

Prog:	874-S										
Title:	Duplicating/Copying										
Agency:	Department of the Treasury										
Term:	Beginning and ending 11.30.17										
			DIGITAL IMPRESSIONS, INC. Fredericksburg, VA			MCDONALD & EUDY PTRS. Temple Hills, MD		GRC ENTERPRISES, INC. Warrenton, VA		CURRENT CONTRACTOR GRC Enterprises, Inc.	
		BASIS OF									
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
<b>I.</b>	<b>DUPLICATING/COPYING:</b>										
(a)	Face only in black ink.....per 100 leaves.....										
(1)	<b>Format A</b>	910	0.35	318.50	0.95	864.50	1.95	1,774.50	0.75	682.50	
(2)	<b>Format B</b>	166	0.70	116.20	0.95	157.70	2.10	348.60	0.75	124.50	
(b)	Face and back in black ink.....per 100 leaves.....										
(1)	<b>Format A</b>	XXXX	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	
(2)	<b>Format B</b>	1542	1.40	2,158.80	1.25	1,927.50	2.45	3,777.90	0.90	1387.80	
<b>II.</b>	<b>BINDING:</b>										
(a)	Stitching with one or two wire stitched as specified .....per 100 books.....										
(1)	<b>Format A</b>	XXXX	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	
(2)	<b>Format B</b>	166	0.005	0.83	5.00	830.00	3.50	581.00	2.90	481.40	
(b)	Inserting colored slip sheets.....per 100 leaves....										
(1)	<b>Format A</b>	XXXX	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	
(2)	<b>Format B</b>	413	0.05	20.65	20.00	8,260.00	9.90	4,088.70	1.00	413.00	
(c)	Shrink-film wrapping (as specified)..... .....per 100 packages.....										
(1)	<b>Format A</b>	180	0.15	27.00	25.00	4,500.00	25.00	4,500.00	17.50	3150.00	
(2)	<b>Format B</b>	XXXX	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	
<b>III.</b>	<b>PAPER:</b>										
(a)	White Offset Book 50-lbs. or White Writing 20-lbs. or White Xerographic 20-lbs.....										
(1)	<b>Format A</b>	910	0.33	300.30	0.90	819.00	0.95	864.50	0.65	591.50	
(2)	<b>Format B</b>	1542	0.67	1,033.14	0.90	1,387.80	1.15	1,773.30	0.72	1110.24	
(b)	Colored Writing 20-lbs. or Color Xerographic 20-lbs.....										
(1)	<b>Format A</b>	XXXX	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	
(2)	<b>Format B</b>	413	1.05	433.65	1.50	619.50	2.00	826.00	1.25	516.25	
(c)	White Vellum-Finish Cover 50-lbs.....										
(1)	<b>Format A</b>	XXXX	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	
(2)	<b>Format B</b>	166	1.87	310.42	3.00	498.00	2.75	456.50	1.90	315.40	
<b>IV.</b>	<b>PACKING, SEALING AND DISTRIBUTION:</b>										
	Bulk Deliveries (other than by mail):										
	Packing and sealing shipping containers (up to approximately 45-lbs. capacity..... .....each container.....	144	0.50	72.00	3.00	432.00	5.75	828.00	4.50	648.00	
<b>V.</b>	<b>PREMIUM PAYMENTS:</b>										
(a)	Percentage increase.....%										
	<b>CONTRACTOR'S SUBTOTAL</b>			\$4,791.49		\$20,296.00		\$19,819.00		\$9,420.59	
	<b>PAPER PRICE</b>			\$2,077.51		\$3,324.30		\$3,920.30		\$2,533.39	
	<b>SUBTOTAL LESS PAPER</b>			\$2,713.98		\$16,971.70		\$15,898.70		\$6,887.20	
	<b>ACCELERATED SCHEDULE</b>	10.00%		\$271.40		\$1,697.17		\$1,589.87		\$688.72	
	<b>PERCENTAGE INCREASE</b>		10.00%	\$27.14	10.00%	\$169.72	40.00%	\$635.95	15.00%	\$103.31	
	<b>SUBTOTAL PLUS PERCENTAGE INCREASE</b>			\$4,818.63		\$20,465.72		\$20,454.95		\$9,523.90	
	<b>DISCOUNT</b>		2.00%	\$96.37	1.00%	\$204.66	2.00%	\$409.10	2.00%	\$190.48	
	<b>DISCOUNTED TOTALS</b>			\$4,722.26		\$20,261.06		\$20,045.85		\$9,333.42	
				<b>AWARDED</b>		Page 1 of 1					

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

Washington, DC

For the Procurement of

Duplicating/Copying

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

Department of the Treasury

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date Award and ending November 30, 2017, 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 December 13, 2016.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, D.C. 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Eastern Time, Monday through Friday. Contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of 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.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, contact Bernice Mack at [bmack@gpo.gov](mailto:bmack@gpo.gov) or (202) 512-1239.

