

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE

Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Motor Vehicle Use Maps (MVUMs)

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 Date of Award and ending July 31, 2022, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Quotes shall be publicly opened at 11:00 a.m., prevailing Denver, CO, time, on July 27, 2021.

QUOTE SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email quotes to bidsdenver@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The 1807-S bid opening date must be specified in the subject line of the emailed quote submission. Quotes received after 11:00 a.m., prevailing Denver, CO time, on July 27, 2021, on the bid opening date specified above will not be considered for award.

ADDITIONAL EMAILED QUOTE 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 quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The offeror'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 quote is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed quote 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 quote receipt at the specified location.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE

On the internet <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature, contact Jill Schaffer at (303) 236-5292, ext. 6; or email jschaffer@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

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

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

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

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III
- (b) Finishing (item related) Attributes – Level III

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Average Type Dimension*
P-9. Solid or Screen Tints Color Match	Pantone Matching System

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).

The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to July 31, 2022 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 April 30, 2021 called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

POST AWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by the Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Denver Regional Office, immediately after award. At the option of the Government, the post award conference may be held via teleconference or waived.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through July 31, 2022, 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.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

PAYMENT: The GPO Denver office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt. In addition, after certification a copy of the approved billing certification sheet and the accompanying 2511 print order with all additional pages are to be submitted by the agency and the contractor to the GPO Denver office at email to: InfoDenver@gpo.gov.

After examination and certification by the ordering agency, contractor must submit their invoice to GPO. 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>.

For the purpose of earning the discount when a prompt payment discount is bid by a bidder, time will be computed from the date a correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification is received by the GPO.

NOTE: Although not a requirement at this time, the contractor is encouraged to submit the “Bar Code Cover Sheet” with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow the contractor to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.

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>

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of maps requiring such operations as electronic pre-press, proofing, printing, binding, packing, and distribution.

TITLE: Motor Vehicle Use Maps (MVUMs).

FREQUENCY OF ORDERS: Approximately twelve (12) orders per year. More than one item may be placed per order.

QUANTITY: It is anticipated that most orders will range from 500 to 15,000 copies with most orders for less than 5,000 copies. There may be an occasional order for as many as 25,000 copies per order.

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

Format A: From 22 x 24" up to and including 24 x 36".

Format B: Over 24 x 36" up to and including 34 x 44".

Format C: Over 34 x 44" up to and including 36 x 54".

GOVERNMENT TO FURNISH: Print Orders. Hard copy visuals and/or folding dummy. Electronic files: CD-ROM, DVD or similar will be provided, or at the Government's option, the data will be transmitted direct to the contractor's FTP site. The electronic media furnished by the Government will be generated on a MAC System or PC/Windows versions: XP, 7, 8, 8.1, or 10 platforms in a variety of software formats including, but not limited to: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat PDF (ArcMap 9.3 or higher or similar map software, exported to .pdf format). NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. Contractor will be responsible for final output that is in conformance with the visuals as provided.

Fonts: Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software.

INSPECTION OF ELECTRONIC FILES: Contractor to perform a basic check (preflight) of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) shifts (loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the contract administrator and contracting officer IMMEDIATELY upon discovery.

Prior to making any revisions, the contractor must make a "copy" of the original files, and then proceed to make any revisions to the "copy" as required. Upon delivery of the printed product the contractor must provide corrected native applications files (digital deliverables) if files are modified during production. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files may be furnished to be used as a reference only.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, 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 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.

FILMS: Films are NOT required; computer to plate is acceptable and is the preferred method of production. At the contractor's option, they may use film; however, the Government will not pay for any film costs, even if these costs are the result of author's alterations. For example, if changes were made at the proof stage, the Government will pay for the digital corrections and new proofs (if required), but not for films. Such proof charges must be charged at the rate for digital proofs, not "from film" proofs.

Output resolution: Where electronic media is provided, the contractor must generate images equivalent to 2400 dpi for text and 150-line or higher screens for illustrations.

PROOFS: The proof requirements will be indicated on each individual print order.

