

Program 2980-S, Revision One  
Specifications by FB  
Reviewed by MP

U.S. GOVERNMENT PUBLISHING OFFICE  
Government Publishing & Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Quick-Schedule Copying Services***

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

USDOE UC Lawrence Berkeley National Laboratory

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning June 1, 2026 and ending May 31, 2027, 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:** Bids shall be opened virtually at 1:00 p.m., Eastern Time (ET), on April 29, 2026 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The Program Number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

**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 the San Francisco/Oakland/Berkeley Metro Area, CA.

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.

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

**Revision One includes change in term of the contract.**

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 [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>.

**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

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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.

**SUBCONTRACTING:** Subcontracting will not be permitted.

**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	Approved Prior to Production Samples / Average type dimension in publication
P-10. Process Color Match	Approved Prior to Production Samples

**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.

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**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).

**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 June 1, 2026 to May 31, 2027, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending February 28, 2026, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

**SECURITY WARNING:** It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;

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- (b) Address information, such as street address or personal email address; and,
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

**SECURITY CONTROL PLAN:** As part of the preaward survey, the contractor must present, in writing, to the Contracting Officer within 2 workdays of being notified to do so by the Contracting Officer or their representative, a detailed plan consisting of the below activities. The workday after notification to submit will be the first day of the schedule.

If the Government requests additional information after review of the plan, the contractor must submit an updated plan within two (2) workdays of request. After review of the updated plan, it is at the Contracting Officer's discretion to allow additional revisions/updates.

This proposed plan is subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of this plan.

The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g., while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. The contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

At a minimum, the plan shall explain the following:

1. How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. How all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

**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

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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.

**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 June 1, 2026 through May 31, 2027 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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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>.

Contractor's billing invoice must be itemized in accordance with the items in the "Schedule of Prices".

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

### PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

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- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

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## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of quick turnaround copying requiring such operations as copy pickup, black-only and color copying, 1-4 part carbonless (NCR) form sets, posters, mounted posters on foam core/gator board, inserting printed materials in various capacity contractor furnished binders, padding, inserting Chicago Screw Posts, "Case File" copying, binding, drilling, folding, laminating, addressing of printed pieces from (and maintenance of) a furnished digital mailing address database(s), packing and delivery.

The contractor must be capable of producing as many as 80,000 total copies from furnished multi-page publications within 24 hours to accommodate contract performance requirements. Pickup and delivery of all contract materials must be made by an employee of the contractor in a contractor-owned vehicle.

**TITLE:** Quick-Schedule Copying Services

**FREQUENCY OF ORDERS:** Approximately 166 orders per year.

**QUANTITY:** Approximately 183 copies per order.

**PAGES:** An average of approximately 38 pages (19 leaves) per order. Some orders may have 2 pages (1 leaf) per order.

**TRIM SIZE:** Single-sheet and bound products up to and including 12 x 18", plus large format drawings up to and including 48 x 72". Posters up to and including 48 x 36".

**COPYING:** Approximately 44% of the total leaves will print on both sides. Approximately 56% of the total leaves print on one side only.

Approximately 30% black-only copying and approximately 70% color copying.

It is estimated that as many as 2% of the total impressions produced under this contract will require case file copying.

Color copying will require printing color copying on one (including black-only on reverse) or on both sides.

"Case File" copying orders will require making 1 to 5 (average 1) copy of each furnished original document. Furnished originals will consist of various types and sizes of documents: typically requiring the deconstruction consisting of removal of Post-It Notes and/or various fastening devices (staples, etc.), hand-feeding/orientation of the furnished originals into or onto the copying machine (as opposed to placement into an automatic document feeder) and reassembly of the furnished file document(s) to their original state. Some documents may additionally require reduction.

**NOTE:** It is extremely important that all case file documents are accurately reassembled after copying. Material in these files is not public information and must be treated as confidential. No copies of any of these documents may be retained by the contractor. Distribution or use of any of the material contained in these files will be cause for immediate termination of this contract.

