

U.S. GOVERNMENT PUBLISHING OFFICE  
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Short-Run Copying**

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

Department of the Interior/U.S. Fish & Wildlife Service  
Anchorage, Alaska

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending October 31, 2021 plus up to 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 at 2:00 PM, prevailing Seattle WA time, on 11/4/2020 at the U.S. Government Publishing Office, Seattle, WA. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to [bidseattle@gpo.gov](mailto:bidseattle@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Program 2006S and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 2:00 PM, prevailing Seattle WA time on the bid opening date specified above will not be considered for award.

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

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

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:** All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 20 miles radius of 1011 E Tudor Rd., Anchorage, AK 99503

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

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

For information of a technical nature, contact Seattle GPO at 206-764-3726 or [infoseattle@gpo.gov](mailto:infoseattle@gpo.gov) or [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov) .

## SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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

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

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

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

**SUBCONTRACTING:** The predominant production function is copying.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Government furnished material
P-8. Halftone Match (Single and Double Impression)	Government furnished material
P-9. Solid and Screen Tint Color Match	Pantone Matching System or Government furnished material
P-10. Process Color Match	Government furnished material

**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.

**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 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 to October 31, 2021, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

**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 October 31, 2021, 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.

**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>.

**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.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of flat forms and books on a fast schedule requiring such operations as color and black copying, CD copying, litigation scanning, litigation copying, binding, labeling, packing, and delivery.

**TITLE:** Short-Run Copying

**FREQUENCY OF ORDERS:** Approximately 85% will be black or gray scale while the balance will be color.

Copying: an average of 25 orders per year.

Litigation copying and scanning:

Format: "A", quantity of 1 order for copying and 2 for scanning.  
Format: "B", quantity of 1 order for copying and 2 for scanning.  
Format: "C", quantity of 1 for scanning.

Approximately 10% of all litigation orders will feed through an auto chute page feeder.

Approximately 65% of all litigation orders will require limited preparation.

Approximately 25% of all litigation orders will require hand-placement of the pages on the copy glass or scanner.

**QUANTITY:** Approximately 25 to 200 with an average of 110 per order.

**NUMBER OF PAGES:** Approximately 100 pages per order. Approximately 80% will be format "A", approximately 17% will be format "B"; approximately 3% will be format "C".

Format "C" the average square foot per order is 4.

### **TRIM SIZES:**

Format "A": Up to and including 8-1/2 x 11".

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

Format "C": Over 11 x 17".

Compact Discs (CD's): 4.72" in diameter, plus a standard white paper unprinted disc envelope.

### **GOVERNMENT TO FURNISH:**

Some hard copy.

CD disc(s) to be copied.

CD-ROM and DVD's, both IBM and/or Macintosh compatible.

Digital files could include but are not limited to: PDF files, PUB, GIF, PNG, Microsoft Office Suite of products, PhotoShop, Illustrator, InDesign. Software will be in a variety of versions. The contractor must have the current versions and up-grade as they become available.

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

Mailing list in Excel, zip code sorted.

Agency mailing indicia, when available.

Print orders.

GPO Form 905 for shipping container labels.

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

**WARNING:** When files contain PII (Personally Identifiable Information) the contractor is responsible for protecting contents of the file. The contractor is required to submit a written explanation as to how the contractor will safeguard the data provided.

All media provided by the Government, and duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Discs are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely overwritten and any printouts and nonerasable media shall be destroyed by the contractor.

**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 will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility.

The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials and proofs from their secure website.

Contractor is responsible for converting images to an appropriate color space and file format for output. Contractor must also apply any and all necessary prepress functions to achieve best possible output quality of supplied files.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.



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

**COMPUTER TIME-WORK:** Consists of minor repairs and/or corrections required by the ordering agency on electronic camera copy. Time-work will be rounded up to closest 15-minute increments. **Prior to work, the contractor is required to inform the agency of the approximate time required for repairs or corrections.**

**DISC MANUFACTURING:** CD-ROM discs produced under this contract shall be in conformance with standards set by the International Standards Origination (ISO). Disc are 120mm (4.72") in diameter, single sided with a highly reflective metal layer sealed with a protective lacquer. **Disc(s) will image in black directly on the face of each disc, paper or vinyl labels will not be acceptable.**

**METALIZING:** The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disc.

**WARNING:** All electronic media provided by the Government, and/or duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Discs are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely overwritten and any printouts and nonerasable media shall be destroyed by the contractor.

