

U.S. GOVERNMENT PUBLISHING OFFICE

San Francisco, CA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Technical Publications and Changes

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

Single Award

The term of this contract is for the period

CONTRACT TERM: The term of this contract is for the period beginning **April 1, 2019** and ending **March 31, 2020**, plus as many as four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

For information of a technical nature call Alan Zada at (707) 748-1970, Ext. 6. (No collect calls.)

Quotes may be submitted via fax machine. The GPO fax number is (707) 748-1981.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial as applicable, all pages of the SECTION 4. - SCHEDULE OF PRICES (pages 13 through 18, included within).

To submit a quote, contractors must execute and submit the 'Schedule of Prices' (pages 13 through 18) included within.

CONTRACTING METHOD: This procurement is being solicited as a Small Purchase Request for Quotation (RFQ). The sealed bidding terminology as used throughout these specifications is synonymous with their negotiated procurement counterparts unless specifically stated otherwise. Negotiated pursuant to 41 U.S.C. 5(1).

Special attention is directed to the following: This is a new contract.

BIDDERS, PLEASE NOTE: GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

QUOTES DUE: Quotes due at 11:00 AM Pacific Time on **FEBRUARY 21, 2019**.

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, (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)). A copy of these publications, as well as other supplemental GPO contract documents, can be obtained at: <http://www.gpo.gov/vendors/gaocab.htm>

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the 'GPO Contractor Connection' link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor's seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: "EIN/TIN #" (Employer Identification Number or Taxpayer Identification Number); "Subject to Backup Withholding" (See Form W-9, Request for Taxpayer Identification Number and Certification); and, "Current W-9 Request" (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

SUBCONTRACTING: Is permitted of fold-ins over 25".

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

FACSIMILE BIDS: Facsimile bids are permitted.

- (a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.
- (b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.
- (c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.
- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to **fax number: (707) 748-1980 or (707) 748-1981**, one bid per facsimile.

(g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

- (1) Receipt of garbled or incomplete bid.
- (2) Availability or condition of the receiving facsimile equipment.
- (3) Incompatibility between the sending and receiving equipment.
- (4) Delay in transmission or receipt of bid.
- (5) Failure of the bidder to properly identify the bid.
- (6) Illegibility of bid.
- (7) Security of bid data.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes - Level III
- (b) Finishing 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	Repro Copy, Preproduction Sample, Digital Copy
P-9. Solid & Screen Tint Color Match	Pantone Matching System Preproduction Sample
P-10. Process Color Match	Four-Color Process Preproduction 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 before expiration of the current contract term. 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 periodic pricing revision.

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.

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.

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/agency/billing-and-payment>.

Note: *The contractor shall itemize each billing voucher in accordance with the contract 'Schedule of Prices.'*

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 April 1, 2019 to March 31, 2020** 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" 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

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of 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 below. Pricing will thereafter be eligible for adjustment during the second and any succeeding 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 herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from April 1, 2019 to March 31, 2020. 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.

Price adjustments in accordance with this clause will be based on the changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" 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 the 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 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 **December 31, 2018**, 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.

NOTIFICATION: The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of various self and separate cover books requiring such operations as copy pickup, preproduction samples, pre-binding samples, 150-line screen, printing, binding (including hinging), drilling, fold-ins, packing, folding, labeling and marking, pre-paid mailing, rounding outside corners, and distribution. Some orders may require a blank two piece linear polyethylene plastic cover 9-1/2 x 11-1/4" including 3/4" heat scored hinge.

TITLE: Technical Publications and Changes.

FREQUENCY OF ORDERS: Approximately from 3 to 8 orders per year (average 4 orders per year).

QUANTITY: Approximately 300 to 2,700 copies per order (average 1,000 copies per order).

NUMBER OF PAGES: Approximately 250 to 1,100 pages per order (average 500 pages per order).

FOLDINS: Approximately 16 to 105 foldins per order (average 33 foldins per order).

Approximately 50% of all orders will contain foldins, printing in four-color process. Approximately 50% of orders will contain foldins, printing in black ink only.

TRIM SIZE:

Text pages: 8-1/2 x 11".

Fold-ins: Up to a maximum of 20 x 60" (average two units per fold-in – 17 x 11").

Blank polyethylene covers: 9-1/2 x 11-1/4" including 3/4" hinge.

GOVERNMENT TO FURNISH: CD-ROM (formatted for IBM or Macintosh) with digital files furnished in Adobe PDF or Adobe InDesign. Files will be separated into folders containing Text – black ink; Text- color, Foldins-black ink; Foldins-color.

Negatives, camera copy (if available) and mailing labels may also be furnished. Contractor must review furnished materials for compliance to specifications written on accompanying print order and notify the GPO of any discrepancies within 2 workdays of receipt.