**Tab dividers:** 8-1/2 x 11" + 1/2" tab, 9 x 11" overall. 1/5<sup>th</sup> cut. Tab dividers will print on tab only in black. Tab dividers print face only or face and back of tab only. Typesetting of tab divider copy and inserting of tab divider sheets.

**Large Format Copying:** Large format products will print black on one side only or color copying, face only. Approximately 10% black-only large format copying and approximately 90% color large format copying.

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**NCR Sets:** Print 2-part, 3-part, and 4-part NCR sets in black ink, face only (or face and back) as indicated on print order. Collate in sequence; and fan-a-part on top 8-1/2 x 11" dimension.

**Saddle-Stitch Booklets:** Average from 4-40 pages each, print in black ink, face and back. The trim size is 5-1/2 x 8-1/2". Saddle-stitch on left 5-1/2" dimension.

**MARGINS:** Follow copy furnished unless otherwise specified.

**BINDING:** Bind as indicated on the print order, typically along the 11" dimension.

Various binding styles will be ordered as follows:

Band individual copies with a strip of heavy kraft paper, 3" in width around the short dimension; or, at contractor's option, with a heavy rubber band, or tie with twine.

Wire stitch documents up to 1/2" thick once in upper left corner or twice at the side; or rubber band, as indicated on order form.

Saddle-stitch with two wire stitches, as indicated on the print order.

Black (or occasionally colored) plastic comb binder of suitable capacity.

Black (or occasionally colored) Plasti-Koil binder of suitable capacity.

Double Wire-O binder of suitable capacity.

Black (or occasionally colored) thermo-plastic tape binding of suitable capacity.

Perforating and/or Scoring.

**BINDERS:** Binders are white with pockets on inside front and back covers. Clear plastic overlay over the entire outside front/back covers and at spine. Insert printed covers and spine into clear plastic overlays. Binders are standard 3-ring binder, as follows:

- a) 1/2" Capacity, 3-Ring Binder
- b) 1" Capacity, 3-Ring Binder
- c) 2" Capacity, 3-Ring Binder
- d) 3" Capacity, 3-Ring Binder

**DRILLING:** Approximately 50% of the total leaves ordered may require three round (1/4" to 3/8") diameter holes, 4-1/4" center-to-center; or five round 1/4" diameter holes, 2-1/8" center-to-center centered along the 11" side, 3/8" from left edge.

**MOUNTING/LAMINATING POSTERS:** Printed posters to be mounted on 3/16" thick contractor furnished Gatorboard as indicated on the print order. Additionally, posters may be laminated with 3 mil or 5 mil lamination, encapsulation style. When specified on the print order, laminate with dry erase laminate.

**FOLDING:** Folding of forms with one to three parallel folds will be required. Fold to finish size designated on the print order.

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**GOVERNMENT TO FURNISH:**

Print Order (GPO Form 2511).

Government furnished digital mailing address database(s).

Government furnished envelopes.

Repro copy and digital files for copying and for Case File copying. Digital files include, but not limited to, PDF, EPS, JPG, PUB, GIF and TIF files. Native files include, but not limited to, InDesign, Illustrator and Publisher. The contractor must have the current versions and upgrade software, as needed. A GPO Form 952 may accompany the furnished digital files.

**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.

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.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall create bleeds.

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

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

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.

**STOCK:** 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 paper to be used will be indicated on each print order.

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 their opinion, materially differs from that of the color sample(s).

White Uncoated Text, basis weight: 50 lbs. and 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

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

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White and Color, Plain Copier, Xerographic, Laser Printer, basis weight: 20 lbs. and 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-63.

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

Bright White Gloss Digital Bond, basis weight: 32 lbs. per 500 sheets. Suitable for use in high quality xerographic copies or digital printers: Mohawk's Navajo Bright White, or equal.

