

U.S. GOVERNMENT PUBLISHING OFFICE
MidAtlantic Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Short Run, Fast Schedule Duplicating/Copying

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

US Coast Guard Training Center
Yorktown, VA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending August 31, 2026, 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 August 26, 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 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.

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact 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 functions will be printing. Any contractor who cannot perform the predominant production functions 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 – Quality Level III
- (b) Finishing (item related) Attributes – Quality 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.
- (c) Exceptions: Quality Level III shall apply for extraneous Marks

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
P-8. Halftone Match (Single and Double impression)	Government Furnished Electronic Media
P-9. Solids and Screen Tints Color Match	Government Furnished Electronic Media
P-10. Process Color Match	Government Furnished Electronic Media

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 September 1, 2025 to August 31, 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 May 31, 2026, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor'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)

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 beginning date of Award and ending August 31, 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.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to catherine.m.walker@uscg.mil; and infomidatlantic@gpo.gov (*or to the address furnished on the Print Order*). The subject line of this message shall be "Distribution Notice for Program 5355-S, P.O. E-XXXX, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, MidAtlantic RO. If such orders are placed by the agency, and no Modification is received from the MidAtlantic RO, the contractor is to notify GPO MidAtlantic Regional Office immediately. Failure to do so may result in nonpayment.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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 books and pamphlets requiring such operations as duplicating/copying, tab dividers, stitching, binding, packing and delivery.

TITLE: Short-Run, Fast Schedule, Duplicating/Copying.

FREQUENCY OF ORDERS: Approximately 100 orders per year.

QUANTITY: Approximately 10 to 1,000 copies per order with an average of 100 copies per order.

Although this is an option year contract, all estimates, averages, etc. are based upon one year's production.
"NOTE: More than one product may be ordered on the same print order requiring the same schedule."

NUMBER OF PAGES: Approximately 2 to 1,000 pages per order with an average of 100 pages plus cover (approximately 90% of the order will have a separate cover). Some order may have tab dividers.

TRIM SIZES: 8 1/2 x 11". Tab dividers are 8 1/2 x 11" plus 1/2" tab extension, overall size is 9 x 11".

GOVERNMENT TO FURNISH: Electronic Media, typically Adobe PDF, or Microsoft Word, current or near current versions. Files may be either emailed, sent to a dropbox, or sent via ftp.

Fonts: All fonts will be Embedded and/or Embedded Subset for the print files.

Colors: May be identified as one or more of the following: RGB, CMYK, Black, and/or Pantone/Spot colors. If necessary, contractor to convert all colors to match ink color as indicated on the print order.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products 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 your contract administrator.

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 PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.

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.

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PROOFS: One press quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Proofs will be transferred to the agency via email. Include a reminder that the agency can only keep proofs 2 (Two) day. Date of receipt is not considered first day.

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

Contractor must not print prior to the receipt of an "O.K. 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. 13" dated September 2019. Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

All paper used in each order must be of a uniform shade; and a close match by visual inspection of the JCP and/or attached color sample(s).

The stock to be used will be indicated on each print order.

TEXT:

White No. 1 Offset Book Smooth-Finish, Basis Weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A61.

Buff, Green, Blue, Pink, and Yellow Writing, (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code D10 or at contractor's option Copier, Xerographic (basis weight: 20 lbs. per 500 sheets, equal to JCP Code O-60.

COVER:

White Index, Basis Weight: 110 lbs. per 500 sheets, 25.5 X 30.5", equal to JCP Code K10.

Tabs: White Index, Basis Weight: 90 lbs. per 500 sheets, 25.5 X 30.5", equal to JCP Code K10.

DUPLICATING/COPYING: Print face only, head-to-head, or head to side in black ink or a color other than black or full color, as specified on the individual print order. The majority of orders will be in black ink only.

Copying method must be of good quality, must not contain background tone. All printing must be clear and legible, not plugged or smudged.