When ordered, submit Digital page proofs. Proof must be to size. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall have all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

Proofs must be clean, free of ink smudges, with all images clearly legible. Proofs must be identified with the jacket number, program number, print order number, and proof date. The contractor's firm name must not appear on any proofs.

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

The contractor must not print prior to receipt of an "**OK to print**".

Submit proofs together with all of the furnished material to the address as listed on the individual print order.

STOCK/PAPER:

BIDDERS, PLEASE NOTE: GPO has issued a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards 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.

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

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

White Opacified Text, basis size 25 x 38", basis weight 60 lbs. per 500 sheets, equal to JCP Code A80.

PRINTING: Print face only or face and back in black ink.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) sheet-fed and forms ink, 20 percent; and (b) heat-set ink, 10 percent.

MARGINS: Adequate gripper margins are anticipated.

BINDING: Orders will require map folding of all or nearly all copies. When ordered, fold to 4 x 9" with a suitable number of vertical in-line parallel accordion and two angle wrap-around folds (title panel out) or fold to size as indicated on print order with a suitable number of vertical in-line parallel accordion and angle folds. Folding dummies will be furnished with each order.

NOTE: On occasion the Government may request a limited number (generally under 50) of the maps be trimmed but not folded. This will be indicated on the individual print order.

PACKING: Kraft paper band, or at contractor's option, shrink-film wrap folded maps in suitable, uniform units. Each shipping container must not exceed 45 lbs. when fully packed and should have a minimum bursting strength of 275 lbs. psi. Flat copies are to be packed flat with suitable protection top and bottom.

Pallets or skids are required for all destinations receiving 10 or more shipping containers. Some facilities receiving shipments will not have loading docks and/or limited access requiring lift gate service and/or pallet jacket service for inside delivery.

The cost for orders requiring lift gates and/or hand carts must be included in costs. The contractor must combine on one bill of lading (and a continuation sheet if necessary) all orders scheduled for shipment to a single destination on the same day. Complete addresses and quantities will be furnished with each print order.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders requested, must be divided into equal sublots in accordance with the chart below. 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.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

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. A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

DISTRIBUTION: Agency quantities are to mail/ship f.o.b. contractor's city and are to be delivered by the date indicated on the print order with inside delivery required. The cost for orders requiring lift gates and/or hand carts must be included in costs. The contractor must combine on one bill of lading (and a continuation sheet if necessary) all orders scheduled for shipment to a single destination on the same day. Complete addresses and quantities will be furnished with each print order.

Mail/Ship f.o.b. contractor's city will be requested to multiple locations within the United States. All shipping charges shall be included per order with billing certification for agency approval along with proof of delivery. Mailing/Shipping charges are to be listed separate from production through packaging charges on the contractor's invoice, and will be reimbursed at actual cost.

The contractors shall mail/ship by whichever method is most economical and reasonable to the Government and insure prompt delivery. Shipments must be made direct to the destination stated in the specifications and must be delivered to that point on or before the delivery date on the order.

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 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 invoice for payment.

Upon completion of each order, contractor must notify the ordering agency on the same day the order is shipped via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1807-S, 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. Upon completion of each order, all furnished material (including electronic media, if applicable, digital deliverables) and samples if applicable must be returned to the ordering agency.

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

Mail/Ship f.o.b. contractor's city to the following two addresses with the quantities required as noted on the print order. The contractor will be reimbursed as indicated above. The ordering agency will be responsible for determining on each print order what the unique quantity of Superintendent of Documents quantities are to be but requesting quantities from Superintendent of Documents. Agencies are advised to review Circular Letter No. 1010 regarding Superintendent of Documents copies or contact the Denver Regional Office at (303) 236-5292 for any clarification.

**U.S. Government Publishing Office
Federal Depository Library Program (FDLP)
Document Warehouse
8660 Cherry Lane
Laurel, MD 20707-4986
Item No. _____**

***Library of Congress
U.S. Serials and Government Documents
Section
U.S. Anglo Division
101 Independence Avenue, SE, Stop 4276
Washington, DC 20540-4276
Marked: Depository File Copies**

*NOTE: All shipments to this destination must be via FedEx, UPS, or United States Postal Service (USPS).

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

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 cartons; quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher/invoice for payment.

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).

