

Program 1073-S
Specifications by FB
Reviewed by TN

U.S. GOVERNMENT PUBLISHING OFFICE
Northwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Forest Service EIS and BLM Planning Documents

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

U.S. Forest Service
Pacific Northwest Research Station

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning November 1, 2025 and ending October 31, 2026, plus up to four 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 opened virtually at 1:00 P.M., Eastern Time (ET), on October 2, 2025 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following

- 1. Illegibility of bid.
- 2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- 3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
- 4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

BIDDERS, PLEASE NOTE: These specifications have been 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/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature, contact infonorthwest@gpo.gov and fbuchko@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is printing. Subcontracting will not be permitted. No subcontracting is allowed for any part of this contract.

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	Average type dimension in publication

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 November 1, 2025 through October 31, 2026, 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 July 31, 2025, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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 November 1, 2025 through October 31, 2026 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: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method 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.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Forest Service EIS and BLM Planning Documents
Program 1073-S (10/26)

Note: In addition, contractor is required to email delivery receipts and final invoice in PDF format to originator of each GPO Form 2511 print order. All documents should be in one PDF file. Originator's email address will be found at the bottom of each GPO Form 2511 print order. Subject line of the email will be the print order number.

CONTRACTOR MUST ITEMIZE INVOICES FOR PAYMENT TO MATCH THE SCHEDULE OF PRICES FORMAT.

FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity shipped and/or delivered, number of cartons and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. Original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of various binding style books, requiring such operations as printing, binding, packing, labeling, and delivery. Most orders will require a mix of process-color with black text.

TITLE: Forest Service EIS and BLM Planning Documents

FREQUENCY OF ORDERS: Approximately 14 orders per year.

Approximately 50% of the orders are loose leaf; approximately 25% of the orders are saddle stitched; approximately 25% of the orders are perfect bound.

QUANTITY: Loose-leaf publications will have an average of 7000 total copies per order; saddle stitch will have an average of 200 total copies per order; perfect bound will have an average of 200 total copies per order.

NUMBER OF PAGES:

Approximately 6 pages (one 17 x 11" sheet, folded with 8.5 x 11" insert) on loose leaf orders.

Approximately 100 pages on saddle stitch orders.

Approximately 300 pages on perfect bind orders.

TRIM SIZE:

Text and covers: 8-1/2" x 11"

An occasional order may have a sheet size up to and including 17" x 11".

Page Unit: One page unit equals 8-1/2" x 11" or 93.5" square inches. One page size will be allowed for each "page unit". The number of units in each will be determined by dividing its trim size expressed in square inches by 93.5 square inches, with any fractional remainder being counted as a whole unit.

GOVERNMENT TO FURNISH:

Software could include but not limited to: Photoshop, InDesign, Illustrator, PostScript and PDF files. Software will be in a variety of versions. Printer fonts will be provided. The contractor must have the current versions and upgrade as they become available.

At the option of the agency, electronic media will occasionally be sent via email or contractor's ftp site.

Print Orders (GPO Form 2511).

Excel files with mailing list will be furnished on some orders. Contractor will need to use the Excel file to print address either a label or directly on the publication. These orders may require both bulk shipments and mailing.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

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

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.

The contractor must be able to accept files electronically via their secure contractor-hosted site. Appropriate log-on instructions and protocol shall be provided by the contractor at time of award. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access.

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.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition.

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.

COMPUTER TIME WORK: Will consist of repairs not listed above required by the ordering agency on electronic files. Time work will be rounded to the closest 15 minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for the repairs.**

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

When required, upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

PROOFS: When indicated on print order the contractor must furnish the following proofing methods:

Emailed Proofs: Contractor to submit one “Press Quality” PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call agency to confirm receipt.

Content Proofs: One set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

When proofs are requested 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. 13” dated September 2019.

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

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

Forest Service EIS and BLM Planning Documents
Program 1073-S (10/26)

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

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

White Uncoated Text, basis weight: 70-80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Matte-Coated Text, basis weight: 70-80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

White Matte-Coated Cover, basis weight: 80-100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50.

PRINTING: At contractor's option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 175-line screen. Output must be at a minimum resolution of 2400 x 2400 dpi or 1200 x 1200 dpi x 8 bit plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

Final output must be wet ink, pigment-based. Dry ink/toner and inkjet printing is not acceptable. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

CPT (computer to plate) or (computer to press) technology is encouraged in the production of these publications. Text pages may print head to head or one side only in four color process. Covers may print one or two sides, including back-strip if required. No additional charge will be allowed for the printing of the back-strip. Most publications will have a mix of approximately 30% process color and 70% black.

