

U.S. GOVERNMENT PUBLISHING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Loose-leaf and Binder Sets

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

Department of the Interior
Bureau of Land Management NIFC
Boise, Idaho

Single Award

The term of this contract is for the period
beginning January 1, 2019, and ending December 31, 2019

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Seattle time, on December 20, 2018.

CONTRACT TERM: The term of this contract is for one year (the base year) and four option years. Special attention is directed to the following clauses in this contract: "Economic Price Adjustment," "Limitation of Performance and Contractor Obligations," and "Notification."

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 4735 E. Marginal Way South; Suite 1111; Seattle; Washington; 98134. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the Seattle GPO, Fax No. (206) 764-3301. The Program Number (Program 1095-S) 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 January 2018. Hand delivered bids are to be taken to: U.S. Government Publishing Office; 4735 E. Marginal Way South; Suite 1111; Seattle; Washington; 98134, between the hours of 8:00 a.m. and 2:00 p.m., prevailing Pacific time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (206) 764-3726.

NOTE: BIDS RECEIVED AT 2:00 P.M. AND AFTER ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

For information of a technical nature, contact Felicia Buchko at 206-764-3726 or (infoseattle@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 8-02)).

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

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

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level III.
- (c) Exceptions: Quality Level III on multiple-ink color pages and halftone printing.

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	Government Furnished Material or average type dimension in publication.
P-8. Halftone Match	Government Furnished Material
P-9. Solid and Screen Tint Color Match	Pantone Matching System

SUBCONTRACTING: The predominant production function is press work.

PREAWARD TEST: The contractor being considered for award shall be required to complete the following preaward test, unless waived by the Contracting Officer. The Government may waive the requirement for a preaward test where supplies identical or similar to those called for have been previously furnished by the contractor and have been accepted by the Government.

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1. The prospective contractor who is in line for award must submit two binders for review prior to award for evaluation and to set standard for any orders requiring binders.
- 2.. This test must be delivered before the close of business on the 2nd day beginning the day after the furnished test material is made available to the agency.
3. Disapproval of Preaward Test: At the option of the Government and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.
4. Approval of Preaward Test: Approval will be based upon fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications or failure to complete delivery within the time specified may result in declaring the contractor nonresponsible.

No charges will be allowed for costs incurred in the performance of the preaward test.

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 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.

NOTIFICATION: The contractor will be notified of availability or nonavailability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

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 January 1, 2019 through December 31, 2019 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.

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.

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For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from January 1, 2019 through December 31, 2019, 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, 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.

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.

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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.

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.

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>.

FACSIMILE BIDS: Facsimile bids are permitted.

(a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

(b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

(c) Facsimile bids that fail to furnish required representations or information or that reject any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.

(d) Facsimile bids must contain the required signatures.

(e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.

(f) Submit facsimile bid to FAX No. (206)764-3301, one bid per facsimile.

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(g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

- (1) Receipt of garbled or incomplete bid.
- (2) Availability or condition of the receiving facsimile equipment.
- (3) Incompatibility between the sending and receiving equipment.
- (4) Delay in transmission or receipt of bid.
- (5) Failure of the bidder to properly identify the bid.
- (6) Illegibility of bid.
- (7) Security of bid data.

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SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of binders with inserts, text pages, and dividers requiring such operations as composition, printing/copying, die-cutting, binding, packing, and delivery.

TITLE: Loose-leaf and Binder Sets

FREQUENCY OF ORDERS: Approximately 25 orders per year.

QUANTITY: Approximately 50 to 200 sets per order. An average of 100 sets per order.

NUMBER OF PAGES: Approximately 224 pages per set.

Orders may include 3-ring binders, tabbed dividers, and text pages; or text pages and tabbed dividers only.

Three-ring binders with page lifters and cover inserts.
Approximately 10 tabbed dividers per set on all orders.

TRIM SIZES: Binders; slant "D" ring; 3 ring element with a 1 to 4 inch capacity.
Binder cover inserts have a suitable width to fit binder face and back pockets, with a height of 11".
Binder spine insert to have a suitable width to fit binder spine pockets, with a height of 11".
Text; 8-1/2 x 11".
Tabbed dividers; 8-1/2 x 11" + 1/2" tab = 9 x 11".

