

Program No 3359-S Term Date of Award and ending November 30, 2017 plus up to 4 optional years						
			Gateway Press		McDonald & Eudy	
TITLE: NEWS IN HEALTH			BASIS OF		190-56520	
ITEM#	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
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<b>I.</b>	<b>PRINTING AND BINDING:</b>					
a.	4-page fold					
1.	Make ready and /or Setup	44	160.00	7,040.00	100.00	4,400.00
2.	Running Per 1,000 Copies	1114	13.00	14,482.00	13.50	15,039.00
b.	8-page paste in					
1.	Make ready and /or Setup	8	170.00	1,360.00	65.00	520.00
2.	Running Per 1,000 Copies	200	9.00	1,800.00	12.75	2,550.00
<b>II.</b>	<b>PACKING AND DISTRIBUTION:</b>					
1.	Mailed Shipments ... per 100 labels	215	30.00	6450.00	8.50	1827.50
2.	<b>Bulk Shipments:</b>					
a.	Single copy or multiple copies in kraft envelope (up to 200 leaves) ... per envelope	8,230	0.50	4115.00	0.30	2469.00
b.	Quantities over 200 leaves: up to 12 pounds ... per bag or bundle	218	1.00	218.00	1.00	218.00
c.	Quantities over 12 (to 24) lbs ... per bundle or container	10	1.75	17.50	2.50	25.00
d.	Quantities over 24 (to 36) lbs ... per container	100	2.00	200.00	3.00	300.00
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	<b>TOTAL</b>			\$35,682.50		\$27,348.50
	<b>DISCOUNT</b>		3.00%	\$1,070.48	1.00%	\$273.49
	<b>DISCOUNTED TOTALS</b>			\$34,612.02		\$27,075.01
Abstracted by: J. Gooden					<b>AWARDED</b>	
Reviewed by: R.Gilbert						

U.S. GOVERNMENT PUBLISHING OFFICE  
Virginia Beach, VA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*News in Health*

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

DHHS/National Institute of Health

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending November 30, 2017, 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 publicly opened at 2:00 p.m., prevailing Virginia Beach, VA time, on November 28, 2016.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 291 Independence Boulevard, Suite 401, Virginia Beach, VA 23462. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Virginia Beach, VA Regional Office, Fax No. (757) 490-7950. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

**NOTE: FAXED BIDS RECEIVED AFTER 2:00 P.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

Do NOT fax double sets or extra copies of forms that have not been requested; only fax the pages in SECTION 4 of these specifications, with all of the information completed as requested.

**BIDDERS, PLEASE NOTE: These specifications have been EXTENSIVELY revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.**

Abstracts of contract prices are available at:

<https://www.gpo.gov/gpo/abstracts/abstract.action?region=VirginiaBeach>

For information of a technical nature, contact Joy Gooden at jgooden@gpo.gov or (757) 490-7942.

## 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. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

**SUBCONTRACTING:** The predominant production function is printing. Bidders who must subcontract this operation 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.

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	O.K. Proofs/Average type dimension in publication/ 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 from Date of Award to November 30, 2017, 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 August 31, 2016, 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 prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**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 Date of Award through November 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" 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 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.

**PAYMENT:** Billing invoices must be submitted to the U.S. Government Publishing Office for payment. Submit to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO website for more information.)

When processing billing invoices for payment, at the contractor's option, the contractor may fax the completed invoice to GPO by utilizing the GPO barcode coversheet program application. The barcode coversheet can be accessed at: <https://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html> Contractor to follow the instructions as indicated.

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

**Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."**

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of a folded, self-cover pamphlet requiring such operations as negative making, proofs, printing, binding and distribution. Pamphlet prints in Black and one PMS color, to be named on each print order..