Bright White Gloss Digital Cover, basis weight: 100 lbs. per 500 sheets. Suitable for use in high quality xerographic copies or digital printers: Mohawk's Navajo Bright White, or equal.

Bright White Satin Digital Cover, basis weight: 80 lbs. per 500 sheets. Suitable for use in high quality xerographic copies or digital printers: Mohawk's Navajo Radiant White, or equal.

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

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

Color laser transparency film, approximately 0.004" thick.

Clear protective plastic cover sheets, approximately 0.010" thick.

Black Vinyl Covers, approximately 20 mil thick.

White and Color Carbonless Bond (CB, CFB, CF)\*, basis weight: 15-18 lbs. per 500 sheets, 17 x 22", equal to JCP O-80.

\*Stocks are either/or CB, CFB, and CF.

White, Photo Satin Stock, 10 mil thick

White, Photo Gloss Stock, 10 mil thick

**PDF "SOFT" PROOFS:** When indicated on the print order the contractor to submit one "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Email proofs to ordering agency referenced on the print order. Subject line of email must indicate "proof" and must indicate the print order number. Contractor must call ordering agency to confirm receipt. If proofs are required the contractor must not print prior to receipt of an "OK to print".

**PRIOR-TO PRODUCTION SAMPLES:** Jobs requiring color copying may require the contractor to submit prior-to-production sample for evaluation before final production, per Government request.

The "Prior-To-Production" sample must be printed as specified using the form, materials, inks, equipment, and method of production, which will be used in producing the final product. All samples must be manufactured at the facilities in which the contract production quantities are to be manufactured.

If prior-to-production samples are required, the contractor must not print prior to receipt of an "OK to print".

**PACKING:** Package copy (rubber band, shrink wrap, etc.), if applicable, according to instructions on the print order.

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Pack in containers to ensure delivery without damage, packing each order separately with order form displayed on outside of container.

**LABELING AND MARKING:** Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

When required by the Government, the contractor shall address printed pieces from and maintain Government furnished digital mailing address database(s).

Affix a label to each copy mailed as self-mailers. Printing addresses directly onto self-mailers is allowed.

**PICKUP AND DELIVERY:** Deliver f.o.b. destination.

Orders that require contractor pickup of furnished materials from, and delivery of complete orders to, various Government facilities throughout the greater San Francisco metro region.

The majority of orders will require pickup from, and delivery to Government facilities in Oakland and Berkeley, CA.

Some orders will require pickup from, and delivery to, Government facilities within the San Francisco City Limits.

For orders that deliver beyond the 25-mile radius of the San Francisco/Oakland/Berkeley Metro area, the contractor will be reimbursed delivery costs by submitting shipping receipts with their billing documents. Submit copies of all delivery receipts, with signature, with your completed voucher for payment.

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

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

Furnished material must be picked up from and delivered to address specified on print order. Inside delivery required.

Priority jobs (requiring accelerated delivery) must be completed and delivered *within four working hours*, that is; jobs submitted at 10:00 AM are due at 2:00 PM the same day; jobs submitted at 2:00 PM are due at 10:00 AM the next workday.

The contractor will charge a surcharge for accelerated delivery. Charges by the contractor for accelerated delivery will only be paid if “Accelerated Schedule” is indicated on the print order. Failure of the contractor to deliver work by the time and date indicated will result in the disallowance of any surcharge for accelerated delivery.

Routine jobs must be completed and delivered within eight working hours, that is; jobs submitted at 10:00 AM are due at 10:00 AM the next workday; jobs submitted at 2:00 PM are due at 2:00 PM the next workday.

High volume jobs requiring more than 80,000 total printed impressions will deliver within two to five workdays after notification of availability of Government furnished materials.

Case File jobs will deliver within two workdays after notification of availability of Government furnished material.

**SECTION 3.- DETERMINATION OF AWARD**

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

**PREMIUM PAYMENTS:** Orders requiring a production schedule of *within four working hours* will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II. "Paper" in the "Schedule of Prices".

