

Program 2091-S  
Specifications by FB  
Reviewed by RW

U.S. GOVERNMENT PUBLISHING OFFICE  
Northwest

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Short-Run Copying**

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

Indian Health Service  
Billings Area Office

Single Award

The term of this contract is for the period  
beginning July 1, 2023, and ending June 31, 2024

**BID OPENING:** Bids shall be opened at 2:00 p.m., prevailing Seattle WA time, on May 9, 2023 at the U.S. Government Publishing Office, Northwest. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

**TERM OF CONTRACT:** The term of this contract is for the period beginning July 1, 2023 and ending June 30, 2024, plus up to four 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.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 25-mile radius of Billings, Montana.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**BID SUBMISSION:** The physical office is no longer open. Based on this, bidders MUST submit email bids to [bidsnorthwest@gpo.gov](mailto:bidsnorthwest@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Program 2091S 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.

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**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.

**BIDDERS, PLEASE NOTE:** These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, contact GPO Northwest at [infnorthwest@gpo.gov](mailto:infnorthwest@gpo.gov) and [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov).

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## 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>.

**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	Government furnished material
P-9. Solid and Screen Tint Color Match	Government furnished material or the Pantone Matching System
P-10. Process Color Match	Government furnished material

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

**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).

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**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 (July 1, 2023 to June 30, 2024), 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 3 months prior to the beginning of the contract, 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 purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" and various jacket numbers 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.

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**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 July 1, 2023 through June 30, 2024, 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.

**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.

**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.

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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.

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## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of books, pamphlets, and cut-forms on a fast schedule requiring such operations as copying/duplicating, binding, packing, and delivery.

**TITLE:** Short-Run Copying

**FREQUENCY OF ORDERS:** Approximately 36 orders per year, with approximately 75% format "A"; approximately 20% format "B"; and approximately 5% oversize.

Tabbed dividers: Approximately 3 orders will require up to 12 tabbed dividers per set, with approximately 40 sets per order. Dividers will be from 1/10 cut to 1/3 cut non-mylared and drilled if required. All tabbed dividers will be produced on White Index, 110-140 lbs.

**QUANTITY:** Approximately 3,000 copies per order for format "A"; approximately 100 copies per order for format "B"; approximately 100 copies per order for Oversize.

**NUMBER OF PAGES:** Approximately 114 pages for format "A"; and approximately 20 pages for format "B".

**TRIM SIZE:** Format "A" is up to and including 8-1/2" x 11". Format "B" is any trim size over 8-1/2" x 11" up to and including 11" x 17". Oversize is over 11" x 17" up to and including 24" x 31", with an average of 24" x 31".

Tabbed divider trim size: 8-1/2" x 11" with a 1/2" tab, for an overall trim size of 9" x 11".

### GOVERNMENT TO FURNISH:

Camera copy consisting of line art to be reproduced at various focuses.

CD or DVD ROM, both IBM and/or Macintosh compatible. Software could include but is not limited to: PhotoShop, PageMaker, InDesign, PostScript and PDF files. Software will be in a variety of versions. Printer fonts will be provided on the disk. The contractor must have the latest software versions.

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

Print orders.

Mailing address list. Mailing list will either be hard copy or digital.

Envelopes.

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.

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 finished product.

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### **CONTRACTOR TO FURNISH:**

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

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

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

Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the ordering agency.

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

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

At the request of the agency, upon completion of 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 may accept, as digital deliverables, Postscript files, and Adobe Acrobat Portable Document Format (PDF) files. File type of the returned Government furnished materials will be specified on the print order.

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

**COPYING:** Copying equipment must have a minimum of 1200 x 1200 DPI. Clear sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. Approximately 70% will be gray scale copying, while the balance will be color.

Tabbed dividers will require copying one side only.

The contractor has the option to use printing duplicators, offset printing or digital printing equipment in the production of the items ordered under this contract, as long as the desired quality level is maintained.

At the contractor's option: Print from duplicating masters imaged from camera copy furnished by the Department.

There will be no imaging on the clear plastic sheeting.



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**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.

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.

Stock to be used will be indicated on each print order.

Color of paper furnished must be a uniform shade and a close match by visual inspection of the JCP color samples.

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

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

White High Quality Xerographic Copier, Laser Printer, basis weight: 24 and 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-61.

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

White or Color Vellum Finish Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

White Imitation Parchment, Laser Finish, Archival Quality Option, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code H30.

White or Color Carbonless Bond (CB, CFB, CF), basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP O-80.

Clear plastic sheeting to be used as book and pamphlet covers, approximately 0.010" to 0.015" thick.

**MARGINS:** Adequate gripper margins; follow reprint sample furnished.

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

Looseleaf: Gather and trim four sides; stitch with one stitch in the upper left corner or two side stitches, as ordered.

Punch suitably for spiral binding; bind text and cover with suitable capacity spirals as indicated on print order.

Drill up to three 1/4" to 3/8" diameter holes, as specified on the print order.

Fold with one of two parallel folds as indicated on the print order.

A collating charge will be allowed for any type of book binding. Flat forms will not have a collating charge.

Apply or print the Government furnished mailing indicia and/or mailing addresses to books, pamphlets, or Government Furnished envelopes.

Laminating book covers or flat forms on one or two sides. Clear gloss lamination with 3 mil (.003") thick to 5 mil (.005") thick will be required. Items to be laminated will trim up to and including 8-1/2 x 11". Trim as indicated on the print order.

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**PACKING:** Wrap Kraft paper or shrink-film in suitable units. Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed. Wrapping will be at no cost to the Government.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**DISTRIBUTION:** Deliver f.o.b. destination to:

Billings, MT 59101

And other locations in the Billings, MT area.

