

Program 3960-S Revision One
Specifications by FB
Reviewed by TS & MS

U.S. GOVERNMENT PUBLISHING OFFICE

Southwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Quick-Schedule Copying & Scanning

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

Various Government Agencies

Single Award

REVISION: Revision One issued to change BID OPENING date.

TERM OF CONTRACT: The term of this contract is for the period beginning date of award and ending April 30, 2026, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

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

BID OPENING: Bids shall be opened virtually at 1:00 P.M., Eastern Time (ET), on May 1, 2025 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 3960-S 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.

Quick-Schedule Copying & Scanning
Program 3960-S (04/26), Revision One

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.

For information of a technical nature, contact infosouthwest@gpo.gov and fbuchko@gpo.gov .

SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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

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

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is printing. Any bidder who cannot perform the predominant production function will be declared non-responsible.

SUBCONTRACTING: Contractor may subcontract the digital scanning of large format legacy maps and documents as well as bindery operations.

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

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 to April 30, 2026, 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 January 31, 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.

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 April 30, 2026 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.

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.

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 in this procurement.

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"

Quick-Schedule Copying & Scanning
Program 3960-S (04/26), Revision One

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
- 8) Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of quick turnaround copying of various forms, brochures, newsletters, large format drawings, etc., requiring such operations as copy pickup (including digital retrieval via contractor's FTP site, capable of conveniently transmitting large files), generation of printing media/reproducibles from furnished digital copy, black-only and four-color (including duplex color) electrostatic, thermal or other copying process, digital scanning of large format legacy maps/documents, binding, drilling, folding, laminating, addressing of printed pieces using furnished labels and/or digital mailing address database(s), packing, and delivery.

TITLE: Quick-Schedule Copying & Scanning

FREQUENCY OF ORDERS:

Black-only copying: Approximately 8 orders per year.

Four-color copying: Approximately 17 orders per year.

Tab dividers printing black-only: Approximately 3 orders per year.

Large format drawings: Approximately 2 orders per year.

Scanning: Approximately 2 orders per year.

Orders may contain multiple products per order.

QUANTITY:

Black-only copying: Approximately 500 to 250,000 copies per order with an average of approximately 35,000 total pages per order. Face only and/or Face and Back (head to head/foot/side).

Four-color copying: Approximately 100 to 100,000 copies per order with an average of approximately 12,500 total pages per order. Face only and/or Face and Back (head to head/foot/side).

Tab dividers printing black-only on one side: Approximately 50 to 14,000 copies per order with an average of approximately 1,500 total pages per order.

Large format drawings: Approximately 1 to 5 copies of approximately 1 to 5 pages per order. An average of 2 copies of 3 pages. Face only.

A page is defined as one side of a leaf. One leaf of paper is two pages.

TRIM SIZE:

Single-sheet products: Up to and including 17" x 11". An average size of 8-1/2" x 11".

Books and pamphlets: Up to and including 17" x 11". An average size of 8-1/2" x 11".

Tab dividers: Typically 9" x 11", including 1/2" tab.

Large format drawings: Up to an including 48" x 36". An average size of 24" x 36".

GOVERNMENT TO FURNISH: Reproducible copy consisting of various types of forms, letters, files, miscellaneous documents, manuals, handbooks, legacy maps, etc.

Digital copy: The Government may also provide CD-R or DVD disc(s) containing Macintosh-compatible or Windows-compatible MS Word, MS Publisher, InDesign, PageMaker, Illustrator, and/or Photoshop files and/or Adobe Acrobat Portable Document Format (PDF) files. Digital fonts will typically be included or embedded. A GPO Form 952 may accompany the furnished digital files.

Quick-Schedule Copying & Scanning
Program 3960-S (04/26), Revision One

Mailing address database(s): Digital database of furnished mailing addresses may include Microsoft Excel, Microsoft Access, Microsoft Word, and ASCII variable length filed, comma-delimited formats.

Mailing address labels, envelopes: It is anticipated that the Government will occasionally furnish pressure-sensitive mailing address labels, as well as Government-furnished mailing envelopes for mailing purposes.

Vinyl-clad "Clear View" style three-ring binders, with clear poly pockets on outside covers and spine.

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 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.

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 and 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White and Color Writing (With Tablet Stock Option), basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

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

Quick-Schedule Copying & Scanning
Program 3960-S (04/26), Revision One

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

White and Colors Smooth and Embossed Text, basis weight: 60 and 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A91. (included colors to match Neenah's Evergreen PC line of text colors)

White No. 2 Gloss-Coated Text, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182. Suitable for use in high quality xerographic copiers or digital printers: Mohawk's Navajo Bright White, or equal.

