

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

DVD Duplication

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

U.S. Government Printing Office
Superintendent of Documents

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning July 1, 2013 and ending June 30, 2014, 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 June 26, 2013.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

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

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

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 (Revised August 2002)).

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 Publications 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SUBCONTRACTING: The predominant production function shall be DVD duplication. Bidders who must subcontract this operation will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniform	OK Proofs/Manuscript copy

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 May 31, 2014, 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 February 28, 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.

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of monthly print orders by the Government. Orders may be issued under the contract from *date of award* through May 31, 2014, 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 will be issued monthly and shall detail the monthly volume of cards required. 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 DVDs requiring such operations electronic prepress, duplication, printing of discs, packing, and distribution.

TITLE: DVD Duplication.

FREQUENCY OF ORDERS: Approximately 20 to 30 orders per year.

QUANTITY: Approximately 500 to 600 copies per order.

NOTE: The quantity may decrease by approximately 5% for each option year exercised.

TRIM SIZES: 120 mm (standard discs).

GOVERNMENT TO FURNISH: DVD master to be used for duplication.

Copy consisting of text and line matter to be used for the printing on the disc.

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 on the furnished copy, must not print on finished product.

EXHIBITS: The facsimile of the sample page shown as EXHIBIT A is representative of the printing on the disc which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to this exhibit.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the product 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 production 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.

COMPOSITION: Contractor must set type for printing on face of disc. Contractor to match furnished copy for typestyle and size. (See EXHIBIT A for sample.)

PROOFS (*on the first order only*): One (1) Adobe Acrobat (current version) PDF soft proof. Proof will be transferred to the agency via email. The PDF proof will be evaluated for text flow, image position, and color breaks. Proofs will not be used for color match.

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

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

PRINTING: Title and artwork prints directly on top of disc (no labels) in black ink only (see EXHIBIT A). All discs require a white base coating prior to printing the discs. All printing on the disc shall comply with the requirements set forth in the International Standards IEC 908 and Amendment ISO 9660, and ISO 10149. Inks used for the disc shall not damage the lacquer layer.

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

DVD DUPLICATION: Contractor must duplicate the furnished DVD in the number of copies specified on the print order.

DVD REQUIREMENTS:

NOTE: All DVD (Video) discs must be capable of “read/play” on computer DVD drives and on consumer-type DVD players.

Data Verification: Upon receipt of the input media, the contractor shall review the files for usability and completeness. The contractor shall verify compliance of each disc image with the requirements of the DVD standard specification version 1.0. The contractor shall immediately notify the government of any problems with the furnished data files, including files which are damaged, unreadable, oversized or not in compliance with the DVD standard specification version 1.0.

Data Capacity: The contractor shall be capable of producing a DVD-5 containing 4.7 gigabytes (4,700,000,000 bytes) of data (single side, single layer).

Stamper Marks: The contractor shall image the jacket and print order number on the inner buffer zone unless the contractor is permitted to image other identification marks necessary for production in the inner buffer zone.

DVD-ROM File System: All DVD-ROM and DVD-R discs produced under this contract shall comply with the OSTA Universal Disc Format Specification: 1996 (Appendix 6.9) “OSTA UDF Compliant Domain” of ISO/IEC 13346:1995 Volume and file structure of write-once and rewritable media using non-sequential recording for information interchange. Also known as the UDF Bridge (UDF/ISO 9660) file structure.

DVD-ROM Manufacturing Specifications: All DVD-ROM discs produced under this contract shall comply with the applicable sections of the DVD standard specification version 1.0. All DVD-ROM discs produced under this contract shall comply with the specifications cited in the following tables.

Digital Errors (Reed Solomon Product Code):

<u>Parameters</u>	<u>Acceptable Value(s)</u>
PI 8 ECC Sum	<280
PI Fails	Not specified
PO Fails	= 0 (zero)
Percent of PI rows with Errors	Not specified

Comments: The PI 8 ECC Sum error is the total error across 8 ECC blocks. PI 8 Sum under 40 is preferred.

HF/Tracking Real-time Measurements (made before signal “equalization”):

<u>Parameters</u>	<u>Acceptable Value(s)</u>
I3/I4	Single layer: >0.15 Dual layer: >0.20
I14/I14H	>0.6
Tangential Push Pull	<0.9
Asymmetry	In the range minus 0.05 to 0.15

HF/Tracking Station Measurements:

<u>Parameters</u>	<u>Acceptable Value(s)</u>
DPD Track Crossing	>0.10
DPD Tracking Amplitude	>0.5
DPD Tracking Asymmetry	<0.2
Reflectivity	Single layer: in the range 45% to 85% Dual layer: in the range 18% to 30%

Comments: HF signals must be strong enough to avoid decoding failures. The tracking signal must be strong enough to support the variable bit functions.