Match ink colors as indicated on the print order.

MARGINS: Maintain margins as indicated on copy. Occasional orders may require bleeds.

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

Saddle Stitch: 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.

Loose Leaf: Gather and trim four sides. Loose leaf products may include one stitch in the upper left corner, or may include two staples on the left side. Loose leaf products may have no staples, and may require folding and tabbing for mail distribution. Approximately 6 pages (one 17 x 11" sheet, folded with 8.5 x 11" insert) on loose leaf orders.

Perfect Bind: Perfect-bind text and wraparound cover; trim three sides.

PACKING: Wrap with kraft paper in suitable units.

Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fulling packed.

Boxing: Boxes must be of new corrugated or solid fiberboard and contents are to be packed solidly with no voids.

Forest Service EIS and BLM Planning Documents
Program 1073-S (10/26)

Bulk Shipments:

Quantities over 5.4 kg (12 pounds), up to 10.8 kg (24 pounds), must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 12.2 kg (27 pounds)).

Quantities over 10.8 kg (24 pounds), up to 16.3 kg (36 pounds), must be packed in shipping containers (maximum gross weight 45 pounds)).

Mailed Shipments:

Single copies, excepting those sent to foreign destinations, must be mailed as self-mailers.

Insert single copies to foreign destinations and multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 5.4 kg (12 pounds), must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 6.3 kg (14 pounds)).

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

The Government agency may waive the above packing requirements on specific Print Orders.

LABELING AND MARKING: Use GPO Form 905 to mark all shipping containers.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Affix a label to each copy mailed as self-mailers. Printing addresses directly onto self-mailers is allowed.

Furnished proof label (GPO Form 892) must be filled in by the contractor and used on all proof packages. Proofs to be sent to the address indicated on the Print Order.

All inner packages must be labeled, not marked, with label entries in bold characters at least 5 mm (3/16") high.

Affix a label to the back of each copy mailed singly as self-mailers and to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles and containers.

Affix a label to each unit of mail packaged in envelopes, cushioned shipping bags, shipping bundles and containers.

DISTRIBUTION: Ship f.o.b. contractor's city.

Mail copies using provided distribution lists and ship remaining copies to warehouse.

Some orders require deliveries to multiple states. Some orders may require international deliveries. Shipments will be reimbursed by submitting shipping receipts with your invoice.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency and to compliance@gpo.gov. Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 1073S, PRINT ORDER XXXXX, and PURCHASE ORDER XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Forest Service EIS and BLM Planning Documents
Program 1073-S (10/26)

Upon completion of each order, all originals and/or negatives must be returned to ordering Department.

****Exception for reimbursement of District of Columbia shipments:**

The GPO Superintendent of Document copies are to be shipped f.o.b. destination:

The GPO Superintendent of Document copies **must be included on every order**. Most orders will require copies to be delivered to the Washington D.C. Metropolitan Area to a maximum of 3 destinations.

Contractor must confirm the item number with GPO Superintendent of Documents.

For each print order, send an email to IntentToPublish@gpo.gov for FDLP rider quantity and address.

Orders specifying that some or all copies be mailed will require the contractor to apply the appropriate postage to each mailing. The contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing and GPO Form 712 with the voucher for billing.

<http://postcalc.usps.com> U.S. Postal Service website to calculate shipping.

Mailing includes printing addresses or printing and affixing address labels and delivery to the Post Office. Printing addresses directly onto self-mailers is allowed.

The contractor must apply labels to specified copies and mail at the U.S. Postal Service using GPO Form 712 as a receipt. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 – Certificate of Conformance, supplied by GPO and the appropriate mailing statement(s), supplied by USPS.

A copy of mailing receipt for each mailing order placed by the USDA/FS is to be sent to the ordering agency in addition the Comptroller/USGPO.

The contractor must guarantee a full count of all deliveries to the U.S. Government Publishing Office. Shortages occurring in these or other consignments may be cause for requiring the contractor to make up shortages at no additional cost to the Government.

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

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal email address; and,

- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

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).

Successful bidder will be required to pick up all Government furnished materials, f.o.b. destination, at the ordering agency in any of the following states: California, Nevada, Washington, Oregon, Idaho, and Montana. It is anticipated that most orders will require pickup in Oregon. Pick-ups in the State of Alaska and Hawaii will be reimbursed by submitting pick-up receipts with your billing.