**TITLE:** News in Health Monthly

**FREQUENCY OF ORDERS:** Monthly (approx. twelve (12) orders per year)

**QUANTITY:** Approximately 33,000 copies per order.

**NUMBER OF PAGES:** Approximately 4 to 8 text pages, self-cover, with an average of 4 pages per order.

**TRIM SIZE:** 8-1/2 x 11"

**GOVERNMENT TO FURNISH:** Electronic files will be submitted via email.

Electronic media will be furnished as follows –

Platform: Windows 7 (current version).

Software: Adobe Acrobat Pro (current version).

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded (various Postscript or TrueType fonts).

Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional

Information: Files will be furnished in PDF format.

Electronic media will include all illustrations and graphics furnished in place.

Visuals of electronic files will be furnished.

CMYK will be used for color identification.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

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

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on the finished product.

**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 GPO Virginia Beach 757-490-7940. (Contractor must notify the Government as soon as necessary in order to comply with the delivery/shipping schedule.)

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.

All halftones are to be 150-line screen or finer.

Prior to outputting proofs, contractor must verify correct page breaks, etc. (re-flow of text will not be acceptable).

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

**PROOFS:** A PDF proof using the same Raster Image Processor used to produce the final product to be sent to Lisa.Harper@psc.hhs.gov (or to the address furnished on the Print Order). Call 301 443- 3089 (or to the phone number furnished on the Print Order) to confirm receipt of email. Proof must show color and contain all crop marks. Include a reminder that the agency can only keep proof no more than four (4) hours (8am – 4pm EST) from their receipt at the ordering agency.

Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

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. 12" dated March 2011.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

All text stock used in each copy must be of a uniform shade. All cover stock must have the grain parallel to the spine.

White Matte Coated Offset Book, grammage 120 g/m<sup>2</sup> (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A240

**PRINTING:** Pamphlet prints head to head in black ink and one Pantone color. The PMS color will be noted on each print order. Pamphlet contains halftone images.

Must be printed offset; digital printing is not acceptable.

**INK:** Two (2) colors of ink; normally Black plus a PMS color. Ink must contain a minimum of 20% vegetable oil.

Match ink color as indicated on the print order.

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

**BINDING:** 4-page issues will fold to 8.5x11". 8-page issues will paste-on fold.

**PACKING:**

*Mailed Shipments* (Approximately 1,500): Insert single copies into a contractor furnished #10 White Wove envelope and seal. Contractor to overprint envelopes with NIH return address. Adhere one address label to each envelope.

*Bulk Shipments:* Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

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 the delivery/shipping process.

Insert single or multiple copies (up to 200 leaves) into contractor furnished Kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into contractor furnished cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be packed in contractor furnished shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in contractor furnished shipping containers (maximum gross weight 40 pounds).

**LABELING AND MARKING:**

*Mailed Shipments:* Create and affix a label to contractor furnished #10 White Wove envelope and to each unit of mail packaged in cushioned shipping bags, shipping bundles, and shipping containers. At the contractor's option they may image addresses directly onto the bags/bundles/containers in lieu of creating address labels.

*Bulk Shipments:* Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**DISTRIBUTION:** Deliver F.O.B. Destination, except for USPS mailing portion.

2 Copies to: PSC  
7700 Wisconsin Ave.  
Room 7200B  
Bethesda, MD 20814  
Attn: Lisa Harper 301-492-4564 (DELIVER FIRST)

2 copies to: National Tech. Information Service Office of Business Development  
5301 Shawnee Road, Suite 327  
Alexandria, VA 22312  
Attn.: Sue Feindt 800-553-6847

Balance after mail (approx 1,400 of copies) to:  
NIH-OD  
9000 Rockville Pike, Bldg. 31 / Rm. 5B64  
Bethesda Md. 20892

Attn: Harrison Wein 301-435-7489      Inside Delivery Required  
Contractor to pack approximately 30,000 multiple copies for approximately 860 addresses. Addresses supplied in Excel. The number of copies for each addressee is listed in first column on spreadsheet. These copies will be bulk shipped using the NIH permit, marked for 'Mail to be Metered' to the NIH Mail Room, 301 N. Stonestreet Ave, Room 105, Rockville, MD 20850, ATTN: Teresa Williams (301) 402-4172

The agency will supply Excel files for the Contractor to mail approximately 1,500 single copies to addresses.

