

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

Messenger Magazine

as requisitioned from the U.S. Government Publishing Office (GPO) by the
DLA Document Services for the
HQ US MEPCOM

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2015 and ending September 30, 2016, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF CONTRACT" clause in Section 1 of this contract.

SUBMIT QUOTE TO: U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date or telefax your reply to Columbus Regional Office (614) 488-4577. **Telegraphic and e-mail quotes transmitted to GPO offices WILL NOT be considered.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time,
September 24, 2015.

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

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Minor changes are scattered throughout.

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 Russ Woodmancy at (614) 488-4616, ext. 8 (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 (revised 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 <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

More GPO Publications can be found at: <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 bidder 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 (Single and Double Impression)	Approved Proofs
P-9. Solid/Screen Tint Color Match	Approved Proofs
P-10. Process Color Match	Approved Proofs

OPTION TO EXTEND THE TERM OF 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 5 years (September 30, 2020) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF TERM OF CONTRACT” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

PRICE ADJUSTMENT PERIOD: For the purpose of this clause, the program years shall comply with the Term of Contract clause. There shall be no price adjustment for orders placed during the first program year of this contract.

PRICE ADJUSTMENT: The prices shall be adjusted on the basis of the “Consumer Price Index for All Urban Consumers – Commodities Less Food, Seasonally Adjusted,” published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers – Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the current period of this contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor’s invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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.

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.

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 **October 1, 2015 through September 30, 2016** 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. This 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 GPO Columbus Regional Office via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submit all vouchers 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>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, and PDF of label via e-mail to infocolumbus@gpo.gov.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the “SECTION 4. -SCHEDULE OF PRICES.”

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of a saddle-stitched magazine requiring such operations as copy pickup, electronic prepress, reproducible, proofs, printing in four-color process, binding, labeling, packing, shipping, and delivery.

TITLE: Messenger Magazine.

FREQUENCY OF ORDERS: 2 to 3 issues per year.

QUANTITY: Approximately 3,000 copies per issue.

NUMBER OF PAGES: From 16 to 36 text pages in four-page increments, plus separate cover.

TRIM SIZE: 8-1/2 x 11”

GOVERNMENT TO FURNISH: Macintosh OSX platform. Files will be provided via e-mail, contractor's FTP Site, or CDs (at Government's option), in native format, using Adobe InDesign CS6, and Adobe Photoshop CS6. Separate disk will be provided for high-resolution tiff files. Disks will be formatted to include text, line art, rules, and low resolution versions of text illustrations in final layout format. Printer and screen fonts will be furnished with first order, or on each individual order.

Contractor will be furnished the standing masthead format for cover with the first order.

Infrequently, camera copy consisting of line art and black and white or color photoprints to be sized and reproduced at various focuses to fit keyline spaces.

Distribution list produced on Excel. Disk will be formatted to include master shipping list (approximately 200 addresses for 2,800 copies). Contractor may use any system necessary for the creation and addressing of shipping labels to be applied to each unit. Return address must be USMEPCOM as listed under DISTRIBUTION below).

Halftones are linked and are in final layout form. Files are not compressed. Color identification is CMYK. Color breaks and bleeds are clearly shown.

All printer and screen fonts will be furnished with the individual print order. These fonts are the property of the Government and must be returned with furnished material. Type and rules generated from electronic files must be produced on a high resolution output device producing quality equal or better than an image resolution of 2400 dpi.

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 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. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary files formats other than those supplied, unless specified by the Government.

Delivery/shipping status report form. Form 905 (R. 3/90) "Labeling and Marking specifications".

GPO Form 2511, Print Order. Blue Label and Selection Certificates.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

FILMS: Films are NOT required; computer to plate is acceptable and is the preferred method of production. At the contractor's option, they may use film however; the Government will not pay for any film costs, even if these costs are the result of author's alterations. For example, if changes were made at the proof stage, the Government will pay for the digital corrections and new proofs (if required), but not for films. Such proof charges must be charged at the rate for digital proofs, not "from film" proofs. Minimum 150 line screen required on halftones.

PROOFS: All orders require two sets of composite layout/position proofs of the complete publication. Proofs shall consist of a complete product with all elements in proper position (not pasted up), and all pages imposed in correct location, imaged face and back, trimmed, and bound to the finished size of the publication. In lieu of a film based proof (i.e. Dylux, bluelines, etc.), a digital layout proof may be furnished provided that the digital proof is imaged using the same Raster Image Processor (RIP) that will be used to produce the finished product (at a minimum of 600 dpi single color or minimum 400 dpi full color at Contractor's option). Digital layout proofs must also be imaged on two sides and shall accurately predict front-to-back registration and all aspects of page layout/image assembly.

When ordered, two sets of one-piece (composite) color proofs, halftone dot quality or color-accurate continuous tone proofs, of complete publication. Color proofs must have illustrations and text matter composited. Low resolution digital proofs (less than 1,800 dpi) that are not representative of final image quality and color, as well as film overlay type proofs are not acceptable.

Proofs are to be "contract quality" and be representative of image quality and color that will be matched by the printed press sheets. Any digital proof used as a "contract proof" must be imaged to predict the appearance of the press sheet, using the same Raster Image Processor (RIP) that will be used to produce the finished product. The contractor is responsible for providing a control system that facilitates making the match between the approved proofs and the printed press sheets.

If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the 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.

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 "Okay to Print".

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 paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text stock/paper used in each copy must be of a uniform shade.

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

COVER: White Litho (gloss) Coated Cover, basis size 20 x 26", 80 lbs. per 500 sheets, equal to JCP L10.