GOVERNMENT TO FURNISH: Electronic media both IBM and/or Macintosh compatible. Native files could include but are not limited to: Photoshop, InDesign, MSWord. Software will be in a variety of version. Printer fonts will be provided on the file. The contractor must have the current versions and upgrade as they become available.

Camera copy consisting of line art, photographs, including reprint samples, to be reproduced at various focuses.

Manuscript copy.

Assembly sheets.

Print Orders.

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.

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 will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility. This web site must allow the agency to post Government furnished material and print proofs from the site when required. The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials and proofs from their secure website.

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Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from 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 is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

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.

COMPUTER TIMEWORK: Will consist of minor repairs and/or corrections required by the ordering agency on electronic camera copy. Timework will be rounded up to closest 15-minute increments. Prior to work, the contractor will be required to inform the agency of the approximate time required for repairs or corrections.

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

COMPOSITION: Small amounts of composition required with a minimum of 1200 DPI.

Orders may require the setting of a few lines of type for the tabs of tabbed dividers in a same, or similar, typeface. Some orders may require small amounts of typesetting on text or cover pages.

The entirety of composition must be identical throughout the products ordered under these specifications.

The successful bidder must provide the ordering agency with specimens or a complete list of typefaces and sizes which are available for use under this contract.

PROOFS: None required. The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

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.

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

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

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

Binders: Black vinyl covering and clear vinyl pockets over No. 1 quality binder's board, 0.100" thick, plus or minus 0.0025".

Binder Inserts

(covers and spines): White or Colored Vellum Finish Cover, basis size 20 x 26", basis weight 65lbs. per 500 sheets, equal to JCP Code L20.

Text: White Offset Book, basis size 25 x 38", basis weight 60lbs. per 500 sheets, equal to JCP Code A60.

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

Tabbed dividers: White Index, basis size 25-1/2 x 30-1/2", basis weight 110lbs. per 500 sheets, equal to JCP Code K10.

FILMS: Film production is not required. Black and white photographs are to be reproduced as finished halftones. All halftones are to be 133-line screen or finer.

PRINTING: Binders; no printing.

Binder cover sets will consist of a front cover leaf, suitable spine leaf and back cover leaf which will print face only in a single ink color. Some of the orders will include surface tinting which will bleed all sides. A Pantone Number will be indicated on the Print Order when a colored ink is required. Most cover sets will print cover one face only and the spine cover face only.

Text; print face only and/or face and back in black.

Tabbed dividers; print face only and/or face and back in black ink on tab with no body copy.

Assembly sheets will be provided for printing and collating.

MARGINS: Margins will be as indicated on the print order or furnished copy. Usually adequate gripper, except orders that require surface tinting on covers/spines.

BINDING: Sets are to be collated with text pages and tabbed dividers as required.

Text and tabbed dividers: Drill three 3/8" diameter holes centered on the 11" side, 4-1/4" center to center. Center of holes to be 3/8" from left edge of product. Holes must not interfere with copy.

Covers sets will not drill.

When required insert text and tabbed dividers onto the rings, in each binder and cover inserts into binder pockets.

CONSTRUCTION:

Binders: Vinyl covering and clear vinyl pockets shall be electronically/dielectrically heat sealed over No. 1 quality binders board, 0.100" thick, plus or minus 0.0025" forming securely sealed edges all around the binder and on each side of the backbone, as hinges. Binders boards to have smooth edges, and the outer corners round cornered. Grain of boards must be parallel to the short dimension. The concealed backbone to be securely riveted to the metal loose-leaf element with no free play, by not less than two metal rivets. Extruded clear vinyl pocket closures at the outside edge of front and back covers plus backbone.

Metal loose-leaf Element – Standard base element with three slant "D" shaped rings of from 1 to 4 inch capacity, spaced 4-1/4-inch center to center equipped with opening and closing levers at each end. Metal element must be of standard weight and thickness and machine finished, no rough edges; opening/closing levers must not extend beyond the edge of the binder and must have a firm action, no free-play. All exposed parts shall be nickel plated and corrosion resistant. The two exposed rivet heads on the backbone to be black. Rings must close together and must not cross.

Each binder to be equipped with two full length plastic sheet lifters. All corners rounded.

