

PROGRAM TITLE	3552-S Term: June 1, 2016 through June 30, 2017 INVITATIONS, ENVELOPES, AND CARDS		LITHEXCEL Albuquerque, NM		THE REGAL PRESS INC. Norwood, MA		VANDERBILT PUBL CO Roswell, GA		THE PRINT HOUSE Brooklyn, NY	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING:									
(a)	Invitations/Cards in black...each side, per item									
(1)	Makeready and/or Setup	11	30.00	330.00	30.00	330.00	40.00	440.00	75.00	825.00
(2)	Running per 100 Copies	21	2.00	42.00	12.25	257.25	9.50	199.50	7.50	157.50
(b)	Invitations/Card in full color...each side, per item									
(1)	Makeready and/or Setup	11	120.00	1,320.00	30.00	330.00	50.00	550.00	75.00	825.00
(2)	Running per 100 Copies	16	5.00	80.00	13.00	208.00	12.00	192.00	7.50	120.00
(c)	Mailing/Return Envelopes in black...each envelope									
(1)	Makeready and/or Setup	15	30.00	450.00	40.00	600.00	36.00	540.00	50.00	750.00
(2)	Running per 100 Copies	20	2.50	50.00	10.50	210.00	8.25	165.00	7.50	150.00
II.	STOCK/PAPER:									
(a)	80# Smooth and Fancy-Finish, Flat Invitation/Card...per 100 invitations/cards									
(1)	White	26	6.00	156.00	13.25	344.50	12.50	325.00	7.50	195.00
(2)	Ivory	2	9.00	18.00	13.90	27.80	12.50	25.00	10.00	20.00
(b)	80# Smooth and Fancy-Finish, Panel Invitation/Card...per 100 invitations/cards									
(1)	White	1	11.00	11.00	13.30	13.30	14.00	14.00	20.00	20.00
(2)	Ivory	1	15.50	15.50	14.85	14.85	14.00	14.00	20.00	20.00
(c)	24# Mailing/Return Envelopes...per 100 envelopes									
(1)	White	17	4.00	68.00	8.00	136.00	10.00	170.00	7.50	127.50
(2)	Ivory	3	6.00	18.00	11.75	35.25	10.00	30.00	10.00	30.00
III.	ADDITIONAL OPERATIONS:									
(a)	Typesetting...per line	191	5.00	955.00	10.00	1910.00	3.50	668.50	1.00	191.00
(b)	Pickup and return of hard copy material...per order	2	15.00	30.00	20.00	40.00	18.00	36.00	30.00	60.00
CONTRACTORS TOTALS				\$3,543.50		\$4,456.95		\$3,369.00		\$3,491.00
DISCOUNT				1.00%		\$89.14		0.00%		\$0.00
DISCOUNTED TOTALS				20 DAYS \$3,508.06		20 DAYS \$4,367.81		NET \$3,369.00		20 DAYS \$3,482.27
AWARDED										

Prepared By: Teri Shoffstall 5/26/16
Verified By: Linda Price 5/26/16

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).

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Invitations, Envelopes, and Cards

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

Homeland Security for

U.S. Coast Guard – Cleveland, Ohio

Single Award

TERM OF CONTRACT: The term of this contract is for thirteen (13) months starting June 1, 2016 through June 30, 2017.

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Publishing Office, Columbus Regional Office; 1335 Dublin Road, Suite 112-B; Columbus, OH 43215 or telefax your reply to Columbus RO (614) 488-4577. **NO TELEPHONE OR E-MAIL BIDS WILL BE ACCEPTED.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time

May 26, 2016

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME. LATE QUOTES WILL NOT BE CONSIDERED.

BIDDERS PLEASE NOTE: Significant revisions have been made throughout the specifications. Bidders are cautioned to familiarize themselves with all provisions of this contract.

Abstract is available on GPO Web Site at

<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (No collect calls).