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 contract administrator within 24 hours of receipt of the Government furnished material.

The contractor will be creating or altering 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. Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

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.

Occasionally, unaddressed, postage and fees paid, gummed, 5 x 3" labels will be furnished. These labels will be ZIP Code sorted.

GPO Form 905 with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber-stamped jacket numbers, commercial identification marks of any kind, etc., carried on copy or film, 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.

150-line screen printing or better will be required as indicated on each print order.

PRE-PRODUCTION SAMPLES: Prior to printing and binding of the total production quantity, the contractor must submit one fully completed pre-production sample copy for final approval. This copy will be held for no more than five (5) work days from receipt.

The contractor is cautioned that in the event of rejection or alteration of the pre-production samples, the GPO will consider production costs only up to and including presswork. If the contractor continues production without approval of the GPO, they do so at their own risk. Submit pre-production samples to the address indicated on the print order. These samples must be identified as "PRE-PRODUCTION SAMPLES, Program Number, Print Order Number". The contractor may not proceed to final production without an "Okay to Print."

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. 12" dated February 2008.

*Per Department of Defense, all stocks used to fulfill the requirements of this contract must contain 50% All stocks used must have a minimum 50% postconsumer recycled content based on USC 10, Section 2378. To view online, visit: <http://uscode.house.gov/>. Once at the website, click on Search. In the Title box, type in 10. In the Section box, type in 2378, Hit Search.

If the stocks are not available in 50% post-consumer recycled content, the contractor MUST notify GPO at time of bidding. All stocks must have a minimum of 30% post-consumer recycled content.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine. The paper to be used will be indicated on each print order.

White Recycled Offset Book [with 50% postconsumer recovered materials], (basis weight: 50 and 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A70.

Cover: White and Colored Vellum-Finish Recycled Cover, (basis weight: 65 lbs per 500 sheets, 20 x 26"), equal to JCP Code L20.

Cover: Clear Tenite, High Impact Polyethylene Plastic, Smooth Finish, 0.035 gauge, as noted on print order.

PRINTING: The major portion of the work ordered under this contract will print in black ink, head-to-head. Approximately 20% of all orders will print face only. However, an occasional order may require printing in four-color process, in addition to black, on text, covers (1 through 4), and/or fold-ins.

While it is anticipated that most of the jobs ordered under these specifications will consist of type pages and line illustrations, some jobs will also contain halftones, flat-tones, and/or duotones. Reverse printing on covers may also be ordered.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

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

MARGINS: Margins will be as indicated on the print order or furnished copy. Cover and some text pages and/or fold-ins may bleed one or more sides, when edge indexes are used, contractor must exercise care in imposition, printing, folding, gathering, trimming, and drilling to insure proper alignment of text page index markers with corresponding edge index on cover pages and title pages.

90% of orders may require bleeds on two or more sides. The contractor is required to create bleeds on 8-1/2 x 11" sheet size in furnished digital files, as needed.

BINDING: Two metal corrosion resistant (non-rusting) screw posts of suitable size (screw posts must not exceed thickness of publication) or wire stitch with one or two stitches in left margin. Each print order will contain binding instructions.

Fold-ins: Fold-ins may require up to five accordion folds. An occasional order may require angle folds. Fold-ins will be ordered tipped-in or inserted throughout text, or gathered in sets at the end of text. Specific instructions for placement of fold-ins will be furnished with the collation sheet furnished.

When angle folds are required, fold-ins to be lipped or angle cut for easy opening. Drill like text (when required).

Drilling: Orders may require drilling up to five round holes. The majority of these orders will be ordered with 5-hole drilling. Holes will 1/4" or 7/16" as indicated per specifications furnished with each order. Hinge to be on the 11-1/4" side with holes drilled to match drill pattern on print order.

ROUNDING: The outside covers are rounded on top and bottom.

PACKING: All bulk shipments and all quantities delivered by the contractor are to be packed in new shipping containers or cushioned mailing envelopes suitable for pre-paid mailing or pre-paid bulk shipments. Each carton/envelope will be labeled. Do not inter-mix publications in any container, bundle or other packing unit. Some orders may require specific quantities per container.

Shipping containers shall have a minimum bursting strength of 275 lbs., per square inch or a minimum edge crush test of 44 lbs per square inch width.

Mailed Shipments: Insert single or multiple copies (up to 200 leaves) into Kraft envelopes. Quantities over 200 leaves, up to 12 lbs., must be inserted into cushioned shipping bags or wrapped in shipping bundles.

Quantities over 12 lbs., up to 24 lbs., must be wrapped in shipping bundles or packed in small containers.

