxes constructed with a minimum bursting strength of 275 pounds per square inch. Label must be securely fastened to the carton.

Do NOT place rubber bands or shrink-wrap around the questionnaires or booklets.

Containers must be packed in such a way as to prevent crushing while in transit. The Government will NOT accept crushed containers. Crushed containers will be returned to the contractor for replacement, at the contractor's expense.

**PALLETS/PALLETIZING:** All orders shall be shipped on pallets. Wood pallets are required with un-notched solid stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must measure 48" x 42" (stringer measurement shall be the 48" dimension). Full two-sided entry on the 42" width dimension required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48".

Cartons must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit removal without damage to the cartons. Cartons shall be of the appropriate dimensions so as to be stacked on the pallets so that the length of each carton runs in the opposite direction to the row of cartons beneath/above (i.e., interlocking 90-degree palletizing scheme) with carton labels facing out. Carton dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure that all rows on all pallets are of the same dimensions. Pallets with overhanging cartons or rows will not be accepted. **DO NOT MIX ITEMS ON PALLETS.**

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers. For orders requiring more than one container, each container must be labeled to indicate what box of how many. (Example: 1 of 3, 2 of 3, and 3 of 3).

**NOTE:** Carton shipping labels must indicate correct and complete Form Number and Edition Date as indicated on finished product within each carton.

Each container label must be numbered in numerical sequence of production and of each other.

**CAUTION:** Noncompliance with the labeling and marking specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at the contractor's expense. After giving notice of the deficiency and affording the contractor an opportunity and reasonable time to correct, the Government may, at its option, re-label and/or re-mark in accordance with these specifications and charge all costs to the contractor. (See GPO Publications 310.2, as revised 6-01, Supplemental Specification, Labeling and Marking Specifications, Section 11.)

**NOTE:** The contractor shall not ship prior to receipt of an "O.K. to ship". The "O.K. to ship" will be coordinated through the On-Site Government Coordinators.

**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>Questionnaires/Booklets</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

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

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

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

**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 as evidence of mailing.

**CENSUS QUALITY ASSURANCE RANDOM COPIES:** After approval is received on the press sheet inspection and starting with the first day of printing, the contractor shall, during each day, randomly select one (1) sample, every 5,000 copies, of each type of press sheet produced that day. Each sample shall have: 1) the date and time, stamped by machine, when the sample is pulled, 2) the shift noted on the sample, and, 3) the press number noted on the sample.

The contractor shall develop a method for selecting the press sheet samples that is acceptable to the Government. For example, if the items are printed roll-to-roll, the samples may be selected from the tail of each output roll.

If binding is performed as a separate operation, one (1) random sample, 3,000 copies, per day from each operation shall be selected. If the operations are combined into one continuous operation, one (1) random sample every 3,000 copies per day from each operation shall be selected. Each sample shall have: 1) the date and time, stamped by machine, when the sample is pulled; 2) the shift noted on the sample; and, 3) the press number noted on the sample. The on-site Government coordinators will inspect the Census Quality Assurance Random Copies indicated above. After inspection, the contractor shall ship these samples (marked "QUALITY SAMPLES") overnight to the: U.S. Census Bureau, Attn: Quality Assurance Processing Section (QAPS), 1621 Dutch Lane, Receiving 61D, Jeffersonville, IN 47132. (Telephone: (812) 218-2018).

**DISTRIBUTION:** Deliver f.o.b. destination to one (1) address in Jeffersonville, IN, and one (1) address in Suitland, MD as follows:

- Approximately 50 copies to the U.S. Census Bureau, Remote Delivery Facility (RDF), Gate 9, 4600 Silver Hill Road, Suitland, MD 20746. **Gate closes at 3:00pm (local time).** Attn: Donald J. Meyd, Room 3J424B (Telephone: 301-763-4447).
- Balance of each order to the U.S. Census Bureau, Attn: ACS Stock, U.S. Census Bureau, Attn: Quality Assurance Processing Section (QAPS), 1621 Dutch Lane, Receiving 61D, Jeffersonville, IN 47132. (Telephone: 812-218-2018).

Deliveries to the Jeffersonville, IN, address must be made between the hours of 8:30 a.m. and 3:00 p.m. (local time), Monday through Friday, excluding Government holidays.

**NOTE:** Contractor must provide 24-hour advance notice for all deliveries to the National Processing Center located at U.S. Census Bureau, Attn: Quality Assurance Processing Section (QAPS), 1621 Dutch Lane, Receiving 61D, Jeffersonville, IN 47132. Verification of the number of copies that are guaranteed for on-time delivery must be communicated by e-mail to [NPCInventoryControlandShipping@Census.gov](mailto:NPCInventoryControlandShipping@Census.gov). The subject line of each e-mail message must contain the words "Shipping Activity Report for Program 744-S, Print Order # (as applicable). The message text must include (1) the Title, (2) the required delivery date, and (3) the number of copies guaranteed for on-time delivery.