White No. 2 Coated Cover, Gloss Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12. Suitable for use in high quality xerographic copiers or digital printers: Mohawk's Navajo Bright White, or equal.

White No. 2 Coated Cover, Silk/Dull Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L62. Suitable for use in high quality xerographic copiers or digital printers: Mohawk's Navajo Radiant White, or equal.

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

White and Colors Vellum Finish Cover, basis weight: 65 and 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

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

Clear protective plastic cover sheets, approximately 0.010" thick.

Acrylic coated flexible latex cover stock, approximately 0.017" thick. (Fibermark's Lexotone 17, or similar, to be provided in standard stock colors)

SCANNING OF LEGACY MAPS, DOCUMENTS: Occasionally the contractor will be required to digitally scan, print and archive furnished legacy documents of various sizes. The furnished legacy may be either black-only or contain color elements, typically on one side only. These documents are typically fragile in nature and are to be handled with care.

The contractor will be required to digitally scan the furnished documents at a resolution that will ensure faithful reproduction of all elements and details printed on the original.

If the furnished original contains color elements the contractor will be required to convert and color-correct all RGB elements to CMYK to best match the furnished color copy.

ARCHIVING OF LEGACY MAPS, DOCUMENTS: The contractor shall save the scanned imagery as a black-only or CMYK TIF file.

The contractor shall name each TIF file to intuitively correspond to the contents of the scanned original(s) and shall archive the digital contents of each order by burning the TIF files(s) onto a CD-R disc.

All contractor-furnished CD-R discs are to satisfy ISO 10149 physical specifications and shall have a shelf life of 20 years.

Quick-Schedule Copying & Scanning
Program 3960-S (04/26), Revision One

The contractor shall permanently label each CD-R disc with the title of the scanned contents thereon, the Program number (i.e. 3960-S) and print order number, as well as the date.

Each archival CD-R disc shall be returned to the ordering agency in a protective sleeve with a flap and a clear round poly window. Each disc shall be inserted into a sleeve so that the disc label shows through the clear poly window.

REPRODUCIBLES: Output of furnished digital copy: Contract orders will include Government submittal of digital copy for reproduction. Unless otherwise specified, the contractor is not obligated to produce an order by RIPing (i.e. rasterizing) the furnished digital copy directly to a xerographic copying machine. The contractor may—at the contractor’s option—digitally output a single first-generation copy on paper at a minimum of 600 dpi before placing it “on the glass” to produce the requisite number of second generation copies for final delivery.

Unless otherwise specified, the output copy shall match any furnished dummy hardcopy. In the absence of furnished dummy hardcopy, the final printed product shall match the “on screen” appearance of the furnished digital copy.

COPYING: It is estimated that approximately 60% of the total impressions will print both sides and approximately 40% will print one side only.

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

Large format copying: Large format products will typically print black-only or four-color process on one side only.

MARGINS: Follow copy furnished unless otherwise specified.

BINDING: Bind as indicated on the print order form (typically along the 11” dimension).

Various binding styles will be ordered as follows:

Band individual copies with a strip of heavy Kraft paper, approximately 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 rubberband, as indicated on the print order form.

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

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

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

Double Wire-O bind of suitable capacity.

Velo bind of suitable capacity.

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

Quick-Schedule Copying & Scanning
Program 3960-S (04/26), Revision One

Perfect-bind text and wraparound cover; trim three sides.

Pad in sets (per quantity requested), with each pad including a chipboard backener at the back of each set.

Foldins may be inserted throughout or gathered and inserted at the end of the text.

DRILLING: Orders may require two to five (typically three) 1/4" to 3/8" diameter holes, as indicated on the print order.

FOLDING: Folding of forms, brochures, newsletter, etc. with one to three parallel and/or right-angle folds will be required.

Large format drawings (typical size of 24 x 36") will typically require folding to a delivery size of approximately 8-1/2 x 11" with a combination of parallel and/or right-angle folds.

Fold the applicable product to finished size designated on the print order, or as otherwise instructed.

PRIOR TO PRODUCTION SAMPLES: Some jobs may require the contractor to submit prior to production samples copies for evaluation before final production, per Government request. If prior to production samples are required the contractor may not proceed without an "OK to print".

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

Some rush orders delivered in person may require same day generation of prior to production samples.

Email tracking information to the agency after shipping prior to production sample(s).

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, and quality of reproduction. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the agency, following instructions in Print Order for distribution. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO print order, jacket, and program number. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 2 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

Quick-Schedule Copying & Scanning
Program 3960-S (04/26), Revision One

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. At the option of the agency samples will not be returned to the contractor.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

ADDRESSING, SEALING: The contractor may be required to generate mailing labels from furnished digital database(s) of mailing addresses and affix the generated labels per furnished instructions. Occasionally the contractor will be required to affix Government-furnished pressure-sensitive mailing address labels, per furnished instructions.

