

Program:	877-S R-1								
Term:	DATE OF AWARD to FEBRUARY 29, 2016								
Title:	SHORT-RUN, FAST TURNAROUND, BLACK/COLOR DUPLICATING/COPYING								
			FEDEX OFFICE AND PRINT SERVICES INC.		GRAPHIC VISIONS		GRAY GRAPHICS		
			DALLAS, TX		GAITHERSBURG, MD		CAPITOL HEIGHTS, MD		
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
(m)	Mounting Posters- Format A (8-1/2 x 11")								
(1)	Make-ready and /or set-up.....per run	2	No Charge	\$0.00	\$35.00	\$70.00	\$150.00	\$300.00	
(2)	Running.....per 100 copies	2	\$469.70	\$939.40	\$400.00	\$800.00	\$800.00	\$1,600.00	
(n)	Mounting Posters- Format B (18 x 24")								
(1)	Make-ready and /or set-up.....per run	2	No Charge	\$0.00	\$35.00	\$70.00	\$200.00	\$400.00	
(2)	Running.....per 100 copies	2	\$495.00	\$990.00	\$700.00	\$1,400.00	\$1,300.00	\$2,600.00	
(o)	Mounting Posters - Format C (18 x 24')								
(1)	Make-ready and /or set-up.....per run	2	No Charge	\$0.00	\$35.00	\$70.00	\$300.00	\$600.00	
(2)	Running.....per 100 copies	2	\$1,328.80	\$2,657.60	\$900.00	\$1,800.00	\$1,800.00	\$3,600.00	
(p)	Shrink-film wrapping.....per package	210	\$0.495	\$103.95	\$0.50	\$105.00	\$0.25	\$52.50	
IV.	PAPER:								
1.	Text/ Folded forms-								
(a)	White Offset Book (50-lb.) or Plain Copier, Xerographic(20 lb.).....per 100 leaves	White	552	No Charge	\$0.00	\$0.80	\$441.60	\$0.60	\$331.20
(b)	White High Quality Xerographic, Printer (20-lb.).....per 100 leaves	Laser	411	\$5.40	\$2,219.40	\$1.20	\$493.20	\$0.80	\$328.80
(c)	Colored Writing (20-lb.).....per 100 leaves		60	\$5.40	\$324.00	\$1.00	\$60.00	\$1.10	\$66.00
(d)	White Matte Coated Offset Book (80-lb.).....per 100 leaves		180	\$11.00	\$1,980.00	\$1.40	\$252.00	\$1.60	\$288.00
(e)	White Litho (Gloss) Coated Book (70-lb.).....per 100 leaves		75	\$11.00	\$825.00	\$1.30	\$97.50	\$1.50	\$112.50
2.	Covers-								
(a)	White Index (110-lb.).....per 100 leaves		15	\$10.53	\$157.95	\$3.40	\$51.00	\$3.50	\$52.50
(b)	Colored Index (110-lb.).....per 100 leaves		4	\$10.53	\$42.12	\$3.80	\$15.20	\$6.00	\$24.00
(c)	White Matte Coated Offset Book (80-lb.).....per 100 leaves		10	\$10.53	\$105.30	\$3.00	\$30.00	\$6.00	\$60.00
(d)	White No.1 (Gloss) Coated Cover (80-lb.).....per 100 leaves		2	\$10.53	\$21.06	\$4.60	\$9.20	\$5.00	\$10.00
(e)	Clear mylar or vinyl.....per 100 leaves		2	\$33.00	\$66.00	\$60.00	\$120.00	\$30.00	\$60.00
3.	Easel-back Posters								
(a)	White No.1 (Gloss) Coated Cover (80-lb.).....per 100 leaves								
(1)	Posters - Format A (8-1/2 x 11")		2	\$210.60	\$421.20	\$30.00	\$60.00	\$5.00	\$10.00
(2)	Posters - Format B (11 x 17")		2	\$3,918.70	\$7,837.40	\$60.00	\$120.00	\$10.00	\$20.00
(3)	Posters - Format C (18 x 24")		2	\$5,878.00	\$11,756.00	\$118.00	\$236.00	\$20.00	\$40.00
(b)	White Foamcore (3/16")								
(1)	Posters - Format A (8-1/2 x 11")		2	No Charge	\$0.00	\$650.00	\$1,300.00	\$100.00	\$200.00
(2)	Posters - Format B (11 x 17")		2	No Charge	\$0.00	\$1,500.00	\$3,000.00	\$200.00	\$400.00
(3)	Posters - Format C (18 x 24")		2	No Charge	\$0.00	\$3,000.00	\$6,000.00	\$400.00	\$800.00
	CONTRACTOR TOTALS				\$53,723.38		\$46,858.00		\$42,400.50
	DISCOUNT			0.00%	\$0.00	2.00%	\$937.16	2.00%	\$848.01
	DISCOUNTED TOTALS				\$53,723.38		\$45,920.84		\$41,552.49

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Short-Run, Fast Turnaround, Black/Color Duplicating/Copying

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

Department of Interior
Bureau of Land Management (BLM)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **February 29, 2016**, 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 **March 16, 2015**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-831, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to The GPO Bookstore at 710 North Capitol Street, NW, Washington, DC between the hours of 8:00 am and 4:00 pm on business days and follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is needed, call 202-512-0526.

PLEASE NOTE: These specifications have been revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature call **David Love** (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. 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 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.

DUPLICATING/COPYING DEFINITION: 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 electrostatic, thermal, or other copying processes.

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	Camera copy/Electronic media

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to February 29, 2016, 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 November 30, 2014, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives at the Government Printing Office (GPO), Washington, DC, immediately after 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 Date of Award through February 29, 2016, 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.

NONDISCLOSURE OF INFORMATION: Materials furnished to the contractor is for the sole use of authorized contractor personnel on a need to access basis for the performance of this contract. Release of the material to anyone not authorized by the Government is prohibited.

