

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on October 30, 2020 by the U.S. Government Publishing Office, in Washington, DC 20401. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

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 175 mile radius of zero milestone Washington, D.C.

BID SUBMISSION: NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 040-019 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award.

For information regarding the solicitation requirements prior to award please email Steve Gaumer at sgaumer@gpo.gov. For contract administration after award, contact APS DC at 202-512-0307.

Additional e-mailed Bid Submission Provisions:

The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following—

- (1) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- (2) The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit.
- (3) Illegibility of bid.
- (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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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)).

POSTAWARD CONFERENCE: Government representatives will conduct a conference with the contractor's representatives at the GPO, Washington, D.C., immediately after award. The contractor will be notified of exact date and time.

SECURITY: The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducibles at any time prior to delivery by him to a transportation agent or delivery to destination.

WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

ALL THE REQUIREMENTS OF THESE SPECIFICATIONS APPLY EQUALLY TO ALL ITEMS UNLESS OTHERWISE INDICATED HEREIN.

PRODUCT: Kit consists of four (4) Items: Item 1—Invitation Form, Item 2—Halftone Inserts (Form A President and Form B Vice President) with translucent slip sheets, Item 3—Program, Item 4—Envelope (Govt. Furnished).

TITLE: Inauguration Program Kit

QUANTITY: 66,000 Kits (Each kit consists of Items 1 through 3 inserted in Item 4), (includes 200 Departmental Random "Blue Label" Copies) plus 50 QARCS.

TRIM SIZE: Item 1- Invitation Form: Flat- 13 x 10" folds to 6-1/2 x 10"

Item 2- Halftone Insert Forms A & B with translucent slip sheets: 6-1/2 x 10" (each of two forms & two translucent slip sheets)

Item 3- Program - Pamphlet (with tassel): Cover: 6 x 8-1/2" Text: 5-3/4 x 8-1/4"

Item 4- Envelope: 7-1/8 x 10-1/2" (Govt. Furnished)

GOVERNMENT TO FURNISH: Two combination steel engraving/embossing dies (contractor to create counter dies). One sample die-strike for contractor to use as the quality standard for engraving/embossing gold seal.

Antique Gold Tassels. A minimum of 69,500 tassels will be furnished, packed in six (6) cartons on one skid.

69,500 Item 4 Printed Envelopes. Envelopes are 7-1/8 x 10-1/2", side seams, with square-cut gummed flap, on 80 lb. text stock, and packed in cartons in units of 500. The envelopes will be packed on skids. There will be three (3) skids with 40 cartons each and one skid with 19 cartons (139 cartons total).

Electronic Media Information:

Platform: Macintosh

Furnished Media: One CD-R Disc

Software Programs: InDesign CC 11

Font Information: All printer and screen fonts are furnished.

Visual Information: A complete set of laser visuals for use as a general guide; plus a sample similar kit from the 2016 printing (note that paper stock is different).

Additional Information: NOTE- File with new updated Item 2—forms A and B (portraits) and all Text for Item 3- - will be furnished on or before December 17, 2020. Contractor to create suitable engraving dies as necessary for Item 1—Invitation and Item 3—Pamphlet Cover.

One (1) Purchase Order

GPO Form 952 Desktop Publishing – Disk Information

GPO Form 892 (R. 12/17) Proofs

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

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. Contractor to create counter dies.

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 contract administrator.

The contractor shall create or change 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.

PROOFS:

(1) set of digital color content proofs for all items, with the exception of Item 2 and page 3 in Item 3. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

PLUS

(1) set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for all items, with the exception of Item 2 and page 3 in Item 3.

At contractor's option, (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found www.gpo.gov/gporestarget.pdf. NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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

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

Send proofs together with the furnished media (copy, electronic files) directly to: (1) to: Joelle Hayden, 6112 Old Airpark Lane, Owings MD 20736, (1) to: Gina Zangla, 31 Ridge Ave., Edgewater, MD 21037, and (1) to: Anson Eaglin, 3315 Erik Court, Waldorf, MD 20601. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon

sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (3) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK 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. https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_13..PDF.

JCP Code* L21, Smooth Cover; White and Colors, Basis Size 20 X 26" to match Neenah Classic Crest Natural White Smooth for color and finish for all Items except Slip Sheets and Text for Item 3.

