

U.S. GOVERNMENT PUBLISHING OFFICE
GOVERNMENT PUBLISHING AND PRINT PROCUREMENT
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
Single Leaf Forms and Multiple-Part Sets
as requisitioned from the U.S. Government Publishing Office (GPO) by
Various Government Departments and Agencies
Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning May 1, 2026 and ending April 30, 2027, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “*Option to Extend the Term of Contract*”, and “*Economic Price Adjustment*” clauses in Section 1 of this contract.

BID OPENING: Bids shall be opened virtually at 11:00 a.m., prevailing Eastern time (ET), on **April 2, 2026** 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: Email (SECTION 4. – SCHEDULE OF PRICES) to bids@gpo.gov for this solicitation. No other method of quote submission will be accepted at this time.

The program number, company name, and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. prevailing Eastern time (ET) on the bids opening date specified above will not be considered for award.

BIDDERS PLEASE NOTE: Changes have been made to include Folding, Delivery throughout the Continental United States, and “Format C”. Additional minor changes are scattered throughout. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

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 –

- Illegibility of bid.
- Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
- 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 Columbus, Ohio time 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.

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 call Simone Silva-Sutton at (202) 512-2010, ext.33213 (No collect calls) or e-mail at ssilva-sutton@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 Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 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>.
- More GPO Publications can be found at:
<https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

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 Or Approved Proof
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF 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 (**April 30, 2031**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “*Extension of Term of Contract*” 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 **May 1, 2026, through April 30, 2027**, 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 **January 31, 2026**, 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.

NOTE: This contract does not have a Paper Price Adjustment clause.

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

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

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 **May 1, 2026, through April 30, 2027**, 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 in **SECTION 2.-SPECIFICATIONS**.

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.

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report shipping/delivery information for each print order, see details in section 2, page 10.

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>.

NOTE: Contractor’s billing invoice must be itemized in accordance with the line items in “SECTION 4. – SCHEDULE OF PRICES.”

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of miscellaneous single leaf forms, multipart sets, matchbook style book construction that require such operations as electronic prepress, reproducibles, proofs, printing, numbering, padding, folding, packing, and distribution.

TITLE: Single Leaf Forms and Multipart-Part Sets.

Specifications apply equally to both single leaf forms and multipart sets unless otherwise noted.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective “*Format*” classification as follows:

Format A: Up to and including 5-1/2 x 8-1/2”.

Format B: Over 5-1/2 x 8-1/2” up to and including 8-1/2 x 11”.

Format C: Over 8 ½ x 11” up to and including 17 x 11”.

NUMBER OF ORDERS - Single Leaf Forms:

Format A: Approximately 21 orders per year.

Format B: Approximately 15 orders per year.

Format C: Approximately 15 orders per year

NUMBER OF ORDERS/DETACH TRIM SIZES - Multipart Sets:

Format A: Approximately 13 orders per year.

Of these orders approximately 10 orders will require Matchbook-style book construction.

Format B: Approximately 8 orders per year.

Of these orders approximately 3 orders will require Matchbook-style book construction.

QUANTITY BREAKDOWN WITH NUMBER OF PARTS PER SET:

Format A:

- 2-part to 4-part sets. Approximately 100 to 25,000,000 sets per order.
- 5-part and 6-part sets. Approximately 100 to 1,000 sets per order.

Format B:

- 2-part to 4-part sets. Approximately 250 to 10,000 sets per order.
- 5-part and 6-part sets. Approximately 500 to 2,000 sets per order.

NOTE: An occasional order under Format B may require 1 to 3 sheets in a set to be different sizes. No additional charge will be allowed for these requirements. The contractor will be allowed to invoice the set under Format B paper size.

No Quantity Variation Allowed.

GOVERNMENT TO FURNISH:

Print Order. GPO Form 2511.

PDF file created on Macintosh (OS X or higher) or Windows (8 or higher) furnished on CD/DVD, USB flash drive or via e-mail. Note, an occasional order may provide the digital image in JPEG.

Fonts: All screen and printer fonts will be furnished or embedded in files. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

Electronic Prepress: Immediately upon receipt and 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 prior to further performance to the GPO Contract Administrator and the individual listed on the print order.

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.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables)

when any changes or typesetting is required on 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 (CD/DVD, USB flash drive or emailed) as was originally furnished.

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, 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.