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the products ordered under these specifications from falling into unauthorized hands. Unless otherwise stated herein, all extra copies, materials, waste, etc., must be destroyed.

AGENCY VERIFICATION OF BILLING: Upon completion of a print order, an itemized statement for billing with all shipping receipts must be submitted, for examination and certification purposes only to whomever issued the Print Order:

Bureau of Land Management, National Operations Center, Denver Federal Center, Building 50, Entrance S-2, Mailroom, Denver, CO 80225-0047 Attn: Susan Pfaff (303-236-6472) (spfaff@blm.gov)

OR

Bureau of Land Management, 20 M Street, SE, Suite 2134LM, Washington, D.C. 20003 Attn: Marcelia Bradley (202-912-7055) (m1bradley@blm.gov)

The GPO Contracting Officer shall make conditional acceptance at the time of completion of distribution. Conditional acceptance shall in no way affect any rights or remedies of the Government, provided by law or provision of this contract, with respect to defective or nonconforming supplies or services.

Acceptance of all invoice items shall be made in writing, by the ordering agency within 10 calendar days of receipt. For the purpose of the Government eligibility for any discount for prompt payment, the time at which conditional acceptance occurs (i.e., the completion of distribution) shall constitute delivery of the supplies/services to the Government. Similarly, for the purpose of any interest that may become due to the contractor for late payments, conditional acceptance shall be construed to be acceptance. The Bureau of Land Management will return a signed copy of the invoice and an accompanying print order to submit with contractor's billing invoice.

PAYMENTS ON PRINT ORDERS: After completing the required agency verification, billing invoices must be submitted by Fax or mail to the U.S. GPO for the processing of vouchers for payment. Billing and payment instructions can be accessed on our website by the following hyperlinks:

<http://www.gpo.gov/vendors/billing.htm> and <http://www.gpo.gov/vendors/payment.htm>

If faxed, send the completed invoice to GPO utilizing the payment processing cover sheet. Access the following hyperlink for preparation instructions: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

NOTE: Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes **MUST** be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

NOTE: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the fast turnaround of black and color duplicating/copying (in the exact order received) of cut sheet forms and self- and separate-covered books, pamphlets and manuals requiring such operations as digital services, duplicating/copying in black and full color, mounting onto foamcore, binding, packing and distribution.

NOTE: During the term of the contract, contractor personnel must be made available at the contractor's plant to consult with the Agency personnel regarding concerns with specific print orders. Additionally, due to the short turn-around required by the schedule in the specifications, the agency may review proofs with and pick up the order(s) directly from the contractor's facility.

TITLE: Short-Run, Fast Turnaround, Black/Color Duplicating/Copying.

NUMBER OF ORDERS: Approximately 1 to 3 orders per month.

Multiple orders may be placed on the same day with the same schedule.

QUANTITY: Approximately 10 to 500 copies per order.

NUMBER OF PAGES:

The majority of orders placed will be 1 page up to 100 pages. An occasional order may be up to 400 pages.

TRIM SIZES:

Text and Covers: 8-1/2 x 11" with bleeds included

Folded forms Flat: 17 x 11"; Folded to: 8-1/2 x 11", 8-1/2 x 5-1/2", or 8-1/2 x 3-5/8"

Flat: 8-1/2 x 11"; Folded to: 8-1/2 x 5-1/2", or 8-1/2 x 3-5/8"

NOTE:

All sizes must include bleeds, if required

An occasional order may require the contractor to trim to a smaller size as specified on the print order.

Mounted Easel-back Posters Format A: 8-1/2 x 11" with bleeds

Format B: 11 x 17" with bleeds

Format C: 18 x 24" with bleeds

GOVERNMENT TO FURNISH:

Approximately 70% of orders will be supplied electronically, primarily as PDF documents. The balance of orders will be supplied as camera copy consisting of typewritten manuscript and reprint copy to be reproduced same size or at various focuses.

Electronic Media will be furnished as follows:

Platform: Macintosh or Windows 7 operating system

Storage Media: CD-R/RW; DVD-R/RW; E-Mail; FTP

Software: Adobe Acrobat OR MS Word*, Adobe Illustrator, Adobe PageMaker, Adobe Photoshop, Adobe InDesign or QuarkXPress.

Files using Adobe or QuarkXPress software will be created in current versions or near current versions of the above mentioned programs.

Note: All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.

Fonts: All screen and printer fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its contractors and may be used only for the purpose of producing material under this contract. Any use other than the contract is in violation of copyright laws. All fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information supplied

Preprinted materials may be supplied to be inserted with products

A visual of all pages may be furnished.

GPO Form 952 - Desktop Publishing - Disk Information

GPO Form 905 - Reproduction proof, (R.6/03) with labeling and marking specifications

When Government furnished material is supplied in digital format utilizing MS Word, MS PowerPoint & MS Publisher fonts may or may not be included. Contractor is to match fonts from the furnished sample. Contractor is required to format and layout (place in page sequence) for final output (printer's spreads) for the imaging device being utilized.

* Special Software Considerations

(a) Office Graphics files (e.g., files from Presentations, Word Processing, or other non-publishing applications) may be furnished for this procurement. Additional system work may be required to produce acceptable output as per specifications. The contractor will format, layout and page digital files to final trim size and pagination for final output for the imaging device being utilized.

(b) The contractor will not receive additional compensation or time for common errors associated with the output of Office Graphics files. Common errors include, but are not limited to:

- (1) Color issues and shifts (RGB color data, no spot colors, loss of black plate),
- (2) Page integrity (text reflow), (missing prepress features (e.g., bleeds, trim marks), or
- (3) Loss of text characters from graphic elements.