QUALITY LEVEL: QL 3.

TAB DIVIDERS: To be printed face only or face and back on the tab portion only (no body copy) in one color of ink, usually Black. Tabs are to be in banks of 3, 4, 5 or 8 as indicated on the print order. Reinforce bind edge on all tabs. Laminate tabs with clear or colors if indicated on the print order.

INK REQUIREMENTS: When ordered as a color other than black, match Pantone number as indicated on the print order.

MARGINS: Margins will be as indicated on the print order or furnished electronic files. Most pages and covers will bleed.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

ULHC - Wire stitch in upper left corner and trim four sides.

Side – wire stitch in two or three places and trim four sides.

Contractor must have the capability to staple up to 2” thick with stitch going through the entire thickness and clinching closing on the back side.

Saddle – wire stitch in two places and trim three sides. No book over 96 pages will be saddled stitched.

Perfect bind – Perfect bind on the 11" dimension. Trim 3 sides. Paper Covers: wrap-around, trim flush, glued on, grain must run parallel to spine, score at bind to prevent cracking with an additional score 1/4" from bind on front and back covers.

GBC Binding: Punch and bind with GBC plastic spines. Contractor is to furnish Black, White and color spines as indicated on the individual print order. Contractor is to size the thickness of the spines based on the number of pages in the book.

Plastic coil / Spiral Binding: Punch and bind with Plastic coil or spiral plastic spines. Contractor is to furnish Black, White and color spines as indicated on the individual print order. Contractor is to size the thickness of the spines based on the number of pages in the book.

Tape Binding: Side stitch in two or three places as indicated on print order and trim four sides, and bind with Binders tape. Contractor is to furnish Black, White and color tape as indicated on the individual print order. Contractor is to size the thickness of the tape based on the number of pages in the book.

Flush cut 3mil clear, gloss LAMINATE on each side. Must have no distortion and must remain clear and legible.

Band in units of individual publications or quantities up to 500 pages as specified. Band with a strip of heavy kraft paper, 3” in width, around the short dimension. At contractor’s option, shrink-film wrap in lieu of banding.

Slip, sheeting with a colored paper in lieu of binding may be required on some orders and will be indicated on the print order.

Place into three ring binders.

NOTE: Banding/shrink wrapping will only be used occasionally.

DRILLING: Approximately 90% of the orders may require drilling. When specified, drill three 3/8” diameter holes centered on the left 11” side, 4-1/4:” center to center. Center of holes to be 3/8” from left edge of product.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot. 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.

Quantity <u>Ordered</u>	Number of <u>Sub-lots</u>
500 - 3,200	50
3,201 - 10,000	80

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected

container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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.

PACKING: Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

Products shall not be mixed in containers.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/mailing process.

CARTON LABELING: One sample copy of the product packaged in each container must be attached, face up to the outside of the container, to identify the contents therein. At the contractor's option, when multi-page products are packaged, a sample copy of the first page of the product may be attached to identify the contents. When multiple containers are required to package the same product, the must be identified (i.e. 1 of 3, 2 of 3, etc.). All expenses incidental to furnishing the sample copies, used to identify bundles and containers, must be borne by the contractor.

DISTRIBUTION: Deliver f.o.b. destination to USCG Training Center, Print Shop, Shipping & Receiving, Building 231, Yorktown, VA 23690.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order shipped) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 5355-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

Upon completion of each order, all furnished material (including electronic media, if applicable, and digital deliverables) must be returned to destination with the furnished material.

All expenses incidental to picking up and returning materials (as applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

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: USCG Training Center, Print Shop, Shipping & Receiving, Building 231, Yorktown, VA 23690.

No definite schedule for pickup of material/placement of orders can be predetermined.

All expenses incidental to pickup of Government furnished material and furnishing sample copies must be borne by the contractor.

The following schedule begins the same workday as notification of the availability of each individual print order and furnished material. When notification of availability is given after 2:30 p.m., the date of notification shall be the following workday.

