

U.S. GOVERNMENT PUBLISHING OFFICE
MidAtlantic Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Reprints for CALL Publications (FOUO/CUI)

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

United States Army

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending May 31, 2025 plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened virtually at **11:00 A.M., Eastern Time (ET), on May 21, 2024** 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.

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

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 call Ledo Ulerio at lulerio@gpo.gov or (757) 490-7943.

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 (Rev. 09-19)).

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. Bidders who must subcontract this operation 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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average type dimension in publication/Camera copy
P-8. Halftone Match (Single and Double Impression)	Electronic media/Camera Copy
P-10. Process Color Match	Previous Sample/Color Proofs

Prior to award, contractor may be required to provide information related to specific equipment that will be used prior to production.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to May 31, 2025, 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, 2025, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through May 31, 2025. 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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.

SECURITY/WARNING: PRODUCT IS DESIGNATED AS – FOR OFFICIAL USE ONLY: The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducible at any time prior to delivery by him to a transportation agent or delivery to destination. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

NOTE: PRIOR TO AWARD, THE CONTRACTOR WILL BE REQUIRED TO SUBMIT A WRITTEN EXPLANATION AS TO HOW THE CONTRACTOR WILL SAFEGUARD THE DATA PROVIDED BY THE AGENCY. EXPLANATION MUST BE SUBMITTED VIA EMAIL (lulerio@gpo.gov).

SECURITY CONTROL 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.

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 this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain 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).

PAYMENT: Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

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 publications requiring such operations as outputting from electronic media, proofs, printing in black and/or full color, binding, packing and distribution.

TITLE: Reprints for CALL Publications (FOUO/CUI)

FREQUENCY OF ORDERS: Approximately 3 print orders per month. Each print order will be for multiple publication titles (averaging 5 titles per order) with various page counts and quantities.

QUANTITY: Approximately 1,000 to 7,000 copies per title with an average of 2,300 copies per title.

NUMBER OF PAGES: Approximately 32 to 300 pages per publication title. Averages of 116 pages per title for 5-1/2 x 8-1/2" publications, and 92 per title for 8-1/2 x 11" publications.

TRIM SIZES: 5-1/2 x 8-1/2" and 8-1/2 x 11"

GOVERNMENT TO FURNISH: Electronic files in pdf format. The contractor must have a secure FTP site to accept the files from the agency.

At the start of the contract the agency will furnish a representative sampling of printed books for reference as to format, quality, and color match expected.

A Print Order (GPO Form 2511) will be supplied for each individual order. Will be e-mailed.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on camera copy or in electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

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 point of contact given after award.

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.

GPO Imprint: The contractor must set a GPO imprint and strip in to last printed text page.

RETENTION OF DIGITAL FILES: The contractor will be required to retain a copy of the pdf file (and related laser visuals or printed samples) for each publication for subsequent reprints until the end of the contract term or until notified by the agency that the publication is no longer needed. Materials must be destroyed at the end of the contract term.

PROOFS:

2 sets of digital color content proofs for all text pages and covers. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

AND

2 sets of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Contractor MUST supply a proof sign-off sheet and a return airbill. Also please include a reminder that the agency can only keep proofs 2 days.

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

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

All text paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

Text: White Offset Book, grammage 90 g/m² (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

Cover: White No. 1 Coated Cover, Gloss-Finish, grammage 215 g/m² (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L11.

PRINTING: Print text head-to head in black ink and/or four color process as indicated on the individual print order. Covers 1/4/spine print full bleed in four color process. Flood coat cover 1/4/spine with a protective coating. Cover 2 prints in black and cover 3 is blank.

INK: Black and four color process.

BINDING: Perfect-bind text and wraparound cover; trim three sides. Grain must run parallel to the spine. Hinge score covers. Durable, high quality perfect binding is required. Cracking is not acceptable.

Expect that most books will require perfect binding; even those with small page counts. Saddle stitch will be required for page counts of 60 or less.

An occasional order for 5-1/2 x 8-1/2" books may require black plastic spiral (coil) binding.

LAMINATING: Spiral bound books may require lamination on the front and back covers.

When ordered, laminate the entire surface of both sides of the front and back cover pieces, after printing, with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, having a 5mil minimum thickness (total thickness of each cover piece after lamination should be a minimum of 20 pts). The laminated product must have no distortion of the printed matter and must remain clear and legible.