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 Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

- **GPO Contract Terms (GPO Publication 310.2):** <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>
- **GPO QATAP (GPO Publication 310.1):** <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>
- **DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.
- **Other GPO Forms:** <http://www.gpo.gov/vendors.sfas.htm>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III
- (b) Finishing (item related) Attributes -- Level III

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs
P-8. Halftone Match	Approved Proofs
P-9. Solid or Screen Tints Color Match	Pantone Matching System or Approved Proofs
P-10. Process Color Match	Approved Proofs

EXTENSION OF TERM OF CONTRACT: 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 may 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.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractors' facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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 **June 1, 2016 through June 30, 2017** 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.

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

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

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RO via e-mail to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submit all invoices via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

Facsimile transmission should only be used when no samples are required with invoice, otherwise payment will be held up while the invoice is returned for the required sample(s).

At the time of invoicing, the contractor must submit a copy of the print order, contractor's invoice, a press-ready PDF of each item, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov or fax to 614-488-4577.

Contractor's billing invoice must be itemized in accordance with the line items in Section 4 – Schedule of Prices, failure to do so may result in delayed payment.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of invitations, envelopes, and cards requiring such operations as copy pick-up, transmission of electronic media, typesetting, proofs, reproducibles, imaging in black or full color, packing, and delivery.

TITLE: Invitations, Envelopes, and Cards

NUMBER OF ORDERS/QUANTITY: Based on anticipated usage, approximately 12 total print orders, 1 to 5 items per order, usually 3 items. Anticipate 32 items. Anticipate 10 to 1,000 copies of each item. Most items will be between 20 and 200 copies. Not all items on the same print order will have the same quantity.

TRIM SIZES: Invitation and card trim sizes up to 5-1/2 x 8-1/2". Envelope trim sizes to be companion size. An occasional order will be for invitations only, some of these invitations have a trim size of 8-1/2 x 11".

GOVERNMENT TO FURNISH: Most orders will be furnished via e-mail as MS Word (2010 or higher) files (Windows platform) or PDF (native or scanned) files. An occasional order will be furnished on CD or as manuscript copy.

SPECIAL SOFTWARE CONSIDERATION: Office graphics (e.g., files from Presentation, Word Processing, or other non-publishing applications) are furnished for this procurement. Additional system work may be required to produce output as per specifications.

If supplied by the Government, a color visual will be considered the color standard. Vendors should match the supplied color visual as closely as possible given the differences between inks, toners, and dyes. If no color visual is supplied, psychological reference colors (e.g., Green Grass, Blue Sky) will be used as the color standard.

If supplied by the Government, a black and white visual will be used as the standard for page integrity. Contractor must ensure that the job outputs exactly as the furnished visual.

The contractor will not receive additional compensation, or time for common errors associated with the output of Office Graphics files. Common errors include, but are not limited to: 1) Color issues and Shifts (RGB color data, no spot colors, loss of Black plate), 2) Page Integrity (text reflow), 3) Missing prepress features (e.g., bleeds, trim marks), or 4) Loss of text characters from graphic elements.

ELECTRONIC PREPRESS: Immediately upon receipt and 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 Columbus GPO Contracting Office prior to further performance.

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.

Upon completion of the 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.

Delivery/Shipping Status Report Form.

Form 905 (R. 3/90) "Labeling and Marking Specifications".

Print Order (GPO Form 2511).

Blue Label and Selection Certificate.

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.

TYPESETTING: Anticipate some items will require typesetting of up to 50 typelines, usually scanned PDF files and manuscript copy. Set typelines, and rules in same or similar typeface and size as provided on file/copy unless specific typeface and size is indicated on the individual print order.

Upon award notification, the successful bidder must provide the ordering agency with a complete listing of typefaces and sizes which are available for use under this contract. The listing should include actual font specimens.

REPRODUCIBLES: Upon completion of the 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.

PROOFS: Contractor to submit 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. The PDF proof shall be expected to reasonably predict accuracy of color to the final printed product and the contractor generated "Color Proofs".