**COPYING:** Copying equipment must be digital in nature and maintain fidelity with a minimum of 600 DPI, for black and all color images. Clear sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. Both color and black copying equipment must be capable of duplex copying while maintaining no visible distortion of the government furnished original(s) when compared to the printed product. Contractor's option to print with direct image masters on single color orders.

**LITIGATION COPYING AND SCANNING:** will be graded as follows:

Auto-Feed: The pages will run successfully through a feeding-chute.

Limited Preparation: Pages that can run successfully through an auto-feed chute after removal of binding, post-it note, or other light preparation as required.

Glass-Work: The documents will require the removal of staples, paper clips, rubber-band and odd-size documents. These documents will require placement by hand of the documents on the copy-glass.

**SCANNING:** All grayscale scanned images must have a minimum of 300-dpi resolution. All color scanned images must have a minimum of 400-dpi resolution. Scanned images will be produced as either single-page TIFFs, JPEGs or multi-page PDF files. When required the blank scanned pages will be indicated but removed prior to burning disc(s). When required, images burned to disc(s) must be indexed with a computer generated non-repeating sequential number, or non-repeating sequential alpha-numeric, or by the physical Bates numbering as applicable. An image management system will be required on all discs produced.

**OPTICAL CHARACTER RECOGNITION (OCR) SCANNING:** The contractor will be required to produce a raster file. Scan resolution for files intended for read-only OCR application will be bi-level, normally 300 dpi. Drawings will be scanned at a suitable dpi. OCR conversions will be captured from paper and electronic files.

Approximately 2 scanning orders will require OCR scanning applied.

Post OCR Processing: The contractor will be required to use a software application that identifies unrecognized characters or character strings; and/or a standard spelling checker; and/or visual comparison against the original(s).

**BATES NUMBERING:** Bates stamping or equal; sequentially stamp each page. Stamping may require an alpha-numeric prefix or suffix up to 12 characters. Paper-sets may require bates-numbering to match the computer indexing. Electronic Bates stamping will be included in the scanned image, when required. Physical Bates stamping will require sequential numbering from start to finish. Approximately 2 orders will require electronic Bates stamping, while 1 order will require physical Bates stamping.

**PROOFS:** When required, 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 and image position. Proof will not be used for color match.

The proofs will be withheld not more than 2 workdays from receipt by the Government to receipt in contractor's plant. Contractor must not print prior to receipt of an 'OK to print'.

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

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

All cover paper must have the grain parallel to the spine. The stock to be used will be indicated on each print order.

White or colored writing, basis weight: 20 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 high quality xerographic copier, laser printer; basis weight: 24 and 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code 061.

White Gloss-Coated Text; basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

White Litho (Gloss) Coated Cover; basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

Colored vellum-finish cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

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

White or colored index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Clear plastic sheeting with a thickness of .005" to .008" thick. No printing required on plastic sheeting; to be used as a cover stock.

White 90 lbs. index; non-mylared tabbed dividers. Trim size of 8-1/2 x 11" plus 1/2" tab = 9 x 11" overall size. Tabbed dividers will 1/5 cut. Cost will include the cost of stock and the cost of printing one side in a single ink color on the tab. Approximately 2 orders require approximately 12 tabbed dividers per order.

**MARGINS:** Majority of orders have adequate gripper margins. Approximately 10%-15% of orders have bleeds. Follow Government Furnished Material.

**BINDING:** Bind as indicated on the print order. Some orders will require the collation of color and black text pages in the same publication, there will be no extra cost for collating mixed pages. Various binding styles will be ordered as follows:

Loose-leaf: Gather and trim four sides; stitch with one wire stitch in the upper left corner or two or three side stitches. Separate two-piece covers will be required on some orders. No additional cost will allowed for loose-leaf binding.

Three-piece hidden-hinge covers, the third piece of the three-piece cover(s) is for the backstrip; drill, and score at fold. Score covers at left along entire 11" dimension for hidden-hinge covers and fold. All hidden-hinge covers to be three-piece. Bind with Acco, or similar, type fasteners with compressors on 8-1/2" centers.

Punch suitably for plastic comb binding. Bind text and cover with black plastic combs of suitable capacity.

Punch suitably for plastic spiral (coil) binding. Bind text and cover with plastic coils (various colors) of suitable capacity.

Perfect binding: Fold, gather, perfect bind with separate wrap around glued-on paper cover; trim three sides. Covers trim flush.

Saddle-stitching: Fold sheet, inset as necessary, and saddle-wire stitch in two places. Trim three sides. Separate cover, when required; wrap around, stitch on, and trim flush.

