Program 2994-S
Specifications by FB
Reviewed by LP

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

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Award Folders

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

Defense Logistics Agency (DLA) Document Services – West Branch

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending September 30, 2027, 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.

BID OPENING: Bids shall be opened virtually at 1:00 p.m., Eastern Time (ET), on October 6, 2026 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

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

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.

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 and TermContracts@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.

SUBCONTRACTING: The predominant production function is printing and foil stamping. Bidder who must subcontract predominant production function will be declared non-responsible.

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:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Average type dimension in publication
P-9. Solid and Screen Tint Color Match	Pantone Matching System book

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 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 through September 30, 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 June 30, 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.

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.

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.

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 September 30, 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.

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".

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of folders requiring such operations as copy pickup, generation of printing media from furnished hardcopy and/or digital copy, reprints requiring use of furnished lithographic film negatives, proofs, gold foil stamping, die-cutting, scoring, folding, packing, and delivery.

TITLE: Award Folders

FREQUENCY OF ORDERS: Approximately 35 orders per year.

QUANTITY: Approximately 50 to 3,000 copies per order with an average of 500 copies per order.

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

Folders in landscape format or portrait format at the option of the agency.

Fold along left edge or along top edge at the option of the agency.

- Approximately 9-1/2 x 12" final size after construction.
  When folding along left edge: Approximately 19 x 12" flat sheet size before construction.
  When folding along top edge: Approximately 9-1/2 x 24" flat sheet size before construction.

- Approximately 9-3/4 x 12-1/2" final size after construction.
  When folding along left edge: Approximately 19-1/2 x 12-1/2" flat sheet size before construction.
  When folding along top edge: Approximately 9-3/4 x 25" flat sheet size before construction.

- Approximately 9-5/8 x 12" final size after construction.
  When folding along left edge: Approximately 19-1/4 x 12" flat sheet size before construction.
  When folding along top edge: Approximately 9-5/8 x 24" flat sheet size before construction.

- Commercially-available Oxford Esselte #57575 pocket folders

It is anticipated that approximately 7% of the total orders will be for Portrait format (folding along left edge), approximately 64% of the total orders for Portrait format (folding along top edge), approximately 16% of the total orders for Landscape format (folding along top), approximately 3% of the total orders for Landscape format (folding along side), and approximately 10% of the total orders for commercially-available Oxford Esselte #57575 pocket folders.

Note: Because the flat sheet trim size of each folder can not be predetermined with absolute certainty, bidders are to assume a tolerance of plus or minus 1" in each dimension when pricing the folders.

GOVERNMENT TO FURNISH: Digital copy typically in the form of Windows compatible professional layout software (InDesign, Quark, Illustrator, Photoshop, etc.) or desktop publishing software (MS Word, MS Publisher, MS Powerpoint, etc.).

Sample as stock/construction guide.

Some orders may have metal alloy reprint stamping dies.

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 be required to provide magnesium stamping, slitting and trimming dies, as required.

The contractor must be able to provide digital means, methods and software necessary for the operation and support of the aforementioned software (up to and including the most recent version) and will be required to provide a full library of TrueType fonts.

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

Some orders may require generation of printing media from furnished digital copy.

Some orders may require the contractor to create and/or rework the furnished materials in order to conform to the ordering agency printing requirements.

The contractor may use digital media to produce (gold foil) stamping dies.

PRINTING MEDIA: If digital copy is furnished, the contractor shall output final copy at a minimum of 1600 dpi. Any required screens are 133-line screen or finer.

PROOFS: Approximately 98% of orders will require emailed proofs and approximately 2% of orders will require physical proofs.

Emailed Proofs: 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 agency point of contact indicated on print order. Contractor must call agency to confirm receipt.

Physical Proofs: When ordered, one trimmed, folded and glued (or taped or otherwise fastened) working set of digital page proofs will be required. Submitted page proofs shall include any and all elements that require gold foil stamping. Deliver physical proofs to agency point of contact indicated on print order. Contractor must call agency to confirm receipt.

The proof is to include contractor’s proof cover memo form, with information identifying a point of contact, their phone number at the contractor’s plant, and full identification of the order. All expenses incidental to delivering and returning proofs must be borne by the contractor.

All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO Jacket Number, Program Number, Print Order number and publication title. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs by the date specified in the contract, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

The contractor must notify the agency contact by email and/or phone call when the proofs are shipped to the department with the name of the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the agency and GPO contract administrator that the proofs have not been returned.

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

When proofs are required the contractor must not print prior to receipt of an "OK to Print."

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.

Stocks will be organized into three groups of papers, based upon the generally comparable costs of the stocks listed within each group.

Floodcoating paper to match a Pantone is not acceptable. Colored paper must be pulp dyed.

If requested by the agency, the contractor to provide paper samples.

Group A:

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

Blue* Vellum Finish Cover, basis weight: 65 lbs. to 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.
*Blue Color to match Pantone 312U (similar to Neenah Astobrights Celestial Blue Cover)

Group B:

White Linen-Finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21.