(c) If supplied by the Government, a visual will be considered the standard for output. The contractor must ensure that the page integrity (e.g., reflow) of the final output matches the furnished visual. Unless otherwise specified, (1) the vendor MUST output from supplied files and (2) shooting, scanning or otherwise using the supplied visual as reproduction copy is unacceptable. Vendors should match final output to any supplied color visual.

Color should match as closely as possible given differences between inks, tones, and dyes. If no color visual is supplied, psychological reference colors (e.g., green grass, blue sky) will be used as the color standard.

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

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

Contractor may be required to disassemble furnished material prior to reproducing. After reproduction, material must be reassembled in the same sequence as received.

ELECTRONIC PREFLIGHT/PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to look for missing or damaged files or fonts, damaged discs, missing bleeds, improper trim size and color definition 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 IMMEDIATELY and prior to production.

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/dpi.

It is anticipated the agency may require file manipulation and artwork clean-up (e.g., placing/replacing logos, images/graphics and text (including reflow) not included in the original file), print preparation (e.g., changing bleeds, cut marks or borders to the original file), and creating PDF files. Additionally, the agency may require a consultation with the contractor prior to production of an order.

When required by the Government, the contractor shall make revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Contractor must output all electronic files at a minimum of 300 dpi, unless otherwise specified.

PROOFS: When required, one (1) or two (2) copies of the product prior to production. Proofs may be either hard copy or a PDF soft proof, as requested.

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."

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.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in their opinion, materially differs from that of the color sample(s) specified.

All cover paper must have the grain parallel to the spine.

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

Text /Folded Forms –

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

Or at Contractor's option, White Plain Copier, Xerographic (Archival Quality), basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-60.

White High Quality Xerographic, Laser Printer, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-61
Exception: minimum 96% brightness. **Note: This paper is to be used for all Color Copies**

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

White Matte Coated Offset Book, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180

Covers –

White or Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

White Matte Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L50.

White No.1 Coated Cover, Gloss Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L11.

Clear Mylar or vinyl, approximately 10 mil

Easel-back Posters –

White No.1 Coated Cover, Gloss Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L11.

Mounting Board – White Foamcore, 3/16” thick

Easel-back Wings – White Railroad Board, 48 pt. thickness, equal to JCP Q20

DUPLICATING/COPYING: Contractor must produce exact duplicate(s) of the copy furnished, exactly the way it was furnished to them, **unless otherwise indicated on the print order**. At a minimum, duplicated pages must maintain the quality of the furnished original.

NOTE: 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 electrostatic, thermal, or other copying processes.

Text / Folded forms / Covers: Copy is to be reproduced either face only or face and back; printing in either black or full color as indicated on the print order.

Easel-back Posters: Copy is to be reproduced face only; printing in either black or full color as indicated on the print order.

MARGINS: Maintain margins on furnished copy unless indicated otherwise.

BINDING: It is anticipated at this time that the following binding styles will be required:

When ordered --

- Gather in sequence and trim four sides
- Wire stitch in upper left corner and trim four sides
- Side-wire stitch in two places and trim four sides
- Saddle-wire stitch in two places, and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. When required, stitch separate cover with text.
- Punch suitably for GBC (or equal) plastic comb binding. Bind with black or white plastic combs of suitable capacity. (Majority of orders placed will be for black plastic combs.)
- Punch suitably and insert black plastic spiral coil binding of suitable capacity.
- Perfect-bind text and wraparound cover; trim three sides. Score covers on fold.
- Folded Forms: Up to three folds (two parallel folds and one right angle fold) may be required on a single order.
- When specified, drill three holes 1/4” or 3/8” in diameter as specified, centered on the left 11” side, 4-1/4” center to center. Center of holes to be 3/8” from left edge of product.
- Insert slip sheets between sets.

NOTE: The agency may furnish preprinted materials (such as text pages, cover pages, fold-ins and/or tab dividers) or require folded forms to be inserted throughout and bound with reproduced text.

- After printing, laminate the entire surface of each leaf (face and back) with polyesters (such as polyethylene terephthalate), polypropylene, vinyl, or cellulose acetate, having a thickness in the range of 0.0005" to 0.0010". The laminated product must have no distortion of the printed matter and must remain clear and legible. Lamination shall trim flush, unless otherwise specified.
- After printing, mount posters onto 3/16" white Foamcore mounting board with a white, collapsible, double easel-back, self-locking wing. The easel-back must be sturdy and strong enough to support the weight of the poster, but not exceed the width and length of the poster
- Shrink-film wrap in quantities as specified.

PACKING: Pack in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged during shipment.

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

DISTRIBUTION: Deliver f.o.b. destination to: Department of the Interior, Bureau of Land Management, 20 M Street, SE, Suite 2134LM, Washington, DC 20003. Attn: Marcelia Bradley (202-912-7055). **Inside delivery is required.**

On approximately 10% of all orders placed, the contractor may be required to ship f.o.b. contractor's city. (When required, the Government will discuss with contractor shipping options. Contractor may be required to ship via small package carrier and will be reimbursed for all shipping costs by submitting all proper shipping receipts with the invoice for billing.)

Upon completion of each order, all Government furnished material must be returned to: Department of the Interior, Bureau of Land Management, 20 M Street, SE, Suite 2134LM, Washington, DC 20003.

Note: All expenses incidental to picking up and returning materials, submitting proof 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 must be picked up from and returned to: Department of the Interior, Bureau of Land Management, 20 M Street, SE, Suite 2134LM, Washington, DC 20003. Attn: Marcelia Bradley (202-912-7055) unless otherwise specified.

No definite schedule for pickup of material can be predetermined at this time.

The following schedule begins upon notification of the availability of each individual print order and furnished material:

Contractor must complete and deliver within twenty-four (24) hours, up to six (6) workdays, as specified on the print order.