Complete addresses and quantities will be furnished with each print order.

Contractor is required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

In accordance with United States Postal Service (USPS) regulations, contractor will be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 3359-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailling methods, and title of product. Contractor must be able to provide copies of all delivery/mailling receipts upon agency request.

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

**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).

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday of notification of the availability of print order and furnished material. **Normally the print order will be emailed to the contractor. Workdays are Monday through Friday, exclusive of Federal holidays.**

The newsletter must be delivered three (3) workdays after receiving administrative approval that a proof has been accepted.

Contractor must submit all proofs within twenty-four (24) hours of notification of availability of print order and furnished material.

Proofs will be withheld no more than four (4) hours (8am – 4pm EST) from their receipt at the ordering agency.

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 products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not

be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**SECTION 3. – DETERMINATION OF AWARD**

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)	44	1,114
(b)	8	200
II. 1.	215	
2. (a)	8,230	
(b)	218	
(c)	10	
(d)	100	

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city for all mailing and f.o.b. destination for all other consignments.

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) or blank spaces for an item may be declared non-responsive.

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

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

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

A charge will be allowed for each text page, whether printed or blank.

Unless otherwise specified, no more than three (3) blank pages may be permitted at the end of the text for saddle-stitched products.

**I. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations (including proofs and paper) necessary for the printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) 4-page Fold.....per page.....	\$ _____	\$ _____
(b) 8-page paste-in .....per page.....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

**II. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of packing; all cushioned shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; NCOA verification; and, complete distribution, in accordance with these specifications.

- 1. Mailed Shipments – Single copies mailed by the contractor. Prices must include the cost of envelopes, folding newsletters, inserting newsletters into envelopes, and addressing envelopes. .... per 100 labels .....\$\_\_\_\_\_
- 2. Bulk packing for delivery to NIH.
  - (a) Single copy or multiple copies in kraft envelope (up to 200 leaves) ..... per envelope .....\$\_\_\_\_\_
  - (b) Single or multiple copies over 200 leaves, up to 12 pounds in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 lbs.)..... per bag or bundle .....\$\_\_\_\_\_
  - (c) Quantities over 12 lbs. up to 24 lbs. wrapped in shipping bundles, or packed in shipping containers, at contractors option (maximum gross weight 27lbs)..... per bundle or container.....\$\_\_\_\_\_
  - (d) Quantities over 24 lbs., up to 36 lbs., packed in shipping containers (maximum gross weight 40 lbs.)..... per container .....\$\_\_\_\_\_

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out “SECTION 4. - SCHEDULE OF PRICES,” initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of the GPO Form 910 “BID” form. Do not enter bid prices on GPO Form 910; prices entered in the “SCHEDULE OF PRICES” will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(Email Address)

GPO Form 910  
(R 8-01) P.57021-4  
Part 1  
ORIGINAL

**U.S. GOVERNMENT PRINTING OFFICE**  
**Printing Procurement Department**  
**BID**

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

**Shipment(s) 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, contractor will be responsible for any additional shipping costs incurred.)

**PROGRAM NO.** \_\_\_\_\_ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

**JACKET NO.** \_\_\_\_\_

BID \_\_\_\_\_

Additional \_\_\_\_\_ Rate \_\_\_\_\_

Discounts are offered for prompt payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

**Bidder hereby acknowledges amendment(s) number(ed)** \_\_\_\_\_

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

**Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.**

**COMPANY SUBMITTING BID**

**PERSON AUTHORIZED TO BID**

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

GPO Contractor Code (if known) \_\_\_\_\_

Date \_\_\_\_\_

Telephone Number \_\_\_\_\_

Facsimile Number \_\_\_\_\_

Contracting Officer Review \_\_\_\_\_  
(Initials)

Date \_\_\_\_\_

Certifier \_\_\_\_\_  
(Initials)

Date \_\_\_\_\_