Contractor to submit proofs to trackcolumbus@gpo.gov and to the address indicated on the individual print order. Contractor must call the contact listed on the individual print order within 60 minutes of receipt to confirm receipt.

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.

Author's Alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's Alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

The contractor must not print prior to receipt of an "OK to Print". The contact indicated on the individual print order will provide "OK to Print" by telephone or by e-mail. Proofs will be returned the same day.

NOTE: The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

STOCK/PAPER: The specifications of all stock/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 March 2011.

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

Invitations and Cards: White and Ivory Smooth and Fancy-Finish Cover, basis size 20 x 26", 80 lbs. per 500 sheets, equal to JCP Code L21.

Mailing Envelopes and Return Envelopes: White and Ivory envelopes to match invitations and cards. Equal to basis size 17 x 22", 24 lbs. per 500 sheets. Baronial and A-Style envelope standard sizes.

PRINTING: Invitations, cards, mailing envelopes, and return envelopes will be ordered. At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen.

Invitations will print face only in black or full color. Cards will print face only or face and back in black or full color. Some cards will print one side in black and one side in full color. Mailing and return envelopes will print face only (after construction) in black. No postal markings required on envelopes.

MARGINS: Follow file or copy furnished for margins. No bleeds.

CONSTRUCTION: Baronial invitations, cards, and envelopes required.

BARONIAL FLAT INVITATIONS AND CARDS: Trim 4 sides. Baronial #4, #5, #5-1/2, #6, and #7 (Lee) trim sizes and 8-1/2 x 11" trim size.

BARONIAL PANEL INVITATIONS AND CARDS: Trim 4 sides. Baronial #4, #5, and #5-1/2 trim sizes to have 1/2" embossed panel widths. Baronial #6 and #7 (Lee) trim sizes to have 5/8" embossed panel widths. Invitations with 8-1/2 x 11" trim size will not require embossed panel.

BARONIAL ENVELOPES: High cut, diagonal seams with deep, pointed, and fully gummed flap. Envelope to match invitation stock color and be of suitable size, weight, and construction to accommodate invitation and up to 5 card inserts. Anticipate #4, #5, #5-1/2, #6, and #7 (Lee) Baronial envelope sizes.

ANNOUNCEMENT (A-STYLE) ENVELOPES: When appropriate Baronial size is not available, contractor's option to convert envelope stock to appropriate size with Baronial construction or provide appropriate A-Style envelope with side seams and square, fully gummed flap. Envelope to match invitation stock color and be of suitable size, weight, and construction to accommodate invitation and up to 5 card inserts. Anticipate A2, A6, A7, A8, and A9 A-Style envelope sizes.

PACKING: Pack in contractor furnished inner-packages and shipping containers. Inner-Package like items together, neatly stacked. Do not inner-pack different items together. Multiple items in inner-packages may be packed in same shipping container. Shipping containers are not to exceed 45 lbs. when fully packed.

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905.

INSPECTION SAMPLES: When indicated on the print order or as otherwise requested, two samples of each item shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number Sublots</u>
Up to 500	32
500 - 3,200	50
3,001 - 12,000	80

- (b) These randomly selected samples must be packed separately and must be identified by a special Government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the print order.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government furnished selection certificate shall be included.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

DISTRIBUTION: Deliver f.o.b. destination as indicated below.

Deliver proofs to trackcolumbus@gpo.gov and to the e-mail address indicated on individual order.

Deliver the contract quantity and furnished material to the address indicated on the individual print order. Anticipate deliveries to USCG, Ninth Coast Guard District's Sectors, Stations, and Units in the following states: IN, IL, MI, MN, NY, OH, PA, and WI. Most deliveries will be made to Michigan.