For Print Orders requiring delivery of multiple items, the title of each item shall be listed on a single separate line of the e-mail text. For Print Orders requiring more than one scheduled delivery date (delivery of partial quantities) a separate e-mail message must be provided in advance of each individual delivery date.

Deliveries to the Suitland, MD, address must be made from Suitland Road, through Gate 9, between the hours of 8:00 a.m. and 4:00 p.m. (Washington, DC, time), Monday through Friday, excluding Government holidays (NOTE: Platform Height is 48".)

Inside delivery to room number specified is required.

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

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

Upon completion of each order, all furnished material (including electronic media) and digital deliverables must be returned, via traceable means, to the U.S. Census Bureau, Publications Receiving, Gate 9, FOB #4 Warehouse, 4401 Suitland Road, Suitland, MD 20746. (Telephone (301) 763-4447) The furnished material must be clearly labeled "Government Furnished Material" and must include Jacket and Print Order numbers. The digital deliverables must be clearly labeled "Digital Deliverables" and must include the Jacket and Print Order numbers.

All expenses incidental to returning materials, submitting proofs, and furnishing samples 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).

- All Government furnished material and one set of proofs must be picked up from and delivered to the U.S. Census Bureau, Remote Delivery Facility (RDF), Gate 9, 4600 Silver Hill Road, Suitland, MD 20746. Attn: Donald J. Meyd, Room 3J424B (Telephone 301-763-4447).

When ordered, the second set of proofs must be delivered simultaneously to the U.S. Census Bureau, Attn: Quality Assurance Processing Section (QAPS), 1621 Dutch Lane, Receiving 61D, Jeffersonville, IN 47132. (Telephone: 812- 218-2018).

NOTE: All proofs must deliver via traceable means. Approval/disapproval of proofs will come from the Suitland, MD address.

Furnished electronic media must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

Contractor must submit Production Plan within three (3) workdays of notification of award.

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.

***Proof Schedule --***

Contractor must submit proofs within three (3) workdays of notification of availability of print order and furnished material.

Questionnaires: Proofs will be withheld no more than five (5) workdays from their receipt at the U.S. Census Bureau until they are made available for pickup. (Note: The first workday after receipt of proofs at the U.S. Census Bureau is day one (1) of the hold time.)

For Print Orders requiring Proofs as well as Prior to Production Samples: Proofs will be withheld no more than four (4) workdays from their receipt at the U.S. Census Bureau until they are made available for pickup. (Note: The first workday after receipt of proofs at the U.S. Census Bureau is day one (1) of the hold time.)

Booklets: Proofs will be withheld no more than three (3) workdays from their receipt at the U.S. Census Bureau until they are made available for pickup. (Note: The first workday after receipt of proofs at the U.S. Census Bureau is day one (1) of the hold time.)

If revised proofs are required due to author's alterations, contractor must submit revised proofs within two (2) workdays of notification. (One set of revised proofs must be delivered simultaneously to the Suitland, MD, address and to the Jeffersonville, IN, address.) Contractor to pick up edited revised proofs within two (2) workdays.

***Prior to Production Samples Schedule (Questionnaires only) –***

Contractor must submit Prior to Production samples within five (5) workdays of receipt of “OK to Produce Priors” on the Proofs.

Prior to Production Samples will be withheld no more than four (4) workdays from their receipt at the U.S. Census Bureau (both locations) until they are made available for pickup. (Note: The first workday after receipt of priors at the U.S. Census Bureau is day one (1) of the hold time.)

For Print Orders requiring Proofs as well as Prior to Production Samples: Proofs will be withheld no more than four (4) workdays from their receipt at the U.S. Census Bureau until they are made available for pickup. (Note: The first workday after receipt of proofs at the U.S. Census Bureau is day one (1) of the hold time.)

NOTE: If revised Prior to Production samples are required due to author’s alterations, the contractor must submit revised samples within three (3) workdays of notification by the Government (to both addresses) and pick up the revised Prior to Production samples within one (1) workday.

***Production Schedule –***

Contractor must complete production and distribution (AT DESTINATION) as follows:

- Quantities up to and including 1,999,999 copies:
  - requiring Proofs, Prior to Production Samples, plus Press Sheet and Bindery Inspections - within 29 workdays after notification of availability of Print Order.
  - requiring Proofs, plus Press Sheet and Bindery Inspections, - within 21 workdays after notification of availability of Print Order.
  - requiring Proofs but waiving Press Sheet and Bindery Inspections - within 18 workdays after notification of availability of Print Order.
- Quantities over 1,999,999 copies:
  - requiring Proofs, Prior to Production Samples, plus Press Sheet and Bindery Inspections - within 34 workdays after notification of availability of Print Order.
  - requiring Proofs plus Press Sheet and Bindery Inspections - within 26 workdays after notification of availability of Print Order.
  - requiring Proofs but waiving Press Sheet and Bindery Inspections - within 23 workdays after notification of availability of Print Order.