TYPESETTING: An order may require the contractor to set lines of type (same or similar) normally up to 40 lines of type for changes and/or revisions but could be up to 100 lines of type. Typeset as indicated on the individual Print Order or digital image (usually PDF or JPEG).

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type of reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractor's production environment.

PROOFS: The Print Order will indicate whether a “*Press Quality*” PDF soft proof is required.

No Proofs required on the Print Order: Contractor will still be responsible for final output that is in conformance with the PDF/JPEG (visuals/copy) as provided. The contractor will be responsible for reporting immediately to the GPO if there is any discrepancy within the content of the digital file versus the output for print.

Proofs are required on the Print Order: 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. Email proofs on or before the date and individual(s) indicated on the Print Order.

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 is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

Author's Alterations and Revised Proofs: Authors Alterations (refer to page 17 (item 16) of GPO Contract Terms 310.2) and revised proofs may be required. These author's alterations and revised proofs will only be paid for when errors are caused by the Government, and the Government deems it necessary to require additional author's alterations and revised proofs.

The contractor must not print prior to receipt of “*OK to Print*” by e-mail.

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

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

The stock/paper to be used will be indicated on each Print Order.

Single Leaf Forms:

White or Color Writing (With Tablet Stock Option), basis weight: 16 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

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

White No. 1 Smooth-Finish Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A61.

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

Multipart sets: Blue or black image chemical transfer. Majority of the orders will require blue image transfer and is the default when not indicated on the Print Order.

White and Colored Carbonless Bond (CB, CFB, and CF), basis weight: 13 to 17 lbs. (as indicated on individual Print Order), basis sheet 17 x 22", equal to JCP O-80.

White and Manila High-Finish Tag, basis weight: (7-1/2 point) 200 lbs. per 500 sheets, 24 x 36", similar to JCP Code P10 except for weight and color.

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 water-resistant ink or toner with 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.

Single Leaf Forms: Print face only, or face and back in one or two colors of ink as indicated on the individual Print Order. Anticipate majority of orders will print in black ink. On two color orders anticipate ink trapping.

Most orders consist of type and rule matter; an occasional order will require reverse type, flat tones and halftones. When colored inks are required, they will be designated by Pantone numbers.

Multipart sets: Print face only, or face and back in one or two color(s) of ink for the body as indicated on the individual Print Order. Anticipate majority of orders that the body ink color will print in black.

Changes on Multipart Sets will be indicated on individual Print Order as Marginal (including copy designations), Minor, and Major changes. These changes are defined in GPO Contract Terms (GPO Pub. 310.2), Supplemental Specifications 12 on page 16. Copy designations may be in the body ink color or red ink as indicated on individual Print Order.

Note, if marginal copy designations ink color is red, this is not billable as an additional ink color.

Numbering: When ordered, number in red or black ink, (3/16" to 1/4" high or as otherwise specified), as indicated on the Print Order, usually one series. Only one setup and running charge will be allowed for each separate number series. Each number series may appear in one to three locations. Numbering ink may be different than body form ink, no additional ink charge allowed. No missing numbers.

Crash numbering on multipart sets is acceptable.

MARGINS: Margins will be as indicated on the Print Order or furnished copy.

Single Leaf Forms: Some orders bleed up to 4 sides. Contractor may be required to create bleeds. Reduce/enlarge copy to fit specified margins.

Multipart Sets: Adequate gripper for body of form.

BINDING:

Folding: Single Leaf Forms fold as described on the individual Print Order with one or two parallel folds (accordion, letter-fold, or wrap-around).

Occasional orders under Format C will require half-fold then two parallel folds.

Perforating and Scoring: An occasional order will require perforating and scoring as described on the individual Print Order.

Drilling: Drill one to three holes 1/4", 5/16", or 3/8" in diameter; 3/8" from edge to center of holes, as indicated on the Print Order. Center to center spacing as ordered. Specific drilling instructions will be indicated on the individual Print Order.