Dark Blue** Linen-Finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21.
**Dark Blue Color to match Pantone 282U (similar to Royal Sundance Linen Cover Midnight Blue or Neenah Midnight Blue or Neenah Patriot Blue Linen-Finish Cover)

Group C:

Colors not already included elsewhere in the contract, including, but not limited to, black, red, green, burgundy***, Linen-Finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21.
***Black Color to match Pantone BlackU; Green color to match Pantone 350U; Red color to match Pantone 200U; "Burgundy color to match Pantone 188U

Group D:

Dark Blue**** Felt-Finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21.
****Dark blue color to match Strathmore Grandee Blazer Blue.

Group E:

Commercially available pocket folders:
Oxford/Esselte folder: Product Model No. of 57575 features 5" deep straight pocket (stitched or glued along center fold) and reinforced outside edges, to be supplied in various stock colors.

PRINTING: Ink used in the performance of this contract shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent.

Approximately 2% of folders will require lithographic printing in one Pantone ink color (typically metallic gold) on face side of flat sheet, as indicated on the print order.

FOIL STAMPING: Approximately 98% of folders will require gold foil stamping logo and/or other type and rule elements on face side of flat sheet, as indicated on the print order.

MARGINS: Majority of orders will have adequate gripper margins. An occasional order may have inadequate gripper margins.

CONSTRUCTION: Portrait and landscape formats hinged at side or top.

Die-cut a single straight or curved slit (or parallel pair of slits) at each of the four corners of back panel to accommodate either an 8-1/2 x 11" or 11 x 8-1/2" award certificate, per furnished sample and/or instructions. Score and fold flat sheet in half (horizontally or vertically) with title panel out.

An occasional order will require the contractor to furnish commercially-available pocket folders, Oxford/Esselte's Product No. 57575.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each sublot. Do not choose copies from the same general area in each sublot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the ordering agency.

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

PACKING: Pack in suitable shipping containers.

When indicated on the print order, shrink-film wrap in suitable units.

Shipping containers shall have a minimum bursting strength of 1 300 kPa (200 pounds per square inch) or a minimum edge crush test (ECT) of 5 600 Newtons per meter width (32 pounds per inch width).

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.

DISTRIBUTION: Orders will deliver within the United States. Complete addresses will be furnished on individual print orders.

Shipping USPS is not a requirement, other delivery methods are acceptable.

Reimbursement for shipping costs will be made in accordance with the contractor's bid (see line items IV. a, b, c, d, e, f, g, h).

https://postcalc.usps.com/DomesticZoneChart

United States Postal Service Domestic Zone Chart (Effective Date: April 1, 2026)

3-digit ZIP Code prefix is 921

The first 3-digits of your destination ZIP Code determine the zone.
* Indicates ZIP Code range within the same NDC as the origin ZIP Code
+ Indicates ZIP Code range has 5-Digit Exceptions

ZIP Code	Zone	ZIP Code	Zone	ZIP Code	Zone	ZIP Code	Zone
005---089	8	473	8	677---679	5	865	4
090---099	8+	474---479	7	680---681	6	870	4
100---212	8	480---490	8	683---692	6	871	5
214---268	8	491	7	693	5	873---874	4
270---324	8	492---498	8	700---701	7	875	5
325	7	499	7	703---708	7	876	4
326---342	8	500	6	710---711	6	877	5
344	8	501---507	7	712---714	7	878---880	4
346---347	8	508	6	716---717	7	881---885	5
349	8	509	7	718---719	6	889---891	3*

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ZIP Code	Zone	ZIP Code	Zone	ZIP Code	Zone	ZIP Code	Zone
350---352	7	510---516	6	720---725	7	893	4*
354---359	7	520---528	7	726---731	6	894---895	4
360	8	530---532	7	733---738	6	897---898	4
361	7	534---535	7	739	5	900---908	2*
362---363	8	537---551	7	740---741	6	910---918	2*
364---367	7	553---560	7	743---768	6	919---921	1*
368	8	561	6	769	5	922---928	2*
369---372	7	562---567	7	770	6	930---934	3*
373---374	8	570---577	6	772---789	6	935	2*
375	7	580---583	7	790---795	5	936---954	4
376---379	8	584---588	6	796	6	955	5
380---384	7	590---591	5	797---812	5	956---959	4
385	8	592---596	6	813	4	960	5
386---397	7	597---598	5	814---816	5	961	4
398---400	8	599	6	820---826	5	962---966	4+
401---402	7	600---620	7	827	6	96700	8
403---418	8	622---631	7	828---837	5	968	8
420---424	7	633---639	7	838	6	969	9+
425---426	8	640---641	6	840---844	5	970---979	5
427	7	644---649	6	845---846	4	980---985	6
430---459	8	650---652	7	847	4*	986	5
460	7	653	6	850	3	988	6
461	8	654---655	7	851---852	4	989	5
462---466	7	656	6	853	3	990---992	6
467---468	8	657	7	855---857	4	993---994	5
469	7	658	6	859---860	4	995---998	8
470	8	660---662	6	863	3	999	7
471---472	7	664---676	6	864	3*		

[+] 5-Digit Exceptions

ZIP Code	Zone	Specific To
09000---09999	7	Priority Mail service
09000---09999	7	USPS Ground Advantage (< 16 oz.)