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on their voucher.

It is estimated that 5% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "Schedule of Prices", to 5% of the prices offered for all items except Item. II., "PAPER".

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

<b>I.</b>	1.	(a)	249343	<b>III.</b>	(a)	45	(y)	42
		(b)	581799		(b)	10	(z)	9
		(c)	100		(c)	1080	(aa)	10
	2.	(a)	133		(d)	1	(bb)	10
		(b)	1195		(e)	10	(cc)	10
	3.	(a)	1		(f)	10		
		(b)	1		(g)	10	<b>IV.</b>	Surcharge for
		(c)	1		(h)	4500		accelerated schedule.
					(i)	840		See explanation above.
<b>II.</b>	(a)	10			(j)	54		
	(b)	1100			(k)	18		
	(c)	10			(l)	3		
	(d)	1950			(m)	18		
	(e)	10			(n)	402		
	(f)	10			(o)	1		
	(g)	1482			(p)	1		
	(h)	1200			(q)	1		
	(i)	1			(r)	1		
	(j)	2			(s)	10		
	(k)	1			(t)	10		
	(l)	1			(u)	10		
	(m)	1195			(v)	10		
	(n)	66			(w)	10		
	(o)	66			(x)	10		

Program 2980-S, Revision One  
Specifications by FB  
Reviewed by MP

#### 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.

The contractor may not charge pages printing only black on the reverse side of four-color copy at the four-color copy rate.

A charge will be allowed for each printed page. The contractor may not charge blank pages under Item I. Copying/Duplicating.

Color copying prior-to-production samples, if necessary, shall be charged under Item. I.(a).

Digital makeready cost(s): Note that all the quotes submitted for Item I shall include any digital makeready and/or preparation costs that may be required by Government submittal of simple Macintosh-compatible or Windows-compatible word processing files (MS Word) or Adobe Acrobat Portable Document Format (PDF) files. If the order includes submittal of a professional layout program with more complex digital content or if the content requires more extensive digital preparation to RIP the furnished digital copy directly to the copying machine for higher quality halftone reproduction, then the contractor is to call the GPO to discuss issuance of a contract modification.

Products with a trim size as large as **5-1/2" x 8-1/2"** shall be charged at *half* the quoted **8-1/2" x 11"** rates.

Products with a trim size between **5-1/2" x 8-1/2"** and **8-1/2" x 11"** shall be charged at the quoted **8-1/2" x 11"** rates.

Products with a trim size between **8-1/2" x 11"** and **17" x 11"** shall be charged at *twice* the quoted **8-1/2" x 11"** rates.

Products with a trim size between **11" x 17"** and **12" x 18"** shall be charged at 2-1/2 times the quoted **8-1/2" x 11"** rates.

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

Contractor's billing invoices must be charged in accordance with the line items in the "Schedule of Prices."

**I. COPYING/DUPLICATING:** Prices quoted shall include the cost of all required materials and operations (excepting those in Items II, III, and IV) necessary for the complete production and distribution of the product listed in accordance with these specifications.

**1. Copying:** Prices **do not include** cost of paper.

- (a) Black-only copying ..... per (8-1/2" x 11") printed page .... \$ \_\_\_\_\_
- (b) Color copying ..... per (8-1/2" x 11") printed page .... \$ \_\_\_\_\_
- (c) Tab dividers printing black-only ..... per printed divider .... \$ \_\_\_\_\_

**2. Large format copying:** Prices **do not include** the cost of paper.

- (a) Black-only copying ..... (per square foot)\* .... \$ \_\_\_\_\_
- (b) Color copying ..... (per square foot)\* .... \$ \_\_\_\_\_

\*A product's chargeable units to be determined by dividing the size of sheet, expressed in square inches, and dividing by 144 sq. inches, with any fractional remainder being counted as a whole.