Quantities over 24 lbs., up to 26 lbs., must be packed in shipping containers.

DISTRIBUTION: Contractor will be required to pre-pay all postage for each mailing and bulk shipment. Most mailings will be made at the Standard Mail (A) and (B) rates. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the voucher for billing and must be listed as a separate item. Contractor must obtain all permits to enter the publications into the postal system.

NOTE: All orders require pre-paid bulk shipments. Out of these orders, approximately 75% require that some copies will require pre-paid mailing through the U.S. Postal Service for shipment to APO or FPO addresses only. All remaining orders are to ship by traceable means, signature required. Preferred carriers include FedEx or UPS. **Contractor is required to furnish DLA Information Operations with list of all tracking numbers per each label. Email the tracking numbers to Steven Chrismen. His email address is: Steven.Chrismen@dla.mil.**

In the subject line, list the program number, print order number and tracking numbers.

Contractor will be reimbursed for all pre-paid bulk shipments. Contractor must furnish verifiable receipts for delivery. These receipts must include the program number, and print order number: total quantity delivered number of cartons, and quantity per carton. Receipts must contain date of delivery and signature of Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

The greater portion of each order must be shipped by mail, using preaddressed pressure sensitive mailing labels. The number of copies to be mailed to each addressee will be indicated on each label. The number of mailing labels furnished for each order will vary, depending on the number of copies ordered and their distribution. An occasional order may require mailing of the entire quantity to one address.

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

Immediately on completion of shipment and/or mailing, the contractor must fax a copy of Postal Form 3602 or a notarized statement to the address listed on the print order under "Return Negatives to:",

certifying the date that the order was delivered to the Post Office for mailing and when all other shipments were made.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks, and attach to one end of each shipping container.

Affix a label to each unit of mail sent singly as a self-mailer and to each unit of mail packaged in Kraft envelopes, cushioned shipping bags, shipping bundles and containers.

QUALITY ASSURANCE RANDOM COPIES: 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, and the method of selection to be used. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. 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.

RETURN OF GOVERNMENT FURNISHED MATERIAL: The contractor must return all camera copy and/or negatives furnished by the Government along with any negatives made by the contractor within 10 workdays after job delivery. These materials must be packaged and returned separate from the entire job 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 returning materials and furnished sample copies must be borne by the contractor.

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

Print orders, mailing labels, CD-ROM, films and/or camera copy, collation sheet will be available for pickup and/or shipping (at contractor's expense) within one workday after notification.

All orders to be placed by DLA Information Operation.

Pre-production sample is required within seven days after receipt of print order.

Complete order within 30 days after receipt of an OK to print.

One percent of the orders will be required to ship in less than 20 days from receipt of an OK to print.

NOTE: Government furnished material available for pickup is not guaranteed as suitable for mailing or shipment. Any additional packaging, addressing or labeling necessary to insure safe transportation of these materials will be the sole responsibility of the contractor.

The schedule date indicated on the print order must be accepted as date delivery is made to the destination and not the date of delivery to a common other carrier. Failure to comply with required delivery dates may result in withholding further offers.

Schedule for Pre-Binding Sample: Pre-binding sample(s) must be delivered to and picked up from the agency with all cost of shipment back and forth to be borne by the contractor. The pre-binding sample hold time specified will automatically be considered as "workdays" and will be counted from the day sample(s) are received in the GPO, to the day they are made available for pickup by the contractor.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3. - DETERMINATION OF AWARD

	(1)	(2)
I. 1. (a)	2,000	20,000
2. (a)	132	1,320
3. (a)	1,000	10,000
II. (a)	12,300	
(b)	280	
(c)	230	
(d)	40	
III. (a)	15,000	
(b)	40	
(c)	15	
IV. 1. (a)	10	
(b)	500	
(c)	5	
	(1)	(2)
(d)	400	50
2. (a)	10	
(b)	10	
(c)	60	
(d)	20	
(e)	100	

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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, in the category or categories for which bids are submitted. 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 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.

(Initials)

I. PRINTING AND BINDING:

The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications; and shall include the cost of all required materials and operations, as applicable to the binding style(s) ordered, and its respective "Format" trim size, as defined in Section 2.-

SPECIFICATIONS. The cost of all required paper must be charged under Item II.

Text and Cover Pages (printing in a black ink): A charge will be allowed for "each page," whether printed or blank, contained in the product(s) ordered. Each text leaf contains two pages, and each complete cover contains four pages. Unless specifically ordered otherwise, no more than three blank pages shall be permitted at the end of the text.

Fold-ins: A charge will be allowed for each "fold-in unit," based on 8-1/2 x 11". The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square centimeters (square inches)) by the maximum square-centimeter (square inch) with any fractional remainder being counted as a whole.