As instructed on the print order, the contractor will be required to affix a pressure-sensitive tab or “dot” onto designated self-mailers, suitably sealing the self-mailer closed for mailing, or as otherwise instructed.

At the contractor’s option, the contractor may print a mailing address onto each self-mailer, in lieu of generating and affixing of mailing address labels.

PACKING: Pack suitable (rubber band, shrink wrap, etc.), or in accordance to specific instructions on the print order.

Pack in containers to ensure delivery without damage, packing each order separately with order form displayed on outside of container. Each shipping container not to exceed 40 lbs.

DISTRIBUTION: Contract order will typically deliver f.o.b. contractor’s city or f.o.b. destination to various Government facilities within 25 miles of Sacramento, CA.

The contractor will be reimbursed for pickup and delivery of orders at addresses located beyond the greater Sacramento metro region (more than 25 miles from downtown Sacramento) upon submittal of verifying shipping receipt(s) with the contractor’s billing voucher.

Certificate of Conformance: When using Permit Imprint Mail the Contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 1.85), supplied by the GPO and the appropriate mailing statement(s) supplied by the U.S.P.S.

All expenses incidental to returning materials, and furnishing sample copies, must be borne by the contractor.

SUPERINTENDENT OF DOCUMENTS: Occasionally orders will require the contractor to deliver Superintendent of Documents copies in addition to those copies ordered for the ordering agency. The Superintendent of Document copies enumerated on the print order will deliver to up to 3 destinations.

Follow print order for additional shipping instructions for GPO copies.

The contractor shall be reimbursed for cost to ship the enumerated Superintendent of Document copies upon submittal of verifying receipt(s) with submittal of the contractor’s billing invoice.

Quick-Schedule Copying & Scanning
Program 3960-S (04/26), Revision One

SCHEDULE: Adherence to each part of 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 address listed on print order. Inside delivery required.

No definite schedule for pickup of material can be predetermined.

The following schedules begin upon notification of availability of the print order and Government furnished materials.

Regular Schedule:

Complete production and distribution must be made within 2 to 10 workdays (as specified on the print order) of notification of the availability of print order and furnished materials.

Accelerated Schedule: Approximately 5% of all orders will require an accelerated schedule.

Complete production and distribution must be made the same workday as notification of the availability of print order and furnished materials, if notification is made by 10:00 a.m. If notification is after 10:00 a.m., then complete production and distribution must be made the next workday.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and the date products ordered for mailing f.o.b. contractor's city must be delivered to the post office.

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.

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; or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination to delivery sites within 25 miles of Sacramento, CA; and f.o.b. contractor's city for mailing orders and to delivery sites more than 25 miles from Sacramento, CA.

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.

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

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.

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

Charge for Prior to Production Sample(s): Prior to Production Sample(s), if required, shall be charged in accordance with the applicable line item(s) in the 'Schedule of Prices'.

Digital makeready cost(s): Note that all the bids 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, Corel WordPerfect, etc.) or Adobe Acrobat Portable Document Format (PDF) files. (See "Output of furnished digital copy" under Section 2 - Specifications.) If the order includes submittal of a professional layout program with more complex digital content involving various font issues and/or with many links to attendant graphic files, 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 bid 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 bid 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 bid 8-1/2 x 11" rates.

Bid prices for color copying shall include all collation cost(s): No additional charges for insertion of color copy with black-only copy will be allowed.

I. COPYING: Prices bid shall include the cost of all required materials and operations (excepting those listed 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 (face only and/or face and back)
.....per 8-1/2 x 11”...per 100 printed pages.....\$ _____
- (b) Four-color copying (face only and/or face and back)
.....per 8-1/2 x 11”... per 100 printed pages.....\$ _____
- (c) Tab dividers printing black-only.....per 100 printed dividers.....\$ _____

2. Copying of foldins: **Prices include cost of paper, folding, collation, and insertion.**

- (a) Black-only on one side only.....per 100 foldin unit*.....\$ _____
- (b) Black-only on both sides.....per 100 foldin unit*.....\$ _____

*A charge will be allowed for each “foldin unit”. The number of units in a particular foldin will be determined by dividing its trim size expressed in square millimeters (square inches) by 606 sq. mm (94 sq. inches), with any fractional remainder being rounded to the next whole number.