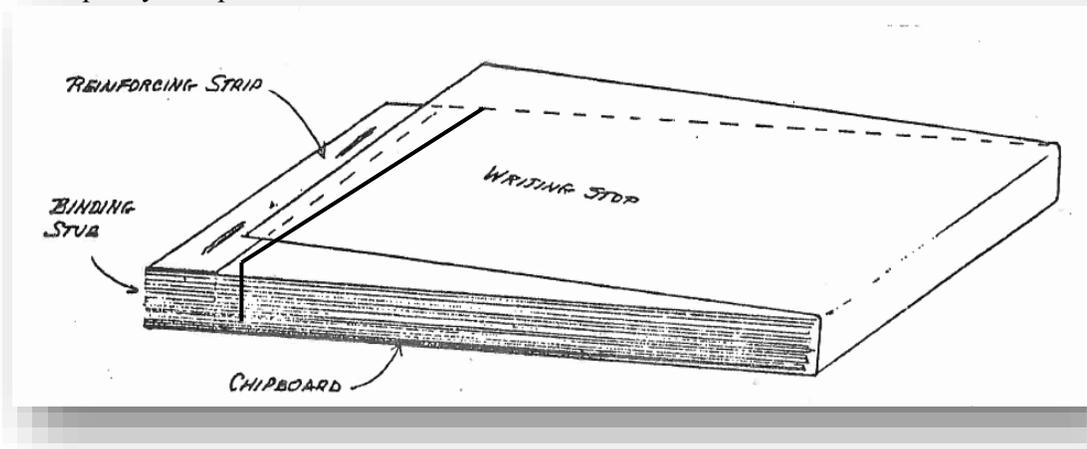
Padding: Pad as indicated on the individual Print Order. Gum and crush or any suitable padding compound may be used. Backboards must be .020" chipboard, newsboard or equal. Anticipate orders will usually pad at the top with 50 or 100 leaves per pad.

Multipart Set Construction: Orders will require stub(s) or edge binding. The stub/edge bind will usually be on top or left edge of parts. Exact stub/edge position will be indicated on the individual Print Order.

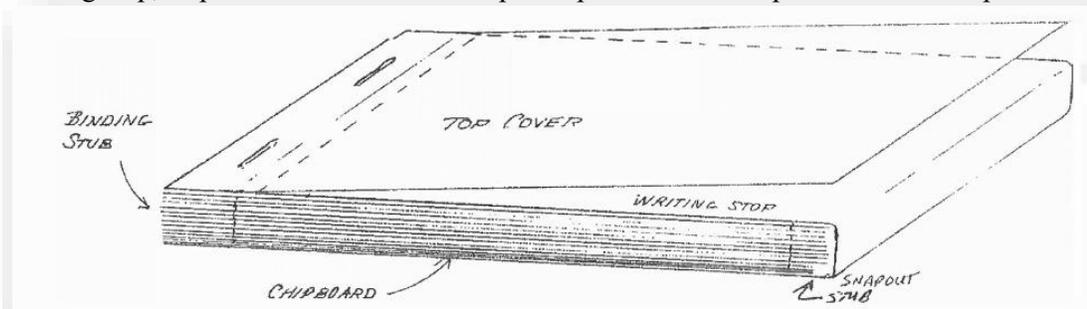
- Stubs: Stubs shall be internally glued or pasted or forced gum, 1/2 to 3/4 inches, at contractor's option. The stub perforation must provide easy separation of all parts in one operation yet preclude separation of parts under normal handling and shipping conditions.
- Edge Binding: The adhesive must provide sufficient strength to guarantee parts will remain together under normal handling and storage but permit ready separation of parts without damage to the parts.

MATCHBOOK STYLE BOOKS: Bind sets per book, the number of sets per book and number of parts per set to be indicated on Print Order. The Format A detached form size will be indicated on the Print Order. Matchbook style book construction (writing stop, or top cover and writing stop). Contractor's option regarding having wrap-around binding stub or a separate reinforce strip on top for cover construction.

- (1) Below is an example of Matchbook Style with 1-piece construction, reinforce stub with wrap-around binding stub to form a bottom cover with a writing stop. Cover material is Manila 7-1/2 point tag board. Snap-out stub is at top only or top and bottom of the form sets.



- (2) Below is an example of Matchbook Style with 2-piece construction to form Top Cover and bottom cover to form writing stop, Top Cover to be scored at top stub perforation. Snap-out stub is on top and bottom of the form sets.



Construction applies to both Matchbook styles: Two wire stitches through binding stub and covered with black binders tape to prevent the staples from tearing or scratching skin, clothing and/or surfaces when handled. A piece of chipboard or equal, approximately 0.020" thick to be placed between set and bottom cover. Top and bottom covers to be scored at all folds.