NOTE: It is anticipated most of the 24 hour jobs would be sent electronically and require an electronic proof. Although no specific jobs can be determined, it is anticipated only rare orders would require this and would be jobs that could be performed under such constraints (i.e. no perfect binding requirement, etc).

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than two (2) hours to two (2) workdays from their receipt at the Department of Interior (BLM) to their receipt in contractor's plant. NOTE: The time needed by the Government to review proofs is dependent upon the delivery date. The proof time will be specified on the print order. At the Government's option, proofs may be reviewed at the contractor's facility.

All proof and transit time is included in the above stated schedule.

The ship/deliver date/time indicated on the print order is the date products ordered for delivery f.o.b. destination MUST be received at the destination(s) specified. Deliveries received after the date and time indicated will be considered late.

Products ordered ship f.o.b. contractor's city must be picked up by small package carrier or as otherwise specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, and labels 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 requirements under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- | | | | | | | |
|-------------|-----|-------|------------|----|-----|-------|
| I. | (a) | 1 | IV. | 1. | (a) | 552 |
| | (b) | 2 | | | (b) | 411 |
| | (c) | 3 | | | (c) | 60 |
| II. | 1. | (a) | 60 | | (d) | 180 |
| | | (b) | 995 | | (e) | 75 |
| | | (c) | 169 | 2. | (a) | 15 |
| | | (d) | 85 | | (b) | 4 |
| | 2. | (a) | (1) 1 | | (c) | 10 |
| | | | (2) 1 | | (d) | 2 |
| | | | (3) 1 | | (e) | 2 |
| | | (b) | (1) 1 | 3. | (a) | (1) 2 |
| | | | (2) 1 | | | (2) 2 |
| | | | (3) 1 | | | (3) 2 |
| III. | (a) | 2 | | | (b) | (1) 2 |
| | (b) | 1 | | | | (2) 2 |
| | (c) | 1 | | | | (3) 2 |
| | (d) | 7 | | | | |
| | (e) | 1 | | | | |
| | (f) | 1 | | | | |
| | (g) | 9 | | | | |
| | (h) | 85 | | | | |
| | (i) | 600 | | | | |
| | (j) | 2 | | | | |
| | (k) | 1 | | | | |
| | (l) | (1) 2 | | | | |
| | | (2) 2 | | | | |
| | | (3) 2 | | | | |
| | (m) | (1) 2 | | | | |
| | | (2) 2 | | | | |
| | (n) | (1) 2 | | | | |
| | | (2) 2 | | | | |
| | (o) | (1) 2 | | | | |
| | | (2) 2 | | | | |
| | (p) | 210 | | | | |

THIS PAGE IS INTENTIONALLY LEFT BLANK

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all shipments and f.o.b. destination for all deliveries to BLM, Washington, DC.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or 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.

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

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.

A charge will be allowed for each 8-1/2 x 11” page (or up to 93.5 sq. in with any fractional remainder being counted as a whole unit) of a one-color product or 4-color process product, whether printed or blank.

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

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

I. DIGITAL SERVICES:

- (a) Converting electronic files to PDF per file \$ _____
- (b) Artwork clean-up/Print preparation (separate from basic preflight) per hour \$ _____
- (c) Design and Layout (System Timework)..... per hour \$ _____

Any charge made under line items I. (b) and (c) must be supported by a statement outlining in detail the operation(s) for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under line item I. (b) and (c).

The Contracting Officer reserves the right to alter or reject any charges for Digital Services that are determined to be either unwarranted or excessive in relation to the work actually performed.

II. DUPLICATING/COPYING: Prices offered must include the cost of all required makeready and/or setup media (including removing staples, paper clips, comb binding, etc. and reassembling binding in the same sequence and manner as received).

Binding of duplicated/copied leaves must be charged under Item III. “BINDING”

Per 100 Leaves

1. Text / Folded forms / Covers (per 8-1/2 x 11”)-

- (a) Leaves duplicated one side only in black..... per 100 leaves..... \$ _____
- (b) Leaves duplicated face and back in black..... per 100 leaves..... \$ _____
- (c) Leaves duplicated one side only in color per 100 leaves..... \$ _____
- (d) Leaves duplicated face and back in color per 100 leaves..... \$ _____

(Initials)

2. *Easel-back Posters* –

	<u>Formats</u>		
	<u>A</u>	<u>B</u>	<u>C</u>
	(1)	(2)	(3)
(a) Posters duplicated one side only in black Per 100 posters	\$ _____	\$ _____	\$ _____
(b) Posters duplicated one side only in color Per 100 posters	\$ _____	\$ _____	\$ _____

III. BINDING: The prices offered for binding leaves shall include the cost of all materials and operations necessary for binding in the style indicated. The cost of all duplicating/copying must be charged under Item II. "DUPLICATING/COPYING"

- (a) Gather in sequence and trim four sides per 100 sets..... \$ _____
- (b) Wire stitch in upper left corner (ULC) and trim four sides per 100 sets..... \$ _____
- (c) Side-stitching with two wires and trim four sides per 100 copies..... \$ _____
- (d) Saddle-stitch and trim three sides: per 100 copies..... \$ _____
- (e) Plastic comb binding (including punching) per 100 copies..... \$ _____
- (f) Plastic spiral coil binding. (including punching) per 100 copies..... \$ _____
- (g) Perfect-binding per 100 copies..... \$ _____
- (h) Folding:
Includes up to two parallel folds and one right angle fold per 100 forms..... \$ _____
- (i) Drilling per 100 leaves..... \$ _____