Upon completion, all Government furnished materials are to be returned to the ordering Department.

**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).

Government furnished material must be picked up from and delivered (f.o.b. destination) at the ordering Department--see address under "Distribution".

No definite schedule for pickup of material can be predetermined; however, it is anticipated that the following estimates will apply to the overall contract period.

The following schedule begins the workday of notification of the availability of print order and furnished material.

4 percent of the orders must be completed and delivered within 24 hours (one workday). These orders will usually require a quantity and number of pages below the averages specified in this contract. The balance of the orders will require delivery within from 2 to 3 workdays.

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

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

	(1)	(2)
I. (a)	27702	43
(b)	64638	101
(2)	14	XXXX
(c) (1)	279	
(2)	651	

	(1)	(2)
II. (a)	20777	22
(b)	4617	9
(c)	13851	25
(d)	693	5
(e)	462	7
(f)	462	2
(g)	231	2
(h)	462	XXXX
(i)	923	XXXX
(j)	1847	XXXX
(k)	923	XXXX
(l)	923	XXXX

III. (a)	30
(b)	11970
(c)	4
(d)	110
(e)	18810
(f)	420
(g)	3420

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

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

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

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

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

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

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

Bids for each "Format" shall be for the trim size listed as outlined in Section 2.- Specifications.

Definition of page: one page equals one side of a sheet; there are 2 pages per sheet of paper.

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

	<b>Format "A"</b> <b>8-1/2" x 11"</b> <b>(1)</b>	<b>Format "B"</b> <b>11" x 17"</b> <b>(2)</b>
<b>(a) Color Copying:</b>		
1) Text pages in color including the cost of loose-leaf binding, <b>per 100 copies.</b>	\$ _____	\$ _____
<b>(b) Black Copying:</b>		
1) Text pages in black including the cost of loose-leaf binding, <b>per 100 copies.</b>	\$ _____	\$ _____
2) Tabbed dividers in black. Including the cost of stock and collating into text. <b>Cost per 100 tabbed dividers.</b>	\$ _____	XXXXXXXXXX

\_\_\_\_\_  
(Initials)

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- (c) **OVERSIZED COPYING:** Cost to include 24 lbs. White Laser stock
- 1) Color, with a 600 dpi minimum, **cost per square foot.** \$ \_\_\_\_\_
  - 2) Grayscale, with a 600 dpi minimum, **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": 8-1/2 x 11".

Format "B": 11 x 17".

	Format "A" 8-1/2" x 11" (1)	Format "B" 11" x 17" (2)
	<u>Per 100 leaves</u>	
(a) White Writing (20 lbs), <b>per 100 leaves</b>	\$ _____	\$ _____
(b) Color Writing (20 lbs), <b>per 100 leaves</b>	\$ _____	\$ _____
(c) White Laser (28 lbs), <b>per 100 leaves</b>	\$ _____	\$ _____
(d) White Index (110 lbs), <b>per 100 leaves</b>	\$ _____	\$ _____
(e) Color Index (110 lbs), <b>per 100 leaves</b>	\$ _____	\$ _____
(f) White Vellum Cover (65 lbs), <b>per 100 leaves</b>	\$ _____	\$ _____
(g) Color Vellum Cover (65 lbs), <b>per 100 leaves</b>	\$ _____	\$ _____
(h) Imitation Parchment (24 lbs), <b>per 100 leaves</b>	\$ _____	XXXXXXXXXX
(i) White and Color Carbonless Bond CF (20 lbs), <b>per 100 leaves</b>	\$ _____	XXXXXXXXXX
(j) White and Color Carbonless Bond CFB (20 lbs), <b>per 100 leaves</b>	\$ _____	XXXXXXXXXX
(k) White and Color Carbonless Bond CB (20 lbs), <b>per 100 leaves</b>	\$ _____	XXXXXXXXXX
(l) Clear plastic sheeting (0.01" to 0.015" thick), <b>per 100 leaves</b>	\$ _____	XXXXXXXXXX

**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.

- (a) Punch and bind with suitable plastic spirals, **per 100 books.** \$ \_\_\_\_\_
- (b) Drilling up to 3 holes, **per 100 leaves.** \$ \_\_\_\_\_
- (c) Computer time work on electronic camera copy corrections,  
**per hour.** \$ \_\_\_\_\_
- (d) Fold with one or two folds, **per 100 leaves.** \$ \_\_\_\_\_

\_\_\_\_\_  
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- (e) Collating pages, foldins, dividers, and/or covers, **per 100 leaves.** \$ \_\_\_\_\_
- (f) Apply or print mailing indicia and/or mailing addresses to books, pamphlets, or Government Furnished envelopes, **cost per 100 addresses.** \$ \_\_\_\_\_
- (g) Laminating with clear 0.003” to 0.005” lamination, laminating per page of 8-1/2” x 11” sheets. **Cost per 100 sides.** \$ \_\_\_\_\_

\*\*\*\*\*

My production facilities are located within the assumed area of production..... \_\_\_\_\_yes \_\_\_\_\_no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_
  - a. Number of hours from acceptance of print order to pickup of Government Furnished Material \_\_\_\_\_
  - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant \_\_\_\_\_
2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_
  - a. Number of hours from notification to carrier to pickup of completed product \_\_\_\_\_
  - b. Number of hours from pickup of completed product to delivery at destination \_\_\_\_\_

\_\_\_\_\_  
(Initials)

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

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

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

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

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by 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 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

\*\*\*\*\*

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