Item 1 – 80lb. Cover stock

Item 2 – 80lb. Cover stock.

Slip Sheets: To match Neenah UV Ultra II White, Basis Size 17 x 22", Basis Wt. 17

Item 3 – Cover - 80lb. Cover stock and Text – 80lb. Text stock – JCP Code* A91, Smooth Text; White and Colors, Basis Size 25 X 38" to match Neenah Classic Crest Natural White Smooth for color and finish.

Item 4 (Furnished) – 80lb. text stock

PRINTING: PRINTING/EMBOSSING/ENGRAVING/BURNISHING:

DIGITAL PRINTING IS NOT ACCEPTABLE:

Item 1- Invitation Form: Four panel folded form to be engraved, on title panel only, with black type matter (image approx. 4-3/8 x 6-1/2") and have a 2" diameter fine detail "Great Seal" engraved and embossed (and burnished) at top center in a match of Cronite Ultra Gold KBM 3467, available Through Cronite Co., 120 E. Halsey Road, Parsippany, NJ 07054 Phone: 1-973-887-7900. Stamping must have solid impression; no picking, pinholes or filled letters

Item 2- Halftone Insert Forms A & B: Forms A and B print face only in Black ink - each with one halftone and signature (Form A President and Form B Vice President). Each Form to have a blank white translucent slip sheet over face.

Item 3- Program - Pamphlet (with tassel): Note that Cover is oversized. Cover 1 to be engraved with Black type matter (image approx. 4 x 2-3/4") and have a 2" diameter fine detail "Great Seal" (same seal as Invitation) engraved and embossed (and burnished) at top center in a match of Cronite Ultra Gold KBM 3467. Covers 2 through 4 are blank. Stamping must have solid impression; no picking, pinholes or filled letters. Text ring folios 1 thru 8 with no blank pages and prints black with type/line matter plus five halftone illustrations. Each pamphlet to have a Gold Tassel (furnished) that wraps around cover/text centerfold at bind edge with slip-knotted tassel at bottom (see sample).

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

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

repeated across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least (2) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Published Products Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1 18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

INK: Black plus Cronite Ultra Gold KBM 3467

MARGINS: Adequate gripper, follow electronic media.

BINDING: Item 1- Invitation Form: Score and fold to 6-1/2 x 10" with title panel out.

Item 2- Halftone Insert Forms A & B: Each trims four sides (plus translucent slip sheets)

Item 3- Program - Pamphlet (with tassel): Cover and text to each trim three sides separately. Saddle wire stitch text in one place in the center of the 8-1/4" dimension, then saddle wire stitch cover/text in two places on left with 8-1/4" dimension of text centered in 8-1/2" dimension of oversized cover. Each pamphlet to have a Gold Tassel (furnished) that wraps around cover/text centerfold at bind edge with slip-knotted tassel at bottom (see sample).

Item 4- Envelope: Furnished

PACKING/GATHERING: Gather into individual kits consisting of (top to bottom, face up) one each of the following: Invitation, halftone insert A of President with cream translucent slip-sheet on top, halftone insert B of Vice President with cream translucent slip-sheet on top and pamphlet. Insert these three items into a furnished Item 4 Envelope, with the right edge of the documents adjacent to the flap, to create complete kit. Fold flap down, DO NOT SEAL.

66,000 kits to be shrink-wrapped in units of 25 and placed in shipping containers..

LABELING AND MARKING: (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

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

Product Quality Levels:

(a) Printing Attributes -- Level II.

(b) Finishing Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

ATTRIBUTE

SPECIFIED STANDARD

P-7. Type Quality and Uniformity
 P-8. Halftone Match

OK'd Press Sheets
 OK'd Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. OK Proof, Electronic Media.

P-8. OK Proof, Electronic Media

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver F.O.B. Destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to mdevinney@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 040-019, Requisition 0-01397. 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.