The following schedules begin the same workday as notification of the availability of each individual print order and furnished materials. When notification of availability is given after 1:00 p.m. the date of notification shall be the following workday.

Contractor will be required to pick up print order and furnished materials from various nationwide locations throughout the U.S. Most orders will require pickup from Lakewood, Colorado; Albuquerque, NM; or Ogden, Utah. The ordering agency will notify the contractor when materials are available for pickup. The Government will wrap or otherwise prepare the furnished material for pickup by the contractor or the contractor's agent.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld no more than two (2) workdays from receipt at the ordering office until they are approved via email. NOTE: When proofs are ordered there will be an additional four workdays added to the schedule.

The proof hold period by the Government begins when proofs are received via email by the designated party and ends when the contractor is notified via email or phone that the proofs are approved.

Proofs, along with the Government furnished material, a copy of the print order, the contractor's usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor's plant will be emailed directly to the ordering agency by the contractor. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

Complete production and shipment must be made within 10 to 15 workdays from availability of print order and furnished material. An occasional order may require complete production and delivery within 5 workdays (no proof will be required on orders requiring production within 5 workdays).

The mail/ship date indicated on the print order is the date products must to be delivered

Upon completion of each order, under separate cover, and by traceable means, the contractor shall return all furnished materials to the address indicated on the print order.

Unscheduled material such as shipping documents (GBL's, etc.), 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.

PROOF DELIVERY NOTIFICATION: The contractor must notify the agency via email and verify by phone call that the email is received when the proofs are sent. In addition, if the proofs are not emailed back to the department within the specified time the contractor must notify the contract administrator and agency that the proofs have not been returned. Email proof of delivery notification per print order and confirm by phone call per print order. Include GPO program and print order numbers with all correspondence.

No definite schedule for pickup of material/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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of delivery. Upon completion of each order, contractor must contact the GPO Denver Regional Office at infodenver@gpo.gov.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest offer by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production 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".

	(1)	(2)
I. (a)	8	189
(b)	11	334
(c)	5	155
II. (a)	18	
III. (a)	4,064	
(b)	1,267	

SECTION 4. - SCHEDULE OF PRICES

Offers are to be mail/shipped f.o.b. contractor’s city.

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

Offers for each item listed in its respective format group, as defined in “Section 2 – Specifications,” must include the cost of all required materials and operations in accordance with these specifications.

Contractor must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared non-responsive.

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

Quotes submitted with “NB” (No Bid), “NA” (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any quotes 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 quote 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 100 will be prorated at the per-100 rate.

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

- I. **COMPLETE PRODUCT** (except Items II and III): Prices quoted shall include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications.

	Makeready and Setup Charges (1)	Per 100 Copies (2)
(a) Format A, black ink, per printed side	\$ _____	\$ _____
(b) Format B, black ink, per printed side	\$ _____	\$ _____
(c) Format C, black ink, per printed side	\$ _____	\$ _____

(Initials)

II. **PROOFS:** The number of "map units" in a particular map will be determined by dividing its trim size by 94 sq. in. with any fraction remainder being counted as a whole.

(a) Digital page proof, each map unit \$ _____

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 product ordered. The cost of any paper required for makeready or running spoilage must be included in the prices quote.

One page-size leaf will be allowed for each "map unit" in the product. The number of units in a particular map will be determined by dividing its trim size by 94 sq. in. with any fraction remainder being counted as a whole.

Per 100
Leaves

(a). White Uncoated Text, 60 lbs., equal to JCP Code A60, per map unit \$ _____

(b) White Opacified Text, 60 lbs., equal to JCP Code A80, per map unit \$ _____

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 offeror has selected the city and state shown below in the address block, and the quote or offer 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): Offeror hereby acknowledges amendment(s) number(ed) _____

QUOTE ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this Quote is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of Quote, 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 quote acceptance period may result in expiration of the quote prior to award.

OFFEROR'S NAME AND SIGNATURE: Unless specific written exception is taken, the offeror, by signing and submitting a quote, 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 quote being declared non-responsive.

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

(Street Address)

(City - State - Zip Code)

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

(Person to be Contacted) (Telephone Number) (Email)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE



THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)