**3. Carbonless (NCR) Sets:** Price **includes** the cost of paper.

- (a) 2-part carbonless sets, pre-collated ..... per 100 sets .... \$ \_\_\_\_\_
- (b) 3-part carbonless sets, pre-collated ..... per 100 sets .... \$ \_\_\_\_\_
- (c) 4-part carbonless sets, pre-collated ..... per 100 sets .... \$ \_\_\_\_\_

**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 makeready or running spoilage must be included in the prices quoted.

Products with a trim size as large as **5-1/2" x 8-1/2"** shall be charged at *half* the quoted **8-1/2" x 11"** paper rates.

Products with a trim size between **5-1/2" x 8-1/2"** and **8-1/2" x 11"** shall be charged at the quoted **8-1/2" x 11"** paper rates.

Products with a trim size between **8-1/2" x 11"** and **17" x 11"** shall be charged at *twice* the quoted **8-1/2" x 11"** paper rates.

Products with a trim size between **11" x 17"** and **12" x 18"** shall be charged at *2-1/2* times the quoted **8-1/2" x 11"** paper rates.

- (a) White Uncoated Text (50 lbs.)  
or White Writing (20 lbs.)  
or White Xerographic copier (20 lbs.)  
or Color Writing (20 lbs.)  
or Color Xerographic copier (20 lbs.)..... per 100 leaves (8-1/2" x 11") .... \$ \_\_\_\_\_
- (b) White Uncoated Text (60 lbs.)  
or White Xerographic copier (24 lbs.)  
or Color Xerographic copier (24 lbs.)..... per 100 leaves (8-1/2" x 11") .... \$ \_\_\_\_\_

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

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- (c) White High Quality Xerographic Copier,  
Laser Printer (24 lbs.) ..... per 100 leaves (8-1/2" x 11") .... \$ \_\_\_\_\_
  - (d) Bright White Gloss Digital bond (32 lbs.) ..... per 100 leaves (8-1/2" x 11") .... \$ \_\_\_\_\_
  - (e) White Index (110 lbs.) ..... per 100 leaves (8-1/2" x 11") .... \$ \_\_\_\_\_
  - (f) Color Index (110 lbs.) ..... per 100 leaves (8-1/2" x 11") .... \$ \_\_\_\_\_
  - (g) Bright White Gloss Digital Cover (100 lbs.) ..... per 100 leaves (8-1/2" x 11") .... \$ \_\_\_\_\_
  - (h) Bright White Satin Digital Cover (80 lbs.) ..... per 100 leaves (8-1/2" x 11") .... \$ \_\_\_\_\_
  - (i) Color laser transparency film  
(approximately 0.004" thick) ..... per 100 leaves (8-1/2" x 11") .... \$ \_\_\_\_\_
  - (j) Clear protective plastic cover sheets  
(approximately 0.010" thick) ..... per 100 leaves (8-1/2" x 11") .... \$ \_\_\_\_\_
  - (k) White Index Tab Dividers  
(9" x 11", 1/5<sup>th</sup> cut; 90 lbs.) ..... per 100 tab dividers .... \$ \_\_\_\_\_
  - (l) Black Vinyl Covers (approximately 20 mil thick) ..... per 100 leaves (8-1/2" x 11") .... \$ \_\_\_\_\_
  - (m) Photo Satin (10 mil thick) ..... per square foot .... \$ \_\_\_\_\_
  - (n) Photo Gloss (10 mil thick) ..... per square foot .... \$ \_\_\_\_\_
  - (o) White Writing (20 lbs.) for large format copying\* ..... per square foot .... \$ \_\_\_\_\_
- \*Use line item I. (a) for White Writing (20 lbs.) if not large format copying.