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

**GPO IMPRINT REQUIREMENT:** The GPO imprint requirement, GPO contract Terms Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

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

Inspection Levels (from ANSI/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. Proofs; Average Type Dimension/ Electronic Media
P-8. Halftone Match (Single and Double Impression) Media	O.K. Proofs; Electronic Media

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXENSION 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 November 30, 2017, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 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 August 31, 2016, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**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.

**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.

**POSTAWARD CONFERENCE:** The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the Government Publishing Office, Washington, D.C. immediately after award.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through November 30, 2017 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

**PAYMENT:** Submit all invoices, via fax, utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

NOTE: Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of short-run, fast schedule duplicating/copying of self-or-separate cover products and cut sheet forms (i.e., memos, announcements), requiring such operations as electronic press, duplicating/copying, binding, packing, and distribution.

**TITLE:** Duplicating/Copying.

**FREQUENCY OF ORDERS:** Approximately 2 to 22 orders per year.

**QUANTITY:** Approximately 4 to 3,000 copies per order.

**NUMBER OF PAGES:** Approximately 2 to 600 pages per order.

**TRIM SIZE:**

Format A: Will include any trim size up to and including 7 x 9" (including album style).

Format B: Will include any trim size over 7 x 9" up to and including 8-1/2 x 11" (including album style).

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows:

Platform: Macintosh or Windows operating system-Version

Storage Media: E-mail

Software: Microsoft Excel Version 14 or higher

Note: all platform system software upgrades (for specified applications) which may occur during the term of the contract must be support by the contractor.

Fonts: Printer and screen fonts will not be furnished/embedded.

Additional Information: Text for individual orders, furnished in Microsoft Excel or similar format, will be delivered electronically via email and require the contractor to merge information to base image.

GPO form 952 (Desktop Publishing – disk Information) will be furnished.

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.

Preaddressed, gummed, ungummed and pressure-sensitive labels, 1, 3, and 4 across on marginally punched continuous sheets. Labels are ZIP code sorted.

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.

**COMPOSITION:** Contractor will be required to set type for the information provided in the Excel program into their proper location on the form. The contractor to match the font size per the exhibit or sample furnished.

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

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency. The contractor must notify the Government as soon as possible in order to comply with the shipping schedule.

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 file, which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions.

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

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, unless otherwise specified. 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. The Government will accept (PDF) files as digital deliverables when furnished by the Government.

**PROOFS:**

*Contractor to submit one proof for each pad as follows:*

One (1) Adobe Acrobat (current version) PDF soft proof. PDF proof must have margins indicated. 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.

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

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

Government Paper Specification Standards No. 12 - [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

All cover paper must have the grain parallel to the spine. The paper to be used will be indicated on each print order.

**TEXT:** White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60, or at contractor's option White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10, or White Plain Copier, Xerographic (Archival quality and Qualified Product), basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-60.

Colored Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10, or at contractor's option Colored Plain Copier, Xerographic), basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-60.

COVER: White Vellum-Finish Cover, Archival quality and Qualified Product basis weight: 50 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

Slip Sheets-Color stock is for the Slip Sheets "ONLY".

**DUPLICATING/COPYING:** Duplicate/copy cover and text, face only or face and back, in black ink only.

Full reverses and/or solid areas over 2 sq. in. per page shall not be required.

For the purposes of this contract, duplicating/copying shall be defined as the reproduction of furnished material by means of equipment employing the lithographic process and/or copier-duplicating machines employing the lithographic process and/or copier-duplicating machines employing electrostatic, thermal, or other copying processes.

**MARGINS:** Margins will be indicated on print order or furnished electronic file.

**BINDING:** Bind as indicated on the print order. Various binding styles will be ordered as follows:

Trim four sides.

Side wire stitch in one or two places (upper left corner) as ordered, and trim four sides.

One or two piece separate paper covers may be required.

An occasional order may require blank colored slip sheets to be collated between sets, or used as dividers within the text.

When pre-printed items are furnished, the contractor will be required to combine and package these items in the order indicated, with products produced under this contract.

Shrink film wrap individual items or combined sets when indicated, in quantities specified or in suitable quantities.

**PACKING:**

Bulk Deliveries-

Pack according to print order and pack suitable in shipping containers not to exceed 45 pounds when fully packed.

Pallets are required.

The above listed destinations will require Type III, Size 2 Pallets. (See attached pallet specifications).  
On occasion contractor may be required to ship an order by small parcel carrier.

**LABELING AND MARKING:**

Bulk Deliveries - Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers

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



<u>Ordered</u>	<u>Sublots</u>
500 - 3,200	50
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 to the largest consignment unless otherwise specified on the print order.

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

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

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

Deliver f.o.b. destination.

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

Destinations which require pallets must be furnished on Type III, Size 2 Pallets, (see attached pallet specifications).