NOTE: When drilling publications with separate covers, each thickness of cover stock will be counted as three leaves.
- (j) Insert slip sheets between sets (includes paper) per 100 leaves..... \$ _____
- (k) Inserting furnished pre-printed materials OR
folded forms (See III (h)) per 100 leaves..... \$ _____
- (l) Laminating
 - 1. 8-1/2 x 11" leaves per 100 leaves..... \$ _____
 - 2. 11 x 17" leaves..... per 100 leaves..... \$ _____
 - 3. 18 x 24" leaves..... per 100 leaves..... \$ _____
- (m) Mounting Posters – Format A (8-1/2 x 11")
 - 1. Make-ready and/or set-up per run..... \$ _____
 - 2. Running..... per 100 copies..... \$ _____

(Initials)

(n) Mounting Posters – Format B (18 x 24”)

- 1. Make-ready and/or set-up per run..... \$ _____
- 2. Running..... per 100 copies..... \$ _____

(o) Mounting Posters – Format C (18 x 24”)

- 1. Make-ready and/or set-up per run..... \$ _____
- 2. Running..... per 100 copies..... \$ _____

NOTE: The prices offered for mounting in III (m), (n) and (o) shall include the cost of all materials and operations necessary for mounting; including costs of double easel back self-locking wings.

(p) Shrink-film wrapping per package..... \$ _____

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

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

- Text – One basic charge will be allowed for each 8-1/2 x 11” page size leaf
- Folded forms - One basic charge will be allowed for each 8-1/2 x 11” page size leaf
- Covers – – One basic charge will be allowed for each 8-1/2 x 11” page size leaf
- Posters – Each poster-size leaf
- Mounting Board – Each poster-size board

1. Text / Folded forms -- Per 100 Leaves

- (a) White Offset Book (50-lb.) or
 White Plain Copier, Xerographic (20-lb) \$ _____
- (b) White High Quality Xerographic, Laser Printer (28-lb.) \$ _____
- (c) Colored Writing (20-lb.) \$ _____
- (d) White Matte Coated Offset Book (80-lb.) \$ _____
- (e) White Litho (Gloss) Coated Book (70-lb.) \$ _____

2. Covers --

- (a) White Index (110-lb.) \$ _____
- (b) Colored Index (110-lb.) \$ _____
- (c) White Matte Coated Cover (80-lb.) \$ _____
- (d) White No.1 (Gloss) Coated Cover (80-lb.) \$ _____
- (e) Clear mylar or vinyl \$ _____

 (Initials)

3. <i>Easel-back Posters</i>	Per 1,000 leaves		
	<u>A</u>	<u>B</u>	<u>C</u>
	(1)	(2)	(3)
(a) White No.1 (Gloss)			
Coated cover (80-lb.)	\$ _____	\$ _____	\$ _____
(b) White Foamcore (3/16")	\$ _____	\$ _____	\$ _____

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)

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Short-Run, Fast Turnaround, Black/Color Duplicating/Copying

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

Department of Interior
Bureau of Land Management (BLM)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **February 29, 2016**, 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 **March 16, 2015**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-831, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to The GPO Bookstore at 710 North Capitol Street, NW, Washington, DC between the hours of 8:00 am and 4:00 pm on business days and follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is needed, call 202-512-0526.

PLEASE NOTE: These specifications have been revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature call **David Love** (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. 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 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.

DUPLICATING/COPYING DEFINITION: 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 electrostatic, thermal, or other copying processes.

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	Camera copy/Electronic media

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to February 29, 2016, 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 November 30, 2014, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives at the Government Printing Office (GPO), Washington, DC, immediately after 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 Date of Award through February 29, 2016, 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.

NONDISCLOSURE OF INFORMATION: Materials furnished to the contractor is for the sole use of authorized contractor personnel on a need to access basis for the performance of this contract. Release of the material to anyone not authorized by the Government is prohibited.

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the products ordered under these specifications from falling into unauthorized hands. Unless otherwise stated herein, all extra copies, materials, waste, etc., must be destroyed.

AGENCY VERIFICATION OF BILLING: Upon completion of a print order, an itemized statement for billing with all shipping receipts must be submitted, for examination and certification purposes only to whomever issued the Print Order:

Bureau of Land Management, National Operations Center, Denver Federal Center, Building 50, Entrance S-2, Mailroom, Denver, CO 80225-0047 Attn: Susan Pfaff (303-236-6472) (spfaff@blm.gov)

OR

Bureau of Land Management, 20 M Street, SE, Suite 2134LM, Washington, D.C. 20003 Attn: Marcelia Bradley (202-912-7055) (m1bradley@blm.gov)

The GPO Contracting Officer shall make conditional acceptance at the time of completion of distribution. Conditional acceptance shall in no way affect any rights or remedies of the Government, provided by law or provision of this contract, with respect to defective or nonconforming supplies or services.

Acceptance of all invoice items shall be made in writing, by the ordering agency within 10 calendar days of receipt. For the purpose of the Government eligibility for any discount for prompt payment, the time at which conditional acceptance occurs (i.e., the completion of distribution) shall constitute delivery of the supplies/services to the Government. Similarly, for the purpose of any interest that may become due to the contractor for late payments, conditional acceptance shall be construed to be acceptance. The Bureau of Land Management will return a signed copy of the invoice and an accompanying print order to submit with contractor's billing invoice.

PAYMENTS ON PRINT ORDERS: After completing the required agency verification, billing invoices must be submitted by Fax or mail to the U.S. GPO for the processing of vouchers for payment. Billing and payment instructions can be accessed on our website by the following hyperlinks:

<http://www.gpo.gov/vendors/billing.htm> and <http://www.gpo.gov/vendors/payment.htm>

If faxed, send the completed invoice to GPO utilizing the payment processing cover sheet. Access the following hyperlink for preparation instructions: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

NOTE: Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes **MUST** be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

NOTE: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the fast turnaround of black and color duplicating/copying (in the exact order received) of cut sheet forms and self- and separate-covered books, pamphlets and manuals requiring such operations as digital services, duplicating/copying in black and full color, mounting onto foamcore, binding, packing and distribution.