3. Large format copying: **Prices include the cost of paper.**

- (a) Black-only copying on one side only.....per sq. foot**.....\$ _____
- (b) Four-color copying on one side only.....per sq. foot**.....\$ _____

**A product’s chargeable units to be determined by dividing the size of sheet, expressed in square cm (or square inches), and dividing by 144 sq. inches, with any fractional remainder rounded off to the closest whole number.

4. Scanning of large format legacy maps, documents:

- (a) Digital scanning of *black-only* large format legacy maps, documents.....per sq. foot **.....\$ _____
- (b) Digital scanning of *color* large format legacy maps, documents (includes the cost of color correction to match furnished original).....per sq. foot**.....\$ _____

**See note on previous line item.

(Initials)

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 bid.

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.

**Per 100 leaves:
8-1/2 x 11”**

- (a) White Uncoated Text, 50 lbs.; White and Color Writing (With Tablet Stock Option), 20 lbs.; Color Plain Copier, Xerographic, Laser Printer, 20 lbs.\$ _____
- (b) White Uncoated Text, 60 lbs.; White High Quality Xerographic Copier, Laser Printer, 24 lbs\$ _____
- (c) Color Plain Copier, Xerographic, Laser Printer, 24 lbs.\$ _____
- (d) White No. 2 Gloss-Coated Text, 80 lbs\$ _____
- (e) White and Colors Smooth and Embossed Text, 60 lbs.....\$ _____
- (f) White and Colors Smooth and Embossed Text, 70 lbs.....\$ _____
- (g) White Index, 110 lbs.\$ _____
- (h) Colors Index, 110 lbs.\$ _____
- (i) White Vellum Finish Cover, 65 lbs.\$ _____
- (j) Colors Vellum Finish Cover, 65 lbs.\$ _____
- (k) White Vellum Finish Cover, 80 lbs.\$ _____
- (l) Colors Vellum Finish Cover, 80 lbs.\$ _____

(Initials)

- (m) White No. 2 Coated Cover, Gloss Finish, 80 lbs.\$ _____
- (n) White No. 2 Coated Cover, Silk/Dull Finish, 80 lbs.\$ _____
- (o) Clear protective plastic cover sheets, approximately 0.010" thick.....\$ _____
- (p) Acrylic coated flexible latex cover stock, approximately 0.017" thick.....\$ _____
- (q) TAB DIVIDERS: White Index, 110 lbs.
 (9" x 11", including 1/2" tab, 1/5th cut).....per 100 tab dividers.....\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Drilling, up to three holes per run.....per 100 leaves.....\$ _____
- (b) Typesetting/composition 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 tabs, 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 corner or
 two side wire stitches along bind edge.....per piece.....\$ _____
- (i) Saddle-stitching (includes collating, folding).....per piece.....\$ _____
- (j) Plasti-Koil binding (includes binder material,
 collating, and punching).per piece.....\$ _____
- (k) Double Wire-O binding (includes binder material,
 collating and punching.....per piece..... \$ _____
- (l) Velo binding (includes binder material and collating).....per piece.....\$ _____
- (m) Folding
 - 1. Single-sheet letterheads, brochures, etc. with
 one to three parallel and/or right angle folds.....per 100 sheets.....\$ _____
 - 2. Multiple-sheet products (newsletters, etc.)
 with one or two parallel or right angle folds.....per 100 pieces..... \$ _____
 - 3. Large format drawings with parallel and/or
 right angle folds to approximately 8-1/2 x 11".....per 100 sheets..... \$ _____
- (n) Laminating with clear 3 mil or 5 mil thick
 gloss or matte film laminate.....per sq. ft.* \$ _____

*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.

- (o) Addressing of mailers:
 - 1. Using furnished digital database.....per 100 pieces..... \$ _____
 - 2. Using furnished pressure-sensitive labels.....per 100 pieces\$ _____

 (Initials)

- (p) Provision and affixing of pressure-sensitive sealing tabs/dots to self-mailers.....per 100 tabs/dots.....\$ _____
- (q) Padding (typically 50 to 200 sheets per pad, with chipboard backer).....per pad..... \$ _____
- (r) Insertion of contents into Government-furnished three-ring binders.....per binder.....\$ _____
- (s) Digital archiving of scanned legacy maps and documents (saved as TIF files) burned onto labeled CD-R disc(s) or thumb drive.....per CD-R/thumb drive.....\$ _____
- (t) Perfect binding:
 - 1. Up to, including 1” thickness.....per piece.....\$ _____
 - 2. Greater than 1” thickness.....per piece.....\$ _____
- (u) Plastic slash multi colored pockets, 5-1/2” x 8-1/2” and placed at the very back as last page in the coil book.....per 100..... \$ _____

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.”

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)

Quick-Schedule Copying & Scanning
Program 3960-S (04/26), Revision One

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

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

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) (state and 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)