**III. ADDITIONAL OPERATIONS:**

- (a) Drilling, up to three holes per run ..... per 100 leaves .... \$ \_\_\_\_\_
  - (b) Typesetting of tab divider copy ..... per line .... \$ \_\_\_\_\_
  - (c) Trimming (applies only to products with a  
trim size smaller than 8-1/2" x 11") ..... per cut, per 100 leaves .... \$ \_\_\_\_\_
  - (d) Inserting tab, divider sheets throughout ..... per 100 leaves .... \$ \_\_\_\_\_
  - (e) Banding with kraft paper, rubber band or tie ..... per band .... \$ \_\_\_\_\_
  - (f) Shrink wrapping ..... per wrap .... \$ \_\_\_\_\_
  - (g) Plastic comb binding  
(includes binder material, collating and punching) ..... per piece .... \$ \_\_\_\_\_
  - (h) One wire stitch (staple) at upper left edge  
or two side wire stitches along bind edge ..... per piece .... \$ \_\_\_\_\_
  - (i) Saddle-stitching (includes collating, folding) ..... per piece .... \$ \_\_\_\_\_
  - (j) Plastic Koil binding  
(includes binder material, collating and punching) ..... per piece .... \$ \_\_\_\_\_
  - (k) Double Wire-O binding  
(includes binder material, collating and punching) ..... per piece .... \$ \_\_\_\_\_
  - (l) Thermo-plastic tape binding  
(includes binder material and collating) ..... per piece .... \$ \_\_\_\_\_
  - (m) Folding (one to three parallel folds per sheet:  
applicable only to single-sheet products) ..... per 100 sheets .... \$ \_\_\_\_\_
  - (n) Laminating with clear 3 mil or 5 mil thick film laminate ..... (per square foot)\* .... \$ \_\_\_\_\_
- \*For laminating purposes, each (8-1/2" x 11") cut sheet shall be rounded up and considered to be one square foot in area and charged accordingly.
- \*\*Lamination may or may not require encapsulation. Follow instructions on print order.
- (o) Addressing of self-mailers ..... per 100 pieces .... \$ \_\_\_\_\_

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

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- (p) Provision and affixing of pressure-sensitive tabs to self-mailers ..... per 100 pieces .... \$ \_\_\_\_\_
- (q) Insertion of copied material into  
Government furnished envelopes ..... per 100 envelopes .... \$ \_\_\_\_\_
- (r) Padding, including carbonless (NCR) form sets ..... per 100 sheets .... \$ \_\_\_\_\_
- (s) ½” Capacity, 3-ring binder ..... per binder .... \$ \_\_\_\_\_
- (t) 1” Capacity, 3-ring binder ..... per binder .... \$ \_\_\_\_\_
- (u) 2” Capacity, 3-ring binder ..... per binder .... \$ \_\_\_\_\_
- (v) 3” Capacity, 3-ring binder ..... per binder .... \$ \_\_\_\_\_
- (w) Providing black and white bleeds on  
text pages and/or covers ..... per printed page/cover .... \$ \_\_\_\_\_
- (x) Providing color bleeds on text pages and/or covers ..... per printed page/cover .... \$ \_\_\_\_\_
- (y) PDF “soft” Proof (emailed proof) ..... per proof .... \$ \_\_\_\_\_
- (z) Perforating or scoring ..... per 100 sheets .... \$ \_\_\_\_\_
- (aa) Mounting 48” x 36” printed poster on  
Black Gatorboard, 3/16” thick ..... per square foot .... \$ \_\_\_\_\_
- (bb) Mounting 48” x 36” printed poster on  
White Gatorboard, 3/16” thick ..... per square foot .... \$ \_\_\_\_\_
- (cc) Apply “Dry Erase” lamination to 48” x 36” printed poster ..... per square foot .... \$ \_\_\_\_\_

**IV. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items except Item II, “PAPER.” Percentage increase will be added to all orders which require the “Accelerated Schedule.”

Orders requiring a production schedule of *within four working hours* will be paid for at the premium rate.

Percentage increase ..... %

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 shall 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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**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 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)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)