NOTE: During the term of the contract, contractor personnel must be made available at the contractor's plant to consult with the Agency personnel regarding concerns with specific print orders. Additionally, due to the short turn-around required by the schedule in the specifications, the agency may review proofs with and pick up the order(s) directly from the contractor's facility.

TITLE: Short-Run, Fast Turnaround, Black/Color Duplicating/Copying.

NUMBER OF ORDERS: Approximately 1 to 3 orders per month.

Multiple orders may be placed on the same day with the same schedule.

QUANTITY: Approximately 10 to 500 copies per order.

NUMBER OF PAGES:

The majority of orders placed will be 1 page up to 100 pages. An occasional order may be up to 400 pages.

TRIM SIZES:

Text and Covers: 8-1/2 x 11" with bleeds included

Folded forms Flat: 17 x 11"; Folded to: 8-1/2 x 11", 8-1/2 x 5-1/2", or 8-1/2 x 3-5/8"

Flat: 8-1/2 x 11"; Folded to: 8-1/2 x 5-1/2", or 8-1/2 x 3-5/8"

NOTE:

All sizes must include bleeds, if required

An occasional order may require the contractor to trim to a smaller size as specified on the print order.

Mounted Easel-back Posters Format A: 8-1/2 x 11" with bleeds

Format B: 11 x 17" with bleeds

Format C: 18 x 24" with bleeds

GOVERNMENT TO FURNISH:

Approximately 70% of orders will be supplied electronically, primarily as PDF documents. The balance of orders will be supplied as camera copy consisting of typewritten manuscript and reprint copy to be reproduced same size or at various focuses.

Electronic Media will be furnished as follows:

Platform: Macintosh or Windows 7 operating system

Storage Media: CD-R/RW; DVD-R/RW; E-Mail; FTP

Software: Adobe Acrobat OR MS Word*, Adobe Illustrator, Adobe PageMaker, Adobe Photoshop, Adobe InDesign or QuarkXPress.

Files using Adobe or QuarkXPress software will be created in current versions or near current versions of the above mentioned programs.

Note: All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.

Fonts: All screen and printer fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its contractors and may be used only for the purpose of producing material under this contract. Any use other than the contract is in violation of copyright laws. All fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information supplied

Preprinted materials may be supplied to be inserted with products

A visual of all pages may be furnished.

GPO Form 952 - Desktop Publishing - Disk Information

GPO Form 905 - Reproduction proof, (R.6/03) with labeling and marking specifications

When Government furnished material is supplied in digital format utilizing MS Word, MS PowerPoint & MS Publisher fonts may or may not be included. Contractor is to match fonts from the furnished sample. Contractor is required to format and layout (place in page sequence) for final output (printer's spreads) for the imaging device being utilized.

* Special Software Considerations

(a) Office Graphics files (e.g., files from Presentations, Word Processing, or other non-publishing applications) may be furnished for this procurement. Additional system work may be required to produce acceptable output as per specifications. The contractor will format, layout and page digital files to final trim size and pagination for final output for the imaging device being utilized.

(b) The contractor will not receive additional compensation or time for common errors associated with the output of Office Graphics files. Common errors include, but are not limited to:

- (1) Color issues and shifts (RGB color data, no spot colors, loss of black plate),
- (2) Page integrity (text reflow), (missing prepress features (e.g., bleeds, trim marks), or
- (3) Loss of text characters from graphic elements.

(c) If supplied by the Government, a visual will be considered the standard for output. The contractor must ensure that the page integrity (e.g., reflow) of the final output matches the furnished visual. Unless otherwise specified, (1) the vendor MUST output from supplied files and (2) shooting, scanning or otherwise using the supplied visual as reproduction copy is unacceptable. Vendors should match final output to any supplied color visual.

Color should match as closely as possible given differences between inks, tones, and dyes. If no color visual is supplied, psychological reference colors (e.g., green grass, blue sky) will be used as the color standard.

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

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

Contractor may be required to disassemble furnished material prior to reproducing. After reproduction, material must be reassembled in the same sequence as received.

ELECTRONIC PREFLIGHT/PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to look for missing or damaged files or fonts, damaged discs, missing bleeds, improper trim size and color definition 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 IMMEDIATELY and prior to production.

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/dpi.

It is anticipated the agency may require file manipulation and artwork clean-up (e.g., placing/replacing logos, images/graphics and text (including reflow) not included in the original file), print preparation (e.g., changing bleeds, cut marks or borders to the original file), and creating PDF files. Additionally, the agency may require a consultation with the contractor prior to production of an order.

When required by the Government, the contractor shall make revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Contractor must output all electronic files at a minimum of 300 dpi, unless otherwise specified.

PROOFS: When required, one (1) or two (2) copies of the product prior to production. Proofs may be either hard copy or a PDF soft proof, as requested.

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."

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.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in their opinion, materially differs from that of the color sample(s) specified.

All cover paper must have the grain parallel to the spine.

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

Text /Folded Forms –

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

Or at Contractor's option, White Plain Copier, Xerographic (Archival Quality), basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-60.

White High Quality Xerographic, Laser Printer, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-61
Exception: minimum 96% brightness. **Note: This paper is to be used for all Color Copies**

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

White Matte Coated Offset Book, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180

Covers –

White or Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

White Matte Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L50.

White No.1 Coated Cover, Gloss Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L11.

Clear Mylar or vinyl, approximately 10 mil

Easel-back Posters –

White No.1 Coated Cover, Gloss Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L11.

Mounting Board – White Foamcore, 3/16” thick

Easel-back Wings – White Railroad Board, 48 pt. thickness, equal to JCP Q20

DUPLICATING/COPYING: Contractor must produce exact duplicate(s) of the copy furnished, exactly the way it was furnished to them, **unless otherwise indicated on the print order**. At a minimum, duplicated pages must maintain the quality of the furnished original.