Prices offered for Item 2(a) must be all-inclusive for printing fold-ins on one side only, and binding; and must include the cost of makeready and running, ink, cutting, folding, tipping-in or inserting throughout text, as indicated.

The cost of all required paper must be charged under Item II, with each fold-in unit counted as a single leaf in the applicable "Format" group. The cost of lipping or angle cutting, if required, must be charged under Item V.

Four-Color Process: Prices offered for Item 3(a) shall include only those costs necessary for printing a single text or cover page in four-color process in addition to the first ink color charged for under Items 1 and 2.

Prices offered for Item 3(b) shall include only those costs necessary for printing each side of a fold-in unit in four-color process in addition to the first ink color charged for under Item 2.

Preproduction sample(s) will be priced in accordance with Items I1(a), I2(a), and I3(a) as applicable.

I. PRINTING AND BINDING Continued.

	<u>Make-ready and/or Setup Charges</u>	<u>Running Charges Per 100 Copies</u>
	(1)	(2)
1. Looseleaf Products:		
(a) Printing in a single ink color, including bindingeach page.....	\$ _____	\$ _____
2. Fold-ins:		
(a) Printing in a single ink color on one side only, including binding (tipping in or inserting throughout text)per fold-in unit	\$ _____	\$ _____
3. Four-Color Process: Printing text, covers, and/or fold-ins in four-color process:		
(a) Printing text or cover in four-color process in addition to the first single ink color press run charged for under Item 1each page.....	\$ _____	\$ _____

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. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:
 Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover.

Fold-ins (printing in a single ink color): A charge will be allowed for each "fold-in unit," based on 8-1/2 x 11". The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square centimeters (inches)) by the maximum square-centimeter (inch) with any fractional remainder being counted as a whole.

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Per 100 leaves

- (a) White Offset Book (50-lb.)..... \$ _____
- (b) White Vellum-Finish cover (65-lb.) \$ _____
- (c) Colored Vellum-Finish cover (65-lb)..... \$ _____
- (d) Blank Clear Polyethylene Covers .035 gauge.....\$ _____

III. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

- (a) Drilling (each run)per 100 leaves\$ _____
- (b) Binding with screw posts (Including cost of screw posts)
.....per 100 copies\$ _____
- (c) Lipping or angle cutting (at contractor's option) fold-ins over page
depth.....per 100 foldins.....\$ _____

IV. PACKING AND SEALING FOR DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of Kraft envelopes, cushioned shipping bags, shipping containers, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

1. Shipment(s) weighing more than 120 lbs.: Includes affixing labels and delivery:

- (a) Wrapping and tying shipping bundleseach bundle\$ _____
- (b) Packing and sealing shipping containers (up to approximately 45 lbs.
capacity)each container \$ _____
- (c) Palletizing.....each pallet \$ _____
- (d) Individual mailing cartons (printed or unprinted as indicated):
 - (1) Printed on spineeach carton \$ _____
 - (2) Unprintedeach carton \$ _____

Initials

2. Shipment(s) weighing less than 120 lbs.: Includes affixing labels and delivery:

- (a) Single copy in Kraft envelope (up to 200 leaves) each envelope \$ _____
- (b) Multiple copies in Kraft envelope (up to 200 leaves) . each envelope\$ _____
- (c) Single or multiple copies over 200 leaves, up to 12 lbs.,
in cushioned shipping bags, or wrapped in shipping bundles
(maximum) gross weight (14 lbs.)each bag or bundle\$ _____
- (d) Quantities over 12 lbs., up to 24 lbs.,
wrapped in shipping bundles, or packed in shipping containers,
at contractor's option (maximum gross weight 27 lbs.)
.....each bundle or container\$ _____
- (e) Quantities over 24 lbs., up to 36 lbs., packed
in shipping containers (maximum gross weight 40 lbs.)
.....each container\$ _____

Initials

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).

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.

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)

Initials

*** SAMPLE BID ENVELOPE ***

To ensure proper processing of all bids, the following information is required on all mailed bid envelopes. Bidders using commercial carrier services shall include the Program/Jacket number and the bid opening time/date on the outermost envelope or wrapper.

Program: 4962-S

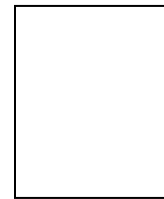
From: _____

Address: _____

Check appropriate:

Bid enclosed

No Bid



U.S. Government Publishing Office
536 Stone Road, Suite I
Benicia, CA 94510-1170

**Bids will be received
until FEBRUARY 21, 2019.
at 11:00 AM prevailing
San Francisco time.**