<u>Parameters</u>	<u>Acceptable Value(s)</u>
Track Pitch	0.74 +/-0.01 um/track
Pit Length	Single layer: in the range 0.394 to 1.873 Double layer: in the range 0.434 to 2.058
Local Defects	Air bubbles: 100 um maximum Black spots: 200 um maximum
Scanning Velocity	Single layer: 3.49 +/-0.03 m/sec Dual layer: 3.84 +/-0.03m/sec
Jitter (data to Clock)	<8.0%, independent of tilt effects
Angular Deviation (tilt)	Radial tilt: < +/-0.80 degrees Tangential tilt: < +/-0.30 degrees
Birefringence	< 100 nm

Comment: The combination of the effects of jitter and tilt will be considered in the evaluation of a disc.

Lead-in Area Contents: The contractor shall set the values of the lead-in area as follows:

<u>Parameters</u>	<u>Value(s)</u>
Book Type	DVD-ROM
Book Version	(determined by contractor)
Disc Size	120mm
Number of Layers	1 or 2, as specified on the print order
Dual Layer Track Path	Parallel Track Path (PTP)
Layer Type	Read-only
Linear Density	Single layer: 0.2667 um/data bit Dual layer: 0.293 um/data bit
Track Density	0.74 um/track
Starting Sector Number	030000h
Ending Sector Number (Main)	(determined by contractor)
Ending Sector Number (layer 0)	(determined by contractor)
Burst Cutting Area (BCA) Flag	Exists (on) (BCA encodes disc volume ID)
Copy Protection System	none (copy protection off)
Region Management Flags	None (unrestricted access in all regions)
Encryption Data	None (no encryption)
Manufacturing Data	(As supplied by the contractor)
Content Provider Information	(Insert contents of provided file CPI.TXT)

DVD-ROM Quality Control: Each delivered replicate must meet or exceed the requirements of these specifications. In addition to the contractor' existing quality control procedures, the following steps must be performed.

Data Integrity: For each stamper used, the contractor shall:

1. Verify the integrity of all data against the original Government furnished media.
2. Verify the integrity of error detection and error correction coding for each sector of the user data area.
3. Verify the UDF/ISO 9660 directory structure.

Verification may be performed on a replicate or pre-production check disc. Replicates not meeting these specifications must be reproduced and re-delivered at the contractor's expense and the contractor shall be considered late.

DVD-ROM Product Testing: The contractor is required to test DVD-ROM replicates for compliance to the specifications of this contract.

The following test results shall be reported:

1. Average track pitch.
2. Average scanning velocity.
3. Tangential push/pull.
4. Track crossing signal magnitude.
5. High frequency and tracking signal properties. The must be read continuously along the spiral track. Minimum, maximum and average values must be reported. Minima and maxima must be identified by A-time.
 - a. Itop or reflectivity.
 - b. Signal asymmetry.
 - c. I3 normalized to I14.
 - d. I14 normalized to I14H.
6. One-second moving values for PI 8 ECC Sum and PI Fails, measured continuously along the spiral track; minimum, maximum and average values must be reported.
7. Total playing time and total sectors tested.
8. Maximum disc birefringence.
9. Data to clock jitter.

CHECK DISCS (*on the first order only*): Contractor must furnish two (2) DVDs for Government inspection prior to duplication of the quantity ordered.

If the check disc is disapproved due to faulty production by the contractor, the contractor must then provide a corrected check disc for approval, and no extra time will be allowed in the production schedule. No additional charges will be allowed for this corrected disc.

If the check disc is faulty because of a defective DVD furnished by the Government, instructions will be furnished to the contractor for return of the defective DVD and a new DVD will be furnished to the contractor. The contractor will be allowed to charge for the check disc produced from the furnished DVD. The schedule will start over upon the contractor's receipt of the corrected DVD.

All check discs must be placed in individual paper sleeves and packaged suitable for delivery without damage to discs. Although the check disc(s) will not be required to be printed, they must have the following information written on the disc(s) for the purpose of easy identification: product name, volume/issue/month/year, as applicable, and disc sequence (i.e., 1 of 3, 2 of 3, 3 of 3,). The shipping container label must be identified by GPO jacket number, program number, print order, and title.