Thermal (hot) adhesive tape binding; several tape colors may be required.

Drill two or three holes. Most orders that require drilling will require 1/4" diameter holes centered on the 11" side, 4-1/4" or 8-1/2" center to center. Center of holes to be 3/8" from left edge of product.

Folding with one to three folds. Some orders will require right angle folds.

Hand-folding collated pages as a set.

Applying closure tabs to collated pages, suitable for mailing. Contractor to ensure finished piece meets current United Postal Service requirements for mailing.

Pad forms on the top or left side, with minimum 0.020" thick chipboard, newsboard, or equal for back. Gum and crash or any suitable compound may be used.

Insert furnished pages and dividers into books.

Insert the text and dividers onto the rings of furnished 3-ring binders.

Applying addresses on folded publications.

Laminating with 3-4 mil thick clear lamination. Orders will require laminating one or two sides. Trim will be flush or encapsulated, approximately 2 orders per year.

Gator Board; dry mounting and trim flush or with a border. Dry mount on white or black Gator Board that is 3/16" thick. Approximately 1 order per year.

Foam Core; dry mount on white or black 3/16" thick Foamcore, approximately 1 order per year.

**PACKING:** Wrap with Kraft paper or shrink-film in suitable units when required.

All CD disc(s) must be inserted into a standard 5 x 5" white paper disc envelope with a 3-7/8" diameter clear plastic (or glassine) covered window and un-gummed flap.

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

**LABELING AND MARKING** (Package and/or Container Label): Use GPO Form 905 to mark all shipping containers.

**DISTRIBUTION:** Deliver f.o.b. destination to several Government Departments in various locations in the Anchorage area; inside deliveries may be required.

On orders that require pick-up and delivery outside the normal delivery area of Anchorage, AK, proper contractor will be reimbursed for those charges by submitting pick-up and delivery receipts with your invoice.

When indicated by the agency the contractor must use the agency's bulk mailing permit and deliver to United States Postal Service.

Complete addresses and quantities will be furnished with the print orders.

Upon completion, Government furnished materials are to be returned to the ordering office, inside deliveries required.

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

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to agency and to [infoseattle@gpo.gov](mailto:infoseattle@gpo.gov). Call the agency to confirm receipt of documentation. The subject line of the message shall be "Distribution for PROGRAM 2006S, PRINT ORDER: \_\_\_\_\_". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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

Majority of orders must be completed and delivered within from 1 to 15 workdays from the date the contractor is notified that furnished materials and print order are available for pickup. Some orders will require same day delivery.

When same-day deliveries are required, a minimum schedule of four business hours will be allowed. This will be on approximately 15-20% of the orders. The schedule begins the workday of notification of the availability of print order and furnished material. Both pickups and deliveries may require the contractor to pickup and/or deliver at multiple locations within one or several buildings.

No definite schedule for pickup of material can be predetermined.

Orders must be completed and delivered by date indicated on Print Order.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with 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.

**SECTION 3.- DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

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

<b>I.</b>	<b>(a)(1)</b>	1,870	
	<b>(2)</b>	397	
	<b>(3)</b>	281	
	<b>(4)</b>	24	
	<b>(5)</b>	26	
	<b>(b)(1)</b>	330	
	<b>(2)</b>	70	
	<b>(3)</b>	25	
	<b>(4)</b>	25	
<b>II.</b>		<b>(1)</b>	<b>(2)</b>
	<b>(a)</b>	495	70
	<b>(b)</b>	88	16
	<b>(c)</b>	110	23
	<b>(d)</b>	110	35
	<b>(e)</b>	187	47
	<b>(f)</b>	88	17
	<b>(g)</b>	6	XXXX
	<b>(h)</b>	2	XXXX
	<b>(i)</b>	8	16
	<b>(j)</b>	2	5
	<b>(k)</b>	2	XXXX
	<b>(l)</b>	2	5
<b>III.</b>	<b>(a)</b>	110	
	<b>(b)</b>	440	
	<b>(c)</b>	1,100	
	<b>(d)</b>	110	
	<b>(e)</b>	550	
	<b>(f)</b>	220	
	<b>(g)</b>	275	
	<b>(h)</b>	275	
	<b>(i)</b>	110	
	<b>(j)</b>	1,100	
	<b>(k)</b>	55	
	<b>(l)</b>	55	
	<b>(m)</b>	55	
	<b>(n)</b>	550	
	<b>(o)</b>	3	
	<b>(p)</b>	220	
	<b>(q)</b>	26	
	<b>(r)(1)</b>	7	
	<b>(2)</b>	7	