NOTE: 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 electrostatic, thermal, or other copying processes.

Text / Folded forms / Covers: Copy is to be reproduced either face only or face and back; printing in either black or full color as indicated on the print order.

Easel-back Posters: Copy is to be reproduced face only; printing in either black or full color as indicated on the print order.

MARGINS: Maintain margins on furnished copy unless indicated otherwise.

BINDING: It is anticipated at this time that the following binding styles will be required:

When ordered --

- Gather in sequence and trim four sides
- Wire stitch in upper left corner and trim four sides
- Side-wire stitch in two places and trim four sides
- Saddle-wire stitch in two places, and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. When required, stitch separate cover with text.
- Punch suitably for GBC (or equal) plastic comb binding. Bind with black or white plastic combs of suitable capacity. (Majority of orders placed will be for black plastic combs.)
- Punch suitably and insert black plastic spiral coil binding of suitable capacity.
- Perfect-bind text and wraparound cover; trim three sides. Score covers on fold.
- Folded Forms: Up to three folds (two parallel folds and one right angle fold) may be required on a single order.
- When specified, drill three holes 1/4” or 3/8” in diameter as specified, centered on the left 11” side, 4-1/4” center to center. Center of holes to be 3/8” from left edge of product.
- Insert slip sheets between sets.

NOTE: The agency may furnish preprinted materials (such as text pages, cover pages, fold-ins and/or tab dividers) or require folded forms to be inserted throughout and bound with reproduced text.

- After printing, laminate the entire surface of each leaf (face and back) with polyesters (such as polyethylene terephthalate), polypropylene, vinyl, or cellulose acetate, having a thickness in the range of 0.0005" to 0.0010". The laminated product must have no distortion of the printed matter and must remain clear and legible. Lamination shall trim flush, unless otherwise specified.
- After printing, mount posters onto 3/16" white Foamcore mounting board with a white, collapsible, double easel-back, self-locking wing. The easel-back must be sturdy and strong enough to support the weight of the poster, but not exceed the width and length of the poster
- Shrink-film wrap in quantities as specified.

PACKING: Pack in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged during shipment.

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

DISTRIBUTION: Deliver f.o.b. destination to: Department of the Interior, Bureau of Land Management, 20 M Street, SE, Suite 2134LM, Washington, DC 20003. Attn: Marcelia Bradley (202-912-7055). **Inside delivery is required.**

On approximately 10% of all orders placed, the contractor may be required to ship f.o.b. contractor's city. (When required, the Government will discuss with contractor shipping options. Contractor may be required to ship via small package carrier and will be reimbursed for all shipping costs by submitting all proper shipping receipts with the invoice for billing.)

Upon completion of each order, all Government furnished material must be returned to: Department of the Interior, Bureau of Land Management, 20 M Street, SE, Suite 2134LM, Washington, DC 20003.

Note: All expenses incidental to picking up and returning materials, submitting proof 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 must be picked up from and returned to: Department of the Interior, Bureau of Land Management, 20 M Street, SE, Suite 2134LM, Washington, DC 20003. Attn: Marcelia Bradley (202-912-7055) unless otherwise specified.

No definite schedule for pickup of material can be predetermined at this time.

The following schedule begins upon notification of the availability of each individual print order and furnished material:

Contractor must complete and deliver within twenty-four (24) hours, up to six (6) workdays, as specified on the print order.

NOTE: It is anticipated most of the 24 hour jobs would be sent electronically and require an electronic proof. Although no specific jobs can be determined, it is anticipated only rare orders would require this and would be jobs that could be performed under such constraints (i.e. no perfect binding requirement, etc).

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than two (2) hours to two (2) workdays from their receipt at the Department of Interior (BLM) to their receipt in contractor's plant. NOTE: The time needed by the Government to review proofs is dependent upon the delivery date. The proof time will be specified on the print order. At the Government's option, proofs may be reviewed at the contractor's facility.

All proof and transit time is included in the above stated schedule.

The ship/deliver date/time indicated on the print order is the date products ordered for delivery f.o.b. destination **MUST** be received at the destination(s) specified. Deliveries received after the date and time indicated will be considered late.

Products ordered ship f.o.b. contractor's city must be picked up by small package carrier or as otherwise specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, and labels 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 requirements under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- | | | | | | | |
|-------------|-----|-------|------------|----|-----|-------|
| I. | (a) | 1 | IV. | 1. | (a) | 552 |
| | (b) | 2 | | | (b) | 411 |
| | (c) | 3 | | | (c) | 60 |
| II. | 1. | (a) | 60 | | (d) | 180 |
| | | (b) | 995 | | (e) | 75 |
| | | (c) | 169 | 2. | (a) | 15 |
| | | (d) | 85 | | (b) | 4 |
| | 2. | (a) | (1) 1 | | (c) | 10 |
| | | | (2) 1 | | (d) | 2 |
| | | | (3) 1 | | (e) | 2 |
| | | (b) | (1) 1 | 3. | (a) | (1) 2 |
| | | | (2) 1 | | | (2) 2 |
| | | | (3) 1 | | | (3) 2 |
| III. | (a) | 2 | | | (b) | (1) 2 |
| | (b) | 1 | | | | (2) 2 |
| | (c) | 1 | | | | (3) 2 |
| | (d) | 7 | | | | |
| | (e) | 1 | | | | |
| | (f) | 1 | | | | |
| | (g) | 9 | | | | |
| | (h) | 85 | | | | |
| | (i) | 600 | | | | |
| | (j) | 2 | | | | |
| | (k) | 1 | | | | |
| | (l) | (1) 2 | | | | |
| | | (2) 2 | | | | |
| | | (3) 2 | | | | |
| | (m) | (1) 2 | | | | |
| | | (2) 2 | | | | |
| | (n) | (1) 2 | | | | |
| | | (2) 2 | | | | |
| | (o) | (1) 2 | | | | |
| | | (2) 2 | | | | |
| | (p) | 210 | | | | |

THIS PAGE IS INTENTIONALLY LEFT BLANK

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all shipments and f.o.b. destination for all deliveries to BLM, Washington, DC.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or 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.