PACKING: Pack as indicated on individual Print Order.

Shrink-film wrap in quantities as indicated on the individual Print Order (usually 25, 50, 100, 250, or 500 per package).

Individual orders may require cushioned shipping bags, preparing shipping bundles, packing and sealing shipping containers, marking packages and shipping bundles or containers by printing, stenciling, or labeling.

The method of packing will be indicated on the Print Order for each individual job and must be accomplished in accordance with specifications. Each package unit must contain uniform quantities. Shipping containers and bundles furnished by the contractor shall not exceed 45 pounds unless otherwise indicated on the individual Print Order.

LABELING AND MARKING: 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.

INSPECTION SAMPLES: When indicated on the Print Order, or otherwise requested, two samples shall be sent to the address provided. Inspection Samples for orders requiring sequential numbering must not include numbers.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO Jacket number, Program number, Print Order number, title, and include a facsimile of the Print Order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL) for Single Leaf Forms only: Orders of 10,000 copies or more must be divided into 125 equal sublots. A random copy must be selected from each subplot. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list or indicated on the Print Order.

A copy of the Print Order and a signed Certificate of Selection of Random Copies must be included inside the container on the top.

DISTRIBUTION: Deliver f.o.b. destination using common carrier via traceable means or as otherwise directed on the individual Print Order.

Each Print Order will require delivery to one address within the continental United States.

All orders delivering to the Y-12 Security Complex in Oak Ridge, Tennessee must be made Monday through Thursday between 7:00 a.m. and 2:30 p.m. prevailing Oak Ridge, Tennessee time.

All other orders delivering to Oak Ridge, Tennessee must be made Monday through Friday between 7:00 a.m. and 2:30 p.m. prevailing Oak Ridge, Tennessee time.

Ship/Delivery date indicated on Print Order is the date the shipment **MUST BE RECEIVED** at destination.

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) and furnished material.

Most orders will be e-mailed to the contractor. Contractor must confirm receipt of e-mail within 1 hour of receipt.

An occasional order will require the contractor to pick up Print Order and furnished material from the government, or will be sent f.o.b. contractor's city from Oak Ridge, Tennessee.

If an agent is used for pickup of material, the contractor must provide an adequate supply of completed manifests (airbills) listing his/her firm as both the shipper and the consignee.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

When proofs are ordered, a minimum of 7 workdays will be required for production and delivery which includes the Government proof hold time of 2 workdays.

Exception: When matchbook covers are ordered, schedule will be from 11 to 20 workdays.

The following schedule is anticipated:

<u>Quantity Range of Order</u>	<u>Workdays</u>
Up to 5,000	7 to 10
5,001 to 30,000	11 to 15
30,001 and over	16 to 20

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

For compliance reporting purposes, contractors are to email compliance@gpo.gov and the agency email address on the issued print order. The subject line of email must include GPO Program and Print Order numbers. The body of the email must include shipping method, planned delivery date and tracking information.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO Program and Print Order numbers, total quantity delivered; number of cartons and quantity per carton; date of delivery, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all material furnished by the Government along with any file revisions made by the contractor, together with one printed sample of each job, to the address listed on the Print Order.

These materials must be packaged, properly labeled and returned separate from the entire job via traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials, and furnishing sample copies and proofs, must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “*Schedule of Prices*” to the following units of production which are the estimated requirements to produce one year’s orders 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.

		(1)	(2)	(3)
A. 1.	(a)	2	5	1
	(b)	16	335	10
2.	(a)	10	3	9
	(b)	137	14	208
3.	(a)	6	8	2
	(b)	52	42	20

		(1)	(2)	(3)
B. 1.	(a)	8	1	1
	(b)	4016	150	20
2.	(a)	1	6	4
	(b)	20	830	490
3.	(a)	2	3	4
	(b)	40	60	100

		(1)	(2)
C. 1.	(a)	8	3
	(b)	545	125
2.	(a)	2	2
	(b)	26	105
3.	(a)	1	1
	(b)	6	20
4.	(a)	1	1
	(b)	20	20
5.	(a)	1	1
	(b)	20	20
6.	(a)	3	2
	(b)	11	5
7.	(a)	1	7
	(b)	250	105

II.

	(1)	(2)	(3)
(a)	145	20	98
(b)	66	30	40
(c)	350	650	380
(d)	3500	700	280
(e)	94	20	30
(f)	126	11	20

	(1)	(2)
(g)	617	290
(h)	617	290
(i)	5	5
(j)	173	280
(k)	425	25

III.