On occasion contractor may be required to ship an order by small parcel carrier.

The awarded contractor must submit proof of certificate of liability insurance to Hines Corporation Comptroller of the Currency the building Management Company at Constitution Center, 400 7<sup>th</sup> Street, SW, Washington, DC after award.

The contractor will not have access to the loading dock without proof of insurance for distributions to the OCC.

The Awarded contractor must submit proofs of certificate of liability insurance to Hines Corporation Comptroller of the Currency the building Management Company at Constitution Center, 400 7<sup>th</sup> Street, SW, Washington, DC after awarded.

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 874-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

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

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

Furnished material will be submitted via email.

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

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.

Ordering agency will email contractor with all changes/corrections/"O.K. to print." Proofs will be withheld no more than two (2) workdays from their receipt.

Contractor to complete production, delivery by the date indicated on the print order.

Schedule requirements on this contract will range from 2 to 10 workdays. The following schedules begin the day after proof approval.

For orders requiring delivery within 2 to 4 workdays the contractor will receive a "Premium Payment" as offered in the "SCHEDULE OF PRICES".

Contractor must complete production and distribution with two (2) to five (5) workdays of receipt of "O.K. to print" on proofs.

Within one week of completion of each order, all digital deliverables must be returned to: via email to [printing@treasury.gov](mailto:printing@treasury.gov).

A copy of each invoice, GPO Form 712, and PS Form 3602-G is to be submitted to Department at the same time it is submitted to the GPO for payment. Departmental copy is to be submitted via email to: [shackletterh@occ.treas.gov](mailto:shackletterh@occ.treas.gov).

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

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact 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 email, call or facsimile will be unable to respond to questions of a technical nature or to transfer any inquires.

**SECTION 3. - DETERMINATION OF AWARD**

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

**PREMIUM PAYMENTS:** Orders requiring a production schedule of 2 to 4 workdays will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item III. "PAPER" in the "SCHEDULE OF PRICES."

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

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

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

I.	(1)	(2)
(a)	910	166
(b)	xxx	1542

II.	(1)	(2)
(a)	xxx	166
(b)	xxx	413
(c)	180	xxx

III.	(1)	(2)
(a)	910	1542
(b)	xxx	413
(c)	xxx	166

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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination within the commercial zone of Washington, DC.

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 will be prorated at the per-100 rate.

Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES"

**I. DUPLICATING/COPYING:** Prices offered are per leaf (text and/or cover) and must include the cost of any required makeready and setup media. Binding of duplicated/copied leaves must be charged under Item II. BINDING. The cost of all required paper must be charged under Item. III. PAPER.

	<u>Format A</u>	<u>Format B</u>
	(1)	(2)
(a) Face only in black ink ..... per 100 leaves.....	\$ _____	\$ _____
(b) Face and back in black ink ..... per 100 leaves.....	\$ <u>XXX</u>	\$ _____

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

**II. BINDING:** The prices offered shall include the cost of all materials and operations necessary for binding in the style indicated. The cost of all required paper must be charged under Item. III. PAPER.

	<u>Format A</u> (1)	<u>Format B</u> (2)
(a) Stitching with one or two wire stitched as specified ..... per 100 books .....	\$ <u>XXX</u>	\$ _____
(c) Inserting colored slip sheets ..... per 100 leaves.....	\$ <u>XXX</u>	\$ _____
(d) Shrink-film wrapping (as specified) .... per 100 packages .....	\$ _____	\$ <u>XXX</u>

**III. 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 in the applicable "Format" group. 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:  
Cover and text - each page-size leaf.

	<u>Per 100 leaves</u>	
	<u>Format A</u>	<u>Format B</u>
a) White Offset Book 50-lbs. or White Writing 20-lbs. or White Xerographic 20-lbs. ....	\$ _____	\$ _____
(b) Colored Writing 20-lbs. or Colored Xerographic 20-lbs. ....	\$ <u>XXX</u>	\$ _____
(c) White Vellum-Finish Cover 50-lbs.. ....	\$ <u>XXX</u>	\$ _____

**IV. PACKING, SEALING AND DISTRIBUTION:** Prices must be all-inclusive, as applicable, and must include the cost of printing envelopes, generating and affixing mailing and address labels, inserting into envelopes, all necessary wrapping and packing materials, labeling or marking, mail sorting and delivery to the Post Office, in accordance with these specifications.

Bulk Delivers (other than by mail):

(Packing and sealing shipping containers (up to  
approximately 45 lbs. capacity).....each container.....\$ \_\_\_\_\_

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

**V. PREMIUM PAYMENTS:** Premium Payments, when authorized, will apply to all items except item III. "PAPER".

(a) Percentage increase ..... %

**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.....

**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)

\_\_\_\_\_  
(Email Address)

My production facilities are located within the assumed area of production \_\_\_\_\_ yes \_\_\_\_\_ no