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

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.

A charge will be allowed for each 8-1/2 x 11” page (or up to 93.5 sq. in with any fractional remainder being counted as a whole unit) of a one-color product or 4-color process product, whether printed or blank.

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

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

I. DIGITAL SERVICES:

- (a) Converting electronic files to PDF per file \$ _____
- (b) Artwork clean-up/Print preparation (separate from basic preflight) per hour \$ _____
- (c) Design and Layout (System Timework)..... per hour \$ _____

Any charge made under line items I. (b) and (c) must be supported by a statement outlining in detail the operation(s) for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under line item I. (b) and (c).

The Contracting Officer reserves the right to alter or reject any charges for Digital Services that are determined to be either unwarranted or excessive in relation to the work actually performed.

II. DUPLICATING/COPYING: Prices offered must include the cost of all required makeready and/or setup media (including removing staples, paper clips, comb binding, etc. and reassembling binding in the same sequence and manner as received).

Binding of duplicated/copied leaves must be charged under Item III. “BINDING”

Per 100 Leaves

1. Text / Folded forms / Covers (per 8-1/2 x 11”)-

- (a) Leaves duplicated one side only in black..... per 100 leaves..... \$ _____
- (b) Leaves duplicated face and back in black..... per 100 leaves..... \$ _____
- (c) Leaves duplicated one side only in color per 100 leaves..... \$ _____
- (d) Leaves duplicated face and back in color per 100 leaves..... \$ _____

(Initials)

2. *Easel-back Posters* –

	<u>Formats</u>		
	<u>A</u>	<u>B</u>	<u>C</u>
	(1)	(2)	(3)
(a) Posters duplicated one side only in black Per 100 posters	\$ _____	\$ _____	\$ _____
(b) Posters duplicated one side only in color Per 100 posters	\$ _____	\$ _____	\$ _____

III. BINDING: The prices offered for binding leaves shall include the cost of all materials and operations necessary for binding in the style indicated. The cost of all duplicating/copying must be charged under Item II. "DUPLICATING/COPYING"

- (a) Gather in sequence and trim four sides per 100 sets \$ _____
- (b) Wire stitch in upper left corner (ULC) and trim four sides per 100 sets \$ _____
- (c) Side-stitching with two wires and trim four sides per 100 copies \$ _____
- (d) Saddle-stitch and trim three sides: per 100 copies \$ _____
- (e) Plastic comb binding (including punching) per 100 copies \$ _____
- (f) Plastic spiral coil binding. (including punching) per 100 copies \$ _____
- (g) Perfect-binding per 100 copies \$ _____
- (h) Folding:
Includes up to two parallel folds and one right angle fold per 100 forms \$ _____
- (i) Drilling per 100 leaves \$ _____

NOTE: When drilling publications with separate covers, each thickness of cover stock will be counted as three leaves.
- (j) Insert slip sheets between sets (includes paper) per 100 leaves \$ _____
- (k) Inserting furnished pre-printed materials OR
folded forms (See III (h)) per 100 leaves \$ _____
- (l) Laminating
 - 1. 8-1/2 x 11" leaves per 100 leaves \$ _____
 - 2. 11 x 17" leaves per 100 leaves \$ _____
 - 3. 18 x 24" leaves per 100 leaves \$ _____
- (m) Mounting Posters – Format A (8-1/2 x 11")
 - 1. Make-ready and/or set-up per run \$ _____
 - 2. Running per 100 copies \$ _____

(Initials)

(n) Mounting Posters – Format B (18 x 24”)

- 1. Make-ready and/or set-up per run..... \$ _____
- 2. Running..... per 100 copies..... \$ _____

(o) Mounting Posters – Format C (18 x 24”)

- 1. Make-ready and/or set-up per run..... \$ _____
- 2. Running..... per 100 copies..... \$ _____

NOTE: The prices offered for mounting in III (m), (n) and (o) shall include the cost of all materials and operations necessary for mounting; including costs of double easel back self-locking wings.

(p) Shrink-film wrapping per package..... \$ _____

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

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

- Text – One basic charge will be allowed for each 8-1/2 x 11” page size leaf
- Folded forms - One basic charge will be allowed for each 8-1/2 x 11” page size leaf
- Covers – – One basic charge will be allowed for each 8-1/2 x 11” page size leaf
- Posters – Each poster-size leaf
- Mounting Board – Each poster-size board

1. Text / Folded forms -- Per 100 Leaves

- (a) White Offset Book (50-lb.) or
 White Plain Copier, Xerographic (20-lb) \$ _____
- (b) White High Quality Xerographic, Laser Printer (28-lb.) \$ _____
- (c) Colored Writing (20-lb.) \$ _____
- (d) White Matte Coated Offset Book (80-lb.) \$ _____
- (e) White Litho (Gloss) Coated Book (70-lb.) \$ _____

2. Covers --

- (a) White Index (110-lb.) \$ _____
- (b) Colored Index (110-lb.) \$ _____
- (c) White Matte Coated Cover (80-lb.) \$ _____
- (d) White No.1 (Gloss) Coated Cover (80-lb.) \$ _____
- (e) Clear mylar or vinyl \$ _____

 (Initials)

3. <i>Easel-back Posters</i>	Per 1,000 leaves		
	<u>A</u>	<u>B</u>	<u>C</u>
	(1)	(2)	(3)
(a) White No.1 (Gloss)			
Coated cover (80-lb.)	\$ _____	\$ _____	\$ _____
(b) White Foamcore (3/16")	\$ _____	\$ _____	\$ _____

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)