The exact delivery date will be indicated on the print order. 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 destinations specified and not the date of delivery to a common or other carrier.

Delivery is to be made in 4 to 11 workdays as indicated on the print order. Majority of the orders will require delivery in 6 workdays.

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 MidAtlantic Regional Office via email at infomidatlantic@gpo.gov. Personnel receiving email or call 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 offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

	(1)	(2)
I. (a)	35,100	29,700
(b)	23,458	3,229
II. (a)	17,475	
(b)	1,100	
(c)	1,460	
III. (a)	1,124	
(b)	23,747	
(c)	100	
(d)	240	
(e)	560	
(f)	6,482	
(g)	568	
(h)	942	
(i)	1,312	
(j)	3,349	
(k)	2,985	
IV. (a)	20	
(b)	30	
(c)	40	
(d)	40	
(e)	60	
(f)	30	
(g)	25	
(h)	80	
(i)	100	
(j)	75	
(k)	25	
(l)	10	

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all shipments.

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), NA (Not Applicable), 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 invoices 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.

The prices offered for make-ready and setup charges must be all inclusive for printing in accordance with these specifications and shall include the cost of all required materials and pre-press operations.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES." Cost for all required paper must be charged under Item II. "PAPER".

The contractor is cautioned that he/she shall not perform any operation or produce any product for which he/she has not quoted a price under the "Schedule of Prices".

I. DUPLICATING/COPYING: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running per 100 Copies</u> (2)
(a) Text and/or Cover, single color ink including stitching per page	\$ _____	\$ _____
(b) Text and/or Cover, Color Copying including stitching per page	\$ _____	\$ _____

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 make-ready or running spoilage must be included in the prices quoted. Computation of the net number of leaves will be based on an 8-1/2 x 11" leaf.

- (a) White Offset Book (50lbs.) or White Writing (20-lbs.) Per 100 leaves \$ _____
- (b) Colored Writing (20-lbs.) Per 100 leaves \$ _____
- (c) White or Colored Index (110 lb.) Per 100 leaves \$ _____

III. BINDING & ADDITIONAL OPERATIONS:

- (a) Shrink Wrap or Band per book \$ _____
- (b) Three Hole Drilling per 100 leaves ..\$ _____
- (c) GBC Binding (including punching and the plastic spine)per book \$ _____
- (d) Tab Dividers (including the stock 90-lb Index and
inserting into the text pages)per 100 tabs \$ _____
- (e) Stitching three staples in books over 1" up to 2" thickper 100 books ..\$ _____
- (f) Plastic coil / Spiral Binding (including punching and the plastic spine)per book\$ _____
- (g) Tape Binding (including Stitching three staples and taping)per book \$ _____
- (h) Unprinted 7-10 mil clear acetate.....per 100 leaves ..\$ _____
- (i) Unprinted black poly backper 100 leaves ..\$ _____
- (j) Flush cut 3mil clear, gloss LAMINATE on each side per 100 leaves .. \$ _____
- (k) Perfect Binding per book.....\$ _____

Initials

IV. BINDERS (including binder and inserting into binder):

- (a) 1/2" O-Ring Binder per binder \$ _____
- (b) 1" O-Ring Binder per binder \$ _____
- (c) 1-1/2" O-Ring Binder per binder \$ _____
- (d) 2" O-Ring Binder per binder \$ _____
- (e) 2-1/2" O-Ring Binder per binder \$ _____
- (f) 3" O-Ring Binder per binder \$ _____
- (g) 1" D-Ring Binder per binder \$ _____
- (h) 1-1/2" D-Ring Binder per binder \$ _____
- (i) 2" D-Ring Binder per binder \$ _____
- (j) 2-1/2" D-Ring Binder per binder \$ _____
- (k) 3" D-Ring Binder per binder \$ _____
- (l) 4" D-Ring Binder per binder \$ _____

Initials

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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 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.

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