(a)	28
(b)	49
(c) (1)	18
(2)	116
(3)	446
(d) (1)	6
(2)	220
(e)	3755
(f) (1)	5
(2)	3
(3)	2
(g)	893
(h) (1)	42500
(2)	2500
(i)	4348
(j) (1)	13
(2)	955
(k) (1)	3
(2)	300

Page 12 left intentionally blank.

SECTION 4. – SCHEDULE OF PRICES

Contractor prices must include f.o.b. destination delivery to one location within the continental United States.

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

Bids for each “*Format*” shall be for any trim size up to the maximum trim size listed for each of the “*Formats*” as outlined in Section 2. – Specifications.

- Format A: Up to and including 5-1/2 x 8-1/2”.
- Format B: Over 5-1/2 x 8-1/2” up to and including 8-1/2 x 11”.
- Format C: Over 8 ½ x 11” up to and including 17 x 11”.

I. PRINTING AND TRIMMING TO SIZE: Prices offered shall include the cost of all required materials and operations necessary for the **complete production and delivery** of the products listed in accordance with these specifications except for Items. II. Stock/Paper and III. Additional Operations.

	<u>Per 100 Leaves</u>		
	<u>Format A</u>	<u>Format B</u>	<u>Format C</u>
	(1)	(2)	(3)
A. Single Leaf Form for orders up to and including 1,000 copies:			
1. Printed one side only in a single ink color:			
(a) Makeready and setup charge	\$ _____	\$ _____	\$ _____
(b) Running per 100 copies	\$ _____	\$ _____	\$ _____
2. Printed two sides in a single ink color:			
(a) Makeready and setup charge	\$ _____	\$ _____	\$ _____
(b) Running per 100 copies	\$ _____	\$ _____	\$ _____
3. Printing in each additional spot Pantone ink color, per color, per side:			
(a) Makeready and setup charge	\$ _____	\$ _____	\$ _____
(b) Running per 100 copies	\$ _____	\$ _____	\$ _____

(Initials)

SUBMIT EMAIL BIDS TO BIDS@GPO.GOV

SCHEDULE OF PRICES

Format A: Up to and including 5-1/2 x 8-1/2".
 Format B: Over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11".
 Format C Over 8 1/2 x 11 up to and including 17 x 11

	Per 100 Leaves		
	Format A	Format B	Format C
	(1)	(2)	(3)

B. Single Leaf Form for orders over 1,000 copies:

1. Printed one side only in a single ink color:			
(a) Makeready and setup charge	\$ _____	\$ _____	\$ _____
(b) Running per 100 copies	\$ _____	\$ _____	\$ _____
2. Printed two sides in a single ink color:			
(a) Makeready and setup charge	\$ _____	\$ _____	\$ _____
(b) Running per 100 copies	\$ _____	\$ _____	\$ _____
3. Printing in each additional spot Pantone ink color, per color, per side:			
(a) Makeready and setup charge	\$ _____	\$ _____	\$ _____
(b) Running per 100 copies	\$ _____	\$ _____	\$ _____

C. Multipart sets, printing.

Note: The stub and edge binding are included in the part set costs as well as the collating charge per respective number of part sets as follows:

1. 2-part set, face only:		
(a) Makeready & set up charge	\$ _____	\$ _____
(b) Running per 100 sets	\$ _____	\$ _____
2. 3-part set, face only:		
(a) Makeready & set up charge	\$ _____	\$ _____
(b) Running per 100 sets	\$ _____	\$ _____
3. 4-part set, face only:		
(a) Makeready & set up charge	\$ _____	\$ _____
(b) Running per 100 sets	\$ _____	\$ _____
4. 5-part set, face only:		
(a) Makeready & set up charge	\$ _____	\$ _____
(b) Running per 100 sets	\$ _____	\$ _____
5. 6-part set, face only:		
(a) Makeready & set up charge	\$ _____	\$ _____
(b) Running per 100 sets	\$ _____	\$ _____
6. Printing one color on the back (same image for each part):		
(a) Makeready & set up charge per set.....	\$ _____	\$ _____
(b) Running per 100 sides of leaves	\$ _____	\$ _____
7. Printing an additional ink color (each color):		
(a) Makeready & set up charge per set.....	\$ _____	\$ _____
(b) Running per 100 sides of leaves	\$ _____	\$ _____

SUBMIT EMAIL BIDS TO BIDS@GPO.GOV

 (Initials)

- Format A: Up to and including 5-1/2 x 8-1/2”.
- Format B: Over 5-1/2 x 8-1/2” up to and including 8-1/2 x 11”.
- Format C: Over 8 1/2 x 11 up to and including 17 x 11”.