**SECTION 3.- DETERMINATION OF AWARD continued**

	(s)(1)	7
	(2)	7
	(t)	600
<b>IV.</b>	(a)(1)	17
	(2)	17
	(b)(1)	111
	(2)	111
	(c)(1)	43
	(2)	43
	(d)	11
	(e)	2
	(f)	1
	(g)	2
<b>V.</b>	(a)(1)(a)	2
	(b)	2
	(2)(a)	10
	(b)	10
	(3)(a)	4
	(b)	4
	(b)(1)(a)	9
	(b)	9
	(2)(a)	55
	(b)	55
	(3)(a)	21
	(b)	21
<b>VI.</b>	(a)(1)	3
	(2)	3
	(b)(1)	20
	(2)	20
	(c)(1)	8
	(2)	8
	(d)	2

### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

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

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

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

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

Fractional parts of 100 will be prorated per 100 rate.

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

**I. COPYING, PACKING AND DISTRIBUTION:** Price quoted shall include the cost of all required materials and operations necessary for the complete copying, loose-leaf binding and distribution of the products listed in accordance with these specifications.

**Format "A":** Up to and including 8-1/2 x 11".

**Format "B":** Over 8-1/2 x 11" up to and including 11 x 17".

**Format "C":** Over 11 x 17".

**(a) Black Copying:**

- 1) Format "A"  
Including the cost of loose-leaf binding, per 100 impressions. \$ \_\_\_\_\_
- 2) Format "B"  
Including the cost of loose-leaf binding, per 100 impressions. \$ \_\_\_\_\_
- 3) Format "C"  
Oversized copying in black, cost to include 20 or 24 lbs. white bond.  
Cost per square foot. \$ \_\_\_\_\_

**Tabbed dividers:**

- 4) Makeready per tabbed divider. \$ \_\_\_\_\_
- 5) Running per 100 copies. \$ \_\_\_\_\_

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**(b) Color Copying:**

- 1) Format "A"  
Including the cost of loose-leaf binding, per 100 impressions. \$ \_\_\_\_\_
- 2) Format "B"  
Including the cost of loose-leaf binding, per 100 impressions. \$ \_\_\_\_\_
- 3) Format "C"  
Oversized color copying with a minimum of 600 dpi,  
Cost to include 24 lbs. white laser stock. Cost per square foot. \$ \_\_\_\_\_
- 4) Format "C"  
Oversized color copying with a minimum dpi of 2400 x 1200.  
Cost to include 24 lbs. white laser stock. Cost per square foot. \$ \_\_\_\_\_

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

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

**Format "A":** Up to and including 8-1/2 x 11".

**Format "B":** Over 8-1/2 x 11" up to and including 11 x 17".

	Format "A" (1)	Format "B" (2)
	<u>Per 100 leaves</u>	
(a) White Writing, 20 lbs.	\$ _____	\$ _____.
(b) Colored Writing, 20 lbs.	\$ _____	\$ _____.
(c) White Uncoated Text, 60 lbs.	\$ _____	\$ _____.
(d) White Laser, 24 lbs.	\$ _____	\$ _____.
(e) White Laser 28 lbs.	\$ _____	\$ _____.
(f) White Gloss-Coated Text 80 lbs.	\$ _____	\$ _____.
(g) White Litho (Gloss) Coated Cover 80 lbs.	\$ _____	XXXXXXXXXX
(h) Colored Vellum Cover, 80 lbs.	\$ _____	XXXXXXXXXX
(i) White Index, 110 lbs.	\$ _____	\$ _____.
(j) Colored Index, 110 lbs.	\$ _____	\$ _____.
(k) Clear Plastic Sheeting, .005" to .008"	\$ _____	XXXXXXXXXX
(l) White or colored Index, 90 lbs.	\$ _____	\$ _____.

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Initials

**III. ADDITIONAL OPERATIONS:** The following are charges that are in addition to Item I. These charges will only be allowed when specified on the print order. Any binding method that includes collating or the collating of both black and color pages must included in the binding cost.