In addition to the contract quantity, one complete sample of each item to be sent to the following addresses:

USCG ISC Cleveland, Ohio
ATTN: Leo Bailey
1240 East Ninth Street, Room 2117
Cleveland, Ohio 44199-2060

US GPO, Columbus RO
ATTN: (Program/Print Order)
1335 Dublin Road, Suite 112-B
Columbus, OH 43215

SCHEDULE: Adherence to this schedule must be maintained. No definite schedule can be predetermined. Orders will typically be placed February through June with the most placed in March through May; however orders may be placed at any time during the term of the contract.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be provided with furnished material. The schedule begins the day after receipt of material and GPO Form 2511.

When files/proofs are furnished via e-mail, the agency and the contractor will have 60 minutes to confirm receipt of e-mail via telephone.

When CD or manuscript copy is furnished by the Government, contractor will be notified that material and GPO Form 2511 are available for pickup in IN, IL, MI, MN, NY, OH, PA, and/or WI.

If agent picks up material, the contractor must provide an adequate supply of completed manifests (airbills) to the agency placing the orders, listing his firm as both the shipper and the consignee.

Contractor will be reimbursed for pickup and return charges under the "Schedule of Prices" only when CD or manuscript copy is being furnished by the Government.

Contractor to submit proofs via e-mail by 10 a.m. prevailing local time of ordering agency the day after receipt of material and GPO Form 2511. Proofs will be approved by telephone or e-mail on the same day.

The following complete production and delivery schedule, including proofs, is based on anticipated usage:

<u>Number of Orders</u>	<u>Number of Workdays</u>
4	5 to 10
6	11 to 15
2	16 to 30

The ship/delivery date indicated on the print order is the date products must be received at the destination address listed on the individual print order.

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 voucher for payment.

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.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all material furnished by the Government, to the address indicated on the individual print order.

These materials must be packaged, properly labeled, and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to the pickup/return of furnished materials, and furnishing sample copies, must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid will be determined by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one years 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”.

I.	(1)	(2)
(a)	11	21
(b)	11	16
(c)	15	20
II.		
(a)	26	2
(b)	1	1
(c)	17	3
III. (a)	191	
(b)	2	

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Indiana, Illinois, Michigan, Minnesota, New York, Ohio, Pennsylvania, and Wisconsin.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

Fractional parts of 100 will be prorated at the per 100 rate.

I. PRINTING: The prices offered shall be all-inclusive, for the complete production of proofs, reproducibles, printing, packing, and delivery, and all other operations required in accordance with the specifications of this contract except for Items II. Stock/Paper and III. Additional Operations.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Invitations/Cards in black each side, per item	\$ _____	\$ _____
(b) Invitations/Cards in full color each side, per item	\$ _____	\$ _____
(c) Mailing/Return Envelopes in black..... each envelope	\$ _____	\$ _____

(Initials)

RETURN THIS PAGE TO GPO COLUMBUS RO

SCHEDULE OF PRICES

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print order, will be based on the net number of leaves/envelopes furnished for the product(s) ordered. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

	<u>White</u> (1)	<u>Ivory</u> (2)
(a) 80# Smooth and Fancy-Finish, Flat Invitation/Card per 100 invitations/cards.....	\$ _____	\$ _____
(b) 80# Smooth and Fancy-Finish Panel Invitation/Card per 100 invitations/cards.....	\$ _____	\$ _____
(c) 24# Mailing/Return Envelopes per 100 envelopes	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS: Prices offered for the following operations must include the cost of all required materials and operations.

- (a) Typesetting.....per line \$ _____
- (b) Pickup and return of hard copy materialper order..... \$ _____

NOTE: A charge for pickup of hard copy material will not be allowed when files are transmitted via e-mail.

(Initials)

RETURN THIS PAGE TO GPO COLUMBUS RO

SCHEDULE OF PRICES

QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE: Fill out and return “Section 4. – Schedule of Prices”, initial or sign in the space provided. See page 1 for instructions on how and where to submit quote.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: _____ percent, _____ calendar days. (Refer to Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

BIDDER: _____

(Street Address – City – State – Zip Code)

BY: _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Fax Number)

E-Mail Address: _____

CONTRACTOR CODE (if known): _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

RETURN THIS PAGE TO GPO COLUMBUS RO