ZIP Code	Zone	Specific To
96200---96699	7	Priority Mail service
96200---96699	7	USPS Ground Advantage (< 16 oz.)
96900---96938	8	
96945---96959	8	
96961---96969	8	
96971---96999	8	

Upon completion of each order, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency and to compliance@gpo.gov and to termcontracts@gpo.gov . Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 2994S, PRINT ORDER XXXXX". The notice must provide all applicable tracking numbers, delivery method, and Title. Contractor must be able to provide copies of all delivery and shipping receipts upon request.

The contractor is to retain all furnished dies, as well as dies and working films made by the contractor, until contract expiration. The contractor will be responsible for maintaining the physical integrity of these materials during storage at the contractor's facility.

Upon contract expiration, all furnished dies, as well as dies and working films made by the contractor, must be returned to the ordering agency via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to retrieval and return contract materials must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained.

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

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Orders must be completed and delivered within 8 to 15 workdays.

When soft or hard proofs are required the proofs will be held no more than 3 working days by the Government unless additional production time is built in for additional review times.

The proof hold period by the Government begins when proofs are received by the designated party and ends when the contractor is notified that the proofs are available via email for soft proofs and available for pick-up for hard copy proofs by the contractor or their designated service.

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.

No definite schedule for pickup of material can be predetermined.

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

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.

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

I.	1.	(a)	(1)	1
			(2)	5
	2.	(a)	(1)	34
			(2)	170

II.	(a)	2
	(b)	153
	(c)	11
	(d)	3
	(e)	6
III.	(a)	52
	(b)	659
	(c)	15
	(d)	34
	(e)	1
IV.	(a)	72
	(b)	2
	(c)	34
	(d)	7
	(e)	2
	(f)	31
	(g)	2
	(h)	25

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.

____
(Initials)

Award Folders
2994-S (09/27)

I. PRINTING, PRODUCTION: Prices bid shall include the cost of all required materials and operations (excepting those under II, III, and IV) necessary for the complete production of the product listed in accordance with these specifications.

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
1. Printing Award Folders		
(a) Printing one ink color on face only........................per folder........	$____________	$____________
2. Stamping Award Folders		
(a) Gold foil stamping on face only............................per folder........	$____________	$____________

II. PAPER: The contractor will be reimbursed for the net number of trim-size leaves of paper required for each order. Bid must include cost of all make-ready and running spoilage allowances.
*per folder flat sheet, regardless of folder size, folder format, or folding edge.

	Price Per 100 Flat Sheets*
(a) Group A	$____________
(b) Group B	$____________
(c) Group C	$____________
(d) Group D	$____________

	Price Per 100 Folders
(e) Group E Commercially-available pocket folder (Oxford/Esselte #57575)	$____________

III. ADDITIONAL OPERATIONS:

(a) Shrink-wrapping of folders ....per wrap .... $____________

(b) Creation of magnesium stamping die .... per square inch .... $____________

(c) Customer-authorized prepress work to create and/or re-work furnished printing media** .... per hour .... $____________

**Note: All such prepress work must be expressly authorized by the ordering agency before the work is initiated by the contractor. Prepress work must be supported by a statement outlining in detail the operation for which payment is claimed. The contractor shall be reimbursed for up to 3 hours of prepress work upon submittal of a receipt signed by the ordering agency authorizing reimbursement for the additional prepress performance charged by the contractor. Prepress work which exceeds 3 hours will only be allowed under exceptional circumstances and must be specifically authorized by the Contracting Officer using a subsequent Contract Modification(s).

(d) Email proof............................per complete proof .... $____________

(e) Physical proof............................per complete proof .... $____________

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(Initials)

IV. DISTRIBUTION: Reimbursement for shipping costs will be made in accordance with the contractor's bid.

(a) Zone One .... per 100 folders .... $____________
(b) Zone Two .... per 100 folders .... $____________
(c) Zone Three .... per 100 folders .... $____________
(d) Zone Four .... per 100 folders .... $____________
(e) Zone Five .... per 100 folders .... $____________
(f) Zone Six .... per 100 folders .... $____________
(g) Zone Seven .... per 100 folders .... $____________
(h) Zone Eight .... per 100 folders .... $____________

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(Initials)

SHIPMENT(S): Shipments will be made from: City ___________________________, State ________________

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

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

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _______________________

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned 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)

THIS SECTION FOR GPO USE ONLY

Certified by: __________ Date: __________ Contracting Officer: __________ Date: __________

(Initials) (Initials)

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