Tabbed Dividers: Reinforcement at bind edge: Clear Mylar, at least 9/16" wide, along the full length of the bind on one side of the sheet. The material must adhere firmly to the paper and stay secured through normal usage. Holes must be within area of reinforcement.

Reinforcement at tabs: Reinforce both sides of tab with clear Mylar or acetate, at least 3/4" wide. The material must be fused solid to the tabs and remain secured during normal usage.

Contractor's option: Tab's may be dip coated or laminated. Binding edge may be dip coated, laminated, or the fold-over type.

Die-cutting: Tabbed dividers will be of standard "tab-cuts"; i.e. 1/3, 1/4, 1/5, 1/8, and etc.

PACKING: Each shipping container must not exceed 45 pounds when fully packed.

Shrink film wrap per set when indicated on print order. Approximately 2 orders will require shrink film wrapping. Each set will be shrink film wrapped with the cover set on top of the text and inserted tabbed dividers.

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

DISTRIBUTION: Deliver f.o.b. destination to Boise, Idaho.

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

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Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency. Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 1095S, PRINT 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.

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).

No definite schedule for pickup of material can be predetermined.

It is anticipated that complete production will be required in from 10 to 30 workdays.

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

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

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted 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 follow item designations correspond to those listed in the "Schedule of Prices".

		(1)	(2)
I.	(a)	5,600	5,600
	(b)	250	250
	(c)	25	25
II.	(a)		14
	(b)		3
	(c)		4
	(d)		1
	(e)		1
	(f)		1
III.	(a)	2,716	
	(b)	84	
	(c)	40	
	(d)	10	
IV.	(a)		2
	(b)		4

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

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

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

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

All 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, BINDING AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary for the composition, printing, collating, drilling, binding, and distribution of the product listed in accordance with these specifications.

	(1) <u>Makeready</u> <u>and/or Setup</u>	(2) <u>Running per</u> <u>100 Copies</u>
(a) <u>Text pages:</u> Printing in black ink, to include the cost of drilling, collating and inserting into binders when required, per page.	\$ _____	\$ _____
(b) <u>Tabbed Dividers:</u> Printing 1 or 2 sides in black ink, to include the cost of paper, die-cutting, drilling, collating, and inserting into binders when required, per divider.	\$ _____	\$ _____
(c) <u>Binder Cover Sets:</u> front, back and spine leaves, Printing in a single ink color, per set.	\$ _____	\$ _____

Initials

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II. THREE RING BINDERS: Prices quoted shall include the cost of all required materials and operations necessary for the complete construction and distribution of the binders in accordance with these specifications.

- (a) Binders 1" capacity: Complete with vinyl covering, sheet lifters, clear vinyl pockets, and metal loose-leaf element, cost per 100 binders. \$ _____
- (b) Binders 1-1/2" capacity: Complete with vinyl covering, sheet lifters, clear vinyl pockets, and metal loose-leaf element, cost per 100 binders. \$ _____
- (c) Binders 2" capacity: Complete with vinyl covering, sheet lifters, clear vinyl pockets, and metal loose-leaf element, cost per 100 binders. \$ _____
- (d) Binders 2-1/2" capacity: Complete with vinyl covering, sheet lifters, clear vinyl pockets, and metal loose-leaf element, cost per 100 binders. \$ _____
- (e) Binders 3" capacity: Complete with vinyl covering, sheet lifters, clear vinyl pockets, and metal loose-leaf element, cost per 100 binders. \$ _____
- (f) Binders 4" capacity: Complete with vinyl covering, sheet lifters, clear vinyl pockets, and metal loose-leaf element, cost per 100 binders. \$ _____

III. PAPER: Payment for 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 products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

- (a) White Offset (60 lb.), per 100 leaves. \$ _____
- (b) Colored Writing (20 lb.), per 100 leaves. \$ _____
- (c) **White Vellum Cover (65 lb.), per 100 leaves. \$ _____
- (d) **Colored Vellum Cover (65 lb.) per 100 leaves. \$ _____

****A maximum of two cover weight leaves of stock may be charged for each cover set consisting of a front, back and spine.**

IV. ADDITIONAL OPERATIONS:

- (a) Shrink film wrap each set, per 100 sets. \$ _____
- (b) Computer time work, cost per hour. \$ _____

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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 agree, 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 fax or mail, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated.

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

Bidder _____
(Contractor 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)