Contractor is cautioned not to proceed with duplications until approval of the check discs is received.

PACKING: Insert each disc into a standard white paper sleeve with clear window with face of disc (printed side) showing through window.

Pack the discs (in the paper sleeves) suitable in shipping containers not to exceed 45 pounds when fully packed unless otherwise specified on the print order.

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 during the delivery process.

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

Mark all containers with the following: Job title; requisition number; jacket number; program number; print order number; quantity; and, number of containers (e.g., 1 of 3, 2 of 3, 3 of 3).

DEPARTMENTAL RANDOM SETS (BLUE LABEL): All distribution DVD sets must be divided into equal sublots in accordance with the chart below. A DVD set consists of one or more discs contained in either a paper sleeve, or as specified on the print order. Select one set at random from each subplot. Do not choose sets from the same general area of each subplot.

<u>Number of Distribution Sets Ordered</u>	<u>Number of Sublots</u>
26 - 150	5
151 - 280	8
281 - 500	13
501 - 10,000	20
10,000 - 35,000	32
35,001 and over	50

These randomly selected sets must be packed separately and identified by a special Government-furnished blue label, affixed to each container. These sets must be recorded separately on all shipping documents and sent to: U.S. Government Printing Office, Federal Depository Library Program (FDLP), Item 0154-D, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986.

The random inspection sets constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

A copy of the Government-furnished certificate must accompany the billing invoice 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 billing invoice.

QUALITY ASSURANCE TEST DISCS: When indicated on the print order, the contractor shall submit three (3) DVD replicates for each stamper used to produce the order. One disc shall be selected from the first third of each stamper production run, one from the middle third of the run, and one from the last third of the run. These discs will be tested for compliance with specifications.

These quality assurance test discs are in addition to the total quantity ordered. They are to be provided at no additional cost to the Government. Business reply mail labels will be furnished for mailing test discs. These discs are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

DISTRIBUTION: Deliver f.o.b. destination to three (3) addresses within the commercial zone of Washington, DC.

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

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 869-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, contractor must return all furnished material and one (1) sample to: U.S. Government Printing Office, Attn: Mary Holmes, Mail Stop: IDAD, 44 H Street, NW, Washington, DC 20401.

All expenses incidental to picking up and returning materials, submitting proofs and check discs, 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 materials must be picked up from: U.S. Government Printing Office, Visitor Center, 732 North Capital Street, NW, Washington, DC 20401; and returned to: U.S. Government Printing Office, Attn: Mary Holmes, Mail Stop: IDAD, 44 H Street, NW, Washington, DC 20401.

PDF soft proof must be emailed to the address specified on the print order.

Check discs must be delivered to: U.S. Government Printing Office, Attn: Karen Peregoy, Mail Stop: IDAD, 44 H Street, NW, Washington, DC 20401.

No definite schedule for pickup of material can be predetermined.

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.

- On the first order only, contractor to email PDF soft proof and submit check discs within three (3) workdays of notification of availability of print order and furnished materials.
- Proofs/check discs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pick up. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.) NOTE: Changes, corrections, and/or "OK to print" for the PDF soft proof will be emailed to the contractor.
- Contractor must complete production and distribution within 10 workdays of receipt of an "OK to print" on proofs and approval on the check discs.

NOTE: For the balance of orders when PDF soft proof and check discs are not required, contractor must complete production and distribution within 10 workdays of notification of availability of print order and furnished material.

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, 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.

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

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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 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 100 will be prorated at the per-100 rate.

I. DUPLICATION, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary (including composition, PDF soft proof, and check discs) for the complete duplication, packing, and distribution of the product listed in accordance with these specifications.

DVD Duplication:

Including cost of disc, printing on disc, and paper sleeveper 100 discs\$_____

My production facilities are located within the assumed area of production.....yes _____no

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

1. Proposed carrier(s) for pickup of Government Furnished Material _____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____

2. Proposed carrier(s) for delivery of completed product _____

a. Number of hours from notification to carrier to pickup of completed product _____

b. Number of hours from pickup of completed product to delivery at destination..... _____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out “SECTION 4. – SCHEDULE OF PRICES,” initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of the GPO Form 910 “BID” form. Do not enter bid prices on GPO Form 910; prices entered in the “SCHEDULE OF PRICES” will prevail.

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)

(Fax Number)

(Email Address)

EXHIBIT A