ROUNDED CORNERS: When laminated covers are required, the text and covers must have rounded corners opposite the bind (1/4" radius).

MARGINS: Margins will be as indicated on the print order or furnished copy. Covers bleed four sides; text has adequate gripper.

PACKING: Return government furnished material (DVDs, Proofs, etc.) to delivery address via United States Postal Service separately from finished product in sealed, synthetic, tear-proof envelopes or boxes.

Please ensure that ALL packaging (cartons and envelopes) used to ship this publication is durable enough to get this publication to its intended destination undamaged. Shipping/ mailing cartons must meet GPO Contract Terms specifications.

Shrink wrap all quantities of 2 or more, but no more than 5 per wrap. Single copies do not shrink wrap.

Contractor must use Tyvek or opaque heavy-duty poly bags for small quantities and durable shipping cartons for quantities that exceed the manufacturers' specifications for the envelopes/bags. **NO PAPER-BASED ENVELOPES ARE TO BE USED.** Contractor must take care not to over pack envelopes/cartons to prevent packages from bursting during postal handling. Contractor must also ensure that envelopes/cartons are packed in a manner that prevents movement during shipping/ mailing.

Pallets are required. Pallet dimensions are per GPO Specifications: Wooden pallets, 48" x 40" by 52" tall max high including pallet.

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

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 subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship f.o.b. destination. Center for Army Lessons Learned, Attention Eric Hillner, 10 Meade Avenue, Building 50, Room 145, Fort Leavenworth, KS 66027-1351. Or ATIC-SAA-R, attention Ware House, Bldg. 3306 Wilson Avenue, Fort Eustis, VA 23604.

Inside delivery is required.

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

All expenses incidental to returning Government furnished materials and submitting proofs 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).

Furnished material must be picked up from and delivered to: Center for Army Lessons Learned (CALL), 10 Meade Avenue, Bldg. 50, Room 145, Fort Leavenworth KS 66027.

Return furnished materials to address above. Proofs must be delivered to the above address. This is to be accomplished at the contractor's expense.

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.

PROOF SCHEDULE:

The contractor is to submit proof within 3 workdays after receipt of furnished materials.

Proofs will be withheld no more than 2 workdays from receipt by the customer agency until OK is given. (Note: The first workday after receipt of proofs at the Department is day one of the hold time.)

PRODUCTION SCHEDULE:

Contractor must complete production and distribution within 10 workdays after receipt of OK to Print.

When Proofs are NOT ordered, complete production and distribution must be made within 10 workdays. Approximately 10% of the orders may be required within 5 workdays.

The ship/deliver date indicated on the print order is the date the products must be shipped from the contractor's site.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one year's production. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

	(1)	(2)
I. 1.	(a) 11276	254348
	(b) 1252	28796
	(c) 108	2484
2.	(a) 994	22862
	(b) 110	2530
	(c) 12	276
II. A.	2346	
B.	276	
C.	138	
III. A.	160	

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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 non-responsive.

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 will be declared non-responsive.

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.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications, except for Binding, Packing, and Freight Costs.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
1. <u>5-1/2 x 8-1/2" Products:</u>		
(a) Text printing in black per page	\$ _____	\$ _____
(b) Text printing in 4/color process.....per page.....	\$ _____	\$ _____
(c) Complete Cover: 1/4 in 4/color; 2 in black; 3 blank, including spine for perfect bound books . per complete cover	\$ _____	\$ _____
2. <u>8-1/2 x 11" Products:</u>		
(a) Text printing in black per page	\$ _____	\$ _____
(b) Text printing in four color process.....per page.....	\$ _____	\$ _____
(c) Complete Cover: 1/4 in 4/color; 2 in black; 3 blank (including spine for perfect bound books) per complete cover	\$ _____	\$ _____

Initials

II. BINDING:

- A. Perfect bindingper 100 books.....\$ _____
- B. Black coil binding including laminating Covers.....per 100 books.....\$ _____
- C. Saddle Stitch Binding.....per 100 books.....\$ _____

III. PACKING/LABELING/SEALING:

- A. Multiple copies over 5.4 kg 12 lbs. in suitable shipping containers.....per carton.....\$ _____

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 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 fax or mail, 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)