**NOTE:** In the event that the press sheet and binding inspections are waived, the contractor must complete production and distribution within the above stated times after receipt of “O.K. to print” on proofs.

The contractor must notify the GPO of the date and time the ***press sheet inspection and/or binding inspection*** can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours (3 workdays) prior to the inspection. Notify the U.S. Government Printing Office, Contracting Officer, Term Contracts Division (PPC), Washington, D.C. 20401, or telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination **MUST** be delivered to the destination(s) specified.

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

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto: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.

Travel expenses and per diem to be incurred by the Government for press sheet inspections, binding inspections and Quality Control Monitoring (See "ON-SITE GOVERNMENT COORDINATORS") will be a factor in determining award. This will be based on the following:

- Sending two (2) Government representatives from the Washington, DC, area for the press sheet and binding inspections on all orders lasting approximately one (1) workday each.
- Sending six (6) On-Site Government Coordinators from the Jeffersonville, IN, area for Quality Control Monitoring on all orders for approximately 10 to 15 workdays per print order.

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

<b>I.</b>	(a)	1004	
	(b)	312	
<b>II.</b>	(a)	(1) 8	(2) 16
	(b)	4	20
	(c)	2	20
<b>III</b>	(a)	(1) 396	(2) 101,132
	(b)	16	8
	(c)	72	8,208
	(d)	140	18,674
<b>IV.</b>	(a)	88,000	
	(b)	425	
	(c)	430	

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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

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

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

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

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

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

Fractional parts of 100 and 1,000 will be prorated at the per-100 and 1,000 rate.

A charge will be allowed for each page, whether printed or blank.

Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

A charge will be allowed for each page of product, whether printed or blank. For questionnaires printing in three colors, a charge under "Each Additional Color" will be allowed only for pages actually printed with the third color.

**I. PROOFS:**

(a) Color Content Proofs..... per trim/page-size unit .....\$ \_\_\_\_\_

(b) One-piece Laminated Proofs ..... per trim/page-size unit .....\$ \_\_\_\_\_

**II. PRIOR TO PRODUCTION SAMPLES (Questionnaires Only):**

<u>Makeready</u> and/or Setup	<u>Running Per</u> <u>100 Copies</u>
(1)	(2)

(a) 200 prior to production samples ..... per set .....\$ \_\_\_\_\_ \$ \_\_\_\_\_

- (b) 500 prior to production samples..... per set.....\$ \_\_\_\_\_ \$ \_\_\_\_\_
- (c) 1,000 prior to production samples..... per set.....\$ \_\_\_\_\_ \$ \_\_\_\_\_

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

**III PRINTING, BINDING, PACKING AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary for the printing, binding packing and distribution of the product listed in accordance with these specifications.

- |   | <u>Makeready<br/>and/or Setup</u><br>(1) | <u>Running Per<br/>1,000 Copies</u><br>(2) |
|---|--|--|
| (a) Questionnaires: Printing in black ink plus one additional ink color, including binding and additional folding down to 10-1/4 x 5-1/4" or 5-1/8 x 10-1/2" ..... per page ..... | \$ _____                                 | \$ _____                                   |
| (b) Each Additional Color: Printing Questionnaires in a color in addition to the two colors charged for under line item II.(a) ..... per color/per page .....                     | \$ _____                                 | \$ _____                                   |
| (c) Booklets (5-1/2 x 8-1/2"): Printing in a single ink color, including binding..... per page .....  | \$ _____                                 | \$ _____                                   |
| (d) Booklets (5 x 10-1/4"): Printing in a single ink color, including binding..... per page .....   | \$ _____                                 | \$ _____                                   |

**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:

Text - Each page-size leaf.

Per 1,000 leaves

- (a) White Opacified Offset Book (50-lb.).....\$ \_\_\_\_\_
- (b) White Offset Book (40-lb.) .....\$ \_\_\_\_\_
- (c) White Offset Book (50-lb.) .....\$ \_\_\_\_\_

\_\_\_\_\_

(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)

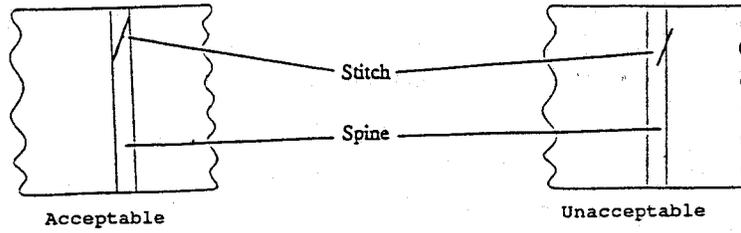
\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

# EXHIBIT A

## STITCHING LOCATION DIAGRAM

### *Skewness, Top Views*



### *Location, End Views*