TEXT: White Litho (gloss) Coated Book, basis size 25 x 38", 70 lbs. per 500 sheets, equal to JCP Code A180.

PRINTING: Print head-to-head in 4-color process on all covers and text pages.

Cover: After printing, flood coat covers 1 and 4 with a clear non-yellowing clear coat, gloss varnish or aqueous coating.

Text: Text pages will print type, line, solids with reverses, screen tints, and halftones. Occasionally, the center page spread will have illustrations and/or type printing to and crossing over the gutter.

MARGINS: Margins will be as indicated on furnished material. Normally, heavy ink coverage on covers 1 and 4, bleeding all sides. Text pages have adequate gripper margins.

BINDING: Score bind fold for cover. Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming.

PACKING: Package as indicated on the individual print order.

Insert single copies into contractor furnished envelopes or shipping bags.

Insert multiple copies into contractor furnished cushioned shipping bags or shipping containers.

Shipping containers not to exceed 36 pounds (maximum gross weight 40 lbs.) when fully packed. Shipping containers shall have a minimum bursting strength of 275 lbs. per sq. in. or a minimum edge crush test (ECT) of 44 lbs. per inch width.

The following is a typical distribution for contractor's city destinations:

<u>No. of Copies</u>	<u>No. of Destinations</u>	<u>Total Quantity</u>
1	35	35
3	1	3
5	111	555
12	1	12
21	1	21
23	4	92
24	3	72
25	4	100
26	5	130
27	1	27
28	3	84
29	2	58
30	7	210
31	2	62
32	5	160
33	3	99
34	2	68
35	1	35
36	7	252
37	1	37
38	5	190
39	1	39
40	2	80
43	2	86
47	1	47
50	1	50
191	1	191

NOTE: The above is representative of a typical distribution for f.o.b. contractor's city addresses. It is anticipated that these quantities will be plus or minus 15%.

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

INSPECTION SAMPLES: When indicated on the print order, or otherwise requested, two samples 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 50 equal sublots. A random copy must be selected from each sublot. Copies must not be chosen from the same general area in each sublot. 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.

- (b) These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall 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 certificate of selection, must 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.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy a different general area of each subplot.

The contractor will be required to execute a statement furnished by GPO certifying that samples were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination and f.o.b. contractor's city.

Deliver f.o.b. destination: Pickup/return of copy, deliver/pickup proofs, and deliver approximately 200 copies (including Blue Label Copies) to: Headquarters, USMEPCOM; Attn: Louis Wiseman, Building 3400; 2834 Green Bay Road; North Chicago, IL 60064.

The Government-furnished material must not be packaged with the printed copies, and must have a separate, signed receipt.

Inside delivery is required. Inside delivery is defined as delivery to a Government controlled area.

NOTE: Not later than five workdays after actual delivery of each order, deliver two sample copies to: Jim Sullivan, DLA, 2530 Paul Jones Street, Suite 100, Bldg. 2A, Great Lakes, IL 60088. Also deliver to the same address or fax (fax number: 847-688-3725), a conformation of delivery which shows the date the order arrived and the name of the person that signed for the order. No additional cost will be allowed.

Shipping f.o.b. contractor's city: Ship approximately 2,800 copies to approximately 200 destinations using Government furnished contract courier (FedEx Ground Service). See page 8 of the specifications for a typical distribution of these addresses.

Contractor is not to use Government furnished courier account number for shipments other than delivery of Messenger Magazine as described on the individual print order.

Contractor must e-mail the tracking number(s) for each shipment to USMEPCOM, DLA, and US GPO, Columbus RO immediately after shipment. All e-mails to be identified in the subject line with both the Program Number and the Print Order Number and are to contain a copy of the distribution list. E-Mail addresses will be provided after award.

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 dates can be predetermined for placement of orders. Contractor will be notified by telephone when furnished material is available for pickup.

All pickups and deliveries must be made Monday through Friday, exclusive of Federal Holidays, before 3:30 P.M. local prevailing time Chicago, IL.

The following schedule begins the workday after notification of availability of furnished material for pickup.

- (1) Contractor must deliver page proofs within 3 workdays.
- (2) Ordering agency will hold page proofs 1 workday from receipt to call for pickup, and approve or approve with corrections.
- (3) Complete production and delivery must be made by the contractor within 4 workdays after call for pickup and notification of an "OK to Print" or "OK to Print with corrections."

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, along with any films made by the contractor, digital deliverables, together with one printed sample of each job to the North Chicago, IL address under "DISTRIBUTION".

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 materials/proofs and furnishing sample copies, must be borne by the contractor.

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 year's orders 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 during a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

	(1)	(2)
I. (a)	3	90
(b)	84	2,520

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination for deliveries to North Chicago, and f.o.b. contractor’s city using Government account number for all other destinations.

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

Prices shall be all-inclusive, covering all materials and operations, for complete production 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 or rate.

I. COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations necessary for the complete production and distribution (including packing and sealing for f.o.b. contractor’s city copies) of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup Charges</u>	<u>Running per 100 Copies</u>
	(1)	(2)
(a) Covers 1-4 print in four-color process	\$ _____	\$ _____
(b) Text Pages print in four-color process, per page (printed or blank)	\$ _____	\$ _____

(Initials)

MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO

SCHEDULE OF PRICES

QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided. See Page 1 for instructions on how and where to submit quotation.

**Discounts are offered for payment as follows: ___ percent, _____ calendar days.
See 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)

(Contractor Code Number if Known)

(e-mail address)

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

RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE