

U.S. GOVERNMENT PUBLISHING OFFICE
Southcentral Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Books and Pamphlets

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

DHA-J7 Education and Training

Multiple Award Contract

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending November 30, 2026, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on , November 20, 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.**

BIDDERS, PLEASE NOTE: *These requirements were procured previously under Program 6712-M;* therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstract 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 Jim Hunt at (214) 767-0451, Ext. 5 or email jhunt@gpo.gov and Jermaine Berryman at (214) 767-0451, Ext. 2 or e-mail jberryma@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 09-19)).

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>.

SUBCONTRACTING: Subcontracting is not allowed.

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
P-8. Halftone Match (Single and Double Impression)	Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	Electronic Media

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award and ending November 30, 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 August 30, 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 contractor the Government reserves the right to conduct an on-site preaward survey at the contractor'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 sheets
- 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)

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.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via teleconference, immediately after award.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award and ending November 30, 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 contractor in conformance with the schedule.

QUANTITIES: This contract is 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: Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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 receiving payment. 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/agency/billing-and-payment>.

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

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.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of books and pamphlets requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Books and Pamphlets.

FREQUENCY OF ORDERS, QUANTITY, NUMBER OF PAGES, AND TRIM SIZES: It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract.

The projected frequency of orders and quantities are based on historical data, projections, and trends and should not be construed as a guarantee of the volume of work that will be ordered through the term of this contract.

<u>Product</u>	<u>No. of Orders Per Year</u>	<u>Approx. Quantity Per Order</u>	<u>Approx. Number of Pages</u>	<u>Trim Size</u>
Perfect-Bound	20 to 75	10 to 2,000	60 to 1,000	8-1/2 x 11"
Saddle-Stitched	5 to 10	30 to 100	8 to 96	8-1/2 x 11"
Coil-Bound	100 to 250	5 to 2,500	48 to 350	8-1/2 x 11"
Side-Stitched	5 to 20	5 to 500	60 to 275	8-1/2 x 11"
One Stitch (ULC)	30 to 35	100 to 2,000	20 to 140	8-1/2 x 11"
Looseleaf	25 to 100	50 to 7,000	48 to 350	8-1/2 x 11"

NOTE: Perfect-bound products will always have a separate cover; all other products will have a separate cover only when ordered. More than one type of product may be ordered on the same print order requiring the same schedule.

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

Storage Media: Contractor-hosted FTP; Email

Software: Adobe Acrobat (current or near version); Microsoft Office 2013 or newer.

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: Fonts will not be furnished. Contractor may assume that all fonts used are standard fonts such as Courier, Arial, Times Roman, etc.

Additional
Information: All files will be furnished in native application and/or PDF format. Occasionally, a file may be furnished in JPEG, GIF, or PNG format.
Electronic Microsoft files from Presentations, Word Processing, or other non-publishing applications will be furnished.
Electronic media will include all illustrations and graphics furnished in place.
Visuals of electronic files may be furnished.
Pantone Matching System and CMYK will be used for color identification.
GPO Form 952 (Digital Publishing Information) will be furnished, as needed.

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password. Third Party FTP clients, such as Dropbox and Hightail, are not acceptable.

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 contract administrator within 24 hours of receipt of the Government furnished material.

The contractor shall create or 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.

All halftones are to be 150-line screen or finer.

The contractor will not receive additional compensation or time for common errors associated with the output of Microsoft Office files. Common errors include but are not limited to: (a) color issues and shift (RGB color data, no spot colors, loss of black plate); (b) page integrity (text reflow); (c) missing prepress features (e.g., bleeds, trim marks); or, (d) loss of text characters from graphic elements.

If supplied by the Government, a visual will be considered the standard for output. The contractor must ensure that the page integrity (e.g., reflow) of final output matches the furnished visual. Additional system work may be required to produce acceptable output as per specifications.

Some orders will not have a visual furnished; only the digital file will be provided. If no visual is provided, the contractor is not responsible for common errors associated with the output of Office Graphics files such as loss of page integrity due to text reflow, missing prepress features, or loss of text characters from graphic elements. When a visual and an electronic file are furnished, the contractor must not use the visual as camera copy. All copies must be produced from the electronic file provided, unless otherwise specified.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions and provide a revised file.

Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

PROOFS:

When ordered, one (1) 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.

NOTE: Proofs must show all margins and dimensions, indicate trim marks, and show position of clipping, drilling, numbering, and perforating.

If any contractor's errors are serious enough in the opinion of GPO to require revised proofs, the revised proofs are to be provided at no additional expense to the Government. No extra time can be allowed for this reproofing operation; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not print prior to receiving and “O.K. to Print.”

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 13” dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

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

Text:

White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

Colored Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A63.

White High Quality Xerographic Copier, Laser Printer, basis weight: 24 lbs. per 500 sheets, 17 x 22”, equal to JCP Code O-61.

Cover:

White and Colored Index, basis weight: 90 and 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

White Coated One-Side Cover (C1S), 10 pt., equal to JCP Code L70.

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 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

Text: Print text pages print one side only or head-to-head in a single ink color or in four-color process. Match Pantone number indicated on print order.

Covers: Print covers in a single ink color or in four-color process. Match Pantone number indicated on print order. Cover 1 will always print. Covers 2, 3, and 4 may be blank. Spine will print when specified on the print order.

MARGINS: Margins will be as indicated on the print order or furnished electronic files. Text pages have adequate gripper margins. Covers 1 and 4 may bleed all sides. Balance of covers will have adequate gripper margins.

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

Perfect-Bound: Perfect-bind text and wraparound cover; trim three sides. Score a stress relief hinge, front and back cover, approximately 1/4” from the bind edge.

Saddle-Stitched: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

NOTE: An occasional order (less than 10% of orders requiring saddle-stitching) may require a third stitch to be located between the two standard stitches (as specified on the print order).

Coil-Bound: Punch suitably and insert a suitably sized black plastic coil. (NOTE: GBC or Wire-O binding is not acceptable).

Side-Stitched: Side-wire stitch in two places and trim three sides.

One-Stitch ULC: Trim four sides. Stitch with one wire stitch in the upper left corner (ULC).

Looseleaf: Trim four sides.

Drilling: When ordered, drill three round holes, 5/16" diameter, 4-1/4" center to center, centered on the 11" dimension, center of holes 3/8" from the left edge of the product, or as indicated on the print order.

Perforation: When ordered, perforate pages 1/2" from the bind edge along the entire 11" dimension for easy removal from the product. Perforated pages must withstand normal handling without separating.

Shrink-film Wrapping: When ordered, shrink-film wrap copies as specified on the print order.

PACKING: Pack suitable in shipping containers not to exceed 40 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged, and the package will not open nor split during shipment.

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.

All boxes must be labeled with the National Stock Number (NSN) and unique form number indicated on the print order.

DISTRIBUTION: All shipments will deliver f.o.b. destination to JBSA Fort Sam Houston, TX 78236. Complete address for delivery location and quantities will be furnished with the print order.

Inside delivery is required. All deliveries must be made no later than 3:00 p.m., Monday through Friday.

NOTE: Sponsorship is required for all non-DoD persons. Contractor must contact METC as least 24 hours prior to making a delivery. Contractor to call Administrative Services Department at (210) 808-3933/4639/3820, or email at osd.jbsa.metc.list.imd-administrative-services-owner@health.mil. Contractor must provide the company's name, driver's full name, date of birth, driver's license state and number, delivery date, and order name and number(s). Failure to arrange delivery at least 24 hours in advance negates any payments required due to additional delivery attempts. Additionally, if proper notification is given, the contractor must document delivery attempts; the contractor will not be held liable for late deliveries due to scheduling difficulties.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to: osd.jbsa.metc.list.imd-administrative-services-owner@health.mil. The subject line of the email shall be "Distribution Notice for 1752M, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Receipt for Delivery: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of containers, and quantity per container; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing invoice for payment.

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

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

At the Government's option, the print order and furnished material will be furnished via contractor hosted SFTP or via email.

When ordered, PDF soft proof to be emailed to the ordering agency contact(s) as specified on the print order.

NOTE: Occasionally, orders will be issued that will require publications to be delivered at staggered delivery dates. The contractor is cautioned that, in between the specified staggered delivery dates, a document revision(s) may be required by the ordering agency. If this should be required, the contractor will be provided with a revised copy to be used for printing the remaining publications within the order.

No definite schedule for the placement of orders can be predetermined.

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.

- As specified on the print order, complete production and delivery must be made as follows:
 - (a) Approximately 35% of the orders will deliver within 3 to 4 workdays, when notified of print order and furnished material availability.
 - (b) Approximately 10% of the orders will deliver within 5 to 7 workdays, when notified of print order and furnished material availability.
 - (c) Approximately 55% of the orders will deliver 8 or more workdays, when notified of print order and furnished material availability.
- The print order date will coincide with the availability of the furnished material unless otherwise specified.
- When required, no specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.
- Typically, proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided via email, or telephone. If a longer hold time is required, it will be specified on the print order.
- All proof time and transit time is included in the schedule as specified on the print order.

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

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the GPO shared Support Services Compliance Section via email at compliance@gpo.gov, or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine the lowest bid.

In placing work, the Government will first communicate with the low contractor to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only to those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by email, and the contractor must reply within 30 minutes whether or not the order can be accepted. (NOTE: The ordering agency will send to the email address provided in the contractor's bid papers. See "BIDDER'S NAME AND SIGNATURE" specified in SECTION 4.)

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified, and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

SECTION 4. - SCHEDULE OF PRICES

Bid 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 for which bids are submitted. 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.

An entry of NB (No Bid) must be entered if bidder does not intend to furnish certain items.

Bids submitted with NA (Not Applicable) or blank spaces for the individual items will be considered as an entry of NB for that particular item

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

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

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Cost of all required paper must be charged under Item III., "PAPER."

Perfect-Bound and Saddle-Stitched Products: A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

Coil-Bound, Side-Stitched, ULC, and Looseleaf Products: A charge will be allowed for printed pages only.

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

I. PREPRESS OPERATIONS:

(a) PDF proofsper trim-/page-size unit.....\$_____

(Initials)

II. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary for the printing, binding, packing, and distribution of the products listed in accordance with these specifications.

Prices submitted for line items I.1.(c) and (d) must include the printing on the spine, when required.

Prices submitted for line items I.2.(a) through (d) are for standard two stitches. When ordered, the third stitch must be charged under line item IV.(a).

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>1. Perfect-Bound Products:</i>		
(a) Text: Printing in a single ink color, including bindingper page..... \$		\$
(b) Text: Printing in four-color process, including bindingper page..... \$		\$
(c) Covers: Printing Covers 1 and 4 or Covers 2 and 3 in a single ink color, including bindingper side..... \$		\$
(d) Covers: Printing Covers 1 and 4 or Covers 2 and 3 in four-color process, including bindingper side..... \$		\$
<i>2. Saddle-Stitched Products:</i>		
(a) Text: Printing in a single ink color, including binding (two stitches).....per page..... \$		\$
(b) Text: Printing in four-color process, including binding (two stitches).....per page..... \$		\$
(c) Covers: Printing Covers 1 and 4 or Covers 2 and 3 in a single ink color, including binding (two stitches).....per side..... \$		\$
(d) Covers: Printing Covers 1 and 4 or Covers 2 and 3 in four-color process, including binding (two stitches).....per side..... \$		\$

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>3. Coil-Bound Products:</i>		
(a) Covers and/or Text: Printing in a single ink color, including bindingper printed page.....	\$ _____	\$ _____
(b) Covers and/or Text: Printing in four-color process, including bindingper printed page.....	\$ _____	\$ _____
<i>4. Side-stitched Products:</i>		
(a) Covers and/or Text: Printing in a single ink color, including bindingper printed page.....	\$ _____	\$ _____
(b) Covers and/or Text: Printing in four-color process, including bindingper printed page.....	\$ _____	\$ _____
<i>5. One-Stitch (ULC) Products:</i>		
(a) Covers and/or Text: Printing in a single ink color, including bindingper printed page.....	\$ _____	\$ _____
(b) Covers and/or Text: Printing in four-color process, including bindingper printed page.....	\$ _____	\$ _____
<i>6. Looseleaf Products:</i>		
(a) Covers and/or Text: Printing in a single ink color, including bindingper printed page.....	\$ _____	\$ _____
(b) Covers and/or Text: Printing in four-color process, including bindingper printed page.....	\$ _____	\$ _____

(Initials)

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

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

Text – Each page-size leaf.

Covers – One (1) or two (2) page-size leaves, as applicable to the product, will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

Per 1,000 Leaves

- (a) White Uncoated Text (50-lb.).....\$ _____
- (b) Colored Uncoated Text (50-lb.).....\$ _____
- (c) White High Quality Xerographic Copier, Laser Printer (24-lb.).....\$ _____
- (d) White Index (90-lb.)\$ _____
- (e) Colored Index (90-lb.).....\$ _____
- (f) White Index (110-lb.)\$ _____
- (g) Colored Index (110-lb.).....\$ _____
- (h) White Coated One-Side Cover (C1S) (10-pt.).....\$ _____

IV. ADDITIONAL OPERATIONS:

- (a) Saddle-Stitching with an additional third stitchper 1,000 copies\$ _____
- (b) Drilling (maximum of three (3) holes per run)..... per 1,000 leaves\$ _____

When drilling books or pamphlets with separate covers, each thickness of cover stock will be counted as three (3) leaves.

- (c) Perforating..... per 1,000 leaves\$ _____
- (d) Shrink-film wrapping per package\$ _____

(Initials)

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 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) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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