Contractor must make complete deliveries to all bulk destinations by the specified delivery date on the Print Order. Orders that require mailing must be shipped by the specified date on the Print Order.

The minimum delivery date will be four weeks (20 workdays). Some orders may allow up to eight weeks (40 workdays) for the delivery.

Proofs will be withheld not more than 2 workdays from receipt by the Government to receipt in contractor's plant.

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

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 12 months' work 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 the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

	(1)	(2)
I. (a)	490	980
(b)	15	1050
(c)	735	1470
(d) (1)	531	1491

II. (a)	174
(b)	2237
(c)	75

III. (a) (1)	135
(b) (1)	945

IV. (a)	2
(b) (1)	5
(2)	5
(c)	483

V. (a) (1)	6
(2)	91
(b) (1)	26023
(2)	2016
(3)	140

SECTION 4.- SCHEDULE OF PRICES

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), N/A, 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 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. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations necessary for the complete printing and binding of the products listed in accordance with these specifications.

	Makeready and/or Setup (1)	Running per 100 Copies (2)
(a) Saddle stitched: Printing in a single ink color, including binding. Cost per page unit, per side.	\$ _____	\$ _____
(b) Loose Leaf: Printing in a single ink color, including one stitch in the upper left corner, or two staples on the left side. Cost per each page unit, per side.	\$ _____	\$ _____
(c) Perfect Bound: Printing in a single ink color, including binding. Cost per each page unit, per side.	\$ _____	\$ _____
(d) Four Color Process: Printing text and covers in four color process; applicable to any of the listed binding styles:		
(1) Printing text or covers in four-color process; per page unit, per side.	\$ _____	\$ _____

 (Initials)

RETURN THIS PAGE TO bids@gpo.gov

- II. 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 quoted.

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

Text: Each page size sheet.

Covers: Two page size sheets will be allowed for each complete cover. Prices quoted must include the cost of paper for backstrip when required.

Page Unit: One page size sheet will be allowed for each "page unit". The number of units in each will be determined by dividing its trim size expressed in square inches by 93.5 square inches, with any fractional remainder being counted as a whole unit.

- (a) White Uncoated Text (70-80 lb.)
(b) White Matte-Coated Text (70-80 lb.)
(c) White Matte-Coated Cover (80-100 lb.)

Per 100 leaves

\$ _____
\$ _____
\$ _____

- III. PROOFS:** Produce proofs as indicated on the Print Order, various proofing methods will be required. The prices offered shall include the cost of all required materials and operations necessary for the complete proofing as listed in accordance with these specifications. One page unit equals 8-1/2 x 11" or 93.5 square inches.

(a) Emailed Proof

- (1) Grayscale or color, per page unit \$ _____

(b) Content Proof

- (1) Digital color content proofs, per page unit \$ _____

- IV. ADDITIONAL MATERIALS AND SERVICES:** Cost must be all-inclusive for the materials and services necessary in accordance with these specifications.

- (a) Computer time work per hour, rounded to the nearest 15 minutes. \$ _____

(b) Boxing or kraft wrapping, including chipboard.

Cost per 100 copies.

- (1) Boxing per 100 copies. \$ _____

- (2) Kraft Wrapping per 100 copies. \$ _____

(c) Folding copies for mailing to 8.5" x 5.5" with the mailer side out.

Cost per 100 copies. \$ _____

(Initials)

Forest Service EIS and BLM Planning Documents
Program 1073-S (10/26)

V. PACKING AND SEALING FOR DISTRIBUTION: All prices quoted must be all inclusive, and must include the cost of envelopes, cushioned shipping bags, shipping containers, all necessary wrapping, tabbing, inserting into envelopes or shipping bags, packing materials, and labeling or marking in accordance with these specifications.

(a) Bulk shipments other than by mail:

(1) Wrapping and tying shipping bundles, per bundle. \$ _____

(2) Packing and sealing shipping containers up to approximately 45 lbs. capacity, per container. \$ _____

(b) Mailing includes printing addresses or printing and affixing address labels and delivery to the Post Office:

(1) Labels on single copy self-mailers, each label. \$ _____

(2) Single copy to foreign destination or multiple copies up to 200 leaves, in envelope. Per envelope. \$ _____

(3) Single or multiple copies in cushioned shipping bags or wrapped in shipping bundles; over 200 leaves up to 12 lbs. with a maximum gross weight of 14 lbs. Each bag or bundle. \$ _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

(Initials)

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SHIPMENT(S): Shipments will be made from: City _____, State _____.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

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