**Please note that some of the below “additional operations” are asking for a price per “100 pieces” and some are asking for an “each” price.**

- (a) Acco binding with hidden-hidge covers, cost per book. \$ \_\_\_\_\_.
- (b) Comb binding, cost per book. \$ \_\_\_\_\_.
- (c) Plastic coil binding, cost per book. \$ \_\_\_\_\_.
- (d) Perfect binding, cost per book. \$ \_\_\_\_\_.
- (e) Saddle stitched binding, cost per book. \$ \_\_\_\_\_.
- (f) Hot tape binding, cost per book. \$ \_\_\_\_\_.
- (g) Drilling, per 100 leaves. \$ \_\_\_\_\_.
- (h) Folding, up to four folds, per 100 leaves. \$ \_\_\_\_\_.
- (i) Hand-folding, per 100 publications. \$ \_\_\_\_\_.
- (j) Applying closure tabs, cost per tab. \$ \_\_\_\_\_.
- (k) Padding, cost per pad. \$ \_\_\_\_\_.
- (l) Inserting text onto the rings of Government furnished three ring binders, per 100 leaves. \$ \_\_\_\_\_.
- (m) Inserting Gov’t furnished pages, per 100 leaves. \$ \_\_\_\_\_.
- (n) Applying addresses, cost per address. \$ \_\_\_\_\_.
- (o) Computer time, cost per hour. \$ \_\_\_\_\_.
- (p) Copying CD’s, cost per disc. \$ \_\_\_\_\_.
- (q) Laminate with 3-4 mil thick clear lamination. Cost to include trimming flush or 1/8” over-lap to encapsulate. Cost per square foot of lamination. \$ \_\_\_\_\_.
- (r) Mounting on 3/16” thick Foam Core
  - 1. 3/16” thick black Foam Core, cost per square foot \$ \_\_\_\_\_.
  - 2. 3/16” thick white Foam Core, cost per square foot \$ \_\_\_\_\_.
- (s) Mounting on 3/16” thick Gator Board
  - 1. 3/16” thick black Gator Board, cost per square foot \$ \_\_\_\_\_.
  - 2. 3/16” thick white Gator Board, cost per square foot \$ \_\_\_\_\_.
- (t) Emailed proof; per page \$ \_\_\_\_\_.

**IV. GRAY SCALE LITIGATION SCANNING:**

- (a) Auto feed, cost per scan
  - 1. Format “A” \$ \_\_\_\_\_.
  - 2. Format “B” \$ \_\_\_\_\_.
- (b) Limited Preparation, cost per scan
  - 1. Format “A” \$ \_\_\_\_\_.
  - 2. Format “B” \$ \_\_\_\_\_.
- (c) Glass work, cost per scan
  - 1. Format “A” \$ \_\_\_\_\_.
  - 2. Format “B” \$ \_\_\_\_\_.

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Initials

- (d) Over sized, cost per square foot \$ \_\_\_\_\_.
- (e) Electronic Bates stamping, cost per 100 stamps \$ \_\_\_\_\_.
- (f) Physical Bates stamping, cost per 100 stamps \$ \_\_\_\_\_.
- (g) Optical character recognition, OCR.  
Searchable scans, cost per 100 scans \$ \_\_\_\_\_.

**V. LITIGATION COPYING:**

- (a) **Color copying from originals**
  - 1. Auto feed, cost per copy
    - a. Format "A" \$ \_\_\_\_\_.
    - b. Format "B" \$ \_\_\_\_\_.
  - 2. Limited Preparation, cost per copy
    - a. Format "A" \$ \_\_\_\_\_.
    - b. Format "B" \$ \_\_\_\_\_.
  - 3. Glass work, cost per copy
    - a. Format "A" \$ \_\_\_\_\_.
    - b. Format "B" \$ \_\_\_\_\_.
- (b) **Gray scale copying from originals**
  - 1. Auto feed, cost per copy
    - a. Format "A" \$ \_\_\_\_\_.
    - b. Format "B" \$ \_\_\_\_\_.
  - 2. Limited Preparation, cost per copy
    - a. Format "A" \$ \_\_\_\_\_.
    - b. Format "B" \$ \_\_\_\_\_.
  - 3. Glass work, cost per copy
    - a. Format "A" \$ \_\_\_\_\_.
    - b. Format "B" \$ \_\_\_\_\_.

**VI. COLOR LITIGATION SCANNING:**

- (a) Auto feed, cost per scan
  - 1. Format "A" \$ \_\_\_\_\_.
  - 2. Format "B" \$ \_\_\_\_\_.
- (b) Limited Preparation, cost per scan
  - 1. Format "A" \$ \_\_\_\_\_.
  - 2. Format "B" \$ \_\_\_\_\_.
- (c) Glass work, cost per scan
  - 1. Format "A" \$ \_\_\_\_\_.
  - 2. Format "B" \$ \_\_\_\_\_.
- (d) Over sized, cost per square foot \$ \_\_\_\_\_.

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**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

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

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

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

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

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

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

FOR GPO USE ONLY

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Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_