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual Print Orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable “*Format*” group. The cost of any stock/paper required for makeready or running spoilage must be included in the prices

	<u>Per 100 Leaves</u>		
	<u>Format A</u> (1)	<u>Format B</u> (2)	<u>Format C</u> (3)
Single Leaf Forms:			
(a) White Writing (16 lbs.) D10.....	\$ _____	\$ _____	\$ _____
(b) Colored Writing (16 lbs.) D10.....	\$ _____	\$ _____	\$ _____
(c) White Uncoated Text (60 lbs.) A60.....	\$ _____	\$ _____	\$ _____
(d) White No. 1 Smooth-Finish Text, (70 lbs.) A61	\$ _____	\$ _____	\$ _____
(e) White Index (110 lbs.) K10	\$ _____	\$ _____	\$ _____
(f) Colored Index (110 lbs.) K10	\$ _____	\$ _____	\$ _____
Multi-part Sets:			
(g) White Chemical Transfer Bond, CF or CB (13-17 lbs.) O80	\$ _____	\$ _____	
(h) Colored Chemical Transfer Bond, CF or CB (13-17 lbs.) O80	\$ _____	\$ _____	
(i) White Chemical Transfer Bond, CFB (13-17 lbs.) O80	\$ _____	\$ _____	
(j) Colored Chemical Transfer Bond, CFB (13-17 lbs.) O80	\$ _____	\$ _____	
(k) White and Manila High-Finish Tag, CF, 7-1/2 point (200 lbs.) P10.....	\$ _____	\$ _____	

(Initials)

SCHEDULE OF PRICES

III. ADDITIONAL OPERATIONS: The prices offered for each of the following items must include the cost of all required materials and operations necessary, in accordance with these specifications.

- (a) Typesetting per each set of 20 lines of type.. \$ _____
 Note: fractional number of lines of type will round up to the next multiple of 20 lines of type.
 Example, if 30 lines of type are required then the contractor is allowed to invoice for 40 lines of type.
- (b) PDF Proofs per order \$ _____
- (c) Numbering per Single Leaf Form and per Multipart Set:
 - (1) Makeready and/or Setup per series..... \$ _____
 - (2) Running per 100 leaves for Single Leaf Forms .. per series..... \$ _____
 - (3) Running per 100 sets of Multipart Sets per series..... \$ _____
- (d) Perforating/Scoring, up to 3 lines:
 - (1) Makeready and/or Setup \$ _____
 - (2) Running per 100 Copies \$ _____
- (e) Drilling up to 3 holes per run per 100 leaves..... \$ _____
- (f) Changes:
 - (1) Marginal Changes per change \$ _____
 - (2) Minor Changes per change \$ _____
 - (3) Major Changes..... per change \$ _____
- (g) Padding (assembling leaves into pads, stacking, gum or gum/crash, and slicing pads apart), includes backboards per pad..... \$ _____
- (h) Matchbook Style Book construction, Includes cover tag stock and backboards:
 - (1) Format A detached size, per book \$ _____
 - (2) Format B detached size per book \$ _____
- (i) Shrink-film packaging..... each package..... \$ _____
- (j) Folding: one or two parallel folds...accordion, letter, or wrap-around
 - (1) Makeready and/or Setup..... per order \$ _____
 - (2) Running..... per 100 leaves \$ _____
- (k) Folding: half fold and then 2 parallel folds, accordion, wraparound or letter:
 - (1) Makeready and/or Setup..... per order\$ _____
 - (2) Running..... per 100 leaves\$ _____

(Initials)

SECTION 4. – SCHEDULE OF PRICES

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

The city(ies) indicated above will be used for evaluation of transportation charges when transportation charges are specified to be a factor in determination of award. 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 Solicitations 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 point(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)

THIS SECTION FOR GPO USE ONLY

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

SUBMIT EMAIL BIDS TO BIDS@GPO.GOV