Pack a total of 66,000 kits as indicated below:

Pack _____ Kits as indicated below and deliver at destination to: U.S. Government Publishing Office, 44 H Street, NW, Washington DC 20402, ATTN: Lyle Green, by **January 4, 2021**, before 12 noon EST. Shrink-film wrap _____ kits in units of 25 kits per wrap (____ wraps), pack 6 wraps in each carton, ____ cartons, _ skids, identify as "PIC – 25s", and label M/F: Congressional, Lyle Green, 202-512-0224, Room C-730. Use Purple Color Labels. Shrink-film wrap ____ kits in units of 25 kits per wrap (_ wraps), pack 4 wraps in _ carton, identify as "Advance JCCIC – 25s", and label M/F: Congressional, Lyle Green, 202-512-0224, Room C-730. Use Green Color Labels.

Pack _____ Kits as indicated below and deliver at destination to: U.S. Government Publishing Office, 44 H Street, NW, Washington DC 20402, ATTN: Lyle Green, by **January 5, 2021**, before 12 noon EST. Shrink-film wrap _____ kits in units of 25 kits per wrap (____ wraps), pack 6 wraps in each carton, ____ cartons, _ skids, identify as "Senate – 25s", and label M/F: Congressional, Lyle Green, 202-512-0224, Room C-730. Use Red Color Labels. Shrink-film wrap _____ kits in units of 25 kits per wrap (____ wraps), pack 6 wraps in each carton, ____ cartons, 8 skids, identify as "House – 25s", and label M/F: Congressional, Lyle Green, 202-512- 0224, Room C-730. Use Yellow Color Labels.

Pack _____ Kits as indicated below and deliver at destination to: U.S. Government Publishing Office, 44 H Street, NW, Washington DC 20402, ATTN: Lyle Green, by **January 6, 2021**, before 12 noon EST. Shrink-film wrap _____ kits in units of 25 kits per wrap (____ wraps), pack 6 wraps in each carton, ____ cartons, _ skids, identify as "Miscellaneous Seats – 25s", and label M/F: Congressional, Lyle Green, 202-512-0224, Room C-730. Use Orange Color Labels. Shrink-film wrap _____ kits in units of 25 kits per wrap (____ wraps), pack 6 wraps in each carton, ____ cartons, _ skids, identify as "JCCIC – 25s", and label M/F: Congressional, Lyle Green, 202-512-0224, Room C-730. Use Green Color Labels

Pack _____ Kits as indicated below and deliver at destination to: U.S. Government Publishing Office, 44 H Street, NW, Washington DC 20402, ATTN: Lyle Green, by **January 6, 2021**, before 12 noon EST. Shrink-film wrap _____ kits in units of 25 kits per wrap (____ wraps), pack 6 wraps in each

carton, ___ cartons, 1 skid, identify as "Hold – 25s", and label M/F: Congressional, Lyle Green, 202-512-0224, Room C-730. Use Green Color Labels.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

Ship all government furnished material (including unused envelopes and tassels), overs, and dies/plates and engraving dies/plates created by contractor to U.S. Government Publishing Office, 44 H Street NW, Washington, D.C. 20402 Attn: Congressional – Lyle Green 202-512-0224 Room C-730

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

SCHEDULE: The Purchase Order and GFM, including envelopes and tassels will be available for pick up at the U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20402, Attn: Paul Kirby, 202-512-0969 on December 17, 2020. Note: The dies will be available for pick up at the post award conference. NOTE: the printer does not need to begin their printing until the final artwork is supplied. Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule.

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. Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld not more than 3 workdays from receipt at the Department to receipt in the contractor's plant.

Deliver 66,000 Kits to arrive at destinations per the schedule on page 6. Quantity splits will be provided on December 7, 2020.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1000 copies of each item. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

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 pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

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>.

JACKET NUMBER: BID PRICE: _____ **ADDITIONAL/M**

Jacket 040-019 \$ _____ \$ _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discount" of solicitation Provision in GPO Contract Terms (Publication 310.2).

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within ___ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60 day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, and Title of Person Authorized to Sign this Bid)

(Signature) (Date)

(Telephone Number) (Email)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)

Jacket: 040-019

Title: Inauguration Program Kit

Agency: Joint Cong. Committee on Inaugural Ceremonies

Bid Opening: October 30, 2020 at 11:00am

Contractor Name	Bid	Terms		Discounted Total
Gray Graphics	\$427,400.00	2.0%	20 days	\$418,852.00
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